

**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, or community organizations...

- 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, community health centers, or community organizations;
- 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 AHEC 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 Wisconsin 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, community health center, or community organization hosting the experience;
- Seek out guidance and feedback from their mentors;
- Communicate regularly with the AHEC program coordinator to address, in a timely manner, any issues that arise;
- Complete and submit paperwork required by either AHEC or local health departments, community health centers, or community organizations in a timely manner;
- Arrange for their own housing and daily transportation to and from the worksite;
- Evaluate the internship program in collaboration with Wisconsin AHEC and local agencies.

Wisconsin AHEC...

- Facilitates matching of interns with local public health departments, community health centers, or community organizations;
- 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, community health centers, or community organizations 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.