

Association of Schools of Public Health Center for Graduate Practice

Guide to ASPH/CDC Graduate Training Programs

ASPH/CDC/ATSDR Internship Program

ASPH/CDC Public Health Fellowship Program

ASPH/CDC/PRC Minority Fellowship Program



ASPH
ASSOCIATION OF
SCHOOLS OF
PUBLIC HEALTH

ASPH

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Dear ASPH Student Liaison,

This is the ASPH Center for Graduate Practice's *Guide to Graduate Training Programs*. This guide is intended to assist you and your students in understanding the different graduate training programs offered through the ASPH/CDC cooperative agreement.

Please use this document as a resource to provide information to your students regarding the ASPH/CDC Internship and Fellowship Programs.

We hope you will find this guide helpful in answering most of your questions. Should you need additional information, please call the ASPH Center for Graduate Practice at (770) 455-6898.

Thank you for your continued support in promoting the ASPH Graduate Training Programs.

Sincerely,

ASPH
Center for Graduate Practice

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Association of Schools of Public Health Center for Graduate Practice

Graduate Training Programs

What is ASPH and the ASPH Center for Graduate Practice?

The **Association of Schools of Public Health (ASPH)** is the only national organization which represents the deans, faculty, and students of the accredited and pre-accredited (by the Council on Education in Public Health [CEPH]) graduate schools of Public Health in the US and Puerto Rico. These schools are the primary educational system that trains personnel needed to operate the nation's public health, disease prevention, and health promotion programs. Since ASPH was incorporated in 1959, its principal purpose has been to promote and improve the education and training of professional public health personnel, and to give a national voice to academic public health.

The **ASPH Center for Graduate Practice (ASPH CGP)**, located in Atlanta, Georgia, was established to provide a unique practice experience specifically for students and alumni of ASPH member schools. Through our Graduate Training Programs, the ASPH CGP is proud to provide students and graduates from ASPH member schools with an opportunity to gain "hands-on" public health experience at the Centers for Disease Control and Prevention, Agency for Toxic Substances and Disease Registry, and the Prevention Research Centers.

History of the ASPH/CDC Training Programs

The ASPH Public Health Graduate Training Programs (Fellowships and Internships) are a collaborative initiative between the Association of Schools of Public Health (ASPH), the Centers for Disease Control and Prevention (CDC), and the Agency for Toxic Substances and Disease Registry (ATSDR). The ASPH/CDC/ATSDR Internship Program began in 1983; the ASPH/CDC Fellowship Program began in 1995; and the ASPH/CDC/PRC Minority Fellowship Program began in 2002. These programs were designed to provide leadership training in public health practice.

ASPH Graduate Training Program participants have the opportunity to interact with leading technical experts in the field of public health, and upon completion of the program, will have received:

- multidisciplinary training at the national level in a specialty area
- firsthand knowledge of our nation's public health system
- an understanding of the policy issues effecting the public health infrastructure
- and will have personally contributed to an initiative of national importance related to the mission of the CDC or prevention research

The ASPH Public Health Graduate Training Programs are administered by the Association of Schools of Public Health through a cooperative agreement with the CDC/ATSDR.

Contact Information

For more information regarding the ASPH Public Health Graduate Training Programs, contact Michelle Frisch at (770) 455-6898 or michellef@asph-cgp.org.

Association of Schools of Public Health
Center for Graduate Practice
2872 Woodcock Blvd.
Suite 211/Duke Building
Atlanta, GA 30341
Phone: 770-455-6898 Fax: 770-455-7197
www.asph.org

ASPH/CDC/ATSDR Internship Program

The ASPH/CDC/ATSDR Internship Program was established in 1983 to provide an opportunity for students of public health to gain exposure to state-of-the-art public health information while furthering their knowledge and skills. Students selected for the program work with leading experts in all areas of public health as they apply their education to real life scenarios.

ASPH/CDC/ATSDR Interns...

