Public Health and Environmental Laboratories Internship Mentor Guide

Selecting and Onboarding an Intern

Spring Internships (5 max)	Start on or about January 15
Summer Internships (10 max)	Start on or about June 1
Fall Internships (5 max)	Start on or about September 1

	6-8 Weeks before Internship Start Dates (Jan 15, Jun 1, Sept 1)
	STEP 1: Select an Appropriate Candidate
1	**Prepare a DRAFT project description** using the attached one-page template. Fill in Project Title, Overview, Objectives and Deliverables. Deliverables for your intern, should be based on what can they accomplish within a 225-hour period. Note: we are using 225 hours as a guide, because the Rutgers Bloustein School of Public Health 6 credit Public Health Internship requires 225 hours.
2	**Obtain Service Director Approval/Send DRAFT to Outreach** Projects must be aligned with programmatic and PHEL strategic goals and, when appropriate, with CDC funding strategies. i.e. ELC, Biomonitoring etc. Submit your DRAFT Project Proposal to Outreach. Once received, you will be provided access to the Applicant Folder with resumes and transcripts.
3	Based on your description, **determine what background/degree/experience the preferred intern should have** and what minimum qualifications you would accept.
4	**Review application materials collected through the PHEL Application process.** If you identify a candidate yourself, please ask them to apply through the portal. https://www.nj.gov/health/phel/student-outreach/
5	**Conduct Interviews** Once you have reviewed their resumes and transcripts: a. If onsite, set aside one hour for the interview and tour of the building. Do not forget to notify security by submitting an SP306 at minimum 24 hours in advance. b. If virtual, 30 minutes should be plenty of time. c. Interview: • Ask the candidate to describe their work experiences and interests. • Describe the project and get their feedback and level of interest. • Ask about their availability to participate in the project. Hours and schedule. • Will they have transportation to and from PHEL? • If onsite, provide a brief tour of the facility. d. Determine your level of interest in the candidate. Consider the following: • Enthusiasm for the project. • Reliability and stability – based on work experience/ interview/transcript. • Interest in learning/type and level of courses taken - review transcript and resume. • Related coursework and/or experiences which will help with the project.

Public Health and Environmental Laboratories
Internship Mentor Guide

Spring Internships (5 max)   Start on or about January 15
Summer Internships (10 max)   Start on or about June 1
Fall Internships (5 max)   Start on or about September 1

6-8 Weeks Before Internship Start Date (Jan 15, Jun 1, Sept 1)	
STEP 1: Select an Appropriate Candidate, continued	
6	**After each interview notify the Internship Coordinator**. The IC will immediately send letters of acceptance and rejection. Acceptance letters will be accompanied with all onboarding materials. Mentors, your Service Director and PHEL HR Liaison will be cced on acceptance letters. All paperwork will come to the Internship Coordinator. When paperwork from all interns has been received, it will be forwarded to PHEL HR Liaison. Paperwork consists of a DPF 663, PER 41, PER 48, PER 54, PER 57 and PER 86. Interns are required to be fingerprinted and to bring a receipt on the first day of their internship. They are notified of this in the acceptance letter. Instructions are found in the PER 54.
7	**For Credit Internships.** Currently only students from The College of New Jersey are eligible for "for credit" internships. Rutgers, the State University agreement is in final review (4/14/24). If your candidate is requesting credit, contact the PHEL Internship Coordinator immediately and provide a copy of the Project Description. The Internship Coordinator will set up a meeting with you, the student, and the college advisor to review requirements.
8	**Intern Payment Through 22nd Century.** Prior to each semester the PHEL Internship Coordinator places a request into DOH ReqTrack for temporary positions. Ten slots will be requested for Summer. Five slots will be requested for Fall and Spring. These numbers are based on historical data maximum numbers of mentors available. Once final selections are made, the names of the interns will be submitted to 22nd Century to set up accounts. Each internship payment is LIMITED to 200 hours, irrespective of the total number worked. Currently the pay rate is $20/hour.

Public Health and Environmental Laboratories
Internship Mentor Guide

Spring Internships (5 max)   Start on or about January 15
Summer Internships (10 max)   Start on or about June 1
Fall Internships (5 max)   Start on or about September 1

4-6 Weeks Before the Start Dates (Jan 15, Jun 1, Sept 1)
STEP 2: Prepare to Onboard Your Intern

1.	**FINAL Project Proposal** After your intern has received the acceptance letter, schedule a meeting to follow-up. At the meeting you will need to discuss the following: a. **Finalizing the hours of work.** Total number (should meet or exceed 225), Establish the intern schedule. As of Spring 2024, all internships are onsite only. I b. **Determine your interns earliest start date.** This is important for working with HR in establishing a common start date. Forward this date to the Internship Coordinator. c. **Finalize the project description.** Remember, this is not your project, but may be a portion of a larger project. Create a manageable goal and realistic deliverables, that will also contribute to your overall plan. The intern should come away with a sense that their contribution was valuable and somehow discrete and can stand alone. d. **Incorporate these changes into the Project Proposal and forward** this Final version to the Internship Coordinator. e. **This must be received <u>no later than three weeks prior</u> to the start of the semester.** f. Project information must be submitted along with a Purchase Order to 22nd Century before an intern can be paid. 22nd Century also requires lead time to process paperwork.
2.	**Prepare a Timesheet** • If the internship is For Credit, you will be required to account for their hours. The mechanism is determined based on college requirements, likely in a web-based reporting system to their advisor. • If the internship is paid, you will need to sign a weekly 22nd Century Timesheet. As the mentor you need to be aware of the number of hours the intern is clocking and NOT TO EXCEED 200.

