Intern 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: NEHA will provide a stipend of $6,000 for undergraduate and $8,000 for graduate interns during summer. Stipend payments are intended to assist with living expenses. The stipend will be distributed directly to interns via direct deposit. Before stipend payments are made, NEHA will send a stipend document to be completed and signed (typed signatures not allowed) by both student and health department mentor to verify the intern has been participating in the internship throughout the stipend form dates. Timesheet documents must be returned to NEPHIP@neha.org for timely processing of the stipends. Students will be paid in three installments. The first installment will be paid approximately two weeks after the internship start date. The second installment will be paid approximately at the midpoint of the internship. The third and final installment will be paid once the internship is complete.

Internship Start Date: Summer 2022 NEPHIP interns will participate in a 400-hour internship condensed into 10 weeks beginning between June 01- June 20. To offer more flexibility, NEHA will allow 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.

Employment Status and W9: Interns are not a NEHA employee or subcontractor; thus, NEHA will not submit withholding, income tax, social security, or Medicare payments on
their behalf. NEHA will submit a 1099 form to the IRS and the recipients of the payments by Jan 31, 2021. Each intern is responsible for ensuring that appropriate taxes are paid on the stipend received. A W9 must be completed for our records before processing stipend payments.

**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 HD 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.

**Health Insurance:** Anyone selected for an internship must have active health insurance and be capable of performing various environmental health tasks, some of which may be physically challenging.

**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.

**Midterm Progress and Internship Evaluation:** The student will be required to complete weekly evaluation forms. In addition, the student will be required to meet with the NEHA internship coordinator to provide feedback on their experience. This will be an opportunity for the student discuss their experience and any issues. However, please contact NEHA at any time if questions or concerns arise. Students will be asked to evaluate their experience and NEPHIP program at the conclusion of their internship. This information is helpful for making program improvements, determining impact, and demonstrating outcomes.

**Email Communication:** All interns must be accessible via e-mail during their assignment. If interns are not accessing student emails on a regular basis during the internship period, a personal email should be provided.

**Webpage Permission:** NEHA will ask permission to share comments from the midterm and/or evaluation to be posted on the NEHA website.

**Non-Compliance with Program Requirements:** NEHA reserves the right to terminate 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.

**Intern Professional Conduct:** Your conduct should make the health department want to host other students from your institution in the future. Be sure that you clearly identify start/end dates and determine your work schedule with your worksite supervisor; familiarize yourself with and adhere to organizational arrangements, policies, procedures and functions; maintain confidentiality of work-related personnel and projects; understand what constitutes a permissible work absence and whom to notify if absent; report to your faculty coordinator changes in work schedule, supervision or problems at your site; and remain drug and alcohol-free, and avoid use of controlled substances.