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 – Associate Dean for Public Health Practice

• Internship Advisors
  • Elena Kidd – HCOP and General MPH Students
    • enlinn@uab.edu, 205-934-7140
  • Meena Nabavi – EPI, HB, and ENH Students
    • mnabavi@uab.edu, 205-975-7644

• Sabrina Hagen – Administration
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
• Issue 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 meeting and complete the midpoint meeting check-in
• Grade final paper and review final products
• Attend poster session (if the student completes an alternative poster session, watch their internship video)
• Assign Grade to Student
It is the student’s responsibility for printing the poster and all associated costs.

- **On Campus - UAB Medicine**
- **Off-Campus - UPS, FedEx, Office Depot, etc.**
Poster Session

• Students look forward and expect to see their faculty advisor.

• This is how the required foundational competency #19 (19. Communicate audience-appropriate public health content, both in writing and through oral presentation) should be evaluated.

• If you are unable to attend, please arrange for another faculty member in your department to stop by your student’s poster. Make sure you convey this to your student. If you are unable to find someone, please notify ophp@uab.edu.
Alternative Poster Session

- **Eligibility**: students not able to attend the poster session because they are completing their internship internationally, out-of-state, completing residency, or for medical reasons.
- Students will record a short video (minimum of 3 minutes) where they provide an overview of their internship experience covering the sections on their poster.
- A link to their video will be included in their electronic poster submission in InternTrack.
- You should watch this video before issuing a grade for the internship.
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 (foundational competency #19 is required).

• Students must complete a minimum of 180 contact hours during the semester for which they are registered.
  • Cannot begin before the start of the semester
  • If student has not completed by end of semester, a grade of “I” can be given (i.e. cannot be split over 2 semesters).
  • A site may require a student complete additional hours.
• **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.

Website

http://www.soph.uab.edu/fieldplacements/
Welcome to InternTrack V3,

**Users with a BlazerID:**

**Preceptors without a BlazerID:**
Please login at [http://www.soph.uab.edu/internttrackv3/user](http://www.soph.uab.edu/internttrackv3/user) if you are a preceptor and do NOT have a BlazerID. If this is your first time here and you need to register as a preceptor, please complete the [preceptor registration form](https://www.soph.uab.edu/internttrackv3/user) form to register for an account. This registration form is only for individuals without a BlazerID.

https://www.soph.uab.edu/internttrackv3/

Please let us know if you have any trouble logging into InternTrack.
Approving your students Internship Description and Agreement in InternTrack

- From your home page, click on the student’s name to access their internship documents.
To view, request edits, or approve the IDA form, click “Edit/Approve Form”.

As the student completes other forms, you will see their form appear underneath the student’s name. You can also view these forms or edit your midpoint meeting form once complete. You will see their status under “Student Internship Status”.

You must submit the following forms for your student. Once submitted, if you wish to make changes, please use the Edit/Approve Form link from the table below:

- Faculty Midpoint Meeting Form

<table>
<thead>
<tr>
<th>Name, Student</th>
<th>Status</th>
<th>Date Last Modified</th>
<th>View</th>
<th>Edit/Approve Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>MPH Faculty Midpoint Meeting Confirmation</td>
<td>completed</td>
<td>Tue, 06/19/2018 - 16:19</td>
<td>View</td>
<td>Edit/Approve Form</td>
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<td>Edit/Approve Form</td>
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<tr>
<td>MPH Paper and Final Products Submission</td>
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<td>Wed, 06/20/2018 - 09:05</td>
<td>View</td>
<td></td>
</tr>
<tr>
<td>MPH Poster Submission</td>
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<td>Wed, 06/20/2018 - 09:04</td>
<td>View</td>
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<tr>
<td>MPH Preceptor Final Evaluation of Intern</td>
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<td>Mon, 06/25/2018 - 14:19</td>
<td>View</td>
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**Student Internship Status**

<table>
<thead>
<tr>
<th>IDA</th>
<th>Faculty IDA Approval</th>
<th>Preceptor IDA Approval</th>
<th>Student Midpoint</th>
<th>Faculty Midpoint</th>
<th>Preceptor Midpoint</th>
<th>Student Final Evaluation</th>
<th>Preceptor Final Evaluation</th>
<th>Final Paper</th>
<th>Final Poster</th>
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<td>X</td>
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<td>✔️</td>
<td>✔️</td>
</tr>
</tbody>
</table>
Scroll through the IDA Form until you reach the Approvals page.

- A final paper that addresses the objectives, activities, and outcomes of the internship program as full-time regular employees of the host organization.
- A poster that will be displayed and presented in the School of Public Health during your internship.
- Any final projects that you created or developed as part of your internship.

Evaluation forms:

- Student evaluation form
- Preceptor evaluation form. It is the responsibility of the Preceptor Evaluation of Student Performance.

I have read and reviewed the Internship timeline and understand the requirements.

Yes

Next Page >
• Under “Faculty Edits”, select “Yes” to approve the IDA Form as is or “No” to request edits. After you make your selection, remember to **Save** the document. *If this is your first time viewing, No” will be selected as a default.*
• Once you submit the IDA, you will receive an email notifying you that you have successfully requested edits or approved the students IDA Form.

• At any time, if the student makes changes to their IDA Form (on their own, requested by you, or requested by their preceptor), you will receive an email notifying you and requesting that you re-approve the form, even if you already have approved it.