

# ASPPH

## Public Health Internship Summer 2017

### Program Announcement



ASPPH Graduate Training Programs  
**EXPERIENCE** Public Health

# ASPPH Public Health Internship Program – Summer 2017

## 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 transform public health by strengthening and promoting the education, research, service, and practice activities of CEPH-accredited schools and programs (see [www.aspph.org](http://www.aspph.org)).

ASPPH is currently soliciting applications for the Summer 2017 ASPPH Public Health Internship Program at ASPPH headquarters in Washington, DC. An internship is a professional work assignment that allows graduate students to combine classroom education with practical work experience. 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 2017, 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 2017, winter 2017, or spring 2018. A full list of accredited ASPPH-member schools and programs can be accessed via the ASPPH website at [www.aspph.org](http://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 2017. 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.)

## 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 early April. Upon completion of the interview process, candidates will be notified of the selection results. Selection results are expected no later than April 21, 2017.

## Application Instructions

The [ASPPH Fellowships and Internships Online Application System](https://fellowships-internships.aspph.org/) 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.

The following information/documents will be needed to complete the online application:

- Faculty Advisor name, phone number, and email address, if you have not yet graduated  
*When you submit your application, the system will generate an email to your Faculty Advisor asking them to verify your expected graduation date.*
- Resume/CV (PDF only)
- Name, phone number, and email address for two References who will write your letters of recommendation  
*When you submit your application, the system will generate an email to your two References asking them to upload their letters of recommendation. Letters of recommendation must be on official letterhead with an original signature and include the name, degree(s), title, institution, and contact information of the Reference.*
- An essay (1500 word max; PDF only)  
*Explaining your interests, strengths, and qualifications for the fellowship 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:

**Friday, March 24, 2017**

### 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 22 to [TrainingPrograms@aspph.org](mailto:TrainingPrograms@aspph.org)

No phone calls please.

**Association of Schools and Programs of Public Health (ASPPH)  
Washington, DC**

**Division: Education, Practice and Data**

**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.

The Education, Practice and Data Division helps to promote excellence and drive innovation in public health education, training and practice and strives to deliver programs and services that provide high value to ASPPH member schools and programs of public health.

**Expected Benefits:**

This internship is an excellent opportunity for a public health student to develop project management, technical, analytical, and reporting skills by working with members of the education team to create resources to support the Undergraduate Network for Public Health and Global Health Education; collect and analyze information on undergraduate programs; and prepare materials for senior-level leaders. Specific tasks will be tailored to the level of education and experience of the intern.

**Position Description:**

The ASPPH Public Health Intern will assist in ASPPH activities related to public health education. Activities may include developing resource materials, providing research assistance to program managers and senior staff, drafting reports, and completing other special projects as needed.

**Training and Qualifications:**

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

- Excellent written and oral communication skills
- Strong analytical skills
- Knowledge of core public health concepts
- Excellent time management and organizational skills
- Knowledge of MS Office Suite
- Experience creating promotional materials

**Period of Assignment:**

10 – 12 weeks beginning in mid-May to mid-June, 2017.