**Mosakowski Institute for Public Enterprise**

**2017 Summer Internship Program**

Health in Worcester

Open to Clark University Undergraduate and Graduate Students

\*Deadline: Feb. 24th 4:30pm\*

Informational Packet

**Overview**

Clark University's Mosakowski Institute for Public Enterprise is excited to offer qualified students paid internship opportunities for the summer of 2017. 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 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 the Mosakowski Institute. 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 Institute.

**Eligibility and Stipend**

Undergraduate Students:

* Open to students who have completed their First year and above
* $2,500 stipend available through LEEP internship opportunity
	+ Students required to fulfill LEEP requirements (Bootcamp and presentation at Fall Fest or Academic Spree Day)
* Limited positions for students who have already completed LEEP projects

Graduate Students:

* Students entering the 5th year program
* Current Clark graduate students who will be returning to Clark for Fall 2017 semester
* $2,500 stipend provided by Mosakowski Institute

**Application Deadline**

* Friday, February 24th 4:30 pm

**How to Apply**

Applications must include:

1. A completed Internships Application Form

-Please rank top 2-3 choices of internship position

1. A resume or curriculum vitae of no more than 2 pages,
2. 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 Friday, February 24, no later than 4:30 pm, ET. Late applications will not be accepted, and deadline extensions will not be granted.

**Undergraduate LEEP interns**

Undergraduate students who are selected by DPH will be expected to use their internship experience as the basis of a LEEP project. Students who are accepted into the LEEP Fellows Program and receive LEEP Fellows funding will be expected to complete the requirements of that program, including participation in the LEEP Fellows boot camp and fall programming.

Students with questions about the LEEP Fellows Program should contact Ruby Maddox at rmaddox@clarku.edu.

**Relevant Dates**

* *February 24, 2017:* Applications due via email no later than 4:30 pm, ET.
* *March 3rd, 2017:* Approximate date by which students will be notified of application status, and selected students will be notified to schedule interviews.
* *March 13 – March 24, 2017:* Selected students conduct interviews with WDPH staff.
* *March 31, 2017:* Students will be notified about selection.
* *April 7, 2017:* 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 March 31st. 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 7th.

**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](http://www.clarku.edu/offices/oia/contact.cfm) 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 Hannah Silverfine, Graduate Research Assistant at the Mosakowski Institute for Public Enterprise, hsilverfine@clarku.edu.

**Appendix A:** Worcester Division of Public Health

*Project Descriptions*

The Worcester Division of Public Health has announced the seven following summer internship opportunities for graduate and undergraduate students. Multiple interns may be assigned to work as a team on the same project. Additional projects may develop according to the needs of the WDPH. When identifying your top project choices in the application form, please also feel free to identify other public health interests, skills, or background so that you may be considered for these additional projects.

**1. Social Norms Campaign Intern**

**Overview:**

The Worcester Division of Public Health is looking for an intern to help address the Substance Use priority area of the 2016 Community Health Improvement Plan (CHIP). Specifically, the intern will be working on strategies 2.1.2: *increase use of environmental strategies to reduce alcohol misuse (such as social norms campaigns, parent education, retailer education, etc.)* and 2.2.2: *develop and implement universal social norming campaign to discourage non-medicinal marijuana use.*

The Worcester Division of Public Health is looking for a student to work with youth on a social norms campaign around substance use. The Youth Health Action Committee (YHAC) is a group of local youth ages 15-18 selected to lead substance use prevention strategies. Together with the Youth Worker for Substance Use Programs, the Social Norms Campaign Intern will guide the YHAC through the process of developing, implementing, and assessing a healthy behaviors campaign based on social norms theory.

The position will be supervised by the WDPH Substance Abuse Prevention Collaborative (SAPC) and Partnerships for Success (PFS) Prevention Specialist as part of the Community Health team. There is a possible stipend available for this internship.

**Responsibilities:**

* Confer regularly with WDPH, local schools and Youth Health Action Committee (YHAC) members to develop, implement and assess a healthy behaviors campaign
* Assist WDPH staff with youth development and education activities with the YHAC
* Coordinate between WDPH and schools for cross-site campaign development, health program development, and maintenance of collaborative relationships across partner sites
* Develop an outcome evaluation plan for all campaign sites that can be implemented by WDPH staff or future interns
* Meet regularly with WDPH SAPC/PFS Prevention Specialist

**Qualifications:**

* Completed or currently pursuing a college degree in Public Health, Human Services, Education, Health Education, Psychology or a related field
* Proficiency in MS Word, Excel, PowerPoint and Outlook preferred
* Experience working with youth preferred
* Communications and marketing experience a plus
* Superior organizational skills and comfortable working from multiple locations
* Excellent verbal and written communication skills
* Supportive, positive, and energetic attitude
* Must be able to commit May-August

**2. Community Outreach Intern**

**Overview:**

The Worcester Division of Public Health is looking for 2-4 interns to represent the Division and support health education outreach efforts at public health events and with community-based organizations. Primary responsibility is to attend community events and health fairs to reach out to and provide health information to populations of interest. Other outreach may be directly to providers of health services to increase their knowledge of resources or understanding of a public health problem. Outreach will include some nights and weekends.

The position will be supervised by the WDPH Manager of Strategic Partnerships as part of the Community Health team.

**Responsibilities:**

* Attend community events and health fairs as determined by WDPH Community Health team
* Conduct outreach to providers of health services to increase their knowledge of resources and/or understanding of a public health problem
* Document all outreach activities and track data in appropriate division databases
* Ensure that all outreach materials are up-to-date and fully stocked; order new outreach materials as needed
* Meet regularly with WDPH Manager of Strategic Partnerships

**Qualifications:**

* Completed or currently pursuing a college degree in Public Health or a related field
* Proficiency in MS Word, Excel, PowerPoint and Outlook preferred
* Ability to multi-task, manage multiple priorities and prioritize appropriately to meet strict deadlines is essential
* Excellent verbal and written communication skills
* Superior organizational skills and critical thinking/problem solving skills
* Must be able to commit May - August
* Willingness to work occasional nights and weekends
* Access to reliable transportation is essential as the outreach will occur in all 7 communities

**3. Youth Health Survey Intern**

**Overview:**

The Worcester Division of Public Health seeks an intern to plan for the collection of data to inform current and future youth prevention activities. The intern will be responsible for working with WDPH and local schools to development, implement, and analyze the Youth Health Survey Questionnaire.

The position will be supervised by the WDPH Manager of Strategic Partnerships as part of the Community Health team, with frequent check-ins with the WDPH Epidemiologist.

**Responsibilities:**

* Contribute to the development of the Youth Health Survey Questionnaire
* In collaboration with WDPH staff, recruit schools for survey implementation and arrange logistics of implementation
* Schedule and attend meetings with schools that are assisting in the planning and implementation of data collection activities
* Support WDPH staff and partners in their analysis of current survey data to both evaluate survey design and plan for future surveys
* Create final report, plan or evaluation on Youth Health Survey (type of deliverable will depend on what stage the project is at by late summer)
* Meet regularly with WDPH Manager of Strategic Partnerships

**Qualifications:**

* Completed or currently pursuing a college degree in Public Health or a related field
* Proficiency in MS Word, Excel, PowerPoint and Outlook preferred
* Ability to multi-task, manage multiple priorities and prioritize appropriately to meet strict deadlines is essential
* Excellent verbal and written communication skills
* Superior organizational skills and critical thinking/problem solving skills
* Must be able to commit May - August

**4. Media Perceptions Intern**

**Overview:**

The Worcester Division of Public Health is looking for an intern to help address the Substance Use priority area of the 2016 Community Health Improvement Plan (CHIP).

This project seeks to understand what is being presented about opioid abuse, addiction, and overdose in the Worcester news media outlets. This project will be using content analysis, which is a research technique that employs qualitative analysis of an identified topic and tracking of the “framing” of the topic. A review of the content of all related articles published within a predetermined period is required to assess any change in content over time. Content analysis of media is a traditional mass communication research method used to assess a wide range of media content trends. It can show how alternative ideas and minority groups, such as drug users and the stigma associated with drug use, are portrayed. Formative research, collection of articles, and coding has already been completed.

The position will be supervised by the WDPH Manager of Strategic Partnerships, with frequent check-ins with the Substance Use Prevention Specialists.

