

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

INTERNSHIP HOST INFORMATION		
State Department / Agency: MDCH		
Administration / Office: Michigan Office of Services to the Aging		
Location of Internship: 300 E. Michigan Ave, 3 rd Floor, Lansing, MI 48933		
Intern Supervisor's Name(s): Phil Lewis		
Intern Supervisor's Title(s):		
Intern Supervisor's Phone: 517-373-9365	Intern Supervisor's Email: lewisp3@michigan.gov	
APPROVAL		
Supervisor Approval <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (<i>signature not required</i>): Kari Sederburg	
INTERNSHIP SCHEDULE		
Internship Time Period: Summer (May - Aug) - 2013	Internship Hours Requested Per Week: 16	
PREFERRED EDUCATION		
Major / Minor: N/A		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications:		
- Strong written and verbal communications skills. Previous relevant experience is preferred, but not required.		
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 checked="" type="checkbox"/> Innovation
<input checked="" type="checkbox"/> Building Trust	<input checked="" 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: Communications Intern		
Intern Responsibilities / Projects:		
<ul style="list-style-type: none"> - Support the development of basic communications work plans. - Draft various written materials including constituent letters, news releases, media advisories, newsletter articles, blogs, and other materials as directed. - Provide support during special events, news conferences, and other events. - Attend and/or participate in staff meetings, trainings and presentations. - Assist with the development and updating of media lists and other databases. - Assist with the distribution of office information/materials or program marketing materials. - Assist with administrative duties including fax processing, sorting, collating, stuffing, etc. - Assist staff with other assignments or projects as needed. 		
APPLICATION PROCESS		
Submit: 1) internship application , 2) résumé, and 3) cover letter to the appropriate Internship Coordinator.		