



**ORGANIZATION REGISTRATION FORM**  
**~ Department of Health Services ~**  
**Summer Field Studies Program**  
**in Health Policy and Management**

For your convenience, you may also download this form on-line at  
<http://www.ph.ucla.edu/hs/fieldstudies/preceptorinfo.htm>  
and return it by e-mail or fax.

1. Name of Organization: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
Director or Administrator: \_\_\_\_\_  
E-Mail: \_\_\_\_\_
2. Person who will be student's direct preceptor: \_\_\_\_\_  
(Please notify the program immediately if changes are expected in direct supervision)  
Title: \_\_\_\_\_  
Academic Degrees: \_\_\_\_\_  
Phone: (\_\_\_\_\_) \_\_\_\_\_ Ext: \_\_\_\_\_  
Areas of Professional Expertise: \_\_\_\_\_  
\_\_\_\_\_
3. Please describe the position that you are offering. What are the specific projects and activities that you expect the student to complete during the 10-week internship? Attach additional material, if necessary.
4. What previous academic and work related experience or skills are you seeking? PLEASE ATTACH A JOB DESCRIPTION, IF AVAILABLE.

5. What is the salary or stipend? \$ \_\_\_\_\_/Hr    /Wk    /Mo
6. Please circle other items your organization provides to help defray additional cost:  
 Travel/mileage    Meals    Business expenses    Housing    Other
7. Please circle the organizational support that will be provided to the student to complete their tasks:  
 Desk/Office    Clerical    Telephone    Computer    Other: \_\_\_\_\_
8. How many students can your organization support during the summer? \_\_\_\_\_
9. What is your deadline for students to apply? \_\_\_\_\_
10. How would you like students to apply for your position? (Please indicate):  
 \_\_\_\_\_ Send resumes directly to hiring organization, attn: \_\_\_\_\_  
 \_\_\_\_\_ Students provide resumes to Field Studies Office to deliver to hiring organization.  
 \_\_\_\_\_ Alternative Method \_\_\_\_\_
11. The summer internship represents a unique opportunity for students to develop their professional competencies. The student will bring their experience, energy, and commitment to the organization. In return, we expect the organization to help cultivate some of the essential skills needed by health professionals. Given the internship opportunity that you have described above, which of the following competencies will students have an opportunity to develop during the internship? Please rank them on a 1-5 scale (5=significant opportunities for professional development).
- \_\_\_\_\_ Financial management
  - \_\_\_\_\_ Writing, developing, evaluating organizational policies and procedures
  - \_\_\_\_\_ Marketing: product development, competitor analysis
  - \_\_\_\_\_ Planning: strategic, business or programmatic
  - \_\_\_\_\_ Managed Care
  - \_\_\_\_\_ Project Management
  - \_\_\_\_\_ Report preparation: financial, operational, planning
  - \_\_\_\_\_ Research skills: designing or administering surveys or questionnaires; interviewing; needs assessments; data collection; data analysis
  - \_\_\_\_\_ Evaluation: programmatic or operational
  - \_\_\_\_\_ Collaboration and work with the Community
  - \_\_\_\_\_ Information Technology/Internet/EMR
  - \_\_\_\_\_ Organizational and Performance Management
  - \_\_\_\_\_ Quality Assessment/Clinical Pathways or Guidelines/Outcomes Measurement
  - \_\_\_\_\_ Policy analysis: drafting legislation, prepare position papers, research
  - \_\_\_\_\_ Computer skills
  - \_\_\_\_\_ Interpersonal: committee work, team leadership and participation
  - \_\_\_\_\_ Communication Skills: Oral and written including presentations
  - \_\_\_\_\_ General Management
  - \_\_\_\_\_ Human Resources
  - \_\_\_\_\_ Proposal and grant writing
  - \_\_\_\_\_ Conference, seminar, workshop planning
  - \_\_\_\_\_ Innovative thinking and change management
  - \_\_\_\_\_ Other \_\_\_\_\_

12. The UCLA Department of Health Services requires a ten-week 40-hour/week position to complete summer internship. Beyond this minimum commitment, many UCLA students are seeking part-time employment either before or after their summer internship. Graduates of the program may be interested in securing full-time employment with your organization. Which of these opportunities are available within your organization? (Please check all that apply.)

- \_\_\_\_\_ 10-week full time internship
- \_\_\_\_\_ Part-time employment before summer placement
- \_\_\_\_\_ Part-time employment after summer placement
- \_\_\_\_\_ Hiring UCLA student for full-time position upon graduation
- \_\_\_\_\_ Other (describe) \_\_\_\_\_

13. Thank you for your interest in the UCLA Health Services Summer Field Studies Program. To request a Summer Intern, please send or FAX the following information:

- Completed organization registration form
- Job description for the student position
- Resume of expected preceptor
- Business card
- Organizational and promotional materials
- Mission statement/organizational chart
- Additional materials at your discretion.

**Students accept offers on a first come first serve basis. In order to maximize your chances of obtaining a student with the best match for your organization, please send all materials BY APRIL 15 Via E-Mail, Fax Or Regular Post To:**

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