



Burlington County Health Department

Health Education Section
15 Pioneer Boulevard
P.O. Box 6000
Westampton, N.J. 08060
Phone: 609-265-5548



Public Health
Prevent. Promote. Protect.
Burlington County Health Department
Health Education

Internship Application Checklist

For **Spring Semester** (Jan-May) Internships, please have paperwork submitted no later than **November 15**.
For **Summer** (May-Aug) Internships, please contact **Human Resources** no later than **March 15**.
For **Fall Semester** (Aug-Dec) Internships, please have paperwork submitted no later than **June 15**.

Please note: Incomplete applications will not be reviewed.

To be submitted to Health Education before application deadline:

- Course Rubric**

- Student Internship Opportunity Agreement**

- Unofficial Transcript from credit granting institution**

- Scientific or Technical Writing Sample**

- Resume**

The Freeholder Agreement must be signed by your educational institution. Submission of this form should be done after the intern has officially been selected. Please submit a complete application. Failure to submit all documents will delay the process. Incomplete applications will not be reviewed.

For information or clarification, please contact Zupenda Davis-Shine at zdavisshine@co.burlington.nj.us.

All completed materials can be e-mailed to zdavisshine@co.burlington.nj.us or mailed to:

Zupenda Davis-Shine
15 Pioneer Blvd.
P.O. Box 6000
Westampton, NJ 08060