

## Course Syllabus

*Public Health Internship*  
*PUH/ENH/EPI/HB/HCO 697*  
*Fall/Spring/Summer*

### I. Instructor and Contact Information

Each student's faculty advisor or designee serves as the instructor for the internship. Faculty advisors are involved in selection and approval of internship sites and special projects; development of documents for IRB approval, if necessary; 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 internship provides an opportunity for each student to work in a public health setting in a position that carries responsibility and is of particular interest. Each placement is different, but all depend upon completion of most coursework, the ability to work with minimal supervision, and acquiring permission of the student's SOPH advisor and on-site preceptor/supervisor. 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. This experience must be appropriately planned, supervised, and evaluated. Students should have completed the core classes before registering for an internship, so that usually means internships are performed in the summer of the first year at the earliest. 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.

**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, of which one must be Foundational Competency #19. The remaining two (2) competencies can be a combination of Foundational or Departmental Competencies.**

CEPH Competencies	Departmental Competencies	Course Learning Objectives	Assessments Used to Assess
<b>19. Communicate audience-appropriate public health content, both in writing and through oral presentation.</b>		<b>PUH/ENH/EPI/HB/HCO 697 1:</b> Describe newly acquired knowledge in one or more specific public health area(s).	Final products including final paper and poster to be displayed at the SOPH internship poster session.

**Credit Hours:**

This course is worth **3** credit hours.

**Prerequisites:**

Completion of all core courses required for degree.

**Course Clock:**

The times used in this syllabus are all Central Standard Time.

**III. Course Requirements**

**Required Textbook(s)/Software:**

*None*

**Time Requirements/Commitment:**

You must complete a minimum of 180 contact hours with the organization during the semester in which you are registered for the internship. However, if your internship site

requests that you complete additional hours above the minimum 180 hours required, you must complete the number of hours requested by your internship site.

**Submitting Assignments:**

Assignments should be submitted through InternTrack by the specified due date. Each assignment will have a submission link.

**IV. Course Schedule:**

Module #	Topic	Readings	Activities/Due Dates	Module Learning Objectives
Module 1	Internship Description and Agreement	<i>None</i>	Prior to the start of Class	
Module 2	Student Midpoint	<i>None</i>		
Module 3	Preceptor/Site Supervisor Midpoint	<i>None</i>		
Module 4	Faculty Midpoint Meeting Confirmation	<i>None</i>		
Module 5	Student Final Evaluation	<i>None</i>		
Module 6	Preceptor/Site Supervisor Midpoint	<i>None</i>		
Module 7	Final Project (paper)	<i>None</i>	Last Day of Class	
Module 8	Final Poster	<i>None</i>	Last Day of Class	
<b>Last Day to Withdraw:</b>				

**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, if your internship site requests that you complete additional hours above the minimum 180 hours required, you must complete the number of hours requested by your internship site.

**Evaluation: This course is graded as Pass/No Pass based on completion of all internship requirements, including the final project (s) and poster presentation.**

**Instructor Response Time:**

Final grades will be posted by the due date listed in the Academic Calendar.

**Grading Scale:**

This course is graded as Pass/No Pass based on completion of all internship requirements, including supervisor midpoint and final evaluation, the final projects (s) and poster presentation.

**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](mailto: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 Canvas.

**Online Delivery System (Course Platform):**

This course will be delivered through Canvas by Instructure. You can access Canvas through BlazerNet or by visiting <http://uab.instructure.com> . You should log in using your Blazer ID and password. At any time you can contact the Canvas support team or user guides by contacting Canvas Support Hotline at 855-778-9969 or by clicking the Help button in the left-hand navigation bar of the screen. You can also contact the Office of Student Services at [soph@uab.edu](mailto:soph@uab.edu) for assistance.

**VII. Communication Guidelines****Online Communication Etiquette:**

When participating in a discussion, please be respectful of everyone's post. 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 (instructors, businesses, other students, etc.) outside of the class as well. Do not refer to people outside of the class by name or criticize other instructors or teaching methods within posts. Keep posts relevant to the discussion board topic. This is an academic discussion, not a sounding board. Additionally, you should use appropriate language in your posts: avoid "net speak" such as TTYL, LOL, L8R, U (instead of you). When beginning a post, address your post to the CLASS (in all capital letters). If you are responding, use the person's name to whom you are responding in all capital letters (This is the only time you should use all capital letters). Please visit [UAB Code of Conduct](#).

## 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. All assignments will be submitted through the Turnitin system to document the originality of your contributions to the class.

**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.

***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.***