



THE UNIVERSITY OF ARIZONA

**Mel & Enid Zuckerman
College of Public Health**

MPH Internship Manual

For Fall 2017, Spring 2018 and Summer 2018
Internships

MPH Internship Manual

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Introduction to the MPH Internship

The MPH Internship (Masters Report, 909 units) 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 academic 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. The student will need to consult with his or her Faculty Mentor about internship project expectations.

This internship 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 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 MPH program 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 of the College's website.

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, geographic location 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, prior to submitting the final internship report, 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: "*how do I find an internship?*" 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 faculty members will want to be certain that the project is a good fit with the student's personal interests and will fulfill the requirements of a graduate level internship. It is always best for the student to consult with her or his faculty mentor or Committee Chair to be certain.

The groundwork for obtaining a site for an internship is the responsibility of the student. 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 term of enrollment in the MPH program, the MPH student should plan to attend as many of the Internship Conferences 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 booklets on file. These booklets include the abstracts for the internships presented and may be perused for ideas. Contact your MPH Coordinator for access to the booklets. If released for review by the author, copies of internship reports are also available in hard copy or electronic versions. Internship titles and sites are available under the Activity Links section on the Student Hub.

The internet 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 Public Health internships listserv and listed on the Student Hub under Internship Opportunities. To be added to the Public Health internships listserv, please go here:

<https://www.surveymonkey.com/r/internshiplistrequest>

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 term. 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 prerequisite coursework (if any) prior to starting the internship and registering for 909 Masters Report units. The internship prerequisite courses for each concentration are noted on the Recommended Course Sequencing page in the Academic Catalog for the year in which you began the MPH program. You can access your Academic Catalog on the Student Hub under Handbooks and Catalogs. Please note: The Course Sequencing pages listed on the MEZCOPH website are for the most recent Academic Catalog, not necessarily your Academic Catalog.
2. Read the MPH Internship Manual, watch the Internship Planning Webinar, and complete the associated quiz before initiating the internship planning paperwork. Both the MPH Internship Manual and the Planning Webinar are available on the Student Hub. Before

beginning the internship and any enrollment in 909 units occur, the approved final planning documents must be turned in by the deadlines listed in the table below. It is recommended that planning for the internship experience begin early in the term prior to the start of the internship. Submission of internship paperwork after the stated deadline may not be approved, and could result in postponement of the project start date. In the event of an extreme extenuating circumstance where the submission deadline may not be met, written request must come from the Committee Chair, to the MPH Coordinator including explanation of the situation and why the deadline will not be met. Failure on the student's part to begin planning early enough to meet the deadline is not an acceptable reason to miss the deadline or to expect any accommodation.

<u>Project Start Term</u>	<u>Internship Paperwork Deadline</u>
Fall	August 15 th
Spring	December 15 th
Summer Session 1	May 15 th
Summer Session 2	June 15 th

In the MPH Internship Planning Webinar, all details of the internship experience will be reviewed and discussed. After watching the webinar, the student will be required to complete a comprehensive quiz illustrating they understand the information discussed in the webinar and outlined here in this manual. The student will then be prepared to draft an internship plan in consultation with the internship committee.

3. Human Subjects Training Certification (CITI) completion (see Human Subjects section). Students are required to complete this training and pass the test early prior to submitting the internship planning paperwork. Students are strongly encouraged to complete the CITI training early in the first term of the MPH program. There are two CITI courses, Social and Behavioral and Biomedical. Students should select the course most appropriate for the project in consultation with their Committee Chair. A copy of the completion certificate must be included with the internship planning documents. Information on how to access the CITI training is outlined later in the manual.

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:

- **Committee Chair**
The internship Committee Chair 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 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 Committee Chair may not serve as the Preceptor.

- **Second Reader**

The Second Reader 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. This person serves as the Second Reader of the Internship Report. The Second Reader may not serve as the Preceptor. Not all MPH concentrations require a Second Reader as part of the Internship Committee.

Concentrations requiring a Second Reader:

- Family & Child Health – both Global and Maternal & Child Health tracks
- Health Behavior Health Promotion
- Environmental & Occupational Health – both EOH and EOH-IH tracks

Concentrations that do not require a Second Reader:

- Biostatistics
- Epidemiology
- Health Services Administration (both Tucson and Phoenix)
- Public Health Practice
- Public Health Policy & Management
- MD/MPH students – both Tucson and Phoenix

It is important to note that even if your concentration does not automatically require a Second Reader, your Committee Chair may require one, based on the content of your specific internship project.

- **Preceptor**

The internship 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 the internship project and be willing to engage in meetings with students and their Committee Chair during the internship. If the student does not behave professionally, breaks site policies, or does not progress through the internship project, the Preceptor reserves the right to speak to the student, call a committee meeting to discuss any issues, or in extreme circumstances, relieve the student intern of their duties at that site.

