



Mel and Enid Zuckerman
College of Public Health

MPH Internship Manual

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Introduction to the MPH Internship

The MPH Internship (CPH 909, Masters Report) is the culminating experience in the Mel and Enid Zuckerman College of Public Health (MEZCOPH) Master of Public Health Program. *The internship requires the MPH student, to synthesize, integrate and apply knowledge acquired in coursework to a project in a professional practice setting.* Faculty members use the internship to determine whether the student has mastered the body of public health knowledge and can demonstrate proficiency in the skills the program has determined to be necessary. The internship provides an opportunity for students to obtain additional applied experience working in the public health field and further clarify their career goals.

Although it is the capstone, or culminating experience of the MPH curriculum, it is important that the student begin to plan for her or his internship early in the pursuit of the MPH degree. Early internship planning will reduce the anxiety that occurs as the student completes other graduation requirements and will contribute to a sense of confidence and well-being as the internship experience is begun. The single most important strategy for expanding knowledge of the breadth of internship opportunities is to attend the regularly scheduled MEZCOPH MPH Internship Conference (held two times each year). Consistent attendance at the internship conferences will serve the student well when it is time for making his or her presentation, since the format and venue will be familiar.

Identifying an internship project and site and making arrangements for the internship experience are the responsibilities of the MPH student. Faculty members are readily available for internship advising. Each concentration area within the MPH Program has developed concentration specific internship requirements. The student will need to consult with his or her academic advisor, who will provide information about these requirements and expectations.

This manual was developed and written with the purpose of making it easier for students, faculty and preceptors to navigate the internship process. The MPH Internship Manual is divided into sections that review guidelines, strategies and approaches for finding internships; define requirements and policies for completing internships; and clarify responsibilities of those involved in the experience. A glossary of terms and all required forms are appended to the manual. A section for internship sites explaining the process for advertising new internship opportunities for MPH students is also included.

Although the purpose of the internship is common to all concentration areas, the range of experiences is varied. MEZCOPH MPH students have completed internships in the private and public sectors, and in rural, urban and international communities. Information about past MPH interns and their projects is available for review in the MEZCOPH Office of Student Services and Alumni Affairs and on-line on the student Hub.

How to Obtain an Internship

The decision about where to conduct an internship is a consultative one. In conjunction with the faculty mentor, the student should choose an internship based on the student's concentration area objectives and goals, personal career goals, and the ability of the internship's proposed objectives to allow the student to integrate public health theory with practice.

One of the key missions of MEZCOPH is to strengthen ties with Arizona communities and public health agencies. Within this mission, a special emphasis is placed on communities and agencies that directly impact border health and American Indian public health issues. One of the objectives of the college is to ensure that a significant number of student internships are completed in ways that address this mission. In order to measure the impact of student internships on this aspect of MEZCOPH's mission, at the conclusion of each internship, the student will be asked to complete an online *Community Service Questionnaire* which will summarize the internship's contribution in regards to the community service mission of the college.

There is no simple answer to the question of how to find an internship project. There are probably as many ways to find a field site, as there are internships that have been done. Many students in the past have created their own internships, within the requirements of the MPH program, to reflect their personal interests and career goals. The student should not hesitate to be proactive in this way. Graduate level internships require initiative, calling for the student to *create* his or her own personalized internship, rather than merely enrolling in one. The student should plan on being a little creative and a little adventurous.

This is not to say that there are not established internships to be found. Many community agencies recruit interns for ongoing projects. These can be fulfilling projects and wonderful learning experiences. The student and advisors will want to be certain that they are a good fit with the student's personal interests and will fulfill the requirements of a graduate level internship requirement. It is always best for the student to consult with her or his internship advisor to be certain.

The groundwork for obtaining a site for an internship is a student responsibility. With an interest in a particular field, the student should begin by researching available organizations, agencies, or services in the field of that interest. The student should ask fellow students, faculty, and alumni for information and suggestions. Students should talk with directors or coordinators of projects at different agencies. At the very least, the student will gain knowledge of a community service, and when fortunate, also may come across a project in waiting.

Beginning in the very first semester of enrollment in the MPH program, the MPH student should plan to attend as many of the Internship Conferences (held each fall and spring) as possible. The student will not only gain ideas about internship possibilities, but also will experience how an internship conference is conducted and be much more comfortable when it is his or her turn to make their internship presentation. The student may also want to attend the semiannual meetings of the Arizona Public Health Association (APHA) for additional perspective on public health issues and projects within the state.

The Office of Student Services and Alumni Affairs (OSSAA) has all previous Internship Conference programs/booklets on file. These programs include the abstracts for each internship presented and may be perused for ideas. If released for review by the author, paper copies of internship reports are also available. Internship abstracts can be searched by key word on the Internship Resources page of the Hub.

The web is also a good place to start looking for established internship projects. Many agencies, especially the larger ones, list internship opportunities on their own websites. If MEZCOPH is contacted regarding recruitment of interns, the internship opportunity will be listed on the MEZCOPH Hub.

MPH Internship Requirement

MPH students are expected to increase their public health knowledge and to gain firsthand experience in public health at a selected public health setting during the internship. It is *required* that each intern apply public health knowledge to a well-defined internship project that involves identifying, analyzing, or solving public health problems. The internship project should be planned graduate level work, which requires independent thinking, self-initiation, public health skills, and integrations of knowledge in the core areas of public health. All students are required to present their internship project at the MPH Internship Conference in the College, which is held each spring and fall semester. At the end of the internship, students have to comprehensively synthesize their internship experience and project results into an internship report to fulfill the degree requirements. In order to increase the contribution of our MPH program to the field of public health, it is highly recommended that students disseminate major internship outcomes to either the general public or specific public health agencies through other publication, presentation, or reporting mechanisms whenever it is permissible.

Internship Prerequisites

Students must have completed 3 of the 5 MPH core courses (60%) and concentration specific coursework prior to starting the internship. The prerequisites for each concentration are listed in the Hub and noted on the course sequencing list provided to each student upon admission to the MPH program.

All MPH students must attend the Internship Workshop and the IRB Forms Workshop. Both workshops are held according to the schedule below. The student must plan far enough in advance to complete the Plan for Internship and IRB approval process **prior** to her/his internship start date.

Workshop	During week of semester;
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	Fall, Spring, & Summer
Internship Workshop	3 rd week of classes
IRB Forms Workshop (with draft IRB form and Internship Plan)	5 th week of classes
IRB and Internship Plan Deadline	9 th week of classes

At the MPH Internship Workshop all details of the internship experience will be reviewed and discussed. After the workshop, the student will be prepared to draft an internship plan and begin filling out the appropriate IRB form in consultation with the internship advisor. See **Human Subjects**, page 8.

Forming the Internship Committee

Once an internship project is identified, the student must form his or her Internship Committee. This committee, also known as the student's Graduate Committee, is comprised of the following members:

- Internship Advisor/Internship Committee Chair**
 The internship advisor must be a faculty member from the student's concentration area. she/he provides primary oversight of the internship and serves as the chair of the committee. The faculty mentor may serve as the internship advisor or committee chair; however, the student may wish to take this opportunity to broaden his or her educational experience by working with a faculty member other than the faculty mentor. The internship advisor/committee chair may not serve as the site supervisor.
- Second Member**
 The second member may be a faculty member from any department or college at the University of Arizona, including affiliate or adjunct faculty, and is often chosen to provide content expertise to the student regarding the internship project. The member serves as the second reader of the Internship Report. The internship committee member may not serve as the site supervisor.
- Site Preceptor/Supervisor**
 The preceptor supervises the student's internship activities at the site and is usually an employee of the site. A preceptor must demonstrate experience in his/her field with at least one year in his/her current position and, when necessary, have the education and professional certification to meet training requirements. Preceptors must have supervisory experience to demonstrate that they can oversee the internship and be able to critically evaluate student performance based on direct observation of a student's contribution.

Preceptors must have the ability to communicate effectively in a timely manner with MEZCOPH. All preceptors must be willing to commit the time to provide to the internship project and be willing to engage in meetings with students and their faculty advisor during the internship.

Setting up the Internship

It is imperative that preparation for the internship begins well before the start of the internship. It is recommended that planning for the internship experience begin early in the semester prior to the start of the internship.

Registration for CPH 909: Registration for internship units (CPH 909 Master's Report) is unlike registration for a regularly scheduled class.

1. The student must have completed at least three of the five core courses (60%) and any concentration specific courses as well.
2. The *Plan for Internship Form* has been completed and approved, including a comprehensive plan, and all required materials have been procured and attached. The student must submit everything to the MPH Coordinator in the Office of Student Services.
3. The confirmation of final IRB approval must be received by student and MPH Coordinator.
4. The MPH Coordinator will then register the student for CPH 909 units utilizing the section number belonging to the internship advisor/committee chair.

Continuation of CPH 909: When all MPH internship required materials have been submitted to the MPH Coordinator following the completion of the internship, a final grade will be submitted. Until then, a "K" grade will be granted for all internships that continue past the end of the semester.

Plan for Internship

When the Internship Committee has been formed, the student can begin to put together the details of the internship plan. In order to write up the internship plan and process the *Plan for Internship Form*, the student will need to know:

- the site name of the internship, including address
- the topic of the internship
- the preceptor name, title, degree, phone, and email address
- the approximate start and end dates of the internship and total number of hours
- the goals, outcomes, learning objectives and internship activities intended to be accomplished
- the proposed timeline within which the internship is expected to be completed
- the way in which the proposed project will address the ten essential services and three core functions of public health

These must all be detailed in writing and approved by all members of the internship committee (the Advisor/Chair, Second member, and Preceptor), as well as the chair of the student's concentration/section area.

Please refer to the Human Subjects section on page 8 of this manual. Note that the internship may not begin until the human subject status of the project has been determined. However, there is no need to wait for this determination to submit the *Plan for Internship Form* to the MPH Coordinator.

Review the *Plan for Internship Form*. Note that the form requires attachments detailing the following aspects of the proposal:

Justification of Site: The student is required to provide a short paragraph on why the internship site will assist with meeting she/he career goals and learning objectives.

Goals and Planned Outcomes: The student will also provide a general statement on what she/he wishes to gain from the internship experience and what outcome it may produce in regards to his or her professional development and for the benefit of the internship site.

Public Health Issues: The student will provide a description of how the project will address the three core functions and ten essential services of Public Health.

CITI Program Completion Certification: The student is required to provide proof that she/he has completed human subjects protection training.

Learning Objectives: The student will provide a series of learning objectives that are measurable and achievable. The learning objectives should indicate the level of knowledge and integration that are needed to obtain the public health competencies targeted by MEZCOPH (see the Student Portal of the College's web page).

For example:

By the end of the internship, the student will be able to:

- *Describe the structure of the State Health Department, the offices and their functions in each division;*
- *Describe the major programs conducted by the offices of Infectious Disease Prevention and HIV/AIDS;*
- *Design, carry out and analyze a case-control study related to disease prevention;*
- *Design health education materials targeted toward the clients at the sexually transmitted disease clinic.*

Internship Activities: The student will provide a list of actual activities that will be completed during the internship. These activities may include the activities specific to the project at the site that are necessary to achieve the planned outcomes, e.g., what types of meetings and interactions are planned with public health workers, and the "job" responsibilities at the internship site.

