



University of Alabama at Birmingham School of Public Health

Student Guide to InternTrack



1665 University Boulevard | RPHB 130
Birmingham, AL 35294

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

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

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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- Internship Description and Agreement Form
- Student Midpoint Evaluation of the Internship
- Student Final Evaluation of the Internship

Documents available for Review, No Action Required

- Preceptor Midpoint Evaluation of the Intern
- Preceptor Final Evaluation of the Intern
- Faculty Advisor Midpoint Meeting Confirmation

Final Deliverables for Submission into InternTrack

- Student Final Poster on the Internship Experience
- Student Final Paper on the Internship Experience
- Any additional Final Product(s) (optional)

Events to Attend:

- Final Internship Poster Session

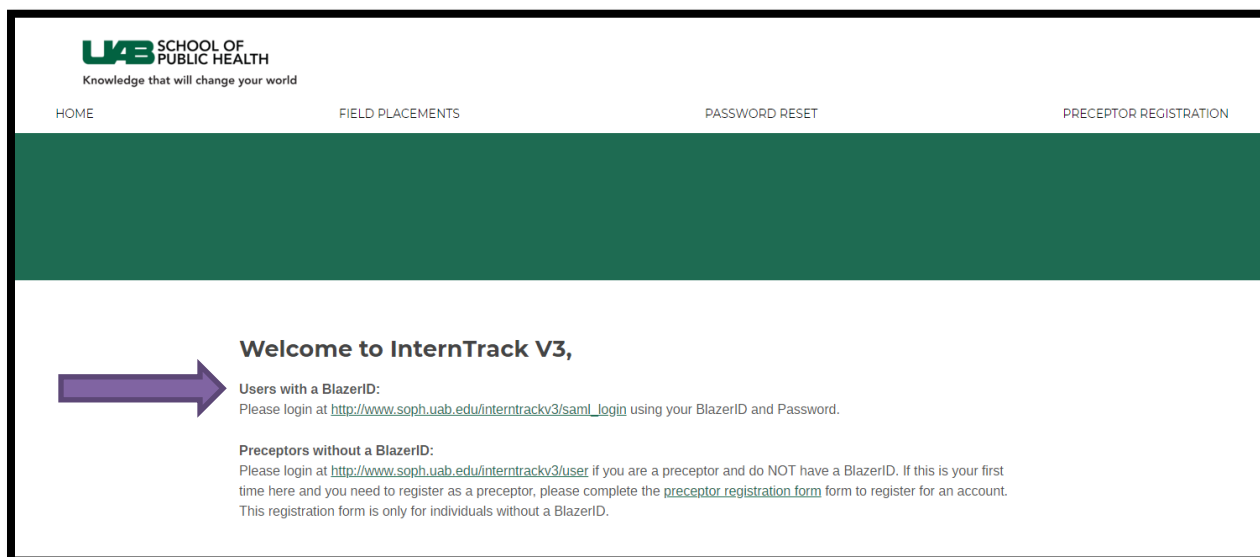
INTERTRACK

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/intertrackv3/>

- 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.
- Name
 - Degree Program
 - Select MPH or DrPH
 - Faculty Advisor. If your faculty advisor is not listed, please contact ophp@uab.edu.
 - Year Completing Internship. Please use 4 digit year. (i.e. 2018, 2019, 2020).
 - 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).

Welcome [current-user:field_name],

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

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- 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](#)

Below, you will see the status of all the forms that have been completed by you, your faculty member, and your preceptor.

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

Timeline	Student MPH Internship Checklist
Prior to completing the Internship Description and Agreement	Search for and secure an internship opportunity. Check out the opportunities available through the school at www.soph.uab.edu/fieldplacements . Get a Handle Student Newsletter, or identify your own internship opportunity.

- 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.**

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

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✓	X	X	✓	✓	✓		✓	✓	✓

Name, Student

Form Name	Status	Submitted	Date Last Modified	View	Edit Submission
MPH Internship Description and Agreement Form	completed	06/18/2018 - 15:56	Mon, 06/25/2018 - 12:28	View	Edit Submission

- 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 be 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.