Plan for Internship

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

- the site/organization/agency name, including address
- the topic of the internship project
- the Preceptor name, title, degree, phone, and email address
- the approximate start and end dates of the internship and total number of hours to be spent on the project
- 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 Committee Chair, Second Reader (if applicable), and Preceptor) via signature on the form. Once the members of the committee approve the proposed project narrative and sign the Plan for Internship Form, the completed Plan for Internship Form and narrative must be sent to the student's Program Director for review and signature. It is the responsibility of the student to speak with the Program Director to determine whether the Plan for Internship Form and narrative are sufficient or if they want to see all completed internship planning paperwork before signing.

The narrative required as part of the Plan for Internship Form must thoughtfully outline the following seven (7) aspects of the proposal:

Justification of Site: The student is required to provide a description 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 about what she/he wishes to gain from the internship experience and what outcome(s) it may produce in regards to personal/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. For more information about the core functions and essential services, go here: <https://www.cdc.gov/nphsp/documents/essential-phs.pdf>

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 Hub 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: 1. 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 2. the “job” responsibilities at the internship site.

Proposed Timeline: The student will provide a timeline for the activities to be conducted at the internship site and estimated dates for completing specific tasks throughout the internship experience. It is recommended to include on the timeline when the student plans to: 1. present their internship project and 2. write and submit their internship report. The student must allow adequate time for rewrites prior to graduation.

Learning Objectives, Internship Activities and Proposed Timeline should be specified within a table format detailing which activities will relate to each specified learning objective and the proposed completion date for each activity.

Additional Planning Documents Required:

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

Determination of Human Research Form. See Human Subjects section of this document for detailed information.

MEZCOPH Preceptor Agreement: This form is given by the student to the Preceptor to complete and return to the student. In addition to the completed form, the Preceptor will also include a current CV, resume, or Biosketch. The agreement form is then approved and signed by the Committee Chair.

NOTE: It is the responsibility of the student to ensure all paperwork is completed properly and submitted on or before the stated deadline in order to begin the internship project on time. Internship planning paperwork should be submitted to the MPH Coordinator as one complete packet. For Phoenix programs, the MPH Coordinator is Kim Barnes. For Tucson programs, the MPH Coordinator is Tanya Nemec.

Registration for Internship Units

Registration for internship units (909 Master's Report) is unlike registration for a regularly scheduled class. Students cannot register themselves for these units. The MPH Coordinator will register the student for 909 units, utilizing the course section number belonging to the Committee Chair, when the following requirements have been met.

1. The student has completed at least three of the five core courses (60%) and any required concentration specific prerequisite courses.
2. The student has submitted the *Plan for Internship Form*, complete with the comprehensive narrative, all required signatures, and all other required materials, to the MPH Coordinator in the Office of Student Services.
3. The student has requested registration in 909 units by completing the 900-level Course Enrollment Form, located on the Student Hub.

NOTE: It is the student's responsibility to request registration in 909 units each term they will be working on internship related tasks.

Continuation of Internship units: In order to be enrolled in 909 units for any term, including when the project begins, the student must complete the 900-level Course Enrollment Form and outline their planned progress for that term, in relation to their internship project. The student then meets with their Committee Chair to discuss their plan for that term and obtain the Committee Chair's signature on the form. The completed enrollment form is then submitted to the MPH Coordinator who will enroll the student. At the conclusion of each term a student is enrolled in 909 units, the Committee Chair will award a grade based on the student's progress.

A student must be enrolled in a minimum of one 909 unit during the term that the internship report will be submitted, known as the Report Submission Term.

Sequencing of the Internship

Depending on the concentration, students will need to complete between 3 and 12 units of internship credit (Master's Report – 909 units). 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 on tasks related to site-specific work) for a total of 270 hours. Time spent writing the report or preparing the presentation is in addition to the time required at the site. 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. The MPH Coordinators do not collect time sheets from the sites/agencies outlining time for each day that an student worked. We expect that as graduate students, students are progressing through the project appropriately and are completing a high-level quality internship project. Please note, however, your Preceptor and/or Committee Chair may request that you keep a timesheet.

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 project. Only the number of units required by the concentration 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 term. A student may not be enrolled in one of the five (5) core courses during the term they plan to graduate and/or submit their final internship report (Report Submission Term). The final 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 term. For example, if the concentration requires six internship units, registration for them in any combination of units per term is acceptable, so long as: 1. the student is enrolled in a minimum of one unit during the term they begin their internship, and 2: the student is enrolled in a minimum of one unit of 909 during their Report Submission Term.