"Learning Objectives" and "Internship Activities" should be specified within a table format detailing which activities will relate to each specified learning objective.

Human Subjects Approval Process: The student will provide a description of how the project relates to human subjects, or protected health information, or not, and the procedure that the student plans to gain MEZCOPH and IRB approval.

Proposed Timeline: The student will provide a timeline for the activities that are planned on being conducted at the internship site and estimated dates for completing specific tasks throughout the internship experience.

MEZCOPH Preceptor Agreement: The student will provide the form completed by the preceptor and approved by the Internship Advisor/Committee Chair.

Sequencing of the Internship

Depending on the student's concentration, she /he will need to complete between 3 and 12 units of internship credit. Each unit of credit represents 45 hours at the internship site. Thus, if the concentration requires 6 units of internship credit, the student must participate in responsibilities at the internship site (or related to site-specific work) for a total of 270 hours. Most sites offer flexibility in scheduling these hours. The student should discuss scheduling needs with the internship committee, especially the preceptor, prior to the start of the internship. Due to UA continuous enrollment and minimum enrollment policies, some students may acquire more than the number of required internship units; this will NOT result in more hours work on the internship.

The internship is viewed by the college as the culminating experience of the Master of Public Health program. The culminating experience is placed toward the end of the program curriculum to provide an opportunity for the student to utilize the knowledge gained in the classroom, build competency in applying theory of public health practice and demonstrate comprehension and integration of the two.

The internship report may not be submitted until all of the five core courses are completed, or the student is concurrently enrolled in them. These milestones have been sequenced in this way to maximize the integration of the student's entire MPH experience. As a result, the internship report represents a true culmination of the student's academic work and practical training.

If the student's plans and internship timeline so require, it is acceptable to spread the total required internship units over more than one semester. For example, if the concentration requires six internship units, registration for them in any combination of units over a one-year period of time is acceptable. To begin the internship in the summer or work on the site in the summer months, the student must be registered for CPH 909 in at least one of the summer sessions. Note: budgeting and planning ahead to pay summer tuition is the student's responsibility. Financial aid is limited during summer sessions. Graduate Assistant benefits do not cover summer tuition.

The option to split the internship requirement between internship sites is also available. It is acceptable for the student to plan two three-unit internships at two different sites to fulfill the requirement of six units. Each internship, however, will require a separate *completed Plan for Internship Form*, *IRB approval*, and a separate written Internship Report. Only one presentation, however, is required.

Internship Committee Meeting

A minimum of two Internship Committee meetings is required by the MPH program to assist the students in initiating and completing the internship. Students are responsible for scheduling the meetings and they must attend each meeting. The first Internship Committee meeting should be called to finalize the internship plan. At the first meeting, committee members should get to know each other, review the *Plan for Internship Form*, review IRB forms and the approval process, discuss potential difficulties for the completion of the internship, understand the internship requirements and the committee's expectations to the student, and agree upon the timeline and content of the internship. The second committee meeting should be held after students turn in their first draft of the internship report. At the second meeting, committee members should review and discuss interns' performance and accomplishments during the internship. Each committee member should read the draft of the Internship Report before the meeting and provide guidance and feedback to student for their final Internship Report. Meanwhile, the committee should agree upon the format and major content of the final Internship Report.

In the case that a committee is unable to meet all in person, a conference call, or in some very special situations (such as involving international sites), a group discussion through email may be acceptable. Each concentration or committee may require additional committee meetings. Students should become familiar with and follow the requirements by each concentration and committee.

Human Subjects

Human Subjects Training Certification: All MPH students will obtain Human Subjects Protection Training before beginning their internship project. This training may be obtained online through the University of Arizona Institutional Review Board (IRB) website. This is otherwise known as Collaborative Institutional Training Initiative (CITI) Program Certification. Please see the following link: <https://www.citiprogram.org/Default.asp>. For general information, please consult the main [IRB website](http://orcr.vpr.arizona.edu/irb), <http://orcr.vpr.arizona.edu/irb>. All students must complete this training and pass this test whether their proposed internship project involves human subjects or not. A copy of the Certificate must be attached to the Plan for Internship Form.

Human Subjects Approval of Project: All studies involving human subjects or creation or use of Protected Health Information (PHI) must be reviewed and approved in advance by the University of Arizona's Human Subjects Protection Program (HSPP, also known as IRB), to determine if the internship plan adheres to regulations of the Health Insurance Portability and Accountability Act (HIPAA), passed by Congress in 1996. Results of research involving human subjects that has not been approved by an institutional review board may not be published or presented in a public

forum. The student must plan far enough in advance to complete the IRB approval process prior to her/his internship start date.

Each MPH internship project must be reviewed initially by the student's internship advisor/committee chair (prior to submission to the MEZCOPH Associate Dean for Research Office) to establish whether the project involves human subjects or Protected Health Information (PHI), and if so, determine which human subjects protection forms to complete. If the internship involves human subjects, the project must have Institutional Review Board (IRB) approval. If there is a possibility that the project will require an expedited or full review, (through one of the IRB committees), the student must build in additional time to the internship project because IRB Committee reviews only happen at scheduled times. You can find information regarding IRB Committee meeting times at the following link: http://orcr.vpr.arizona.edu/irb/IRB_Information.

