



# alice! health promotion program

## **Graduate Student Internship Application Packet**

For more information, call (212) 854-5453 or visit [www.alice.columbia.edu](http://www.alice.columbia.edu)

# Graduate Student Internship

*Alice! Health Promotion Program  
Health Services at Columbia*

Because health is a vital part of learning, Alice! is committed to helping Columbia's students achieve their personal and academic goals by:

- Disseminating useful, current health information in a straightforward and accessible manner;
- Connecting students to appropriate resources;
- Cultivating healthy attitudes and behaviors that encourage students to make informed decisions about their health; and,
- Fostering a culture that values and supports a healthy community.

## Internship Opportunities

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The Alice! Health Promotion Program offers two Graduate Student Intern positions each semester.

The Graduate Student Internship at Alice! is an unpaid skills-based internship that can serve as fulfillment for the master's practicum requirement at the Mailman School of Public Health (MSPH) or the master's project at Teachers College (TC). For the MSPH practicum, 140 hours are required, and for the TC project, at least 100 hours are required. Additionally, with approval from applicant's academic advisor, TC applicants can earn up to three credits during a one-semester period. Alice! will work with students in other graduate programs to adjust internship responsibilities based on their specific program requirements.

The intern will observe and reflect public health practice specific to Columbia University, Morningside Campus. Proper supervision will be provided as needed to offer guidance on assigned projects, discuss weekly field practicum seminar topics, and mentor the student from the beginning of internship to completion. Students are strongly encouraged to discuss details about the internship with advisor and an Alice! staff member prior to applying to this position.

### **Graduate Student is expected to:**

- Submit application packet by deadline.
- Be enrolled in a graduate program at Columbia University or affiliates.
- Have completed at least one semester of graduate coursework in health promotion, public health, social work, psychology, or other closely related field. New students with applicable work experience may be considered for the internship.
- Have excellent oral/written communication, interpersonal, organizational, and computer (e.g., Microsoft Word and Excel) skills.
- Meet with supervisor once per week to discuss progress and challenges.
- Collaborate with supervisor, Alice! staff, and other departments of the Health Services at Columbia (HSC) team.
- Conduct and gather current research on specific health topics as assigned.

- Satisfactorily complete all internship/practicum requirements within the timeline.
- Conduct internship/practicum work in a professional manner.
- Evaluate personal and professional tasks performed during the internship.
- Provide supervisor with all necessary paperwork regarding practicum requirements.

### **Supervisor is expected to:**

- Provide weekly supervision.
- Discuss current issues in the field as they relate to internship and/or practicum requirements.
- Be available to act as a mentor and resource for the student.
- Develop a timeline to structure projects.
- Discuss progress of internship, offering recommendations for success.
- Connect the student with campus partners, HSC staff, and other university staff who will provide information for completion of internship project.
- Complete a brief evaluation of the student's internship project at the end of the semester.

## **The Application Process**

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This is a competitive application, interview, and selection process.

Deadline for all applicants:

- Fall Term: **April 15<sup>th</sup>**
- Spring Term: **November 15<sup>th</sup>**
- Summer Term: **March 15<sup>th</sup>**

Applications are accepted on a rolling basis. Final decisions will be announced approximately two weeks after deadlines.

### **Application Checklist**

- \_\_\_\_\_ Current resume/curriculum vitae
- \_\_\_\_\_ Complete application form
- \_\_\_\_\_ Contact info for 2 references (1 academic, 1 professional)
- \_\_\_\_\_ 1 letter of recommendation
- \_\_\_\_\_ Internship/ Practicum requirements from individual graduate program

**Send to or drop off application materials at:**

Alice!  
 Lerner Hall, 7th Floor  
 2920 Broadway, MC 2608  
 New York, NY 10027

Fax: 212.854.8949  
 Email: [wiseguy@columbia.edu](mailto:wiseguy@columbia.edu)

# Graduate Student Internship

Alice! Health Promotion Program  
Health Services at Columbia

## Graduate Student Intern Application

Submit or send application material to the Alice! Health Promotion office located on the 7<sup>th</sup> Floor of Lerner Hall or via email to [wiseguy@columbia.edu](mailto:wiseguy@columbia.edu). For additional information, please call (212) 854-5453.

### Personal Information (please complete this form in its entirety)

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Please type or print clearly. If you need more room, please attach additional information.

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

SS# \_\_\_\_\_

Graduate School: \_\_\_\_\_ Program of Study: \_\_\_\_\_

Semester of Internship (please circle semester, and enter year):

Fall                      Spring                      Summer                      Year \_\_\_\_\_

Undergraduate Major and Study: \_\_\_\_\_

Please list two people we may contact as references (1 academic and 1 professional)

Name	Phone	Relationship
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**Please include one letter of recommendation with your application  
(note: may come from one of your listed references)**

## **Essay Questions (please answer on a separate sheet of paper)**

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1. Why do you want to be an Alice! intern? What do you hope/expect to gain by working at Alice!?
2. What do you feel you can contribute as an Alice! intern?
3. Please list and briefly describe any coursework, experiences, and/or skills that you feel are relevant to this position.
4. In your opinion, what do you think are the greatest health needs of college students at Columbia University, and why? Briefly explain.
5. Please briefly outline your ideas for possible projects related to college health that you would be interested in developing during the internship/practicum.