Terms of Agreement for 2022 Summer Internship

Virtual Internship: Due to the ongoing pandemic, 2022 summer internships will be virtual to ensure student safety. NEHA offers a host of virtual tools to help support virtual internships including an online community platform for all NEPHIP interns. Projects will be completed remotely through direction provided by health departments using virtual tools. Depending on the course of the COVID-19 pandemic, the fall internship may be in-person.

Matching: NEHA staff will match the selected interns with the environmental health departments based on geolocation preferences, interests, and professional goals that align with opportunities at the health department. NEHA cannot guarantee the preferred placement.

Stipend: Participating health departments are provided a support package valued at up to $1,500 to compensate for intern related costs.

Internship Start Date: Summer 2022 NEPHIP interns will participate in a 400-hour internship condensed into 10 weeks beginning between June 01- June 20. NEHA will allow Fall 2022 interns to complete the 400-hours within 10-16 weeks beginning late August. Internships beginning after the date range will require approval from NEHA, the academic program advisor and health department mentor.

Internship End Date: If students choose to extend their internship past the 10 weeks, it is the responsibility of the host health department and the student to cover liability and cost. Students requesting to extend their time must inform NEHA in writing within one month of starting their internship and must have a signed document from the host health department accepting responsibility for the intern post the 10-week program.

Work Hours: Interns are expected to work within the host health department’s hours of operation. Students and health departments in the same or neighboring time zones will be matched accordingly.

Working Arrangements: All arrangements for the internship, including start and end dates, work hours or timesheet, sick policy, etc. should be made by the academic program in partnership with the intern and host health department mentor to meet academic guidelines and requirements. For the student to receive the stipend, NEHA must receive signed documentation that internship arrangements have been approved by the academic program, student, and host health department.

Liability: NEHA is acting solely as an administrator for the stipend and has NO responsibility for internship arrangements, academic program requirements or liability insurance. Interns are asked to sign a waiver to confirm their understanding that the internship is under the guidance of the host health department and academic program.
Host health departments or academic programs are encouraged to provide liability coverage for the intern.

**Non-Compliance with Program Requirements:** NEHA reserves the right to terminate intern stipend payments in response to unacceptable conduct, disciplinary problems, or performance-based actions noted by the intern’s academic program advisor or health department mentor. Stipends will be pro-rated through the last day worked by the intern.

**Withdrawing from NEPHIP:** In the event the student wishes to voluntarily withdraw from the assignment at any time, he or she must follow academic program guidelines as well as provide 14 days written notice to NEHA.