



## **Internships and Other Student Opportunities**

The **Institute for e-Health Policy** internship program provides leadership and professional development experiences for college students and post baccalaureate students interested in healthcare and public policy. Working on a flexible basis, the Washington internship offers unique opportunities to gain valuable work experience and knowledge of Congress and federal and state governments. This internship program is ideal for persons interested in a career in healthcare or healthcare policy or other related fields. It provides a fast-paced, real life, highly valued program that not only provides immediate value to the individual, but has the goal of fostering America's future healthcare leaders, who will go on to work in healthcare positions throughout the nation. The Institute is part of the HIMSS Foundation, a 501(c)(3) organization with charitable, scientific and educational goals.

### **Student Opportunities**

The internship program requires students to work flexible work hours during the school year (at least 12-16) for 8-10 weeks on projects for the Institute. (Details can be found on the Institute website, [www.e-healthpolicy.org](http://www.e-healthpolicy.org).) Summer internships are usually 35 hours per week and involve more extensive projects. Interns may be invited to serve for two semesters.

### **Compensation**

A limited number of stipends are available to students selected for the Institute's student program. In addition, transportation and parking costs may be reimbursable. Unpaid student placements for credit may be negotiated as student and staff interests indicate.

### **Location**

The Institute for e-Health Policy is located just outside of Washington, D.C., at 4300 Wilson Boulevard, Suite 250, in Arlington, Virginia. It is Metro accessible and also has inexpensive parking nearby.

### **Contact Information**

All applications and questions should be sent to:

Kathie Westpheling  
Manager of Internships and Student Experiences  
[kathie@e-healthpolicy.org](mailto:kathie@e-healthpolicy.org)  
703-562-8831

### **Placement Cycles**

Spring semester: January to May (November 15th application deadline)

Summer Semester: June to August (February 15th application deadline)

Fall Semester: September to December (June 1st application deadline)

**Applications are accepted year round for placement cycles until positions are filled. E-mail application package to [kathie@e-healthpolicy.org](mailto:kathie@e-healthpolicy.org) by the deadlines listed above, including:**

- Name, address, city, state, ZIP code, phone, and email
- Current resume (include education and work experience)
- Statement of Interest—in 500 words or less, indicate why you are applying for this internship program and what you hope to gain from the experience
- Letter of Recommendation—a letter of recommendation from a professor or past employer is required
- Current writing sample

### **Qualifications**

Candidates must meet all of the following criteria:

- A current college student or graduate student (all majors are encouraged including medicine), or someone who intends to return to graduate school in the case of the post-baccalaureate experience
- An interest in public policy, government and healthcare technology
- Excellent verbal and writing skills
- Computer skills: Microsoft Word, Internet, Excel, Outlook
- The ability to work in a team setting, yet possess self-starting independence
- To be eligible for the Program, students must be enrolled in US accredited colleges and universities as full-time students.

### **Internship Expectations**

Enthusiastic students from all fields of study are encouraged to apply. You will work hard, learn much, and directly contribute to the Institute's effectiveness on its state and federal priorities. Washington interns play an integral role in helping advance the Institute's research and educational priorities. Working with the Institute staff, an intern could expect to conduct vital research on legislation and federal and state agency matters; write on a myriad of subjects for high-level audiences; assist with events on Capitol Hill; communicate with legislators, agency liaisons, and constituents; attend committee hearings; serve as an additional voice with Congressional staff; and undertake special projects to advance the Institute's interests at the federal and state level. Specific duties will vary depending on needs and intern qualifications.

### **Limited Externship Opportunities**

Externship and post-baccalaureate opportunities are also available. Each application will be analyzed on an individual basis to ensure it offers the best possible opportunity for a mutually beneficial experience. This experience is more of a career exploration opportunity and less skills development in public policy.

**NOTE:** Externships and post-baccalaureate experiences require advance communication, coordination, and approval of a work plan. Externships require a minimum two-week commitment. Post-baccalaureate experiences are more rigorous, with greater expectations for meaningful contributions. Contact Kathie Westpheling, MPH, Manager of Internships and Student Experiences, for more information: [kathie@e-healthpolicy.org](mailto:kathie@e-healthpolicy.org) or 703-562-8831.

**For additional information, please visit the Institute for e-Health Policy website: [www.e-healthpolicy.org](http://www.e-healthpolicy.org)**