

2023 GRADUATE INTERNSHIP APPLICATION



GREATER NEW YORK HOSPITAL ASSOCIATION

SUMMER ENRICHMENT PROGRAM

Promoting Racial and Ethnic Diversity in Health Care Management

2023 GRADUATE FACT SHEET

ABOUT THE PROGRAM

The Summer Enrichment Program (SEP) is an internship designed to promote racial and ethnic diversity in health care management, and is supported by the Greater New York Hospital Association (GNYHA) and its members. The program is an eight-week internship during which interns are assigned to senior management staff at GNYHA member facilities to gain firsthand experience with the operations and management issues health care organizations face.

The 2023 program will be limited to a small cohort of highly qualified students. Selected 2023 SEP interns will engage in a hybrid (in-person and virtual) program that runs from Tuesday, June 20 to Thursday, August 10. Interns will be expected to work on-site at their host institution at least three days a week for the duration of the internship, with the schedule subject to change as needed. GNYHA will also provide educational and professional development programming throughout the session.

PURPOSE

The program seeks to promote racial and ethnic diversity in health care management. Students from underrepresented racial and ethnic groups are strongly encouraged to apply.

ELIGIBILITY

Applicants applying for this program must meet the following criteria:

- Must be enrolled in a graduate program in Fall 2023 and provide proof of enrollment
- Must have a strong academic record of 3.0 or better on a 4.0 scale
- Must show a sincere interest in and commitment to a career in health care management
- Must demonstrate excellence in extracurricular and community service activities
- Must be legally authorized to work in the United States

Only first-time participants will be considered for the program. *To comply with New York State regulations, SEP interns must provide proof of COVID-19 vaccination.*

THE PROCESS

Phase 1: Completed applications are reviewed and candidates are selected for an interview with GNYHA.

Phase 2: Students who successfully complete the GNYHA interview are selected for a second round of interviews with our participating member institutions. Interviews with member institutions are based on the interest of the student and institutional project availability.

Phase 3: Only students accepted by both GNYHA and the member institution are formally admitted into SEP.

Placement depends on which institutions participate in the program. Our members are located in New York City and the greater metropolitan area. GNYHA will also make an effort to choose a location that is convenient by car or public transit for the student.

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Accepted students will attend an orientation from GNYHA at the start of the program. In addition to the program orientation, each student will individually work with their host institution to process the appropriate documents for their summer employment.

WHAT TO EXPECT

The project: Each intern's experience will be unique, but all interns will work on a project their host institution assigns to them for the duration of the summer. Interns will present their projects to GNYHA and hospital staff at the end of the summer.

Mentorship and networking: Each intern will receive mentorship throughout the program by their preceptor and GNYHA. Interns will also have the opportunity to meet with various leaders in the health care industry through educational sessions provided by GNYHA.

Paid internship: The internship is paid. The hourly wage, which will be at least minimum wage, is determined by the student's host institution.

Lodging: Interns are responsible for finding their own housing for the duration of the summer internship. GNYHA **does not** provide housing for interns.

COMMITMENT

Students must be available Monday through Friday, from 9:00 a.m. to 5:00 p.m.

DATE*	EVENT
May 12, 2023	Application deadline; applications must be submitted by this date
May 22–26, 2023	Interviews at GNYHA and internship site
May 2023	Matching process complete (internships assigned)
June 20, 2023	Program begins/half-day orientation with GNYHA
June–July 2023	Hybrid program including educational and professional development sessions
August 10, 2023	Program ends; final presentations; closing ceremony

* All dates are subject to modification.



*SEP seeks to promote racial and ethnic diversity in health care management.
Students from underrepresented racial and ethnic groups are strongly encouraged to apply.*

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INSTRUCTIONS

Please complete this application by typing or printing legibly. If you need more space, please use additional sheets and identify each answer using the corresponding letters on the application. A resume or curriculum vitae is not an acceptable alternative to a complete application. Refer to the checklist at the end of the application to ensure that it is complete.

The program seeks to promote diversity and inclusion in health care management. Students from underrepresented racial and ethnic groups are strongly encouraged to apply.

Please submit completed applications and all required documentation to sep@gnyha.org.

Please use the following format for your subject line: “[Last name], [First Name] SEP 2023”

Application deadline: May 12, 2023

SEP Application Coordinator:

Ciara Taylor
Senior Project Associate, Health Equity and Diversity
Summer Enrichment Program
Greater New York Hospital Association
555 West 57th Street, 15th Floor, New York, NY 10019

A. PERSONAL INFORMATION

Name: _____
Last Name First Name Middle Name

Ethnicity (optional):

Do you identify as Hispanic or Latino/a?