Public Health and Environmental Laboratories
Internship Mentor Guide

Spring Internships (5 max)   Start on or about January 15
Summer Internships (10 max)   Start on or about June 1
Fall Internships (5 max)   Start on or about September 1

1-2 Weeks Before the Start Dates (Jan 15, Jun 1, Sept 1)
Step 3: Final Preparations

1.	**Computer Access**
	   a. **Determine where your intern will sit**. PHEL HR Liaison will assign a cubicle.
	   b. **Determine which files and folders your intern will require**.
	   c. **Check in with PHEL Desktop Support to assure a laptop will be available** and wiped clean in preparation for your intern.
	   d. **Complete an HIT-1 IT Services Request Form** for a new employee account and email using the link below. This should occur two weeks prior to the employees start date. If equipment is need for the employee and/or needs to be setup, please have them indicate that on the HIT-1 request.
	             https://wms.nj.gov/pages/common/default.aspx
	   e. After the request is completed in the Workflow Management System, an email will be generated and sent over to the Enterprise Service Desk to have a ticket created and assigned to the DOH Server Admins. The HIT Admins will then create the user account, apply permissions, and then send it over to the email team to have the email enabled. The admins will also send you a confirmation that the account has been created, along with the user ID/password. The email admins will also inform you the email has been enabled.
	   f. **Several days before the intern starts, get the physical computer station set up.**
	   g. **On the day the intern starts, you should reply to the server admins** letting them know to enable the account. They can reply to the email that was originally sent to them by the administrator, and the intern can login and change his/her password.

2.	**Building Access** Complete an FM-7 form as instructed by the PHEL HR Liaison and notify the Internship Coordinator when this has been completed. **All internships are to be conducted ON SITE.**

Public Health and Environmental Laboratories
Internship Mentor Guide

Spring Internships (5 max)	Start on or about January 15
Summer Internships (10 max)	Start on or about June 1
Fall Internships (5 max)	Start on or about September 1

1-2 Weeks Before the Start Dates (Jan 15, Jun 1, Sept 1)	
Step 3: Final Preparations, continued.	
3.	**Refer Onboarding Questions to the Internship Coordinator** The Internship Coordinator collects all paperwork on all incoming interns and when completed, forwards the paperwork to the HR Liaison. Any questions regarding missing paperwork should be forwarded to the Internship Coordinator.

4.	**HR Orientation – MUST be completed prior to start of Internship**
	All efforts will be made to negotiate a common start date for all incoming interns. This will assure that the HR onboarding process is smooth and only one orientation session need be scheduled per semester. Start dates will be on or close to January 15, June 1 and September 1.
	    a. DOH HR will coordinate the orientation session directly with the interns.
	    b. Badging will be done during HR orientation. Make sure you have filled out the FM7 for the PHEL HR Liaison.
	    c. Interns will be reminded to bring to the orientation: proof of fingerprinting, medical ID card, Driver's License and if working with clinical specimens, proof of Hepatitis B vaccine.

5.	**Tracking Paid Time and Unpaid Time**
	Currently interns who DO NOT require college credit for the internship are paid. You will need to work with your intern to assure they submit timesheets for your approval <u>on time</u>. You will need to assure the following:
	    1. Track your interns time for weekly paychecks.
	    2. Track your interns time for total hours. <u>Once an intern is paid for 200 hours, you must let them know they have reached their limit and that you will not be approving additional paid hours.</u>
	    3. If your intern is NOT being paid but, they are receiving credit, it is STILL your responsibility to track hours, as a college requirement. Keep a sign in sheet.

6.	**Required Safety Training** The Internship Coordinator will send a list of interns to the Safety Officer. The Safety Officer will schedule the required Safety Training directly with the interns.

1-2 Weeks Before Internship End Date	
Step 4: Offboarding Intern	
1.	a. Mentors fill out the MS Forms offboarding form and submit to PHEL HR Liaison. b. Submitting this form will ensure interns are properly offboarded and all IDs, assets such as laptops, and files/documents are returned and handled correctly.

Intern Project Description Template

1. <u>Draft Project Description</u>: Mentor Name, Overview, Title, and Objectives to be submitted to Outreach Program to gain access to Internship applications, resumes and transcripts.
2. <u>Final Project Description</u> to include updates to the above plus intern name and schedule to be submitted to Outreach Program <u>no later than</u> three weeks prior to start of internship.

Intern Name:	
Mentor Name(s):	
College/University:	
Paid or For Credit:	

Overview:	(include how project supports current programmatic/ Division goals – one paragraph)				
Project Title:					
Objectives: (SMART)	1.				
	2.				
	3.				
	4.				
Deliverables:	1.				
	2.				
	3.				
	PPT presentation of project to PHEL Staff				
Intern Schedule:	(timesheets required for both PAID and FOR CREDIT internships)				
Start Date:					
End Date:					
	Monday	Tuesday	Wednesday	Thursday	Friday
Hours of Work:					