



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

ABOUT THE PROGRAM

The Summer Enrichment Program (SEP) is a 10-week, paid internship program for graduate students that are in the process of pursuing an advanced degree within health care or a related field. Students in the program are paired with a health care organization where they benefit from experiential learning, mentorship, networking and the opportunity to learn from experts in the field. Experienced administrators serve as preceptors and mentors, providing support and career advice as well as critical early-career connections. The Summer Enrichment Program seeks students from underrepresented backgrounds to strengthen the pipeline and build the next generation of diverse executives and leaders in health care. 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 30 host sites commit to making a difference in the lives of graduate students from across the country.

Since its inception in 1994, more than 1,500 interns have successfully completed the Summer Enrichment Program. Former interns are the current CEOs and administrators of hospitals and health care organizations across the U.S.

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.

Please complete ALL of the following:

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?

(IFDHE recommends an hourly wage that is comparable to the city's cost of living where the host site is located, and that host sites consider supporting their interns by offering housing, if feasible.)

Host Site Expectations and Responsibilities

(Please confirm your acknowledgement by checking ALL boxes)

Pre-SEP

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

SEP Duration

- Introduction of SEP Intern to Senior Leadership
- 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
- While interns are responsible for their own housing, we ask that you consider providing housing if possible
- Interns 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

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

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: