

# PHC 6946 Syllabus

## Public Health Internship

### Instructor

Each student's Faculty Advisor serves as instructor for PHC 6946. Faculty Advisors are involved in selection and approval of internship sites and special projects; development of documents for IRB approval, if necessary; supervision of the internship; and assignment of a final grade.

### Purpose

To enable MPH students to apply entry-level competencies acquired in the classroom setting to public health practice through experiential activities.

### Description

The internship provides an opportunity for each student to work in a public health setting in a position that carries responsibility and is of particular interest. Each placement is different, but all of them depend upon completion of most concentration coursework, the ability to work with minimal supervision, and permission of the student's Faculty Advisor.

### Objectives

At the completion of the Public Health Internship, the student will be able to:

1. Describe newly acquired knowledge in one or more specific public health area
2. Apply one or more MPH competency with the skill expected from a practical experience
3. Apply one or more concentration competency with the skill expected from a practical experience
4. Demonstrate professional work habits

### Credits

Online MPH students are required to complete 5 internship credits. One credit requires 48 contact hours.

### Grading

This course is graded as Pass/Fail (S/U).

### Requirements

#### *During the Semester Before Your Internship*

Complete the Internship Questionnaire and submit it to the MPH Internship Coordinator

Update the self-assessment of competencies (both MPH core and concentration-specific) in your MPH Portfolio

View all required sessions of the Internship Preparation seminar series. Topics include:

- Selecting an internship site and a special project
- Institutional Review Board: What You MUST Know
- Academic Integrity
- Presenting Research Data
- Preparation of the final paper and presentation
- Competencies

Arrange to meet with the Internship Coordinator and your Faculty Advisor individually via an Internet meeting or telephone for ideas and guidance. The lists of competencies in your MPH Portfolio will help you identify the skills and knowledge areas you would like to strengthen during

your internship. Your Faculty Advisor is assigned to you upon pre-approval of your internship site and proposed special project by the Internship Coordinator. The Faculty Advisor will give final approval on the internship proposal and workplan.

Begin researching and contacting potential internship sites, for example

- National and International Organizations
- Government Organizations
- Local Departments of Health
- Community Centers
- American Public Health Association
- State Public Health Associations

Update MPH Portfolio and prepare for interviews

- Create or revise resume or curriculum vitae
- Select writing samples
- Contact possible references
- Practice interview skills
- Confirm, with the Internship Coordinator and your Faculty Advisor how your 5 credit hours will be distributed - within one semester or across two semesters. 1 credit = 48 internship contact hours.
- Become familiar with the MPH Preceptor Handbook

Contact final site selections:

- Submit a letter of interest – Be sure to identify specific projects you would like to work on at that particular site
- Submit a resume or curriculum vitae

The interview process:

- Discuss goals, objectives, competencies, possible projects, internal IRB requirements, timeframes, and expectations.

Contact the Internship Coordinator as soon as possible if the chosen internship site requires a formal contract or affiliation agreement with the college.

Meet with your Faculty Advisor to determine whether or not your internship or any part of it will require IRB approval. Information about IRB requirements may be found at: <http://irb.ufl.edu/education/trainreq.htm>. Note that there are different IRBs at UF with slightly different requirements.

If IRB approval is required, prepare and submit an application as early in the semester as possible. Please keep in mind that with some agencies, there may be additional approvals needed.

Complete the Internship and Special Project Proposal Form:

- This includes a description of the internship and projects that will be undertaken

- In the workplan, describe in detail at least one *special* project and provide sufficient information to determine whether the project can be completed in the time allotted to this internship.
- Goals must specify the strengthening of *at least* one MPH competency and one concentration competency
- Sign the Internship Proposal form and acquire original signatures from your faculty advisor, your Internship Preceptor, and the MPH Internship Coordinator. Digital pdf signatures are preferred but forms may be printed, signed and faxed or scanned and emailed to the Internship Coordinator for a signature.
- The form is available in interactive pdf format at <http://online.mph.ufl.edu>

**Registration in PHC 6946 is restricted to students with signed Internship and Special Project Proposal Forms.**

### ***During the Public Health Internship***

- **Conduct your special project**
- **Engage in other projects at the internship agency or organization**
- **Participate in meetings and all other professional activities that your schedule allows. Learn everything you can about the agency or organization.**
- **Maintain a log of hours worked throughout the internship period and have it signed by your preceptor on a weekly or monthly basis.**
- **Contact your Faculty Advisor and preceptor at least about once each month throughout the semester(s) to discuss progress, review plans for the final paper and presentation, and receive feedback.**

### ***Upon Completion of Public Health Internship***

- **Ask your preceptor to complete the Internship Evaluation Form**
- **Complete the Agency and Preceptor Evaluation Form**
- Prepare a short factual report that includes:
  - A signed log of hours
  - Names of projects/assignments undertaken and whether they were completed during the internship