



## **The John Muir Health (JMH) Summer Intern Program FAQs**

### *What is the summer intern program?*

The John Muir Health (JMH) Summer Internship is an eight week, full time, paid internship for high school students entering their junior or senior year, with an interest in pursuing a health care career. Students are hired as temporary JMH employees, are placed in a single department for the eight weeks and perform clerical work (no patient care) in that department. At the end of the internship, interns receive a performance appraisal, just like all JMH employees. Students completing the summer internship with a passing grade will receive high school elective credits. 100% attendance is expected. Absences affect the intern's grade and performance appraisal.

### *When is the summer internship and how long does it last?*

The internship spans a full eight weeks, usually mid-June through mid-August. It is full time, 40 hours per week. Interns work eight hours per day. Depending upon the department, the intern's day will begin anywhere from 7:00 a.m. to 10:00 a.m. and likewise, will end anywhere from 3:30 p.m. to 6:30 p.m., totaling eight working hours. Typical work experiences differ from department to department. Interns perform clerical duties to fulfill department needs.

### *Can I do the internship part time or only a portion of the day (like only afternoons or mornings)?*

No. The internship is full time, Monday through Friday, eight hours per day, for eight weeks in the summer. Remember, 100% attendance is required, which means no band camp, football practice, cheerleading camp, family vacations, etc.

### *Can I do the internship for only a portion of the summer?*

No. The internship is full time, Monday through Friday, eight hours per day, for eight weeks in the summer. 100% attendance is required, which means no band camp, football practice, cheerleading camp, family vacations, etc. An exception will be made only for students whose schools begin prior to the end of the internship, such as schools in Brentwood.

### *What are the expectations for attendance?*

100% attendance is expected. So interns should not take time off for such activities as family vacations, band camp, cheerleading practice, sports practice, etc. Remember, absences can affect your grade and performance appraisal.

### *Do I get to select my department?*

No. Some interns have a preference for a department. Others simply are happy to accept any experience. Attempts are made to match each student with a department of interest, but that is not always possible, nor is it guaranteed. Placements depend upon availability of departments and the volume of intern requests. Typical work experiences differ from department to department and interns carry out duties to fulfill department needs. Interns are hired to perform clerical work.

### *Can I take care of patients?*

No, high school interns are not trained to do patient care. The summer internship is a clerical position.

*How do I apply?*

Applications are taken on-line only. To apply, visit the JMH website, [www.johnmuirhealth.com/get-involved/careers.html](http://www.johnmuirhealth.com/get-involved/careers.html) and click on “Search for Jobs.” Leave all criteria set to “All” and search with the keyword “summer.” Positions are posted starting mid to late February and are posted for three weeks only. Anyone interested must apply at that time - no exceptions.

*Can I be notified when the position is posted?*

Yes. You can create an account and set it to receive an automated e-mail when the application is available online by using the “Job Agent.” From the John Muir website [www.johnmuirhealth.com/get-involved/careers.html](http://www.johnmuirhealth.com/get-involved/careers.html), click on “Search for Jobs” and then “Log In Now - click here to login and manage job agents, application status, and more.” Register, log in, then follow the steps to use the job agent. It is also a good idea to check the website for the internship position starting mid-February.

*Can I save my application to finish later or do I need to complete it in one sitting?*

There is the ability to save the application and come back to it. But once you hit “Submit,” you cannot retrieve it. We are not able to accept applications once the position is removed from the JMH website in early March, even if you started the application while the position was posted.

*What do you consider a “complete and accurate” application?*

It is important that your application is accurate, grammatically correct and complete, with all applicable fields filled in and yet no excess, unnecessary or erroneous information. To be a complete application, please enter what is requested in the on-line system and in the job description. For instance, if you enter only name and address and nothing else, it is considered incomplete. A cover letter, resume and paragraph of career goals are requested and are required for an application to be considered “complete.” Do not fill in fields that do not apply. For instance, if you have no previous work history, you may leave that section blank. “None” or “n/a” are also fine, in that situation.

*I have not worked before. Do I need to attach a resume?*

Yes, a resume is requested and required in order to be considered for the internship. For students, resumes not only include work history if you have any, but also skills, volunteering, sports pursuits, awards, non-school achievements and other activities. Please see sample resumes on the JMH web page describing the summer internship. The application also requests a cover letter with a paragraph of career goals.

*Do I need teacher recommendations?*

If you are selected for an interview, you will be asked to bring several items to your first interview. Included in those items are letters of recommendation (at least one from a teacher) and attendance record from your school.

*What are the requirements or how do I qualify?*

Applicants must be high school students entering their junior or senior high school year. Applicants must 16 years of age or older at the start of the internship (no exceptions) and should have an interest in a health care career. Examples of health care careers include respiratory therapy, physical therapy, speech pathology, health care information technology (IT), laboratory, pharmacy or radiology professions, ultrasound technologist, MD, RN and many more.

*Must I be in high school?*

Yes. Applicants must be high school students, entering their junior or senior high school year. Interns must be at least 16 years of age at the start of the internship – no exceptions!

*Can I e-mail my application to you?*

No, we do not accept e-mailed or mailed applications. All applications must be done online from the JMH website [www.johnmuirhealth.com/get-involved/careers.html](http://www.johnmuirhealth.com/get-involved/careers.html). Click on “Search for Jobs,” leave all criteria set to “All” and search with the keyword “summer.” Positions are posted for three weeks only, starting mid to late February. Anyone interested can apply at that time.

*I am in college and would like an internship. Is there something for me?*

At times, JMH does have a limited number of paid summer internships for college students. If there are college internships, the positions will be posted on the website, [www.johnmuirhealth.com/get-involved/careers.html](http://www.johnmuirhealth.com/get-involved/careers.html) starting mid-February. Interested college students can apply at that time. Applications are taken on-line only. Read the job description carefully, to be sure you are viewing a college student opportunity and not the high school internship.

*Will I receive a grade for the internship?*

Yes. The summer internship is done in partnership with the Regional Occupational Program (ROP). Students completing the summer internship with a passing grade receive high school elective credits.

*What is the ROP class?*

Interns work in their departments four days per week and attend a career exploration class one day per week. All of those hours (department hours and class time) count toward the “ROP class.” The internship is overseen by an ROP teacher. There are a few “homework” assignments and each intern gives a final presentation. You will receive a grade and if passing, elective high school credits, at the end of the internship.

*Do I have to take the ROP class?*

Yes. The ROP portion of the internship is not separate. It is incorporated into the internship. It is not an extra or additional component. If an intern completes the internship with a passing grade, s/he will receive the credits for the ROP class.

*Are there internships other than in the summer for which I can apply?*

At this time, the only high school paid internship JMH offers is this JMH Summer Intern Program. If you are interested in being a volunteer for JMH, a minimum one year commitment is required. Please see related information under Student Opportunities, Volunteering, on the JMH website.

*Do I need parental permission?*

Yes, if the intern is under the age of 18, permission must come from a parent or guardian. That paperwork will be reviewed on the first day of the internship.

*Is there an age requirement?*

Yes, interns must be at least 16 years of age, as of the first day of the internship. No exceptions.

*Will I need a work permit and if so, how would I get one?*

Yes, you will need a work permit once you are offered the position. You get this from your high school, so it must be obtained before the end of the school year. JMH will need a copy on file prior to your starting the internship. Please allow at least a week while your school is open, before it closes for the summer, for the process of obtaining your permit and getting the required signatures.