

Guidelines for Body of Internship Report Family and Child Health

The internship gives you the opportunity to demonstrate your knowledge of public health, your ability to integrate the public health skills you have learned by applying them in a project of your choice, to present your work in both written and oral forms, and to cultivate a professional demeanor and a conscious responsibility toward the profession you have chosen.

The Internship Report should be divided into two distinct sections:

1. Scholarship (8-10 double-spaced pages)
2. Project Description (25-30 double-spaced pages)

Scholarship

This section should include the following elements:

- Stated learning objectives. These objectives which reflect professional growth should be broader than stated project objectives.
- Description of the sponsoring agency (mission statement, organizational structure, funding sources, and service population)
- Explanation of how your project fits with the overall mission of the sponsoring agency
- An outline of your specific internship goals, activities, proposed outcomes, and learning objectives (presented in a table format)
- Description of the steps used to achieve your learning objectives (sponsorship agency and IRB approval necessary; development, selection of methods; and overall internship coordination).
- Identification of how the three Core Public Health Areas and which of the ten Essential Services of Public Health were addressed and how your project related to each.
- Discuss the potential or realized public health impact of your project
- Provide an overall assessment of your accomplishments

Project

The abstract should not exceed 250 words and should be structured; i.e., use four headings; Introduction and Objectives, Methods, Results, and Discussion. The main manuscript should be no longer than 30 pages should be divided into four sections:

- Introduction and Objectives: Stated project objectives justified with relevant background literature
- Methods: type of study, statistical methods and analysis employed

You should write these first two sections before actually initiating your project. You may need to revise before the final submission but the process will help develop a foundation for your work.

- Results: what you discovered and/or what was produced from your project. Tables and figures are encouraged. Material presented in the tables/figures should be discussed but not duplicated in the text. Each table/figure should be self-contained with a comprehensive title. Planned tables with no more than two rows would be better described in the text. Headings should be descriptive of table content. Refer to Northridge ME, Levin B, Feinleib M, Susser M. Statistics in the Journal: significance,

confidence, and all that. Am J Public Health. 1997;87:1092-1095 for further guidance in presenting results.

- Discussion: description of your findings, limitations of your project and public health implications

References should be numbered consecutively as they appear in the text and formatted in the style used in the American Psychology Association (APA) <http://www.apastyle.org/> or American Journal of Public Health (AJPH) which uses the style of the American Medical Association <http://www.samford.edu/schools/pharmacy/dic/amaquickref07.pdf>. Supplemental files such as College and IRB approval letters, your certificate of approval to conduct research, questionnaires, letters, pamphlets, videos or DVDs, etc should be put in the appendix.