

*City of Milwaukee Health Department*  
**Student Placement FAQ**

### **WHO CAN APPLY FOR A STUDENT PLACEMENT?**

The City of Milwaukee Health Department's (MHD) student placement program is available to individuals who are:

- currently enrolled in an accredited education program;
- seeking experience or knowledge in conjunction with their education development plan; or
- interested in providing their time, knowledge, expertise, or service in an attempt to develop public health work experience.

### **HOW DO I APPLY FOR A PLACEMENT?**

All applicants are required to complete the Student Placement Application before being considered for a placement. To apply:

1. Check to see if your college or university has an [affiliation agreement](#) in place with the MHD.
2. Review the MHD's Proof of Immunity and TB Screening Checklist. All students are required to be in compliance with this policy if selected.
3. Complete the Student Placement Application. The application is available at [www.milwaukee.gov/MHDintern](http://www.milwaukee.gov/MHDintern).
4. You will receive an email within one week of submission confirming that your application has been received and notify you of next steps.

### **DOES MY COLLEGE OR UNIVERSITY NEED TO HAVE AN AFFILIATION AGREEMENT IN PLACE WITH THE MHD BEFORE I BEGIN?**

Yes, a complete list of active agreements can be found on [Milwaukee.gov/MHDintern](http://Milwaukee.gov/MHDintern). If you do not see your school on the list, email [MHDtrain@milwaukee.gov](mailto:MHDtrain@milwaukee.gov) to start the process. If an agreement is not in place, it may take several months.

### **ARE STUDENT PLACEMENTS PAID?**

Generally, student placements are unpaid. Most students receive course credit(s) in exchange for their service.

### **HOW DO I GET PLACED IN A PROGRAM AREA THAT I HAVE PROFESSIONAL INTEREST IN?**

MHD staff will work to match students based on the interests and goals indicated in their application form and the department's needs and capacity. Please review [this overview of MHD's programs](#) and services and provide as much information as you can about your professional interests and goals in the application form. The MHD will try to find a placement that aligns with one of the student's areas of interest but does not guarantee placement in one of those areas.

## **HOW LONG ARE STUDENT PLACEMENTS?**

Student placements vary in length depending on the preceptor and student's needs. Generally, placements last a minimum of two months and require students to dedicate 6-10 hours per week to the placement. Placements usually coincide with academic semesters (e.g. Spring, Summer, Fall).

## **ARE THERE ANY PRE-PLACEMENT REQUIREMENTS?**

Students will need to be in compliance with some MHD policies prior to their placement. This includes completing a criminal background check and ensuring compliance with the MHD Immunization and TB Prevention in the Workplace policies. The MHD will work with the student to ensure these criteria are met.

## **I AM INTERESTED IN OBSERVING OR JOB SHADOWING STAFF AT THE MHD. WHAT DO I DO?**

Unfortunately MHD is not able to offer job shadowing or observations at this time. Please contact [MHDtrain@milwaukee.gov](mailto:MHDtrain@milwaukee.gov) if you have any questions.