



# **University of Alabama at Birmingham School of Public Health**

## **Preceptor Guide to MPH Internships**



1665 University Boulevard | RPHB 130  
Birmingham, AL 35294

Dean's Office Front Desk Phone: (205) 934-4993

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

Thank you for your interest in hosting a Master of Public Health (MPH) student intern at your organization. All MPH students are required to complete a minimum of a 180 hour, practice-based internship as a component of their degree program that is relevant to their area of concentration within the field of Public Health. The following information will provide you with an overview of the internship experience as well as a user guide for InternTrack, our online database for all documents related to the MPH internship experience. Thank you again for your interest in hosting an intern. We look forward to building a partnership between the UAB School of Public Health MPH Program and your organization as we prepare future public health professionals for the workplace.

Kind regards,

*Meena Nabavi and Elena Kidd, Internship Coordinators*  
UAB School of Public Health  
Office of Public Health Practice  
[ophp@uab.edu](mailto:ophp@uab.edu)

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## **OVERVIEW OF THE MPH INTERNSHIP**

The internship is a 3-credit hour course requirement of all MPH-seeking students. According to the Council on Education for Public Health (CEPH), **all graduate professional public health degree students must demonstrate the application of public health concepts through a practice experience** that is relevant to the student's area of specialization. This experience is planned, supervised, and evaluated throughout the semester of the internship.

Applied practice experiences may involve governmental, non-governmental, non-profit, industrial and for-profit settings or appropriate university-affiliated settings. To be appropriate for applied practice experience activities, university-affiliated settings must be primarily focused on community engagement, typically with external partners. University health promotion or wellness centers may also be appropriate. Activities meeting the applied practical experience should be mutually beneficial to both the site and the student. Applied practice activities should allow students the opportunity to address a critical public health issue in the community and should not be primarily administrative or research in nature.

## **INTERNSHIP REQUIREMENTS**

In order to register for the internship course, students must have completed all public health core coursework. Usually, this means that students must wait until their 3<sup>rd</sup> semester to complete the internship. Students must complete a minimum of 180 contact hours with the organization during the semester in which they register for the internship, *however you can require the student to complete additional hours*. Students cannot start the internship prior to the first day of class, and must have all hours in by the last day of class for that semester.

Learning objectives for the internship must be set based on the MPH foundational and departmental competencies. The following documents are required as part of the planning and evaluation of the internship:

- Internship Description and Agreement
- Student Evaluation (midpoint and final)
- Preceptor Evaluation (midpoint and final)
- Faculty Advisor Midpoint Meeting Confirmation
- Student's Final Paper
- Student's Final Internship Poster and their attendance at internship poster session
- Other Deliverables and Products as determined by the site and preceptor

## **WHAT TO EXPECT FROM AN MPH INTERN**

By the time they begin their internship, our MPH students will have at a minimum completed their first year of coursework. This includes coursework in biostatistics, epidemiology, environmental health sciences, healthcare organization and policy, and health behavior. They will have also taken additional courses in their area of interest.

## **HOW TO POST AN OPPORTUNITY FOR AN MPH INTERN**

Students can apply to internships coordinated through the school, or they can identify their own opportunity. Students are encouraged to first review posted internships coordinated through the school. Opportunities coordinated through the school will be posted in the weekly Get A Handle Student newsletter and on the School of Public Health's Office of Public Health's internship database. To have your internship posted here, please complete the Intern Request Form: <http://www.soph.uab.edu/interntrackv3/intern-request-form>.

## **RECRUITING TIMELINE**

Students can begin an internship at the beginning of any of the three academic semesters (FALL: August – December, SPRING: January – April, SUMMER: May to August).

## **THE ROLE OF A PRECEPTOR (SITE SUPERVISOR)**

A preceptor is expected to:

- Develop a job description along with the student intern before the internship begins.
- Explain the structure and function of the agency.
- If available, 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.
- Introduce the student to personnel within the agency and to representatives of other community agencies when relevant.
- Provide direct guidance and supervision of the student during planned internship activities.
- Notify the faculty advisor and internship coordinator if any problem arises.
- Provide a model of professional work habits and attitudes.
- Maintain periodic contact with the faculty supervisor and student intern. Discuss the student's progress at least once midway through the internship.
- Evaluate student performance through InternTrack.

## **FAQs**

### **How many hours does the student spend at my organization?**

Students are required to work at least 180 hours over the semester. This is approximately 13 hours per week. However, you can require the student complete additional hours.

### **How are hours tracked?**

The student is responsible for arranging a method to keep track of the number of hours worked with your organization during their internship. At the end of the semester, you will be asked to verify that the student completed a minimum of 180 hours, or the number of hours agreed upon by the organization and student.

### **How is a successful internship measured?**

At the completion of the internship, the student provides a final product to his or her faculty advisor that documents the experience. Also, the student and preceptor complete a detailed evaluation. Students receive a Pass/No Pass grade based on these products.

### **What about insurance coverage for interns?**

Because students are enrolled for credit during the internship, they are required by UAB to maintain their own health insurance. The Office of Public Health Practice will work with each organization to determine the status of liability and workers compensation coverage.

### **How likely am I to have a student intern?**

Students are ultimately responsible for securing their own internship, based on their discipline of study, and personal preferences and circumstances, so we cannot predict which organizations they will choose. However, we are eager to work with you to increase your chances of getting the right student for your organization.

### **Do students expect to receive a salary?**

Yes. The Financial Aid Office at UAB estimates Birmingham base monthly living expenses to be around \$1000; however, the range for stipends or salaries varies widely from organization to organization. If travel and relocation are involved, the costs may be higher. There are organizations which have an intern but are unable to provide a stipend. They normally offer something unique that students cannot find elsewhere.

### **I'd like to speak with my intern's faculty advisor. How did I find this contact information?**

Contact information can be found by opening the Internship Description and Agreement Form, accessible in InternTrack or via your email receipt, sent when the student submitted the document in InternTrack.

## INTERTRACK

An online system for managing documents required for the MPH Internship

**For preceptors with a BlazerID, please login at:**

[http://www.soph.uab.edu/intertrackv3/saml\\_login](http://www.soph.uab.edu/intertrackv3/saml_login) using your BlazerID and Password. Once you have done this, please contact the **Office of Public Health Practice** ([ophp@uab.edu](mailto:ophp@uab.edu)) so preceptor access can be added to your account.

**For preceptors without a BlazerID and registering for the first time**, please follow the instructions below.

### Preceptor Registration for Non-UAB Preceptors

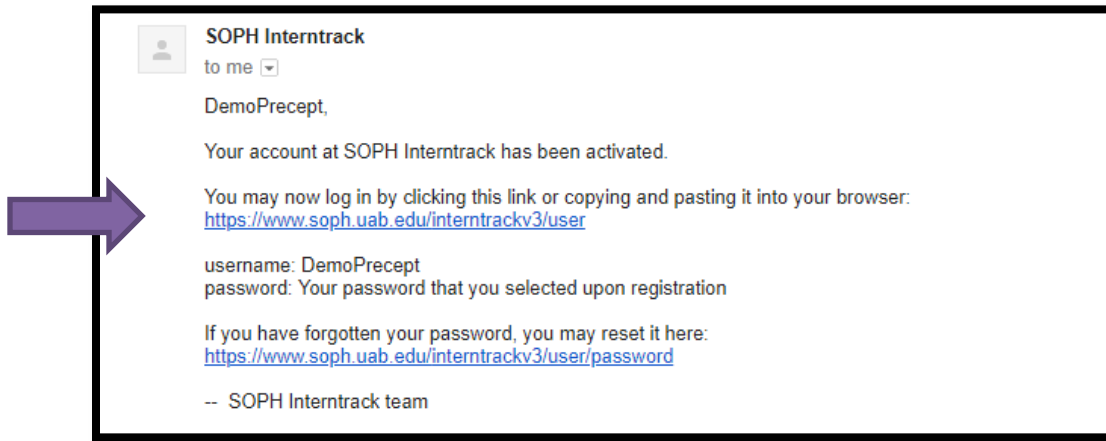
- I. **Preceptor Registration:** Preceptors that are not within the University of Alabama at Birmingham (UAB) system and do not have a BlazerID will need to register and create an account at <https://www.soph.uab.edu/intertrackv3/user/register>. After completing this form, your account will be marked pending until it is reviewed by one of the Internship Coordinators.
  - A. Under the tab, “Create new account”, complete all the required fields.

The screenshot shows the 'User account' registration page. At the top, there is a navigation bar with links for 'FIELD PLACEMENTS', 'HOME', 'PASSWORD RESET', and 'PRECEPTOR REGISTRATION'. Below the navigation bar is a green header. The main content area is titled 'User account' and contains a form with the following elements:

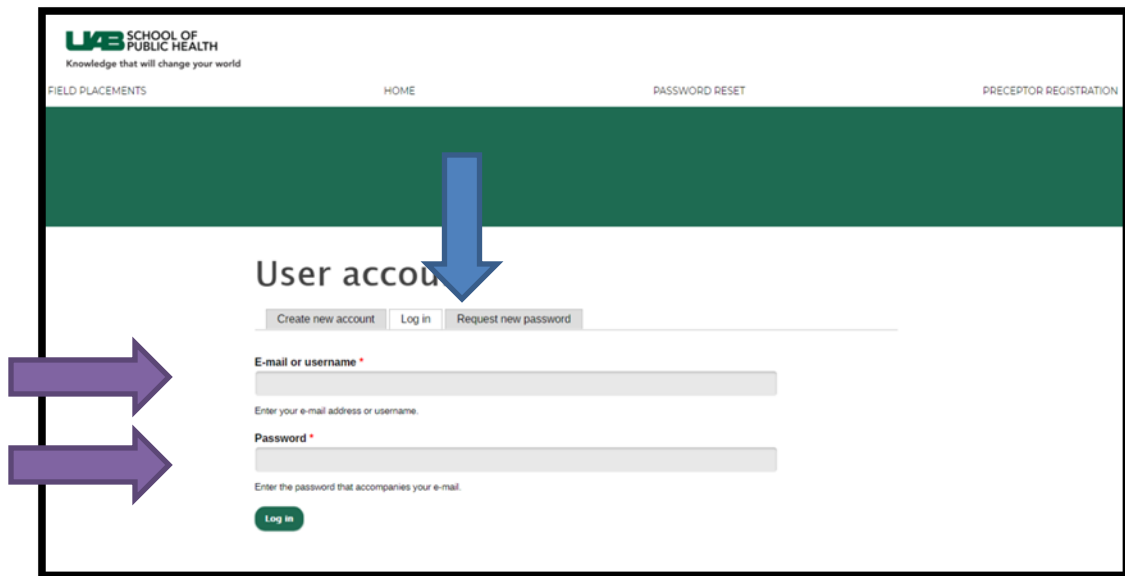
- A navigation bar with buttons for 'Create new account', 'Log in', and 'Request new password'. A purple arrow points to the 'Create new account' button.
- An 'E-mail' field with a red asterisk. Below the field is a note: 'A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.'
- A 'Password' field with a red asterisk. To its right is a 'Password strength' indicator.
- A 'Confirm password' field with a red asterisk. Below the field is a note: 'Provide a password for the new account in both fields.'
- A 'Name' field with a red asterisk. Below the field is a note: 'Please include your first and last name.'

- B. After you complete and submit the form, an email receipt will be sent to you and the Internship Coordinators. Expect to receive an email response confirming your username within 1-2 business days. The password for your account will be the one you created upon registering.

C. Once your registration is approved, you will receive the message below.



D. Click on the link notated by the purple arrow above. This will allow you to log into your account. Enter your email address and password. If you have forgotten your password, you have an option to request a new password by clicking on the link notated by the blue arrow.



- E. Upon log in, you will see the home page. Please take a moment to read over the information and pay close attention to the General Policies.
- F. Once your student intern begins completing their Internship Description and Agreement Form, you will see their name appear in a table at the bottom of your home page. If you have multiple students, they will be arranged by the year and semester they complete their internship.

**Internship Description and Agreement Form**

**II. Internship Description and Agreement (IDA) Form Request for Edits/Approval:** Please click on the student’s name to open the internship view. Please make sure to review all of the information within this view. As a preceptor you are required to approve the IDA Form before the student can register and begin their internship.

- A. Click on the student’s name to access their internship documents (purple arrow below).

Welcome DemoPrecept,

Thank you for your support of our MPH internship program through hosting an intern at your organization!

The MPH internship provides an opportunity for students to work in a public health setting in a position that carries responsibility and is of particular interest. 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. The experience must be properly planned, supervised, and evaluated. For more information about the School of Public Health’s Internship program, including the syllabus, please visit the [Field Placement](#) website.

Students will be graded on a pass/no pass basis by their faculty advisor, based on the information in the internship description and agreement, student and preceptor midpoint evaluation, student and preceptor final evaluation, student final paper, student final poster and student attendance at the poster session.

General Policies

- An internship must be practice-based, therefore internships primarily **research** or **administrative** in nature **are not appropriate**.
- Students should have completed the core classes before registering for an internship.
- Students are required to complete a **minimum of 180 contact hours** with your organization, however you can request the students complete additional hours.
- Students cannot **start** before the first day of classes, and cannot extend past the end of the semester.
- Students must be registered for the internship course prior to beginning their internship.

The student’s name will appear in a table below as soon as they have completed their Internship Description and Agreement form.

List of MPH Interns – Preceptor

2018  
Fall

Name
Name, Student





- B. To view, request edits, or approve the IDA form, click “Edit/Approve Form” (see blue arrow below).

## Internship View

Internship Documents and Forms

Below is a table and status bar of the documents that are related to this student's internship. Forms will appear as the student completes them.

You will need to approve the Internship Description and Agreement form before the student can register and begin their internship. **In order to do this, select the "edit/approve" link in the table below and page through the agreement form until you get to the "Approval Page".** If the faculty advisor requests edits to the Internship Description and Agreement form after you approve it, you will need to reapprove the form. While several of the documents will require you to take action, others are available for you to view only.

**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:**

- [Preceptor Midpoint Evaluation](#)
- [Preceptor Final Evaluation](#)

Name, Student

Form Name	Status	Date Last Modified		
MPH Internship Description and Agreement Form	completed	Mon, 06/18/2018 - 15:56	<a href="#">View</a>	<a href="#">Edit/Approve Form</a>

Student Internship Status

IDA	Faculty IDA Approval	Preceptor IDA Approval	Student Midpoint	Faculty Midpoint	Preceptor Midpoint	Student Final Evaluation	Preceptor Final Evaluation	Final Paper	Final Poster
✓	X	X							

- C. Scroll through the IDA Form until you reach the **Approvals** page.
- D. Under “Preceptor Approval” (purple arrow), please select “Yes” to approve the IDA Form as is or “No” to request edits. After you make your selection, remember to **Save** the document (green arrow). *Please note: If this is your first time viewing, No” will be selected as a default.*
- i. If you select “No”, please describe the edits you would like the student to submit under preceptor edits section (blue arrow). By selecting “No”, the intern student will be required to review and resubmit the form. Once edits are made by the student, you will be notified by email and you will then follow steps “B. **Internship Description and Agreement (IDA) Form Request for Edits/Approval**” again.

Start Personal Faculty Competencies Description Internship Preceptor Approvals Complete

**Faculty and Preceptor Approval Page. Please Approve or Request Edits to this form in the appropriate fields below. Students you cannot select anything on this page, please click submit.**

**Faculty Approval - For Faculty Use Only**

Yes  
 No

**Faculty Edits**

**Preceptor Approval - For Preceptor Use Only \***

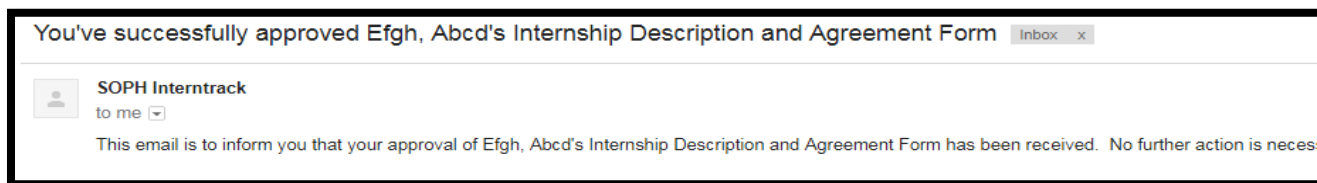
Yes  
 No

**Preceptor Edits \***

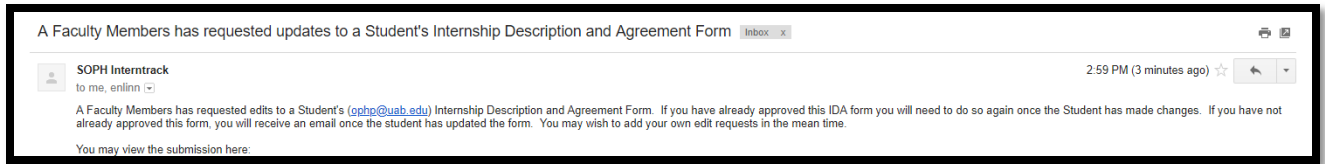
Please edit my position name.

< Previous Page Save

E. Once you submit the IDA, you will receive an email notifying you that you have successfully requested edits or approved the students IDA Form.



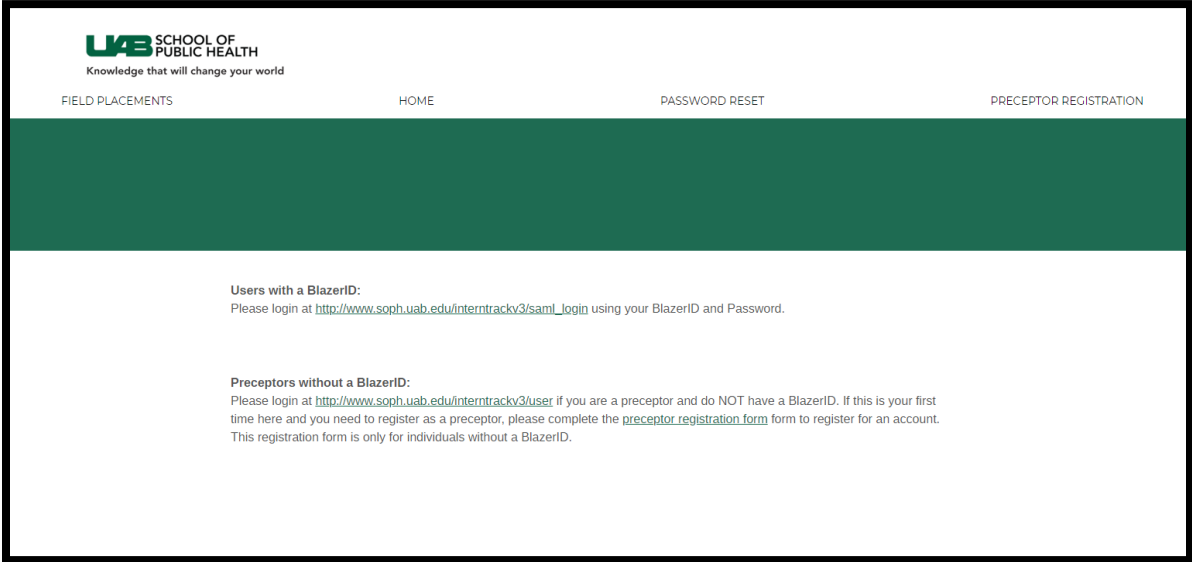
F. At any time, if the student makes changes to their IDA Form (on their own, requested by you, or requested by their UAB School of Public Health Faculty advisor), you will receive an email notifying you and requesting that you re-approve the form, even if you already have approved it by following Step B.



## Preceptor Midpoint Evaluation

**III. Preceptor Midpoint Evaluation:** The midpoint evaluation should be completed when the student is halfway through their internship (completed at least half of the agreed upon hours). There is no exact due date as it depends on when the student starts and how many hours were agreed upon.

A. To get to the midpoint evaluation, log in at <https://www.soph.uab.edu/intertrackv3/>.



## B. Select your student intern.

Welcome DemoPrecept,

Thank you for your support of our MPH internship program through hosting an intern at your organization!

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Students will be graded on a pass/no pass basis by their faculty advisor, based on the information in the internship description and agreement, student and preceptor midpoint evaluation, student and preceptor final evaluation, student final paper, student final poster and student attendance at the poster session.

### General Policies


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- Students cannot start before the first day of classes, and cannot extend past the end of the semester.
- Students must be registered for the internship course prior to beginning their internship.

The student's name will appear in a table below as soon as they have completed their Internship Description and Agreement form.

### List of MPH Interns – Preceptor

2018  
Fall

Name
Name, Student



## C. Select Preceptor Midpoint Evaluation

# Internship View

### Internship Documents and Forms

Below is a table and status bar of the documents that are related to this student's internship. Forms will appear as the student completes them.

You will need to approve the Internship Description and Agreement form before the student can register and begin their internship. **In order to do this, select the "edit/approve" link in the table below and page through the agreement form until you get to the "Approval Page"**. If the faculty advisor requests edits to the Internship Description and Agreement form after you approve it, you will need to reapprove the form. While several of the documents will require you to take action, others are available for you to view only.

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- [Preceptor Midpoint Evaluation](#)
  - [Preceptor Final Evaluation](#)
- 

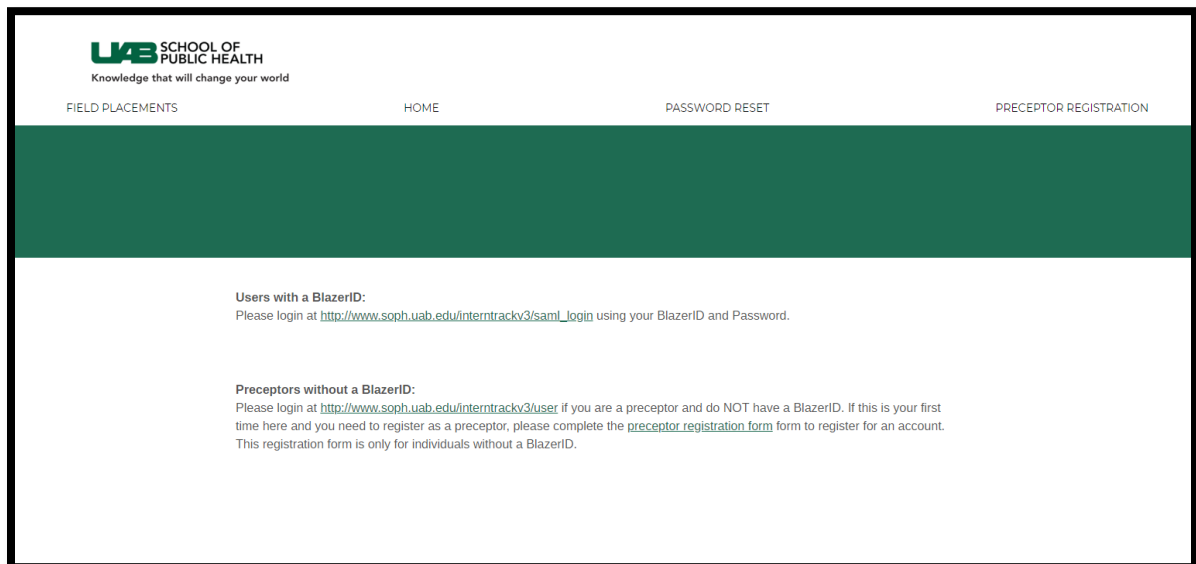
- D. Complete the MPH Preceptor Midpoint Evaluation of Intern. We ask that you be as candid as possible because these evaluations are used to prepare our interns. Any suggestions you make will be taken into review and consideration. **The student, internship coordinator, and faculty advisor will be able to see your comments.** If you are experiencing any issues at your internship site, please contact the Office of Public Health Practice, [ophp@uab.edu](mailto:ophp@uab.edu).
- E. After you complete the last question, press **Submit**. You will receive an email confirming your submission.



**Preceptor Final Evaluation**

**IV. Preceptor Final Evaluation: The Final Evaluation** should be completed when the student has completed their internship (i.e. has completed all of the agreed upon hours and projects). This must be completed by the last day of class during the semester the student is enrolled. To see the internship timeline, please visit the UAB School of Public Health Field Placement website: <https://soph.uab.edu/fieldplacements/students>

- A. To access the Final Evaluation, log in at <https://www.soph.uab.edu/intertrackv3/>.



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- Students cannot start before the first day of classes, and cannot extend past the end of the semester.
- Students must be registered for the internship course prior to beginning their internship.

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List of MPH Interns – Preceptor

2018  
Fall

Name
Name, Student



## C. Select Preceptor Final Evaluation

# Internship View


### Internship Documents and Forms

Below is a table and status bar of the documents that are related to this student's internship. Forms will appear as the student completes them.

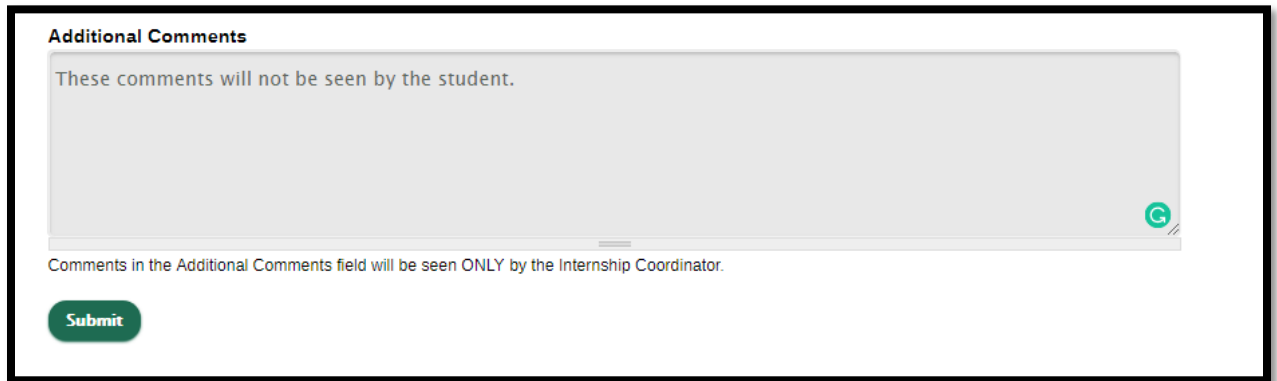
You will need to approve the Internship Description and Agreement form before the student can register and begin their internship. **In order to do this, select the "edit/approve" link in the table below and page through the agreement form until you get to the "Approval Page"**. If the faculty advisor requests edits to the Internship Description and Agreement form after you approve it, you will need to reapprove the form. While several of the documents will require you to take action, others are available for you to view only.

**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:**

- [Preceptor Midpoint Evaluation](#)
- [Preceptor Final Evaluation](#)



- D. Complete the Preceptor Final Evaluation of Intern. We ask that you be as candid as possible because these evaluations are used to prepare our interns. Any suggestions you make will be taken into review and consideration. **The student, internship coordinator, and faculty advisor will be able to see your comments.** If you would like to include any comments that will not be shared with the students, please enter these under the Additional Comments section.