In coordination with the IRB office, the MEZCOPH Research Office (Location and contact info: 3rd Floor Drachman Hall; Suzanna Trejo (A317DD) - suzanna@email.arizona.edu or 520.626.8315 OR Dr. Lynn Gerald (A317C) - lgerald@email.arizona.edu or 520.626.3243) has developed the following **four** options for seeking Human Subjects approval of the internship project. Each student should review these options in consultation with the internship advisor/committee chair to determine the best approach to achieving approval of the project.

- 1) **If the project does not involve or pertain to human subjects or protected health information (examples: curriculum development project, evaluation of a policy based on literature review, analysis of de-identified data and/or publicly available data),** the student should complete and submit the internal, MEZCOPH-created *Non-Applicable Form for a Student Field-based Project* to the MEZCOPH Research Office several weeks prior to the start of the internship project work. This form must be completed with an explanation (on a separate sheet) of why the project does not pertain to human subjects oversight and must be signed by both the student and the internship committee chair/advisor. The *Non-Applicable Form for a Student Field-based Project* can be found on the Internship Resources page of the MEZCOPH Student **HUB**.
- 2) **If the project is a currently ongoing project, which involves human subjects and has previously received IRB approval,** the student should complete and submit the internal, MEZCOPH-created *Declaration of Proposed Student Project as Previously IRB-Approved Form* to the MEZCOPH Research Office several weeks prior to the start of the internship project work. **This form may only be used if the project has been previously approved by the IRB committee, and the student's proposed research will not go beyond the scope of the original approval.** If the student was an approved assistant on the project, then they are already approved to assist with the research. If the student was not on the project originally, then the Principal Investigator (PI) of the project must submit an *IRB F109 Modification of Key Personnel (VOTF) Form*, adding the student to their project. Submission of these forms must be supported by a signature from the PI, and include documentation of the agency's original or most recent IRB approval and verification that the student submitting the form has been included as a named participant, (copy of *VOTF* form and letter from PI stating student's participation). The *Declaration of Proposed*

Student Project as Previously IRB-Approved Form can be found [on](#) the Internship Resources page of the MEZCOPH HUB. The *F109 Modification (VOTF) Form* can be found on the UA Office for the Responsible Conduct of Research Website at <http://orcr.vpr.arizona.edu/irb/forms#Ongoing>.

- 3) If the project involves a **secondary analysis of data from a previously approved study or only involves analysis of data from medical records review (or school records, etc.)**, then the student should complete and submit the *F203 Application for Retrospective Records Review Form* to the MEZCOPH Research Office as soon as possible (but at least seven to nine weeks prior to beginning internship work). The *F203 Application for Retrospective Records Review Form* can be found on the UA Office for the Responsible Conduct of Research Website at <http://orcr.vpr.arizona.edu/irb/forms#New>. (Note that if your project involves **de-identified data** and you do not nor will not have access to the identifiers, and can get a letter from the PI stating this, you can complete the internal MEZCOPH Non-Applicable form – mentioned in option #1.)
- 4) If the project is **NEW and involves human subjects**, the student should complete and submit the *F309 IRB Human Research Determination Form* at least seven to nine weeks prior to the start of internship project work. The information gathered on this form will help the student, their advisor and the University's IRB Office determine whether the project meets the federal definition of research involving human subjects. The *F309 Human Research Determination Form* can be found on the UA Office for the Responsible Conduct of Research Website at <http://orcr.vpr.arizona.edu/irb/forms#New>. Note that you should always consult the ORCR-IRB website for the most recently updated IRB forms!

If after completing the *F309 Human Research Determination Form* the student is still not certain that the project would be considered human research or not, then on the form the student should provide brief but detailed information in the Question and Answer Explanations as well as in the Protocol section of the form and continue with submission (**but only if** the answers to the questions lead to a “No” this is not considered “human research” answer). The IRB will give the final approval and will let the student know if it's considered human research or not.

4B) If the student has completed and submitted *F309 Human Research Determination Form* in to the IRB office and the IRB Office has labeled the project as human research **OR** if after completing the *Human Research Determination Form*, the student has determined that the project is considered human research, then the student should complete *the F200 Application for Human Research Form* and (after reviewing it with her/his advisor), submit it to the MEZCOPH Research Office as soon as possible (but at least **seven to nine weeks prior to beginning** the internship start date). Extra time for IRB Committee review must be built into the process in case they decide the project will require full committee review. (A required committee review is a rare scenario, but can happen.) The *F200 Application for Human Research Form* can be found on the UA Office for the Responsible Conduct of Research Website at <http://orcr.vpr.arizona.edu/irb/forms#New Project>.

Please note that if the project required the full *F200 Application for Human Research Form*, or the *F203 Application for Retrospective Records Review Form*, when the student has completed the internship project and data analysis, it is the student's responsibility to inform the IRB office that the project has been completed by filling out the IRB F212 *Continuing Review Progress Report*. This form must be signed by the Associate Dean for Research prior to being sent to the IRB. The *Continuing Review Progress Report* can be found on the UA Office for the Responsible Conduct of Research website at <http://orcr.vpr.arizona.edu/irb/forms#Ongoing>.

Planning Ahead for Proper Approval

It is the student's responsibility to plan ahead and seek the necessary human subjects approval and complete the associated paperwork. The student must plan far enough in advance to complete the human subjects process prior to her/his desired internship start date. Although there is no set timeframe for human subjects approval, the student should plan for it to take approximately 2-3 weeks at the MEZCOPH level and approximately 6-9 weeks once it is received at the IRB office. If there are any questions about the IRB approval process, the student can contact Suzanna Trejo, in the office of the Associate Dean for Research at suzanna@email.arizona.edu or (520) 626-8315. If Suzanna is not available, contact the Associate Dean for Research, Dr. Lynn Gerald (lgerald@email.arizona.edu) or 626-3243.

