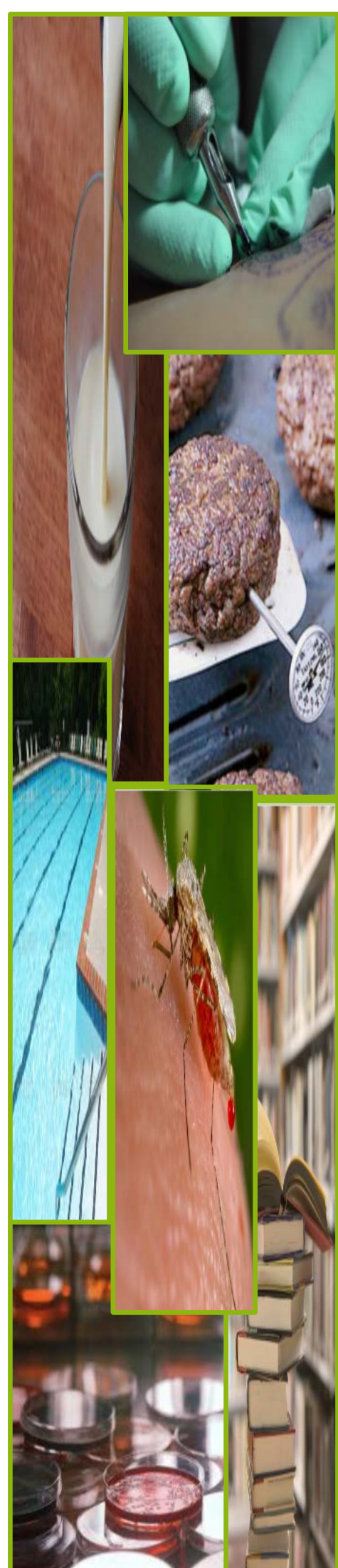


**ARKANSAS DEPARTMENT OF HEALTH**

**ENVIRONMENTAL HEALTH  
INTERNSHIP PROGRAM**



**June 2014**



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## OVERVIEW

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As a part of the Environmental Health College Intern Program, participants have an opportunity to advance their strengths and interests, impact their own community, and take part in educational opportunities. This program allows participants to network with leaders, take part in personal and career development, and build transferable skills such as problem-solving, teamwork, customer service and effective communication while lending their talents to the Department.

### **How**

- ❖ Interns can assist with special events and/or short-term projects
- ❖ Interns may offer new ideas and innovative approaches
- ❖ Interns are typically self-motivated. They're eager to get experience!
- ❖ Mentoring provides some staff with an opportunity to develop supervisory skills
- ❖ An intern can be evaluated and trained for possible future employment with our agency
- ❖ Providing internships can be a cost-effective solution for short-term projects
- ❖ Our agency's visibility on campus is increased when promoting internships

### **Application Requirements**

In order to submit an application for the Environmental Health College Intern Program, applicants must meet the following requirements.

#### **1. Be enrolled as a full-time or part-time Student**

Students must be currently enrolled in an accredited college or university and have completed at least four semesters.

- College sophomores may apply during their second semester of school to participate during their fall junior semester.
- College seniors may apply for the program and participate immediately after graduation, but must be enrolled in school at the time of their interview.
- Graduate students may apply. However, it is important to note that this program and its educational components are designed for undergraduates.

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Note: (Not Eligible)

- Students who have not yet graduated from high school but have dual enrollment with a college are not eligible to apply.
  - Those who have taken college courses, but are currently taking "time off" from school are not eligible to apply.
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#### **2. Meet Any School Requirements for Participation**

Students also must meet any additional criteria their school requires for participation in our program. This may include G.P.A., classification, and number of credit hours earned. Schools will be contacted to verify eligibility.

#### **3. Be at Least 18 Years of Age by the Time the Program Begins**

All participants must be at least 18 years of age by their start date.

#### **4. Possess Unrestricted Work Authorization**

Participation in this program also requires unrestricted work authorization.

