

# Internship Program Application Instructions

## Introduction

Carver County Public Health offers a local public health internship (includes field experiences, clinical placement, etc.) program to provide a “real life” experience to future Public Health professionals. Participants will have an opportunity to work with experienced public health staff, encounter “real life” public health challenges, apply their classroom learning, learn new skills and gain a greater understanding of local public health. We are pleased that you are considering applying for an internship at Carver County Public Health!

Interested candidates should submit their request and complete application by the deadline. Applications received after the deadline may be considered based on department capacity.

**Applying for the program does not guarantee admittance.**

<b>Session:</b>	<b>Application Due:</b>
Spring	October 15
Summer	March 15
Fall	June 15

*\*Specific start and end dates of internships will be determined by preceptor and intern.*

## Internship Parameters

- Applicants must be enrolled in an undergraduate, graduate, or professional degree program at a U.S. college or university. Recent graduates are not eligible.
- Written and verbal contact from the school instructor is required before acceptance.
- A contract must be in place between Carver County Public Health and the college/university before the internship can begin.
- Internships will be considered for 120 – 450 hours. Requests for less than 120 hours will be considered on a case-by-case basis and should be submitted to [public-health@co.carver.mn.us](mailto:public-health@co.carver.mn.us)
- An interview and references may be requested before accepting a student.
- Preference may be given to students living in and/or from Carver County and/or students currently enrolled at local colleges, or colleges within Minnesota.
- Internship experiences are unpaid unless informed otherwise.
- We reserve the right to deny placement on the premise that we do not have the capacity or time due to departmental availability.

## Application Checklist

A Carver County Public Health internship application consists of:

- **Application and Resume**

Please submit a completed application for the Internship Program.

Please submit your most current resume that includes both paid and volunteer positions.

- **Personal Statement**

Your personal statement will inform Carver County Public Health about your experience and internship goals. It will be reviewed as a writing sample; please carefully proof-read and edit your submission.

Personal statements should not exceed 500 words. Please address the following:

- Why are you interested in public health?
- What will you contribute to Carver County Public Health, if selected?
- How will this internship help your future professional goals?

Internship application materials can be sent to Carver County Public Health at:

Email: [public-health@co.carver.mn.us](mailto:public-health@co.carver.mn.us), *or*

Postal Mail:

Carver County Public Health  
Attention: Katie Hickel  
600 4<sup>th</sup> Street East  
Chaska, MN 55318

Carver County Public Health  
600 Fourth Street East  
Chaska, MN 55318-2102



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