



Fort Wayne-Alle County Department of Health COMMUNICATIONS POLICY

Internships

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, the Division Director or Physician 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 intern is properly oriented to the department and is issued a network ID, photo badge, parking pass, or keys as needed.
- Ensure that intern has sufficient work to do and is 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.

Dress Code

- Interns will be expected to dress in professional office attire unless doing field work in which case casual attire may be allowed at the discretion of the Field Supervisor.

Orientation

- All interns must receive a proper orientation to the department. The intern's Field Supervisor or designee will be in charge of the orientation process, including the issuing of a network ID, photo badge, parking pass and keys as needed. The orientation will also 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 12 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.
- The intern's Field Supervisor will be responsible for completing a mid-term evaluation of the intern (approximately at the half-way point of the internship) and a final evaluation of the intern as required by the FWACDOH. The Field Supervisor will ensure that a copy of such paperwork is provided to the Internship Coordinator for recordkeeping purposes. These forms are located on the G-drive in the Director folder.
- Before the end of the tenure of the Internship, the Intern will submit an evaluation of the internship for the department that can be used to enhance the internship experience for future students. The Field Supervisor will ensure that a copy of such paperwork is provided to the Internship Coordinator for recordkeeping purposes. This form is located on the G-drive in the Director folder.

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 or Physician 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.

DATE ADOPTED: 2/10/09

DATES REVISED: 9/1/10

REVIEW: Annually

ATTACHMENTS: Intern Request Form; Internship Application Form; Internship Agreement Form; Midterm Evaluation of Intern Form; Final Evaluation of Intern Form; Student Evaluation of Internship Form. All forms are located on the G-drive in the Director Folder.

REFERENCES: None