



# Fort Wayne-Allen County Department of Health (FWACDOH) Internship Policy

## Goals and Objectives

- To provide an opportunity for students to gain practical on-site work experience to enhance their job skills and increase their knowledge about public health while contributing meaningfully to the work of the FWACDOH.

## Guiding Principles

- All internship assignments are subject to the following conditions:
  - The student is academically eligible to participate in the internship experience.
  - All assignments are mutually agreed to by the department, the student and the respective college or university's academic advisor.
  - The internship can be terminated at any time by either party with or without cause.
  - The intern is not entitled to a salary/stipend or employee benefits and is not guaranteed a job at the conclusion of the internship.

## Coordination

- The department's Internship Coordinator (hereby designated as the Communications Director) will be responsible for implementing the department's internship policy. Therefore, the Internship Coordinator will:
  - Work with academic advisers and appropriate internal Division Directors in the selection of students for participation based on the department's needs and the student's interests and career goals.
  - Coordinate all communication between the department and the prospective intern and academic adviser prior to a student becoming an intern, including receiving all applications,

checking that all appropriate prerequisites have been completed and scheduling any interviews.

- Serve as the resource person for any issues or problems that may arise during the internship.

## Prerequisites

- All internships must be for academic credit with the approval of the respective college or university. Therefore, to qualify for either full-time or part-time internship, a student must:
  - Be in good academic standing and have completed all the necessary coursework and prerequisites for the internship as determined by the university or college. Preference will be given to those students who are majoring in disciplines relevant to public health.
  - Have the necessary ability, interest, and maturity to competently complete the tasks that will be required in the internship.
  - Possess any specific skills (public speaking, word processing) necessary to complete the assigned internship duties and possess the ability to comply with all departmental and County personnel policies as applicable

## Interview and Placement Process

- Internships will be offered when requested based on considerations of space, equipment and the availability of mentorship. Therefore, to be considered, a prospective intern must first:
  - Submit an application or request for interview to the Internship Coordinator explaining the reason(s) for choosing FWACDOH for an internship, and indicating the specific area in which the applicant is willing to work as an intern.
  - Be interviewed by the Internship Coordinator and the appropriate division director.
- Once the intern has been accepted and assigned to a specific division, that division's director will become the intern's Field Supervisor. Therefore, the Field Supervisor will:
  - Complete any necessary paperwork, including an internship agreement and a detailed description of work tasks, goals or

learning objectives for the internship prior to any student placement.

- Ensure that interns have sufficient work to do and are given quality supervision throughout the program.
- Commit to mentoring and evaluating the intern throughout the internship experience.
- Agree to phone consultations or on-site visits by the intern's academic adviser as needed.

## **Time and Duration**

- Most internships will run along the same schedule as academic semesters: August to December, January to April, or Mid-May to August. Other times may be considered.
- The duration of the internship and hours per week will be based on the intern's availability, whether the internship is part-time or full-time, and the minimum number of on-the-job work hours that must be completed for each academic credit hour. The specific work schedule will be agreed upon during the interview and placement process.

## **Compensation**

- Unless otherwise specified, all internships will be unpaid.

## **Transportation**

- Interns will be responsible for transportation to and from the internship experience and all related events/duties.

## **Orientation**

- All interns must receive a proper orientation to the department. The orientation will include the following:
  - A general department overview, including a tour and introduction to the staff.
  - HIPAA Privacy training.

- Whenever applicable, the intern will complete a 2-week rotation in the department, spending time in at least eight of the department's 14 divisions.
- Upon sufficient orientation to the department, and after appropriate training, the intern will be allowed to begin project work.

## **Evaluations**

- The intern's Field Supervisor will be responsible for completing any evaluations required by the respective college or university. The Field Supervisor will ensure that a copy of all such paperwork is provided to the Internship Coordinator for recordkeeping purposes.
- One week before the end of the tenure of Internship, the Intern will submit an evaluation for the department that can be used to enhance the internship experience for future students.

## **Responsibilities of FWACDOH**

- FWACDOH shall provide the intern with a conducive working environment, equipment and mentoring adequate to meet the learning objectives of the internship. To the extent possible, FWACDOH will provide access to a workstation, telephone and Internet use, and supply of stationery and other materials that may be required for proper discharge of assigned tasks by the intern.
- FWACDOH shall provide the student and the academic adviser with a detailed description of work tasks, goals or objectives for the internship prior to any student placement and will submit any and all assessments and evaluations required by the respective college or university during or after the internship experience.
- FWACDOH shall take under advisement any suggestions made by the intern in a final evaluative report as to how future internships can be improved.

## **Responsibilities of the Intern**

- The intern shall demonstrate a willingness to fully participate in the learning experience.
- The intern shall complete all work with high standards and professionalism.

- The intern shall work under the supervision of the assigned division director who will be regarded as the intern's Field Supervisor, and to whom the intern will report.
- The intern shall adhere to all departmental rules, regulations, policies and procedures throughout the internship program.
- The intern shall complete all necessary progress reports, work logs, time sheets, evaluations, research papers or other assignments as required by the respective college or university.