The Division of Maternal and Child Health Workforce Development wants YOU!

The Division of Maternal and Child Health Workforce Development (DMCHWD) is recruiting graduate students and undergraduate seniors interested in becoming leaders in Maternal and Child Health for a Fall 2017 Practicum/Internship experience.

Applications are accepted on a “rolling” basis, though all applications for Fall 2017 should be submitted by 11:59 P.M. ET on April 25.

NOTE: THE DEADLINE HAS BEEN EXTENDED TO 11:59 P.M. ON MAY 8.

Questions? E-mail Samantha Croffut at SCroffut@hrsa.gov
About the Internship

DMCHWD accepts applications on a “rolling” basis for Winter/Spring, Fall, and Summer internships from highly motivated graduate students and undergraduate seniors in good standing at schools of public health or other health-related training programs in the United States. The DMCHWD Internship is designed to educate, engage, and support future leaders in Maternal and Child Health (MCH).

Applicant Requirements

- Graduate students **must** be enrolled at least half-time in a graduate program as verified by the student’s institution of higher learning.
- Undergraduate seniors **must** be enrolled at least half-time in an undergraduate program as verified by the student’s institution of higher learning. Current juniors/”rising” seniors may apply for a summer internship, assuming they will enter their fourth year in the fall.
- Post-graduate students will be considered on a case-by-case basis.
- An applicant must be a United States citizen or foreign national having in his/her possession a visa permitting permanent residence in the United States.

Internship Requirements

- The internship is located in Rockville, Maryland and is Metro accessible.
- This is an **unpaid** experience. Students are responsible for all costs associated with the internship, including room/board, transport, and other living expenses.
- A 200-hour (6- to 8-week) minimum commitment is **strongly preferred**.

Other Information

- Students may apply for a winter/spring, fall, and/or summer internship at any time throughout the year. **Students should apply by 11:59 P.M. Eastern Time on January 25 (for Summer), April 25 **(deadline extended to May 8**) (for Fall), and August 25 (for Winter/Spring).**
- Flexibility in the internship work schedule will be accorded to accommodate concurrent academic coursework and responsibilities.

Intern(s) selected to work with DMCHWD will have the opportunity to help shape their experience based on interest areas. Possible focus areas may include:

- **Communications:** Contribute to the continued implementation of DMCHWD’s communications plan.
- **MCH Workgroups and Committees:** Participate in DMCHWD and Maternal and Child Health Bureau (MCHB) efforts around Workforce Development.
- **Trainee Engagement:** Develop and sustain activities that encourage networking and engagement of current and former MCH trainees.
- **MCH Training Program Data:** Analyze quantitative and qualitative data and produce summary reports.
- **Grantee Best Practices:** Research, compile, and disseminate grantee best practices from the MCH Training Program.
“Rolling” Recruitment

Interested candidates can submit the following documents at any time throughout the year. Applications received by January 25 will be considered for Summer (or later) Internships; by April 25** deadline extended to May 8** will be considered for Fall (or later) Internships; and, by August 25 will be considered for Winter/Spring (or later) Internships, as available.

- Internship Application Package:
  1. **Statement of Interest** (500-word max)
     Please address each of the following:
     - **General Guiding Questions:** What do you hope to gain from this internship experience? What makes you passionate about maternal and child health? How does this internship align with your career goals?
     - **Health Equity and Diversity Guiding Questions:** How have your experiences shaped your definition of diversity? What does it mean for you to have a commitment to diversity? In your opinion, what is the purpose of promoting health equity over health equality?
     - **Training Program Involvement:** Have you been involved with any of DMCHWD’s graduate or undergraduate education programs? If so, please describe your involvement.
  2. **Resume/Curriculum Vitae**
  3. **Unofficial Transcript** (most current)

- **Statement of Availability:**
  1. **Term of Availability** for internship, generally:
     - Winter/Spring → e.g., January through May
     - Summer → e.g., June through August
     - Fall → e.g., September through December
  2. **Number of Days of Availability** (excluding weekends and holidays) – e.g., 3-4 days per week.
  3. **Number of Hours Required for Internship** (if applicable) – e.g., 320 total hours needed. Please note that a 200-hour (6- to 8-week) minimum is strongly preferred.
  4. **Any Concurrent Academic Coursework and Responsibilities** – e.g., Working as a Graduate Research Assistant two days per week on Tuesdays and Thursdays.
Interested Candidates

Interested candidates are encouraged to:

- Check out the MCH Training Program Website at: http://mchb.hrsa.gov/training/
- Submit the following: 1) Internship Application Package and 2) Statement of Availability (as outlined above) to Samantha Croffut at SCroffut@hrsa.gov.
- For questions about the DMCHWD internship experience, please contact Samantha Croffut.

We look forward to continuing to work with talented trainees at MCHB!