



Mel and Enid Zuckerman
College of Public Health

MPH Internship Manual

For Fall 2016 or Prior Internships

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 the 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 (AzPHA) 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. Contact the MPH Coordinator for access to the programs.

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 sent out on the MPH internship listserv and listed on the MEZCOPH HUB under Internship Opportunities.

To see the wide range of internship possibilities, MPH students can use the Abstract Search Tool in the HUB to view internship abstracts from past projects.

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.

Internship Prerequisites

1. Students must have completed 3 of the 5 MPH core courses (60%) and all concentration specific coursework (if any) prior to starting the internship and registering for CPH 909 Masters Report units. The prerequisites are noted on the Curriculum and Recommended Course Sequencing in the Academic Catalog on the MEZCOPH website for each concentration.

Read the MPH Internship Manual and attend the Internship Planning Workshop before initiating the internship paperwork. This mandatory workshop is held each semester according to the schedule below. Before beginning the internship and enrollment in CPH 909 the approved final planning documents must be turned in by the deadlines in the schedule below. The student must plan far enough in advance to complete the Plan for Internship the semester **prior** to her/his internship start date.

Internship Planning Workshop	Held week 2 of each semester; fall, spring and summer
Internship Plan Submission Deadlines	December 1 May 1 August 1

At the MPH Internship Planning 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 in consultation with the internship committee.

2. Human Subjects Training Certification (CITI) completion (see Human Subjects section page 9). Students are required to complete this training and pass the test early in their first semester. A copy of the completion certificate is to be included with the internship planning documents.

Forming the Internship Committee

Once an internship project is identified, the student must form his or her Internship Committee. This 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 preceptor/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 preceptor/site supervisor.
- **Preceptor/Site 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. All approved Internship paperwork must be submitted by the deadlines as communicated each semester by the MPH Coordinator.

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 required 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 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
- how the proposed project will relate to public health; what core functions will be addressed and which ten essential services will be provided

All items must be detailed in writing and approved by all members of the internship committee (the Advisor/Chair, second member, and Preceptor), as well as the student's Program Director of the concentration area.

Review the *Plan for Internship Form*. Note that the form requires attachment of a narrative 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 her/his 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: Discuss how the internship project relates to public health. Specifically, what core functions will be addressed, and which of the ten essential services will be provided.

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.

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. It is recommended to include time for writing the internship report allowing adequate time for rewrites prior to graduation.

CITI Program Completion Certification: The student is required to provide proof that she/he has completed human subjects protection training. (See Human Subjects section, page 9)

Master of Public Health (MPH) Internship Project Agreement/Contract Form. The student will provide this form approved by the Internship Committee Chair and Program Director. See Human Subjects section of this document for more information.

MEZCOPH Preceptor Agreement: The student will provide the form completed by the preceptor and approved signed by the Internship Advisor/Committee Chair. The preceptor must provide a CV, resume or Biosketch with the agreement.

Sequencing of the Internship

Depending on the student's concentration, she/he will need to complete between 3 and 12 units of internship credit (CPH 909). 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. Only the number of units required can be used on the student's Plan of Study to meet degree requirements.

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.

All five core courses must be completed prior to the student's final semester. The internship report may not be submitted until all of the five core courses are completed. 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 at least one unit in one of the summer sessions. This can be a summer course or one unit of CPH 909 Masters Report (for internship credit).

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 requires a separate completed *Plan for Internship Form*, 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.

1. The first required Internship Committee meeting should be called to draft and finalize the internship plan. At the first meeting, committee members should get to know each other, review the *Plan for Internship Form*, review additional planning documents 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. Please note, the development of an internship plan is a process and it can often take several committee meetings and multiple communications between you and your committee members to finalize the internship plan. Please plan accordingly for multiple revisions.
2. The second required Internship committee meeting should be held after student turns in the 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 the 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 all meet 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

The MEZCOPH Research Office (with concurrence from the IRB/Human Subjects Protection Program (HSPP) Office) has determined that MPH Internships do not constitute research. The intent of the MPH internship project should be strictly for educational purposes only and not research. The internship requires the MPH student, to synthesize, integrate and apply knowledge acquired in coursework to a project in a professional practice setting. The internship project is about gaining practical experience and learning, not research. The student may work on a project to learn about being a public health practitioner, not to conduct their own research. The goals and

outcomes for the internship should benefit the internship site and individual professional development. If the student wishes to conduct an independent research project she/he must communicate that with their Internship Chair and committee and the MEZCOPH Research Office.

The MEZCOPH Research Office is located on the 3rd Floor of Drachman Hall.

Suzanna Trejo (A317DD) – suzanna@email.arizona.edu / 520.626.8315

OR

Dr. Jefferey Burgess – jburgess@email.arizona.edu / 520.626.3243.

Master of Public Health (MPH) Internship Project Agreement/Contract Form: The greatest majority of internships will require this form that serves to establish an “agreement/contract” for the MPH student and their Internship Chair to ensure that they both understand the internship project is not an independent research project and should not be referred to as “research” in case the student decides later to publish on this project. (Please read the MPH Internship Project Policy document (found in the Hub) which provides further detail regarding MPH projects not needing IRB approval.

