North Central AHEC Community Health Internship Program (CHIP) Host Site Proposal

1. Email address *

_____

2. Which of the following counties is the host site located? If your county is not listed please return to the website and access the correct proposal: https://ahec.wisc.edu/chip/ *

Mark only one oval.

- ◯ Chippewa
- ◯ Clark
- ◯ Dunn
- ◯ Eau Claire
- ◯ Marathon
- ◯ Pepin
- ◯ Pierce
- ◯ Portage
- ◯ Taylor
- ◯ Waupaca
- ◯ Wood

3. Has your organization hosted a CHIP intern in the past? Please only consider if you've had a CHIP intern and not only that you applied to be a host site in the past. *

Check all that apply.

- ☐ Yes
- ☐ No

Other: ☐ _____

Host Site Information

4. Please list the full name of your organization where a potential CHIP intern would be placed. *

_____

5. Organization department or division where the potential CHIP intern would be placed. *

_____

6. Address *

_____

_____

_____

_____

_____

7. Address Line 2

_____

8. City *

_____

9. State *

    Mark only one oval.

    ◯ Wisconsin

    ◯ Other: _____

10. Zip Code *

    _____

| Host Site Contact/s | Primary Contact = the lead person at the host site organization overseeing the CHIP partnership with Wisconsin AHEC and who may be involved in supporting and mentoring the CHIP intern

Mentor = the lead person at the host site who provides direct one-on-one support and oversight of the CHIP intern and participates in any Wisconsin AHEC mentor trainings

Both the primary contact and mentor will receive all communications during the student application and matching stages as well as the internship period itself. |

11. Primary Contact Name *

_____

12. Primary Contact Title *

_____

13. Primary Contact Email Address *

_____

14. Primary Contact Preferred Phone *

_____

15. Will the Primary Contact also serve as the CHIP Mentor? If no, please complete the Mentor questions. *

Mark only one oval.

◯ Yes   *Skip to question 20*

◯ No

16. Mentor Name

_____

17. Mentor Title

_____

18. Mentor email address

_____

19. Mentor preferred phone

_____

Intern Title & Position Requirements

Having a specific intern title will enhance a CHIP student's resume.

Examples could include but are not limited to: Research Assistant, Outreach Coordinator, Project Specialist, Health Educator, Environmental Assistant, Data Specialist, etc.

20. Intern Title *

_____

21. Desired level of intern skills and experiences. Beginner = no experience, yet to develop or not needed; Emerging = basic understanding and application; Proficient = clear understanding and application; Advanced = in-depth understanding and application *

Check all that apply.

	Beginner/Not Needed	Emerging	Proficient	Advanced
Written communication	☐	☐	☐	☐
Interpersonal communication	☐	☐	☐	☐
Public speaking	☐	☐	☐	☐
Project management	☐	☐	☐	☐
Data entry/collection/analysis	☐	☐	☐	☐
Spreadsheets	☐	☐	☐	☐
Marketing skills: flyer/graphic design	☐	☐	☐	☐
Marketing skills: social media	☐	☐	☐	☐
Marketing skills: website design	☐	☐	☐	☐
Presentation development	☐	☐	☐	☐
Research experience	☐	☐	☐	☐
Time management	☐	☐	☐	☐
Detail oriented	☐	☐	☐	☐
Ability to work independently	☐	☐	☐	☐
Organizational management	☐	☐	☐	☐
Adaptability	☐	☐	☐	☐
Experience working with special populations	☐	☐	☐	☐
Customer service	☐	☐	☐	☐

Grant writing, editing	☐	☐	☐	☐

22. Please list and describe any other skills or experiences you're looking for not included in the above. This is a good spot to list any specific software expertise used by your organization (e.g. Excel, Powerpoint, Canva, Adobe, SPSS, etc.).

_____

_____

_____

_____

_____

23. Does the intern need experience working with or serving any special populations (e.g. youth, aging, minority, etc.)? Please explain below.

_____

24. Does the intern require any specific language skills? Please describe and be as specific as possible (e.g. fluency level, read/write/speak, etc.).

_____

25. Does the intern require a valid drivers license? *

Mark only one oval.

◯ Yes

◯ No

◯ Maybe - would be helpful

26. Does the intern require access to their own personal vehicle? *

   Mark only one oval.

   ◯ Yes

   ◯ No

   ◯ Maybe - would be helpful

   ◯ Other: _____

   Housing

   > We prioritize student placements based on housing students already have available whenever possible. 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 sites, host site already has existing housing arrangements, etc.

27. Are you able to offer any housing assistance to the intern? Please explain below.

   _____

   _____

   _____

   _____

   _____

   Project/s Work

   > The intern is expected to work 40 hours per week over the eight-week period. The majority of hours will be with the host site, and approximately 1-4 hours per week will be spent with Wisconsin AHEC where the CHIP intern engages in didactic and reflection work.
   >
   > Please use the space below to tell us about the expected project or projects the CHIP intern will work on. It is important for students to have at least one project they are responsible for, we'll refer to this as the main project, so they have a product or deliverable at the end of their internship.

28. Please describe the main project the CHIP intern will be responsible for. *

_____

_____

_____

_____

_____

29. Please describe the anticipated deliverable for that main project. *

_____

_____

_____

_____

_____

30. Please confirm that your host site will commit to providing job shadowing opportunities to your CHIP intern. *

Check all that apply.

☐ Yes

31. Please list the types of roles at your organization the CHIP intern can shadow. *

_____

32. CHIP interns are generally very efficient and it's important to have other projects and/or tasks prepared for them to work on over the 8-week period. What other projects and/or tasks will the CHIP intern engage in at your host site? *

_____

_____

_____

_____

_____

33. If available, would you be interested in taking more than 1 student intern for this main project? Please note, this would be for the same main project. If you have another main project you need to fill out a second proposal form. *

Mark only one oval.

◯ Yes

◯ No

34. If you checked "yes" above, how many additional interns could work on this main project?

_____

Host Site Participant Fee

Students participating in the Community Health Internship Program bring a specific skill-set to their host organization similar to that of an employee. In fact, many student interns have been offered a permanent position after they have proved they can be an asset to the organization. What better than to have access to a ready employee AND a time-limited testing ground for what could be your best employee?!

The standard host site participant fee is $2,600 per CHIP intern. In addition, North Central AHEC also assumes expenses. The total cost for the CHIP program is approximately $3000-3500 per intern, which includes: student stipend, payroll and liability expenses, and internal costs to coordinate and administer the program.

While North Central AHEC has limited funds available to help organizations offset the total cost of the internship, we hope you will consider the value to your organization of having a bright and eager student as well as the opportunity to move forward your mission at a nominal cost.

35. Please check the appropriate box. *

Check all that apply.

- ☐ We will pay $2600 per intern.
- ☐ We have the funding available to pay more than is expected of us. Please list the amount in the "Other" option below.
- ☐ We are unable to contribute the full $2600 per intern, but can contribute some funds to support an intern. Please list the amount in the "Other" option below
- ☐ We are unable to financially contribute at this time.

Other: ☐ _____

Virtual CHIP

36. If we are required to change to a virtual format due to the pandemic, will you still be able to host an intern who would be working remotely? Please explain with as much detail as possible. *

_____

_____

_____

_____

_____

Anything else?

37. Please use the space below to tell us anything else about your organization, intern position and/or project not captured in the previous questions.

_____

_____

_____

_____

_____

Google Forms