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*Last updated 04.11.22*

**Student/Intern Logistics Checklist\***

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| **Topic** | **If Task Complete** | **Task List** |
| **Recruitment** |  | Determine methods of recruitment.   * Options include advertisements through specific schools, advertisements through professors or other school contacts, listservs that target schools/students, or job posting bulletin boards such as Emory’s Public Health Employment Connection. |
|  | Determine eligibility criteria for student recruits.   * Options include undergraduate or graduate students, or both. |
|  | Determine number of students to be recruited.   * Number of students may be dependent on supervision capacity, experience of supervisor, and space capacity. * For a new or inexperienced supervisor, we recommend enrolling 1-2 students maximum. |
|  | Determine whether student(s) will be paid or unpaid (volunteer) for their work/internship.   * Consider whether student(s) will be able to receive benefits. * Consider if you would require students to volunteer before being offered a paid position. * If paid, determine whether funds will come from a grant, the state, or from the school? |
|  | Determine if you will enroll student(s) who need to complete a project as part of the intern experience or for credit.   * Considerations include: time needed to complete the project, resources needed, ability to develop a defined project, access to data, and agreement on how data can be shared outside the department. |
|  | Determine for how long student(s) will be hired.   * Options include: semester/break at a time or full academic year * Develop a continuation plan for school exam time/school breaks when student(s) may not be available to work. |
|  | Develop recruitment materials, such as flyers, emails, and intern position description. |
|  | Develop application process.   * Consider how students will apply, when they will apply, will they need to submit a resume, will you require an interview, have you left enough time for the application process, and if you require prerequisite skills or courses. |
|  | Develop interview process.   * Develop interviewing tool/questions. |
|  | Determine student work hours.   * Consider how many hours/week you will require student(s) to work. Keep in mind that the school may require a certain number of hours for credit. * Consider if you want student(s) to work outside of normal work hours (i.e., weekends and evenings). * If you enroll multiple students, decide whether they will be working at the same time, overlapping, or staggered. * Decide whether you will allow student(s) to work when their supervisor is not on site. |
|  | Complete any paperwork required by the school for each student. |
| **Supervision Specifics** |  | Determine the number of supervisors available to mentor and supervise student(s). |
|  | Determine how supervisors will be trained. |
|  | Determine who at your agency will train supervisors. |
|  | Determine the criteria for supervisor availability.   * Decide whether supervisor(s) will be required to be present in the office with student(s) or if they can offer support remotely. * Decide whether supervisors are required to be available on evenings/weekends? |
|  | Consider the need to identify and assign a mentor/partner to student(s) during their first week of hire. |
| **Post Recruitment Training Considerations** |  | Develop or adapt student orientation checklists.   * Consider adapting the NY CoE Student Team Orientation Checklist for your agency-specific processes and protocols. |
|  | Establish method and timing of in-person student training.   * Decide who at your agency will provide student training. * Decide whether training will be delivered every semester or yearly. * If student(s) are beginning internships at the same time, consider providing a single in-person training for all students. * If student(s) have a staggered start to their internships, consider the possibility they train each other (train-the-trainer approach). * Establish how long will it take student(s) to complete training (i.e., 2 weeks, 1 week, 1 day)? |
|  | Implement quality assurance/evaluation program components.   * Consider what methods you will utilize, including: review of completed case reports, shadowing of phone calls, tracking number of interviews assigned/completed per hours worked, etc. |
|  | Develop general expectations, performance criteria, and priorities hierarchy for student(s).   * General expectations include notifying employer of tardiness/absence, dressing appropriately according to workplace policies, and speaking professionally while on the phone. * Performance criteria include checking email at the start of the workday and throughout the day, following established procedures, and reaching out to a supervisor if student(s) are looking for additional work. * Priorities hierarchy includes determining if student had multiple tasks to complete, which tasks would take priority (i.e., interviewing, data cleaning, etc.). |
|  | Provide, or develop if not available, organization chart(s) to assist student(s) in visualizing their position within the big picture of the organization; include a discussion about comprehensive activities within the enteric program/infectious disease department beyond the role of the student.   * The student(s) may be focused on interviews but consider discussing how that activity fits into communicable disease surveillance, cluster detection, and outbreak investigation/response. |
| **Workspace Considerations** |  | Determine whether student(s) will be working on-site, remotely, or a combination of both (hybrid model). |
|  | Secure desk space(s), computer(s), and telephone line(s) for student(s) working on site.   * Consider whether multiple students will need to share space or have their own space/equipment. |
|  | Determine how student(s) will access required resources, if working remotely (i.e., surveillance systems, interview questionnaires, guidance materials, timesheets, etc.).   * Assess whether student(s) will have access to a home computer and a telephone line. * Consider using: SharePoint, VPN, tokens, clouds, Google Voice, etc. |
|  | Ensure student workspace(s) are sufficiently private for interviews. |
|  | Ensure student workspace(s) are located in an area that will not disturb other staff, as students will be speaking on the phone for the majority of their workday. |
|  | Consider student accessibility (parking/transportation) to the workplace. |
|  | Determine workplace policies/paperwork to be completed by student(s).   * Considerations include: securing an ID badge, access to IT and surveillance systems, completion of confidentiality training, etc. * Consider whether paperwork needs to be completed before or after their start date. |

**\*Not in sequential order. There may be other considerations based on your own agency policies.**