



CITY AND COUNTY OF SAN FRANCISCO  
LONDON N. BREED  
MAYOR

## SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH

GRANT COLFAX, MD  
DIRECTOR OF HEALTH

OFFICE OF POLICY AND PLANNING

# Summer Student Internship

## Updated December 2021

### OVERVIEW

The Office of Policy and Planning at the San Francisco Department of Public Health (SFDPH) offers non-clinical, unpaid internships for individuals seeking work experience. This internship provides practical learning experience for graduate students interested in public health, public policy and related fields. Internships are designed to expose interns to careers in public service at the county level with support for professional development with supervising Office of Policy and Planning staff.

Internships generally run from June through August. Interns may be part-time or full-time, depending on the student's availability and the needs of the Office of Policy and Planning.

### TYPES OF EXPERIENCES

The Office of Policy and Planning conducts strategic and community planning to guide the work of SFDPH. As an integral part of its role, the Office of Policy and Planning supports and promotes data resources to inform SFDPH's program planning, development, and monitoring. Other key functions include facilitating community engagement for policy development, engaging in citywide planning for improved community health, advancing SFDPH's legislative priorities, and promoting a health perspective in interdepartmental initiatives.

Internship projects may consist of work in one or more of the following areas: assisting with research assignments and special projects; analyzing policy; attending meetings or community events; preparing reports, letters, memos, or resolutions; and assisting staff in the day-to-day operations. Internship projects are determined by taking into consideration student interests, skills, and current project needs within the Office of Policy & Planning.

### WHO IS ELIGIBLE?

To be eligible for an internship, individuals must be currently enrolled in a graduate degree program in an accredited college or university, be in good standing, and maintain a "C" average or above under the system of grading used by the institution. Eligible applicants must either: 1) receive academic credit from their college or university for participation in an OPP internship; or 2) receive financial compensation from a non-DPH source (e.g., a scholarship or award from an academic program or other source). We welcome applications from graduate students in public health, public policy, public administration, political science, or other related fields. Interns must be proficient in the Microsoft Office suite of programs (e.g., Microsoft Word, Excel, Power Point).

## HOW TO APPLY

1. Complete the online application:
  - a. [Student Internship Application Form](#)
2. E-mail the following documentation to [patrick.chang@sfdph.org](mailto:patrick.chang@sfdph.org):
  - a. Supplemental Questionnaire (see pg. 3)
  - b. Proof of academic credit or financial compensation for the internship
  - c. Current Resume
  - d. Academic Transcript: Unofficial copies are acceptable
  - e. Two (2) Letters of Recommendation from a college advisor, professor, or work supervisor (letters can be e-mailed directly from the individual)

Only completed applications will be reviewed. If selected, you will be invited for an interview. In-person interviews are strongly preferred, though other arrangements may be acceptable on a case-by-case basis. We will respond to all applications no later than March 15<sup>th</sup>, 2022.

For questions, please contact: [patrick.chang@sfdph.org](mailto:patrick.chang@sfdph.org)

**DEADLINE: March 1<sup>st</sup>, 2021**  
**LATE APPLICATIONS WILL NOT BE ACCEPTED**

## SUPPLEMENTAL QUESTIONNAIRE

**In no more than 2 pages, respond to the following questions.  
Include your essay with your application submission.**

1. Describe your interest in public health, health policy, and/or public policy.
2. Describe what experiences you would like to gain through an internship with the Office of Policy and Planning, and how they relate to your academic and career goals.
3. Describe a public health policy or program that you are particularly interested in, and how you think it impacts the residents of San Francisco.