

Frequently Asked Questions about Internships at the Health Foundation of Greater Cincinnati

Where can I find a copy of the application form?

Application materials will be made available in January through our website at www.healthfoundation.org/internships.html. Please contact Diana Trapp at (513) 458-6618 if you wish to have a hard copy mailed to you.

What is the deadline for application?

A hard copy of all application materials must be received by the Health Foundation by **5:00 p.m. Friday, February 5, 2010**. No partial or late applications will be accepted for review.

Can I email or fax my application?

No, we are not accepting applications via email or fax at this time.

Who is eligible to apply for the internships?

Masters and doctoral students in health science-related disciplines who are in good standing within their departments. The Health Foundation seeks outstanding applicants who demonstrate intelligence, compassion, integrity, sense of community, courage, and leadership – characteristics that both Robert I. Westheimer and Eddie Lee Ralls Sellers demonstrated. Good writing skills are also necessary. Unfortunately, recent graduates are not eligible for these internships, you must be a student for the duration of the internship.

Can International Students on a Student Visa apply for the internships?

Yes.

What are the academic majors of past interns?

Past interns have been chosen from a variety of academic disciplines, including: psychology, nursing, counseling, social work, health promotion and education, pharmacy, public health, organizational/industrial psychology, and law.

How are interns selected?

Health Foundation staff review all completed applications. The applicants whose interests and competencies best match the Health Foundation's current work are then invited to the Health Foundation for an interview in late February. Final intern selection will take place by March 12, 2010.

What are the lengths of the internships?

Both internships last 12 months. The Eddie Sellers Internship will run from June 1, 2010 through May 31, 2011. The Westheimer Internship will run from September 1, 2010 through August 31, 2011.

What type of compensation is provided to interns?

Interns work 20 hours per week and earn \$17 per hour. In addition, interns are eligible for up to \$5,250 in tuition reimbursement.

What types of activities are interns involved with?

Each intern will have multiple opportunities to create an internship that meets his or her unique interests and skill sets. Interns work with experienced program officers and staff through several activities including but not limited to:

Data Management Project

- Management
- Analysis
- Report writing
- Presentation/dissemination

Grantmaking Project

- Assist with writing a Request for Proposals (RFP)
- Reviewing Letters Of Intent (LOI)
- Attend grant writing workshop
- Reviewing grant proposals
- Attending site visits
- Writing and presentation of grant proposal summaries
- Review evaluation plans

Policy and Advocacy-Oriented Projects