

# Frequently Asked Questions (FAQ)

## Leadership Internship Program



### Onboarding and Orientation

#### **What should I expect during the onboarding process?**

There is a spring information session where the preboarding specialist will explain the steps needed for the hiring process. It is vital to watch the recording if you are unable to attend. Please be on the lookout for these communications as failure to complete them promptly will slow down the hiring process.

#### **Am I required to be vaccinated to work at AdventHealth?**

As this internship includes rotations at hospitals, CMS mandated sites, you are required to be fully COVID-19 vaccinated. The necessary vaccination required is the first two shots from Moderna or Pfizer or only one shot from Johnson and Johnson. No boosters are needed.

If you are not fully vaccinated and want to request a religious or medical exemption, your pre-boarding specialist will send you an exemption form once you begin the onboarding process. Please be on the lookout for these communications from your pre-boarding specialist, as they are time-sensitive.

#### **What should I expect during Intern Orientation?**

Virtual Internship Orientation will be held twice, once for east coast students and a second time for west coast students. East coast students will attend virtual orientation May 14-15, 2024, and west coast students will attend virtual orientation June 18-19, 2023 via Zoom platform. You will have opportunities to virtually network with Interns, Residents, and Leaders, learn about AdventHealth and see our mission in action. Most importantly we will spend time focusing on what to expect as an intern and making sure you have the tools and advice to be prepared for your summer. An orientation agenda will be provided to you closer to your start date.

#### **Is Orientation required if I have a conflict?**

Orientation is the best way to kick off your experience, network, and understand what is expected of you. As orientation is now presented through Zoom, we do expect virtual attendance and participation. If you are unable to attend for any reason and have gotten your absence approved, you will be required to watch the recordings. Please contact the Associate Program Manager and Program Coordinator for concerns regarding orientation attendance.

#### **How do I prepare for my first day?**

Your preceptor or rotation supervisor will provide you with a device so that you can access your email and work on any assigned projects. Please take time to look over the Dress Code and HR Onboarding documents. If the team you are working with requires you to work from home at any time, will also need to set up your professional virtual workstation.

Your first day should include a kickoff meeting with your preceptor or rotation supervisor. In this meeting, they will obtain your device, meet with HR, and review your daily schedule, your role, and any projects you might be involved in. If this meeting is not scheduled by the week before orientation, please reach out to your preceptor and resident advisor.

#### **Who and where will I report to on my first day?**

Your preceptor will provide you with this information in your introduction call. You will also be provided with

an overview of your Leadership Internship experience during virtual orientation.

### **How do I get my badge if I'm working in person?**

Once you arrive at your internship location, you will be scheduled for a badge appointment with the local HR team. The Leadership Internship Planning Team or your preceptor will reach out to you with more information about how to obtain your badge.

## Internship Dates and Hours

### **Do I get vacation time?**

As a new AdventHealth employee you are allotted 3 days off. Interns are not eligible for Paid Days Off (PDO) meaning any days taken off will be unpaid. Due to the short timeframe of your internship, we advise taking no more than one week off, and it must be approved by the Leadership Institute and your preceptor prior to your internship start.

### **How flexible are the start and end dates?**

We try to be flexible with your start and end dates, if necessary. If you are not able to participate in the full 11 weeks, you must complete a minimum of 10 weeks as it is difficult to arrange meaningful experiences in a shorter period. We want you to benefit from this experience and cutting it short can make that challenging.

### **Can I work more than 40 hours a week?**

The typical work week averages 40 hours per week and varies on workload and projects. We encourage Interns to complete all their assignments within 40 hours. Extenuating circumstances that require overtime must be authorized by the Leadership Institute and your preceptor in advance and will be paid appropriately.

### **Do we work on Holidays?**

AdventHealth is a 24 hours, 7 days, and 365 days per year operation. However, the AdventHealth corporate office is closed for Memorial Day on Monday, May 27, 2023, and the Fourth of July on Thursday, July 4, 2023. Please check with your preceptor to confirm if the facility you are working in also has those days off.