The screenshot shows a text input area titled "Additional Comments". Inside the text area, it says "These comments will not be seen by the student." There is a green circular icon with a white 'G' in the bottom right corner of the text area. Below the text area, a note states: "Comments in the Additional Comments field will be seen ONLY by the Internship Coordinator." At the bottom left of the form, there is a green "Submit" button.

- E. After you complete the last question, press **Submit**. You will receive an email confirming your submission.

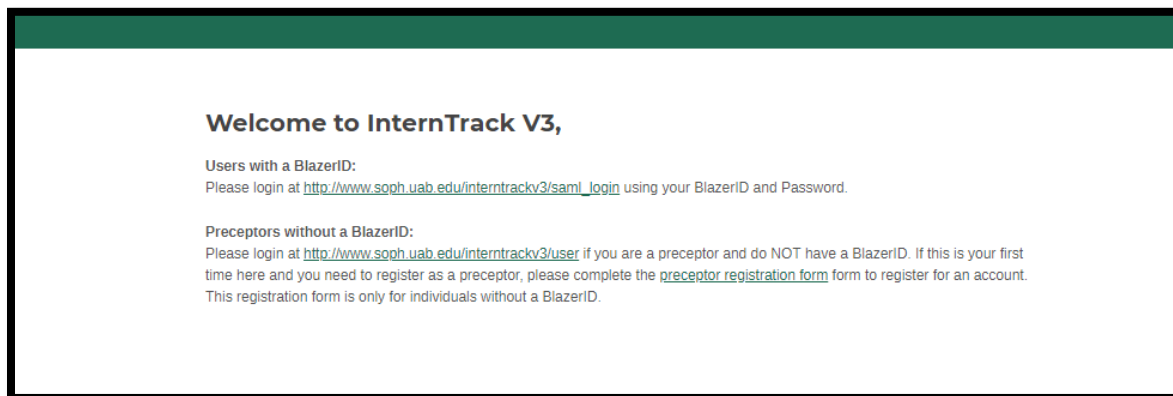


The screenshot shows an email notification. The subject line is "Form submission from: MPH Preceptor Final Evaluation of Intern" with an "Inbox" tab. The sender is "SOPH Interntrack" and it is addressed "to me". The body of the email says: "Thank you for submitting your final evaluation for Name, Student."

**Document Review Only (No Action Required)**

- V. InternTrack gives you an option to view documents submitted.

- A. Go to the InternTrack welcome page at <https://www.soph.uab.edu/intertrackv3/> and login.



The screenshot shows the "Welcome to InternTrack V3" page. It has a green header bar. The main content area contains the following text:

**Welcome to InternTrack V3,**

Users with a BlazerID:  
Please login at [http://www.soph.uab.edu/intertrackv3/saml\\_login](http://www.soph.uab.edu/intertrackv3/saml_login) using your BlazerID and Password.

Preceptors without a BlazerID:  
Please login at <http://www.soph.uab.edu/intertrackv3/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](#) to register for an account. This registration form is only for individuals without a BlazerID.

B. Select the student name that you would like to review documents.

List of MPH Interns - Preceptor

2018  
Fall

Name

Name, Student

C. You will have an option to view **all** documents for this student. Locate the form you would like to view (purple arrow) and click the corresponding view (blue arrow).

Name, Student	Form Name	Status	Date Last Modified		
	MPH Internship Description and Agreement Form	completed	Wed, 07/18/2018 - 12:44	<a href="#">View</a>	<a href="#">Edit/Approve Form</a>
	MPH Faculty Midpoint Meeting Confirmation	completed	Tue, 06/19/2018 - 16:19	<a href="#">View</a>	
	MPH Student Midpoint Evaluation	completed	Wed, 06/20/2018 - 09:00	<a href="#">View</a>	
	MPH Poster Submission	completed	Wed, 06/20/2018 - 09:04	<a href="#">View</a>	
	MPH Paper and Final Products Submission	completed	Wed, 06/20/2018 - 09:05	<a href="#">View</a>	
	MPH Preceptor Midpoint Evaluation of Intern	completed	Mon, 06/25/2018 - 13:57	<a href="#">View</a>	<a href="#">Edit/Approve Form</a>
	MPH Preceptor Final Evaluation of Intern	completed	Mon, 06/25/2018 - 14:19	<a href="#">View</a>	<a href="#">Edit/Approve Form</a>