The student will be permitted to register for internship units once she/he provides documentation of receiving human subjects certification and one of the following four scenarios has occurred: **(1)** The internal MEZCOPH-created *Non-applicable Form* request has been approved by the MEZCOPH Associate Dean for Research, or **(2)** the internal MEZCOPH-created *Declaration of Previously IRB Approved Form* has been approved by the Associate Dean for Research, or **(3)** the F309 *Human Research Determination Form* has been approved by the MEZCOPH Scientific Review Committee and/or the Associate Dean for Research or **(4)** the MEZCOPH Scientific Review Committee and the Associate Dean for Research have approved and signed off on the *student's F200 Application for Human Research Form* (or the *F203 Application for Retrospective Records Review form*) and the student has been informed (copied via email) that their paperwork has been approved and submitted to the VPR-IRB Office for review and approval.

NOTE: If either scenario #3 or #4 (above) applies to the project, the student may not begin the human subject's portion of the internship project until the notice of project approval from the IRB is awarded.

International Students

International students are required to process a Curricular Practical Training (CPT) form with the Office of International Students. Please contact the UA Office of International Students at (520) 621-4627 as early as possible in the internship development process to make sure that all needed paperwork is completed.

International Internships

The MEZCOPH offers students the opportunity to conduct international internships. Many of the international internships that students conduct are with national and international governmental agencies such as the U.S. Centers for Disease Control and Prevention, US Agency for International Development (USAID), and the United Nations. Students also work with large non-governmental organizations (NGOs). Having a successful group of public health professionals working in and across countries fosters international relations and improves the global health status.

These improved relations will also benefit the well-being of Americans living in the United States and abroad. The MEZCOPH faculty believes that students are able to gain valuable experiences in program planning, implementing and evaluating while working with these agencies that are also applicable to Arizona and the Southwest. Obtaining an international internship will provide students the opportunity to expand their knowledge regarding public health in order to enrich the current thoughts and philosophies about public health that also exist within Arizona.

Students who plan to conduct an international internship need to be aware of special conditions that may exist outside the United States that may impact their internships and are expected to obtain as much information about their internship site as possible. The United States Government posts travel advisories and consular information on the State Department's web site at <http://travel.state.gov/> and http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html. These include issues such as personal health and safety (i.e., required vaccination, travel insurance), and travel advisories posted by the U.S. Department of State and the U.S. Centers for Disease Control and Prevention. *The College will not support internships in countries where the State Department has issued travel warnings.* As with other internships, students need to work closely with their advisors to create an international internship that meets their professional goals.

All MPH students planning an internship outside of the United States, must submit the *Travel Warning Release* form found at <http://risk.arizona.edu/forms/TravelWarningReleaseForm.pdf> , with the Plan for Internship and attachments to the MPH Coordinator.

Health Concerns for International Internships

All students conducting an internship are encouraged to have medical insurance and required vaccinations on a timely basis before leaving for their internship site. Students should check with Campus Health to determine if their current insurance will cover their needs. Health Information for international travelers is available on the U.S. Centers for Disease Control and Prevention web site at <http://wwwn.cdc.gov/travel/default.aspx> Students should refer to this site to obtain information regarding their health issues while traveling outside the United States.

Personal Safety Abroad

The University of Arizona Office of International Affairs provides safety information for University faculty, students and staff who are studying or working abroad. The University of Arizona

Department of Risk Management and Safety provides information on the State of Arizona International Insurance Coverage for employees which can be found at <http://risk.arizona.edu/insurance/internationaltravelinsurance.shtml>

Worksite Internships

Students may conduct internships at their worksite, under the following circumstances:

- The internship preceptor may not be the student's direct supervisor or other individual who is above the student in the line of supervision.
- The place of employment is an approved internship site.
- The student is assigned to a new area of responsibility for the duration of the internship; i.e., students may not receive academic credit for performing their regular jobs: they must be allowed the opportunity to learn new skills and obtain new knowledge.

Internship Stipends

Students may receive financial compensation for internships. The college is not responsible for providing such compensation, however. Responsibility for seeking living and travel expense reimbursement rests with the student.

Because the MPH is a professional degree and the internship represents an initial professional experience in the public health world, the program would prefer that all interns be compensated for their work. The nature of public health, however, is such that funding often is not plentiful or available. Many of the most noteworthy internship experiences have been unfunded ones and have led to fulfilling career positions, so keep an open mind when selecting an internship.

When agencies and organizations ask to advertise internship positions with the college, all pertinent details of the experience, such as scope of work, location, and level of compensation are requested. These advertisements are posted on the college website at URL address: <http://www.publichealth.arizona.edu/StudentResources/InternshipResources.aspx>

Researching possible positions early in the MPH Program will result in having a good idea of where funded positions exist.

A priority of the college is to increase the avenues of financial support for students. Occasionally, special funding becomes available to support internships. When this occurs, the Assistant Dean of Student Services will notify students of the funding opportunity and will initiate a competitive process to facilitate the awarding of funds.

The Internship Conference

Presenting the results of the internship experience is a requirement of internship and MPH completion. The internship presentation may be made any time after the student has completed the stated goals and objectives, as specified on the “Internship Plan” at the internship site. Each regular semester (fall and spring), MEZCOPH hosts an Internship Conference during which students present their internship projects in a professional format. Public Health professionals within the state, alumni, students, faculty, and community advocates are invited to attend. Approximately one month prior to the Internship Conference, to facilitate the planning of the conference, presenting students will be required to submit an internship abstract. The specific deadlines for this abstract, and conference dates, will be announced during each semester. Presentation rehearsals will be available.