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.arizona.edu/hssp>. All students must complete this training and pass this test. A copy of the Certificate must be attached to the Plan for Internship Form.

Declaration of Proposed Student Project as Previously IRB-Approved Form: 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 MPH Coordinator 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.arizona.edu/hssp>.

F203 Application for Retrospective Records Review Form: 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.), 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) if the student wants to refer to the internship as research.

IRB F212 Continuing Review Progress Report: If the project required the full IRB approval, 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.arizona.edu/hspp>.

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 College Of Public Health offers students the opportunity to conduct international internships. Many of the international internships that students perform 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 international internship site as possible. The United States Government posts consular information on the US State Department's web site, <http://travel.state.gov/content/travel/english.html>; and Travel Advisories, <http://travel.state.gov/content/passports/english/alertswarnings.html>. These include issues such as personal health and safety (i.e., required vaccinations, travel insurance), and travel advisories posted by the U.S. Department of State and the U.S. Centers for Disease Control and Prevention.

As with other internships, students need to work closely with their mentors and advisors to create an international internship that meets their professional goals.

UA International Travel Procedures

All MPH students planning an internship outside of the United States must register their itinerary and complete the *Travel Description Questionnaire* in the University International Travel Registry, <http://ua-risk.terradotta.com/>, as soon as your proposed travel is known.

At least 30 days prior to travel students must complete the Travel Authorization (TA) form and have their Internship Committee Chair sign it as Approver/PI. The TA needs to be submitted to the Financial Services Office (FSO) – Travel Office at the address on the form. The original Travel Authorization (TA) can also be submitted to the MPH coordinator with the Internship Plan documents and will be forwarded to the FSO Travel Office.

Travel to countries with travel warnings or advisories must go through UA review and be approved before plans can be completed and tickets for travel purchased. Check for travel warnings in the country of your proposed internship at least 45 days in advance to the proposed travel date, to allow time for review and approval.

Submit a copy of the Travel Authorization to the MPH Coordinator with the Internship paperwork.

*Please note, travel to countries with warnings or advisories may not be approved by the UA. If not approved, the internship cannot be conducted.

Health Concerns for International Internships

All students who are leaving the country to complete internships, research projects or are traveling internationally for any academic reason are required to purchase blanket student accident and sickness insurance. To enroll, contact Renee Griggs at griggsr@email.arizona.edu or call her at 520.626.7180.

Health Information for international travelers is available on the U.S. Centers for Disease Control and Prevention web site, <http://wwwnc.cdc.gov/travel>. Students should refer to this site to obtain information regarding any health issues while traveling outside the United States. Immunizations can be updated by Campus Health as needed for your international site's requirements.

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. Considerations for International Travel for University of Arizona students can be found at [Risk Management](#) .

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 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.

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 degree 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 with the approval of the Internship Chair. 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 due deadlines for this abstract, and conference dates, will be announced during each semester. Time and rooms are scheduled for students to rehearse the presentation early in the week of the Conference. Participation in scheduled rehearsals is strongly encouraged to ensure a successful presentation at the conference.

Students should make a point of attending all internship conferences held throughout their graduate careers. Attending the conferences will provide many ideas for possible projects and contacts for their own internships, as well as provide guidance about presentation style, technique and concepts. and contacts for internships.

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

The Internship Conference is a student-run production. All MPH students are encouraged, at some time in their careers at MEZCOPH, to attend a MPH Internship Conference Planning Committee meeting and participate in the planning of the conference. Many hands make light work! And it is a valuable addition to your resume. An announcement of the first meeting will be emailed the beginning of the semester. Students can contact the MPH Coordinator or the Assistant Dean of Academic Affairs for more information or to volunteer.

The Internship Report

The final summation of the student's internship experience is the written Internship Report. Writing the final report cannot begin until all five core courses have been completed. This requirement is to maximize the integration of the student's entire MPH experience when writing the report. All five core courses must be completed prior to the student's final semester, and submission of the capstone paper (the MPH Internship 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 to the student multiple times until all requested changes are accepted by all committee members.

The student should submit a very early draft to the committee to 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 (in the last week of the semester), the student should plan time for rewrites. If the final version is not submitted by the final due date, a grade of "K (for continuing)", 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 and may not have

access to Email. 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. The student must allow themselves adequate time for rewrites as well. 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 following 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/chair for input on grade assignment. The final version of the internship report (after it is signed and approved internship chair) 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 <https://grad.arizona.edu/gcforms/sites/gcforms/files/page/thesisformattingguidenov2013revision.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 committee member of the concentration area. The student is required to use the MEZCOPH Title Page and Statement by Author page from the student Hub.

