Title of internship or fellowship

This document outlines the sustainability internship or fellowship program partnership between HOSPITAL NAME and UNIVERSITY NAME.

Description of HOSPITAL NAME: (e.g., locations, mission, delivery model, geography)

Description of UNIVERSITY OR COLLEGE NAME: (e.g., mission, goals)

**Goals**

Strengthen the collaborative relationship between HOSPITAL NAME and UNIVERSITY NAME.

Provide HOSPITAL NAME with student leaders in environmental sustainability, equipped with the best practices around sustainability and leadership or associated background, like food and nutrition, engineering, climate change, facilities management, and more.

Provide UNIVERSITY NAME interns or fellows with the opportunity to apply their education to a large organization in a dynamically changing environment and work with a leading health care entity.

Sponsors

HOSPITAL NAME

* Executive sponsor: NAME – title, department (e.g., administration, engineering, supply chain, community benefit)
* Intern or fellow sponsor: NAME – manager, sustainability programs

UNIVERSITY NAME

* Applicable course and credit(s): NAME – course and number of credits
* Faculty sponsor: NAME – contact information

**Timeline**

**Planning and development period:** X months (MM/DD/YY - MM/DD/YY)

* Develop placements
* Develop statements of work
* Budget planning for organization
* Identify potential internship or fellowship candidates

**Hiring or matching period:** X months (MM/DD/YY - MM/DD/YY)

* Internship or fellowship profiles created and submitted
* Interviews

**Fellowship period**: X months (MM/DD/YY - MM/DD/YY)

* Determine scope and deliverables and deadlines in conjunction with UNIVERSITY NAME course requirements
* Determine frequency of check-ins with sponsor

**Expectations**

**Intern or fellow sponsor**

* Administrative needs for HOSPITAL NAME
  + Onboarding
  + Orientation
  + HR
* Recruit project sponsor host/hosting opportunities
* Approximately quarterly meetings (or more frequent)
* Support interns or fellows and individuals involved in related projects

**Faculty, academic and program sponsors**

* Develop initial candidate pipeline
  + Identify potential fellowship candidates
  + Recruit students to apply
  + Help students through match process
* Ensure project work is able to align with course objectives and deliverables

**Project sponsor/hosts**

* Develop statement of work (“SOW”)/project concept
* Develop and refine SOW with interns or fellows
  + Agree on work plan
  + Deliverables
  + Schedules
  + Meetings
  + Feedback structures
  + Suggested guidelines:
    - One phone conference check in/week (30 minutes)
    - Review and feedback of deliverables
    - Be flexible – opportunities and challenges will emerge

**Fellows**

* 5-10 hour/week commitment (clarify whether this is virtual or in-person)
* Develop and refine SOW with project sponsors/hosts
  + Learning goals
  + Agree on work plan
  + Deliverables
  + Schedules
  + Meetings
  + Feedback structures