

2018 ASPPH Summer Internship Program Announcement



ASPPH Graduate Training Programs
EXPERIENCE Public Health

ASPPH Public Health Internship Program – Summer 2018

Program Announcement

The Association of Schools and Programs of Public Health (ASPPH) represents schools and programs accredited by the Council on Education for Public Health (CEPH). Our mission is to strengthen the capacity of our members by advancing leadership, excellence, and collaboration for academic public health.

ASPPH is currently soliciting applications for the Summer 2018 ASPPH Public Health Internship Program at ASPPH headquarters in Washington, DC. Interns will work on a variety of projects focusing on education in public health.

Eligibility

Graduate students who are enrolled full-time, with their first year of graduate school completed by June 2018, in an [ASPPH-member, Council on Education for Public Health \(CEPH\)-accredited school or program of public health](#). Eligible students are expected to graduate in spring 2018, winter 2018, or spring 2019. A full list of accredited ASPPH-member schools and programs can be accessed via the ASPPH website at www.aspph.org.

Applicants must also be U.S. citizens or hold a visa permitting permanent residence in the U.S. (i.e., have a U.S. “green card”) to be eligible for the internship program.

Period of Performance

Internship positions are for 10 - 12 weeks during the summer of 2018. Expected start dates will be in late-May or early-June. Exact dates will be determined based on the needs of ASPPH and the selected intern(s).

Location

ASPPH Summer Interns will be placed at ASPPH headquarters in Washington, DC. The selected intern(s) will be required to relocate to the internship location for the duration of the internship period. Relocation expenses will not be reimbursed.

Stipend

ASPPH will provide a training stipend to help cover living expenses during the internship period. The stipend level for a 10-week internship position is \$5,250. (Stipend will increase proportionately for a 12-week assignment, if appropriate.)


Application Instructions

Deadline: Tuesday, March 13, 2018

The [ASPPH Fellowships and Internships Online Application System](#) is a centralized application service offering a secure, easy, and convenient way for students to apply to all ASPPH Fellowships and Internships. Applicants may begin their application immediately by clicking the link below:

<https://fellowships-internships.aspph.org/>

To begin an online application, please create an account by clicking the “Sign up” link directly underneath the Login section. Signing up is free and easy. Applicants will need to create a password to protect and save the account for future access. All information is transmitted through a secured server and is kept confidential until the application is submitted. An application is only reviewed by ASPPH staff after it has been submitted.

Please carefully read the instructions that appear throughout the online application system. After submission, applicants may edit their application by clicking on the pencil icon () in the “My Status” section at any time prior to the application deadline – the applicant will be asked to verify that they want to rescind the application. **If an application is rescinded, it must be resubmitted before the deadline passes in order to be received and reviewed by ASPPH.**

To complete the online application, you will need to provide the the following information and documentation:

- Faculty Advisor name, phone number, and email address, if you have not yet graduated
When you submit your application for the first time, the system will generate an email to your Faculty Advisor asking them to verify your expected graduation date. **Do not submit your application for the first time on the due date; your faculty advisor will not have time to complete his/her section.**
- Resume/CV (PDF only)
- Name, phone number, and email address for two References who will write your letters of recommendation
Your recommenders will be asked to provide letters of recommendation for you. The recommenders will be emailed directly from the application system, but only after you submit your application for the first time. **Do not submit your application for the first time on the due date; your recommenders will not have time to submit their letters. If you plan to submit your final application on the due date, you should enter your recommenders’ information before then, submit the application in order to prompt the emails to your recommenders to be sent, and then click the edit button to continue working on your application. Remember to resubmit by**

the deadline.

- ❑ An essay (1500 word max; PDF only)
Explaining your interests, strengths, and qualifications for the internship and how it will benefit your long-term career plans in the field of public health.
- ❑ Unofficial Graduate Transcript (ASPPH member school or program of public health only; PDF only)
If you are offered and accept an internship position, you will be required to provide an official graduate transcript.

