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

Partnership Agreement

Wisconsin AHEC creates a 3-way partnership among local public health agencies, community health centers, and community agencies, student interns, and the Wisconsin Area Health Education Center System. Two programs run simultaneously: Milwaukee CHIP (in Milwaukee, Racine, Kenosha and Waukesha counties) and Statewide CHIP (in all other countries in Wisconsin). 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 agencies;
- Provide regular opportunities for the intern to receive guidance and feedback;
- Participate in the mentor orientation;
- Communicate regularly with the program coordinator to address, in a timely manner, any issues that arise;
- Provide an adequate work environment (including computer, space, supplies, etc.) for the intern to effectively carry out his/her duties;
- Approve intern timesheets;
- Provide mileage reimbursement to intern for work-related travel;
- Provide host site specific required items (for example; background checks, immunizations, TB skin tests) at no charge to the intern;
- Evaluate the internship program in collaboration with WI AHEC and interns.
- Contribute financially by providing all or part of the internship stipend ($2,600). The Milwaukee program asks partners to contribute half ($1,300) their second year with the program and the full amount in subsequent years.

Student interns...

- Commit to working full time (40 hours per week) for the 8-week duration of the internship;
- Actively participate in the student orientation and the internship curriculum, either distance education (Statewide program) or weekly in-person seminars in Milwaukee on Friday afternoons (Milwaukee program);
- Perform all duties related to their assigned projects in a professional manner;
- Respect and abide by the policies, procedures, and expectations of the local agencies 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 agencies in a timely manner;
- Complete timesheets;
• 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, community health centers or community organizations;
• Coordinates orientation and training to provide interns with basic information and resources needed for their CHSEP experience;
• Reviews time-sheets and provides payroll services;
• Serves as liaison between interns and host sites 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.

I, ________________________________________________, agree to the conditions outlined above
(Print name)

______________________________________________ Date: ______________
(Signature)

Agency: __________________________________________

Email: __________________________________________

Phone Number: __________________________________

Wisconsin Area Health Education Centers Program
Elizabeth Bush, Director
750 Highland Avenue
Health Sciences Learning Center
Madison, WI 53705

________________________________________ Date: __________
Elizabeth Bush, Director