

## Default Question Block



## Wisconsin AHEC

Community Health Internship Program (CHIP)

### 2020 Host Site Proposal

8-week summer internship

Monday, June 1 - Friday, July 24, 2020

Mentor Orientation for Statewide host sites - May 2020 (Exact date and location TBD)

Mentor Orientation for Milwaukee host sites - Thursday May 14, 2020 in Milwaukee

### What is CHIP?

The Wisconsin AHEC Community Health Intern 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.

This is the 2020 CHIP Host Site Proposal. Detailed information regarding AHEC's 2020 CHIP can be found on the program's Request for Proposal (RFP) and Partnership Agreement listed below. Please review these documents prior to filling out the Host Site Proposal.

**RFP:** [https://ahec.wisc.edu/wp-content/uploads/sites/99/2019/10/2020-CHIP-RFP\\_working-URL.pdf](https://ahec.wisc.edu/wp-content/uploads/sites/99/2019/10/2020-CHIP-RFP_working-URL.pdf)

**Partnership Agreement:** <https://ahec.wisc.edu/wp-content/uploads/sites/99/2019/10/Partnership-Agreement.pdf>

If you are interested in hosting an intern at your agency in Summer 2020, please fill out the proposal form below. Host Site Proposals are **due Monday, Dec. 2 at 9am.**

**Questions regarding CHIP or the Host Site Proposal?**

**Statewide Program:** Jill Niemczyk at [jilln@newahec.org](mailto:jilln@newahec.org) or 920-652-0238.

**Milwaukee Program:** Suzanne Letellier at [sletellier@milahec.org](mailto:sletellier@milahec.org) or 414-344-0675.

**Wisconsin AHEC Website:** <https://ahec.wisc.edu/chip/>

Has your site hosted a CHIP intern before?

☐ Yes

☐ No

Name and complete address of agency/organization where intern will be placed:

Agency/Organization

Department

Address

Address 2

City

County

State

Zip Code

Primary contact

(This person will be the primary point of contact with AHEC staff throughout the internship. They will be contacted regarding internship logistics, updates, questions, student placement, etc.)

Contact name

Title

Email Address

Phone

### Proposed mentor

(This person will be the primary mentor/supervisor the student would work with. Only fill out if different from the Primary Contact listed above.)

Mentor's name

Mentor's title

Email address

Phone

### Title of proposed internship:

(This is the title that will be provided to interns as they review possible placement sites - internships with catchy, descriptive titles often have more interest from applicants)

Brief summary of proposed internship, which may have one or more main projects. (200 words or less)

(Students applying for an internship will be asked to indicate their placement preference based on the description you provide here.)

## Project Work

The intern is expected to work 40 hours per week.

Please list each project and estimate the percentage % of the internship allocated to each activity.

(Should total 100%; Example: Wisconsin WINS - 25%; Oral Health Project- 15%; Research- 20%; Program development- 35%; Job Shadowing- 5% )

Project 1	<input type="text"/>	<input type="text" value="0"/>
Project 2	<input type="text"/>	<input type="text" value="0"/>
Project 3	<input type="text"/>	<input type="text" value="0"/>
Project 4	<input type="text"/>	<input type="text" value="0"/>
Job shadowing opportunities (5-10% strongly encouraged)		<input type="text" value="0"/>
Total		<input type="text" value="0"/>

If the need arises, would you be interested in taking more than 1 student for this project?

(This would be for work on the same project. If you would like a second student for a different project, you need to fill out a second proposal form. Choosing yes does not guarantee you a second student. )

Note: This question is asked in case a special circumstance should arise and we are looking to place 2 students at one location due to housing constraints.

- ☐ Yes
- ☐ Maybe
- ☐ No

Does the student need a valid Driver's License to complete internship responsibilities?

- ☐ Yes
- ☐ Would be helpful, but not necessary
- ☐ No

Does the student need the use of a personal vehicle to complete internship responsibilities?

- ☐ Yes
- ☐ Would be helpful, but not necessary
- ☐ No

Are you able to offer any kind of housing assistance? Please explain.

(AHEC does not have the funds to offer housing stipends, so we prioritize student placements based on housing students already have available to them. Any housing assistance from the host sites may help facilitate student placement; ie: can offer additional funds, willing to help student find affordable housing options near host site, host site already has existing housing arrangements, etc.)

Describe the ideal candidate for your proposed project.

(This is to help AHEC Staff make matches and will not be shared with students. Feel free to include preferred degrees, year in school, previous experience, interests, skills, qualities, etc.)

What particular skills or experience (if any) should potential interns possess in order to be considered for this internship?

Required skills

Preferred skills

What important factors (if any) should potential applicants take into account for your host site?

(For example, access to a vehicle for work-related travel; public transit availability; oral or written fluency in another language; ability to work evenings or weekends, etc.)

Please describe a secondary project/work you would have your intern work on should something happen to your proposed idea?

(We HIGHLY encourage all host sites have a backup work plan for their intern in case circumstances change regarding their proposed project; ie: project/funding is discontinued, project moves in a different direction, student does not have enough work to fill a 40 hour work week, etc.)

Please indicate how much your grant or agency can contribute toward the cost of the internship stipend (\$2,600)

(Students receive a stipend of \$2,400 for the 8-week program. \$200 is used for taxes and payroll costs. Due to funding constraints, sites that provide stipend support will be given priority when matching interns to placements)

☐ \$1,300 (half)

☐ \$2,600 (full)

☐ other amount

This agency or organization agrees to fulfill the roles and responsibilities outlined in the partnership agreement available here: <https://ahec.wisc.edu/wp-content/uploads/sites/99/2019/10/Partnership-Agreement.pdf>

Please upload a **signed** copy of the CHIP Partnership Agreement here.

Please use the space provided below for additional comments or questions regarding CHIP and/or this proposed internship.

If any information reported on this proposal changes, PLEASE report them to Suzanne or Jill as soon as possible.

Milwaukee CHIP: Suzanne Letellier, [sletellier@milahec.org](mailto:sletellier@milahec.org), 414-344-0675

Statewide CHIP: Jill Niemczyk, [jilln@newahec.org](mailto:jilln@newahec.org), 920-652-0238

After submitting, please download a copy of your Host Site proposal to keep for your records.

THANK YOU for your interest!

Powered by Qualtrics