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 of 909 in the summer session when the student will begin the project (Summer I or Summer II). If the project is set to start in Summer Session I, the student does not need to be enrolled in an additional unit for Summer Session II to continue the internship work. However, the Enrollment Form submitted with the student's packet should outline ALL work the student plans to complete over the summer months.

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. However, summer tuition is typically the same amount for both in-state and out-of-state students.

The option to split the internship requirement between internship sites is also available if the concentration requires at least 6 units of internship credit. 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 separate completed internship planning paperwork, and a separate written Internship Report. However, only one presentation is required.

Internship Committee Meeting

A minimum of two (2) Internship Committee meetings is required by the MPH program to assist the students in initiating and completing the internship. Students are responsible for scheduling/organizing 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.

In the case where a committee is unable to all meet in person, a conference call, or a group discussion through email may be acceptable. Each committee may require additional committee meetings/discussions so that all members of the committee have the opportunity to read the proposed, provide input on, and approve the internship plan.

2. The second required Internship committee meeting should be held near the end of their internship. At the second meeting, committee members should review and discuss the intern's performance and accomplishments during the internship. This meeting may also be used to discuss plans for the draft of the internship report.

Human Subjects – updated March 2018 per UA IRB Changes

Human Subjects Protection Program Information

The Human Subjects Protection Program (**HSP**), as the administrative and regulatory support program to the Institutional Review Boards (**IRBs**), works in collaboration with the research community to maintain an ethical and compliant research program. The IRBs are the independent review committee charged with the protection of human research subjects. An IRB must review all research and related activities involving human subjects conducted at the University of Arizona or by in which the University is a responsible participant.

The purpose of IRB review is to assure that appropriate steps are taken to ensure that the rights and welfare of humans participating in the research are protected, that risks to the participants are minimized and are reasonable in relation to anticipated benefits, and that the PI is qualified to conduct the study. IRBs review research protocols and related materials (e.g., informed consent documents). In accordance with federal regulations, an IRB has the authority to approve, require modifications in, or disapprove research. The IRB must review the research at least once a year to make sure that it is going as planned.

All studies involving human subjects or creation or use of Protected Health Information (PHI) must be reviewed and approved in advance by the UA HSP/ IRB Office, in the Office of Research, Discovery and Innovation (**ORDI**), to determine if the research adheres to federal regulations. It is against Federal regulations to conduct research involving human subjects without prior IRB approval.

Note: As of February 1, 2018 all IRB forms have been transformed into an electronic PDF format. While the form instructions say to send it to the UA VPR-IRB Office, the student only submits this form to the MPH Coordinator, their Committee Chair, and the MEZCOPH Research Office. If the form needs to be submitted to the VPR-IRB, do not send it directly, but rather have Suzanna Trejo-Robinson submit your application for you.

If clarification is needed on whether the internship project constitutes human research, Committee Chairs and/or students should contact the MEZCOPH Research Office/Suzanna Trejo-Robinson (suzanna@email.arizona.edu) early in their planning process. On occasion, further clarification to assess human subjects' determination will be sought by the MEZCOPH Research Office from the IRB office.

Human Subjects Approval Process for Master of Public Health (MPH) Internship Projects

1. Human Subjects Training and Certification

All MPH students must obtain Human Subjects training and certification (CITI) before beginning their MPH internship project, regardless of whether they are conducting human research.

This training may be obtained through the UA Research Gateway/ HSPP/ Institutional Review Board (IRB) website: <http://rgw.arizona.edu/compliance/human-subjects-protection-program/training-requirements>.

There are two courses to choose from: Social & Behavioral Research or Biomedical Research. Each student should choose the most appropriate course for her/his internship project in consultation with the Committee Chair. Choose the course based on the type of activities you plan to conduct.

2. Completion of Appropriate UA IRB documents

When you KNOW the internship project is Human Subjects Research:

A. Complete the appropriate IRB Application Document

- *Application for Human Research* – used when student is starting a new human subjects project OR being added to a non-UA IRB approved project (i.e. an agency outside of a UA department).
- *Amendment to Approved Human Research* – used when a student is being added an already approved UA IRB project. This is to be completed by the PI of the project the student is being added to. Copy of the acknowledgement from IRB that the student has been added MUST be included in the final internship paperwork submitted to the MPH Coordinator.

Students must work closely with their Internship Committee Chair and Suzanna Trejo-Robinson in the MEZCOPH Research Office to ensure the correct IRB forms are completed and submitted in order to begin the internship project by the intended start date.

For more information on the process of submitting an IRB Application Document for a project that is deemed human subjects research, please see the section below, titled “HSPP-IRB Application Process”.

UA IRB application documents are found here:

<https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>

B. Submit copy of IRB Approval with internship paperwork

A copy of the final approval notice from UA IRB *must* be submitted to the MPH Coordinator as part of the final internship paperwork packet. If the MPH Coordinator does not have proof of UA IRB approval, the student may not start their internship.

