I. Instructor and Contact Information

Each student's faculty advisor or designee serves as the instructor for the internship. Faculty advisors are involved in advising and approval of internship sites and anticipated work products; supervision of the internship; and assignment of a final grade.

Please contact your faculty advisor to determine their office hours, email policy, and preferred method of contact.

II. Course Information

Course Description and Purpose of the Course:

Description: The MPH is a professional degree that prepares individuals to develop basic public health skills. The Council on Education for Public Health (CEPH), our accrediting agency, requires that each MPH student be able to demonstrate the application of these concepts through an internship experience that is relevant to his or her area of specialization. All students in the MPH degree program are required to complete the three (3) credit hour public health (*697) internship as a part of their curriculum. The internship provides an opportunity for each student to work in a public health setting with responsibilities similar to those in an entry-level MPH position. The internship cumulates with the submission of at least two work products developed by the student that benefit the agency/organization and allows the student to successfully demonstrate competency attainment in five (5) of the MPH competencies (three of which must be MPH foundational competencies). The internship must be appropriately planned, supervised, and evaluated. It is the student’s responsibility to arrange all of the internship activities and ensure the internship will meet the requirements of the degree program in which they are enrolled. Students must obtain approval through InternTrack from their departmental faculty advisor and preceptor (site supervisor) before registering for the internship. All students must be registered for the course prior to the start of their internship. Students should have completed the core classes before registering for an internship. This means internships are performed in the summer of the first year at the earliest. Some programs vary from this general policy. Students should
meet with their program coordinator to discuss their curriculum planning schedule and appropriate time to complete the internship. See Section XII for a breakdown of student, preceptor, faculty advisor, and program coordinator responsibilities as well as termination, liability and nondiscrimination policies.

**Purpose:** To enable MPH students to apply entry-level competencies acquired in the classroom setting to public health practice through field experiential activities.

**CEPH Competencies/Departmental Competencies/Course Learning Objectives Alignment:** Competencies define what a successful learner should know and be able to do upon completion of a particular program. These statements describe in measurable terms the knowledge, skills and abilities a successful graduate will demonstrate at the conclusion of the program. Each CEPH and departmental competencies are mapped to course learning objectives (CLOs). The course learning objective is what the student is expected to be able to do upon successfully completing this course. The relationship between competencies and course learning objectives (the incremental learning experiences at the course and experiential levels that lead to the development of the competencies) should be explicit and aligned with the program’s mission, goals and objectives. (CEPH Accreditation Criteria Public Health Programs)

At the completion of this course students will be able to:

**Apply at least five (5) competencies with the skill expected from a practical experience. Of these five (5) competencies, students must select a minimum of three (3) foundational competencies. The remaining two (2) competencies can be a combination of foundational or departmental competencies.**

<table>
<thead>
<tr>
<th>CEPH Competencies</th>
<th>Departmental Competencies</th>
<th>Course Learning Objectives</th>
<th>Assessments Used to Assess</th>
</tr>
</thead>
<tbody>
<tr>
<td>At least five (5) competencies with the skill expected from a practical experience including 3 foundational competencies.</td>
<td></td>
<td>PUH/ENH/EPI/HB/HCO 697 1: Describe newly acquired knowledge in one or more specific public health area(s).</td>
<td>Final products developed by the students to benefit the host organization and/or community.</td>
</tr>
</tbody>
</table>

**Credit Hours:**
This course is worth 3 credit hours.

**Prerequisites:** Completion of all core courses required for degree. Some programs vary from this general policy. To be sure about when you are eligible to register for your internship, check with your department’s program coordinator.
**Registration**: Prior to registering for (PUH/HB/EPI/HCO/ENH 697: Internship), the student must complete the Internship Description and Agreement Form in InternTrack. Both the preceptor and SOPH faculty advisor must electronically approve this form BEFORE the departmental program coordinator can remove the hold from the student’s account. The student should register for the appropriate course under their SOPH faculty advisor.

In-person students are required to register for the in-person internship. Students in the online program are the only ones that should register for the online internship (marked with a Q). If a student is in the in-person program but takes all courses online, they will still register for the in-person internship. Additionally, if a student is in the in-person program but completes an internship out of state/country, they will need to still register for the in-person internship.

