

Process for Applying for an Internship at the Forsyth County Department of Public Health

1. In order to be considered for an internship at the Forsyth County Department of Public Health, your educational institution must enter into a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the health department. Please consult with your faculty advisor or educational institution about obtaining a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) with the FCDPH.
 - a. The MOA/MOU must include [Attachment A](#) (from Forsyth County)
 - b. Helpful tip - the educational institution may consider making the agreement broad to encompass several schools (Health Education, Public Health, Nutrition, Environmental Health) within the university.
 - c. Multi-year agreements (no more than 5 years) are acceptable.
2. Mail **three (3) signed originals of the MOA/MOU along with face sheet (with Attachment A) to:**

**Lynne Mitchell MS, RD, LDN
Personal Health Services Administrator
FCDPH
799 North Highland Avenue
Winston-Salem, NC 27101**

Include this [face sheet](#) when submitting MOA/MOU's to FCDPH.

4. The MOA/MOU will be routed through Forsyth County's contract control system. When the agreement is fully executed, a copy of the final agreement will be emailed and mailed back to the contact person listed on the face sheet.
5. Completing this process **IS NOT** a guarantee that an intern will be accepted or placed at the FCDPH. This process simply assures that an agreement is in place before a student seeks an internship with the FCDPH. Once the agreement has been executed,
the student seeking an internship may search listing of [internship opportunities](#).

Educational institutions with an active MOA in place:

None at this time.

Any internship/practicum is a learning experience with no expectation of compensation, is not an offer of temporary or permanent employment, and is conducted without any entitlement to a paid job at the conclusion of the internship.