

## ASHP Summer Internship Protocol

### I. Definition

The ASHP Summer Internship is a ten-week training program for an undergraduate pharmacy student, with one week conducted at the ASHP Summer Meeting, and the remaining nine weeks being conducted at the ASHP Headquarters in Bethesda, MD.

### II. Purpose and Objectives

- a. To provide an undergraduate pharmacy student with an opportunity to gain association experience in the specific areas of membership development and membership marketing at a national association headquarters.
- b. To provide an understanding of the importance of pharmacy associations to the profession.
- c. To provide an understanding of the value of participation in local, state, and national pharmacy organizations.

### III. Qualification and Selection of the Applicant

- a. The applicant shall be a full-time undergraduate pharmacy student having completed his/her first professional year of pharmacy school.
- b. The applicant must be in good academic standing at the institution at which they are conducting their primary studies.
- c. The applicant shall have demonstrated interest in organizational activities through participation in student organizations or clubs at his/her college or university or other community and/or church organizations.
- d. The applicant shall be recommended by his/her present or former employers/preceptors, and/or his/her college faculty or Dean.
- e. Selection of the applicant shall be the responsibility of the Summer Internship Committee and additional staff members as needed.

#### IV. Internship Schedule and Activities

- A. Throughout the ten week program internship at the ASHP office, the intern shall attend orientation meeting with ASHP staff.
- B. The internship shall consist of 337.5 hours of paid training time extending over a period of 9 working weeks, plus attendance at the ASHP Summer Meeting, with travel (domestic, round-trip, tourist class airfare), hotel and meeting registration reimbursable by ASHP.
- C. Following orientation, the intern will be assigned a project(s) within the office to which the intern is assigned.
- D. The Intern will attend relevant meetings of division staff, and meetings external to the division which preceptor deems to be appropriate.

When feasible, the intern will attend meetings involving outside agencies, organizations, and other groups having a bearing on the membership responsibilities of the ASHP staff. Visits to other pharmacy organizations may be scheduled as time permits.

Emphasis will be given to on-the-job training aspects of the internship. The training schedule and assignments will be patterned to permit the intern to pursue, in-depth, those activities within the division which he/she is most interested.

#### V. Educational Objectives

Upon completing the program, the ASHP summer intern will:

##### General

1. Understand how associations are structured and where ASHP fits in comparison to other associations in general;
2. Understand the need for and purpose of pharmacy organizations and of ASHP in particular;
3. Have general knowledge of the full range of association activities (e.g. publications, government affairs, educational services, meeting planning, and professional activities).