When you are UNSURE if the internship project is Human Subjects Research:

A. Complete the Determination of Human Research Form

MPH students must complete the Determination of Human Research form to assess whether or not their project will be considered “human research.” The Determination of Human Research form clarifies if the proposed internship activities require additional review through the UA Institutional Review Board (IRB). The Determination of Human Research Form can be found here: <https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>

Students will complete the Determination of Human Research form, with the assistance of their Internship Chair, based on the specifics of your internship project activities and projected outcomes. If a student is assisting/observing/interning as part of a larger project, the student must only include details of their specific role(s) and intended/projected outcomes when completing the form.

- Access the form by downloading the document to your computer and then opening it up from your computer’s hard drive. The form is a fillable PDF and requires the most recent version of Adobe.
- Save the completed PDF version of the document with your responses typed in to your computer.

B. E-mail the Determination Form with your responses to your Internship Chair for review and approval

- Obtain approval from your Internship Chair via e-mail response from them. A signature is not required on the document, but a confirmation e-mail of approval is required.

C. Once you receive e-mail approval from your Internship Chair that the Determination Form is completed to the best of your abilities, submit the Determination Form (fillable version with your responses) AND the approval from your Internship Chair to Suzanna in the MEZCOPH Research Office – suzanna@email.arizona.edu.

- This e-mail to Suzanna must have both items in the same message. Do not send the PDF document and the e-mail response from your Internship Chair in two separate messages.
- You may include the approval e-mail from your Internship Chair as an attachment, or you may cut and paste the entire message from your Chair into the body of the e-mail sent to Suzanna.
- Student MUST copy their Internship Chair and the MPH Coordinator on this e-mail.

D. Students should NOT send this document to UA IRB directly.

- Suzanna will send the completed Determination of Human Research Form and the approval form your Internship Chair to UA IRB for further review, as necessary.
- If further review by UA IRB is not required, Suzanna will respond to the student to confirm this. A copy of this message from Suzanna must be included with the final internship paperwork.

E. When necessary, Suzanna will send the completed Determination of Human Research Form to UA IRB for further review and determination whether the project IS or IS NOT human subjects research. They will notify you via e-mail with their determination.

- If IRB determines your project IS NOT human research, you must send this confirmation e-mail from UA IRB to: (1) Suzanna Trejo-Robinson; (2) Your Internship Chair; (3) MPH Coordinator. Include a printed copy of this confirmation with your final internship paperwork.
- If IRB determines your project IS human research, you will need to work with your Internship Chair and Suzanna Trejo-Robinson to complete an Application for Human Research. You must have complete or near complete details of what your internship activities will entail prior to completing the Application for Human Research.

To access the Determination of Human Research form:

<https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>

NOTES ABOUT COMMON TYPES OF INTERNSHIPS:

- Program evaluations and/or quality improvement projects generally ARE NOT considered Human Subjects' Research and usually do NOT require a full IRB application. The student must still complete and submit the Determination of Human Research form.
- De-identified data for a secondary data analysis research project where the PI does not nor will not have access to the original identifiers, usually will NOT be considered human subjects' research and an additional IRB application generally will NOT be required. The student must still submit the completed Determination of Human Research form.
- In general, activities involving quality improvement/ program evaluations, case reports and oral histories, to name a few, usually do NOT constitute Human Research. The student will have to complete the Determination of Human Research form in consultation with his/her Internship Chair in order to make that assessment. More information and **IRB Guidance** on these types of activities can be found at the following link: <https://rgw.arizona.edu/compliance/human-subjects-protection-program/guidance-and-procedures>.
- For clarification or questions, contact the MEZCOPH Research Office/Suzanna Trejo-Robinson (suzanna@email.arizona.edu) early in the planning process.

All internship projects can potentially be published. While it is uncommon for a student to publish his/her internship, we do not want to stifle this opportunity should someone want to advance their work. All projects determined to be non-human subjects research internship projects must NOT refer to the project as research. Many projects are evaluations or case studies and can be referred to as such in a publication.

If the project is published, the Committee Chair should review all publications to ensure 1) they do not describe the internship project as research (unless it was deemed to be research with an approved IRB application); 2) the publication does not include generalizable conclusions; and 3) are consistent with best practice for reporting case studies or evaluations.

The HSPP-IRB Office can provide a written determination, (upon request), which can be used to provide sponsors, collaborators, journal editors, and others with verification from an impartial source as to whether or not the proposed activities require IRB approval.

HSPP-IRB Application Process

1. If the proposed internship project is deemed Human Research based on the conclusion from the Determination of Human Research form, the student must submit the IRB Application for Human Research form for review and approval by the IRB prior to beginning any project activities.