### **International Students:**

To be eligible for this program, the student must be currently enrolled in a college/university in the United States and possess unrestricted US work authorization. Typically, this means international students must be studying on an F-1 or J-1 visa.

### **Our College Internship program offers the following:**

- Unpaid Internship For College Credit.

## **THE INTERNSHIP EXPERIENCE**

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The Environmental Health Intern will experience twelve (12) or eight (8) weeks in the Internship Program. During this time they will come to understand the overall need and purpose for the Environmental Health Protection Division of the Arkansas Department of Health.

The Interns will work under close supervision and will not displace regular employees. The Intern is not guaranteed a job at the end of the internship. They are not entitled to wages during the internship.

Students will learn about and experience various aspects of **Food Protection** including but not limited to retail and manufactured establishment assessments, plan reviews, sample collections, the Public Health Laboratory, regulations associated with risk factors, and public health interventions. They will learn about the purpose of water testing and types of test available, sources to sample and not to sample, and experience the proper procedures associated with collection and laboratory submission.

The Intern will spend time with the **Onsite Wastewater program** and accompany the Program Specialist to pre-site inspections, system installation, and, if available, a malfunction site visit. They will learn about the steps in approving an onsite wastewater system, basic steps in repair of a malfunctioning system, and pumper truck inspections.

The Intern will also spend some time in other areas of Environmental Health Protection such as the **Milk program, Swimming Pool and Swim Beach program, Body Art program, Zoonotic program** and the various **emergency response** aspects of Environmental Health.

## **LENGTH FOR AN AVERAGE INTERN**

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The For Credit Environmental Health College Internship program will fall in line with the start and end times of the University System in Arkansas.

### **Full/Part Time Semester:**

- Spring Semester (12 Weeks)- 4<sup>th</sup> Monday in January – 2<sup>nd</sup> Friday in April
- Fall Semester (12 Weeks) – 1<sup>st</sup> Wednesday in September – 3<sup>rd</sup> Wednesday in November
- Part-time tracks are those in which the student participation is between 10 -19 hours a week
- Full-time tracks are those in which the student participation is between 20-32 hours a week

### **Summer Time Period:**

- 1<sup>st</sup> Monday in June – 4<sup>th</sup> Friday in July (8 weeks)
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## INTERN POSITION DESCRIPTION

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**Position Title:** Environmental Health Intern  
**Organization:** Arkansas Department of Health  
**Department:** Environmental Health  
**Openings:** 12 (throughout the State)

**Start Date:** Varies  
**End Date:** Varies  
**Work Schedule:** Mon – Thurs.  
**Hours Per Week:** 10 – 32

The Environmental Health Protection (EHP) Division of the Arkansas Department of Health promotes health and quality of life by ensuring environments conducive to health through interventions, regulation, policy, training, and recommendations. Students will explore through interactive training and observations in the various fields of Environmental Health. They will also have an opportunity to develop and implement a project that may address a need within the Environmental Sector and that of public health.

The EHP Intern will have hands on educational experiences for college credit exploring all areas of public environmental health.

### **Learning Objectives:**

By the end of the internship, the intern will:

- ❖ Understand the efforts necessary to promote public health in the areas of Environmental Protection
- ❖ Interact with diverse populations in cross-cultural or multicultural settings
- ❖ Shadow Environmental Managers, Program Specialist, and/or Field Environmental Health Specialist
- ❖ Develop and work independently on a selected project involving EHP and Public Health

### **Qualifications:**

- ❖ Rising academic junior or senior currently enrolled in an accredited college or university majoring in Biology, Chemistry, Regulatory Science, Soil Science, Food Science, or a related field
- ❖ Having completed a minimum of 16 hours of science
- ❖ Minimum G.P.A. of 2.50

For questions and additional information please contact an Environmental Health Specialist in your local health department or call (501) 661-2171 and speak with Sherri Woodus, R.S. (email: [sherri.woodus@arkansas.gov](mailto:sherri.woodus@arkansas.gov))

