Iowa Department of Public Health Internship Project Description

IDPH Information

IDPH Preceptor's Name: Joy Harris

Preceptor Title: Public Health Modernization Coordinator Bureau: Communication and Planning

Phone: 515-281-3377 Email: joy.harris@idph.iowa.gov

Project (Job) title: Data Collection Intern

Brief description of project including responsibilities and tasks for the project:

The Public Health Evaluation Committee is seeking information about how often local boards of health are being presented with information related to the Iowa Public Health Standards. An intern would be asked to review local board of health meeting minutes from Fiscal Years 2009-2013 for mention of the Iowa Public Health Standards and other related terms. The intern would collect data about which boards of health are receiving information and how often. Data would be summarized and presented to the Public Health Evaluation Committee.

Due to the size of the project multiple interns will be needed.

Specify any skills needed/required for this project:

- Able to work independently.
- Attention to detail.
- Maintaining a standard process for data collection.

Internship start date: When a student is identified.

Internship end date: Will work with student to determine.

Application deadline: None.

Project identified for an:

X_____ Undergraduate student (Freshman ___ Sophomore __X_ Junior _X__ Senior _X__)

X_____ Graduate student

Materials Student Must Submit to Preceptor at IDPH

Cover letter	☐ Yes	☒ No
Resume	☒ Yes	☐ No
IDPH Intern application (located on IDPH website)	☒ Yes	☐ No
Writing sample	☐ Yes	☒ No

Interview Information (IDPH Preceptor's decision)

Phone interview	☒ Yes	☐ No
Interview at IDPH	☒ Yes	☐ No

Term(s) of experience

Average hours/week desired: _____ or **Hours will be negotiated with intern** X___

Compensation: ☐ Yes ☒ No Salary: $ _____

On-site/Off-site: To be determined.

Computer provided:	To be determined, based on whether or not intern is on-site.