

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

INTERNSHIP HOST INFORMATION

State Department / Agency: MDCH	
Administration / Office: Office of Public Health Preparedness	
Location of Internship: 1001 Terminal Dr. Lansing, MI 48906	
Intern Supervisor's Name(s): Amber Pitts	
Intern Supervisor's Title(s): ASPR Healthcare Preparedness Analyst	
Intern Supervisor's Phone: 517-335-8150	Intern Supervisor's Email: pittsa@michigan.gov

APPROVAL

Supervisor Approval <input type="checkbox"/> Yes <input type="checkbox"/> No	Approving Supervisor Name (<i>signature not required</i>):
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INTERNSHIP SCHEDULE

Internship Time Period: All Semesters - 2014	Internship Hours Requested Per Week: TBD
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PREFERRED EDUCATION

Major / Minor: Health Administration / Emergency Preparedness / Healthcare
Level of Education: Open to Undergraduates and Graduates
Preferred Skills / Qualifications: <ul style="list-style-type: none"> - Researching skills - Creative Writer - Experience with Webpage Design - Develop Outreach Strategies to healthcare partners

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

<input type="checkbox"/> Adaptability	<input 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 type="checkbox"/> Building Trust	<input checked="" type="checkbox"/> Customer Focus	<input checked="" type="checkbox"/> Planning & Organization
<input type="checkbox"/> Coaching	<input type="checkbox"/> Decision Making	<input type="checkbox"/> Tech/Prof Knowledge & Skills
<input type="checkbox"/> Communication	<input checked="" type="checkbox"/> Follow-Up	<input type="checkbox"/> Work Standards

INTERNSHIP DESCRIPTION

Internship Title: Special Projects
Intern Responsibilities / Projects: <ul style="list-style-type: none"> - Work on outreach strategies to new and current healthcare preparedness partners around the State. - Research tools, documents, plans for new healthcare preparedness partners. - Update current website and documents for healthcare partners as needed. - Identify new training and education needs for healthcare preparedness partners - Identify cost-effective training and education opportunities for partners around the state.

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

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Medical Services	Trena Larner	LarnerT@michigan.gov
Policy & Planning	Shelly Murrell	MurrellS@michigan.gov
Operations	Kevin Bartley	BartleyK@michigan.gov
Other	Irda Kape	KapeI@michigan.gov

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