

**MCEH 2009 – 2010  
INTERNSHIP PROGRAM CALENDAR**

**Internship Program Description:** Every academic term, approximately 2-8 students from various local colleges desire an internship with the agency. Currently, MCEH has the capacity to offer 2 internships per term: Fall, Winter, Spring and Summer. We are only able to offer unpaid internships to students attending Colleges or Universities within the state of Oregon.

Below is the timeline that MCEH follows for intern screening and placement. Students should send or email their application by the deadline indicated to:

Ben Duncan, Health Educator  
3653 SE 34<sup>th</sup> Ave.  
Portland, OR 97202  
Email: benjamin.e.duncan@co.multnomah.or.us  
Phone: (503) 988-3400 x 22439  
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<b>Term</b>	<b>Timeline</b>	<b>Student Responsibility</b>
Summer Term 2009	Intern Application Deadline May 5, 2009	Application packet due <ul style="list-style-type: none"> <li>• Application</li> <li>• Student Questionnaire</li> </ul>
	MCEH Application Review Period May 6– May 16, 2009	When MCEH contacts student, student will schedule interview
	MCEH Intern Interviews May 19– May 31, 2009	Attend scheduled interview (student will be notified of acceptance)
	Internship Begins June 23, 2009	Internship Agreement Form signed and submitted to MCEH
Fall Term 2009	Internship Application Deadline July 21, 2009	Application packet due <ul style="list-style-type: none"> <li>• Application</li> <li>• Student Questionnaire</li> </ul>
	MCEH Application Review Period July 22- July 31, 2009	When MCEH contacts student, student will schedule interview
	MCEH Intern Interviews Aug. 1– Aug. 10, 2009	Attend scheduled interview (student will be notified of acceptance)
	Internship Begins September 22, 2009	Internship Agreement Form signed and submitted to MCEH
Winter Term 2009	Internship Application Deadline November 3, 2009	Application packet due <ul style="list-style-type: none"> <li>• Application</li> <li>• Student Questionnaire</li> </ul>
	MCEH Application Review Period Nov. 4- Nov. 14, 2009	When MCEH contacts student, student will schedule interview
	MCEH Intern Interviews	Attend scheduled interview

	Nov. 15 – Nov. 21, 2009	(student will be notified of acceptance)
	Internship Begins January 12, 2010	Internship Agreement Form signed and submitted to MCEH
Spring Term 2010	Internship Application Deadline February 16, 2010	Application packet due <ul style="list-style-type: none"> <li>• Application</li> <li>• Student Questionnaire</li> </ul>
	MCEH Application Review Period Feb. 17- Feb 27, 2010	When MCEH contacts student, student will schedule interview
	MCEH Intern Interviews Feb. 28– March 6th, 2010	Attend scheduled interview (student will be notified of acceptance)
	Internship Begins March 30, 2010	Internship Agreement Form signed and submitted to MCEH
Summer Term 2010	Internship Application Deadline May 4, 2010	Application packet due <ul style="list-style-type: none"> <li>• Application</li> <li>• Student Questionnaire</li> </ul>
	MCEH Application Review Period May 5 – May 15, 2010	When MCEH contacts student, student will schedule interview
	MCEH Intern Interviews May 16 – May 22, 2010	Attend scheduled interview (student will be notified of acceptance)
	Internship Begins June 22, 2010	Internship Agreement Form signed and submitted to MCEH
Fall Term 2010	Internship Application Deadline July 20, 2010	Application packet due <ul style="list-style-type: none"> <li>• Application</li> <li>• Student Questionnaire</li> </ul>
	MCEH Application Review Period July 21- July 31, 2010	When MCEH contacts student, student will schedule interview
	MCEH Intern Interviews July 31 – August 10, 2010	Attend scheduled interview (student will be notified of acceptance)
	Internship Begins Sept 21, 2010	Internship Agreement Form signed and submitted to MCEH