**Course Clock:**
The times used in this syllabus are all Central Standard Time.

**III. Course Requirements**

**Required Textbook(s)/Software:**
*None*

**Time Requirements/Commitment:**
The internship must be completed within one (1) academic semester. The student cannot start working towards their hours until first day of classes the semester in which they are registered and must be registered before they can start their internship. All hour must be completed before the last day of class the semester in which they are registered.

Students must complete a minimum of 180 contact hours with the organization during the semester in which they are registered for the internship. However, if the internship site requests that the student complete additional hours above the minimum 180 hours required, the student must complete the number of hours requested by their internship site.

Students must keep record and track their hours throughout their internship. An hour log template students can be found on the Field Placement Website under MPH Students → Internship Policies and Procedures → Hour Log. If the host organization prefers another hour log, it must be broken down on a weekly basis, describe the projects the student worked on during those hours each week, and display a sum of the number of hours completed at the end of the internship.

The log must be submitted before the last day of their internship in InternTrack. Once submitted a copy will go to the student’s faculty advisor, preceptor, and internship coordinator. The preceptor will be asked to review the log and verify the number of hours worked during the internship when completing the Preceptor Final Evaluation of Student Performance.
Submitting Assignments:
Assignments should be submitted through InternTrack by the specified due date. Each assignment will have a submission link.

IV. Course Schedule:

<table>
<thead>
<tr>
<th>Module #</th>
<th>Topic</th>
<th>Readings</th>
<th>Activities/Due Dates</th>
<th>Module Learning Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Module 1</td>
<td>Internship Description and Agreement</td>
<td>None</td>
<td>Prior to Registration and the first day of class</td>
<td></td>
</tr>
<tr>
<td>Module 2</td>
<td>Student Midpoint Evaluation of Internship Experience</td>
<td>None</td>
<td>At midpoint of the internship</td>
<td></td>
</tr>
<tr>
<td>Module 3</td>
<td>Preceptor Midpoint Evaluation of Student Performance</td>
<td>None</td>
<td>At midpoint of the internship</td>
<td></td>
</tr>
<tr>
<td>Module 4</td>
<td>Faculty Midpoint Meeting Confirmation</td>
<td>None</td>
<td>At midpoint of the internship</td>
<td></td>
</tr>
<tr>
<td>Module 5</td>
<td>Student Final Evaluation of Internship Experience</td>
<td>None</td>
<td>Last Day of Class</td>
<td></td>
</tr>
<tr>
<td>Module 6</td>
<td>Preceptor Midpoint Evaluation of Student Performance</td>
<td>None</td>
<td>Last Day of Class</td>
<td></td>
</tr>
<tr>
<td>Module 7</td>
<td>Final Products</td>
<td>None</td>
<td>Last Day of Class</td>
<td></td>
</tr>
<tr>
<td>Module 8</td>
<td>Final Poster</td>
<td>None</td>
<td>Last Day of Class</td>
<td></td>
</tr>
<tr>
<td>Module 9</td>
<td>Hour Log</td>
<td>None</td>
<td>Last Day of Class</td>
<td></td>
</tr>
</tbody>
</table>

Last Day to Withdraw:
Required Components of the Internship:

**Internship Description and Agreement**
*Completed by the student, electronically approved by the preceptor* and faculty advisor before registering

The Internship Description and Agreement form provides information on the host agency, background on the internship project and student's role in the project, and identifies anticipated final products mapped to each of the MPH competencies selected. Students must complete this form and obtain faculty advisor and preceptor approval BEFORE they are able to register.

**Student Midpoint Evaluation of the Internship Experience**
*Completed by the student*

Approximately halfway through the internship, the student should complete the midpoint meeting form in InternTrack. The midpoint meeting is an opportunity for the student to reflect on where they are in their internship including their progress in developing work products, describe any changes to their internship activities, identify gaps in training, and discuss challenges. Once submitted, the student midpoint evaluation of the internship experience will be sent to the preceptor, faculty advisor, and internship coordinator.

