



Internship Description

Office of Practice and Learning DSHS Internships

Please complete the below template, using comments as guidance.

Internship Title: Workforce Development Intern		Division, Program: Office of Workforce and Partnership Advancement	
Location (City/Region) Central office		Preceptor Name, Title:	
Street address 1100 W 49th St		Name and title 1 Emily Herrington	
City, TX Austin, TX, 78756		Name and title 2 Shannon Sullivan	
This role can be either virtual or hybrid.		Name and title 3	
Hours/Week:		Preferred Academic Level:	
<input type="checkbox"/> 5 - 10 <input type="checkbox"/> 10 - 15 <input checked="" type="checkbox"/> 15 - 20 <input checked="" type="checkbox"/> Variable		<input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Masters <input type="checkbox"/> No Preference	
In Person:			
<input type="checkbox"/> None <input checked="" type="checkbox"/> Occasionally <input checked="" type="checkbox"/> Frequently <input type="checkbox"/> Fully			
Brief description:			
This internship will synthesize agency resources, peer-reviewed literature, and stakeholder perspectives to identify best practices for hosting interns and supporting preceptors in public health settings.			

Disciplines

<input checked="" type="checkbox"/> Research/Data Analytics	<input type="checkbox"/> Epidemiology	<input type="checkbox"/> Health Promotion
<input checked="" type="checkbox"/> Communication/Marketing	<input checked="" type="checkbox"/> Program Evaluation	<input type="checkbox"/> Health Administration
<input type="checkbox"/> Environmental Health	<input type="checkbox"/> Biostatistics	<input checked="" type="checkbox"/> Other Program Planning
<input checked="" type="checkbox"/> Policy Analysis and Development	<input type="checkbox"/> Other: Professional development quality management	

Internship Details

Intern Activities

1. Conduct and synthesize key informant interviews with internship stakeholders
2. Create a literature review focused on applied learning and experiential education
3. Describe best practices for hosting and supervising public health interns
4. Translate research findings into practical guidance for preceptors and internship programs

Intern Deliveries

1. A best practices brief summarizing findings/recommendations for hosting interns
2. A 1-2-page preceptor quick-reference guide
3. Slide-ready summary for workforce or academic partnership meetings
4. A checklist or template for hosting an intern

Applicant Qualifications

Required Skills

Skill	
<input checked="" type="checkbox"/> Microsoft Office	
<input checked="" type="checkbox"/> Word	
<input checked="" type="checkbox"/> Excel	
<input checked="" type="checkbox"/> PowerPoint	
<input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)	
<input type="checkbox"/> Tableau or similar applications	
<input type="checkbox"/> Other software applications	
<input type="checkbox"/> Academic Level:	
<input type="checkbox"/> No requirement	
<input checked="" type="checkbox"/> Any other skills required (soft or technical)	
Interviewing skills	

Preferred Skills

Skill	
<input checked="" type="checkbox"/>	Microsoft Office
<input checked="" type="checkbox"/>	Word
<input checked="" type="checkbox"/>	Excel
<input checked="" type="checkbox"/>	PowerPoint
<input type="checkbox"/>	Statistical Analysis applications (SPSS, STATA, etc.)
<input type="checkbox"/>	Tableau or similar applications
<input type="checkbox"/>	Other software applications <input type="text"/>
<input type="checkbox"/>	Academic Level: <input type="text"/>
<input type="checkbox"/>	No requirement
<input checked="" type="checkbox"/>	Any other skills required (soft or technical)
Interviewing skills	

Application Instructions

Qualified and interested applications must complete and submit the following items on the [Survey Monkey application](#):

- Survey Monkey Application
- Letter of Interest
- Resume
- Writing Sample
- Other documents

Contact Information for Inquiries

Contact Name and Information

Name:

Credentials:

Title:

Email address: