What to Expect When Accepted into NEPHIP

Before the internship starts
- Define your start and end date with the host health department and student advisor. Communicate these dates with NEHA
- Have good internet access
- Arrange with the responsible administrative party for any of the following that may be needed: intern email account, HIPAA information privacy training, etc.

First day of internship
On the first day of the internship, intern will virtually meet with their mentor from the host health department. During this meeting, the following will be discussed:
- Intern workplan
- Intern’s EH topic areas of interest
- EH programmatic areas available to the intern
- Independent project, including deliverables and timeline
- Intern duties and tasks, including deliverables and competencies met
- Frequency of meetings/communication between intern and mentor
- Trainings, workshops, or meetings intern can participate in
- Expectations of the host mentor and the intern, including dress code and workplace culture

Last day of internship
- Complete final project presentation to health department mentor and NEHA Internship Coordinator
- Complete final evaluation about their experience and NEPHIP program at the conclusion of their internship

Expectations of Interns
- Act in a professional and ethical manner.
- Dress in an appropriate manner for work calls.
- Follow through on commitments.
- Do not conduct personal business during work hours.
- Be prompt when reporting to work and with completing assignments.
- Give your work your best effort.
- Be positive and supportive.
• Keep an open mind; avoid jumping to conclusions; develop informed opinions.
• Be observant; note how employees organize their ideas and respond to and ask questions.
• Be fair, considerate, honest, trustworthy, and cooperative when dealing with coworkers and clients/customers.
• Assert yourself and your ideas in an appropriate and tactful manner.
• Seek feedback from your supervisor(s), accept suggestions for corrective changes in behavior and attempt to improve your performance.
• Accept constructive criticism and continuously strive to improve and to grow professionally.
• Enhance your professional effectiveness by improving skills and acquiring new knowledge.