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State of New Jersey

DEPARTMENT OF HEALTH AND SENIOR SERVICES

PO BOX 360
TRENTON, N.J. 08625-0360

JON S. CORZINE
Governor

www.nj.gov/health

HEATHER HOWARD
Commissioner

January 29, 2009

Dear Colleague:

The New Jersey Department of Health and Senior Services, Office of Minority and Multicultural Health, is announcing its summer 2009 Cook/Rutledge Fellowship. The fellowships are open to graduate students who are residents of New Jersey and who are now enrolled in a New Jersey university or college or attending an out of state university or college. Out-of-state students attending a New Jersey university/college and residing in New Jersey temporarily during the academic year can also apply. Students must be enrolled in graduate medical sciences, law or Public Health programs. Each Fellowship provides a stipend of \$6,000 that is contingent upon availability of state funds. Students who have graduated or completed their programs before summer can not apply. Fellows are expected to commit to and complete full-time, supervised ten to twelve week projects at the New Jersey Department of Health and Senior Services in Trenton. (*Applicants may look at the Strategic Plan to Eliminate Health Disparities in New Jersey 2007* [www.state.nj.us/health/omh/plan/index.shtm] for project ideas.)

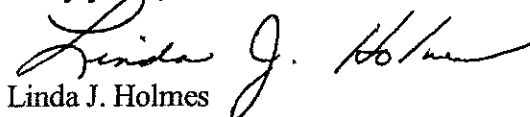
The Office of Minority and Multicultural Health is requesting that you look at the attached 2009 application packet and make copies to circulate to all appropriate Deans, program directors and professors. Please take the time to notify and encourage all eligible students to apply.

All 2009 Cook/Rutledge Fellowship application forms and attachments **must be completed and returned by March 20, 2009.** Incomplete applications will not be accepted.

The application packet is also available on the Department of Health and Senior Services, Office of Minority and Multicultural Health web-site at <http://www.nj.gov/health/omh/index.shtml>. Any questions may be directed to Jose A. Gonzalez at (609) 292-6962 or to jose.gonzalez@doh.state.nj.us.

In the past, the Department has benefited from a number of well-researched and thoughtfully developed fellowship projects. We look forward to continued quality work from selected fellows. Thank you very much for your attention and assistance in disseminating this important information.

Truly yours,



Linda J. Holmes
Executive Director
Office of Minority and Multicultural Health
New Jersey Department of Health and Senior Services

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STATE OF NEW JERSEY
DEPARTMENT OF HEALTH AND SENIOR SERVICES



Office of Minority and Multicultural Health

***Cook/Rutledge
Fellowship Program***

2009

Application Period and Deadlines

The application filing period will be from January 30, 2009 through March 20, 2009. Applications should be postmarked no later than March 20th 2009. Faxed applications will not be accepted. No exceptions or extensions will be made beyond the deadline. Fellowship applications can be downloaded from our web page, (<http://www.nj.gov/health/omh/index.shtml>). Applicants will be notified by May 11, 2009.

Instructions

It is the applicant's responsibility to make sure that the application package is complete and that all the required materials are sent on time. Make sure we receive the following:

- 1. Cover Letter*
- 2. Completed Application Form (Attached)*
- 3. Essay*
- 4. Resume*
- 5. Dean's Letter*
- 6. Cook/Rutledge Fellowship Candidate Evaluation Form
from a community and or public health organization. (Attached)*
- 7. Two (2) Letters of Recommendation*

Mail complete package by the March 20, 2009 to:

Linda Holmes, Executive Director
New Jersey Department of Health and Senior Services
Office of Minority and Multicultural Health
Post Office Box 360 Suite 501
Trenton, New Jersey 08625-0360

Description of Requirements

The New Jersey Department of Health and Senior Services (NJDHSS), Office of Minority and Multicultural Health (OMMH), is announcing its summer 2009 Cook/Rutledge Fellowship. This fellowship is solely for students with demonstrated interest and experience focusing on minority health issues or initiatives to eliminate racial/ethnic disparities in health. (Minorities are encouraged to apply). These two fellowships are open to graduate students who are residents of New Jersey and who are now enrolled in a New Jersey university or college or attending an out-of-state university or college. Out-of-state students attending a New Jersey university/college and residing in New Jersey temporarily during the academic year can also apply. Students must be enrolled in a graduate medical sciences, law or public health program. Each Fellowship provides a stipend of \$6,000. Students who have graduated or completed their programs before the summer semester 2009 can not apply. Fellows are expected to complete a full-time supervised ten to twelve week project at the NJDHSS in Trenton.