**Responsibilities:**

* Read articles written by local news sources on the topic
* Produce report on the themes of content from articles written by local news sources on the topic; tracking and documentation of all research activities is required
* Meet regularly with WDPH Manager of Strategic Partnerships

**Qualifications:**

* Completed or currently pursuing a college degree in Public Health, Health Education, Communication or related field
* Interested in Health Equity preferred
* Proficiency in MS Word, Excel, PowerPoint and Outlook preferred
* Excellent verbal and written communication skills
* Excellent organizational skills, attention to detail, and ability to prioritize
* Must have access to research libraries and be comfortable writing and citing research papers
* Must be able to commit May - August

**5. 5210 Intern**

**Overview:**

The Worcester Division of Public Health is looking for an intern to help address the Access to Healthy Food and Physical Activity priority areas of the 2016 Community Health Improvement Plan (CHIP).

5210 is a public education campaign that brings awareness to the daily guidelines for nutrition and physical activity, including: aiming for 5 fruits and vegetables every day, keeping recreational screen time to 2 hours or less every day, including at least 1 hour of active play every day, and having 0 sugary beverages. The 5210 intern will responsible for developing and implementing a healthy eating and active living curriculum using existing 5210 materials. This curriculum will include interactive healthy eating lessons and fun and engaging activities to get young participants moving.

The position will be supervised by the Physical Activity and Access to Healthy Foods Prevention Specialist as part of the Community Health team.

**Responsibilities:**

* Using existing 5210 materials, develop a curriculum that can be adapted for different age groups
* Working with WDPH Prevention Specialists, implement the 5210 curriculum at early childhood centers, after school programs and local schools
* Teach weekly lessons related to healthy eating and physical activity at implementation sites
* Attend quarterly Physical Activity and Access to Healthy Food priority area meetings, as well as any other meetings, trainings, and/or events related to these topics
* Meet regularly with WDPH Physical Activity/Healthy Foods Prevention Specialist

**Qualifications:**

* Completed or currently pursuing a college degree in Public Health, Nutrition or a related field
* Proficiency in MS Word, Excel, PowerPoint and Outlook preferred
* Excellent verbal and written communication skills
* Excellent organizational skills, attention to detail, and ability to prioritize
* Must be able to commit May - August

**6. Geographic Information Systems Interns**

**Overview:**

The Worcester Division of Public Health is looking for students with GIS experience to contribute to a variety of Community Health-related projects. Through the work of the 2016 Community Health Improvement Plan (CHIP), WDPH has several projects in place that work with GIS to map assets in the community and determine areas of greatest need. One priority of the GIS interns will be an active environments/physical activity resources map that will be made publicly available on the Central MA Regional Public Health Alliance (CMRPHA) website.

The position will be supervised by the WDPH Epidemiologist, and will frequently meet with Prevention Specialists from the Community Health team.

**Responsibilities:**

* Based on the specific needs of WDPH/CMRPHA, produce interactive maps of socio/demographic factors that affect population health
* Create and present a PowerPoint of all maps produced (including description and interpretation of maps)
* Work with WDPH staff to upload maps onto CMRPHA and Academic Health Collaborative websites
* Meet regularly with the WDPH Epidemiologist

**Qualifications:**

* Completed or currently pursuing a college degree in Public Health, Urban Planning, Community Development or a related field
* Experience in GIS required.
* Proficiency in MS Word, Excel, PowerPoint and Outlook preferred
* Excellent verbal and written communication skills
* Excellent organizational skills, attention to detail, and ability to prioritize
* Must be able to commit May - August

**7. Healthcare Transportation Services Intern**

**Overview:**

The Worcester Division of Public Health is looking for an intern to help address the Access to Care priority area of the 2016 Community Health Improvement Plan (CHIP). Specifically, the intern will be working on strategy 3.2.2: *promote awareness of WRTA personal transportation services among health care and health professionals.*

The intern will be responsible for surveying healthcare professionals to determine what their awareness level is of existing Worcester Regional Transit Authority (WRTA) services and comfort level in communicating that information to their patients. The intern will also conduct outreach to WRTA to research the different transit services available to patients, including: transit options (bus, PT1, etc.), eligibility, fares and discounts, hours of services, routes, etc.

The position will be supervised by the WDPH Chief of Community Health and/or Prevention Specialist.

