



## AGENDA 21 INTERNSHIP PROGRAM

# PROGRAM TIMELINE & CHECKLIST

## 2024

### AUGUST 12

Application for summer 2025 opens.

### NOVEMBER 8

Deadline to submit all application documents.

### NOVEMBER 11 THROUGH NOVEMBER 15

Select candidates are invited to interview with THA staff.

### DECEMBER 2 THROUGH DECEMBER 19

Student interviews are conducted.

## 2025

### JANUARY 15 THROUGH FEBRUARY 28

Hospitals conduct interviews with select students.

### FEBRUARY 28

All summer placements are confirmed.

### MAY 9

Intern orientation at THA.

### MAY 12 THROUGH AUGUST 1

12-week internship period.

### AUGUST 5

Intern presentation day at THA.

## APPLICATION CHECKLIST

### TO APPLY, CANDIDATES MUST:

- Complete the 2025 Program Application at [tha.com/agenda21](https://tha.com/agenda21)
- Electronically submit the following information in PDF by Nov. 8 to [kwhitfield@tha.com](mailto:kwhitfield@tha.com):
  - Current resume
  - Personal statement (500 words or less) that answers the question *“Why are you pursuing a career in healthcare administration and what do you hope to get out of the internship experience?”*
  - Two signed letters of academic or professional recommendation from references you’ve known longer than 1 year, received directly from the sender
  - Proof of current enrollment or recent graduation (letter from university or copy of degree)
  - Transcripts from all colleges or universities attended

### UPON ACCEPTANCE OF AN INTERNSHIP, CANDIDATES MUST PROVIDE:

- Proper documentation to establish identity and employment authorization in the United States. A full list of acceptable documentation can be found at [uscis.gov/i-9-central/acceptable-documents](https://uscis.gov/i-9-central/acceptable-documents).

## FOR MORE INFORMATION

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## APPLICATION DEADLINE

Friday, November 8, 2024