

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

INTERNSHIP HOST INFORMATION	
State Department / Agency: MDCH	
Administration / Office: Public Health Administration/Office of Public Health Preparedness	
Location of Internship: Lansing	
Intern Supervisor's Name(s): Barbara Bidigare	
Intern Supervisor's Title(s): Special Projects/ASPR Grant Coordinator	
Intern Supervisor's Phone: 517-335-9026	Intern Supervisor's Email: bidigareb3@michigan.gov

APPROVAL	
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (signature not required): Linda Scott

INTERNSHIP SCHEDULE	
Internship Time Period: All Semesters - 2012	Internship Hours Requested Per Week: 10-16

PREFERRED EDUCATION		
Major / Minor: Accounting		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications: – College-level accounting coursework.		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input type="checkbox"/> Adaptability	<input checked="" 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 checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input 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: Financial Analysis Intern	
Intern Responsibilities / Projects: – Assist in the analysis of financial information to evaluate whether a cost-savings pilot project met its intended goals. Review records, compile payment/cost data, analyze results to determine whether cost-savings processes are producing the desired financial benefit. An additional benefit to the intern will be valuable exposure to federal grant management principles. Hours flexible.	

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	Shelly Murrell	MurrellS@michigan.gov
Operations	Nancy Houts	HoutsN@michigan.gov
Other	Shelly Murrell	MurrellS@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