

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

INTERNSHIP HOST INFORMATION

State Department / Agency: MDCH	
Administration / Office: Other/Office of Recipient Rights	
Location of Internship: Lansing, MI (Lewis Cass Bldg)	
Intern Supervisor's Name(s): John T Sanford	
Intern Supervisor's Title(s): n/a	
Intern Supervisor's Phone: 517.335.0133	Intern Supervisor's Email: sanford@michigan.gov

APPROVAL

Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (<i>signature not required</i>): John Sanford
--	--

INTERNSHIP SCHEDULE

Internship Time Period: All Semesters - Select Year	Internship Hours Requested Per Week: Flexible
--	--

PREFERRED EDUCATION

Major / Minor: 2 nd or 3 rd year Law Student or Paralegal
Level of Education: Select One
Preferred Skills / Qualifications: <ul style="list-style-type: none"> - Someone who has successfully completed an Evidence Course - Strong research and analytical skills - Knowledge of Microsoft software applications with the ability to create documents and presentations - Excellent verbal and written communication skills

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

<input checked="" type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input checked="" type="checkbox"/> Initiating Action
<input checked="" 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 checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input checked="" type="checkbox"/> Decision Making	<input checked="" type="checkbox"/> Tech/Prof Knowledge & Skills
<input checked="" type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Evidence for Investigation Course Developer Intern
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - Review/transcribe tapes from 3- day Evidence for Investigation training session - Observe a field investigation - Use the transcripts and field work to develop a course in how to obtain evidence - Possibly legal research

APPLICATION PROCESS

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

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

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

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