

THE INTERNSHIP PROGRAM

Our Intention

While America may no longer be the lead producer of tangible items, such as, steel, textiles, and the rare earth materials needed to produce integrated circuits and micro-chips for cars, cell phones, computers, home appliances, etc., we are still the leader of gas and energy production, space exploration, innovative technologies, and medical and biomedical research and production of new medicines.

Therefore, Science Technology Engineering and Mathematics (STEM), the biopharmaceutical and quality assurance disciplines are major forces that can produce innovative intellectual property and increase the workforce capacity and regional economic growth. Hill & Hill Quality Associates, LLC (Hill & Hill) is striving to be part of the solution that supports the continued drive of innovative production and promote a training and hiring program for a diverse group of STEM students within the biopharmaceutical industry.

We're Hill & Hill Quality Associates, LLC!

With over 25 years of biopharmaceutical quality assurance consulting experience in the SF Bay area, and other cities within the United States and foreign countries, Derrick Hill founded Hill & Hill in the San Francisco Bay area in 2016. Along with building a culture of excellence, Mr. Hill's vision for the company includes defining and widening paths to provide career opportunities to Black, Indigenous People of Color (BIPOC) in the STEM fields, specifically, (Life) Science. In order to continue the work that he loves, and maintain ongoing partnerships, Mr. Hill has built a personal and professional reputation with his clients and community of being an authentic, agile and knowledgeable problem-solver. He uses an honest and respectful approach when providing clients with customized solutions and stage appropriate strategies to meet regulations within the biotech, pharmaceutical, food and medical device industries.

Hill & Hill encourages and welcomes the following:

- **Diversity** Hill & Hill employs a racially and gender diverse and dedicated team
- **Equality** Hill & Hill believes in everyone having an equal voice and encourages open discussion
- **Inclusivity** Hill & Hill strives to ensure that everyone's voice is heard and leverages trust and an up-front approach to empower the team to use their best judgment when supporting client's needs.

The Internship Program

Our internship program follows that same approach; passionate, innovative, and high performing diverse STEM students who will be paired with our STEM biopharmaceutical clients who have a deep commitment in the investment of BIPOC youth. The program will utilize a work-based training model that can help the interns attain life-work experience and develop their employability. Once the interns are interviewed, assessed, and accepted they will be exposed to Good Manufacturing, Clinical, Lab and Documentation Practices (GXP), drug development, quality assurance practices, regulatory processes, and teamwork ethics in a supportive learning-work environment. Beyond the internship program in the biopharmaceutical industry Hill & Hill desires to create a diverse talent pipeline for the biopharmaceutical industry.

The program will target college freshmen through seniors who either major or show an interest in one of the life sciences. Data reveals, there is low opportunity and representation of BIPOC communities within STEM based programs and companies; for that reason, special consideration will be given to BIPOC students. After the intern is hired, they will work directly with Hill & Hill and the STEM clients located in various locations such as: Alabama, California, District of Columbia, Florida, Georgia and Utah. The hope is, this pairing will promote life-work based learning, promote diversity in STEM based biopharmaceutical companies and grow a more diverse talent pool.

Job descriptions with specific duties will be written for each position. Interns will be provided an on-site Supervisor, a Licensed Marriage and Family Therapist/Life Coach, an Internship Champion, and a Mentor who will provide professional career support and proper business acumen and guidance during the internship and beyond.

Our Recruiting Strategies

Hill & Hill is comprised of knowledgeable, dedicated, and **high performing employees** that are gender and racially diverse. Therefore, one of our initial approaches to seek and attain intern referrals will come from within our professional and social relationships.

Next, we'll tap into Historical Black Colleges and Universities (HBCUs) that have an academic curriculum which includes STEM disciplines and research. Our President, Derrick Hill, is an alumnus of a Black University, Oakwood University, located in Huntsville, Alabama. Mr. Hill's firsthand knowledge of attending a Black University provides him with an intimate understanding of the academic culture at HBCU's and other Black Colleges, and the available paring opportunities. Local California universities who are also well known for their STEM programs will be sources to attain student referrals. We're also exploring ways to partner with non-profit organizations that are participating in developing a diverse, STEM talent pipeline.

