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**Internship Placement Application Form**

***Use this form to request an intern for Summer 2024***

**Name:**

**Title:**

**Organization:**

**Phone:** **Email:**

|  |  |
| --- | --- |
|  | **My organization is interested in hosting an Academy intern for approximately 10-12 weeks (May/June** |
|  | **through August/September 2024).** Academy 2023 programs were 100% in-person. Based on current public health guidance, we will continue full in person programming for 2024.  **Our ideal start date for an intern is:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **We operate: (circle below)**  **Fully In Person Hybrid with #\_\_\_ days in office Fully Remote** |

**Please indicate which Academy internship program fits with your organization’s needs:** ([Click here for a description of each program](https://www.nasi.org/internship-opportunities))

|  |  |
| --- | --- |
|  | John Burton Internship on Workers’ Compensation Research and Policy |
|  | Rashi Fein Internship in Health Policy |
|  | Leeba Lessin Internship on Health and Medicare Policy |
|  | Somers Aging and Long-Term Care Research Internship (research and writing focus) |
|  | Congressman Pete Stark Health Policy Internship (graduate students only) |
|  | Eileen Sweeney Graduate Internship in Disability Policy |
|  | Merton C. Bernstein Internship on Social Insurance |

**Will you supervise the Academy intern personally?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

**If not, who will be supervising the Academy Intern?**

Name**:**

Phone**:**  Email**:**

Department in which intern would work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work Description**

(Or please attach an existing intern position description if you have one.)

**What are the essential functions you might expect the intern to perform?**

(We appreciate as much detail as possible to ensure a suitable match between prospective interns and your organization.)

**Are you prepared to provide reasonable accommodations for a qualified applicant with a disability?** \_\_\_\_\_\_\_\_\_\_

**Intern qualifications:** *(Please note if required (r) or preferred (p).*

Undergraduate or Graduate:

Prior course work:

Computer skills:

Other necessary qualifications:

**Program funding:** As of 2021,the Academy is compensating interns in our program according to Washington, DC’s minimum wage ($17.50/hour as of July 1, 2024). Depending on how many hours a week an intern works (35-40 hours/week) and how many weeks (10-12 weeks), the amount each student earns may range from $6,125-$8,400 for the summer. The Academy’s total cost (including recruitment, placement, and ongoing support to each intern throughout the summer program) is substantially more than the honorarium that interns receive.

**Will your organization be able to contribute at least the respective amount within the above range to cover your intern’s honorarium?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will your organization be able to contribute beyond the honorarium to help cover the full cost of the program? If yes, what is the total amount you will be able to contribute?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If you have a limited budget, please indicate what amount you will be able to contribute (by *June 30, 2024*).**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The Academy is committed to providing the best possible professional experience for each intern. Lack of funding will not disqualify promising placement opportunities, but adequate funding is taken into consideration as we determine the size of the 2024 cohort and how many students we will serve. Thank you for your support.

**The preferential deadline to request an intern is Friday, March 1st, 2024.**

**Please send your completed form by e-mail to** [**ajailal@nasi.org**](mailto:ajailal@nasi.org)**. Thank you!**

**Ariella Jailal**

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