## Rotations and Preceptors

### **If I am in a business expertise that has rotations, when will my rotations be decided and what will they be?**

Rotations are determined by your preceptor. An introduction call will be scheduled one month prior to your start date. In this meeting, your preceptor will discuss that information, and if not yet finalized you will receive it on your first day of work. Your flexibility for priority assignments will be appreciated as you are here to learn.

### **Who is my Preceptor and Resident Advisor?**

Your Preceptor will be your source of direction for your internship schedule within your business expertise. They will help guide you throughout your internship and make sure you are set up for success. Your Preceptor will be named in your Internship Location Placement communication to begin connecting with you. Your Resident Advisor will provide you with support and guidance throughout the summer. They will coordinate preceptor introductions and kick-off meetings. Residents will also collect and finalize your evaluations, provide meaningful feedback, and support furthering your professional growth.

### **When do I reach out to my preceptor or Resident Advisor?**

Your resident advisor will set-up an introduction call one month prior to your start date. You are welcome to send an email introducing yourself and provide them with a recent resume once you receive your placement

and preceptor information.

## Relocation and Transportation

### **How and when will I be reimbursed for my travel expenses?**

You will be reimbursed for your travel expenses after you have started your internship and those expenses are incurred. For example, if you purchase a round-trip flight to your location, you can be reimbursed at the start of your internship for expenses incurred.

Reimbursement instructions will be provided at orientation. There is an approval and review process, so it can take several weeks to be submitted to payroll and included in your paycheck. Expenses should be submitted at most once per pay period or can be accrued monthly. Please do not wait until the end of your internship to submit travel expenses, any expenses older than 60 days, with the exception of items purchased pre-internship, may be denied.

### **What if I do not have a car?**

You are responsible for your own transportation to and from your primary work location and meetings. If you do not have a vehicle for the summer, you are welcome to coordinate with other interns at your discretion. There are many options for public transportation if needed.

## Housing

### **Will Housing be provided and what will it cost me?**

For those needing housing, accommodations will be provided by the host organizations at no charge to you. Housing is a *taxable* benefit per the IRS, appropriate *taxes will be withheld from your biweekly paycheck*. This deduction is based on the average housing cost of your location. These deductions may also vary based on your personal tax elections in your W-2 form.

### **Can we choose our own housemates?**

We will collect housemate requests, but they cannot be guaranteed. Placement into AdventHealth housing is not a guarantee that your preference will be accommodated. Depending on your location you may also have a roommate, but they will be single-gender and separate sleep spaces will always be provided. During the Leadership Intern Conference, hotel rooms will be double occupancy with two double beds.

### **What furnishings/household objects are available in the housing unit I am moving into?**

The apartments will be fully furnished. There will be basic bedroom, kitchen, and living room furniture as well as basic kitchen supplies. However, some items you'll want to be sure to bring are sheets, pillows, pillowcases, and blankets all for a twin-sized bed, towels for the apartment and beach, and toiletries.

## Leadership Meetings

### **What is the Leadership Intern Conference?**

The Leadership Intern Conference is a three-day event including your Intern Expo, workshops, and group activities. The Leadership Intern Conference will be held in the Leadership Institute at the AdventHealth Corporate headquarters in Altamonte Springs, FL.

### **What is the Intern Expo?**

The Intern Expo is an opportunity to share your learnings throughout your internship. Invitations are sent to preceptors, leaders, and employees. Each intern will be welcome to invite a college mentor, professor, or leader. The expo topics will be provided during orientation.

### **What are Leadership Lessons?**

Leadership Lessons are mandatory Friday meetings scheduled by the Leadership Institute. Executive Leaders have graciously offered their time to share their leadership journey and insight into AdventHealth's locations and leadership opportunities.

### **Other**

#### **Do I pay for parking at a Facility campus?**

Interns are employees and will follow employee parking regulations. As of late 2021, employees are not required to pay for parking at our AdventHealth facilities. If this changes you will be reimbursed for daily parking. Please check with your preceptor to confirm location-specific parking regulations.