Clark University
International Development, Community and Environment (IDCE)

2018 Summer Internship Program
Health in Worcester

Open to Clark University Undergraduate and Graduate Students
*Deadline: March 19th 4:30pm*

Informational Packet

Overview

Clark University’s Department of International Development, Community and Environment (IDCE) is excited to offer qualified students paid internship opportunities for the summer of 2018. Opportunities are available for undergraduate and graduate students to gain practical skills and experiences in the field of health. Projects range in topics including: behavioral health, environmental health, community outreach, public policy, epidemiology, public health assessment, health-information communication, and other fields within public health.

This summer, internship positions will be available at the Worcester Division of Public Health and the Worcester Department of Health and Human Services. Interns will be selected on a competitive basis, and will receive a summer stipend of $2,500.

Each student’s summer activities will be overseen by professionals and staff from the relevant office, as well as staff from IDCE. The internships take place for a 10-week period, beginning in June. The time commitment is approximately 20 hours per week, but allows flexibility depending on the project and student needs. The primary workspace for most interns will be on the Clark University campus; however, interns will be expected to travel to the office, and most likely to sites around the community throughout the summer.

After completion of the internship, students will be expected to present the results of their work at an appropriate university forum, and provide a brief summary report (1-2 pages) to the Clark Community.
Eligibility and Stipend

Undergraduate Students:

- Open to students who have completed at least two semesters at Clark.
- $2,500 stipend available from Clark’s Mosakowski Institute

Graduate Students:

- Students entering the 5th year program
- Current Clark graduate students who will be returning to Clark in Fall 2018
- $2,500 stipend provided by the Mosakowski Institute

Application Deadline

- Monday March 19th 4:30 pm

How to Apply

Applications must include:

1. A completed Internships Application Form
   - Please rank top 2-3 choices of internship position
2. A resume or curriculum vitae of no more than 2 pages,
3. An electronic or scanned copy of the student’s current transcript,

All materials must be submitted as a single pdf file to Lisa Coakley, lcoakley@clarku.edu. Hard copy submissions or those not meeting submission requirements will not be accepted. All applications must be received by Monday March 19th no later than 4:30 pm, ET. Late applications will not be accepted, and deadline extensions will not be granted.
Relevant Dates

- **March 19, 2018:** Applications due via email no later than 4:30 pm, ET.
- **March 26, 2018:** Approximate date by which students will be notified of application status, and selected students will be notified to schedule interviews.
- **March 26th-April 4, 2018:** Selected students are interviewed by WDPH staff.
- **April, 2018:** Students will be notified about selection.
- **April 23, 2018:** Deadline for selected students to accept or decline internship offers.
- **Late May through August, 2017:** Internship activities take place.

Placements and Selection

In the application, students will be asked to rank their top 2-3 choices of appropriate internship position. Applications will be reviewed by a panel of Clark University faculty and administrators, personnel from host offices, for factors such as academic achievement, work experience, technical skills, and intention.

Select students will receive an interview with the staff from the relevant office for final selection. Accepted students will be notified of their placements (i.e., the specific internship that they are being offered) by approximately April 9th. Descriptions of the specific internship offerings can be found in Appendix B at the end of this document. Applicants will indicate the internship(s) they are interested in applying for in their cover letter. **Students must accept or decline offered placements by April 23rd.**

International Students

International students that are accepted into the program will have to extend their I-20, complete a work authorization form, and have a social security number in order to receive stipends. Please plan accordingly, as this process can take several weeks. International students who are selected should contact the [International Students and Scholars Office](mailto:students@clarku.edu) in order to make sure that all the necessary paperwork is completed.

Housing

Students who accept internships are responsible for arranging housing for the summer (housing will be available in Clark’s Blackstone Hall for the standard summer housing rate).

Contact

Any questions should be directed to Ellen Foley, [efoley@clarku.edu](mailto:efoley@clarku.edu).
Internship options

Please consult the following link for a list of 2018 internship positions:

View 2018 Internship Position