- Gain “hands-on” public health experience
- Acquire skills and knowledge for career enhancement
- Network with other public health professionals
- Participate in a professional development seminar series
- Attend social events to meet other interns
- Receive a stipend of \$5,000.00 for the twelve-week period

When and Where

- Each internship is a twelve-week, 40 hour-week assignment.
- Offered during the spring/summer (May-August) or fall/winter (September-February).
- Exact start dates are determined by the selected intern and technical advisor at CDC/ATSDR.
- Most interns are based at CDC’s and ATSDR’s headquarters in Atlanta, Georgia. Some interns may be based in Hyattsville, Maryland; Cincinnati, Ohio; Morgantown, West Virginia; Fort Collins, Colorado; or Anchorage, Alaska.

Eligibility Criteria

- Full- or part-time students enrolled in a master’s or doctoral level degree program in an ASPH member school of public health at the time of application.
- Applicants must be U.S. citizens or hold a visa permitting permanent residence (green card) in the U.S.

Applying for an ASPH/CDC/ATSDR Internship

- Download an application form at www.asph.org.
- Complete the application form and application components including resume, transcript, essay, and letters of recommendation.
- Submit the application packet consisting of the application form and components named above to the ASPH Center for Graduate Practice, 2872 Woodcock Blvd, Suite 211/Duke Building, Atlanta, GA 30341, by the application deadline.
- You **must** submit a separate application packet for each position to which you are applying.

Evaluation Criteria

Applications will be evaluated based on the following criteria:

- | | |
|---------------------------|-----------|
| • Quality of Essay | 40 Points |
| • Strength of Credentials | 25 Points |
| • Previous Experience | 25 Points |
| • Recommendations | 10 Points |

Deadlines

- | | |
|--|--|
| • Spring/Summer Internships | • Fall/Winter Internships |
| • Announcement- October | • Announcement- March |
| • Applications Due- January | • Applications Due- May |
| • Notification of Selected Interns- March | • Notification of Selected Interns- July |
| • Please check our website at the time of application for the exact dates. <i>Some dates subject to change slightly.</i> | |

ASPH/CDC Public Health Fellowship Program

The ASPH Public Health Fellowship Program was established in 1995 to provide leadership and professional opportunities at the Centers for Disease Control and Prevention and the Agency for Toxic Substances and Disease Registry (CDC/ATSDR) for graduate degree candidates and recent graduates of ASPH member schools of public health. The types of fellowships vary according to specific areas of research or training within CDC's Centers/Institutes/Offices (CIOs).

ASPH/CDC Fellows...

- Contribute to a project of public health importance
- Carry out scientific work
- Access state-of-the-art technology and databases
- Acquire skills and knowledge for career enhancement
- Work with leading experts in the field of public health
- Receive an annual stipend based upon relevant years of experience. The stipend ranges from \$33,805- \$36,134. In addition, an allowance of \$3,000 is provided for health insurance benefits, travel, tuition, etc.

When and Where

- Fellowship opportunities are for one to two years, usually beginning in September.
- Exact start dates are determined by the selected fellow and CDC/ATSDR mentor.
- Most fellows are based at CDC's headquarters in Atlanta, Georgia. Some fellows may be based in Hyattsville, Maryland; Cincinnati, Ohio; Morgantown, West Virginia; Fort Collins, Colorado; or Anchorage, Alaska.

Eligibility Criteria

- Graduate degree candidates and recent graduates with MPH graduate degrees from ASPH member schools of public health.
- Applicants must have their degree prior to the start of the fellowship.
- Applicants must be U.S. citizens or hold a visa permitting permanent residence (green card) in the U.S.

Applying for an ASPH/CDC Fellowship

- Download an application form at www.asph.org.
- Complete the application form and application components including resume, transcript, essay, and letters of recommendation.
- Submit the application packet consisting of the application form and components named above to the ASPH Center for Graduate Practice, 2872 Woodcock Blvd, Suite 211/Duke Building, Atlanta, GA 30341, by the application deadline.
- You **must** submit a separate application packet for each position to which you are applying.

Evaluation Criteria

Applications will be evaluated based on the following criteria:

- Quality of Essay 40 Points
- Strength of Credentials 25 Points
- Previous Experience 25 Points
- Recommendations 10 Points

Deadlines

- Round I Fellowships
 - Announcement- September
 - Applications Due- November
 - Notification of Selected Fellows- January
- Round II Fellowships
 - Announcement- February
 - Applications Due- April
 - Notification of Selected Fellows- June
- Please check our website at the time of application for the exact dates. *Some dates subject to change slightly.*

ASPH/CDC/PRC Minority Fellowship Program

The ASPH/CDC/PRC Minority Fellowship Program was established in 2002 to enhance the preparation of future public health professionals from ethnic and racial minorities by providing unique training opportunities in prevention research. The support offered through this program will provide fellows an opportunity to gain practical, first-hand experience in prevention research.

ASPH/CDC/PRC Fellows...

- Contribute to the field of prevention research
- Carry out scientific work
- Access state-of-the-art technology and databases
- Acquire skills and knowledge for career enhancement
- Work with leading experts in the field of public health prevention research
- Receive an annual stipend of \$22,500. In addition, an allowance of \$2,500 will be reimbursed for health insurance benefits, travel, tuition, etc.

When and Where

- Fellowship opportunities are for two years, usually beginning in September.
- Exact start dates are determined by the selected fellow and PRC mentor.
- Fellowship opportunities will be located within the CDC-funded Prevention Research Centers. Please see www.cdc.gov/prc for a list of the CDC-funded PRCs.

Eligibility Criteria

- Under-represented minority* students currently enrolled in doctoral level, research-based (e.g. PhD, DrPH, EdD, ScD) training programs at accredited schools of public health or universities with CDC-funded Prevention Research Centers are eligible to apply for this program.
- Applicants must be granted admission to candidacy (completed coursework and passed qualifying exams) prior to start of program.
- Applicants must be U.S. citizens or hold a visa permitting permanent residence (green card) in the U.S.
- Proposed projects must be related to PRC activities and endorsed by PRC Directors.

* Under-represented minority includes African American/Black American, Hispanic/Latino, American Indian/Alaska Native, and Asian/Pacific Islander students.

Applying for an ASPH/CDC/PRC Fellowship

- Download an application form at www.asph.org.
- Complete the application form and application components including resume, transcript, project proposal, personal statement, and letters from the PRC Director and your Faculty Mentor.
- Submit the application packet consisting of the application form and components named above to the ASPH Center for Graduate Practice, 2872 Woodcock Blvd, Suite 211/Duke Building, Atlanta, GA 30341, by the application deadline.

Evaluation Criteria

Applications will be evaluated based on the following criteria:

- Project Proposal 50 Points
- Personal Statement 30 Points
- CV/Transcript 20 Points

Deadlines

- Announcement- October
- Applications Due- January
- Notification of Selected Fellows- March
- Please check our website at the time of application for the exact dates. *Some dates subject to change slightly.*

Frequently Asked Questions

What is the difference between Round I and Round II fellowship positions?

The difference between Round I and Round II is simply the timing of the announcement. Round I fellowship positions are announced in September, applications are due in November, and selected fellows are notified in January. Round II positions are announced in February, applications are due in April, and selected fellows are notified in June. Both Round I and Round II fellows comprise a “Class” and will start the program the following summer or fall.

Can I apply for both Round I and Round II fellowship positions?

Yes. If you have not accepted a position from the Round I announcement, you may apply for fellowships in Round II.

How many positions can I apply for?

You may apply for the following number of positions per cycle or round for each program as listed below.

- ASPH/CDC/ATSDR Internship Program 3 positions/cycle
- ASPH/CDC Public Health Fellowship Program 2 positions/round
- ASPH/CDC/PRC Minority Fellowship Program 1 position/cycle

Can I apply late?

No. Late applications will not be accepted. Applications must be **RECEIVED** by the deadline printed on the program announcement and application form.

Who should write the letters of recommendation?

Letters of recommendation should be written by faculty members and/or public health professionals that are familiar with the applicants interests and work.

Does my transcript have to be official?

ASPH does not require an “official” transcript. ASPH will accept a transcript in a sealed envelope or a transcript issued directly to the applicant from the Registrar’s Office.

Can letters of recommendation and transcripts be sent separate from the application packet?

