IDPH Internship Project Description

Organization Information

Name of Organization: Iowa Dept. of Public Health

Type of Organization: State Public Health Dept.

Street Address: 321 E. 12th Street

City, State, Zip Code: Des Moines, IA 50319

County: Polk

Preceptor Contact Information

Name: Catherine Lillehoj

Title: Research analyst

Bureau: Nutrition & Health Promotion

Phone: 2-5913

Fax:

Email: clilleho@idph.state.ia.us

Project Title: Iowa Child Care Centers Policy Development

Brief Description of Project:

Assist in the development of a database of activities related to training and policy development.

Responsibilities (project objectives):

Data entry.
Compile/analyze data.
Develop reports as appropriate.

Specify any skills needed/required for this project:

Ability to analyze data.
Ability to use basic Microsoft software.
Basic writing skills.

Internship Start Date: open

Internship End Date: open

Application Deadline:

Project identified for an:

__x_ Undergraduate student (freshman ___ sophomore ___ junior___ senior __ _

___ Graduate student

Materials Student Must Submit to Preceptor at IDPH

Cover Letter	☒ Yes	☐ No
Resume	☒ Yes	☐ No
Writing Sample	☐ Yes	☒ No
IDOP Application Required, if paid	☐ Yes	☐ No (submit with required letter to DAS/HRE)

IDPH Application completed and on file: ☒ Yes ☐ No (submit to Internship Coordinator at IDPH)

Interview Information (IDPH preceptor decision)

Advance Interview Questions	☐ Yes	☒ No
Essay to Submit Prior to Interview	☐ Yes	☒ No
Phone Interview	☐ Yes	☒ No
Interview at IDPH	☒ Yes	☐ No

Term(s) of experience

Average hours/week desired:

Compensation:	☐ Yes	☒ No	Salary: $
Benefits:	☐ Yes	☒ No	
Mileage Reimbursement:	☐ Yes	☒ No	For purposes of:
On-site:	Yes	☒ No	
Off-site:	☐ Yes	☒ No	
Computer provided:	☒ Yes	☐ No	