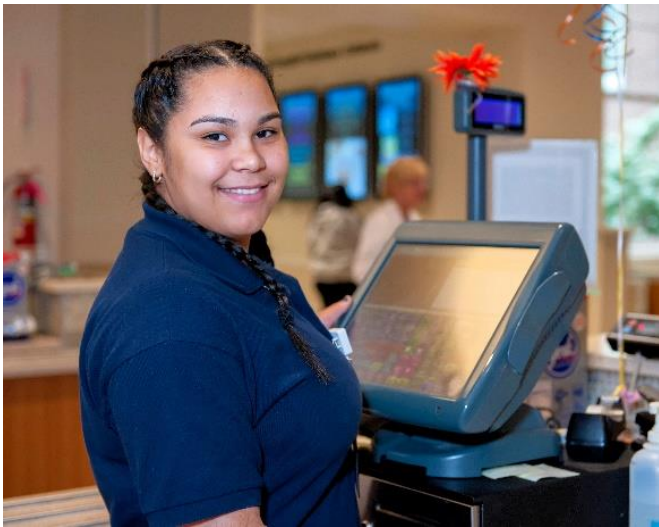


# Pottstown Hospital High School Internship Program



## Program Outline and Frequently Asked Questions

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Pottstown Hospital

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## **ABOUT THE HIGH SCHOOL INTERNSHIP PROGRAM**

The purpose of this program is to provide a supplement to conventional classroom training by introducing students to a broad range of non-clinical, practical experience through the work environment at Pottstown Hospital. Our program's goal is to enhance the students' academic, professional, and personal development. Internships allow students the opportunity to apply their knowledge and skills while gaining invaluable, hands-on experience. Students will earn academic credit while exploring a variety of career avenues within the Hospital. During their participation, students will interact with and have the chance to network with staff, who can become mentors, contacts, and references that can help guide their educational and career paths after the completion of their internship.

The number of internship positions offered is at the availability and discretion of Pottstown Hospital.

## **PROGRAM ELIGIBILITY**

Students who are eligible to apply must meet the following criteria:

- ✓ A student in one of the school districts in Pottstown Hospital's primary service area
- ✓ A high school SENIOR during the 2025-2026 academic year
- ✓ No discipline and/or attendance issues
- ✓ Fully vaccinated against COVID (Must provide proof prior to start date.)
  - Students are able to apply for a medical or religious exemption, but an exemption **is not** guaranteed.
  - Students will also be required to receive a flu vaccine. Additional information will be shared in Fall 2025.
- ✓ Have submitted a complete application package

## **POTENTIAL PLACEMENT OPTIONS**

The Pottstown Hospital team does its best to align department placements with our High School Interns' areas of interest. Placement in department of choice is **NOT** guaranteed. Placement of High School Interns is at the discretion of Pottstown Hospital departments and their capacity to host a student throughout the academic year.



## PROGRAM SCHEDULE

PROGRAM LENGTH	START DATE (IN DEPARTMENT)	END DATE
<b>Full Academic Year</b>	September 15	May 23
<b>Fall Semester</b>	September 15	January 16
<b>Spring Semester</b>	January 26	May 23

*\*Please note: Start and end dates are subject to change at the discretion of Pottstown Hospital.*

A mandatory orientation program for all Interns will take place the week of **September 8, 2025**. Date(s) and time(s) will be announced prior to the students' first day on campus.

Students will be required to confirm a *consistent* schedule of the days and hours they will be on campus. Schedules should fall Mondays-Fridays between the hours of 7:30am-5pm. Weekly schedules should not exceed 10 hours and should not be less than 6 hours.

Workshops are offered approximately once per month and cover a range of topics in personal and professional development. It is strongly suggested that students attend all workshops no matter their schedule. Students, their internship program coordinator, and the Hospital will work together to ensure this is possible.

## TRANSPORTATION

It is the responsibility of the student to have transportation to and from the location of the internship.



## **PROGRAM APPLICATION AND INTERVIEW PROCESS**

Students interested in applying for Pottstown Hospital's High School Internship Program must complete and submit the documents outlined below to be considered. Submission details will be provided when the application opens on January 2<sup>nd</sup>, 2025. **The deadline to submit applications is Friday, February 7<sup>th</sup>, 2025, by 11:59pm.**

Application Documents:

- ✓ Application For Admission Form
- ✓ One-Page Personal Statement – In one page or less, please address the following topics:
  - Why do you want to intern at Pottstown Hospital?
  - How does it fit into your personal goals now and your future education and career goals?
  - What do you hope to learn and/or what skills do you hope to gain or develop during your internship?
- ✓ Resume or List of Academic, Extracurricular (e.g. honor societies, clubs, athletics, etc.), Volunteer, and/or Employment Activities
- ✓ Two (2) Letters of Recommendation
- ✓ Unofficial Transcript

All students who submit a complete application will be eligible for an interview.