Expected Outcomes:

1. Expose the Intern to the biopharmaceutical drug development processes
2. Allow the intern to attain interview and feedback experience
3. Interns will be placed in a professional entry level STEM position to gain knowledge and experience
4. Interns will be trained in basic elements of biopharmaceutical drug development, such as:
 - a) FDA drug regulations
 - b) Importance of Standard Operating Procedures
 - c) The role of drug development
5. Periodic counseling and life coaching sessions will further enhance the intern's self-esteem, resilience, work ethic, problem solving skills, increase mental stamina and emotional intelligence
6. Intern's will receive industry mentoring to help them on their journey to ultimately become a successful employee
7. Intern's will receive "Internship Experience Reviews" (mid-point and conclusion)
8. The ultimate hope is for the Intern to obtain the guidance and motivation they need to have an opportunity to become a regular employee within the Biopharmaceutical Industry.

This should be celebrated by all, for this will fulfill the goal of the STEM Talent Challenge to increase BIPOC and women's diversity within the STEM disciplines and provide future job opportunities within the Biopharmaceutical industry. We believe that through a supportive learning-environment and participating in the STEM Challenge, this will provide an opportunity to communities who have traditionally had lower exposure to STEM.

Mentor Roles Responsibilities

Supervisor. This person will provide direction and guidance on a daily basis related to work objectives and tasks. As well as being available for on-the-spot questions or confirmation, support, and guidance as necessary.

Intern Champion. Our intern champion will be the first point of contact for all interns and all support roles. This person will also function as the "buddy" for the interns, be the person they can ask the questions of if they are unsure and support the intern to complete the internship.

Career Mentor. This person will be a business professional with whom the intern can develop a relationship and receive career guidance and direction.

Professional Life Coach. Hill & Hill will provide a licensed psychotherapist/professional life coach who will meet with each intern on a periodic basis to discuss: their overall mental and emotional health, their vision regarding professional goals, develop the necessary milestones to help them reach their goals, how to deal with difficulties that may arise during their internship, teach them techniques to solve internal and external problems, and bolster their self-esteem by finding strength and beauty of being a person of color and or female.

Development & Growth Discussions

There will be a continual feedback process between the interns and their mentors. The intern will receive support in the areas they're struggling with, be given concrete answers to any questions posed, and given specific guidance and training to increase their learning curve and have a positive work-learning experience.

Concrete feedback will be provided to the intern, and their performance will be documented. Over the course of the internship, the high-level summaries of those conversations and their overall performance will culminate in a development & growth discussion highlighting the intern's areas of excellence, production, growth and focus.

Keeping in Touch

Hill & Hill's deep commitment in the investment of BIPOC youth in STEM means we will invest in the lives of the youth and remain a supportive part of their career foundation or a constant guide as they navigate their career in the STEM fields. Along with the development & growth discussion, interns will be invited to participate in an exit interview; here they will be asked detailed questions about their ***training and development*** experience, if they have interest in continuing in a STEM discipline, specifically the biopharmaceutical industry and what Hill & Hill can do better. This information will be used to improve the internship program as well as annotating the intern's journey with Hill & Hill.

CURRICULUM

The following is the intended curriculum for the Hill & Hill Quality Associates Internship Program. As a small nimble biopharmaceutical company, our client's needs may require some adjustments to the curriculum below. To the best of our ability, we will try to minimize significant revisions and ensure each intern gets the full experience during their internship.

Month 1

- Hill & Hill Orientation
 - ✓ Return paperwork
 - ✓ Assign equipment
 - ✓ Company expectations
- Internship Orientation
 - ✓ Internship expectations
 - ✓ Jargon and industry norms
- Begin Internship Journey
 - ✓ Introduction to clients/projects
 - ✓ Job/Project expectations
 - ✓ Task assignment(s)
- Begin weekly 1:1s with Supervisor
- Begin bi-monthly 1:1s with Intern Champion
 - ✓ Job description review and use
- 1st Development & Growth Discussion
- Psychotherapeutic/Life Coaching Assessment

Month 2

- 1st Coaching 1:1
- Introduction to Career Mentor
- Additional projects/tasks assigned

Month 3

- Continue Internship Journey
- Continued 1:1s with Supervisor
- Continued 1:1s with Intern Champion
- 2nd Coaching 1:1

Month 4

- Continue Internship Journey
- Continued 1:1s with Supervisor
- 2nd Development & Growth Discussion

Month 5

- Continue Internship Journey
- Continued 1:1s with Supervisor
- Continued 1:1s with Intern Champion
- 3rd Coaching/Exit Assessment

Month 6

- Begin concluding the Internship Journey
 - ✓ Finalize/Wrap up projects
 - ✓ Hand off tasks
- Begin concluding 1:1s with Supervisor
- Final Development & Growth Discussion
- Begin concluding 1:1s with Intern Champion
- Conclusion Feedback