Office of Minority and Multicultural Health

Cook/Rutledge Fellowship Program

2010
Application Period and Deadlines

The application filing period will be from February 26, 2010 through April 16, 2010. Applications should be postmarked no later than April 16, 2010. 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 7, 2010.

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 April 16, 2010 to:

Colette Lamothe-Galette, Acting 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 2010 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 school of medicine, law school or in a school of public health. Each Fellowship provides a stipend of $6,000. Students who have graduated or completed their programs before the summer semester of 2010 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](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 typed 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 a description of any previous experience relevant to minority issues. 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; and 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 Form by the student's advisor (Academic Counselor/Professor).

**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 2010

Applicant’s Name: ________________________________

Mailing Address: ________________________________

City, State, and Zip Code: __________________________

E-Mail Address ________________________________

Student Race/Ethnic Origin:

☐ White
☐ African American
☐ Latino/Hispanic
☐ Asian American
☐ American Indian/Alaskan Native
☐ Native Hawaiian or Pacific Islander
☐ Other Minority (Explain) ________________________

Student’s Birth Place ____________________________

Present School ____________________________ Grade Point Average (GPA) ____________

Name of College attending in September 2010

Mailing Address: ________________________________

City, State, Zip: __________________________________

Telephone Number: ______________________________

Major: __________________________________________

Minority Health/Disparity Area 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

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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
Cook/Rutledge Narrative Statement

Please specify strengths and weaknesses of the applicant and provide any additional information that you think may be helpful to our selection process (See section below for an explanation of rated characteristics).

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

Signature:

EXPLANATION OF RATED CHARACTERISTICS

Knowledge of Subject: Familiarity with facts and/or principles that demonstrates understanding of field of study.

Interpersonal Skills: The ability to relate effectively with employees and communities of diverse backgrounds.

Written Skills: The ability to present ideas in writing, clearly and comprehensively.

Oral Skills: The ability to articulate ideas clearly to small and large groups.

Commitment to Service: Shows evidence of community-based activity/outreach/service, volunteer work, public health service, advocacy, coalition building in minority communities involvement in the student organizations that address public and minority health issues.