# INTERN WORK PLAN

EHP – Internship Work Plan						
Track/ Area of Interest:	<input type="checkbox"/> <b>Food Track:</b> <input type="checkbox"/> <b>Onsite/Environmental Track:</b> <input type="checkbox"/> <b>General / Combination Track:</b>					
	Session / Year / County :	<input type="checkbox"/> <b>SPRING:</b> <input type="checkbox"/> <b>SUMMER:</b> <input type="checkbox"/> <b>FALL:</b>	<b>YEAR:</b>	<b>COUNTY:</b>		
Project:	Approved By:		Project Brief Description:			
	<input type="checkbox"/> <b>Environmental Manager</b> <input type="checkbox"/> <b>Program Specialist</b> <input type="checkbox"/> <b>Other (List)</b>					
ADH Supervisor	Name:		Contact #:			
Week I	Description	Date Completed	Supervisor Initials	EHP Program Area	Comments	
	Internship Orientation Local Work Station Overall EHP Program			<b>EHP</b>		
	General Overview – <b>Retail Food Program</b>					
	General Overview – <b>Manufactured Food Program</b>					
	General Overview – <b>Public Health Lab-Food</b>					
	General Overview – <b>Public Health Lab - Water</b>					
	Week II	General Overview – <b>Onsite Wastewater</b>				
		General Overview – <b>Swimming Pool/ Bathing Beaches Program</b>				
		General Overview – <b>Rabies / Bed Bug</b>				
		General Overview – <b>Milk Program</b>				
General Overview – <b>Tattoo Program</b>						

**Note:** Week III and beyond will focus on the intern’s declared area of interest and the completion of the project for the remaining weeks of the educational experience.

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# SCHOOL AFFILIATION AGREEMENT

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## SCHOOL AFFILIATION AGREEMENT

Please complete and forward the originals to: Arkansas Department of Health, Human Resources, 4815 West Markham, Slot 26, Little Rock, AR 72205 for signatures.

### GENERAL INFORMATION

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Educational Institution Making Request

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Street Address	City	State	Zip Code
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Contact Person	/	E-mail Address
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**FISCAL ACADEMIC YEAR OF THIS AGREEMENT:** \_\_\_\_\_  
(This agreement must be renewed annually)

### SETTING(S) DESIRED:

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Work with software system(s) and staff for analysis of use

Work with paperwork system(s) and staff for analysis of use

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Approximate number and level of students

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Approximate clinical time to be in Agency (number of hours per day and days per week)

Length of student experience: From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

Arkansas Department of Health centers/regions covered by this contract will be restricted to those locations where agreements with the Human Resources Department assure that space and personnel will be available to provide proper educational experience for students. Consideration must be given to:

- Current contracts in place from other Schools, Universities and Colleges for practicum experience at the Arkansas Department of Health
- The availability of experienced Public Health and/or student preceptors for appropriate supervision of resource use
- learning objectives of the students

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## **RESPONSIBILITIES OF ARKANSAS DEPARTMENT OF HEALTH**

The Arkansas Department of Health shall be responsible for the following:

- The Arkansas Department of Health agrees to cooperate with the Educational Institution for the purpose of offering opportunity to develop knowledge of public health systems for candidates seeking the following Degrees/Certifications.

Allied Health (health programs other than nursing)  
(specify)

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- The Arkansas Department of Health agrees to cooperate with the Educational Institution for the purpose of offering the opportunity to develop knowledge of Public Health Systems.
- It is understood by the Arkansas Department of Health, that all initial correspondence shall be through the Arkansas Department of Health
- The Arkansas Department of Health shall collaborate in determining the venue for selected experiences in public health education and research activities as prescribed by the college curriculum.
- The Arkansas Department of Health shall assist the faculty in planning orientation as necessary to give them an adequate understanding of the practice field they are using for their students.
- The Arkansas Department of Health shall provide supervisory guidance in the form of a competent public health preceptor for students while completing internships at the ADH. Students will be responsible to the public health preceptor for the quality and quantity of work provided by the assigned tasks. “Direct guidance and supervision” of students is not to be interpreted to require constant “on-site” supervision.
- The direct control of the educational program will be provided by the ADH supervising preceptor.
- The supervising preceptor shall monitor all reports written by the student.
- Upon termination of the student’s experience, any reports generated by the practicum will be copied and presented to the Arkansas Department of Health.