**Preceptor Midpoint Evaluation of Student Performance**
*Completed by the preceptor*

Students will be evaluated by their preceptor at the midpoint of the internship based on the student’s work habits, professionalism, and communication with the preceptor and others at the organization. The midpoint evaluation of student performance helps identify areas of strength and improvement for the student. Students should review the evaluation, reflect on the feedback provided, and make changes as needed to ensure positive feedback on the final evaluation. Students are responsible for requesting their preceptor complete the mid-point evaluation of student performance in InternTrack at midpoint of their internship. Once submitted, the student midpoint evaluation will be sent to the preceptor, faculty advisor, and internship coordinator.

**Faculty Midpoint Meeting Confirmation**
*Completed by the SOPH faculty advisor*

After the student submits the Student Midpoint Meeting Form, the student should set up a time to meet with their faculty advisor to review this information. The faculty advisor will need to confirm the meeting took place by completing the Faculty Midpoint Meeting Confirmation Form in InternTrack.

**Final Products**

Products are tangible work items developed by the student during their internship that benefit the agency or community the agency serves. At the end of the internship, students are required to submit at least two (2) final products that demonstrate the five competencies selected in their Internship Description and Agreement Form. However, students must map all five (5) competencies to the products, thus more than two
products may be required. Examples of work products can be found on the Field Placement Website under MPH Students → **Products Requirement**.

Should the final products change at any point during the internship, the student should notify their faculty advisor and internship coordinator.

**Attendance at the MPH Poster Session**
At the end of the internship, prior to the end of exams for that semester, a poster session will be held to showcase the internships completed during that semester. Students should download the MPH Internship Poster Template when creating their poster. Attendance is mandatory as it is a required component to the internship experience. Failure to attend (or late arrival) without permission from the Internship Coordinators will result in a No Pass grade for the internship course. Students will receive additional information on logistics for the poster session from the internship coordinators prior to the event.

**Alternative Option:** Limited exceptions will be made for students still completing their internships out of the state or internationally, completing their residency program at the time of the poster session, or cannot attend due to medical reasons. Eligible students may submit a request for an alternative poster option through the **Alternative Internship Poster Presentation Request** in InternTrack (link available in InternTrack). This form must be submitted at least 2 weeks prior to the internship poster session. Completion of the form does not guarantee permission to complete the alternative option.

Students granted an alternative option still complete a poster using the MPH Internship Poster Template, but do not have to print their poster. Instead, students completing an alternative poster session are required to record a video of themselves presenting their poster as if attending the poster session. The video should be 3-5 minutes long and provide an overview of their hosting agency, background of their project, lessons learned, description of the two final products submitted and how the products relate to the competencies selected, and community impact. The video should be uploaded as an unlisted video onto YouTube. Students will include the link to their poster video when submitting their poster in InternTrack. Student videos can be recorded through a camera or phone.

**Final Poster**
Each student must complete a poster (sharing of posters is not acceptable). The poster should be formatted using the **MPH Internship Poster Template**. The poster should then be professionally printed and presented at the poster session, unless you were granted an alternative poster option. **The student is responsible for printing the poster and all associated costs.** An easel and board will be supplied for you to tack your poster to during the poster session.

An electronic copy of the poster should be uploaded to InternTrack prior to the last day of classes the semester in which the student completes the internship. If you need
further guidance on completing your poster, please speak with the Internship Coordinators or your Faculty Advisor.

**Student Final Evaluation of the Internship Experience**  
*Completed by the student*  
The student final evaluation of the internship experience is an opportunity for students to reflect on their overall internship experience, competency attainment, and provide feedback on the quality of the internship experience. Students should complete this form prior to the MPH Internship Poster Session.

**Preceptor Final Evaluation of Student Performance**  
*Completed by the preceptor*  
Students are also evaluated by their preceptor at the conclusion of their internship based on the student’s completion of the work requirements, professionalism, use of time, communication with preceptor and others at the organization, verification of hours worked, and overall benefit to the organization. The Preceptor Final Evaluation of Student Performance must be submitted by Wednesday following the MPH Internship Poster Session. It is the student’s responsibility to request that their preceptor complete this form. Preceptors complete the Final Evaluation of Student Performance by logging into their InternTrack account and selecting the Preceptor Final Evaluation of Student Performance link.

