### Bridging the Gaps - Pittsburgh

### Community Health Summer Internship Program

**Community Organization Application to Host Interns**

**DUE April 3, 2024**

For over 25 years Bridging the Gaps – Pittsburgh has provided service to community-based organizations while educating health professional students about vulnerable communities. Our program is unique in that it pairs students from five health professional schools to work as teams developing and implementing projects throughout the area. Our program allows students to learn from community mentors and the populations they serve, while allowing communities to benefit from the education and enthusiasm of our Bridging the Gaps – Pittsburgh (BTG) students. We provide mentoring training for organizations, and have a competitive application program for students, in an effort to have a high-quality experience for all partners.

To help you identify whether this internship is a good fit for your organization, we have included our requirements throughout this application. If you have any questions about the information provided, please feel free to contact us before submitting the application. Please check each box following program descriptions to indicate you understand/agree with them. We will arrange site visits selectively based on applications, to further discuss our program and yours!

Community Mentoring Responsibilities\*:

* Orientation of interns to staff and site, including letting staff know the role of BTG interns
* Ensuring students have ongoing access to the population served – for a majority of their weekly hours
* Weekly meetings with interns regarding project development, addressing their questions and concerns about the population served
* Willingness to share perspectives and experiences with interns, including any political, economic, social and cultural issues that you know impact the population
* Availability through the entirety of the internship (June 10 – August 2, 2024)
* If the mentor is new to our internship program (regardless of a *site* having hosted BTG interns in the past), we require they attend our Community Mentor Workshop (May 1, 2024, 9:30am-12:00pm)

**\_\_\_\_\_Please check here** to indicate you agree to the Community Mentoring responsibilities\*.

**\***Please contact us if you have any questions about these! We are happy to explain more.

## Contact information

Organization:

**Primary Contact**\*\*: Title:

(\*\*person who will be acting as the Community Mentor/weekly task supervisor and with whom BTG coordinators would meet for a site visit)

**Additional staff** who may be in a mentoring/task supervising role with students \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address City/State/Zip \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Fax

Email Addresses:

## What is your organization’s mission? (for use in site descriptions for intern applicants)

Intern Responsibilities and Schedules

Interns are expected to be engaged with most sites four days a week (30-32 hours a week) and be working directly with the population you serve during the majority of that time. Summer camp sites host interns ~25 hours a week. As this internship provides experiential learning for students, it’s important for there to be a combination of both *informal* time doing activities with and speaking with the population about their perspectives and stories, and time formally involved in delivering programs or developing a project. Once a week, each Wednesday, interns will be attending a variety of reflective sessions here at the university and will not be at your site. (Note: University of Pittsburgh policy and your host site policy *may* allow for a student’s limited remote engagement following a positive Covid-19 test – to be determined at the time.)

*For camp sites: Please staff your camp as you would normally, with appropriate child-adult ratios. BTG interns are not to substitute for camp counselors. Interns will be available to work with children and counselors ~25 hours a week, requiring the remainder of the week to do project planning and development.*

\_\_\_\_**Please check here** to indicate that you agree to the hours interns are expected to be at/engaged with your site/working with the populations you serve. (Please call us if you have any questions about this!)

**Please indicate here information about your programming:**

How many hours a week do you provide programming with the served population ***on site*?**

## Hours per week\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Schedule: Days/hours you provide service *on site (or remotely if applicable)*:

## M\_\_\_\_\_\_\_ T­­­­­­­­­\_\_\_\_\_\_\_\_ W\_\_\_\_\_\_\_\_ TH\_\_\_\_\_\_\_\_ F\_\_\_\_\_\_\_\_\_ S\_\_\_\_\_\_\_\_ S\_\_\_\_\_\_\_\_\_

Please describe any additional details about your scheduling \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If selected as a BTG-Pittsburgh community partner for the summer, what 2-3 things would you want students to know about the work you do? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If selected as a BTG-Pittsburgh community partner for the summer, what examples of orienting materials would you want to forward to our program to share with students we match with you before the internship begins (if any)? (We always share websites, but would request any supplemental materials early April). \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***If home visits*** *are also part of your work*, how many hours a week do you do home visits, excluding Wednesdays? \_\_\_\_\_\_\_\_\_\_

## Would students be able to accompany staff? Yes\_\_\_\_\_ No\_\_\_\_\_

Project Development

By the end of their internship, intern pairs are required to complete a project with a health focus – defining health broadly as including physical, mental, environmental, and community health. The topic should be arrived at collaboratively with the community mentor and meet an organizational need. This project may tie into existing programming or be new in focus but should not be clinical or purely administrative in nature. Students usually share a project that benefits from each of their unique skill sets and training. Student projects are required to result in a tangible product that *remains with the organization after the internship*.

Some past successful projects have included:

* Developing and delivering health education talks and programming
* Developing resource guides and informational brochures to better meet the population’s needs
* Internal evaluations and needs assessments to improve program quality
* **Please check here** to indicate you understand students are to develop a project that results in a product, and that community mentors work collaboratively with students to determine project concepts of interest. (Please contact us if you have any questions about this!)

Please briefly describe the kinds of services/projects that may be available for two health professional students to engage in at/with your site. (This may be a wish list at this moment!)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please sign here** to indicate that you have read through the requirements of BTG-Pittsburgh interns, sites and mentors, and that – should your site be selected to host BTG interns – you agree to provide project options including the above listed opportunities.

Note: We suggest that host sites contribute the equivalent of 10% of student stipend costs ($350 per student) if possible, to go towards program costs, via a contribution to Bridging the Gaps Pittsburgh. This is not intended to present any hardship to our partner organizations and is not required, although it provides significant help in meeting our training, orientation, supplies and symposium costs!

X

Signature

#### Beyond Bridging the Gaps-Pittsburgh!

Please indicate here if you/your organization has research or evaluation or volunteer needs beyond the summertime that students (public health and medical students!) may be interested in. We can help get the word out for either graduate students OR undergraduate students (depending on the school)! **If a need emerges** later, draft one paragraph on the need and forward to Thistle and Brandi who can get it distributed to students across schools!

­­­­­­­­­­­­­­­­­­­­­

#### Thank you for your interest in our internship programs!

**Please feel free to contact Thistle at 412-624-5531 or** [**elias@pitt.edu**](mailto:elias@pitt.edu) **if you have *any* questions.**

Thistle Elias, DrPH, Program Director Brandi Boak, MPH, Project Coordinator

School of Public Health, University of Pittsburgh