



MPH Internship Orientation

Updated Fall 2018

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Program Managers - Internships

Overview

- Purpose and Benefits
- Internship Policies
- Requirements
- Paperwork
- Where/How to Apply (HireABlazer & InternTrack)
- Suggested Timeline
- Highlight Organizations and Programs

Purpose and Benefits of Internships

Purpose:

- Demonstrate your understanding of the concepts and skills relevant to your area of specialization in public health

Benefits:

- 50% of employers surveyed indicated new hires completed an internship and/or co-op with their company (1)
- 76% of employers prefer candidates with relevant work experience. (2)
- 70% of students who intern receive permanent job offers; 73% accept (2)

(1) *futurework - Trends and Challenges for Work in the 21st Century*. U.S. Department of Labor, 1999.

(2) *NACE Experiential Education Survey, March 2008*

Internship Policies

- Core MPH classes must be completed
- 3 credit course – register under your Faculty Advisor at the SOPH
- Must be completed during the academic semester you are registered for the internship
 - You cannot start before the 1st day of classes
 - You must be completed before last day of classes
- Final grade (Pass/No Pass) awarded by the faculty advisor.
 - Grades assigned based on completion of Final Paper, Internship Poster, and Evaluations.

Internship Guidelines

- The focus must be public health and community (population health)
 - 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.*

Requirements

- Must align with at least five (5) MPH competencies.
 - At least three (3) must be MPH foundational competencies.
 - One of those 3 must be MPH Foundational Competency #19. *Communicate audience-appropriate public health content, both in writing and through oral presentation.*
 - Additional competencies can be foundational or departmental (if applicable)

Requirements

- Complete a minimum of 180 contact hours during the semester
 - Internship site can require students complete additional hours.
 - Student's responsibility for arranging a method to track hours with preceptor
- Complete all required documentation in InternTrack
 - Internship Agreement and Description, Evaluations, Final Paper, Final Products, attend Internship Poster Session/Alternative Poster Session.

Requirements (cont.)

- International students have additional documents to complete (contact International House for MPH internships).
- If you are completing your Internship Abroad or traveling abroad for your internship, you must register with UAB Education Abroad.

Getting Started - Required Paperwork

- **Internship Description and Agreement (IDA)**

- Must be completed and electronically approved by your faculty advisor and internship preceptor (site supervisor)
- Must be completed prior to the start of the semester in which you are completing your internship
- YOU CANNOT REGISTER IN BLAZERNET BEFORE IDA IS APPROVED
- YOU CANNOT START YOUR INTERNSHIP BEFORE YOU ARE REGISTERED

Located online at www.soph.uab.edu/intertrackv3

Required Paperwork (cont.)

- When completing your Internship Description and Agreement
 - Description of project and your role in the project
 - List activities you will be performing during your internship and describe how these activities complement MPH foundational and concentration competencies (if applicable)
 - Preceptor's information
 - IRB Approval, expected start/end date, expected number of hours spent on site

Other Required Documentation

- **Halfway through your Internship** (approx. 90 hours on site)
 - Complete the Student Midpoint Meeting Form
 - Request your Preceptor complete the online Midpoint Evaluation
 - Initiate Midpoint Meeting with Faculty Advisor and Preceptor to discuss these forms
- All documents must be submitted via InternTrack

Other Required Documentation

- **Final Evaluations** (once internship is complete)
 - Student Evaluation of Internship
 - Preceptor Evaluation of Intern
- All documents must be completed prior to the end of the term via InternTrack.

Preceptor Responsibilities

- Your preceptor will:
 - Electronically approve your Internship Description and Agreement
 - Complete a midpoint evaluation
 - Complete a final evaluation
- All forms are located within InternTrack.

Preceptor Registration

- UAB Employees
 - Log-in to InternTrack with BlazerID and password and notify OPHP (ophp@uab.edu) once they logged in.
- Non-UAB Employees
 - Complete the complete the Preceptor Registration Form:
<https://www.soph.uab.edu/intertrackv3/user/register>

Deliverables

- Final Products & Paper:
 - 5 page minimum (double-spaced, 1" margins, Times Roman)
 - Must be uploaded in InternTrack by due date
- Final Poster:
 - Completed using the template on the field placement website
 - You must attend the internship poster session the semester you complete your internship
 - Must be uploaded in InternTrack by due date
- Guidelines can be found on the UAB SOPH Field Placement Website

<https://soph.uab.edu/fieldplacements/>

Poster Requirements

- Formatted using a PowerPoint poster template.

<i>Organization Logo, if desired</i>	[Name of Your Internship or Project] [Your Name] [Department] Internship Dates: [Semester and Year]	UAB SCHOOL OF PUBLIC HEALTH Knowledge that will change your world
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? Activities/ projects) 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.	Lessons Learned Provide at least two examples of challenges that occurred during your internship and how you overcame those challenges
Public Health Context Impact of your work on the public's health		Competencies Demonstrated List competencies and describe which activities allowed you to gain competence in that area

Download template at <https://soph.uab.edu/fieldplacements/students/poster>.

Do's and Don'ts of a Good Poster

Don't...

- Copy and paste blocks of paragraphs from your paper
- Be more technical than you need to be. Avoid jargon.
- Overcrowd your poster.
- Use excessive abbreviation unless the abbreviation makes it easier for the reader to understand compared to the unabbreviated word.
- Use the passive voice i.e. don't say "was done" or "was studied". Say **who** did it.

Do...

- Keep writing short and simple. Use bullet points. Concentrate on the big picture.
- Pictures , charts, and diagrams can add visual interest.
- Use common abbreviations, but don't define tons of new ones
- Use phrases like "We studied" or "We conducted"
- Edit! Edit! Edit! Check every sentence for simplicity, clarity – get rid of unnecessary words.

