

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

INTERNSHIP HOST INFORMATION

State Department / Agency: MDCH

Administration / Office: PHA

Location of Internship: Lansing

Intern Supervisor's Name(s): Christine Farrell

Intern Supervisor's Title(s): Oral Health 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: All Semesters - 2014 **Internship Hours Requested Per Week:** 16

PREFERRED EDUCATION

Major / Minor: MPH

Level of Education: Graduate

Preferred Skills / Qualifications:

- Students need to know Microsoft suite that includes Word, Excel and ACCESS. Good written and oral communication skills along with project management 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 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 type="checkbox"/> Communication	<input type="checkbox"/> Follow-Up	<input checked="" type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: SEAL! Michigan program assistant

Intern Responsibilities / Projects:

- Student will work with the state staff (coordinator and epidemiologist) along with local grantees to input school data and build reports.

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	Kevin Bartley	BartleyK@michigan.gov
Other	Irda Kape	Kapel@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