Students should make a point of attending the internship conferences held throughout their graduate careers. Attending the conferences will provide many ideas for presentation style, technique and concepts, and possibilities of incoming student’s internship experience.

The spring and fall Internship Conferences are usually held approximately five weeks prior to the end of the semester. Please note that no exceptions to the presentation requirement will be made. All students must present *in person* at one of the regularly scheduled internship conferences. The presentation is fifteen minutes long plus five minutes for questions and answers.

The Internship Conference is a student-run production. If any student would like to participate in planning and conducting one of the Internship Conferences, please contact the Graduate Academic Progress Coordinator or the Assistant Dean of Academic Affairs.

The Internship Report

The final summation of the student’s internship experience is the written Internship Report. A student can begin the internship after completion of three of the five required core courses, and the concentration prerequisites. The internship report, however, is required to reflect competency in all five core course subject areas. Since the internship report summarizes the “capstone experience,” the student must have completed or be concurrently enrolled in all five of the core courses prior to submitting the report.

The same committee as organized by the student on the “Internship Plan” (with any intervening changes made) will review the internship report. The internship report is equivalent to a master thesis; it is not a class paper receiving a grade. The committee will review the report and most likely request changes through several iterations. Only rarely is the first submission acceptable as final. Some reports are returned multiple times until all requested changes are accepted by all committee members.

The student should submit a very early draft to the committee and verify that the approach being taken is acceptable. In order for the *final version* of the report to be submitted to the MPH Coordinator by the due date (last exam day), the student should plan time for rewrites. If the final version is not submitted by the due date, a grade of “K” will be awarded, requiring registration in the next semester to achieve a postponed graduation. The internship report must be the student’s own work, not that of others. Quotes should be limited to less than 10% of the final product and plagiarism is unacceptable (see ‘Academic Integrity’ below).

Faculty need time to evaluate the internship report. Like students, faculty have busy lives; they may leave town for extended periods of time for fieldwork or conferences. Students must work with committee members to determine a mutually agreeable due date. The student must make sure the committee has adequate time to review the report and provide feedback. A *complete* draft of the report must be given to faculty for review a minimum of one month prior to the end of classes in the semester of the expected graduation.

It is imperative the paper be submitted by the required due date. Nothing obligates the faculty to review incomplete material or to immediately review a report submitted late. Faculty may not be able to review a late report and the student will have to enroll for continuous minimum units the next semester. Specific due dates are listed on the semester timeline distributed to presenting and graduating students every semester. The general semester timeframe for internship report submission is as follows:

INTERNSHIP REPORT SUBMISSION DEADLINES					
	1st Draft of REPORT to Chair	Draft of REPORT to all Committee Members Note: Chair must approve	Internship Conference	Internship REPORT Final Approval of all Committee Members	Final Graduation Paperwork to OSSAA
Fall and Spring due dates	2 months prior to last day of classes (early March & October)	1 month prior to last day of classes (early April & November)	Mid April and November	Last day of classes (first week of May & December)	Tuesday of convocation week
Summer due dates for August Graduation	June 1st	July 1st	No Summer Internship Conference (must have presented in prior fall or spring Internship Conference)	August 1st	Tuesday of convocation week

The Internship Advisor/Committee Chair is responsible for assigning an internship grade for the internship units (CPH 909 Masters Report). The form used for this purpose is the *Internship Report Evaluation Form* (found on the HUB). The student is responsible for getting the “second reader’s” evaluation form to the internship advisor for input on grade assignment. The final version of the internship report (once signed and graded by all faculty readers) must be submitted by the student to the MPH Coordinator on or before the last day of the semester.

Internship Report formatting must conform to the “Thesis” format used at the University of Arizona. Specific instructions can be found at http://grad.arizona.edu/system/files/paper_Diss_Manual.pdf. However, a format-synopsis derived from the manual follows. Internship Reports across the concentrations vary widely. The Body of the Report can accommodate anything required by any member of the concentration area.

1. **Title Page** (Concentration guidelines regarding Internship Report found on student Hub)
 - *Required*
 - Margins:
 - Top 2.5"
 - Bottom 1.5"
 - Left 1.5"
 - Right 1"
 - Spacing: Follow sample
2. **Statement by Author**
 - *Required*
 - Margins:
 - Top 2.5"
 - Bottom 1"
 - Left 1.5"
 - Right 1"
 - Spacing: Single
3. **Acknowledgements**
 - Optional
 - Margins: Same as Body of Paper
 - Spacing: Maybe single spaced
 - Note: One page maximum
4. **Dedication**
 - Optional
 - Margins: Same as Body of Paper
 - Spacing: Must be double spaced
 - Note: One page maximum
5. **Table of Contents**
 - *Required*
 - Margins: Same as Body of Paper
6. **List of Illustrations/List of Tables**
 - *Required* if document contains illustrations, figures or tables.
 - Margins: Same as Body of Paper
7. **Abstract**
 - *Required*
 - Margins:
 - Top 1.5"
 - Bottom 1"
 - Left 1.5"

- Right 1"
 - Spacing: Double spaced
- 8. **Body of Paper**
 - *Required*
 - Margins:
 - Top 1.5"
 - Bottom 1"
 - Left 1.5"
 - Right 1"
 - Spacing: Double, except for long quotations, footnotes, table and illustration captions
 - Note: Begin each major section on a new page.
- 9. **Appendices**
 - Required (College determination of IRB & any IRB approvals)
 - Margins: Same as Body of Paper
 - Spacing: Depends on nature of material
 - Note: Each Appendix must begin on a new page.
- 10. **References**
 - *Required if citations are used*
 - Margins: Same as Body of Paper
 - Spacing: Citations single spaced; double space between citations
 - Note: Use the concentration area's preferred citation style; consult with the advisor if more than one style is acceptable. Title this section REFERENCES or WORKS CITED. *Do not* use the word, Bibliography.

