



Released: October 5, 2016  
Deadline: November 21, 2016  
Program dates: June 5-July 28, 2017

**\*\*REQUEST FOR PROPOSALS\*\***  
**Community Health Internship Program (CHIP)**  
**Summer 2017**  
**PROPOSALS DUE: Monday, November 21, 2016**

**If you are interested in hosting an intern at your agency in summer 2017, now is the time to submit your proposal.**

*About the Program*

The Wisconsin AHEC Community Health Internship Program (CHIP) links undergraduate and graduate student interns with local health departments, tribal health departments, community service agencies, and community health centers throughout Wisconsin to address a variety of public health issues. Projects vary widely to suit interns' interests and abilities and local needs. Interns gain valuable public health knowledge, skills, and experience while providing host sites with the human resources needed to strengthen and extend their practice in ways that might not otherwise be possible. On-site mentors provide technical support and assistance and facilitate shadowing opportunities to help interns gain an understanding and appreciation of the broad range of public health activities undertaken at the local level. The program would not be possible without the dedication and commitment of these community health professionals.

*Funding*

Primary funding for both the Statewide and Milwaukee programs is provided through the Wisconsin AHEC System. Although we expect to have many well-qualified applicants, we will *not* be able to fill all potential sites this year due to funding constraints. For the internship stipends that we fund, we will give priority to placements with local health departments. We also will give priority to organizations that provide financial support for the stipend (\$2,400).

*Host Site Application*

**The application is online and can be accessed at: [2017 CHIP Site Application](#)** (additional details also found at [www.ahec.wisc.edu/chip](http://www.ahec.wisc.edu/chip))

In order to facilitate good matches between students, sites, and projects, we prefer to have site descriptions available to students at the time they apply, so they can indicate their preferences and tell us about relevant skills they would bring to the project. To enable us to prepare materials to accompany the student application, **please submit your completed site application by 9am Monday, November 21st.**

If you have not submitted a site proposal before, you may want to look at the [list of 2016 internships](#) to see the range of projects undertaken by the interns. We welcome innovation and creativity in proposing projects that confront Wisconsin's public health challenges. Feel free to give me a call if you would like some feedback before submitting your proposal. Please take care in crafting your position description, as this is your opportunity to "market" your position to prospective interns (who will submit a ranking of their top choices as part of the application process). The student application will be available on the [AHEC CHIP blog](#) or through the [AHEC website](#) by mid-December.

*\*Please feel free to forward this announcement to anyone in your agency or partnering organizations in the community who may have an interest in submitting a proposal to host an intern.\**

### *Host Site Responsibilities*

Wisconsin Statewide CHIP creates a 3-way partnership among local public health entities, student interns, and the Wisconsin Area Health Education Center System. The success of the program depends on partners having both an appreciation for the roles they play in the partnership and a commitment to collaborative learning. Please review the [CHIP Partnership Agreement](#) for a description of the roles and responsibilities of program partners.

### *2017 Program Details*

The 2017 program will begin with an orientation day in Madison on Friday, June 2nd. Students will report to program sites on Monday, June 5th and work full-time for eight weeks, through Friday, July 28th. Past interns have engaged in program and policy development, monitoring, evaluation, research, and education on a variety of health issues. In addition to activities at the host sites, students also participate in a web-based public health curriculum.

Interns receive a stipend of \$2,400 for their full-time commitment throughout the 8-week program. Extensions for an additional month can be arranged. We try to match students to locations where they have housing, but we can occasionally provide assistance with housing for students who require it.

### *Timeline*

#### October – November

Participating health departments and other host sites submit a description of their site, the student project and other responsibilities to the AHEC Program Office via the [online application](#).

#### December - February

The student application is available online in mid-December and recruitment begins with notification to all our contacts at colleges and universities throughout Wisconsin. As part of the application process for the statewide program, students review the available project descriptions, indicate their preferences, and prepare a statement explaining their interest and qualifications for the projects they have selected. Student applications are due on February 7, 2017.

#### March - April

Applications, transcripts and letters of recommendation are collected and reviewed by the AHEC program office, with the assistance of several other reviewers. A preliminary ranking of candidates is prepared, along with best fit between candidates and projects. Before any offer is made to an applicant, the prospective mentor has an opportunity to review the student's application and concur with the preliminary selection. The student is then notified and asked to contact the mentor to discuss the project. If both are agreed that it will be a good match, the student is offered the position.

#### May

Final arrangements are in place and students secure local housing if necessary. The regional AHEC offices may assist students with local arrangements.

#### June - August

Orientation will be held on June 2, 2017. Students proceed to their sites and begin work the following Monday, **June 5th**. The Milwaukee program begins with a separate orientation and seminar program. Most internships are eight weeks long and conclude at the end of July.

**Contact Courtney Saxler, Statewide CHIP Coordinator, with any questions: [csaxler@wisc.edu](mailto:csaxler@wisc.edu), 608-265-6325**

**Wisconsin Area Health Education Centers (AHEC)  
Statewide Community Health Internship Program (CHIP)**

**Partnership Agreement**

Wisconsin Statewide CHIP creates a 3-way partnership among local public health agencies, community health centers, or community agencies, student interns, and the Wisconsin Area Health Education Center System. The success of the program depends on partners having both an appreciation for the roles they play in the partnership and a commitment to collaborative learning.

**Local public health departments, community health centers, community agencies...**

- Designate a project or projects to which the intern will be assigned;
- Designate a primary mentor for the intern;
- Develop a work plan with goals and objectives to guide the intern in his/her activities;
- Provide opportunities for shadowing and other experiences to allow interns to gain a broad understanding of the roles and responsibilities of local health departments;
- Provide regular opportunities for the intern to receive guidance and feedback;
- Participate in the orientation and training and other distance education opportunities coordinated through AHEC;
- Communicate regularly with the program coordinator to address, in a timely manner, any issues that arise;
- Provide an adequate work environment (including space, supplies, etc.) for the intern to effectively carry out his/her duties;
- Provide mileage reimbursement to intern for work-related travel;
- Evaluate the internship program in collaboration with WI AHEC and interns.

**Student interns...**

- Commit to working full time (40 hours per week) for the 8-week duration of the internship;
- Actively participate in the orientation and training day and distance education opportunities coordinated through AHEC;
- Perform all duties related to their assigned projects in a professional manner;
- Respect and abide by the policies, procedures, and expectations of the local health department hosting the experience;
- Seek out guidance and feedback from their mentors;
- Communicate regularly with the program coordinator to address, in a timely manner, any issues that arise;
- Complete and submit paperwork required by either AHEC or local health departments in a timely manner;
- Arrange for their own housing and daily transportation to and from the worksite;
- Evaluate the internship program in collaboration with WI AHEC and local agencies.

**Wisconsin AHEC...**

- Facilitates matching of interns with local public health departments;
- Coordinates orientation and training to provide interns with basic information and resources needed for their CHIP experience;
- Provides stipends to interns;
- Serves as liaison between interns and local health departments to ensure effective working relationships;
- Develops and coordinates regular opportunities for program partners to learn and dialogue;
- Evaluates the internship program in collaboration with interns and local agencies.