

Guidelines for Body of the Internship Report
Public Health Practice and Health Services Administration

- Total paper length should not exceed 45 pages including tables, figures and appendices.
Note: Please be concise and succinct in your writing
 - It is highly advisable that you discuss the body of the report with your committee prior to full report completion. Please note that you should expect to submit several drafts of your internship report to your committee chair before your report is ready for full committee review. It will likely be several more drafts of full committee review to finalize your report. It is your responsibility to discuss your report writing timeline with your committee very early in the internship process. All drafts should be in proper format style and edited for grammar and spelling errors.
 - Avoid Plagiarism:
 - <http://www.library.arizona.edu/help/tutorials/plagiarism/index.html>
 - In consultation with your internship committee chair, utilize one of the following methods for all citations/references.
 - *Your committee chair must approve the style chosen and you must use the chosen style consistently and correctly throughout your report.
 - American Psychology Association (APA) <http://www.apastyle.org/>
 - OR
 - American Medical Association (AMA)
<http://www.amamanualofstyle.com/oso/public/index.html>
 - Please refer to the Graduate College Thesis Manual for detailed instructions on the formatting of your Internship Report.
<http://grad.arizona.edu/gcforms/sites/gcforms/files/page/thesisformattingguidenov2013revision.pdf>
- A. Title Page (form on the Hub)
B. Statement by Author (form on the Hub)
C. Acknowledgements and Dedication (optional)
D. Table of Contents
E. List of Figures/Illustrations and Tables
F. Abstract
G. Body (details below)
H. Appendices
I. References

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This is a general outline and specific changes can be negotiated with the committee. Although the specific approach may change, you **MUST** include the content points described below. Remember the report must demonstrate competency in the five core course areas.

1. Introduction or Background (Maximum 6 pages)

- a. Broadly describe the issue addressed by the internship. Summarize the literature on the topic and how the broad goal relates to what is known. Describe the overarching objectives of the internship in the context of the field.
- b. Describe the components of the sponsoring site. Include the mission statement, organizational structure, and funding sources.
- c. Describe the specific goals, proposed outcomes and learning objectives, and activities of the internship.
- d. Describe how your project fits into the overall mission of the agency.

2. Methods (Maximum 4 pages)

Describe the methodology employed. Specifically describe any actions taken to achieve the internship goals, evaluate the results, or analyze the data. As applicable to the internship:

- a. Describe any special approvals needed and place copies in an appendix (College IRB determination submission and response, IRB approval, Certificates of special training attained to accomplish tasks etc.)
- b. Describe the study/project design employed including techniques and process used to recruit the population, characteristics of the final population, the development and implementation of the intervention, and the evaluation design and process employed.
- c. Describe all data collection methods including questionnaires, methods of administration, validation, data entry, quality assurance measures. Provide copies of questionnaires and administration, data entry and quality assurance protocols in an appendix.
- d. Describe the analytical approach that you took to evaluate any project that you conducted. For a quantitative study, describe the statistical tests used, the power and the significance level in the context of any hypothesis that was tested. For a qualitative study, describe the method of analysis and document or discuss the validity of the method with your data set.
- e. Describe how the necessary tasks were coordinated and implemented.

3. Results or Output (Maximum 5 pages)

These may vary depending on the objective/task. In broad strokes describe what was produced or evaluated (i.e. the deliverable.) Use of tables and figures is encouraged to summarize statistical analyses and graphical representation of results. Use of tables is also encouraged to summarize and organize qualitative data. Place actual products in appendices of the internship report.

4. Discussion (Maximum 5 pages)

Evaluate what the results or output mean and describe the public health impact. As applicable to your internship, be sure to include the following:

- a. Discuss the strengths and weaknesses of the implemented study design, data collection and analyses.
- b. Discuss potential impact of bias on results.
- c. Relate the internship findings to the knowledge base of the field.
- d. Discuss problems encountered, if any, and solutions proposed or utilized
- e. Address the issues described earlier in the manual for all students under discussion. Specifically:
 - i. The “discussion” section of the internship report should demonstrate the student’s ability to:

1. Accept responsibility, assess situations, make or recommend decisions based on the assessment, and evaluate the progress and effectiveness of work performed;
2. Adapt to work in difficult situations; manage time effectively and use the sponsoring site's resources, procedures and structure effectively;
3. Present ideas, negotiate and resolve conflicts in a professional manner;
4. Work effectively in diversified task-oriented groups as well as with clients, and;
5. Adhere to commitments made to the sponsoring site, colleagues, and clients, with professional integrity and impartiality.

5. Public Health Core Functions and Essential Services (Maximum 2 pages)

Discuss how the project relates to public health. Specifically, what core functions were addressed, and which of the ten essential services were provided?

(<http://www.health.gov/phfunctions/public.htm>)

6. Conclusions (Maximum 3 pages):

- a. Summarize internship findings as appropriate
- b. Provide an overall evaluation of the experience, conclusions, and recommendations regarding future use of the site, agency or program.

7. Finally, the student should go back to the "Internship report outline" and be sure to include Sections H (appendices), and I (references).

Keep in mind, the purpose of the final report, along with the Internship Presentation, is to determine the student's ability to:

- a. Demonstrate public health knowledge and relevance
- b. Demonstrate the ability to integrate public health skills
- c. Demonstrate technical writing and oral presentation skills
- d. Assess the completion of the planned learning objectives
- e. Cultivate professionalism and conscious responsibility toward the profession