

## **EXPECTATIONS FOR GSEP HOST SITES**

### **What kind of host sites are we looking for?**

We are looking for sites that can provide meaningful internship experiences for graduate students and share AMCHP's values of leadership, collaboration, health equity and social justice, inclusion, integrity, excellence, and stewardship.

We encourage many types of MCH programs to apply, including those housed at any type of health department: (a) state/territory, (b) Native American or Indigenous, or (c) local. Non-profit organizations serving and/or closely collaborating with state/territory or local health agencies are encouraged to apply as well.

### **Host sites should...**

- (1) Be committed to student learning and mentorship.
- (2) Create opportunities for students to cultivate and deepen leadership skills.
- (3) Provide student with access to consistent, high-quality teaching, coaching, and mentoring.
- (4) Propose a project or projects that can be completed over 10 weeks.
- (5) Expect students to work no more than 35 hours per week. The other 5 hours of this full-time internship will be dedicated to enrichment and reflection activities supported by AMCHP.
- (6) Have and discuss clear expectations for remote work and communication.
- (7) Have an onboarding process for and regular check-ins with students.
- (8) Ensure students have credentials/permissions needed to work remotely – *please contact AMCHP if you anticipate this being a barrier, and we will partner with you to troubleshoot.*

### **Host sites should know that...**

- (1) Host site applications can be completed online or via phone/video chat upon request. Host site applicants can request technical support from AMCHP to write compelling project descriptions. To request support in writing a project description, please email: [workforce@amchp.org](mailto:workforce@amchp.org).
- (2) AMCHP is available to answer questions and provide support throughout the application process and duration of the internship.
- (3) GSEP internships will be conducted virtually, with optional in-person site visits to take place during the first three weeks of an internship.
- (4) AMCHP will administer student stipends. AMCHP will also support intern travel, lodging, and logistics for optional in-person site visits.
- (5) AMCHP will check in with internship supervisors every two weeks.
- (6) There is flexibility for internship start/end dates, but they are expected to take place sometime between June and August.
- (7) Accepted interns will have the opportunity to review and express interest in projects proposed by host sites to help facilitate the matching process.

- (8) Notifications for approved host site projects will go out by mid-March, with matches confirmed by early May to ensure time for onboarding. Not all approved host site projects will be matched with an intern.