As of February 1, 2018 the IRB Application of Human Research form has been completely revamped has been converted into a working digital PDF form. What used to be several applications has now been converted into one working document. It's imperative to work with your Internship Chair and site preceptor upon answering the questions in the form, because your answers will determine the supplemental questions that pop up as you work through the form.

- **Amendment to Approved Human Research:**

Occasionally students may be added to a currently ongoing **UA IRB**-approved study. This form needs to be completed and submitted by the original PI of the approved project. This form can be found at the following link:

<https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>.

- ****Note that this Amendment form only applies to UA-IRB approvals! IF you need a **Ceded IRB Application** (you are being added to a non-UA IRB project), you will use the aforementioned Application of Human Research form.**
- **It's important to note that a Ceded IRB form can also require an additional **Institutional Agreement (IA) Ceded Review form**. The IRB Office will inform the PI if one is required.**

You can find the list of all **IRB Applications for Submission** (Applications, Amendments, Appendices, etc.) at the following link: <https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPF-form/forms-index>

2. HSPF-IRB Applications - MEZCOPH Review, Approval and Submission Process:

For all MPH Internship Projects that require an IRB application as concluded by the Determination of Human Research form, MEZCOPH review and approval process continues as follows:

- (1)** The student should work with their Committee Chair (and research PI if applicable) to complete the *IRB Application for Human Research* form and obtain the Committee Chair's approval and signature. ** NOTE: Be sure to pay attention to the red text within the application informing you what other supplemental forms are required for submission.
- (2)** The IRB application packet is forwarded electronically to the MEZCOPH Research Office/Suzanna Trejo-Robinson (suzanna@email.arizona.edu).
 - The completed application must include signatures from the PI, faculty mentor/advisor and the faculty mentor can also sign off for Scientific Review (email of approval will suffice if you are unable to put a signature into the PDF).
 - **Do not pay attention to the HSPF submission instructions, which say the PI should submit directly to the IRB Office!
 - Microsoft Word documents are required for consent forms, recruitment materials and data collection instruments (if applicable).
- (3)** Suzanna Trejo-Robinson will conduct a pre-review of the application. If the packet is complete, the application will be forwarded for Departmental signature and then routed to the HSPF-IRB Office who will provide the final review. If no additional changes are necessary, the ORD-IRB Office will give official approval to the PI to activate the research.

3. HSPF-IRB Applications - Planning Ahead for Proper Approval

It is the student's responsibility to plan ahead and seek the necessary IRB approval and complete the associated application and documents. The student must plan far enough in advance to complete the Determination of Human Research form and receive any required IRB approval prior to her/his desired internship project/research start date. Although there is no set timeframe for IRB approval, the student should plan approximately 2-4 weeks at the MEZCOPH level and an additional 30-60 days once received by the UA Human Subjects Protection Program (HSPF/IRB/VPR Office).

Questions about the MEZCOPH process should be discussed with Suzanna Trejo-Robinson in the MEZCOPH Research Office (626-8315 or suzanna@email.arizona.edu). You can also send HSPF-IRB inquiries directly to the IRB listserv at: VPR-IRB@email.arizona.edu.

4. Research Project Renewal/Closure Forms

Internship Projects/Research Projects that required full IRB packet submission and approvals MUST be renewed if work is to extend beyond initial project timeline OR closed at the completion of the student's project. This process is the responsibility of the individual graduate student.

Investigators are responsible for concluding human research activities as soon as possible after a project is completed and/or no longer involves human subjects. This form can be found under Renewals: <https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-form/forms-index>

Student Services Requirements for Internship Plan

Students should turn in the following documents as a part of the complete Internship Plan packet to the MPH Coordinator in the Office of Student Services and Alumni Affairs:

All students:

- 1) CITI Training Completion report
<http://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-training>
- 2) A copy of the approved Determination of Human Research form and approval e-mail from Internship Chair AND confirmation from Suzanna Trejo-Robinson, indicating the project is not human subjects research.
- 3) If the IRB office reviewed and approved the Determination Form or a full IRB Application, then a copy of the IRB approval letter needs to be provided.

For MPH Internship Projects that received IRB Approval:

- A copy of the approved **Renewal/Closure form** (for renewal or closure at the end of the internship project)

International Students

International students are required to process a Curricular Practical Training (CPT) form with the Office of International Students before their internship project begins. 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. You may also visit their website: <https://global.arizona.edu/international-students/ua-international>

Conducting 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) stationed abroad. 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 conducting international projects need to work closely with their Faculty Mentors and/or Internship Committee members to create an international internship that meets their professional goals.

UA International Travel Procedures

1. International Travel Registry

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, , as soon as your proposed travel is known. <http://ua-risk.terradotta.com/>

Travel to countries with travel warnings or advisories must go through UA review and be approved before plans can be completed and before purchasing any tickets for travel. 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.

