

Community Health Project 2011 Director Application

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What is the Community Health Project?

The Community Health Project is a student-run internship program for health professional students at the KU Medical Center. Founded in 1992, the Community Health Project is a unique and exciting opportunity for KUMC students to expand their horizons by immersing themselves in a public health or social service organization.

The Community Health Project Internship

Interns:

A Community Health Project intern works during the summer for one non-profit organization. The intern works an average of 32 hours each week for eight weeks, totaling at least 256 hours (note: interns are given an 8-hour holiday for July 4; however, interns must have this approved by their mentors). Each intern's weekly schedule is agreed upon by the intern and his/her mentor. **The internship MUST be completed between May 20 and July 29, 2011. Interns completing remedial coursework during any part of the summer will not be allowed to participate in the Community Health Project.** In order to fulfill the academic requirements of CHP, interns must complete weekly journals, attend CHP educational conferences, present their summer experience at a CHP Showcase and turn in a final report. Additionally, interns must develop and complete a project that will leave a lasting impact on their agency.

The internship experience is divided between learning the various aspects of the organization, collaborating with agency professionals as they complete their daily work, working directly with agency clientele and completing a designated project. Each intern placed at an agency is paid a **\$2,500 scholarship**. All interns are responsible for making their own living and transportation arrangements, regardless the location of their internship. Interns who successfully complete all CHP course requirements are eligible to receive **four hours of elective credit** through the Department of Internal Medicine. Interns must enroll in the appropriate course (ex. MED 925) to receive scholarship funds and academic credit. **Scholarship funds will not be distributed unless the student is enrolled.** In addition, up to three Excellence Scholarships, each worth \$250, will be awarded to outstanding interns at the end of the summer.

Directors:

The Community Health Project is administered by three directors: the Executive Director, Program Director, and Education & Evaluation Director. Each director serves a **one-year position** (March 2011 – March 2012), receives a **\$4,500 scholarship** and is eligible for **four hours of elective credit** through the Department of Internal Medicine. While there are specific job descriptions and criteria for each director, the three directors often work as a team to accomplish mutual goals.

Executive Director: The Executive Director is responsible for the overall operation of the Community Health Project. Specific responsibilities include managing the financial, recruitment, and public relations interests of CHP. The Executive Director represents the Community Health Project at KUMC events and serves as liaison to the Community Health Project Advisory Board.

Program Director: The Program Director is responsible for the administration of the Community Health Project internship program. Examples of duties include approving project proposals, conducting agency visits, and reviewing weekly journals.

Education & Evaluation Director: The Education & Evaluation Director works directly with the faculty advisors on all evaluations and educational conferences. A variety of evaluation strategies, such as surveys and phone interviews, are employed. Literature review, data collection and analysis, and results summarization are included in this director's responsibilities. In addition, the Education & Evaluation Director is responsible for gathering educational materials and planning educational conferences for the interns.

2011 CHP Timeline

Friday, February 4

Director application deadline, 5:00 pm, chealth@kumc.edu

Monday, February 7 – Friday, February 11

Director interviews

Friday, February 18

Intern application deadline, 5:00 pm, chealth@kumc.edu

Tuesday, March 1

2011 Directors' first day

Friday, March 4

Interns notified of agency interview assignments

Monday, March 7 – Friday, April 1

Intern-Agency interviews

Monday, April 4

Intern preference form deadline, 5:00pm, chealth@kumc.edu

2010 and 2011 Directors begin match process

Wednesday, April 6

Interns notified of agency match by 5:00 pm

Friday, April 8

Deadline for interns to accept or decline match, 5:00pm, chealth@kumc.edu

Monday, April 11

Non-matched interns notified of agency interview assignments for 2nd match process

Wednesday, April 13 – Friday, April 22

Intern-Agency interviews for 2nd match process

Monday, April 25

Intern preference form deadline for 2nd match process, 5:00pm, chealth@kumc.edu

2011 Directors begin 2nd match process

Friday, April 29

Interns notified of 2nd agency match by 5:00pm

Monday, May 2

Deadline for interns to accept or decline 2nd match, 5:00pm, chealth@kumc.edu

Monday, May 30 – Friday, July 29

CHP Internship

Early June – CHP Orientation (mandatory)

Early August – CHP Showcase (mandatory)

Director Application Coversheet

Please electronically submit this coversheet, accompanied by your typed, double-spaced application, to chealth@kumc.edu by **Friday, February 4 at 5:00 p.m.**

Name: _____ KUID#: _____

Address: _____

Phone: _____ Email: _____

_____ This verifies that I am in good academic standing. I understand that if this standing changes I must immediately contact the Faculty Advisor, Mrs. Wendy Hildenbrand (588-7195).

I am also applying for the _____ internship(s) in addition to CHP (e.g. Rural Health, Student Research, etc.).

Your answers to the following questions should be typed, double-spaced and attached to this cover letter. Please type your name on each additional sheet of paper.

1. Write a brief statement outlining why you want to serve in a director position.
2. Describe any experiences you have obtained through employment, school or volunteer work that qualify you for a Community Health Project Director position. Please specify the position(s) (Executive, Program, or Education & Evaluation) in which you are interested, as well as how your experiences qualify you for that specific position. (Note: Applications may apply for one, two, or all three director positions.)
3. How does the Community Health Project fit into your educational goals?
4. Please include at least one letter of recommendation.
5. **OPTIONAL:** If you are not selected for a director position and would like to be considered for an intern position, please provide an additional personal statement outlining why you would be a successful intern. In your statement, include your expectations of a summer spent as a Community Health Project intern. Please limit your statement to no more than one page.
6. **OPTIONAL:** In addition to the answers to the above, feel free to attach your resume.

Please direct questions to:

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