Internship Report Content

The internship report is a scholarly work. Concentration specific content expectations are listed in Appendices D-2 – D-9. These expectations relate to the “Body of the Paper” (above). Each report must exhibit the following minimal characteristics regardless of concentration area.

1. The internship report is required to reflect competency in all five core course subject areas. Make certain all five core class areas can be addressed at the time of topic selection.
2. As an academic effort, the internship should have an in-depth, well integrated literature review of the issue addressed. Further, the broad internship goal (as opposed to specific objectives) should be addressed within a public health context.
3. The report should reflect the student's learning objectives specified on the original *Plan for Internship Form*. If the learning objectives change once the internship begins, the reasons for the change should be part of the documentation of the report.
4. The “discussion” section of the internship report should demonstrate the student's ability to:
 - a. Accept responsibility, assess situations, make or recommend decisions based on the assessment, and evaluate the progress and effectiveness of the student's work;
 - b. Adapt to work in difficult situations; manage time effectively and use the sponsoring site's resources, procedures and structure effectively;

- c. Present ideas, negotiate and resolve conflicts in a professional manner;
 - d. Work effectively in diversified task-oriented groups as well as with clients, and;
 - e. Adhere to commitments made to the sponsoring site, colleagues, and clients, with professional integrity and impartiality.
- 5. Discuss how the internship 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. 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

Academic Integrity

The internship is a scholarly experience that includes a report and presentation. Students shall follow the regulations set forth in the University of Arizona Code of Academic Integrity, found at <http://deanofstudents.arizona.edu/codeofacademicintegrity>

Final Internship Paperwork

After the student has presented their internship project at one of the MPH Internship Conferences, submission of all internship paperwork is required during the last week of final exams. The following paperwork is required for a grade to be awarded. All forms can be found on the MEZCOPH Student Hub, Internship Resources page. Please submit all required documents to the MPH Coordinator.

1. The final version of the Internship Report (bound hard copy) with the official *Title Page* and *Signature Page*, signed by student and Internship Advisor/Committee Chair
3. The *Student's Evaluation of the Internship Site*
4. The *Preceptor's Evaluation of the Student's Internship work*
5. The two *Internship Report Evaluation* forms completed by the two faculty members of the internship committee indicating grade awarded.
6. *Student Community Service Questionnaire* (completed online on the Hub at the time student submits PDF copy of the internship report)
7. Copy of IRB or MEZCOPH approval received concerning human subjects aspect of internship project
8. If the internship project required *an Application for Human Research*, submit a *Continuing Review Report to Conclude Project* (see Suzanna Trejo in the MEZCOPH Research Office)
9. The student must also submit a PDF of the final Internship Report to the Student Hub

Responsibilities of the Internship Participants

Responsibilities of **Student**:

- Represent the Mel and Enid Zuckerman College of Public Health in a professional manner
- Respect the culture and mission of the internship site
- Meet requirements for IRB approval of human subjects portion of the project
- Develop the internship project in consultation with the internship committee to reflect career goals, public health interests, and masters-level objectives
- Submit completed *Plan for Internship Form* with attachments within the required timeframe
- Consult with the internship committee at critical points in development and conclusion of the internship and as needed throughout the project
- Meet program deadlines established for the current semester
- Meet the hourly time commitment as established by concentration area
- Present at the Internship Conference
- Submit final documents to the MPH Coordinator by the due date
- Extend personal invitation to preceptor to attend the Internship Conference

Responsibilities of **Preceptor**:

- Meet with or contact the Internship Advisor/Committee Chair or MPH Coordinator to discuss any concerns prior to signing internship plan. When presented with the *Plan for Internship Form* and its attachments, review and discuss as necessary.
- Provide the student with an orientation to the internship site
- Supervise student's activities at the internship site
- Sign *Preceptor Agreement* and CV, resume, or biosketch for the student
- Upon completion of project, submit the *Preceptor's Evaluation of Student's* performance in the internship form and mail, fax or email to the MPH Coordinator
- Feel welcome to attend the MPH Internship Conference

Responsibilities of **Internship Advisor/Committee Chair**:

- Oversee internship activities Prior to finalizing the Plan for Internship, meet with the student to discuss the concept of the proposed internship project and timeline
- Review options with student to determine the best approach to achieve IRB approval
- When presented with the Plan for Internship and its attachments, review with committee membership and discuss as necessary. Require modifications as necessary.
- Notify student of any planned extended time away from the office
- Communicate with the preceptor during the internship to monitor intern's progress
- Review drafts of report and provide feedback via the Internship Report Evaluation form
- Determine student's readiness to present at the Internship Conference
- Assign final grade in consultation with other committee members
- Communicate with the student interns throughout the internship process
- Attend the Internship Conference

Responsibilities of **Internship Committee Member (Second Reader)**:

- Provide feedback regarding internship objectives and sign the Plan for Internship
- Review drafts of report and provide feedback via *Internship Report Evaluation* form

Keys to a Successful Internship Experience

For Students

- Read the MPH Internship Manual
- Discuss the expectations of the internship with the internship committee, individually, and as a group
- Think of the internship as a work experience and present oneself as a public health professional
- Dress appropriately
- Be mindful and respectful of the cultural environment in which the internship is being done and perform appropriately
- Clarify ambiguities promptly
- Communicate often with the preceptor and the internship advisor
- Be aware of the Human Subjects regulations of the HIPAA regulations

For Preceptors

- Prior to, or at the signing of the Internship Plan, discuss with the student intern:
 - ✓ the mission and role of the agency/organization
 - ✓ the student's professional goals and interests and their fit within the agency
 - ✓ the time commitment necessary for the internship and flexibility regarding scheduling time at the site
 - ✓ whether or not the student will be paid
 - ✓ assignment of workspace or computer equipment and whether or not it will be shared with others
 - ✓ whether or not the internship is viewed as a team project and the role of the student within the team
 - ✓ expectations in providing an internship opportunity, e.g., is an end product expected?
 - ✓ Preceptor's level of availability, i.e., is the student expected to work largely on his or her own?
- Review the MPH Internship Manual for a general sense of the student's responsibilities.