**Preceptor Registration**  
Preceptors from outside the UAB system must complete the preceptor registration form in order to gain access to InternTrack. Preceptors from within UAB should coordinate with the Office of Public Health Practice (OPHP) to obtain preceptor access to InternTrack. Preceptors will use InternTrack to 1) approve the Internship Description and Agreement Forms; 2) complete the midpoint; and 3) final evaluation of student performance. The only person who can complete the midpoint and final evaluation is the person listed in the Internship Description and Agreement Form. If the internship preceptor changes, please notify the Office of Public Health Practice IMMEDIATELY so it can be updated in InternTrack BEFORE the end of the semester. Failure to do so may result in delayed grade submission.

**V. Grading**

**Attendance and Participation:**  
You must complete a minimum of 180 contact hours with the organization during the semester in which you are registered for the internship. However, some internship sites may require you to complete additional hours beyond the minimum 180 hours required. If the site requires additional hours, you must complete the number of hours as requested by your internship site.

**Evaluation:** This course is evaluated based on completion of all internship requirements, including the results of the preceptor’s evaluations, completion of the
hour requirement (see above), final product(s) demonstrating all 5 competencies selected and poster presentation.

Final products should represent graduate-level work. Final products with typos or mistakes, haphazardly designed, or poorly organized or presented do NOT reflect graduate-level work.

**Instructor Response Time:**
Final grades will be posted by the due date listed in the Academic Calendar.

**Grading Scale:**
Students will be given a grade of Pass/No Pass by the faculty advisor based on completion of all internship requirements, including the results of the preceptor's evaluations, verification of hours completed, submission of the final products demonstrating all 5 competencies selected and poster presentation. Unsatisfactory completion of the internship components may result in a No Pass (NP).

**VI. Technology Requirements and Support**

**System Requirements:**
View the system requirements specified by the School of Public Health. If your computer does not meet the standards, you may encounter problems testing or accessing content. Laptops that do not meet the standards may not be used for testing. If you use a laptop that does not meet the minimum requirements, you will not be given additional time or opportunities during an exam as a result of laptop issues. Contact 205-934-7728 for technical problems within the School of Public Health or AskIT@uab.edu or call 205-996-5555 for other technical problems.

**Browser Requirements:**
Students will need to use Firefox or Google Chrome browsers in order to access InternTrack.

**Online Delivery System (InternTrack):**
Material submitted for this course will be delivered through InternTrack. You can access InternTrack by visiting https://www.soph.uab.edu/interntrackv3/. You should log in using your Blazer ID and password. At any time you can contact the Office of Public Health Practice ophp@uab.edu for assistance.

**VII. Communication Guidelines**

**Communication Etiquette:**
While at your internship site, remember you are representing UAB and the School of Public Health. Please be respectful of everyone’s opinions. While it is acceptable to disagree with someone’s opinion, you should always do so in a respectful manner. This respect should be extended to entities that you may interact with during your internship.
(other staff members, community partners, mentors, participants, other students, etc.). Additionally, you should use appropriate language and grammar in your written and verbal discussion. Write emails with proper grammar, correct spelling and a high level of formality. Avoid “net speak” such as TTYL, LOL, L8R, U (instead of you) and beginning written assignments. Please visit UAB Code of Conduct for more information.

VIII. Course and University Policies

Incomplete Grades:

The UAB Incomplete Grade Policy states that a temporary grade notation of “I” for incomplete may be requested by the student prior to the end of the term and submitted at the course master’s discretion due to unforeseen circumstances that effect the student’s ability to complete course requirements. Students requesting consideration of an “I” grade must discuss with the course instructor, and agree upon a plan and a schedule for, completion of course requirements. It is the student’s responsibility to initiate this discussion, assure completion of this form and return it to the Office of Student and Academic Services. If no permanent grade is reported by the end of the subsequent term, an “F” will be automatically assigned to replace the “I”. Extension of “I” grades may be granted only upon written request of the course instructor to the associate dean for academic affairs. Complete the SOPH Incomplete Grade Request Form.

Accessibility:

UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call 934-4205 or visit their website.

Title IX:

The University of Alabama at Birmingham is committed to providing an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual discrimination, harassment, misconduct, or assault we encourage you to report the incident. UAB provides several avenues for reporting. Visit UAB’s Title IX Policy and UAB’s Equal Opportunity and Anti-Harassment Policy for more information about Title IX, policy, reporting, protections, resources and supports.

Honor Code:

As a student in the School of Public Health, you are subject to the School of Public Health Student Honor Code. You are responsible to understand the contents of the Honor Code and to abide by it. Academic Dishonesty: Plagiarism is the undocumented
use of other authors' words, texts, images, and ideas that don't come from your own head. Making up sources, altering numbers, statistics, or just a few words of a document is considered plagiarism. Poor documentation or paraphrasing of a source is also considered plagiarism. Plagiarism in this course is taken seriously; any violations will be punished to the full extent allowable under the School of Public Health Honor Code.

**UAB Policies:**
To see all the current university-wide policies visit [UAB Policies and Procedures Library](#).

**IX. Library Resources:**

You can access library materials such as databases, electronic journals, encyclopedias, and other various resources. Visit [UAB Libraries](#).

**X. UAB Student Counseling Services**

Student Counseling Services offers students of all backgrounds, races, religious beliefs, sexual orientations, gender identities, abilities, ethnicities, and cultures a safe place to discuss and resolve issues that interfere with personal and academic goals. Student Counseling Services recognizes and honors the complex intersectionality of all aspects of a person’s identity and presenting concerns. All enrolled UAB students are eligible for counseling. Students can schedule an appointment by phone, (205) 934-5816, or in-person at the Student Health and Wellness Center at the LRC, 1714 9th Avenue South. Students should be prepared to tell the intake coordinator why they are seeking counseling.

**XI: Other Resources and Important Contacts**

<table>
<thead>
<tr>
<th>School of Public Health</th>
<th>UAB Dean’s Office Front Desk</th>
<th>(205) 934-4993</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Internship Coordinator – Elena Kidd</td>
<td>(205) 934-7140 <a href="mailto:enlinn@uab.edu">enlinn@uab.edu</a></td>
</tr>
<tr>
<td></td>
<td>Internship Coordinator - Meena Nabavi</td>
<td>(205) 975-7644 <a href="mailto:mnabavi@uab.edu">mnabavi@uab.edu</a></td>
</tr>
<tr>
<td>Health</td>
<td>UAB Counseling Services</td>
<td>(205) 934-5816 uab.edu/counseling</td>
</tr>
<tr>
<td></td>
<td>UAB Student Health &amp; Wellness Center</td>
<td>(205) 934-3581 uab.edu/studenthealth</td>
</tr>
<tr>
<td>Safety</td>
<td>UAB Police Emergency</td>
<td>911 or (205) 934-3535 uab.edu/police</td>
</tr>
<tr>
<td></td>
<td>UAB Police Non-emergency</td>
<td>(205) 934-4434</td>
</tr>
<tr>
<td></td>
<td>Blazer Express Safety Escort (9pm – 5:30am every day)</td>
<td>(205) 934-8772 to request a ride on campus uab.edu/blazerexpress/safety-escort</td>
</tr>
<tr>
<td></td>
<td>UAB Title IX Coordinator</td>
<td>(205) 996-1340 uab.edu/titleix</td>
</tr>
<tr>
<td>Support</td>
<td>Assistant Vice President for Student Experience</td>
<td>(205) 934-4175</td>
</tr>
</tbody>
</table>
XII. Breakdown of Responsibilities

Student Intern Responsibilities:

A. Locate an internship position within an appropriate agency.
B. Develop a mutually acceptable work outline of the objectives, competencies, and products with the agency supervisor and faculty advisor.
C. Register for 3 credit hours of ***697 internship course
D. Complete a minimum of 180 hours of contact time in the agency and keep a log of hours and activities. These hours must be completed in one semester.
E. Be aware of all provisions of the internship expectations and agreements.
F. Establish effective working relationships with agency personnel and appropriate community representatives involved in the internship projects.
G. Complete internship products as directed by the agency preceptor.
H. Maintain scheduled periodic contact with the agency preceptor and faculty advisor throughout the internship experience.
I. Evaluate and integrate suggestions and criticisms from the preceptor and advisor.
J. Prepare evaluation forms, internship poster, hour log, and submit a minimum of two (2) final products by the deadline.

