



### **Once I complete my profile, what happens next?**

The Institute's Education Team will vet your profile to make sure:

- You are a US citizen.
- Your cumulative GPA is 3.0 or higher and that your transcripts are accurate
- Your profile is complete and that all of your documents are error-free and ready for consideration.

After your profile is vetted, a representative from the Institute will contact you to set up the first telephone interview. That interview will better allow us to recommend you to the hospital that is the best fit for your personality and goals. This interview will last approximately 30 minutes.

When the matching process begins, the Institute will promote you to the best possible host site for your skill set and location. Not all interns will be matched initially.

The host site representative (or preceptor) will login to the FEP database and examine your completed profile. If the preceptor wants to consider you for placement, they will contact you for a second phone interview. If that interview goes well, then the hospital may offer you a summer internship.

You may take 24 hours to discuss the internship with your family before you decide to accept or reject the internship. *(If you already know your answer, you can accept or decline the internship, immediately.)*

Whether you accept or not, it is important that you contact the Institute at [ifd-fep@aha.org](mailto:ifd-fep@aha.org), to update your progress. If you accept the internship, you will then need to begin planning your travel and housing.

### **Travel and Housing?**

In most cases, acceptance of a FEP internship means moving to another town or city for the summer. It is very rare that you will be placed for an internship close to your current school or residence.

You will know, in advance, where the internship is located, before you interview for it with the host site. That will give you time to get your resources together and see if a move for the summer is workable for you.

***Note: If you are unable to move, you will significantly decrease your chances for placement. Please keep that in mind, before you apply for the FEP.***

***You will also be expected to locate your housing near the host site.***

Past students have successfully secured housing by using some of these strategies:

- **Host Site:** Occasionally, the host sites, themselves will have housing either available, in a dormitory or guest housing. When you interview with your host site, be sure to ask if any housing is available. If not, they might still be able to suggest other options for you, near the host site.
- **Friends & Family:** Staying in the guest room of a local friend or family member. (Often, this is the most viable option.) You might ask for local contacts through your church or social groups, as well.
- **Hostel:** Often found in larger cities, hostels are affordable, communal living arrangements for visitors and temporary lodgers. You can find out more information about hostels and look for one near your host site, by visiting [this site](#).



## **FEP FREQUENTLY ASKED QUESTIONS**

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- **Local College Dorms:** During the summer months, colleges often rent out dorm rooms to students who are in town for summer internships. Do a Google search for colleges near your host site and contact their Housing Office to explore your possibilities. This is often a more cost-effective alternative to sub-letting an apt for the summer.
- **The Local Newspaper:** Research the local newspaper's "For Rent" section.
- **Craigslist:** Visit [www.craigslist.com](http://www.craigslist.com) and locate the city closest to your host site, go to the "Sublets/ Temporary Housing" page of your town and see if there are any sublets available. Most apartments have pictures and can also be viewed externally from Google Street View.
- **Corporate Housing:** If you can afford it, corporate housing may be a viable option for you. Most corporate suites are fully furnished.
- **Other FEP interns:** If your host site has multiple FEP interns, you may consider joining them for cohabitation in a sublet apartment. This can lower the bills and increase connection between FEP participants.

### **Application Materials:**

#### **What should I include in my Letter of Introduction?**

The Letter of Introduction is an important tool that will assist the Institute in identifying the best experience for you. It will also help potential employers understand more about your skills and qualifications. This is your opportunity to sell yourself and explain why you are a good match for the FEP program and our host sites.

The Letter of Introduction should be no longer than a one page that is single-spaced. It is recommended that the introduction letter focus on your interests and passion for becoming a leader in healthcare, your professional skills and qualifications, as well as short-term and long-term career goals. Be thoughtful about what you want the reader to learn about you. You do not have to focus on information that is already included on your resume. Keep in mind that many of the reviewers reading your Letter of Introduction are CEO, COO and members of the senior management team who may have limited time to review your application.

*Note: Be sure to use a professional letter layout complete with your contact information and a letter header. You may address it to "To Whom It May Concern." Be sure to spell-check the letter before you upload it.*

#### **Do you want my current transcripts? Alternatively, will undergraduate transcripts suffice?**

We would prefer a copy of your most recent transcripts for graduate school. We want to see what you are currently pursuing educationally and how well that is going. *We will accept a scanned copy of your Unofficial Transcripts from your college website.*

In a pinch, if your graduate transcripts are not available, you may submit your recent undergraduate transcripts. Just be sure to mention that in your Letter of Introduction as a note.

In most cases, you can notify your Office of Admissions and have them email a copy of the transcripts to you, which can then be uploaded to your profile.

#### **How do I get my Letter of Recommendation from my college professor?**

In some cases, your professor may be willing to give you a copy of the Letter of Recommendation, directly. This is the preferred method. You can scan a copy of them (retain a copy for your records) and upload it to your profile.



In some cases, a professor would prefer not to give a copy of the Letter of Recommendation to you. In that case, they may send them to the Institute's Membership and Education Specialist via the following methods:

Email: [ldf-sep@aha.org](mailto:ldf-sep@aha.org)

Via postal mail to:

*Jasmin Clark  
Membership & Education Specialist  
The Institute for Diversity in Health Management  
155 N. Wacker Ave. Ste. 400  
Chicago, IL 60606*

The Institute will scan a copy of your Letters of Recommendation and email a copy to you, to upload to your profile. Your professors should know that at that point, the Letters of Recommendation would be visible to you too.

### **Can I scan a copy of my Driver's License as my proof of US Citizenship?**

No. The only forms of identification accepted are scanned copies of your US passport, passport card or birth certificate. Here is [an article](#) about obtaining a copy of your birth certificate.

### **The FEP Internship:**

#### **How long does the internship last?**

Approximately twenty (20) weeks. Sometimes more, sometimes less. That is dependent entirely upon when you are matched up with your health care facility and when you have to return to school. Traditionally, internships begin in October and conclude in February.

#### **What if I cannot make a 20-week commitment?**

The on-site training/internship is an integral part of the FEP experience. All participants and host sites are required to commit to a minimum of 20 weeks to ensure that interns have a sufficient time to complete a significant project and that mentors have the opportunity to develop a formal relationship with each student. Start and end dates are negotiated between the student and the host site or mentor. (The host site may opt to abbreviate your internship, at their discretion.)

#### **Which host sites are participating in the FEP?**

We will release the full list of host sites to you before the matching process begins.

#### **If I see a host site that I like, can I just contact them, myself?**

We prefer that you allow the host sites to make contact with you instead. By superseding that process, you could potentially be submitting yourself for internships that you are not qualified for, thereby alienating the host site preceptor. Please wait for the host sites to contact you.



### **What is the Special Project?**

FEP interns are expected to complete a Special Project at their host site before the internship is complete. In most cases, the host site will have a project in mind for you, when you get there. You may also suggest alternative or additional projects if you have a skill set suited for an additional or alternative project.

The Special Project is intended to have a lasting effect on the host site after you leave. This is also an excellent opportunity for you to demonstrate to your host site that you are professional and have a good work ethic. In short, that you would make an excellent full-time employee.

### **What is the timeline for intern selection?**

The selection process begins in August and will last until all available positions are filled. The Institute will send you periodic updates, letting you know how many positions are still available and offering helpful suggestions for being placed. When the last position is filled, the Institute will notify all remaining candidates and close the placement process of the FEP.

If you are not immediately placed or placed for an internship within the first 3 - 4 weeks, do not be discouraged. Sometimes placement is a lengthy process. Please be patient.

### **Is this a paid internship?**

Yes, this is a paid internship. Each host site will arrange for your payment within their pay schedule. Traditionally, the internships are \$800 a week, or \$20.00 an hour. Payroll taxes are deducted from the weekly stipend.

### **Could the FEP internship lead to permanent placement at the host site?**

Yes. That is possible. In some cases, host sites were so impressed with their FEP intern that permanent, full-time employment was offered before the end of the internship. In some cases, the host sites offered a position, dependent upon the student completing their graduate work and returning to the host site. This is a good discussion between you and your preceptor for the last weeks of your internship.

### **How many positions are available at each host site?**

Each host site determines the number of internship positions available at their organization. Most choose between 1-2 positions per host site.

### **Is every applicant placed in an internship?**

The Fall Enrichment Program matching process is competitive. Applicants initially indicate a preference for a position at a particular site or geographic region. Host sites/ preceptors will then review the applications and contact those applicants with whom they would like to interview. Most organizations complete one round of phone interviews and on-site interviews before making a final offer.

### **Are there any internship opportunities for non-US Citizens?**

Per the mission of the Institute, all student programs and services require proof of US citizenship and are intended to benefit the U.S. hospital system. We do not currently offer any programming for non-US citizens.



### **Do I have to be enrolled in healthcare management program?**

Students do not need to be enrolled in a health care management program but must demonstrate a commitment to becoming a leader in health care (i.e., hospital administration, public health administration). Medical students and dual-degree students who have an interest in exploring the field of hospital administration are also welcome. Other comparable programs include MBA, MPH, MHA, MPA, or MSN. FEP program elements are not well suited for students whose career goals are focused elsewhere, including, teaching, nursing, pharmacy, or other allied medical fields.

### **Do I have to be a member of ACHE to participate in the FEP?**

No, you do not have to be a member of the American College of Healthcare Executives to participate in the Summer Enrichment Program. We do recommend that you consider joining the ACHE to participate in their programming and enjoy all of the benefits of membership in their organization. For more info about ACHE, please [click here](#).

### **Can I participate in the FEP Program, if I already participated in a past year?**

Yes. Please note in your application packet that you have previously been a member of the FEP program, with details on when and where you participated.

### **What is the difference between a preceptor and a mentor?**

Preceptors are your supervisors. However, one of the goals of the on-site enrichment experience to provide students with the opportunity to develop mentors that are practicing within the health care profession. FEP will provide tools and materials to help interns progress in their relationships with their preceptors so that FEP preceptors become FEP mentors.

Many students also take advantage of the opportunity to develop mentoring relationships with other leaders throughout the organization who may also become long-term mentors.

### **How do I identify other mentors within an organization?**

Some organizations have formal mentorship programs, and others do not. Even for those organizations that do assign a formal mentor, interns may find that there are other leaders in the organization to develop formal relationships as well. Many of these informal leaders/mentors are identified at organizations meetings or through project work. Introduce yourself to your potential mentor. Explain that you are an intern and ask if it is okay to schedule a meeting sometime in the next 1-2 weeks to learn more about their area of the hospital and to meet members of their team. Depending on your comfort level, you can also ask to attend one of their team meetings. The key is that once you ask for time, you will need to make certain that you follow-up.

### **How does the internship end?**

The week before your internship ends, you will receive a FEP Evaluation form. You will be asked to fill it out, to give feedback about the host site and your experience. Your feedback is helpful for planning the next year's FEP.

You will also likely have an Exit Interview with your preceptor before you leave your host site. Once your internship is resolved, you will receive your Certificate of Completion in the mail. This document is intended to show that you did complete the FEP course for your summer and ended it in favorable standing with your host site.



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You will also be required to take a short feedback survey to share your experiences with the FEP. We will not mail the Certificate of Completion until we receive your survey results.