

**AMERICAN PUBLIC HEALTH ASSOCIATION
INTERNSHIP/FELLOWSHIP PROGRAM GUIDELINES**



APHA INTERNSHIP/FELLOWSHIP PROGRAM

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ABOUT APHA

APHA has been influencing policies and setting priorities in public health for over 125 years. Throughout its history it has been in the forefront of numerous efforts to prevent disease and promote health.

The American Public Health Association (APHA) is the oldest and largest organization of public health professionals in the world, representing more than 50,000 members from over 50 occupations of public health.

APHA brings together researchers, health service providers, administrators, teachers, and other health workers in a unique, multidisciplinary environment of professional exchange, study, and action.

APHA is concerned with a broad set of issues affecting personal and environmental health, including federal and state funding for health programs, pollution control, programs and policies related to chronic and infectious diseases, a smoke-free society, and professional education in public health.

APHA actively serves the public, its members, and the public health profession through its Scientific and Practice Programs, Publications, Annual Meeting, Awards Program, Educational Services, and Advocacy Efforts.

The achievements of APHA are the achievements of the thousands of federal, state, community, and academic health professionals who seek to assure the conditions in which people can be healthy. Whether APHA is proposing solutions based on research, helping to set public health practice standards, or working closely with national and international health agencies to improve health worldwide, its mission is to continue to strive to improve public health for everyone.

APHA'S MISSION

APHA is an association of individuals and organizations working to improve the public's health and to achieve equity in health status for all.

We promote the scientific and professional foundation of public health practice and policy, advocate the conditions for a healthy global society, emphasize prevention and enhance the ability of members to promote and protect environmental and community health.

INTERNSHIPS AT APHA

APHA offers internships in the following departments:

- Affiliate Affairs
- Communications and The Nation's Health
- Government Relations
- Learning & Global Public Health
- Learning & Professional Developmental Programs
- Membership & Component Affairs
- Public Health Policy
- Publications (Marketing and Advertising)

Affiliate Affairs

AFFILIATE AFFAIRS AND NATIONAL PUBLIC HEALTH WEEK INTERNSHIP

APHA's Affiliate Affairs department serves as the primary liaison to APHA's 53 state and regional public health associations. It is also the lead organizing unit for APHA's annual National Public Health Week (NPHW) campaign.

APHA's affiliated state and regional public health associations support the leadership and advocacy work of APHA bringing local attention to public health issues such as, health disparities, access to care, public health infrastructure, the public health work force, and other issues affecting the nation's health. APHA Affiliates are independently established and have their own infrastructure, governing body, priority issues, and public health activities.

APHA is the lead organizer of NPHW. Established in 1995 when former President William Jefferson Clinton proclaimed the first full week of April as National Public Health Week, this annual observance brings together private and non-profit organizations and federal, state, and local health agencies to build healthier communities and increase awareness of important public health issues.

Internship Description

The Affiliate Affairs internship provides students with a multifaceted opportunity to learn about public health, the public policy process, and public health practice on various levels. Affiliate Affairs interns will also have the unique experience of assisting staff with the planning of National Public Health Week and implementation of the \$5.9 million APHA Affiliate Capacity Building Initiative. Additionally, this internship offers several opportunities to work collaboratively with APHA departments such as, Government Relations, Communications, and Component Affairs. Internship work and activities include:

- Research for NPHW tools, resources, brochures, and marketing materials
- Updating NPHW and Affiliate Affairs Web site content
- Coordinating outreach efforts to NPHW National, State, and Local partners
- Assisting with and participating in various Affiliate and NPHW planning meetings and conference calls
- Accompanying staff on lobbying visits; helping write NPHW newsletters and other materials distributed to APHA members, Affiliates, and partners
- Helping plan national and local events leading up to and throughout NPHW
- Attending public health related events on Capitol Hill and around Washington, DC
- Providing Public Affairs and Advocacy staff with administrative support

At the end of the internship, we hope that the student will have learned much about national health observances, public health, and its practice on the national, state and local level. Please send a cover letter, resume, writing sample and three references to:

American Public Health Association
Attn: Kaitlin Sheedy
800 I Street, NW
Washington, DC 20001-3710

For additional information, feel free to contact:
Kaitlin Sheedy, Policy Associate, at Kaitlin.Sheedy@apha.org.

Communications

Communications interns have the opportunity to learn about various aspects of public health and journalism, including newspaper production, public and media relations and marketing.