Yes. ASPH will accept letters of recommendation and transcripts sent directly from the reference and registrar if they are received by the printed deadline. If your letters of recommendation will be sent separately, please be sure they are labeled with your name and the position(s) to which you are applying.

How are applications evaluated for the ASPH/CDC/ATSDR Internship Program and ASPH/CDC Public Health Fellowship Program?

- All applications to the internship and fellowship programs undergo a two-phase review process.
- In the first stage, applications are reviewed by two faculty members from schools of public health (other than the applicant’s institution) on the following criteria:
 - quality of essay
 - strength of academic credentials
 - previous professional experience
 - letters of recommendation
- Applications approved by the faculty review are forwarded to CDC for the second review phase.
- At CDC, technical advisors/mentors review the applications and faculty review comments to assess which of the candidates applying for the individual projects are most suited for the internships and fellowships.

How are applications evaluated for the ASPH/CDC/PRC Minority Fellowship Program?

- Applications are reviewed by three faculty members from schools of public health (other than the applicant's institution) on the following criteria:
 - Project Proposal
 - Personal Statement
 - CV/Transcript
- Applicants are selected based on the results of the faculty review.

How competitive are the internship and fellowship positions?

ASPH internship and fellowship positions are fairly competitive. However, the amount of competition varies from year to year, depending on the types and numbers of internship and fellowship opportunities available. In 2001, 19% of fellowship applicants were selected to participate in the 35 fellowship opportunities and 16% of internship applicants were selected to participate in the 53 internship opportunities.

How and when will I be notified if I am selected? Will I be notified if I am not selected?

Selected applicants will be immediately notified of their status via email. All other applicants will also be notified via email. Notification for internship and fellowship positions will be sent on the following schedule:

- Round I Fellowships- January
- Round II Fellowships- June
- Spring/Summer Internships- March
- Fall/Winter Internships- July
- PRC Minority Fellowships- February

**Some dates subject to change.*

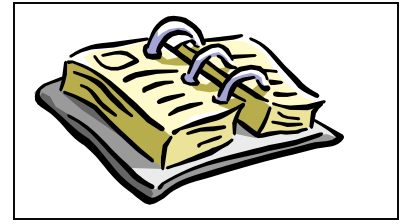
How do I find housing at my internship or fellowship site?

ASPH provides incoming fellows and interns with a list of house hunting resources and housing websites. Most interns and fellows search the classifieds of their internship/fellowship location or use apartment finding services to find rooms/apartments for lease.

Can I hold simultaneous training grants?

It depends on the type of training grant. Please contact ASPH at 770-455-6898 with specific questions.

ASPH Center for Graduate Practice Program Calendar



September

- Round I Fellowship Announcement
- Fall Winter Internships Begin (September through February)

October

- Spring/Summer Internship Announcement
- PRC Minority Fellowship Program Announcement

November

- Round I Fellowship Applications Due

December—*Happy Holidays!*

January

- Notification of Selected Round I Fellows
- Spring/Summer Internship Applications Due
- PRC Minority Fellowship Program Applications Due

February

- Round II Fellowship Announcement

March

- Fall/Winter Internship Announcement
- Notification of Selected Spring/Summer Interns
- Notification of Selected PRC Minority Fellows

April

- Round II Fellowship Applications Due

May

- Spring/Summer Internships Begin (May through June)
- Fall/Winter Internship Applications Due

June

- Notification of Selected Round II Fellows

July

- Notification of Selected Fall/Winter Interns

August

- ASPH Fellow Orientation

ASPH Member Schools of Public Health

Boston University
Columbia University
Emory University
George Washington University
Harvard University
Johns Hopkins University
Loma Linda University
Ohio State University
Saint Louis University
San Diego State University
Texas A&M University
Tulane University
University of Alabama - Birmingham
University at Albany, SUNY
University of California at Berkeley
University of California at Los Angeles
University of Illinois at Chicago
University of Iowa
University of Massachusetts
University of Medicine and Dentistry of New Jersey
University of Michigan
University of Minnesota
University of North Carolina
University of North Texas
University of Oklahoma
University of Pittsburgh
University of Puerto Rico
University of South Carolina
University of South Florida
University of Texas
University of Washington
Yale University