



**NEW YORK CITY DEPARTMENT OF  
HEALTH AND MENTAL HYGIENE**  
Thomas Farley, MD, MPH  
*Commissioner*

**H RTP: A Public Health Internship Program**

New York City Department of Health and  
Mental Hygiene (NYC DOHMH)  
42-09 28th Street, 7th Floor, CN 65  
Long Island City, NY 11101-4132

E-Mail: [hntp@health.nyc.gov](mailto:hntp@health.nyc.gov)

*Training future generations of public  
health professionals*

To: Our University Career Services Partners  
Practicum Coordinators

From: Janice Blake, Director

Re: H RTP internship opportunities for spring 2014

Date: October 11, 2013

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***H RTP: A Public Health Internship Program*** of the New York City Department of Health and Mental Hygiene (DOHMH) is pleased to inform you that the application period for our spring 2013 internship program will open on October 15<sup>th</sup> and close on November 17<sup>th</sup>, 2013. Please note, to submit an application, students will have to create a user ID/ log on [NYC Med](#). For more information about the program, for instructions on how to apply or to complete an application, please visit our [website](#). Applications and supplemental documents for the spring 2014 session are due on **November 17, 2013**. Late applications will not be considered.

For full consideration, H RTP should receive the following postmarked on or before the deadline:

1. An [electronic application](#)
2. A current resume
3. A personal statement/ essay
4. An official transcript from your current institution
5. One letter of recommendation **and** the recommendation form

Open to undergraduate, graduate and professional school students of public health, health education, laboratory sciences, medicine, social work, environmental engineering, public administration, accounting, mathematics, computer science, law, nursing and the social sciences, H RTP offers dynamic internships in public health research, community health outreach and education, fieldwork, laboratory work and public health administration.

Established in 1960 to recruit and train future generations of public health professionals, H RTP provides exceptional undergraduate and graduate students hands-on experiences in public health within the various divisions and programs of the NYC DOHMH. H RTP interns work on projects with experienced public health professionals, many of whom are recognized experts and leaders in their areas of public health.

In addition to internships, H RTP offers several unique benefits for its students, including advocacy, supplemental curricula, assistance with completion of academic and practicum requirements for various degree programs, work evaluation and file retention so that successful internships may be listed on résumés and used as a reference.

In some cases, financial support is available for H RTP students working on DOHMH projects. Some projects may provide a stipend. In other cases, some students in the *Federal College Work-Study Program* may be able to *apply their award to the work done here at the agency* – we ask that you verify this with your university or contact us for additional information. Students who are unable to obtain funding may participate in the program as a volunteer.

We would appreciate your assistance in publicizing the opportunities and benefits of a public health internship through H RTP. For additional information about the program or for applications please visit the H RTP website:

<http://www.nyc.gov/html/doh/html/career/hrtp.shtml>. I have also attached an electronic copy of our brochure and a one-page flyer which further describes the program and provides a sample of past projects. Please feel free to share these with your students.

We look forward to hosting your students in the coming session of H RTP.

Please feel free to contact me with your questions or for further discussions about the program.

Sincerely,

Janice Blake, MPH, CHES  
Director, H RTP: A Public Health Internship Program  
New York City Department of Health and Mental Hygiene  
42-09 28th Street, 7th Floor, CN 65  
Long Island City, Queens, NY 11101-4132

Email: [jblake2@health.nyc.gov](mailto:jblake2@health.nyc.gov) or [hrtp@health.nyc.gov](mailto:hrtp@health.nyc.gov)