## ***RESPONSIBILITIES OF EDUCATIONAL INSTITUTION AND STUDENTS***

- The Educational Institution agrees to cooperate with the Arkansas Department of Health for the purpose of offering opportunity to develop knowledge of public health systems for candidates seeking the following Degrees/Certifications.

Allied Health (health programs other than nursing)  
(specify)

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It is understood by the educational institution that all initial correspondence shall be through the Arkansas Department of Health

The educational institution shall collaborate with the ADH in determining the venue for selected experiences in public health education and research activities as prescribed by the college curriculum.

The educational institution shall be responsible for ensuring that faculty and students are familiar with the necessary policies of the Arkansas Department of Health and agree to abide by these policies and procedures.

The educational institution agrees to submit to the Arkansas Department of Health a list of the names of the students; necessary health records; names of faculty participating in the learning experience, and evidence of an unencumbered Arkansas nursing/allied health license for the faculty, if required.

Students shall be under the guidance and supervision of the ADH public health preceptor. Students will be responsible to the public health preceptor for the quality and quantity of work provided the assigned tasks. Faculty will be administratively responsible to the Arkansas Department of Health through appropriate channels work. “Direct guidance and supervision” of students is not to be interpreted to require constant “on-site” supervision.

The supervising preceptor shall monitor all reports written by the student. All reports will be available to the Arkansas Department of Health for inspection.

Upon termination of the student’s experience, any reports generated by the practicum will be copied and presented to the Arkansas Department of Health.

**The Arkansas Department of Health, Educational Institution and Student(s) mutually agree:**

- a) there will be no exchange of money for student services.
- b) the student(s) assigned is/are not under the direct supervision as employees of the Arkansas Department of Health \_\_\_\_\_ center/region and are not entitled to any additional benefits as an employee(s)
- c) the expectation of services given by students will be limited to what students need to achieve their educational goals as outlined in the curriculum
- d) learning experiences, including research, will be planned by the student and appropriate Arkansas Department of Health personnel
- e) Arkansas Department of Health will be supplied with written objectives for each student’s learning experience and the educational institution faculty will, in collaboration with the Arkansas Department of Health decide length of time necessary to accomplish the objectives
- f) research proposals that involve Arkansas Department of Health clients and/or client records shall be conducted in accordance with all applicable laws and rules dealing with confidentiality and must be approved by the Arkansas Department of Health Research Review Committee



- g) faculty of the educational institution assumes the full administrative responsibility for the educational program
  - h) students will dress in accordance with Arkansas Department of Health dress code and will behave professionally at all times.
1. Representatives of the educational institution and the Arkansas Department of Health should correspond as necessary for purposes of reviewing curriculum, evaluating student experience and planning further experience.
  2. The educational institution agrees to maintain and disclose any Protected Health Information (PHI), as defined in the federal regulations, in accordance with the Health Insurance Portability and Accountability Act (HIPAA) Privacy Standards (U.S.C. 1320d et seq.) and its implementing regulations including but not limited to 45 Codes of Federal Regulations (CFR) parts 142, 160, 162, and 164 and hereinafter referred to as the Privacy Rule. The educational institution/student must further comply with any other applicable federal law and regulation. The student must agree to maintain the confidentiality of PHI and not exceed the limitations applicable under the HIPAA regulations. Students may be asked to complete the Department of Health on-line HIPAA training module prior to their first day of clinical activity in the local health unit. All identifying information will be removed prior to the completion of reports to ensure the strictest confidentiality.
  3. The Department of Health agrees to provide the educational institution, if requested;
    - a) a copy of appropriate manuals
    - b) appropriate reports as needed to keep faculty and students abreast of agency activities.

Official/Educational Institutional	Title	Date
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ADH Chief Legal Counsel/Designee	Title	Date
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ADH Program/Hiring Official	Title	Date
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ADH Center Director/ADMO	Date
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ADH Director/Designee	Date
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