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Welcome to Whitetulip Health Foundation! We are pleased that you will join our team and contribute to our work.

We are inspired by the countless healthcare professionals who go beyond the call of duty to improve the health and well-being of societies around the world.

Whitetulip Health Foundation aims to nurture this ethos of giving and service in our medical communities at home and abroad.

WHF’s activities comprise four main areas:
- **Collaboration through Networking and Knowledge Sharing**
- **Appreciation and Recognition**
- **Relief Efforts for Those in Need of Medical Assistance**
- **Educational Activities for the Public and Healthcare Professionals**
Internships are vital because they can provide you with new skills and opportunities. Interns gain technical knowledge in their chosen industry, developing soft critical skills like time management, organization, adaptability, problem-solving, and teamwork. Completing an internship may be necessary to earn your degree, or it may be an opportunity to enhance your resume and increase employment opportunities. Gaining work experience and credit toward your degree while interning for your college or university can be a win-win situation. At WHF, we believe that internships will help you figure out what you want to do with your career and life.
What type of internships are offered at WHF?

- Dentistry
- IT
- Media/Publication
- Medicine
- Nurse
- Administration
- Pharmacist
- Pre-Med
- Psychologist
- Business Finance
Medical Related Internship

- Medical Assistance Department
- Medical Forum Department
- Medical Professional Appreciation Department
- Global Health Department
- Public Health Education Department
- Mentorship Department

Communications & related internship

- Center for Informational Technology
- Center for Media and Publication

Business & Finance Internship

- Administration (Networking)
- Accounting/Book Keeping
WHF’s Center for Relief and Medical Assistance (RMA) envisions a future in which people work together to bring solutions to common global and local health problems, particularly the ones involving underserved populations. To this end, WHF Organize medical assistance and relief programs to help and support people affected by natural disasters, epidemic diseases, wars and other extraordinary conditions causing public health issues.

Our medical assistance and relief team aims to channel local medical expertise to help those in need at home and abroad. We work with partner organizations to tackle critical healthcare issues in disaster-stricken regions in the suburb areas in US.

Internship opportunities are available every year to those students who wish to participate in a learning environment whether he or she will gain work experience for the future.

Responsibilities may include arranging panels, seminars and conferences with other health or educational institutions and non-governmental organizations to bring educational experts together to find innovative solutions to today’s problems, arranging schedule for onsite projects long-term or short-term.

Desired Skills/Preferences

- Pursuing or holding a degree in Medical School, BSc, or Government Affairs, or other related fields
- Enthusiasm and ability to acquisition of knowledge on Medical Assistance program Excellent organization kills and detail oriented
- Excellent organizational skills and detail oriented.
- Ability to work in a demanding, fast-paced group environment
Medical Forums are one vital way to get together and improve our knowledge. WHF plans medical forums in order to further educate and raise awareness towards the current global issues or updates of the medical world.

A key aim of WHF is to build a social and professional platform that connects individuals and institutions dedicated to improving the health of their communities. We do this by organizing events to share best practices, exchange ideas, and form new and innovative collaborations.

Responsibilities may include arranging panels, seminars and conferences with other health or educational institutions and nongovernmental organizations to bring educational experts together to find innovative solutions to today’s problems, preparing presentations for office leadership, and many others.

WHERE TO GO FOR TESTING, VACCINATION, OR INFO ON NUMBER OF CASES IN AREA?:

Desired Skills/Preferences

- Pursuing or holding a degree in Education, Medical school, or other related fields
- Enthusiasm and ability to acquisition of knowledge on social affairs
- Excellent organization kills and detail oriented
- Ability to work in demanding, fast-paced group environment
Medical Professional Appreciation

Department

WHF establishes award programs for individuals among doctors, healthcare professionals and other occupational and institutions who contributed to various healthcare issues, scientific research, advanced practice, science, art, and service aspects of medicine.

To build and informed and dedicated healthcare workforce, we believe it is important to recognize the commitment, leadership, and achievements of healthcare professionals in their communities. Our yearly Whitetulip awards aim to raise awareness, in the medical community and the general public, of exemplary work and innovation in community service, especially that targeting underserved populations.

WHF hosts Annual Doctors' Day events as part of our Appreciation & Recognition Program, where outstanding individual contributions to the healthcare industry are recognized and honored.

