

Summer Intern FAQ

What should I expect during Intern Orientation?

Internship Orientation will be held from May 17-20, 2021 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 some time focusing on what to expect as an intern and making sure you have the tools and advice to be prepared for your summer. Please see the Orientation Program Overview document for more details regarding the orientation.

How do I prepare for starting my first day?

The first day after orientation will start with a kickoff meeting with your preceptor or a rotation supervisor. In this meeting they will review your daily schedule, your role, and any projects you might be involved in. 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, HR Onboarding, and Zoom protocol documents. You will also need to set up your professional virtual work station.

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 12 weeks, you must complete a minimum of 10 weeks as it is difficult to arrange rotations and experience in a shorter period. We want you to benefit from this experience and cutting it short can make it challenging.

Do I have to attend orientation?

Orientation is the best way to kick off your experience and be able to network and understand what is expected of you. As orientation is now presented through Zoom, it is expected you are to attend virtually. If you are unable to attend, you will be expected to watch the virtual recordings. Please contact Allison Touchton if you have any concerns regarding orientation participation.

If I am in a track 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 with you and your preceptor one month prior to your start date. In this meeting your preceptor may have that information for you, if not you will receive it on your first day of work. Your flexibility upon assignments will be appreciated.

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

Your preceptor may provide you with this information in your introduction call. You will also be provided with an overview of your internship experience at orientation; it will have details of where to report and what time.

When do I reach out to my preceptor?

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.

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

Reimbursement instructions will be provided at orientation. Once you are onboarded as an AdventHealth employee you can fill out an expense report following the instructions. There is an approval and review process, so it can take several weeks to be submitted to payroll and included in your paycheck. Please do not wait until the end of your internship to submit travel expenses.

What if I do not have a car?

You are responsible for your own transportation to and from your work assignment and/or meetings, that we will reimburse. If you do not have a vehicle for the summer, there may be interns that are going to the same location as you, but they are not required to provide transportation. There are many options for public transportation if needed.

Will Housing be provided and what will it cost me?

For those needing housing, accommodations will be provided by the host organizations you are assigned to at no charge to you. The housing provided to you is viewed as a taxable benefit by the IRS, so appropriate taxes will be withdrawn from each paycheck.

Can we choose our own housemates?

Our team does our best to coordinate housemate requests. Please fill out the Intern Housing Information Form to provide housemate requests.

Interns located in Central Florida: We do not assign specific roommates; we leave it up to you and your housemates to determine what room assignments work best.

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

The apartments will be fully furnished and prepared for your arrival. 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 apartment and beach, and toiletries.

What is the Intern Expo?

The Expo is an earned opportunity to share your learnings, projects, and teams that you have spent time with. Invitations are sent to preceptors, leaders, and employees to see your Expo presentations. It will be held in the Leadership Institute, in Altamonte Springs, Florida as a come and go event. Throughout the summer please prepare a presentation based on your top 3 learnings from your experience.

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 the 40 hours of the week. Extenuating circumstances that potentially require overtime must be authorized by your preceptor in advance and will be paid appropriately.

Do we work on Holidays?

The AdventHealth corporate office is closed for Memorial Day on May 24, 2021 and Fourth of July on July 5, 2021. Please check with your preceptor to confirm the facility you are working in also has those days off.

Do I pay for parking at a Facility campus?

Interns are employees and will follow employee parking regulations. At this point, employees are not required to pay at our AdventHealth facilities. Please check with your preceptor to confirm for location specific parking regulations.