



## Community Health Internship Program (CHIP) Partnership Agreement

This Partnership Agreement is entered into by and between Board of Regents of the University of Wisconsin System on behalf of the Wisconsin Area Health Education Center (“Wisconsin AHEC”) with an address of 750 Highland Avenue, Madison, WI 53705, the [Region] Area Health Education Center (“Regional AHEC”), with an address of [Regional AHEC Address], and [Agency Name] (“CHIP Host Site”), with an address of [Agency Address]

WHEREAS, Wisconsin AHEC creates partnerships 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.

WHEREAS, many students participating in CHIP (“Student Interns”) benefit from practical learning experiences in real-world settings.

WHEREAS, CHIP Host Site desires to work with Wisconsin AHEC and Regional AHEC to provide practical learning experiences for Student Interns.

### CHIP Host Site responsibilities:

- Designate a project or projects to which the Student Intern will be assigned;
- Designate a primary mentor for the Student Intern who will also participate in a mentor orientation;
- Develop a 40-hour per week work plan with goals and objectives to guide the Student Intern in their activities;
- Excuse the Student Intern for their regular engagement in didactic and reflection work with Wisconsin AHEC and fellow Student Interns;
- Provide opportunities for shadowing and other experiences to allow Student Interns to gain a broad understanding of the roles and responsibilities of local organizations;
- Provide regular opportunities for the Student Intern to receive guidance and feedback;
- Immediately notify Wisconsin AHEC in the event Host Site suspends, or wishes to terminate any Student Intern’s participation in CHIP, and make reasonable efforts with Wisconsin AHEC to resolve the matter;
- Provide an adequate work environment (including computer, space, supplies, access to relevant tools and resources, etc.) for the Student Intern to effectively carry out their duties;
- Approve Student Intern weekly action plan, if applicable;
- Provide mileage reimbursement to Student Intern for work-related travel (this does not include travel to and from work each day or required AHEC meetings);
- Provide CHIP Host Site specific required items (for example: additional background checks, immunizations, TB skin tests) at no charge to the Student Intern;
- Evaluate CHIP in collaboration with Wisconsin AHEC and Student Interns;
- Provide WI AHEC with copy of CHIP Host Site’s COVID safety protocols, if applicable.

### Wisconsin AHEC responsibilities:

- Recruit highly qualified, diverse, health professions student interns;
- Coordinate application process and facilitate matching of interns to positions at CHIP Host Site;
- Develop and coordinate delivery of mentor and student intern orientation and training;
- Grant CHIP Student Interns summer appointments through UW–Madison Human Resources and ensure each Student Intern completes all onboarding requirements;
- Provide tools and templates to support CHIP Host Site support and mentorship of CHIP Student Intern(s);
- Ensure intern(s) receive timely installments of their stipend through UW Madison;
- Provide curriculum for regular engagement meetings with CHIP Student Intern(s);
- Provide programming for an end-of-program celebration for Student Intern(s) and CHIP Host Site;

- Evaluate the internship program in collaboration with Student Interns(s) and CHIP Host Site;

Regional AHEC responsibilities:

- Collaborate with Wisconsin AHEC to match Student Interns to positions at CHIP Host Site;
- Deliver orientation and training for CHIP Host Site mentors and Student Interns;
- Serve as liaison between Student Intern(s) and CHIP Host Site to ensure effective working relationships;
- Develop and coordinate regular opportunities for program partners to learn and dialogue;
- Host regular engagement meetings with Student Intern(s);
- Host end-of-program celebration for Student Intern(s) and CHIP Host Site;

Duration:

This Agreement shall become effective upon signature by the authorized officials and will remain in effect until terminated by either of the partners through written notification to the other. In the absence of mutual agreement by the authorized officials, this Agreement shall end on August 31, 2026.

The parties sign this Agreement in acknowledgment of the terms and conditions that it contains.

For CHIP Host Site:

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Date

For Wisconsin AHEC:

\_\_\_\_\_  
Kenneth Mount  
Senior Associate Dean for Finance  
University of Wisconsin School of Medicine and Public Health

\_\_\_\_\_  
Date

For Regional AHEC:

\_\_\_\_\_  
Name  
Title

\_\_\_\_\_  
Date