



### What is Agenda 21?

For over two decades, the Tennessee Hospital Association's (THA) Agenda 21 Internship Program has operated with the mission of matching minority healthcare students with hospital executives for summer internships in hospitals across the state.

The Agenda 21 Internship Program is a 12-week supervised learning experience for qualified minority graduate students interested in healthcare administration or a related field. Through close work with administrators and staff, interns gain hands-on experience as part of the hospital's management team. This experience will help expand their knowledge and skills and pave the way for success as leaders in the healthcare industry.

As part of the internship, students are assigned a major project, which has direct benefit to the organization. In addition, shadowing, staff interviews and work within the organization help students hone communication and leadership skills while applying practices and theories learned in the classroom.

### Eligibility

Minority students pursuing a graduate degree in health services management, public health or policy, health care financial management and related healthcare subject areas are eligible to apply for the Agenda 21 Internship Program. Those who have completed their baccalaureate degree but have not yet enrolled in a graduate program also are encouraged to apply. Interns must be able to commit to the full 12-week program.

For purposes of Agenda 21, "minority" is considered to include race, ethnicity and gender, which would include non-white male and all female students. Eligible candidates also must be U.S. citizens, lawful permanent residents or have proper documentation that permits employment in the United States.

Agenda 21 internships consist of three main components:

#### Administrator Shadowing

Attend meetings, discuss decision-making processes and are exposed to the day-to-day life of an administrator.

#### Senior Staff Interviews

Meet with executives and leaders to learn about the various roles in health care, training and skills necessary for these roles and how they all work together within the organization.

#### Student Projects

Short- and long-term projects and work that brings value to the organization, as well as the student. This allows interns to deliver great work to their hospitals and gain real-world experience, which directly relates to their studies and/or thesis work.

For more information, contact:  
Emily Schott  
Advocacy & Communications Manager  
eschott@tha.com  
(615) 256-8240

Application deadline:  
October 14, 2016

Internship dates:  
May 22 through August 11, 2017

## Selection and Placement

Applying for Agenda 21 begins online at <http://tha.com/focus-areas/agenda-21-internship-program-2/>. Candidates submit information via a secure web form before sending supporting documents and information directly to THA. An initial review of applications then is performed based on academic excellence, interest and commitment to a career in health care, personal statements and references. The goal is to identify ambitious students with a high potential for success.

Qualified candidates first are interviewed by THA staff and then recommended to specific hospitals, depending on qualifications and the needs of the hospitals. The next step is for the preceptor or other hospital leadership to conduct an interview with recommended candidates. The final decision is up to the hospital.

Prior to referral to a hospital for potential placement, candidates will be subject to a criminal background check. Satisfactory results from this check will enable the candidate to continue in the process.

Once referred to a hospital(s), candidates are contacted for phone or in-person interviews. By interviewing with a hospital, candidates are making themselves available for placement with that facility, regardless of pending interviews at other hospitals. Successful candidates are placed at whichever hospital first selects them from the applicant pool. Candidates should notify THA immediately if they are uninterested in a specific placement.

THA makes every effort to provide quality candidates who match the needs of participating hospitals. When necessary, geographic location and a candidate's ability to relocate are a factor in these matches.

## Compensation and Benefits

Interns will receive a stipend of \$6,800 for the 12-week internship. Payroll is issued by THA on the 15<sup>th</sup> and last day of each month. THA issues payroll via direct deposit, so interns will need a valid checking account in order to receive pay. No payroll advances are issued to interns.

Interns do not receive health insurance or any other benefits as part of their internship. Vacation and sick time are not awarded as part of the program, although holidays observed by the hospital will be considered "paid" days off.

Any other time taken off due to illness or previously scheduled vacations should be cleared through the preceptor and written notice shall be given to THA in order to adjust the pay accordingly. When possible, interns are permitted to make up missed time by working additional hours or days to compensate for the lost work. Such arrangements immediately should be brought to the THA contact's attention.

## Housing and Travel

Interns pay for housing and living expenses during the summer. If an intern is willing and agrees to relocate for the summer, it will be his or her responsibility to find housing for the 12 weeks. In some cases, preceptors or others at the hospital may be able to offer suggestions for local housing. For those who must travel daily due to the location of their assignment, fuel expenses will be the responsibility of the intern.

## Role of Interns

Agenda 21 interns are ultimately the master of their own destiny. Interns are expected to:

- Engage and interact with the assigned preceptor and other team members.
- Ask questions when appropriate.
- Function as a usual member of the team.
- Maintain and submit a weekly journal about the week's experiences and work.
- Complete a summer project as directed by the preceptor.
- Give a presentation to the THA Council on Diversity about the summer project.