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

2. Travel Authorization Form

At least 30 days prior to travel, the student must also complete the Travel Authorization (TA) form and have his/her Committee Chair sign it as Approver/PI. <http://www.fso.arizona.edu/travel>. The text on this fillable document cannot be saved. Please print the document when you have finished typing the information or you may write in the information using blue ink.

Please complete the following information on the form:

Traveler & Department Info

- Your name
- MEZCOPH for Department Name
- Your Student ID number for EMPLID
- Select Student box
- Contact Name – enter your MPH Coordinator & number

Travel Order

- Enter the reason you are leaving the country
- Select International
- Make sure you include all travel dates and cities you are departing/returning from

International Travel

- Include Travel Registry Number (see above)

The Committee Chair must sign the document using blue ink, as the UA Travel Office requires the original copy. If your Committee Chair is unable to sign in hard copy, please ask them to identify another faculty member who can sign on their behalf. This may likely be the Program Director or Department Chair.

The student must then submit the completed original Travel Authorization Form to the Financial Services Office (FSO) – Travel Office at the address on the form. Make sure you have made a photo copy of the TA form. This copy of the Travel Authorization Form (with signatures), as well as the Travel Registry Number must be submitted to the MPH coordinator as part of the Internship Plan documents.

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. For more information, please visit the UA Risk Management website on International Travel Insurance: <https://risk.arizona.edu/international-travel-insurance>

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 UA Campus Health as needed for your international site's requirements. Please visit their Travel Clinic website for more details: <https://www.health.arizona.edu/travel-clinic>

Personal Safety Abroad

The University of Arizona - Office of Global Initiatives 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, only if the following conditions are met:

- Neither the student's direct supervisor, nor other individual who is above the student in the line of supervision, may serve as the student's Preceptor.
- The student is assigned to a new area of responsibility for the duration of the internship project. Students may not receive academic credit for performing their regular job duties. They must be allowed the opportunity to learn new skills and obtain new knowledge.

If there are any concerns about conflicts of interest with worksite related internships, please check with your Committee Chair and your MPH Coordinator.

Internship Stipends

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. Therefore, some internship experiences are paid and some are not. The college is not responsible for providing such compensation or for facilitating compensation from an internship site. Many of the most noteworthy internship experiences have been unfunded but have led to fulfilling career positions, so keep an open mind when selecting an internship.

Responsibility for seeking funding for internship living and travel expense reimbursement rests with the student. Researching possible positions early in the MPH Program will result in having a good idea of where funded positions exist.

Occasionally, special funding becomes available to support internships. When this occurs, the Assistant Dean of Student and Alumni Affairs 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 all stated goals and objectives at the internship site, as specified on the “Internship Plan”, with the approval of the Committee Chair in consultation with the rest of the committee.

Each fall and spring term, MEZCOPH hosts an Internship Conference during which students present their internship projects in a professional format. Public Health professionals within the state, alumni, current students, faculty, and community advocates are invited to attend. Approximately one month prior to the Internship Conference, presenting students will be required to submit an internship abstract. The specific deadlines for the abstract will be announced via email early each term by the MPH Coordinators. Times and rooms are scheduled for students to rehearse the presentation early in the weeks leading up to 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 MPH 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 fall and spring Internship Conferences are held approximately three weeks prior to the end of the term. 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 and involvement in the MPH Internship Conference Planning Committee is a valuable experience. Many hands make light work! And it is a valuable addition to your resume. An announcement of the first meeting will be emailed at the beginning of the term. Students can contact the MPH Coordinator or the Assistant Dean of Student Affairs for more information or to volunteer.

The Internship Report

The final summation of the student’s internship experience is the written MPH Internship Report. Submission of the final report cannot occur until all five core courses have been completed. This requirement is designed 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 term and/or Report Submission Term.

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’s thesis; it is not a class paper that is graded when it is first submitted. Rather, the writing of the MPH Internship Report is considered an iterative process. The committee will review the report

and most likely request changes through several iterations. 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 Chair to verify that the approach being taken is acceptable. In order for the *final version* of the report to be submitted by the due date (in the last week of the term), the student should plan time for multiple rewrites. If the final version is not submitted by the final due date of the term the student is planning to complete the program, the student's graduation will be postponed until the next term. 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' section).

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 closely with committee members to determine a mutually agreeable timeline, including expected turn-around times for reviewing or making edits. The student must make sure the committee has adequate time to review the report and provide feedback. Students must allow themselves adequate time for rewrites as well. A *complete* draft of the report must be given to the Committee Chair for first review a minimum of two months prior to the end of classes in the term of the expected graduation. It is important to note that your Committee Chair and other committee members may require drafts earlier. It is critical to have a clear understanding of draft due dates and time periods for making edits/revisions.