A Faculty Members has requested updates to a Student's Internship Description and Agreement Form [Inbox](#)

SOPH Interntrack
to me, enlinn

2:59 PM (3 minutes ago)

A Faculty Members has requested edits to a Student's (ophp@uab.edu) Internship Description and Agreement Form. If you have already approved this IDA form you will need to do so again once the Student has made changes. If you have not already approved this form, you will receive an email once the student has updated the form. You may wish to add your own edit requests in the mean time.

You may view the submission here.

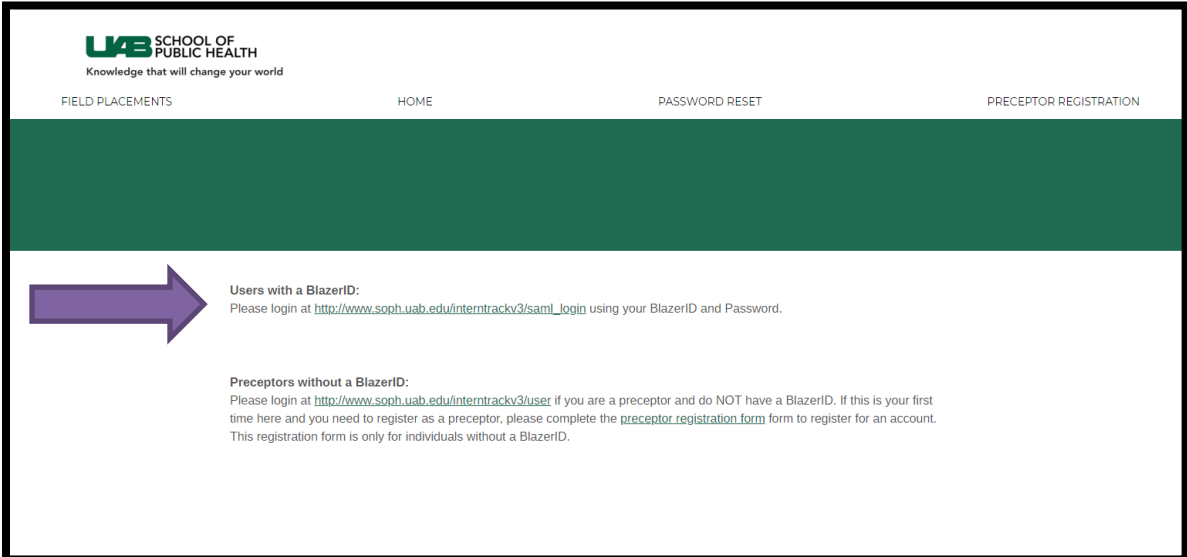
- G. Once the IDA has been approved by your faculty advisor and preceptor, your Program Coordinator will receive an automatic notification to remove the hold on your account. **Please allow 24-48 business hours for this hold to be lifted.**
- H. Once the hold has been lifted, you will be able to register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

Midpoint Meeting Form

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/>.



The screenshot shows the UAB School of Public Health website. At the top left is the logo for UAB School of Public Health with the tagline "Knowledge that will change your world". To the right of the logo are navigation links: "FIELD PLACEMENTS", "HOME", "PASSWORD RESET", and "PRECEPTOR REGISTRATION". Below these links is a dark green horizontal bar. Underneath the bar, there are two sections of text. The first section is titled "Users with a BlazerID:" and includes a purple arrow pointing to the text. The second section is titled "Preceptors without a BlazerID:" and provides instructions for logging in and registering as a preceptor.

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FIELD PLACEMENTS HOME PASSWORD RESET PRECEPTOR REGISTRATION

Users with a BlazerID:
Please login at 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 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.

Welcome Name, Student,


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- 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.

Below, you will see the status of all the forms that have been completed by you, your faculty member, and your preceptor.

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	✓	✓	✓		✓	✓	✓


Name, Student

Form Name	Status	Submitted	Date Last Modified		
MPH Internship Description and Agreement Form	completed	06/18/2018 - 15:56	Mon, 06/25/2018 - 12:28	View	Edit Submission
MPH Faculty Midpoint Meeting Confirmation	completed	06/19/2018 - 16:19	Tue, 06/19/2018 - 16:19	View	
MPH Student Midpoint Evaluation	completed	06/20/2018 - 09:00	Wed, 06/20/2018 - 09:00	View	Edit Submission
MPH Poster Submission	completed	06/20/2018 - 09:04	Wed, 06/20/2018 - 09:04	View	Edit Submission
MPH Paper and Final Products Submission	completed	06/20/2018 - 09:05	Wed, 06/20/2018 - 09:05	View	Edit Submission
MPH Preceptor Midpoint Evaluation of Intern	completed	06/25/2018 - 13:57	Mon, 06/25/2018 - 13:57	View	
MPH Preceptor Final Evaluation of Intern	completed	06/25/2018 - 14:19	Mon, 06/25/2018 - 14:19	View	

Submission of Final Deliverables (Poster and Paper)


II. Students are required to submit their final paper and poster to InternTrack.

A. Login into InternTrack.



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HOME FIELD PLACEMENTS PASSWORD RESET PRECEPTOR REGISTRATION



Welcome to InternTrack V3,

Users with a BlazerID:
Please login at http://www.soph.uab.edu/interntrackv3/saml_login using your BlazerID and Password.

Preceptors without a BlazerID:
Please login at <http://www.soph.uab.edu/interntrackv3/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](#) form to register for an account. This registration form is only for individuals without a BlazerID.

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

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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.

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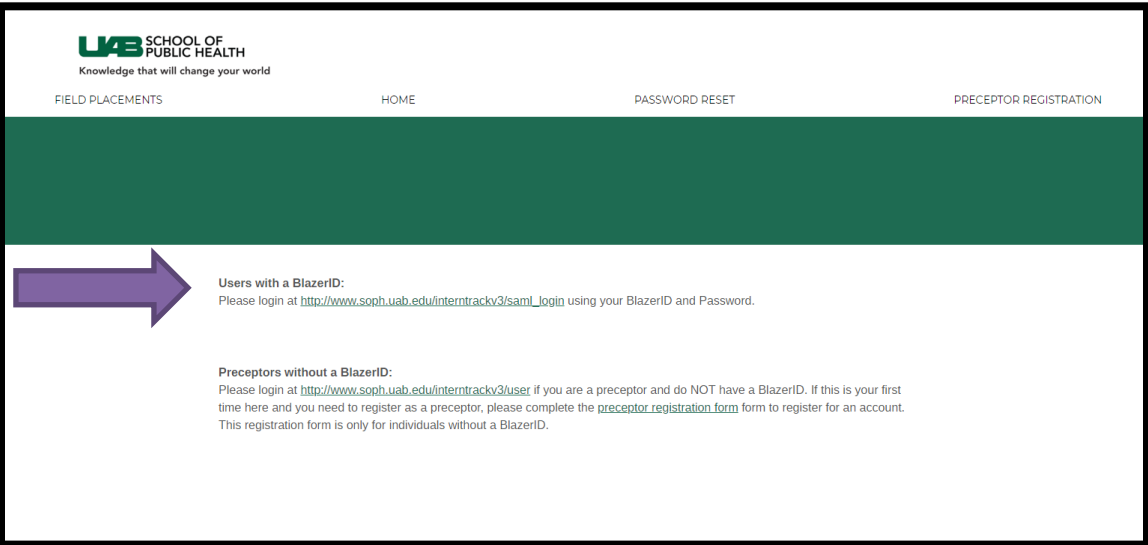
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Student Final Evaluation


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/intertrackv3/>.



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- 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.

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