Preceptor (Site Supervisor) Responsibilities:

A. Develop a job description along with the student intern before the internship begins.
B. Explain the structure and function of the agency.
C. Provide the student with space within the organization in which to work while doing the practice experience, and include the student in agency and interagency meetings.
D. Introduce the student personnel within the agency and to representatives of other community agencies when relevant.
E. Provide direct guidance and supervision of the student during planned internship activities.
F. Notify the faculty advisor and internship coordinator if any problem arises.
G. Provide a model of professional work habits and attitudes.
H. Maintain periodic contact with the faculty advisor and student intern. Discuss the student's progress at least once midway through the internship.
I. Evaluate student performance on the forms provided.
J. Verify the number of hours the student completed during the internship.

Faculty Advisor Responsibilities:

A. Assist the student in identifying organizations interested in participating in the internship program.
B. Aid the student in outlining the objectives, competencies, and products, if necessary, ensuring that they meet CEPH requirements.
C. Review and approve the intern's plan.
D. Advise the student if IRB approval is necessary.
E. Be accessible to students and the agency preceptor as needed during the period of field training.
F. Discuss the student's progress at least once midway through the internship.
G. Call the student for a conference whenever a potential problem appears to have arisen.
H. Remove the student if it is deemed that either the student or the setting is inappropriate.
I. Encourage the intern and the agency preceptor to provide constructive feedback regarding his/her academic preparation and the operation of the internship program.
J. Evaluate the progress of the intern using program goals, supervisor reports, his/her evaluation, final products, and internship poster.
K. Assign a final grade (pass/fail) for the internship based on the evaluation mentioned above.

Internship Coordinator Responsibilities:

A. Direct students to internship postings (Handshake, Get A Handle, Networking Events, etc.)
B. Manage InternTrack, UAB's system for tracking internships
C. Meet with preceptors to provide an overview to the MPH Internship program and handle preceptor registration
D. Meet with students to discuss internship requirements and procedure for registration (i.e. internship orientation)
E. Trouble Shoot with Students, Faculty, and Preceptors
F. Coordinate internship poster session
G. Review progress of the students during the Internship & alert faculty of any potential issues

**Program Coordinator Responsibilities:**

A. Meet with students to discuss their curriculum planning schedule and appropriate time to complete their internship  
B. Refer students to faculty advisors to discuss internship  
C. Refer students to the OPHP for securing internships  
D. Issue the override for students to register AFTER the internship has been approved by the faculty member and preceptor

**Termination of the Internship:**

The internship may be terminated for any of the following reasons:  
A. Any illness or other unexpected events that necessitate the student’s absence for a time, which is detrimental to the agency or student.  
B. Any action by the agency that is detrimental to the student or the academic department.  
C. Any action by the academic department or student that is detrimental to the agency.

**Nondiscrimination Agreement:**

The parties agree that there shall be no discrimination on the basis of race, color, religion, sex, national origin, age or disability.

**Liability:**

UAB will provide public liability coverage for students participating in the School of Public Health internship program as paid/unpaid or full-time (temporary) or part-time interns for a host agency. The coverage will apply to claims arising out of injury or damage sustained by a third party while the student is acting within the course and scope of the assigned duties of their internship. The host agency will provide public liability coverage for UAB School of Public Health students participating in the School of Public Health internship program as full-time regular employees of the host agency (for example, when a student interns at his or her full-time regular place of employment). Students enrolled in the School of Public Health must maintain health insurance coverage for the duration of their programs.

*Instructors reserve the right to make changes to the syllabus or course content at any time. It is your responsibility to check the modules and announcements often for changes in assignment requirements, due dates, and materials.*