

**DEPARTMENT OF COMMUNITY HEALTH  
INTERN PROGRAM (DCHIP)**

***GENERAL FAQs***

**Q: What are the eligibility requirements to apply for an internship?**

You must be a currently enrolled sophomore, junior, senior, graduate student or not more than one year past graduation with a 2.75 GPA or higher on a 4.0 scale and be in good academic standing. Preference may be given to a Georgia resident or a recent graduate of a Georgia college, university, or graduate school.

**Q: If I apply for an internship and am not selected, can I re-apply for the next quarter/semester?**

Yes. If the DCH Internship Program (DCHIP) does not select you for the semester in which you are applying, you are welcome to apply again for a later term if you are still eligible, and if opportunities are available.

**Q: Can I get academic credit?**

Yes. You may arrange for academic credit through your academic advisor. If necessary the Internship Coordinator or your direct site supervisor (once placed) may serve as the contact person for your academic advisor.

**Q: How do I apply?**

Email your completed State Standard Application for Employment, resume, cover letter, writing sample (no more than five pages), list of three non-family references, and a current official transcript, (*For males 18-25 years of age, furnish proof of Selective Service registration*), in MS Word or PDF format, to [interns@dch.ga.gov](mailto:interns@dch.ga.gov).

**Q: How long is the program? When is my first day of work?**

The summer internship is a minimum of 6 weeks to a maximum 13 weeks. DCHIP strives to schedule the internship dates and deadlines in accordance with the academic schedule of most colleges, universities, and law schools. The first day of work will be determined by the DCH Internship Coordinator or your direct site supervisor once placed.

**Q: How many days/hours can I intern per week?**

Interns have the option of working between 20 and 40 hours per week during DCH's normal business hours. You and your supervisor will determine the days and number of hours that are best for you and the office. Keep in mind that if you are interning for academic credit, most programs require you to intern a minimum number of hours per week.

**Q: How much does it pay?**

*Undergraduate students* - Interns receive an hourly wage of \$9.00-12.00 per hour for the duration of the particular internship. There are no benefits, earned leave, or paid holidays associated with this intern program.

*Graduate, Law, and Technical students* - Interns may be granted an hourly wage up to \$15.00 for the duration of the particular internship. There are no benefits, earned leave, or paid holidays associated with this intern program.

*Note: Some internships may be non-paid; payment is contingent on availability of funds in the division or office in which the intern will be placed.*

**Q: I do not live near my preferred internship sites. Can you provide housing?**

No, the DCHIP cannot provide housing for you.

**Q: Do you provide transportation to my internship site?**

No, the DCHIP cannot provide any transportation, or reimbursement of transportation, for you. In the Atlanta area, MARTA has several stations that are located near the Capitol Hill area; the Five Points station (two blocks west of the Capitol at Underground Atlanta) or the Georgia State Station (directly across from the Capitol in the Twin Towers complex).

**Q: Are all the internships located in Atlanta?**

Yes. While internships with agencies are sometimes offered in other locations around the state, internships facilitated through the DCHIP are all located in Atlanta.

**Q: Can I request to work in a specific area in DCH?**

Many divisions within DCH host interns, including the Office of Inspector General, Office of General Counsel, Medicaid, State Health Benefit Plan, Office of Human Resources, Financial Management, and Information Technology. You are encouraged to indicate in your cover letter a specific area in which you are interested, but this will not guarantee an internship in that division. If you are selected to participate in the DCHIP, the DCH Intern Coordinator will work with the internship supervisors to place you in the division or office most compatible with your area of study.

**Q: What kind of work will I be doing as an intern?**

Each office has different needs and requirements, and your duties are at the discretion of your supervisor. During your interview with the participating division or office, you may be given more specifics regarding your internship duties. Some of your responsibilities may include: research, data compilation, attending meetings, general administrative duties and assisting in the planning of special events.