



Public Health Laboratory Internship Program

Mentor Meet and Greet

1. Overview of internship program

2. Review intern contract

- a. Confirm Start Date, End Date and Stipend

3. Actionable items

- a. Contact Information for e-mails and monthly newsletters

- b. Reporting

- i. [Plan of Action](#) form

1. To be completed with intern
 2. Due within 30 days of intern start date.
 3. Discuss the conditions they will be working under during their project. Inquire if there are special accommodations or interests.

- ii. Monthly

1. Intern - [Intern Monthly Report](#)
 2. Mentor - [Mentor Monthly Report](#)
 3. Due on the 7th of the following month

- iii. Final Report

1. Due within 15 days of end of internship

- c. Required Training Curriculum

- i. Intern - [Training and Curriculum \(aphl.org\)](https://aphl.org)
 - ii. Via provided registration in the ALC

3. Intern Orientation

- a. Via the ALC. Includes quiz for comprehension
- b. Completed within first 30 days

4. Schedule and Hours

- a. Intern is required to work the minimum monthly hours to receive the full stipend at the end of the month. This allows for flexibility in their WEEKLY schedule, so missed hours can be made up by the close of the month.
- b. Start and End dates are the 1st or the 15th
 - i. Start/End on the 1st : Full stipend
 - ii. Start/End on the 15th: Half stipend
 - iii. If an intern requests a one-time adjustment to their monthly hour range, the mentor must submit the *Extension or Change in Hours Form* noting the changes.
 - iv. Interns will be asked to return any overpay in stipend

5. Extension

An extension of the internship may be requested via e-mail within 30 days of the End Date.

Note: Everything you need can be found on our Career Pathways Internships website:
[Current Mentors \(aphl.org\)](https://aphl.org)