



IFDHE
AHA Institute for Diversity
and Health Equity



American College of
Healthcare Executives
for leaders who care®

Summer Enrichment Program

Advance the Next Generation of Health Care Leaders

Host Site Commitment Form

The Summer Enrichment Program (SEP) is a 10-week, paid internship oriented toward academically strong, energetic, and innovative health care leaders of tomorrow. The SEP, designed to grow and strengthen the pipeline of health care leaders from underrepresented groups, places diverse graduate students pursuing advanced degrees in health care or a related field in a 10-week, paid internship at health care organizations across the country. Research has shown that diverse groups and inclusive environments improve patient care, bring forth new and innovative strategies, and improve employee engagement and retention. While students benefit from experiential learning, host sites gain the experience of mentoring, educating, and collaborating with new and upcoming leaders. Each year, more than 40 host sites commit to making a difference in the lives of graduate students from across the country. In building relationships between student and mentor, and seizing new opportunities for growth, SEP is a rewarding experience for all.

Below you will find information regarding the commitment and expectation of the host site. Please review, fill out to the best of your ability, sign, and return this form to IFD-SEP@aha.org.

We hope you will join us this summer!

Sincerely,
The Institute for Diversity and Health Equity

Host Site Contact Information

Host Site Location Name:

Street Address:

City/ State/ ZIP:

Primary Contact Name:

Title:

Email:

Phone:

Secondary Contact Name:

Email:

Phone:

This person should receive all communication first.

Preceptor Name:

Email:

Phone:

Note: If primary/secondary contact is also the preceptor, please enter "Same as Primary/Secondary" here. If you have multiple preceptors for multiple interns, copy and paste this section to capture their contact information.

Host Site Basics

How many interns will you be hosting for the Summer Enrichment Program?

How long will the duration of the internship be? How much will you pay your intern hourly?

(The Institute recommends a rate of no lower than \$15.00 per hour/\$600 a week)

Host Site Expectations and Responsibilities

Pre-SEP

- Creation of workspace (computer/phone/temporary email address)
- Employee orientation
- Pay administrative fee (per intern)
- Download the Preceptor and Host Site Handbooks

SEP Duration

- Introduction of SEP Intern to Senior Leadership

For questions or concerns about the SEP, please contact us at IFD-SEP@aha.org

- Assignment of a Special Summer Project(s)
- Schedule regular weekly meeting between SEP intern and preceptor
- Set up (2) hospital visits at off-site healthcare locations (1 per month)
- Organize SEP intern attendance/participation in department, staff and board meetings and management activities
- Organize lunch/meeting with hospital President/CEO and intern
- Participation in the photo project (*SEP interns document their experiences with pictures*)
- Special project presentation to appropriate senior leadership
- Payment of administrative fee per student (\$2,000 per intern for members, \$2,500 per intern for non-members)

Post-SEP

- Attendance of the SEP graduation webinar
 - Completion of the SEP Host Site Survey
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By signing this commitment form I understand:

- The SEP is a 10-week full-time (40 hours a week) commitment
- SEP interns work on Special Summer Projects that will benefit my organization
- The preceptor will be available, provide guidance and meet with the intern on weekly schedule and/or when needed
- Students are responsible for their own housing
- Students are responsible for their transportation to, from and during their internship

Image Use

By signing the document, below, you concede the right to the Institute for Diversity in Health Management to use your digital imagery for promotional purposes for the SEP/FEP or educational programs.

Liability

By signing the document, below, you indemnify and hold harmless the Institute for Diversity in Health Management and its officers, agents, and employees from all suits, actions, losses, damages, claims, or liability of any character, type, or description, including without limiting the generality of the foregoing all expenses of litigation, court costs, and attorney's fees for injury or death to any person, or injury to any property, received or sustained by any person or persons or property, arising out of, or occasioned by participation in the Summer Enrichment Program.

SIGNATURE

Type name as signature:

Date: