Internship Application Process

8/6/08

Student completes application located on the COH website. *Students: Note in Relevant Information section any specific requests, such as to work with a particular preceptor/supervisor.*

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Completed applications come to the HDHHS webmaster, who forwards to the Office of Public Health Practice (OPHP).

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If students want **school credit**, agreements with their schools are necessary. If an Interagency Agreement is not on file, please allow 2-4 weeks for the Office of Public Health Practice to complete the paperwork.
(If students want experience, but **NOT school credit**, they are considered volunteers. Volunteer steps are described below.)

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OPHP verifies that the necessary paperwork is completed for interns and intern volunteers. Medical/nursing/dental intern applications are forwarded to the appropriate training coordinator. Other intern applications are forwarded to the division Internship Liaisons, and to interested preceptors.

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Preceptor interviews the intern and determines if intern is appropriate for the preceptor's area. Both agree on duties, dates and times the intern will work at the site. Preceptor completes the "Internship Placement" form, which is forwarded to OPHP.

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Preceptor contacts Human Resources (HR) to schedule a brief individual orientation before the intern starts work at the placement site. HR completes necessary paperwork, arranges a badge, and schedules intern for the next New Employee Orientation (intern attends first day only).

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In addition, HR will refer students who do **NOT** want school credit to the mayor's Volunteer Initiative Program, to complete the paperwork and orientation to become City of Houston volunteers.

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Intern completes the internship as planned with the preceptor.

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Preceptor completes evaluation of intern.
Intern completes evaluation of experience at HDHHS.
If the intern is seeking college credit, additional evaluation forms may be required by the educational institution. Evaluations are forwarded to preceptor, intern and OPHP.

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Intern does exit interview with HR and turns in badge.