



Community Health Internship Program (CHIP) Partnership Agreement

Wisconsin AHEC creates a partnership among local public health departments, community health centers, and community organizations, student interns, and the Wisconsin AHEC Program. 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 organizations...

- Designate a project or projects to which the intern will be assigned;
- Designate a primary mentor for the intern who will also participate in a mentor orientation;
- Develop a 36 hour/week work plan with goals and objectives to guide the intern in their activities;
- Excuse the intern for their weekly half day engagement in didactic and reflection work with Wisconsin AHEC and fellow interns.
- Provide opportunities for shadowing and other experiences to allow interns to gain a broad understanding of the roles and responsibilities of local organizations;
- Provide regular opportunities for the intern to receive guidance and feedback;
- Communicate regularly with Wisconsin AHEC 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, if applicable;
- Provide mileage reimbursement to intern for work-related travel;
- Provide host site specific required items (for example; specific background checks, immunizations, TB skin tests) at no charge to the intern;
- Evaluate the internship program in collaboration with WI AHEC and interns.
- Pay the following participant fee, if applicable: \$_____.

Wisconsin AHEC...

- Recruiting highly qualified, diverse, health professions student interns;
- Facilitates matching of interns with host sites;
- Coordinates a mentor and student intern orientation and training;
- Set up CHIP student with summer appointment through UW Madison Human Resources;
- Reviews timesheets, if applicable, 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;
- Hosts an end-of-program celebration;
- Evaluates the internship program in collaboration with interns and local agencies.

Both parties agree to the terms above:

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<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name of Authorized Representative	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> Printed Name of Executive Director
<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> Signature Date </div>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <div style="display: flex; justify-content: space-between;"> Signature Date </div>