The Communications department at APHA functions to promote the Association's public health message and to stimulate public support for public health. In collaboration with other public health organizations, APHA's Communications department increases the public's understanding of the definition and mission of public health. They provide opportunities for members to maximize their voice and involvement to effectively access and utilize the media at the national, state and local level.

The department offers two types of internships: a) with the Communications Department as a whole or b) solely with The Nation's Health, APHA's monthly newspaper. The communications internship is open to all students, while the internship with The Nation's Health is open primarily to journalism students.

For more on The Nation's Health, visit the paper's award-winning Web site at <http://www.thenationshealth.org>

The APHA Communications Department offers internships that provide students and graduates with hands-on experience and insight into the dynamic role of communications in advancing and promoting public health. Interns have the opportunity to learn about various aspects of public health and communications, including newspaper writing, public and media relations and marketing. Responsibilities of the communications internship can include: covering public health-related news and congressional events; writing and editing news releases and other media materials; writing and posting material for APHA's Web site; fielding media inquiries and arranging interviews; proofreading newsletters and other materials; assisting in the newspaper's production; taking photographs; assisting with planning Communications' projects for APHA's Annual Meeting; managing APHA's media database; preparing reports on media coverage; and assisting in APHA's press office at the Annual Meeting in the fall.

Journalism Internship

Journalism students can become part of an award-winning editorial team through an internship with The Nation's Health, APHA's monthly public health newspaper. Journalism students looking for hands-on experience in a fast-paced journalism environment are encouraged to apply for an internship with The Nation's Health, APHA's award-winning monthly public health newspaper.

Interns at The Nation's Health have the opportunity to assist with many facets of newsgathering, writing and production. Interns serve as reporters on the newspaper, gathering facts, following leads, conducting interviews and writing stories. The newspaper is run by journalism-trained staff with real-world experience who will work with you to improve your writing and reporting skills. Duties can include: writing news stories for the monthly print issue of the newspaper or for its Web version; pitching stories and developing story ideas; photography and scanning photos; fact checking and copyediting; tracking news; and attending press conferences and news events.

Government Relations

Government Relations interns have the opportunity to learn about the legislative process, public health and the intersection of the public policy process and public health practice and advocacy. APHA's Government Relations department serves APHA members and affiliated state public health associations by promoting important public health messages to the public and to policy-makers in local, state and federal governments. APHA members are educated and informed about important and emerging legislative public health issues and are mobilized to take action at the local, state, and federal level.

The department is responsible for providing resources and support needed for members and Affiliates to be effective public health advocates -- Action Alerts, fact sheets, background information and data, APHA policies, legislative updates, and lists of coalition partners; representing members and Affiliates on Capitol Hill with federal legislators by testifying, lobbying, holding educational briefings, and writing letters on key issues; conducting policy analysis; chairing coalitions and working in partnership with a broad range of interests to help educate the public and policymakers on public health issues; and assuring the development and implementation of national, state and local policies that promote, protect, and enhance the public's health.

The Government Relations internship provides students with a multifaceted opportunity to learn about the legislative process, public health, and the intersection of the public policy process and public health practice and advocacy. The intern will provide the government relations and grassroots advocacy staff with assistance in research, on-going advocacy initiatives, coalition building, and the development of fact sheets, action alerts, letters to Congress and federal agencies, and other advocacy materials. The intern will have the opportunity to attend Congressional hearings, coalition meetings, and accompany government relations staff on lobby visits to Members of Congress and their staff. The intern will be responsible for reporting on the progress of legislative proposals, and creating advocacy materials for distribution to Congress and posting on the APHA Web site. The intern will also have the opportunity to attend coalition meetings, meet with APHA staff to learn about public health, and work with the state public health associations on grassroots activities.

At the end of the internship period, we hope that the intern will have learned much about public health and public policy. The intern will have produced numerous fact sheets, action alerts, legislative tracking charts, comparative analyses of legislative proposals, and other materials that address topics in APHA priority areas.

Learning and Professional Development Programs (LPDP)

Continuing Education constitutes a core activity of the American Public Health Association. The mission of the LPDP unit at the Association is to maintain and enhance professional knowledge, to increase technical proficiencies, and to enable members to promote and protect environmental and community health.

The intern will assist the Manager and Coordinator coordinating continuing education accreditation activities, documentation and planning of educational programs. She/he will aid in material development for board meetings, learning institutes and other educational activities.