Cover Letter: Your cover letter is a summary of the reasons why you are the best candidate for the Cook/Rutledge Fellowship Program. It should help the OMMH answer three questions:

- **Fellowship eligibility**
Does the applicant have the abilities, skills, knowledge and experience appropriate for the fellowship?
- **Commitment**
Does the applicant demonstrate interest in minority health issues?
- **Appropriate for OMMH Team**
- Does the applicant demonstrate interest in OMMH goals?

Application Form: The applicant should fill-in and complete the Cook/Rutledge Fellowship application. (It is posted on our website (<http://www.nj.gov/health/omh/index.shtml>)). Please do not leave blank spaces; if an item does not apply, indicate "N/A". Incomplete applications will not be processed. Sign and date the application in the space provided.

Essay: *The applicant should write and submit a typewritten essay* describing the interests and experiences of the applicant, not exceeding two double-spaced typewritten pages. The essay should indicate the applicant's reason for applying as well as any previous experience relevant to minority health including work with minority populations. The application should also specify the following: 1. Primary areas of interest (i.e. senior services, HIV/AIDS, environmental/occupational health, maternal and child health, health disparities); 2. Previous activities that demonstrate commitment to minority or public health as evidenced by community-based service/outreach, volunteer work, public health service, advocacy, coalition building and involvement in student organizations that address minority health or public health issues: 3. Personal goals for fellowship experience.

Curriculum Vitae or Resume: The applicant should submit a curriculum vitae/resume, including the following:

1. Objectives/ Career Goals
2. Education
3. Experience
4. Community Service
5. Honors and/or Awards

Dean's Letter: A letter from the Dean documenting the student's current academic performance, and that the student will be enrolled in the program during the next academic year.

Cook/Rutledge Fellowship Candidate Evaluation Form: Submission of completed Cook/Rutledge Fellowship Candidate Evaluation by the student's advisor.

Letters of Recommendation: Two letters from a community service or public health organization documenting the student's commitment to public health as evidenced by interest in addressing health disparities, community-based service/outreach, and/or volunteer work.

New Jersey Department of Health and Senior Services
Office of Minority and Multicultural Health

Cook/Rutledge Fellowship Application
Summer 2009

Applicant's Name: _____

Mailing Address: _____

City, State, and Zip: _____

E-Mail Address _____

Student Race/Ethnic Origin:

- African American
 Latino/Hispanic
 Asian American
 Native American
 Other Minority (Explain) _____
 Not Minority

Student's Birth Place _____

Name of Present School _____ Grade Point Average (GPA) _____

Name of College attending in September 2009 _____

Mailing Address: _____

City, State, Zip: _____

Telephone Number: _____

Major: _____

Minority Health/Disparity Issue of Interest: _____

ALL OF THE INFORMATION ON THIS APPLICATION IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I HEREBY GIVE THE OMMH PERMISSION TO USE MY NAME AND PHOTOGRAPH FOR THE PURPOSE ONLY OF PUBLIC RELATIONS AND PUBLICATIONS. NOTE - ALL INFORMATION SUBMITTED WILL BE HELD CONFIDENTIAL UNLESS OTHERWISE NOTED. THE FINAL AWARD AMOUNT WILL BE DEPENDENT UPON THE AVAILABILITY OF FUNDS DURING THE AWARD YEAR.

Signature of Applicant: _____ Date: _____

COOK/RUTLEDGE FELLOWSHIP CANDIDATE EVALUATION BY THE MAJOR ADVISOR

College/University	
Name of Candidate	Name of Program
Name of Advisor/Evaluator	Date

The characteristics listed below represent the attributes of the public health professional that the Cook/Rutledge Fellowship Internships strive to attain. **Please evaluate the applicant by circling appropriate numbers below and complete the narrative statement on page two.**

Knowledge of Public Health Issues	1	2	3	4	5	N/A
Knowledge in Special Area of Concentration	1	2	3	4	5	N/A
Knowledge of Minority Health/Health Disparity Issues	1	2	3	4	5	N/A
Analytical Skills/Logical Thinking	1	2	3	4	5	N/A
Interpersonal Skills	1	2	3	4	5	N/A
Written Skills	1	2	3	4	5	N/A
Oral Skills	1	2	3	4	5	N/A
Commitment to Public Health Service	1	2	3	4	5	N/A
Commitment to volunteer activity in minority communities	1	2	3	4	5	N/A

Ranking:

- | | |
|--------------------------------|--------------------------------|
| 1. Significantly above average | 4. Moderately below average |
| 2. Moderately above average | 5. Significantly below average |
| 3. Average | |

