

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

Please use this form to submit a proposal for an AHEC CHIP intern to work with your organization this summer, June 5 - July 28, 2023.

* Required



SOUTH CENTRAL
Wisconsin Area Health Education Center

1. Find your county! *

If your county is not listed please return to the website and access the correct proposal: <https://ahec.wisc.edu/chip/>

Check all that apply.

- Adams
- Columbia
- Dane
- Dodge
- Green
- Green Lake
- Iowa
- Jefferson
- Lafayette
- Marquette
- Rock
- Sauk
- Waushara
- Other: _____

2. 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
- Not sure
- Other: _____

Host Site Information

First, we'd like to learn more about your organization.

3. Organization Name *

4. Organization Department or Division *

Where the potential CHIP intern would be working

5. Address *

6. Address Line 2

7. City *

8. State *

Mark only one oval.

Wisconsin

Other: _____

9. Zip Code *

10. Please provide a copy of or URL link to your organization's mission and vision. *

Host Site Contacts

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 Position Type & Requirements

Next we'd like to learn more about the intern position you have in mind.

20. Rate Intern Position Types *

We have a variety of intern positions available this year to better meet the needs of our host sites and student interns. Please rate each intern position option based on your preference. All options fall in the same 8-week period, June 5 - July 28, 2023. All interns are required to attend AHEC seminars that cover such topics as social determinants of health, community engagement, and cultural humility. These are scheduled at the same time each week and hosted by AHEC staff. Mentors will receive a schedule of these in advance.

Check all that apply.

	Most preferred	Would consider	Not under consideration
Full-time (38 work hours + 2 AHEC seminar hours each week)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Half-time (20 work hours + 2 AHEC seminar hours each week)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quarter-time (10 work hours + 2 AHEC seminar hours each week)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

21. Host Site Participant Fee *

We look to our host site partners to help offset intern costs, affording more students to participate and more host sites to benefit. The host site participant fee for each position type is as follows:

- \$4,800 = Full-time intern position (38 work hours + 2 AHEC seminar hours each week)
- \$2,400 = Half-time (20 work hours + 2 AHEC seminar hours each week)
- \$1,200 = Quarter-time (10 work hours + 2 AHEC seminar hours each week)

How much funding can your organization provide to support your Most Preferred Intern Position Type selected in the previous question?

Mark only one oval.

- Full fee (\$4,800 for full time, \$2,400 for half-time, \$1,200 for quarter-time)
- Partial fee - please list amount in Other option below
- No fee - we do not have any funds to support this cost
- Other: _____

22. What format is required for this internship? *

Mark only one oval.

- In-person only
- Virtual only
- Hybrid (some in-person hours, some virtual hours)

23. Intern Title *

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.

24. 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Project management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data entry/collection/analysis/spreadsheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing skills: flyer/graphic design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing skills: social media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing skills: website design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research experience	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detail oriented	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Customer service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grant writing, editing

25. 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.).

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

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

28. Does the intern require any of the following? *

Check all that apply.

	REQUIRED	Maybe - might be helpful	Not needed
Valid drivers license	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to their own vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to their own laptop or computer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access to reliable internet connection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

29. Does your site require any additional requirements for volunteers that our CHIP intern would need to adhere to?

Examples may include specific vaccinations, background checks, trainings, etc.

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

Wisconsin AHEC does not have the funds to offer housing stipends, so we prioritize student placements based on housing students already have available. 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.

Lastly, we'd like to know about the project/s you have in mind for the intern/s.

Please use the space below to tell us about the expected project/s the CHIP intern/s 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.

An example of a great main project description from a 2021 CHIP host site:

This is an exciting opportunity for students to gain experience working in the community setting! Students will gain an understanding of the role hospitals play in addressing community health needs, while working alongside Froedtert Health's Community Engagement Team. The intern will support efforts surrounding Froedtert Hospital's Community Health Improvement Plan (CHIP) focusing on Milwaukee County. Current priority areas include access to care, chronic disease, violence and behavioral health. Based on prior experiences, goals and interests, the intern will focus on one or more areas of the CHIP to draw connections between existing initiatives and CHIP priorities, and identify opportunities to expand programming and/or develop new and innovative programs.

As part of the Community Engagement Team, the intern will also:

- Collaborate with key stakeholders on behalf of an academic medical center*
- Participate in addressing identified health needs in the community*
- Coordinate Froedtert Health's participation in community events, and attend when available (dependent on COVID-19 pandemic)*
- Support the triannual community health needs assessment process.*

Project/s
Work

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

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

Ex: Health education fact sheets, outreach toolkit, community impact report, etc.

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

Check all that apply.

Yes

34. Please list the types of roles the CHIP intern can shadow at your organization or with a community partner: *

35. 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? *

36. 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

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

Anything else?

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

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