It is imperative that the final paper be submitted by the required due date or earlier if specified by your Committee Chair. 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 term. Specific due dates are listed on the timeline distributed to presenting and graduating students every term. The general 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 October & March)	1 month prior to last day of classes (early November and April)	Fall: Mid November Spring: Early April	Last day of classes (1 st week of December & May)	Tuesday of Convocation Week
Summer due dates for August Graduation	June 1 st	July 1 st	NO summer conference - must have presented in prior fall or spring Internship Conference	August 1 st	August 1 st

The Committee Chair is responsible for assigning an internship grade for the internship units (909 Masters Report). The form used for this purpose is the *Internship Report Evaluation Form* (found on the Student Hub). The student is responsible for getting the Second Reader's evaluation form to the Committee Chair for input on grade assignment (if your concentration requires a Second Reader). For information on final report and graduation document submission see the "Final Internship Paperwork" section of this manual.

While internship Reports requirements across the concentrations vary widely, below you will find a sample report format guideline. The Body of the Report can accommodate anything required by any committee member of the concentration area. It is the student's responsibility to review and follow all concentration specific requirements. If information below differs from what your concentration requires, defer to the concentration requirements. All students are required to use the MEZCOPH Title Page and Statement by Author page located on the Student Hub.

1. Title Page

- *Required form is on the MEZCOPH Student Hub*

2. Statement by Author

- *Required form is on the MEZCOPH Student Hub*

3. Acknowledgements and Dedication

- Optional
- Margins: Same as Body of Paper
- Spacing: May be single spaced
- Note: One page maximum

4. Table of Contents

- *Required*
- Margins: Same as Body of Paper

5. List of Figures/Illustrations and Tables

- *Required* if document contains illustrations, figures or tables.
- Margins: Same as Body of Paper

6. Abstract

- *Required*
- Margins:
 - Top 1.5"
 - Bottom 1"
 - Left 1.5"
 - Right 1"
- Spacing: Double spaced

7. Body of Paper (See Concentration Guidelines for Internship Reports on the MEZCOPH Student Hub for content and formatting details)

- *Required*
- If no margin formatting guidelines provided by your concentration, use 1.5" on the left and 1" at the top and bottom.

8. Appendices

- *Required* (include any IRB approvals if the project was deemed Human)
- Margins: Same as Body of Paper

- Spacing: Depends on nature of material
- Note: Each Appendix must begin on a new page.

9. 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 Committee Chair if more than one style is acceptable. Title this section REFERENCES or WORKS CITED. *Do not* use the word, Bibliography.

Internship Report Content (Body of Paper)

The internship report is a scholarly work. Concentration specific content expectations are listed on the Student Hub, under Internship Resources > Presentation, Report and Graduation Materials. These expectations relate to the “Body of the Paper” (above). Below are some minimal suggested guidelines for students to include in their report. Please see your concentration’s report guideline document for more information. Defer to their requirements for the Body of the Paper.

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. (https://www.cdc.gov/nceh/ehs/ephli/core_ess.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 term. The following paperwork is required for a final grade to be awarded. Please submit all required documents to the MPH Coordinator or the Hub as specified by the published due dates for graduation (available on the Student Hub and sent via e-mail by the MPH Coordinators). All documents to be submitted to the MPH Coordinator can be found on the Student Hub. It is the responsibility of the student to ensure all parties have received the correct form well in advance of the final due date. If all final paperwork is not submitted by the stated deadline of the term the student intends to complete the MPH degree, degree processing will not occur. The student will need to be enrolled in a minimum of 1 unit in the next academic term and degree completion will be postponed.

1. Submit to OSSAA – MPH Coordinator

- A. First two pages **only** of Internship Report signed and dated. **Do NOT submit a hard copy of the full report to the MPH Coordinator.**
 - i. Internship Report Title Page (use template on the Student Hub) must be signed by student and Committee Chair
 - ii. Statement by Author page (use template on the Student Hub), must be signed by student
- B. Internship Report Evaluation forms (found on Student Hub):
 - i. Report Evaluation form from Committee Chair, signed by Committee Chair
 - ii. Report Evaluation form from Second Reader (if applicable). Must be signed by Second Reader and Committee Chair
- C. Student's Evaluation of the Internship Site
- D. Preceptor Evaluation of Intern can be emailed, faxed or snail-mailed to the MPH coordinator.

2. Submit to the MEZCOPH Student Hub

- A. Copy of Final Internship Report in PDF format (signatures are not required on first two pages of uploaded document)
 - i. Save final report document file as:
LastName_FirstName_InternshipReport_TermYear
Example: Smith_Jane_InternshipReport_Fall2017

3. Submit to Human Subjects (IRB) follow-up

- If your project was Human Subjects and received IRB approval, you must submit a copy of the Renewal/Closure form at the end of the internship project. This can be found at: <https://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPF-form/forms-index>.