**Responsibilities:**

* Create a survey and script to use when surveying healthcare professionals
* Survey several healthcare professionals at local hospitals and community health centers to determine their awareness of WRTA services and comfort level in communicating that information to patients
* Research the different transit services available to patients, including: transit options (bus, PT1, etc.), eligibility, fares and discounts, hours of services, routes, etc.
* Create a written report of results including visual representation of key findings and recommendations for increasing awareness for both providers and patients
* Meet regularly with WDPH Chief of Community Health

**Qualifications:**

* Completed or currently pursuing a college degree in Public Health, Urban Planning, Community Development or a related field
* Proficiency in MS Word, Excel, PowerPoint and Outlook preferred
* Excellent verbal and written communication skills
* Excellent organizational skills, attention to detail, and ability to prioritize
* Must be able to commit May - August

**8. Environmental Health Interns**

**Overview:**

The Worcester Division of Public Health is looking for interns to contribute to the Environmental Health (EH) Department by implementing a survey for food establishment operators. Utilizing this survey, the interns will determine the level of customer satisfaction in regards to food establishments and inspections from WDPH/CMRPHA Environmental Health staff. Piloted last year in the town of Grafton, this survey will be distributed and collected throughout the remaining Central MA Regional Public Health Alliance towns, including Shrewsbury, Leicester, Millbury, West Boylston and Holden. Compiled and summarized data will allow for future outreach and education opportunities. Interns will also be responsible for identifying grant funding for environmental health education efforts for food establishment operators.

The position will be supervised by the WDPH Chief of Environmental Health.

**Responsibilities:**

* Review the satisfaction survey to be completed by food establishments in the CMRPHA towns, and edit if needed
* Meet with environmental health team and quality council to finalize satisfaction survey
* Distribute and collect satisfaction surveys from all food establishments in the CMRPHA towns; provide reminders and follow-up to strive for 100% completion rates
* Identify and possibly apply for funding opportunities for educational food establishment trainings
* Meet regularly with WDPH Chief of Environmental Health

**Qualifications:**

* Completed or currently pursuing a college degree in Public Health, Environmental Sciences or related field
* Experience in survey development and data interpretation preferred
* Ability to conduct community outreach in the field preferred
* Must have own transportation
* Excellent verbal and written communication skills; marketing experience preferred
* Excellent organizational skills, attention to detail, and ability to prioritize
* Must be able to commit May - August

**9. Marketing and Communications Intern**

**Overview:**

The Central Massachusetts Regional Public Health Alliance (CMRPHA) is a coalition of seven municipalities, including the Town of Grafton, Holden, Leicester, Millbury, Shrewsbury, West Boylston, and the City of Worcester, working cooperatively to create and sustain a viable, cost-effective and labor efficient regional public health district. The regional health district provides a comprehensive array of services to partner municipalities through a single organization managed by the Worcester Division of Public Health.

The Worcester Division of Public Health is looking for a dynamic, self-starter with marketing and/or communications experience to promote the CMRPHA. The intern will be responsible for increasing awareness of the mission, vision, and work of the CMRPHA by strengthening its online presence and creating a communications plan that highlights the work being done under the Community Health Improvement Plan (CHIP). The intern will work with Alliance members to develop and implement strategies to improve both internal and external communication, thereby ensuring that CMRPHA is effectively meeting the needs of all partners and residents.

The position will be supervised by the Academic Health Collaborative Coordinator, with oversight from the Director of Public Health.

**Responsibilities:**

* Reach out to community organizations, general public and donors with the mission, vision and work of the CMRPHA
* Update monthly communication topics that go out to Alliance towns
* Enhance and update the CMRPHA website as needed
* Create a central repository from which Alliance members can access and download relevant information
* Design flyers, graphics, e-vites and other marketing materials for major events
* Collaborate with WDPH staff and Alliance Steering Committee to develop ideas, directions, and venues for marketing and communications
* Attend all CMRPHA meetings
* Meet regularly with the WDPH Academic Health Collaborative Coordinator
*

**Qualifications:**

* Completed or currently pursuing a college degree in Marketing, Communications or related field
* Proficiency in MS Word, Excel, PowerPoint and Outlook a must
* Proficiency in Adobe InDesign and Photoshop preferred
* Knowledge of HTML and graphic design a plus
* Excellent verbal and written communication skills
* Excellent organizational skills, attention to detail, and ability to prioritize
* Must be able to commit May – August

