



AGENDA 21 INTERNSHIP PROGRAM

INFORMATION FOR STUDENTS



WHAT IS AGENDA 21 INTERNSHIP PROGRAM

For 30 years, the Tennessee Hospital Association's (THA) Agenda 21 Internship Program has connected graduate students from minority and underrepresented groups in healthcare administration with hospital executives for summer internships across the state. This initiative provides valuable professional experience and fosters diversity within healthcare leadership.

The 12-week Agenda 21 Internship Program offers a structured learning environment in which interns collaborate closely with hospital administrators and staff. Through hands-on involvement, participants gain practical insight into hospital management, while enhancing their skills and knowledge. This exposure is designed to prepare them for future leadership roles within the healthcare sector.

During the internship, students undertake a major project that directly benefits the host organization. They also engage in shadowing, conduct staff interviews, and participate in various organizational activities. These experiences help interns develop essential communication and leadership skills, bridging the gap between academic theories and real-world application.



ELIGIBILITY

Minority and underrepresented students pursuing a graduate degree in healthcare administration, public health, healthcare financial management and related healthcare subject areas are eligible to apply for the Agenda 21 Internship Program. Interns must be able to commit to the full 12-week program.

For purposes of Agenda 21 internship program, "minority/underrepresented" is considered to include race, ethnicity and gender, which includes non-white male and all female students, as well as those students who identify as lesbian, gay, bisexual, transgender, or queer (LGBTQ+). Eligible candidates also must be either (1) a citizen of the United States, (2) a noncitizen national of the U.S., (3) a lawful permanent resident of the U.S., (4) or an alien authorized to work in the U.S. and be able to present proper documentation to establish employment authorization and identity.



SELECTION AND PLACEMENT

Applying for Agenda 21 internship program begins online at tha.com/agenda21. Candidates submit information via a secure web form before sending supporting documents and information directly to THA. An initial review of applications is performed based on academic excellence, interest and commitment to a career in healthcare, personal statements, and references. The goal is to identify ambitious students with a high potential for success.

Qualified candidates are first interviewed by THA staff; those selected to move forward will be subject to a criminal background check. Satisfactory results from this check will enable the student to continue in the process.

Candidates are then recommended to a group of hospitals, depending on qualifications and the needs of hospitals participating in the program. Once referred to a hospital, students are contacted for virtual or in-person interviews with the preceptor or other hospital leadership. The final decision whether to accept a candidate is up to the hospital.

Candidates should notify THA immediately if they are uninterested in a specific placement or if their ability to complete the 12-week program changes at any point during the selection process.

THA makes every effort to provide quality candidates who match the needs of participating hospitals. When necessary, geographic location and student's ability to relocate are factors in these matches. However, placement near a candidate's school or home cannot be guaranteed.



COMPENSATION AND BENEFITS

Interns are paid \$7,680 for the full 12-week internship and should expect to complete 40 hours of work within the hospital per week. Payroll is issued by THA biweekly. THA issues payroll via direct deposit, so interns will need a valid checking account 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 and encouraged 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 are responsible for their housing and living expenses. If an intern is willing and agrees to relocate for the summer, a taxable housing reimbursement up to \$3,000 will be available. It will be their responsibility to find housing for the 12 weeks. THA, 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.



INTERNSHIP EXPECTATIONS

AGENDA 21 INTERNSHIP PROGRAM INTERNS ARE EXPECTED TO BE PROACTIVE, AND:

- 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 and time sheet documenting the week's experiences and work.
- Complete a summer project as directed by the preceptor.
- Present to THA staff and hospital leaders.

AGENDA 21 INTERNSHIP PROGRAM CONSISTS OF THREE MAIN COMPONENTS:

Administrator Shadowing

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

Senior Staff Interviews

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

Student Projects

Complete short- and long-term projects and work that bring 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

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APPLICATION DEADLINE

Thursday, October 31, 2024

INTERNSHIP DATES

May 12 through August 1, 2025