MPH Internship Orientation

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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)

(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 1\textsuperscript{st} 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/interntrackv3
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 theses 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/interntrackv3/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.

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?