

**MICHIGAN DEPARTMENT OF COMMUNITY HEALTH (MDCH) INTERNSHIP PROGRAM
 INTERNSHIP DESCRIPTION FORM**

INTERNSHIP HOST INFORMATION

State Department / Agency: MDCH

Administration / Office: Public Health

Location of Internship: Lansing

Intern Supervisor's Name(s): Christine Farrell

Intern Supervisor's Title(s): Oral Health Program Director

Intern Supervisor's Phone: 517-335-8388 **Intern Supervisor's Email:** farrellc@michigan.gov

APPROVAL

Supervisor Approval Yes No **Approving Supervisor Name** (*signature not required*): Brenda Fink

INTERNSHIP SCHEDULE

Internship Time Period: Summer (May - Aug) - 2013 **Internship Hours Requested Per Week:** 16

PREFERRED EDUCATION

Major / Minor: Public Health

Level of Education: Open to Undergraduates and Graduates

Preferred Skills / Qualifications:
 – Attention to detail, task-oriented, proficient with ACCESS and data entry

Through this internship, student intern will develop or further strengthen the following competencies:

<input checked="" type="checkbox"/> Adaptability	<input type="checkbox"/> Continuous Learning	<input type="checkbox"/> Initiating Action
<input type="checkbox"/> Building Strategic Working Relationships	<input checked="" type="checkbox"/> Contributing to Team Success	<input type="checkbox"/> Innovation
<input type="checkbox"/> Building Trust	<input type="checkbox"/> Customer Focus	<input type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Oral Health Program Intern

Intern Responsibilities / Projects:
 – Intern will assist the SEAL! Michigan dental sealant coordinator with data entry and development of annual report for the SEAL! Michigan program. The intern will assist with the PA 161 Public Dental Prevention Advisory Committee and assignment/reports related to the PA 161 Program.

APPLICATION PROCESS

Submit: 1) [internship application](#), 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.

Administration	Coordinator	E-mail
Public Health	Stella Christian	ChristianS@michigan.gov
Behavioral Health & Developmental Disabilities	Jan Zwarka	ZwarkaJ@michigan.gov
Medical Services	Trena Larner	LarnerT@michigan.gov
Policy & Planning	Linda Loeffler	Loefflerl@michigan.gov
Operations	Kevin Bartley	Bartleyk@michigan.gov
Other	Linda Loeffler	Loefflerl@michigan.gov

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For more information about the Michigan Department of Community Health Internship Program,
Please visit: www.michigan.gov/mdch/careers -click on Internships