

Terms of Agreement for the Internship

Internship Format: We have opened the experience to virtual, in-person/on-site, or hybrid formats depending on student and health department needs. We offer a host of virtual tools to help support virtual internships including an online community platform for all NEPHIP interns.

Matching: Our staff will match the selected interns with the environmental health departments based on geolocation preferences, interests, and professional goals that align with opportunities at the health department. We cannot guarantee the preferred placement.

Stipend: Participating health departments are provided a support package valued at up to \$1,500 to compensate for intern related costs.

Internship Start Date: Spring 2023 NEPHIP interns will participate in a 400-hour internship over 10-16 weeks. Spring 2023 internships will begin in January 2023. Internships beginning after the date range will require approval from us, the academic program advisor and health department mentor. Summer 2023 NEPHIP interns will participate in a 400-hour internship over 10 consecutive weeks, beginning in May 2023.

Internship End Date: If students choose to extend their internship past 10-16 weeks, it is the responsibility of the host health department and the student to cover liability and cost. Students requesting to extend their time must inform us in writing within one month of starting their internship and must have a signed document from the host health department accepting responsibility for the intern post the 10-16-week program.

Work Hours: Interns are expected to work within the host health department's hours of operation. Students and health departments in the same or neighboring time zones will be matched accordingly for those participating in virtual or hybrid internship formats.

Working Arrangements: All arrangements for the internship, including start and end dates, work hours or timesheet, sick policy, etc. should be made by the academic program in partnership with the intern and host health department mentor to meet academic guidelines and requirements.

Midterm Progress and Internship Evaluation: The host health department mentor will be asked to complete weekly evaluation forms and to meet with the NEHA internship



coordinator to provide feedback on their experience at the midpoint of the internship. This will be an opportunity for the mentor to discuss their experience and any issues. However, please contact us at any time if questions or concerns arise. Mentors will also be asked to evaluate their experience and NEPHIP program at the conclusion of the internship. This information is helpful for making program improvements, determining impact, and demonstrating outcomes.

Liability: We are acting solely as an administrator for the stipend and has NO responsibility for internship arrangements, academic program requirements or liability insurance. Interns are asked to sign a waiver to confirm their understanding that the internship is under the guidance of the host health department and academic program. Host health departments or academic programs are encouraged to provide liability coverage for the intern.

Non-Compliance with Program Requirements: We reserve the right to terminate intern stipend payments in response to unacceptable conduct, disciplinary problems, or performance-based actions noted by the intern's academic program advisor or health department mentor. Stipends will be pro-rated through the last day worked by the intern.

Withdrawing from NEPHIP: In the event the student wishes to voluntarily withdraw from the assignment at any time, he or she must follow academic program guidelines as well as provide 14 days written notice to us.