The Poster Session

- Each student must complete a poster.
- Once you have completed your poster, you will be responsible for printing your poster. **Printed size requirements: 36"x48"**.
- The student is responsible for printing the poster and all associated costs.
- More information and print options on Campus can be found on the Field Placement "For Students → Poster".
- We will supply an easel and board for your to tack your poster on during the poster session.

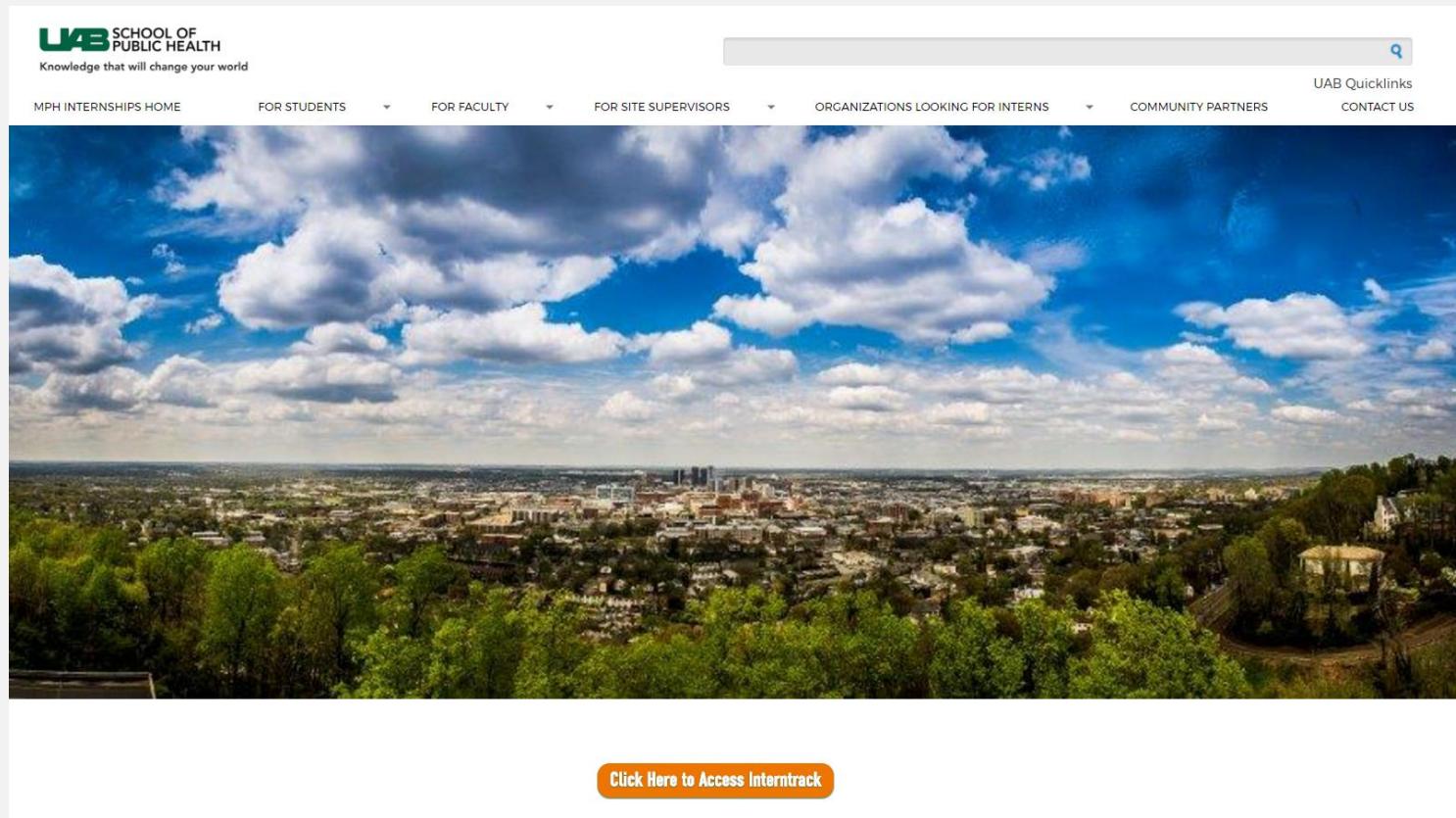
Alternative Poster Session

- Eligible students may submit a request for an alternative poster option in InternTrack.
 - Eligibility limited to students who are still completing internships internationally/out of state, unable to attend due to medical reasons, and and/or completing their residency program at the time of the poster session.
- Students must record themselves presenting their poster (video/audio) and upload to YouTube. Link is submitted in InternTrack.

General Timeline

- Online at the UAB SOPH Field Placement website under section “For Students”
- Timeline is also in InternTrack
- Suggested timeline – but recognize that each organization may be a bit different

Where is this information online?



<https://www.soph.uab.edu/fieldplacements/>

How do I find my Internship?

- “Get a Handle” students newsletter
- HireABlazer (UAB Career and Professional Development database)
<https://www.uab.edu/students/cpd/hire-a-blazer>
- Field Placement website – past internship sites
- Networking events
- Seminars
- Volunteer

Organizations

- 1917 Clinic
- Autism Society
- ADPH
- JCDH
- Aletheia House
- American Heart Association
- Cahaba Valley Healthcare
- Children's Hospital
- CDC
- Comprehensive Cancer Center
- Coosa Riverkeepers, Inc.
- Indian Health Services (nationwide)
- Jackson Heart Study
- Pack Health
- UAB CaRES
- UAB Wellness
- United Way of Central AL
- US Pipe
- **And many more!**

Questions?

