

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 and submit their resume 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. Prepare and update your resume.
3. Review the MHD's Proof of Immunity and TB Screening Checklist. All students must follow this policy, if selected.
4. Complete the Student Placement Application. The application is available at <http://www.milwaukee.gov/intern>.
5. Send your resume and the Student Placement Application to MHDtrain@milwaukee.gov.
6. 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/intern. If you do not see your school on the list, email 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?

The MHD maintains a list of available placements on their website and recommends students apply for one of the available opportunities. However, if the available opportunities do not align with the student's interests, the student can indicate up to three areas of interest on their application. 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?

In addition to formal student placements, the MHD also works with students who want to learn more about public health in a more informal, short-term way. Contact MHDtrain@milwaukee.gov if you are interested in setting up an observation or job shadowing.