Interviews will take place from mid-February through mid-March 2025. Each schools' respective Internship Coordinator will select 2-hour blocks to schedule their students for interviews. Students will be assigned a 20-minute interview spot during the date(s) and time(s) selected by the Internship Coordinator.

All interviews will be conducted virtually. Internship Coordinators will assist with resources needed to participate in the interview, including a working web camera, microphone, and Internet access.

Once all interviews are completed, students will be notified via email whether they are or are not selected for a position with the High School Internship Program.



**RECRUITMENT TIMELINE**

<b>Application Posted</b>	January 2 <sup>nd</sup> , 2025
<b>Deadline to Submit Application</b>	February 7 <sup>th</sup> by 11:59pm
<b>Interviews</b>	February 10 <sup>th</sup> – March 14 <sup>th</sup>
<b>Decision Letters Sent (via email)</b>	Friday, March 21
<b>Student &amp; Parent(s)/Guardian(s) Orientation</b>	Week of April 7
<b>Onboarding Process Begins</b>	Week of April 7
<b>Onboarding Process Completed</b>	Before the start of school

*\*Please note: Dates are subject to change at the discretion of Pottstown Hospital.*

**ACCEPTED STUDENTS – NEXT STEPS**

Students who are offered and accept a position in Pottstown Hospital's High School Internship Program will be required to attend a one (1) hour virtual orientation. A parent and/or guardian is also required to participate in the session. Information regarding the date(s) and time(s) of the virtual orientation will be provided in the notification email. At least two sessions will be held.

Upon completing the Student & Parent(s)/Guardian(s) Orientation, a member of the Hospital's Human Resources Department will reach out to begin the onboarding process. There are multiple steps in the process, and it is imperative that all requirements be completed in a timely manner to prevent any delays. Students will need to complete the following:

**Human Resources**

Electronic Application Documents (via iCIMS)  
Working Papers (if under 18 years old)

**Employee Health**

Immunization Records  
Urine Drug Screen  
Quantiferon Lab Test (Tuberculosis)  
OSHA Respirator Questionnaire



## FREQUENTLY ASKED QUESTIONS

### ELIGIBILITY

- Do I need to be 18 years old to participate?  
No, students do not need to be 18 years old to apply and/or participate in the High School Internship Program.
- What are the requirements to apply?  
Students must be an incoming senior (Class of 2025) at a school district in Pottstown Hospital's primary service area and have no attendance or disciplinary issues. Accepted students must also provide proof that they are fully vaccinated against COVID prior to their start date. "Fully vaccinated" is defined as two weeks after the second dose of a two-dose series, such as the Pfizer or Moderna vaccines, or two weeks after receiving a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine. Students are able to apply for an exemption, but we cannot guarantee that it will be approved and accepted.
- Is the program only open to students who want to become a nurse or physician?  
No! There are many career paths in a hospital setting beyond nurses and physicians. For example, the hospital employs diagnostic imaging professionals (e.g. sonographers, cardiovascular and vascular technologists), laboratory technicians, dietitians and nutritionists, genetic counselors, accountants, human resource professionals, lawyers, IT specialists, and administrators, among others. No matter the field you are interested in, there is likely a place for you within a hospital system. Do not hesitate to apply just because you do not want to be a nurse or physician!



## APPLICATION PROCESS

- How do I apply?

The following documents need to be completed and/or supplied as part of the application process:

1. Application Form – The Application Form can be found on the Pottstown Hospital website. It is also being sent to your school districts' Internship Coordinator(s) and/or Guidance Counselor(s).
2. One-Page Personal Statement – Address the questions outlined on page 2.
3. Resume or List of Activities – As outlined on page 2.
4. Letters of Recommendation – Two (2) letters should be submitted with your application.
5. Unofficial Transcript

Incomplete applications are those that do not include ALL documents as outlined and submitted in the same email. Incomplete applications will not be considered.

- Who can provide a letter of recommendation?

Letters of recommendation could come from teachers, extracurricular club or activity leaders, employers, volunteer coordinators, etc. Anyone who can provide insights into your academic and/or work performance can provide a letter of recommendation.

- What should my personal statement include?

Personal statements should address the questions in the writing prompt: Why do you want to intern at Pottstown Hospital? How does it fit into your personal goals now and your future education and career goals? What do you hope to learn and/or what skills do you hope to gain or develop during your internship?

Personal statements should be limited to one page.

- How do I get a copy of my unofficial transcript?

You can request a copy of your unofficial transcript from your guidance counselor, registrar, or student services office. You may also be able to download a copy directly through your schools' online portal.

- What is the deadline to apply?

The deadline to submit complete applications is **Friday, February 7, 2025 by 11:59pm.**



- Do I need to submit a formal resume?  
No, a formal resume is not required. A list of academic, extracurricular, volunteer, and/or employment activities is acceptable.

