

Guidelines for Body of the Internship Report Public Health Practice

This is a general outline, and specific changes acceptable to the student and the committee can be negotiated with the committee. Although the specific approach may change, it remains essential to include the content points described below. Remember the report must demonstrate competency in the five core course areas.

Notes:

- Page numbers should be used as guidelines
 - It is highly advisable that you discuss Sections 1-3 of the report with your committee prior to full report completion
 - Avoid Plagiarism:
 - <http://www.library.arizona.edu/help/tutorials/plagiarism/index.html>
 - Utilize the American Medical Association Manual of Style for all citations/references
 - <http://www.amamanualofstyle.com/oso/public/index.html>
 - Example: American Journal of Public Health: <http://ajph.aphapublications.org/>
1. Sections 1-7 of the “thesis” format (or in this case, internship outline) need to precede the following elements comprising Section 8--the Body of the Paper (points 2-6 below).
 - a. The length should be between 30-45 pages not including tables, figures and appendices.
Note: Please be concise and succinct in your writing
 2. Introduction and Background: Succinctly describe the issue addressed by the internship within a public health context. This should include a description of the community or population affected by your internship (10-15 pages):
 - a. 5-6 pages: There should be an in-depth, well integrated literature review of the issue addressed. This review should reflect what is and is not known about the subject and what level of evidence exists to support your approach. Do not do a literature search to find articles to support a preconceived position. Form an opinion after the literature review. May want to include one to two sentences stating the overarching goal of the internship project.
 - b. 1-2 pages: Describe the overarching objectives of your internship in the context of the field.
 - c. 1-2 pages: Specifically identify the ways in which your internship provides experience in the practice of public health issues, activities and opportunities for learning.
 - d. 2-3 pages: Describe and analyze the structure and function of the sponsoring site. Include the mission statement, organizational and leadership structure, funding sources and employee motivation and reward system. Discuss strength and weaknesses of each. Include a discussion of stakeholders and how they can provide input into the organization.

- e. 1-2 pages: Describe the specific goals, proposed outcomes, learning objectives, and activities of your internship.
 - i. The report should reflect the student's learning objectives specified on the original "Internship Plan." If the learning objectives change once the internship begins, the reasons for the change should be part of the documentation of the report.
- 3. Methods: Describe the methodology employed to reach your internship's objectives and goals (6-10 pages):
 - a. Describe any special approvals needed and place copies in an appendix (College IRB determination submission and response; IRB approval, animal subjects approval, Radiation Control Approval, Certificates of special training attained to accomplish tasks etc.)
 - b. Describe the study design employed, including any recruitment or technique of recruiting the population evaluated by the work (i.e., focus groups, employees, community recruitment etc.).
 - c. Describe all data collection methods including questionnaires, methods of administration, validation, data entry, quality assurance measures.
 - d. Describe how the necessary tasks were implemented and coordinated.
 - e. Analysis (1-3 pages): Describe how the information/data was collected and what approach(es)/specific steps were used to evaluate the information/data.
- 4. Results: These may vary depending on the objective/task. In broad strokes describe what was produced or evaluated. Place actual products; e.g., a report, a policy analysis, in appendices of the internship report (3-5 pages, not including tables):
 - a. Written and tabular stating of what was found including significance levels. This section should not include interpretation (that belongs in the discussion). The results should be reported in such a way that the findings for each specific aim are clearly evident.
- 5. Discussion: Evaluate what you think the results mean and describe the public health impact. As applicable to your internship (10-12 pages: 5-6 pages for a-e, 5-6 pages for f)
 - a. Discuss the impact of your internship on your site.
 - b. Discuss the strengths and weaknesses of any data collected.
 - c. Recommend necessary improvements: consider the economics and ethics of the proposed action or non- action.
 - d. Relate the internship findings to the knowledge base of the field.
 - e. Discuss problems encountered, if any, and solutions proposed or utilized.
 - f. Address the issues described earlier in the manual for all students under "Discussion." Specifically:
 - i. The "discussion" section of the internship report should demonstrate your ability to:

1. Accept responsibility, assess situations, make or recommend decisions based on the assessment, and evaluate the progress and effectiveness of the student's work;
 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
 5. Adhere to commitments made to the sponsoring site, colleagues, and clients, with professional integrity and impartiality.
 - ii. Discuss how the project relates to public health (covers all core areas). Specifically, what core functions were addressed, and which of the ten essential services were provided? (<http://www.health.gov/phfunctions/public.htm>).
 - iii. Keep in mind the purpose of the final report along with the Internship Presentation, is to determine your ability to:
 1. Demonstrate public health knowledge and relevance.
 2. Demonstrate the ability to integrate public health skills.
 3. Demonstrate technical writing and oral presentation skills.
 4. Assess the completion of the planned learning objectives.
 5. Produce a complete report that will provide relevant information to the preceptor site.
6. Conclusions (1-2 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, you should go back to the "Thesis outline" and be sure to include Sections 9 (appendices) and 10 (references, in AMA format).