

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: April-May/2011

Internship End Date: Aug-Sept/2011

Application Deadline:

Project identified for an:

Undergraduate student (freshman ___ sophomore ___ junior ___ senior ___)
 Graduate student

Materials Student Must Submit to Preceptor at IDPH

Cover Letter	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Resume	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Writing Sample	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
IDOP Application Required, if paid	<input type="checkbox"/> Yes	<input type="checkbox"/> 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