**Appendix B:** Department of Health and Human Services

*Project Descriptions*

**1. Transitions from Prisons to Community (TPC) Evaluation and Best Practices Review**

* Looks specifically at challenges and facilitators to people returning to the community after an extended period of incarceration
* Requires evaluation of current process and available pre- and post- transition services
* Interview individuals with history of incarceration about challenges and facilitators
* Research and evaluation of “best practices” with programs that offer transition services
* How best to implement programs at all stages to prevent substance abuse relapse, homelessness, and recidivism

Looking for students who have experience with:

1. Interviewing
2. Programs monitoring and evaluation (they won’t be doing that, but will need to look at plans are already available)
3. Literature search on best practices
4. Familiarity with substance use/abuse preferred but not required
5. Seniors and graduate students only
6. Self-starter who can manage own time well and who can deliver projects in a quality and timely manner
7. Ability to work with professional team

**Additional details:**

* Requires car for travel
* Some work will be on site at Worcester City Hall
* Requires 140-180 hours on project over the summer

**2. Transitions from Prisons to Community (TPC) Jobs, Housing, and Wrap-Around Programs Gap Analysis**

* Looks specifically at challenges and facilitators to people who are looking for jobs upon returning to the community after an extended period of incarceration
* Requires evaluation of current process and available pre- and post- transition services specific to homelessness and employment
* Gap analysis of relevant Worcester programs
* Interview individuals with history of incarceration about challenges and facilitators
* Research and evaluation of “best practices” with programs that offer housing and employment transition services
* Review model programs throughout the US
* How best to implement programs at all stages to prevent substance abuse relapse, homelessness, unemployment, and recidivism
* Ability to work with professional team

Looking for students who have experience with:

1. Programs monitoring and evaluation (they won’t be doing that, but will need to look at plans are already available)
2. Literature search on best practices
3. Gap analysis methodology
4. Familiarity with substance use/abuse preferred but not required
5. Seniors and graduate students only
6. Self-starter who can manage own time well and who can deliver projects in a quality and timely manner

**Additional details:**

* Requires car for travel
* Some work will be on site at Worcester City Hall
* Requires 140-180 hours on project over the summer

**3. State-Wide Evaluation of Detox Discharge Programs for People with Opioid Dependence**

* Conduct a comprehensive review of detox discharge programs and protocols in Massachusetts
* Look specifically at challenges and facilitators to people who are discharged from detox programs into the community including housing, employment, substance use/abuse, and self-sufficiency
* Interview individuals with history of being discharged from detox programs about challenges and facilitators in substance use recovery
* Research and evaluation of “best practices” with programs that offer housing and employment after detox discharge programs
* How best to implement programs at all stages to prevent substance abuse relapse, homelessness, unemployment, and recidivism
* Ability to work with professional team including people in recovery, medical providers, and support services

Looking for students who have experience with:

1. Programs monitoring and evaluation (they won’t be doing that, but will need to look at plans are already available)
2. Literature search on best practices
3. Gap analysis methodology
4. Familiarity with substance use/abuse preferred but not required
5. Seniors and graduate students only
6. Self-starter who can manage own time well and who can deliver projects in a quality and timely manner

**Additional details:**

* Requires car for travel
* Some work will be on site at Worcester City Hall
* Requires 140-180 hours on project over the summer

**4. Decreasing Stigma Around Mental Health in Worcester**

* Help with the design of an evaluation study to understand stigma around mental health in Worcester
* Interview community members, service providers, and other individuals with mental health issues about perceptions and stigma
* Research US-based models and “best practices” of programs that addressed the reduction of stigma around mental health
* Comprehensive literature review about community-based stigma reduction in mental health
* Create a directory of mental health providers in Worcester and make that available to the community
* Assist in the creation of a community-based advisory board around stigma in mental health
* Help with design of a city campaign around reducing stigma that involves community members, providers, and affected individuals

Looking for students who have experience with:

1. Qualitative research and study design
2. Some graphic design required
3. Alliance and coalition building
4. Literature search on best practices
5. Familiarity with mental health preferred but not required
6. Seniors and graduate students only
7. Self-starter who can manage own time well and who can deliver projects in a quality and timely manner

**Additional details:**

* Requires car for travel
* Some work will be on site at Worcester City Hall
* Requires 140-180 hours on project over the summer