



MPH Internship Orientation

Updated March 28, 2017

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 classes must be completed
- 3 credit course – register under your Faculty Advisor at the SOPH
- A final grade will be awarded by the faculty internship advisor. All internships are graded on a Pass/No Pass basis.
 - Grades assigned based on completion of Final Paper, Internship Poster, and evaluations.

Requirements

- The focus must be public health and community
 - not research or mainly administrative tasks
 - Must align with one or more core MPH school-wide competency and one or more track specific competency
- Complete a minimum of 180 contact hours during the semester
- Complete all required documentation in InternTrack
 - Internship Agreement and Description, Evaluations, Final Paper, Internship 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.

Required Paperwork

- **Internship Description and Agreement**
 - YOU CANNOT REGISTER IN BLAZERNET BEFORE SUBMITTING
 - Approved by your faculty advisor and your site supervisor (preceptor)
 - Must be completed prior to the start of the semester in which you will be completing your internship
 - Located online at www.soph.uab.edu/intertrackv2

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 core competencies
 - Preceptor 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 Site Supervisor complete the online Midpoint Evaluation
 - Initiate Midpoint Meeting with Faculty Advisor and Site Supervisor to discuss these forms
- All documents must be submitted via InternTrack at www.soph.uab.edu/intertrackv2

Other Required Documentation

- **Final Evaluations** (once internship is complete)
 - Student Evaluation of Internship
 - Site Supervisor Evaluation of Intern
- All documents must be completed prior to the end of the term via InternTrack at www.soph.uab.edu/intertrackv2

Preceptor Responsibilities

- Your preceptor will:
 - Electronically approve your Internship Description and Agreement
 - Complete a midpoint and final evaluation
 - Confirm your midpoint meeting
- 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:
http://www.soph.uab.edu/intertrackv2/preceptor_registration

Deliverables

- Final Paper:
 - 5 page minimum (double-spaced, 1" margins, Times Roman)
 - Must be uploaded in InternTrack by due date
 - Paper requirements can be found on the UAB SOPH Field Placement website:
<https://www.soph.uab.edu/fieldplacements/students/policies>
- Final Poster:
 - You must attend the internship poster session the semester you complete your internship
 - Must be uploaded in InternTrack by due date

Poster Requirements

- Formatted using a PowerPoint poster template
 - Size requirements: 36"x48"
- Components of Poster
 - Name, department, and name of organization where you completed your internship
 - Dates of your Internship
 - Description of Internship
 - Competencies and Corresponding Activities
 - Lessons Learned (results, professional or personal growth, academic achievements, etc.)

Organization Logo, if desired

[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.)

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

(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/ 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.

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

UAB SCHOOL OF PUBLIC HEALTH
Knowledge that will change your world

The Poster Session

- **Each student must complete a poster.**
- Once you have completed your poster, you will need to print your poster.
- Visit the Field Placement website for on campus print options. Look under section “For Students → Poster”
<http://www.soph.uab.edu/fieldplacements/students/poster>
- We will supply a board for your to tack your poster during the poster session

Alternative Poster Session: Eligible students may submit a request for an alternative poster option in InternTrack. *Eligibility:* 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.

Where is this information online?

- Locate all of this information online on the SOPH website.

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

- Also includes: syllabus, FAQs, information for faculty and preceptors

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

General Timeline

- Online at the UAB SOPH Field Placement website under section “For Students”
<https://www.soph.uab.edu/fieldplacements/students>
- Timeline is also in InternTrack
- Suggested timeline – but recognize that each organization may be a bit different

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?