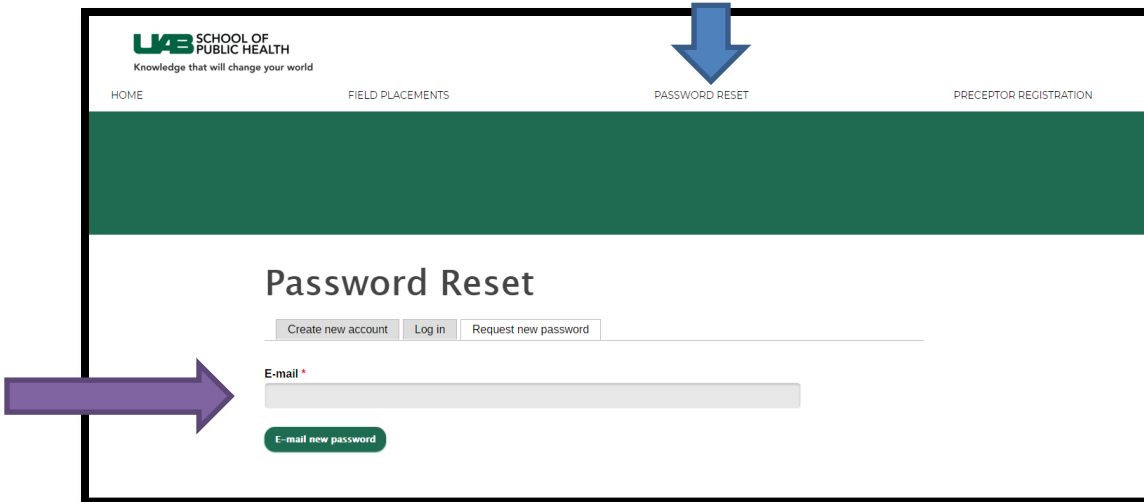
### Forgotten Password

VI. **Forgotten Password:** Go to the InternTrack (<https://www.soph.uab.edu/intertrackv3/>)

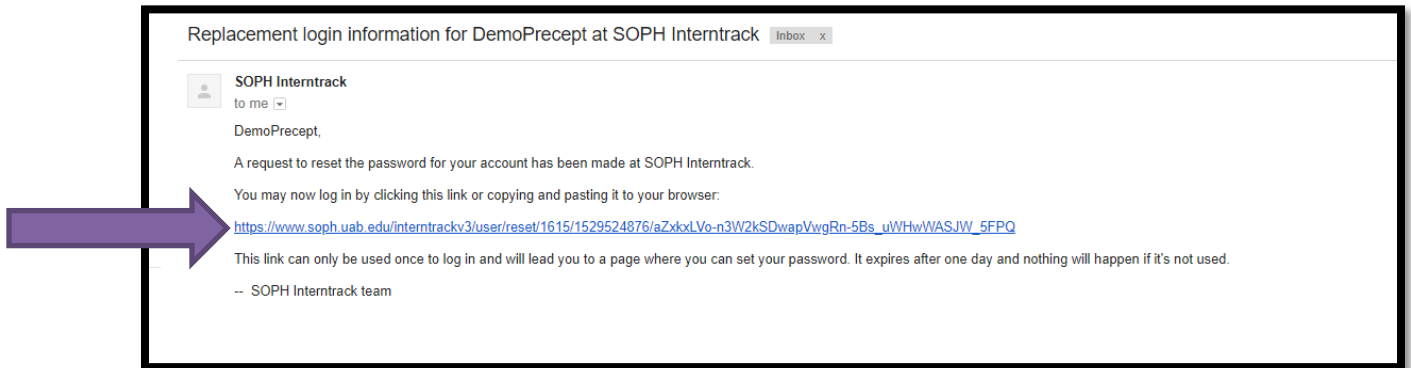
A. Click on the **Password Reset** tab (blue arrow).

B. Enter the email address you used to establish your preceptor account (purple arrow).





C. You will now receive an email to reset your password. Click on the link to enter a new password (purple arrow).



D. Your password will now be reset. Click **Log In** to proceed.

**UAB** SCHOOL OF PUBLIC HEALTH  
Knowledge that will change your world

HOME      FIELD PLACEMENTS      PASSWORD RESET      PRECEPTOR REGISTRATION

## Reset password

This is a one-time login for *DemoPrecept* and will expire on *Thu, 06/21/2018 - 15:01*.

Click on this button to log in to the site and change your password.

This login can be used only once.

[Log in](#)

- E. Select a new password. Please notice the password strength when selecting a password and confirm.

You have just used your one-time login link. It is no longer necessary to use this link to log in. Please change your password.

## DemoPrecept

[View](#) [Edit](#)

**E-mail address \***  
uab.ophp@gmail.com

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

**Password**

Password strength: \_\_\_\_\_

**Confirm password**

To change the current user password, enter the new password in both fields.

- F. Press **Save** button at the bottom.

- G. You will then receive a notification on the page that “The changes have been saved.”