MPH Faculty Internship Orientation

UAB School of Public Health
Office of Public Health Practice
Overview

• Staffing Changes in the OPHP
• What We Do
• Program Coordinator Role
• Faculty Responsibility
• Poster Requirements/Alternate Poster Requirements
• International Internships/International Students
• New Field Placement Website/InternTrack
OPHP Staff

• Dr. Lisa McCormick – Assistant Dean for Public Health Practice

• Internship Advisors
  • Elena Kidd– HCOP and Dual Degree Students
    • enlinn@uab.edu, 205-934-7140
  • Meena Nabavi– EPI, HB, and ENH Students
    • mnabavi@uab.edu, 205-975-7644
How We Assist Students with Internships...

• Direct students to internship postings (Hire A Blazer, Get A Handle, Networking Events, etc.)

• Manage InternTrack
  • Register Preceptors
  • Trouble Shoot with Students, Faculty, and Preceptors

• Internship orientation

• Coordinate internship poster session

• Review progress of the students during the Internship & alert faculty of any potential issues
Program Coordinators Responsibilities

• Meet with students to discuss their curriculum planning schedule and appropriate time to complete their internship
• Refer students to faculty advisors to discuss internship
• Refer students to OPHP for securing internships
• Issues the override for students to register *AFTER* the internship has been approved by the faculty member and preceptor
Faculty Responsibility

• Discuss internship parameters with students
• Review and approve Internship Description & Agreement in Interntrack
• Meet with students (in person/over phone/virtually) for midpoint and final evaluations
• Complete the midpoint and final evaluation
• Grade final paper
• Review poster (in-person or virtually if student is abroad/out of town)
• Assign Grade to Student
Revised Poster Requirements

[Name of Your Internship or Project]
[Your Name]
[Department]
Internship Dates: [Semester and Year]

Organization
Type of Organization, mission of organization (e.g., community health center, social service agency) purpose (e.g., provides primary health and prevention services to low income residents, connects low income residents to health care services, etc.)

(Your) Role in Organization/Activities/Project
Your role in the organization, who you worked with (preceptors name and title), what did you do for your internship? Who was your target audience/group? Activites/ project(s) on which you worked, methods used, key findings and outcomes, implementing evidence based programs, prevention and wellness, etc. other related activities, e.g., meetings, retreats, planning events, evaluations, etc.

Public Health Context
Impact of your work on the public’s health

Lessons Learned
Provide at least two examples of challenges that occurred during your internship and how you overcame those challenges.

Competencies Demonstrated
List competencies and describe which activities allowed you to gain competence in that area.
Alternative Poster Session

• For students who are not able to attend the poster session:
  • Students no longer have to complete a separate PowerPoint and voice-over slides
  • Faculty advisor and student to arrange a method to discuss (phone-call, voice-over, go-to-meeting, etc.)
Current Internship Requirements

• The focus must be public health and community
  • Should not be primarily research or administrative tasks
  • Applied practice experiences may involve governmental, non-governmental, non-profit, industrial and for-profit settings or appropriate university-affiliated* settings.

*To be appropriate practice experiences, university-affiliated settings must be primarily focused on community engagement, typically with external partners. University health promotion or wellness centers may also be appropriate.
Current Internship Requirements (Continued)

- Must align with at least five (5) MPH competencies, of which at least three (3) must be MPH foundational competencies.
- Students must complete a minimum of 180 contact hours during the semester for which they are registered.
  - Internships cannot begin before the start of the semester.
  - If student has not completed by end of semester, a grade of “I” can be given.
Current Internship Requirements (Continued)

• **If you have a question about the hosting organization, please contact our office.**

• **However, it is the faculty advisors responsibility to determine if the organization is appropriate for a public health student within a certain track.**
International Internships

- Students participating in an international internship **MUST** register with Education Abroad prior to their departure.
  - International Insurance
  - Approval of Travel by UAB
- Please let Meena know if your student is planning on going abroad.
International Students

• In the summer, they can complete an internship outside of Alabama because that is their “vacation”.

• During fall/spring semesters, they must be enrolled as a full time student, so they’re limited to the Birmingham area. Students completing their internship during this time are only allowed to work 20 hours/week.

• **Documentation Requirements:**
  • Students must apply for CURRICULAR PRACTICAL TRAINING (“CPT”)
  • Students must obtain letter from their employer AND the OPHP.

• Once the student submits both letters to ISSS, they verify that the student is getting academic credit, etc. and update their immigration documents.

New Website

http://www.soph.uab.edu/fieldplacements/
Welcome to InternTrack

Interns, faculty advisers, and registered preceptors/site supervisors with a BlazerID:
Please login at [https://www.soph.uab.edu/interntrackv2/saml_login](https://www.soph.uab.edu/interntrackv2/saml_login)
Using your BlazerID and Password. You may be automatically logged in if you have an open session with BlazerNet or another UAB service.

Personnel without a BlazerID:
Please login at [https://www.soph.uab.edu/interntrackv2/user](https://www.soph.uab.edu/interntrackv2/user)
Using the Username and Password that has been provided to you.

If you are interested in becoming a preceptor/site supervisor, please click the "Preceptor Registration" link above to begin the process of registering your organization with the UAB School of Public Health.

[https://www.soph.uab.edu/interntrackv2/](https://www.soph.uab.edu/interntrackv2/)
Register in InternTrack

If you have not already, make sure you have registered in InternTrack as a faculty!

1) Login at [www.soph.uab.edu/interntrackv2/saml_login](http://www.soph.uab.edu/interntrackv2/saml_login) with your BlazerID and Password
2) Click “Edit” at the top of the screen.
3) Fill in your first and last name in the blocks provided. If you want titles added, they should go after the first name. Click “Save”
4) Send Elena an email letting me know you have registered in InternTrack.