**REQUEST FOR PROPOSALS**
Community Health Internship Program (CHIP)
Summer 2020

PROPOSALS DUE: DEC 2\textsuperscript{nd}

If you are interested in hosting an intern at your agency in Summer 2020, now is the time to submit your proposal.

About the Program

The Wisconsin AHEC Community Health Internship Program (CHIP) enables advanced undergraduate and graduate students who have an interest in community health, public health and population health to work full-time (40 hours per week) with local health departments, tribal health centers, community health centers and community service agencies throughout Wisconsin for an eight-week summer internship. Projects address a variety of public health issues and vary widely to suit interns’ interests and the needs of local organizations. Past interns have engaged in program and policy development, monitoring, evaluation, research, and education to name a few. 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 will facilitate shadowing opportunities to help interns gain an understanding and an 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.

The 2020 CHIP program runs from Monday, June 1\textsuperscript{st} through Friday, July 24\textsuperscript{th}. Interns receive a stipend of $2,400 for their full-time commitment throughout the 8-week program. We offer two program tracks: a Milwaukee program and a Statewide program. While both programs run concurrently, offer similar student experiences, and share common goals/outcomes, they are coordinated separately. The table below addresses differences in programming.

<table>
<thead>
<tr>
<th></th>
<th>Milwaukee Program</th>
<th>Statewide Program</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Main Contact</strong></td>
<td>Suzanne Letellier</td>
<td>Jill Niemczyk</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sletellier@milahec.org">sletellier@milahec.org</a></td>
<td><a href="mailto:jilln@newahec.org">jilln@newahec.org</a></td>
</tr>
<tr>
<td></td>
<td>414-344-0675</td>
<td>920-652-0238</td>
</tr>
<tr>
<td><strong>Counties involved</strong></td>
<td>Milwaukee, Waukesha, Racine, Kenosha</td>
<td>All other WI counties</td>
</tr>
<tr>
<td><strong>Student Intern Orientation Dates</strong></td>
<td>Monday, June 1\textsuperscript{st}, 2020</td>
<td>Friday, May 29\textsuperscript{th}, 2020</td>
</tr>
<tr>
<td></td>
<td>Location: Milwaukee</td>
<td>Location: UW-Madison Campus</td>
</tr>
<tr>
<td><strong>Curriculum</strong></td>
<td>Weekly in-person seminars</td>
<td>Web-based learning</td>
</tr>
</tbody>
</table>
Funding
The cost of a CHIP intern is $2,600 (the student receives $2,400 and $200 is used for taxes and payroll costs). This is a highly competitive program for students. Each year we have more outstanding students and excellent host sites than we can accommodate with our limited funding. We expect to have many well-qualified applicants, however, we will not be able to fill all potential sites due to funding constraints. The Milwaukee and Statewide programs have different requirements regarding host site contributions towards internship stipends:

Milwaukee Program (NEW!)
- 1st time Host Site - $0 (stipend covered by AHEC)
- 2nd time Host Site - $1300 (covers half of the stipend)
- Veteran Host Site - $2600 (covers full stipend)

Statewide Program
- We ask potential host sites that have access to grant or foundation funding to consider providing all or part of the student stipend in order to stretch our limited resources
- We will give priority to organizations that provide financial support for the stipend ($2600).

(Note: The Statewide program may adopt the same Milwaukee Program stipend contribution requirements in future program years.)

Host Site Application

The application is online and can be accessed at this site. The application is the same for Milwaukee and Statewide sites.

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 host site application by 9 AM Dec. 2nd. We urge you to get your proposal in before the deadline however, we will continue to accept site/project proposals through the end of December.

If you have not submitted a site proposal before, you may want to look at the List of 2019 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 Jill or Suzanne 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 website by early-December. As a reminder, submitting a host site proposal does not guarantee the placement of a CHIP student.
Host Site Responsibilities
Wisconsin 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. As part of the application, you will need to affirm that you agree to fulfill the roles and responsibilities outlined in our Partnership Agreement. There is a place at the end of the application where you can attach your signed agreement to be submitted along with your host site’s final proposal. Please review the CHIP Partnership Agreement for a description of the roles and responsibilities of program partners.

Targeted 2020 Program Timeline

November
Interested host sites submit a description of their site, their proposed student project and other responsibilities to the AHEC Program Office via the online application link.

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, 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 15th.

March – April
Acceptance to the program is highly competitive. 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 sponsoring agency and prospective mentors will have an opportunity to review the student’s application, speak with the student if they wish, and then confirm or deny the proposed student’s placement. The student is then notified of the internship offer. If both host site and student are agreed that it will be a good match, the student is officially offered the position.

May
Final arrangements are in place and students secure local housing if necessary. Due to limited funding, a priority in our matching process is matching students to locations where they already have housing available to them. If your host site has any connections in your local community to cheap/free housing, please explain this in your host site proposal.

June – August
CHIP runs from Monday, June 1st - Friday, July 24th, an eight-week work-based experience. Students are required to work 40 hours per week. New this year, AHEC program staff will be
implementing a timesheet to help interns keep track of their completed hours. Any vacations or days off must receive prior approval from the host site and CHIP coordinator. Any missed time from the internship is expected to be made up. In addition to the interns work with the host site, they will also be required to participate in CHIP’s orientation day, curriculum and complete a final project.

Questions?

Milwaukee CHIP: Suzanne Letellier, sletellier@milahec.org, 414-344-0675
Statewide CHIP: Jill Niemczyk, jilln@newahec.org, 920-652-0238

Wisconsin AHEC Website: https://ahec.wisc.edu
CHIP Website: https://ahec.wisc.edu/chip/

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