Desired Skills/Preferences

- Enthusiasms and ability to acquisition of knowledge on interfaith affairs
- Excellent organizational skills and detail oriented
- Ability to work in demanding, fast-paced group environment.
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Desired Skills/Preferences

- Pursuing or holding a degree in Education, Medical school, or other related fields
- Enthusiasm and ability to acquisition of knowledge on social affairs
- Excellent organization kills and detail oriented
- Ability to work in demanding, fast-paced group environment
At WHF, we believe in health education to empower the public, especially when it comes to awareness of common health issues such as chronic diseases and cancers as well as childhood diseases, substance misuse prevention. We support the concept of “Disease prevention is better then cure”. Therefore, our main goal as a department is to mobilize the caring power of healthcare professionals to advance the health status of the communities they serve. We try to focus on underserved communities, refugees, minorities, all seniors, women and children. Our goal is to work with community partners; design and support programs to improve health outcomes for these most vulnerable and underserved populations in US

Responsibilities of the intern may include brainstorming together on how we can achieve our goals, what can be done for these specific populations. If the intern has a specific interest aligning with our goals, we will support and help solidify the project and implement it. Otherwise, we will be offering to help the current ongoing projects or start a new project together. Depending on the skills and interest of the intern, we may ask for help designing educational materials such as flyers, brochures, power point presentations; arranging panels, seminars and conferences; starting public campaigns; outreaching other organizations for collaborations and many others.

Desired Skills/Preferences

- Enthusiasm to get involved into community projects.
- Good communication skills.
- Responsibility to finish projects by deadlines.
Mentorship Department

WHF is committed to assisting the healthcare community. Its Personal and Academic Development Program provides personal and professional mentorship to new healthcare professionals. Participants in the program will learn about residency, fellowship, and other professional opportunities. It also offers advisory programs to its members to help them direct the course of their professional lives and provides guidance to international medical graduates for a smooth integration into the healthcare system.

Responsibilities of the intern may include actively participating in regular department meetings, following up on action items determined these meetings, arranging panels, seminars and conferences, preparing presentations for office leadership, and many others.

Desired Skills/Preferences

- Pursuing or holding a degree in Medical Sciences or Sociology, History, Communications, Psychology, Anthropology, or other related fields.
- Enthusiasm and ability to acquire knowledge on social affairs.
- Excellent organization skills and detail oriented.
- Ability to work in demanding, fast-paced group environment.

Center of ESL

The Whitetulip Health Foundation (WHF) established the Center of ESL for Healthcare Professionals Mentorship Program to help healthcare professionals continue their careers in the US. The Center for ESL for Healthcare Professionals is ready to help you improve your English skills. This program's main goal is to help non-native English speakers integrate into American society, avoid switching careers due to language barriers, and prepare them for the required English proficiency exams.
We're looking for college students to join our team right now. Whitetulip Health Foundation is a wonderful place to be your first if you are a highly driven college student working on a degree in Computer Science, Information Technology, MIS, Mathematics, Engineering, or a related degree.

**DESIRE SKILLS/PREFERENCES:**

- Have a strong foundation in mathematics
- Be able to troubleshoot and resolve basic computer and technology issues, and understand system software concepts.
- Maintaining computer systems including software and hardware on desktops and laptops, resolving internet and network access issues.

**Minimum Qualifications:**

- High school degree or equivalent.
- Computer Science, Information Technology, or Management Information Systems major
- Experience working with Windows 10, Microsoft Office Suite, Canva, and Microsoft 365 Admin Center preferred.
Center for Media and Publications Internship

(Publications Include: Journal, Newsletter, Booklet)

The media and publications intern has similar responsibilities as a reporter to an online newspaper. The writing and reporting intern will research content, interview contacts, and contribute to the development of the website. He or she will work with the WHF head office to construct ideas and will post related content for WHF events. Interns are also responsible helping with writing press releases, newsletters and other PR assignments.

Responsibilities include: researching and contributing to online platform. This is an excellent opportunity for students who are interested in and communications to build a diverse writing portfolio and strengthen their ability to expand, research and edit. Additionally, interns will be encouraged to participate in brainstorming and developing new programs and initiatives at WHF.

**DESIRED SKILLS/PREFERENCES:**

- Strong writing skills.
- Excellent organizational skills and detail oriented.
- Ability to work in a demanding, fast-paced group environment.
- Experience with social media tools and applications is a plus
- Knowledge in photoshop, adobe premier pro, final cut or canva is a plus
Administration & Networking

The administrative intern will, under supervision of the WHF Director, perform a variety of entry-level administrative tasks and special projects; assist in the coordination of administrative activities and other branches; and perform related work, as required. The intern will assist the Director with daily operations, as well as larger, long-term projects.