1. **Title Page**
 - o *Required form is in the MEZCOPH student Hub*
2. **Statement by Author**
 - o *Required form is in the MEZCOPH student Hub*
3. **Acknowledgements**
 - o Optional
 - o Margins: Same as Body of Paper
 - o Spacing: May be single spaced
 - o Note: One page maximum
4. **Dedication**
 - o Optional
 - o Margins: Same as Body of Paper
 - o Spacing: Must be double spaced
 - o Note: One page maximum
5. **Table of Contents**
 - o *Required*
 - o Margins: Same as Body of Paper
6. **List of Illustrations/List of Tables**
 - o *Required* if document contains illustrations, figures or tables.
 - o Margins: Same as Body of Paper
7. **Abstract**
 - o *Required*
 - o Margins:
 - Top 1.5"
 - Bottom 1"
 - Left 1.5"
 - Right 1"
 - o Spacing: Double spaced
8. **Body of Paper**
 - o *Required*
 - o Margins:
 - Top 1.5"
 - Bottom 1"
 - Left 1.5"
 - Right 1"
 - o Spacing: Double, except for long quotations, footnotes, table and illustration captions
 - o Note: Begin each major section on a new page.
9. **Appendices**
 - o *Required* (College determination of IRB & any IRB approvals)
 - o Margins: Same as Body of Paper
 - o Spacing: Depends on nature of material
 - o Note: Each Appendix must begin on a new page.
10. **References**
 - o *Required if citations are used*

- o Margins: Same as Body of Paper
- o Spacing: Citations single spaced; double space between citations
- o Note: Use the concentration area's preferred citation style; consult with the internship chair/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 the student Hub. 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* narrative. 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 the fall or spring MPH Internship Conference, all required internship materials must be submitted during the last week of the semester. The following paperwork is required for a grade to be awarded. Please submit all required documents to the MPH Coordinator by the published due date for graduation.

1. The final version of the Internship Report (a bound hard copy) with the official Title Page and Statement by Author Page, signed by student and Internship Advisor/Committee Chair.

The following documents are separate from the final (bound hard copy) Internship Report and can be found on the student Hub:

2. The Student's Evaluation of the Internship Site
3. The Preceptor's Evaluation of the Student's Internship work
4. The two Internship Report Evaluation forms completed by the two faculty members of the internship committee indicating the grade awarded. The Committee Chair must sign the evaluation submitted by the second committee member.
5. If the internship project required an Application for Human Research, submit a Continuing Review Report to Conclude Project form (see Human Subjects portion of this manual)

Submit on the student Hub online:

6. Click the link in the Hub to "Submit Report" and answer a few questions about the site and then download a PDF copy of the final Internship Report with no signatures.

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
- Extend personal invitation to preceptor to attend the Internship Conference
- Present at the Internship Conference
- Submit all required documents to the MPH Coordinator by the deadline

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.
- Sign *Preceptor Agreement* and provide CV, resume, or biosketch for the student
- Provide the student with an orientation to the internship site
- Supervise student's activities at the internship site
- Upon completion of project, submit the *Preceptor's Evaluation of Student's Performance* and mail, fax or email to the MPH Coordinator
- Attend the student's presentation at 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 the project with the student to determine the need for possible 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 extended planned time away from the office
- Work out a timeline with the student for meetings and submission of drafts of abstract and report
- Communicate with the preceptor during the internship to monitor intern's progress
- Review drafts of abstract and report to provide feedback for revisions
- Discuss components of internship abstract format with the student
- 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 and student's presentation
- Complete Internship Evaluation Form of final report, approve Evaluation Form of second committee member and submit to MPH coordinator or give to student

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
- Complete Internship Evaluation Form of final report and submit to Committee Chair for their approval signature

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 and 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, e.g., 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 Chris Tisch, 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. Her email address is cbt@email.arizona.edu. 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 (3 academic credits or units). 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 complete an *Internship Advertisement Template* (found on the College's website outlining the scope of the project). This information will be used to advertise the internship experience to students on the MEZCOPH student Hub and student listserv. The more detailed the project description, along with the location, expected time commitment, and prospect of compensation, the greater the chances that the agency will secure an appropriate MPH intern.

Glossary of Terms and Forms

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

Declaration of Proposed Student Project as Previously IRB Approved Form (MEZCOPH): 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.

Human Subjects Training Certificate: Certificate issued after student has completed CITI training successfully.

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.

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

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

Master of Public Health (MPH) Internship Project Contract/Agreement Form: This form is used for MPH Internship projects which are not intended for research, but for practical experience and

for the sole purpose of completing degree requirements only. Student, Committee Chair and Program Director must approve.

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

MPH Internship Project Policy Document: Document on the MEZCOPH student Hub that details the determining factors as to “Why MPH Internship Projects DO NOT need IRB approval”

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

Plan for Internship Form: Form used to initiate the internship. The form must be complete and signed by all members of the internship committee and the student’s Program/concentration Director to begin the internship. The form lists several attachments that must be included when submitted to the Program Director and the MPH coordinator before enrolling in CPH 909 units and beginning the internship.

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. This form must also be signed by the Internship Committee Chair.

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.

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.