- Provide an orientation to the agency, including introductions to personnel the student will likely have contact with and the physical layout of the site.
- Review policies regarding behavior, human-subjects review, parking, general policies and procedures and any that are mandated by government oversight.
- Schedule one, or more, mid-point reviews of progress with the student to evaluate if the internship is going as both of you expect.
- Discuss any concerns with the student's internship advisor or the MPH Coordinator.

Becoming an Internship Site for the MPH Program

The director of any agency wishing to become an MPH Program internship site should contact the MEZCOPH Assistant Dean in the Office of Student Services and Alumni Affairs to discuss whether the project or work they have in mind would provide an appropriate experience for an MPH intern. The phone number is (520) 626-9112. At a minimum, the experience must offer the student the opportunity to apply the principles of public health in a professional practice setting for a length of assignment not less than 135 hours. The agency must be able to specify goals and objectives during the assignment of the trainee. The agency may be private or public and the internship site location may be within or outside the U.S.

The Assistant Dean will ask the agency representative to fill out *an Internship Advertisement Template* (found on student Hub) outlining the project. This information will be used to advertise the internship experience to students on the MEZCOPH website. The more detailed the project description, along with the prospect of compensation, the greater the chances that the agency will secure an MPH intern.

Glossary of Terms and Forms

Application for Records Review: Institutional Review Board form that must be completed and submitted when the student's project involves a secondary analysis of data from a previously approved study or only involves analysis of data from medical records review.

Assistant Dean for Student and Alumni Affairs: Directs the Office of Student Services and Alumni Affairs, works with agencies that wish to offer internship opportunities and advertises internship opportunities to students.

Continuing Review Progress Report: Institutional Review Board form that must be completed and submitted to the IRB when the internship project has been completed. The form is located on IRB website, here:
http://orcr.vpr.arizona.edu/system/files/F212%20-%20Continuing%20Review%20Progress%20Report%20effective%2004-02-2012_0.doc

Declaration of Proposed Student Project as Previously IRB Approved Form: Institutional Review Board form that must be completed and submitted if the internship project has been previously approved by the IRB committee, and the student's research will not go beyond the scope of the original approval.

Evaluation of Internship Report Form: Form used by the faculty members of the student's internship committee to provide intern with feedback regarding internship report. Evaluation form indicates whether the report is considered final or requires rewriting.

MPH Coordinator: Staff member in the Office of Student Services and Alumni Affairs who is responsible for tracking student academic progress and facilitating and assisting students with the initiation and completion of internship documentation.

Human Research Determination Form: Institutional Review Board Form that must be completed and submitted if the internship project is new and involves human subjects.

Internship Committee: Group consisting of the student's internship advisor (who serves as chair of the Internship Committee), the second reader of the student's internship report, and the internship preceptor.

Internship Committee Chair (Internship Advisor): MEZCOPH faculty member who advises and monitors the student's progression through an internship experience. The Internship Advisor must be a faculty member from the student's concentration area and can be the student's faculty mentor.

Internship Committee Member: MEZCOPH faculty member serving as the second

reader of the internship report, and can be the student's faculty mentor.

Internship Report Title Page: Form used as the official first page of the internship report.

IRB: Institutional Review Board that is charged with protecting human subjects in research done at the University of Arizona.

IRB Modification of Approved Human Research Form: Institutional Review Board form that Principal Investigator must submit adding a student to a project that has received previous IRB approval but did not include student in original approval.

MEZCOPH: The Mel and Enid Zuckerman College of Public Health.

MEZCOPH IRB Liaison: The Associate Dean for Research in the College of Public Health.

Non-Applicable Form (NAF) for Student Field Based Project: Form completed if project does not involve human subjects or protected health information. Both student and internship advisor must sign.

OSSAA: The Zuckerman College of Public Health, Office of Student Services and Alumni Affairs.

Plan for Internship Form: Form used to initiate internship. It requires the signatures of the internship committee members and concentration director to begin the internship. The form lists several attachments that must be attached (included).

Preceptor: Individual who provides supervision of the intern at the internship site.

Preceptor Agreement: Form completed by preceptor in agreement to serve as the site supervisor of the intern.

Preceptor's Evaluation of Student Internship Performance: Form used by preceptor to evaluate intern's performance during the internship.

Presentation Feedback Form: Form used by the audience to evaluate intern's presentation during the internship conference. These forms are returned to the intern as feedback and are not part of the final grade – they are not reviewed by faculty, but are collected at the conference and sent directly to the intern.

Project Review Form (PRF): Institutional Review Board form that must be completed and signed by student and internship advisor when internship project involves human subjects or protected health information. The PRF is generally used for behavioral research projects.

Student's Evaluation of Internship Site: Form used to rate and provide comments regarding the student's internship site. These comments and ratings will be used to consider the site for future internship opportunities.