Communicate with other international and national institutions like United Nation, USAID, Ministry and Ministry of Health etc. and collaborate, organize program event with other well-known esteem organizations.

This internship program It increases intern’s ability how to communication skills and management skills and organizing e events, communication skills and management skills.

DESIRED SKILLS/PREFERENCES:

- Excellent organization skills and detail oriented
- Ability to work in a demanding, fast-paced group environment

Accounting & Bookkeeping

Accounting Intern intern will, under supervision of the WHF Director, perform a variety of entry-level accounting tasks, the Accounting Intern can assist in the preparation of journal entries and financial reports, analyze actual financial data, learn more about bookkeeping software Quickbooks and assist with other accounting activities. You should be a motivated team player who can maintain efficiency and accuracy when multitasking.

DESIRED SKILLS/PREFERENCES:

- Aptitude for math, proficiency with computers.
- Strong verbal and written communication skills.
- High level of efficiency, accuracy, and responsibility.
- Excellent organization skills and detail oriented
- Ability to work in a demanding, fast-paced group environment
If you're considering an internship, be sure it meets these six criteria:

1.) Despite the fact that the Internship involves actual operation of the employer's facilities, it's similar training provided in an education setting.

2.) The Internship Experience is for the intern's benefit.

3.) Interns do not take the place of normal employees, but rather work under the supervision of current employees.

4.) The employer providing the training gains no immediate benefit from your actions and in some cases, it's operations may be hampered.

5.) There is No Guarantee of a job at the end of the internship.

6.) The Intern and The Chosen Employer are both aware that there isn't an entitled to pay for the time the intern spent in the internship.

WHAT ARE OUR EXPECTATIONS OF OUR INTERNS?

- Be eager, versatile, and willing to try new things.
- Understand and adhere to White-tulip norms and regulations.
- Demonstrate respect for all members of the team.
- If you are unable to make it at work time, please notify us via email so that we are aware that you will not be there.
- The intern should be able to locate a mode of transportation that meets their requirements.
- Dress Appropriately.
Internship Requirements

- Must be an undergraduate/graduate student or recent graduate.
- Must be able to commit one full school quarter or semester.
- Must be able to commit at least 12 hours a week in the office.
- Ability to respectfully communicate and work with diverse community groups varying in age, religion, denomination, and ethnicity.
- Ability to efficiently manage multiple tasks and meet deadline.

- Ability to process and protect confidential information.
- Ability to work independently and collaboratively in a team environment.
- Have strong verbal and writing skills, as well as interpersonal skills.
- All applicants must have a minimum 3.0 GPA out of 4.0 scale.
- WHF may request a security background check at its discretion before or during internship.

Attendance

- You must monitor your working hours. Please track your time using the timesheet provided in the manual. There is an expectation that you will arrive at the scheduled time, even though it is not our responsibility to monitor your hours.

Required Documents for Application

Diploma, transcripts, other certificates if available
- Photo ID
- Resume and a one page Cover Letter
- Letter of reference, at least one
CODE OF ETHICS

All interns are expected to be familiar with and abide by the following:

Conflict of Interest

A conflict of interest exists when a WHF intern uses their intern position or any information obtained from this internship, contrary to interest of WHF. This type of behavior is unethical. Violation of this policy will be subject to disciplinary action and/or may result in termination of the internship.

Confidentiality

Confidential information acquired through WHF or any of its affiliates, partners, co-sponsors or via access to Whitetulip Health Foundation records, must be kept confidential. Confidential information include, but not limited to, matters of Whitetulip Health FoundationPeace Islands Institute’s administration, planning, fundraising, papers either written or electronically retained and, any personal information regarding members and event attendance. This confidentiality provision survives this entire agreement.

Dependability

WHF’s most valuable assets are the volunteers and interns. WHF relies depends heavily on interns to and cannot accomplish certain its mission without their assistance in daily operations. Consequently, interns must be on time and self-directed once oriented to their responsibilities. You are expected to honor your commitment.
The schools with whom we are currently in touch are listed below. Many of our interns are school and/or college students who are now working with us and contributing. While studying, students may get real-world and hands-on experience.

Ivy League

- Princeton University
- Columbia University
- University of Pennsylvania
- Yale University
- Dartmouth College

New York University
- Rutgers University
- Cornell University
- Brown University
- Columbia University
- University of Pennsylvania
- Yale University
- New York University
- Rutgers University
- Cornell University
- Brown University

How the collaboration works?

Students can gain real-world and hands-on experience as they study.