



Whitsell Innovations, Inc. is a full-service medical and scientific writing company.

**We are seeking interns with writing talent, a strong work ethic,
a passion for science, and a desire to learn about written
communication in a regulated environment.**

- ❖ Because Whitsell Innovations (WI), Inc. provides a wide range of medical writing services, interns will have the opportunity to participate in regulatory writing and review, slide deck preparation, abstract and manuscript preparation, etc. Interns will learn to work with United States Food and Drug Administration (FDA)/International Council for Harmonisation of Technical Requirements for Pharmaceuticals for Human Use (ICH) guidance documents, American Medical Association (AMA) style, and individual client style guides.
- ❖ Each intern will be assigned a specific WI employee as a mentor for coaching and feedback. Interns will also have the opportunity to work with other WI employees as determined by the intern's interest, project volume, and project availability.
- ❖ Initially, all intern work will be supervised and reviewed before it is submitted to the client, and all client interactions will be coached. Over time, interns may be given their own assignments and opportunities to interact directly with client companies.
- ❖ The internship program includes regular virtual educational sessions. These sessions will include overviews of specific document types and their styles, concepts that pertain to ethical and thoughtful medical writing, understanding regulatory guidance documents, and client management/communication issues and best practices.
- ❖ Whitsell Innovations, Inc. is a 100% telecommuter company. All employees and subcontractors work remotely. Self-discipline in a remote environment is essential.
- ❖ The goal of the internship program is to grow our talented employee pool. It is the expectation of WI that qualified interns will be considered for full-time employment upon completion of the internship program.





An intern at WI is expected to provide:

- ❖ Approximately 10 hours per week to devote to WI projects and training - more hours may be available during high volume times
- ❖ A computer that has Microsoft Office Suite installed
- ❖ A designated telephone

The availability of equipment will not drive a decision in terms of selection of a suitable candidate.

Due to the nature of our work, an intern at WI will be required to:

- ❖ Sign a contracting agreement that includes:
 - ✓ Nondisclosure/confidentiality
 - ✓ Assignment of intellectual property to the client
 - ✓ Nonsolicitation and noncompete for direct employment or contracting from WI clients
- ❖ Commit up to 18 months to the WI internship

Timeline for internship applications:

1/4/21 – Applications open

2/12/21 – Applications close (no exceptions)

Week of 4/5/21 – Interviews

Week of 4/19/21 – Notifications

4/28/21 – Proposed start date (subject to change)

To apply for the internship or for any questions regarding the internship, please contact:

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