Wisconsin Area Health Education Center (AHEC)
Community Health Internship Program (CHIP)

Intern Responsibilities Agreement

The Wisconsin AHEC Community Health Internship Program (CHIP) is an opportunity for advanced undergraduate and graduate level students who have an interest in community health, public health and population health to gain work-based experience in the field under the supervision of a community host site.

CHIP Interns agree to:

1. Respect and abide by the policies, procedures, and expectations of the host site.
2. Present a professional demeanor and dress in a manner appropriate to the work setting.
3. Actively participate in the mandatory program orientation (either May 29th, 2020 for Statewide program or June 1st, 2020 for Milwaukee Program).
4. Work full-time (40 hours/week or 320 hours total) from June 1st – July 24th, 2020. Specific work hours may vary by site or day but are typically between 8:00 am and 5:00 pm Monday – Friday.
   a. Any missed hours must be excused in advance by the host site and CHIP Coordinator and made up accordingly.
5. Actively participate in mandatory online curriculum (Statewide)/weekly seminar sessions (Milwaukee) and complete projects assigned by CHIP Coordinator by their assigned due dates.
6. Provide own room and board during CHIP.
7. Have access to reliable transportation to CHIP project areas of work.
8. Perform all duties related to their assigned project(s) in a professional manner and accomplish project outcomes to mentor satisfaction.
9. Meet at least weekly with the mentor for guidance and supervision in completing the project outcomes.
10. Report to the CHIP Coordinator any difficulties during the CHIP experience for resolution, in collaboration with mentor.
11. Complete and submit paperwork required by either AHEC or the host site in a timely manner.
12. Complete timesheets.