___ Yes ___ No

Race (optional):

Which category best describes your race?

___ American Indian or Alaska Native

___ White

___ Asian

___ Other (please provide additional information):

___ Black or African American

___ Native Hawaiian or Other Pacific Islander

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Present Address:

Street Address

Apt

City

State

Zip Code

Permanent/Mailing Address:

Street Address

Apt

City

State

Zip Code

Contact Information:

Home Phone

Mobile Phone

E-mail Address

B. ACADEMIC INFORMATION

In addition to completing the information below, you will be required to submit proof of enrollment in your graduate school program for Fall 2023 (an official letter from the school indicating enrollment status), as well as all official transcripts from all schools attended.

I am classified as a (please check one):

____ Full-Time Graduate Student

____ Part-Time Graduate Student (Number of Hours: _____)

Undergraduate Information:

Name of Academic Institution

City

State

Zip Code

Major

Grade Point Average (cumulative)

Date of Graduation

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Dates of Attendance:

_____ — _____
From To

Graduate Information:

Classification for Fall 2023 (please check one):

_____ First Year
_____ Second Year

Name of Academic Institution

_____ — _____ — _____
City State Zip Code

Major

Grade Point Average (cumulative)

Date of Graduation

Dates of Attendance:

_____ — _____
From To

Term Dates:

Classes end for Spring 2023

Classes begin for Fall 2023

C. TRANSPORTATION AND HOUSING REQUIREMENTS

Applicants to this program will be placed in New York City or in the surrounding area. Interns are responsible for obtaining housing in New York City or in the surrounding area.

Some of the placements within the program are outside New York City—for example, Long Island. In the event that you are placed in one of these sites, would you have access to a car?

_____ Yes
_____ No

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D. PERSONAL STATEMENT

On a separate sheet of paper, please prepare a personal statement, *maximum of 500 words*, stating the following:

- Interest in health care management
- Experience to date, including work and service history
- Career goals
- Three major objectives for your internship

E. RESUME

Please provide your resume as a separate component.

F. TRANSCRIPTS

Official transcripts from **all** colleges and universities are required. Transcripts may be sent by mail or electronically to sep@gnyha.org, but must come directly from the school. Forwarded transcripts will not be accepted.

E. RECOMMENDATIONS

Choose at least three (3) people as references who are knowledgeable about your abilities and performance. Select at least one faculty member, one supervisor, and one volunteer community service supervisor. Recommendations are not limited to these individuals. Personal recommendations from family members or friends will not be accepted.

Print your name on the reference form included in this application packet and send one to each of your references. The reference forms may be copied. To ensure prompt processing of your application, please follow up with your references to be certain they return the completed forms to you, or submitted directly to GNYHA, before the application deadline.

Only complete applications will be reviewed. There are no exceptions.

I certify that the information given herein is true and complete to the best of my knowledge. I authorize verification of all information in this application as it relates to the selection process.

Signature

Date

How did you hear about the Summer Enrichment Program?

Friend

Faculty

Parent

GNYHA Website

SEP Alumni

School Fair

Other (Please list): _____

2023 GRADUATE APPLICATION CHECKLIST

APPLICATION CHECKLIST

Use the following list to be sure that you have all the documents needed to be considered for participation in SEP:

- ___ Original application and all other required documents. (*Only properly completed applications will be considered.*)

- ___ Proof of enrollment or acceptance into a graduate school program (letter from your college or university indicating enrollment status).

- ___ Complete official transcripts from all colleges and universities attended. Official transcripts are sealed by the school or electronically submitted from the school.

- ___ Personal statement, *maximum of 500 words*, stating:
 - Interest in health care management
 - Experience to date, including work and service history
 - Career goals
 - Three major objectives for your internship

- ___ Three (3) completed **recommendation forms** submitted by a faculty member, employer, volunteer service supervisor, or an equivalent source. References may submit recommendations directly to GNYHA, but they must be submitted by the application deadline.

- ___ Complete resume, including volunteer and community service experience.

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Application deadline: May 12, 2023

SEP Program Contact:

Emilie Shore
Assistant Director, Health Equity Policy and Services
Summer Enrichment Program
Greater New York Hospital Association
555 West 57th Street, 15th Floor, New York, NY 10019