All MPH students are required to complete a 180 hour, practice-based internship as a component of your degree program that is relevant to your area of concentration within the field of Public Health. The following information will provide you with a user guide for InternTrack, our online database for all documents related to your MPH internship experience. We look forward to building a partnership between you, the UAB School of Public Health MPH Program and your internship organization as you prepare to become a public health professional in your workplace.

Kind regards,

Meena Nabavi (HB, EPI, EHS) and Elena Kidd (HCOP, General), Internship Coordinators
UAB School of Public Health
Office of Public Health Practice
ophp@uab.edu

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INTERNTRACK
An online system for managing documents required for the MPH Internship

Student InternTrack Registration and Internship Description and Agreement Form

I. Student InternTrack Registration: Go to InternTrack -
https://www.soph.uab.edu/interntrackv3/

A. Select “Users with a BlazerID”, notated with the purple arrow below.

B. Log in using your Blazer ID. Complete the First Step Form. Once you have submitted this form, you will no longer be able to edit the information below and will need to request edits from your Internship Coordinator if changes are required.
   i. Name
   ii. Degree Program
   iii. Select MPH or DrPH
   iv. Faculty Advisor. If your faculty advisor is not listed, please contact ophp@uab.edu.
   v. Year Completing Internship. Please use 4 digit year. (i.e. 2018, 2019, 2020).
   vi. Semester Completing Internship (i.e. Fall, Spring, Summer)

C. Once you complete the First Step Form, you will be redirected to the Student Home Page. On this page, you will see general policies, the list of documents you will need to complete and a progress bar showing the completion of these documents, and a timeline for the internship. Please read over the information on the Student Home Page.
D. The first form you will need to complete is the Internship Description and Agreement Form (IDA). After clicking the link (notated with the purple arrow), you will be redirected to the IDA form. Complete and submit the Internship Description and Agreement Form (IDA).
E. After completing this form, the box under IDA will turn green and a checkmark will be placed in the box. In the table below, you can view (purple arrow) or edit (blue arrow) your IDA submission. **Any edits to your IDA form after you submit will remove all approvals from your form.**

![Timeline of Documents](image)

<table>
<thead>
<tr>
<th>IDA</th>
<th>Faculty DMA Approval</th>
<th>Preceptor IDA Approval</th>
<th>Student Midpoint</th>
<th>Faculty Midpoint</th>
<th>Preceptor Midpoint</th>
<th>Student Final Evaluation</th>
<th>Preceptor Final Evaluation</th>
<th>Final Paper</th>
<th>Final Poster</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>x</td>
<td>x</td>
<td>✓</td>
<td>✓</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

**Name, Student**

<table>
<thead>
<tr>
<th>Form Name</th>
<th>Status</th>
<th>Submitted Date/Time</th>
<th>Date Last Modified</th>
</tr>
</thead>
<tbody>
<tr>
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<td>completed</td>
<td>06/19/2018 - 15:58</td>
<td>Mon, 06/25/2018 - 12:28</td>
</tr>
</tbody>
</table>

F. Once you submit your Internship Description and Agreement Form (IDA), a copy of the form will be sent to your faculty advisor and preceptor for their review and approval. They will need to log into InternTrack to approve the form. If your faculty advisor or preceptor request revisions to your IDA, you will receive a notification that the form needs to updated. **Updating the form will remove all prior approvals.** Once you have completed your revisions, your faculty advisor and preceptor will need to review and approve your document again.

![Notification](image)

G. Once the IDA has been approved by your faculty advisor and preceptor, your Program Coordinator will receive an automatic notification to remove the hold on your account. **Please allow 24-48 business hours for this hold to be lifted.**

H. One the hold has been lifted, you will be able to register for the internship course in Blazernet.
I. Midpoint Meeting Form:

The Midpoint Meeting Form should be completed when you are halfway through your 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. This should be completed prior to your midpoint meeting with your faculty advisor and preceptor.

A. To get to the midpoint meeting form, log in at https://www.soph.uab.edu/intertrackv3/.
B. Select Student Midpoint Meeting Form. Complete and submit the form. Your faculty advisor and preceptor will receive an email notification confirming the submission of your Midpoint Meeting Form.

C. Once you have submitted the Midpoint Meeting Form, you should request a meeting with your preceptor to discuss your form, as well as request that your preceptor complete the preceptor midpoint meeting form. Preceptors can complete the form by logging into InternTrack and clicking on the Preceptor Midpoint Form link.

D. You should also contact your faculty advisor to schedule a midpoint meeting to discuss your internship progress and the midpoint evaluation.

E. Your faculty advisor will confirm you discussed your internship and will verify this meeting by submitting the MPH Faculty Midpoint Confirmation.

F. Completion of the forms above can be viewed on your welcome page. See the purple arrow below.
II. Students are required to submit their final paper and poster to InternTrack.

A. Login into InternTrack.
B. Select Poster Submission Form (purple arrow) or Paper and Final Products Submission Form (blue arrow).

Welcome Name. Student,

The MPH internship provides an opportunity for you 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. Below are some of the general policies related to the internship. To view more details on policies and procedures, including the syllabus for the internship, please visit the Field Placement website.

General Policies

- An internship must be practice-based, therefore internships primarily research or administrative in nature are not appropriate.
- The experience must be properly planned, supervised, and evaluated.
- Students should have completed the core classes before registering for an internship.
- All internships are graded by your faculty advisor on a Pass/No Pass basis.
- You are required to complete a minimum of 180 contact hours with your organization. However, your organization can request you complete additional hours. If you and the organization agree to this, you must fulfill their hour requirement.
- You cannot start before the first day of classes, and cannot extend past the end of the semester.

The timeline below outlines the documents you are required to complete for your internship. Use the links below to complete the appropriate forms.

1. Internship Description and Agreement Form
2. Student Midpoint Meeting Form
3. Final Student Evaluation of Internship
4. Poster Submission Form
   » Alternative Poster Request
5. Paper and Final Products Submission Form

Internship Poster Session

I. Interns are required to attend the Internship Poster Session. Guidelines can be found on the field placement website - http://www.soph.uab.edu/fieldplacements/students/poster

II. 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 must submit a request for an alternative poster option through the Alternative Poster Request 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.
Student Final Evaluation

I. **Student Final Evaluation**: Complete the Student Final Evaluation and submit through InternTrack. The *final evaluation* should be completed prior to the last day of class during the semester you complete the internship.

   A. To get to the final evaluation, log in at [https://www.soph.uab.edu/interntrackv3/](https://www.soph.uab.edu/interntrackv3/).
B. Select Final Student Evaluation of Internship. Complete and submit the form. Your faculty advisor and preceptor will receive an email notification confirming the submission of your final evaluation form.

Welcome Name, Student,

The MPH internship provides an opportunity for you 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. Below are some of the general policies related to the internship. To view more details on policies and procedures, including the syllabus for the internship, please visit the Field Placement website.

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