

Submit via Email



## Project Description Form

**Instructions:** Fill out this form when recruiting and/or hosting a student intern. Please complete and send to [dph.internship@ct.gov](mailto:dph.internship@ct.gov).

<b>Program Name:</b>	Infectious Diseases Section		
<b>Preceptor/Point of Contact:</b>	Name/Credentials: Richard Melchreit, MD		
	Title: Healthcare Associated Infections Program Coordinator		
	Phone: (860) 509-7833		
	Email: richard.melchreit@ct.gov		
<b>Alternate Contact</b> <input checked="" type="checkbox"/> N/A	Name/Credentials:		
	Title:		
	Phone:		
	Email:		
<b>Project Name:</b> Healthy CT2020 Infectious Diseases Action Team			
<b>Project Description (max. 130 words):</b> *Please include desired outcome or product in your description.			
<p>The Connecticut Department of Public Health is collaborating with a wide spectrum of organizations on a state health improvement plan to achieve targeted improvements in public health in Connecticut by the year 2020. To implement the state health plan and achieve this goal, Action Teams are being formed to work this summer to develop work plans for 2016. This summer internship position will staff the Infections Diseases Action Team. The intern will work with the Team Leader and will maintain emailing lists and send out meeting announcements and notices prepare documents (such as minutes, memos, reports); perform Internet searches; maintain files of planning documents; develop spreadsheets; assist in group planning processes (such as brainstorming sessions); and related duties as assigned.</p>			
<b>Semester:</b>	<input type="checkbox"/> Fall	<input type="checkbox"/> Spring	<input checked="" type="checkbox"/> Summer
<b>Project Start Date:</b>	2015-06-01		
<b>Project End Date:</b>	2015-08-15		
<b>Paid:</b>	<input type="checkbox"/> Yes		<input checked="" type="checkbox"/> No
If yes, please provide stipend amount:			
<b>Minimum Education Level Desired:</b>	<input checked="" type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Post-Graduate
<b>References Requested (Provide 2)</b>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Writing Sample Required</b>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Special Requirements and Additional Information (e.g. preferred skills, hours etc.):</b>			
There is some flexibility in start and end dates. This is a full-time position (7 hours per day, 5 days per week), 8:30 am to 4:30 pm with 1 hour for lunch. The intern will travel in-state on occasion. Ability to use MS Word and Excel expected.			
<b>Post Project on Web?</b>	<input checked="" type="checkbox"/> Yes, I would like to recruit interns for this project		<input type="checkbox"/> No, I already have a student for this project
			<b>Student Name:</b>