The intern must have outstanding organizational and writing skills. Both undergraduate and graduate student are encouraged to apply. To ensure that the intern maximizes

her/his experience, candidates must be willing to work a minimum of 20 hours a week. Candidates who can work full time are preferred.

Learning & Global Public Health

Global Health interns work primarily in association with the World Federation of Public Health Associations (WFPHA), an international, nongovernmental organization of multidisciplinary public health societies from 73 countries. WFPHA offers a unique environment for an internship for students in international health and development. Interns are given substantial responsibility for performing activities such as developing policy resolutions for consideration by the WFPHA General Assembly, researching and writing articles for the newsletter, and establishing contact with health and development NGOs around the world. Each internship is structured to suit the needs and interests of the intern, as well as the requirements of WFPHA.

In addition to working for WFPHA, international health interns will have an opportunity to interact with staff involved in the International Health section of APHA. During the course of the internship, the students will further develop their writing and research skills and become more familiar with the key issues and actors in international health and development. There will be no travel opportunities, but there will be extensive networking opportunities using the most up-to-date electronic communication facilities. As an international NGO in official relations with WHO and UNICEF, WFPHA has extensive contacts with other organizations in the U.S. and around the world.

Membership/Component Affairs Department

Membership/Component Affairs interns at APHA will learn marketing strategies for a large, membership-based organization; these skills can be applied not only to the non-profit, but also to the government and corporate sectors.

The Membership/Section Affairs intern will have the opportunity to learn how to develop and apply marketing strategy to bring APHA lapsed members back to active status. Membership/Component Affairs interns will learn recruitment and retention skills. Responsibilities include but are not limited to the following tasks: writing articles on recruitment and retention techniques and Section (interest group) successes in bi-monthly e-newsletters. Assisting in the development of the lapsed member marketing strategy. Creating and writing copy for promotional pieces targeted towards lapsed members Responding to general member inquiries concerning APHA benefits. Updating member records on the leading association specific management database, iMis.

Public Health Policy

Public Health Policy interns receive hands-on experience and insight into the dynamic role of science in public health. The mission of the Public Health Policy department is "to advance the public health worldwide by integrating science, policy and practice through information, communication and collaboration." The Public Health Policy's mission-related goal statements are: (1) prioritize issues and stimulate actions to improve health worldwide; (2) implement strategies to improve public health decision making; and (3) enhance information and communication systems and resources to strengthen public health.

Internships in the Public Health Policy department provide students and graduates hands-on experience and insight into the dynamic role of science in public health. Internship responsibilities include: Helping to staff APHA committees--Science Board, Women's

Rights, Equal Health Opportunity Supporting grant-funded initiatives such as Public Health Innovations, Medicine and Public Health, and National Highway Traffic and Safety Enhancing the Association's science activities.

Publications (Marketing/Advertising)

Advertising/Marketing intern(s) will have the opportunity to learn about promoting APHA publications and periodicals, including writing copy, working with vendors and promotion of other products.

Students seeking hands-on experience in the field of advertising sales and marketing are encouraged to apply for an internship within APHA's Publications Department. Interns will have the opportunity to learn about various aspects of advertising and marketing for APHA's publications including books, *The Nation's Health* and *The American Journal of Public Health*.

INTERNSHIP ELIGIBILITY

Both undergraduate and graduate students are eligible for unpaid APHA internships. The internships at APHA are extremely beneficial to those seeking to acquire practical work experience in the above-mentioned areas. Candidates should be working toward a bachelors, graduate, or postgraduate degree, and all majors are welcome.

Availability

Opportunities for internships are available year-round. Internships can be developed for a 3-4 month period, an academic quarter, an academic semester, or for a full year. To assure that the intern maximizes his/her experience, we prefer to have students commit a minimum of 20 hours a week to the internship and for those students visiting for a semester, full time, if possible.

Compensation

APHA internships are unpaid.

Application Process

Upon receipt, applications will be screened to determine which applicant best meets the needs of the application's desired area of interest. APHA staff will then interview selected applicants for internship positions. If you are interested in applying for an internship please submit the following materials to the Human Resources Department:

- Complete Application;
- Resume;
- Writing sample required (*something you have already written*);
- Clips required for *The Nation's Health* applicants (*if published or class writing work*);
- Three references (Academic, or professional);
- Transcript (*official document from the school*).

