



INTERN APPLICATION

To apply to be a Texas Health Institute intern in Austin, Texas, please complete and return this form to Texas Health Institute at the email address or fax below.

We accept internship applications throughout the year and currently have openings.

Applications will be considered on an ongoing basis and interviews will be scheduled accordingly.

We are interested in receiving applications from undergraduate, graduate and doctoral students in diverse fields, such as, but not limited to:

- Allied Health Professions
- Anthropology
- Communications and Public Relations
- Community and Regional Planning
- Government
- Health care administration
- Health education
- Medical School
- Journalism
- Nursing
- Public affairs
- Public health
- Public policy
- Psychology
- Social work
- Sociology
- Urban Design

Eligibility: A candidate must be a doctoral student, a graduate student; an undergraduate student; or have graduated from college within 6 months of beginning the internship.

General Information: Interns are generally expected to work between 20 and 40 hours a week during a 4 to 12 week internship period. However, short term projects may require fewer hours per week over a specified period of time. Internships are offered during the Summer, Fall, and Winter/Spring semesters. Interns may receive academic credit if an agreement is made between the Texas Health Institute and the intern's college or university. All interns are subject to the applicable Texas Health Institute employee rules.

Application Procedures: Candidates must complete an application form and submit it with their cover letter and resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed. Once an offer is extended, the student will have 7 days to accept or decline.

PART I – BASIC INFORMATION

Name: _____

Current Address: _____

City, State, Zip: _____

Phone Number: _____

E-Mail: _____

PART II – EDUCATION

University: _____

Doctoral Program and Any Specialization _____

Graduate School and Any Specialization _____

Undergraduate Major and Any Specialization _____

Year in School: _____

Expected Graduation Date: _____ Current GPA: _____



PART III – AREAS OF INTEREST AS IT RELATES TO HEALTH CARE (public health and medical care)

Please rank your interests for the areas below with your first choice being #1, second choice being #2, and so on. Internships may not be available in all areas.

- | | |
|-------------------------------------|-------------------------------------|
| _____ Policy Analysis | _____ Workforce Development |
| _____ Public Health/Prevention | _____ Disaster Preparedness |
| _____ Business/Community Leadership | _____ Health Information Technology |
| _____ Access/Uninsured | _____ Long Term Care |

PART III – AVAILABILITY

Start Date: _____ **End Date:** _____

Hours per Day: _____ **Days per Week:** _____

Are you able to work remotely? _____

Type of internship: ___ Paid ___ Unpaid ___ Either

PART V – FUNCTIONAL EXPERIENCE

Below are job functions that Texas Health Institute employees perform. Please check the areas in which you feel you are experienced. This section serves the purpose of helping us identify the proper internship for you.

- | | |
|--|---|
| <input type="checkbox"/> Administration | <input type="checkbox"/> Fundraising/Grant writing |
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Health Care Finance / Economics |
| <input type="checkbox"/> All Hazards Preparedness Evaluation | <input type="checkbox"/> Internet technology/Website creation |
| <input type="checkbox"/> Budget Analysis | <input type="checkbox"/> Marketing |
| <input type="checkbox"/> Business Development | <input type="checkbox"/> Policy Analysis |
| <input type="checkbox"/> Chronic Diseases | <input type="checkbox"/> Policy Development |
| <input type="checkbox"/> Communications/Public Relations | <input type="checkbox"/> Program Implementation |
| <input type="checkbox"/> Community Development | <input type="checkbox"/> Public Health |
| <input type="checkbox"/> Community Organizing/Planning | <input type="checkbox"/> Research |
| <input type="checkbox"/> Database Creation | <input type="checkbox"/> Social Services |
| <input type="checkbox"/> Desktop Publishing | <input type="checkbox"/> Spreadsheets |
| <input type="checkbox"/> Disaster Preparedness | <input type="checkbox"/> Survey Design and Analysis |
| <input type="checkbox"/> Environmental Health | <input type="checkbox"/> Training Skills |
| <input type="checkbox"/> Facilitation/Coaching/Convening | <input type="checkbox"/> Word Processing |
| <input type="checkbox"/> Financial Planning | |

PART V – SHORT ESSAYS

Please answer the following questions on a separate sheet of paper and limit your response to each to 300 words.

- 1) Why are you interested in health policy and how might your experiences and education most benefit Texas Health Institute?
- 2) What is the most pressing public health issue facing Texas? What solutions do you recommend?
- 3) What do you hope to get out of this internship and how does it fit into your broader career plans?

PART VI – ADDITIONAL APPLICATION MATERIALS NEEDED

Please attach the following to your application.

- 1) Current resume. Please include extracurricular activities and volunteer work.
- 2) A letter of recommendation from a Professor or employer (current or past).
- 3) Writing sample (optional).

**For additional information, please Sherry Wilkie-Conway at swilkie@texashealthinstitute.org
Please submit applications by email to the same address.**