Please note that the Online Application System will not generate the email to the Faculty Advisor or References until the applicant clicks the “Submit” button in Step 5 of the application. Saving the application for later submission will not generate these emails. The deadline for the Faculty Advisor and References to submit their portions is the same as the application deadline below. *Therefore, applicants should not wait until the last day to submit the application, because the Faculty Advisor and References will not have time to complete their sections. Any applications not submitted or not completed by the deadline will not be reviewed, and the applicant will not be eligible.*

Applications must be submitted electronically, through the Online Application System, by 11:59pm Eastern time:

Tuesday, March 13, 2018

***Incomplete applications will not be accepted.
Unsubmitted applications will not be reviewed.***

Evaluation Criteria

The following criteria will be used to assess the applicant’s qualifications to participate in the internship program.

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
Quality of Essay	40
Strength of Credentials	25
Previous Experience	25
Recommendations	10

Review and Final Selection

Applications will be reviewed on the basis of the criteria described above. Applications will be scored and candidates may be called for interviews in late May. Upon completion of the interview process, candidates will be notified of the selection results. Selection results are expected no later than late April 2018.

Questions and contacts

Please review all application instructions before applying; ***most questions can be answered by reading the application materials.***

Questions may be sent until March 2nd to TrainingPrograms@aspph.org.

No phone calls please.

Association of Schools and Programs of Public Health (ASPPH)
Washington, DC
Division: Student Outreach

ASPPH Public Health Intern

The Association of Schools and Programs of Public Health (ASPPH) represents schools and programs accredited by the Council on Education for Public Health (CEPH). Our mission is to transform public health by strengthening and promoting the education, research, service, and practice activities of CEPH-accredited schools and programs.

Project Title: Introducing K-12 Students to the Field of Public Health

Position Description:

The ASPPH Student Outreach Intern will create presentations that can be used for elementary, middle, and high school students. These presentations will introduce the field of public health to K-12 students, as well as encourage healthy behaviors among the audience, in a 60 to 90-minute timeframe. The goal of the internship will be to create:

- 1) At least one activity-based presentation that can be used for each of the three audiences (elementary, middle, and high school students)
- 2) A list of resources or examples of other activities that are age-appropriate to use as needed
- 3) A training document/presentation to train others how to implement the three presentations

The presentations will be utilized by the This Is Public Health Ambassadors, as well as ASPPH staff who meet with K-12 students throughout the year.

Expected Benefits:

This internship is an excellent opportunity for a public health student interested in health education and building the public's knowledge about the field of public health. The intern will have the opportunity to conduct research on educational resources for public health; translate public health concepts into educational materials tailored to specific audiences; and develop a train-the-trainer plan. The intern will also benefit from interacting with public health experts at ASPPH and learning about the field of public health education.

Training and Qualifications:

Applicants will be considered based on the evaluation criteria outlined previously, and the training and qualifications listed below.

- Current MPH Student, with a preference given to students concentrating in health education, community health, health promotion, or other similar concentration
- Interest in working with youth
- Experience with presentation design
- Proficient in Microsoft PowerPoint

- K-12 curriculum planning or experience with K-12 students preferred but not required

Period of Assignment:

10 – 12 weeks beginning in mid-May to mid-June 2018.

Association of Schools and Programs of Public Health (ASPPH)

Washington, DC

Division: Data Center

ASPPH Public Health Intern

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Project Title: Public Health Institutional Research and Effectiveness

Position Description:

The Data Analytics Intern will use various education data sources and data analysis and visualization software to analyze and conduct institutional research on academic public health trends. The Data Analytics Intern will contribute to work of the [ASPPH Data Center](#) and work with leaders in public health education.

Expected Benefits:

This internship is an excellent opportunity for a public health student interested in developing skills in analyzing and communicating about public health data. The intern will have the opportunity to manage and clean data sets; conduct qualitative and/or quantitative data analysis; create data visualizations; and write for both public health and lay audiences. The intern will also benefit from interacting with public health experts at ASPPH and learning about the field of public health institutional research.

Training and Qualifications:

Applicants will be considered based on the evaluation criteria outlined previously, and the training and qualifications listed below.

- Current graduate-level public health student
- Classroom or professional experience with qualitative and/or quantitative data analysis
- Proficient in Microsoft Office, particularly Excel
- Experience with SPSS, Stata, and/or Tableau is preferred
- Excellent written communication and time management skills
- Detail-oriented

Period of Assignment:

10 – 12 weeks beginning in mid-May to mid-June 2018.