Iowa Department of Public Health Internship Project Description

IDPH Information

IDPH Preceptor's Name: Kathy Leinenkugel

Preceptor Title: Program Coordinator, Occupational Health & Safety Surveillance Program

Bureau: Environmental Health Services

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Project (Job) title: 2014 Farm Progress Show Health & Safety Tent Assistant Coordinator

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

The preceptor for the internship project is the lead coordinator for the 2014 Farm Progress Show (FPS) Health and Safety Tent Area (HST). She is looking for one or more interns to help with various activities related to the planning, recruiting of partners and/or sponsors, logistics, and communication & marketing needed in the coordination of this project. **This sheet is specific to the role of assistant coordinator.**

The Farm Progress Show (http://farmprogressshow.com/) is the oldest and largest outdoor agricultural equipment exhibition in the United States with more than 500 exhibitors and over 100,000 attendees yearly. It is held the week prior to Labor Day Weekend and alternates between a semi-permanent location east of Boone, IA and Decatur IL. The 2014 FPS will be held at the Iowa location on August 26-28. The IDPH preceptor has coordinated displays for the Health & Safety Tent area for the past 3 Iowa shows. The HST area is a 160 x 70 foot area including indoor and outdoor exhibitors. In 2012, there were over 37 programs and organizations involved in the HST displays.

Responsibilities and tasks assigned to the assistant coordinator with include participation in event planning meetings or teleconferences, Gantt chart (or similar tool) preparation and tracking for the event, and managing components of the planning and coordination process as assigned. These may include contacting and recruiting partners, helping to identify volunteers (or other interns) to help with designing an interactive ag health and safety display or activity, writing promotional & media material, and communicating instructions to partners, interns, and volunteers.

Specify any skills needed/required for this project: Strong organization & planning skills, strong communications skills, attention to detail. Agricultural safety and health knowledge or experience is beneficial but not mandatory.

Internship start date:	Feb (month)	2014 (year)	flexible, most of the work will be after Mar. 1, 2014
Internship end date:	Aug (month)	2014 (year)	flexible, but if possible, would like through show dates
Application deadline:	Mar (month)	2014 (year)	will consider applications Apr-Jun if needed

Project identified for an:

x Undergraduate student (Freshman ___ Sophomore ___ Junior x_ Senior x_)

x_____ Graduate student

Materials Student Must Submit to Preceptor at IDPH

Cover letter	**x** Yes	☐ No
Resume	**x** Yes	☐ No
IDPH Intern application (located on IDPH website)	**x** Yes	☐ No
Writing sample – only if requested	**x** Yes	☐ No

Interview Information (IDPH Preceptor's decision)

Phone interview	**x** Yes	☐ No
Interview at IDPH	**x** Yes	☐ No

Term(s) of experience

Average hours/week desired: _____ or Hours will be negotiated with intern_x_

Compensation: ☐ Yes **x** No Salary: $ _____

(If paid internship, Preceptor must contact IDPH HR staff)

Benefits: ☐ Yes x No

Mileage reimbursement: ☐ Yes **x** No

On-site: ☐ Yes **x** No Off-site: **x** Yes ☐ No with occasional meetings

Computer provided: ☐ Yes **x** No