Mail all completed documents to: Internship Coordinator, American Public Health Association, 800 I Street, NW, Washington, DC 20001-3710. **Electronic or fax entries will not be accepted.** Incomplete applications will not be processed.

APPLICATION DEADLINES

While internships are available year-round, students may also intern for a specific academic period or for the summer. Please note the following suggested timeline. Start and end times are negotiable.

Semester/ Term	Fall	Spring	Summer
Approximate Timelines	Sept. 1 - Dec. 15	Jan. 15 – May 1	June 1 – Aug. 15
Application Deadline	July 15	Dec. 1	April 15

BENEFITS OF APHA INTERNSHIP

- 1) Academic Credit (if appropriate)
- 2) One year free APHA Membership
 - *The Nation's Health (TNH)*
 - *American Journal of Public Health (AJPH)*
 - *APHA Annual Meeting*
- 3) Capitol Hill visits (if appropriate)
- 4) Attend meetings and conferences such as those sponsored by the Institute of Medicine, and National Institute of Health, and press briefings.
- 5) Attend National briefings at the National Press Club

APHA OFFICE PROCEDURES

APHA Internship/Fellowship Orientation

One of the basic objectives of APHA's orientation is to make new interns/fellows feel welcome and at ease in their new work environment. Provide information on a number of important topics, such as job duties and responsibilities, the organization's history, work rules, benefit offerings, and nondiscrimination policies.

APHA Hours of Operation

The Association offers a flexible work schedule for employees based on a 35 workweek and a seven-seven hour day. General workdays are between 8 am and 6 pm. To assure that the intern/fellow maximizes his/her experience, we prefer to have students commit a minimum of 20 hours a week to the internship/fellow, and for those students visiting for a semester, full time, if possible.

APHA Holiday's

The Association observes the following holidays each year.

New Year's Day	Veterans Day/Columbus Day*
Martin Luther King, Jr. Day	Thanksgiving Day and Day After
Presidents Day	Christmas Day
Memorial Day	Election Day (Presidential election years)
Independence Day	Inauguration Day (Presidential election)
Labor Day	

*These holidays will vary according to the annual meeting schedule.
If a holiday falls on a Sunday, the following Monday is observed. When the holiday is on a Saturday, the office is closed on the preceding Friday. APHA observes the Federal three-day holiday weekend schedules where they apply.

APHA Inclement Weather Guidelines

The policy of APHA concerning absence due to hazardous weather conditions is the same as that of the Federal government. Off duty notification advising Federal employees not to report to work is passed through commercial media such as radio, television, and newspapers. APHA complies with the instructions as given to federal employees.



INTERNSHIP/FELLOWSHIP APPLICATION

Applicant Information

Name: _____ Date: _____
Last First M.I.

Address: _____
Street Apartment/Unit #

City State Zip Code

Phone: () _____ E-mail Address: _____

Effective Until: _____

Permanent Address: _____
Street Apartment/Unit #

City State Zip Code

EEO-1 Information

Gender: Male Female

Racial/Ethnic Background: American Indian or Alaskan Native Black or African American Native Hawaiian or other Pacific Islander
 Asian Hispanic or Latino White (not Hispanic)
 Two or More Races (not Hispanic) Please list the one race above with which you most strongly identify: _____

Age: _____ Date of Birth: _____

I-9 Eligibility: U.S. Citizen Permanent Resident F-1 Visa Other: _____

Academic Information

Classification: Freshman Sophomore Junior Senior
 Graduate Post-Graduate Fellowship

Major: _____ Minor: _____ GPA _____ (Cumulative)

Expected Graduation Date: _____

Internship Departments

Please submit a separate application form for each department of interest.

Please choose from the following departments: *(one choice per application)*

- Affiliate Affairs
- Communications and The Nation's Health
- Government Relations
- Learning & Global Public Health
- Learning & Professional Developmental Programs
- Membership & Component Affairs
- Public Health Policy
- Publications (Marketing and Advertising)

Semester/Term Availability

Please submit a separate application form for each semester/term of interest.

Semester/Term	Fall	Spring	Summer
Approximate Timelines	Sept 1 – Dec 15	Jan 15 – May 1	June 1 – Aug 15
Application Deadline	July 15	Dec 1	April 15

Please choose from the following semester/term: *(one choice per application)*

- Sept 1 – Dec 15 *(Deadline July 15)*
- Jan 15 – May 1 *(Deadline Dec 1)*
- June 1 – Aug 15 *(Deadline April 15)*