## SELECTION PROCESS

- How many students will be accepted?  
We anticipate offering opportunities to up to 8 students. However, the number of internship positions offered is at the availability and discretion of Pottstown Hospital.
- How will my application be reviewed?  
The initial application will be reviewed and scored based on criteria focusing on the students' personal statements, letters of recommendation, resume, and transcript. For the personal statement, reviewers will be looking for clear, concise, grammatically correct writing that addresses and writing prompt. The quality of the letters of recommendation will be considered, as well as the students' involvement in academic, extracurricular, employment, and volunteer activities. Finally, reviewers will be looking for courses on the students' transcript that shows they are preparing for their future educational and career goals.
- Who will be interviewed?  
The Hospital will interview all students who submit a complete application.
- When and how will I be notified if I qualify for an interview?  
All students who submit a complete application will be offered an interview. Interviews will be scheduled by the schools' respective Internship Coordinator.
- When and how will I be notified if I am offered a position in the High School Internship Program?  
All students who are interviewed will be contacted via email by **Friday, March 21, 2025**. Students offered a position will receive additional details regarding next steps in the communication.
- What happens if I am accepted?  
If you are offered a position in the High School Internship Program, you will be notified via email. The next step in the process is to attend a one-hour virtual orientation with you parent(s) or guardian(s). After orientation, you will work with Human Resources and Employee Health to complete the onboarding process. Please refer to page 4 for additional information.





## GENERAL PROGRAM QUESTIONS

- Why should I participate?

The High School Internship Program provides students with a hands-on experience that is not able to be replicated in the classroom. Students will have the opportunity to observe hospital staff interacting with and treating patients, as well as to see how multiple departments, both clinical and non-clinical, work together to provide exceptional care to patients. Students will learn new skills and develop current skills that can be carried with them once the program ends.

Participating in the program can help students confirm their future educational and career goals or identify a new pathway they would like to explore. It also provides an opportunity to network and develop relationships with Hospital staff. Multiple program graduates who were in good standing have returned to Pottstown Hospital for employment both during and after college.

- How long is the internship?

Internship positions are being offered for the full academic year (September-May) or by semester. Fall semester runs September through December, and Spring semester runs February through May.

- What time can shifts be scheduled?

Students are able to create a shift schedule that works best with their school schedule. Shifts must be completed Monday-Friday during regular business hours (7:30am-5pm). Weekend and evening shifts are not permitted. A maximum of 10 hours per week is allowed, and a minimum of 6 hours per week is required.

- Is the internship paid?

At this time, the internship is unpaid. However, any changes to this will be communicated prior to the internship start date.

- What departments could I be placed in?

There are a number of clinical and non-clinical departments that have participated in the High School Internship Program. The Hospital will do its best to place you in a department that aligns with your career interests and goals; however, placement in department of choice is **NOT** guaranteed.

- What will I do in the internship?

The tasks and responsibilities during the internship are determined by the department where a student is placed. Some tasks frequently assigned to interns include greeting patients and guests, answering phones, stocking rooms, supply inventory, data entry, scanning documents, etc. You will also have the opportunity to observe a variety of staff



within your assigned department. Monthly workshops will supplement the program by providing opportunities to meet staff from other departments, as well as to develop soft skills.

- **What is the dress code?**  
The dress code is business casual: Students are provided two (2) Hospital issued polos. Students must provide their own khaki, black, or blue pants and closed-toe shoes. Students are required to follow the program's dress code at all times unless instructed otherwise.
- **Will I be able to get clinical experience?**  
While the High School Internship Program does provide a hands-on experience, students are prohibited from providing any direct patient care. Direct patient care includes taking vitals, drawing blood, performing diagnostics, administering medication, bathing patients, transferring patients from a bed to wheelchair and vice versa, etc. Clinical experiences would include observing a range of medical staff interacting with and treating patients.
- **Can I be placed in more than one department?**  
We do not currently offer rotations through multiple departments as part of the program. However, this does not mean that we are unable to arrange time to observe in other areas where students have interest. Communicate any desire to shadow in an additional department or role with the Hospital's Student Engagement Coordinator. Permitting student observations is at the discretion of the requested department and is not guaranteed.
- **Will my class schedule be affected?**  
Prior to submitting application, students should speak with their Internship Coordinator, School Counselor, and/or other school staff who coordinates course schedules to confirm ability to participate. This includes ensuring participation will not affect any courses or credit hours required for graduation. They may also assist with determining whether to apply for a full year or semester program, as well as potential days and times that work best with academic schedules.
- **Will I receive credit hours towards graduation for participating?**  
The opportunity to receive school credits is at the discretion of your school. Speak with the Internship Coordinator and/or School Counselor to determine if participation provides credit hours and how many.