

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

INTERNSHIP HOST INFORMATION	
State Department / Agency: MDCH	
Administration / Office: Public Health/Chronic Disease & Injury Control/Injury & Violence Prevention	
Location of Internship: Injury & Violence Prevention Section	
Intern Supervisor's Name(s): Linda Scarpetta	
Intern Supervisor's Title(s): Section Manager	
Intern Supervisor's Phone: 517-335-8397	Intern Supervisor's Email: scarpettal@michigan.gov

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

INTERNSHIP SCHEDULE	
Internship Time Period: All Semesters - 2013	Internship Hours Requested Per Week: 15-20

PREFERRED EDUCATION		
Major / Minor: Public Health; Criminology; Social Work; Community Psychology		
Level of Education: Open to Undergraduates and Graduates		
Preferred Skills / Qualifications:		
<ul style="list-style-type: none"> – Good writing and communication skills; interest in data and public health surveillance; able to work independently 		
Through this internship, student intern will develop or further strengthen the following competencies:		
<input type="checkbox"/> Adaptability	<input checked="" type="checkbox"/> Continuous Learning	<input checked="" 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 type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION	
Internship Title: Michigan Violent Death Reporting System Internship	
Intern Responsibilities / Projects:	
<ul style="list-style-type: none"> – Work with MiVDRS team members on data collection from multiple sources on violent deaths; work on data entry, analysis, and reporting; work with the MiVDRS team leader on developing and implementing an ongoing evaluation and quality control process for the surveillance system; participate in the writing of one full report or article based on data or findings from the system 	

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

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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