Responsibilities of the MPH Internship Participants

Responsibilities of **Student**:

- Develop the internship project in consultation with the internship committee to reflect career goals, public health interests, and masters-level objectives
- Meet requirements for IRB approval of human subjects portion of the project
- Submit completed *Plan for Internship Form* and all other required documentation on or before stated due date corresponding with your project start term (fall, spring, summer I or summer II)
- Consult with the internship committee at critical points in development, during and conclusion of the internship and as needed throughout the project
- Meet program deadlines established for the current term
- Meet the hourly time commitment as established by concentration area for the internship project
- Extend personal invitation to the Preceptor to attend the Internship Conference for which you are presenting
- Present at the Internship Conference
- Submit all required documents to the MPH Coordinator by the deadline
- Respect the culture and mission of the internship site
- Represent the Mel and Enid Zuckerman College of Public Health in a professional manner

Responsibilities of **Preceptor**:

- Meet with student and Committee Chair to discuss and agree on scope, expectations and timeline of proposed project 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 to submit as part of their planning documents
- Provide the student with an orientation to the internship site including culture and mission of the site
- Supervise student's activities at the internship site
- Contact the student's Committee Chair or MPH Program Coordinator if unusual or egregious behavior occurs or continues to occur after addressing any issues with the student.
- Upon completion of project, complete the *Preceptor's Evaluation of Student's Performance* document.
- Review the *Preceptor's Evaluation of Student's Performance* with the student and submit it via e-mail, fax to the MPH Coordinator
- Attend the student's presentation at the MPH Internship Conference

Responsibilities of **Committee Chair**:

- Oversee planning of 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
- Participate in meeting with Preceptor, student, and Second Reader (if required by the concentration) to discuss the internship project. Require edits as necessary.
- Notify student of any extended planned time away from the office and whether you will be available during that time.
- Work out a specific 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 intern throughout the internship process
- Attend the Internship Conference and student's presentation
- Complete Internship Evaluation Form of final report, approve Evaluation Form of Second Reader (if applicable to the concentration). Discuss the evaluations with the student and submit to the MPH Coordinator, or give documents to the student to submit by the stated deadline.

Responsibilities of **Committee Second Reader** (if applicable):

- 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 the student's Committee Chair for their approval and signature.

Keys to a Successful Internship Experience

While the required policies and processes for conducting an MPH Internship have been outlined, below you will find tips for maximizing the internship experience for the student and Preceptor at the internship site.

For Students

- Read the MPH Internship Manual early and refer to it often.
- 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 based on the expectations of the internship site.
- Be mindful and respectful of the cultural environment in which the internship is being conducted and perform appropriately.
- Clarify ambiguities promptly with site Preceptor or other committee members.
- Communicate often with the Preceptor and the Committee Chair.
- 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 Committee Chair 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 for Student and Alumni Affairs 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* (which will be emailed to the representative by her or the MPH Program Coordinator) 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

900-Level Course Enrollment Form: To be completed by students for each term they wish to be enrolled in any 900-level units, including 909 Master's Report.

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.

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

Determination of Human Research Form: Completed by all MPH students in assistance with their Committee Chair to determine whether the specific internship project is human research or not. This form is not a MEZCOPH form, rather comes from the UA IRB Office.

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 (CITI): Certificate issued after student has completed CITI training successfully.

Internship Committee: Group consisting of the student's Committee Chair (who is a faculty member in the student's MPH concentration and oversees the committee), the Second Reader of the student's internship report if applicable, and the Preceptor.

Internship Report Title Page: Form used as the official first page of the final internship report document (found on the Hub). Signed version must be submitted to the MPH Coordinator with other final graduation requirements.

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.

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. For Phoenix students, this is Kim Barnes. For Tucson student, this is Tanya Nemec.

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

Plan for Internship Form: Form used to initiate the internship project. The form must be completed by the student and signed by all members of the internship committee and the student's Program Director in order to begin the internship. The form lists several additional required documents that must be included when submitted to the Program Director and subsequently the MPH coordinator before getting enrolled in 909 units and beginning any work at the internship site.

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

Preceptor Agreement: Form completed by Internship Preceptor in agreement to serve as the site supervisor of the intern. This form must also be signed by the Committee Chair and submitted as part of the required paperwork.

Preceptor's Evaluation of Student Internship Performance: Form used by the Preceptor to evaluate intern's performance during the internship. This form is submitted at the conclusion of the internship project.

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 provided directly to the intern.

Report Submission Term: The term in which a student is submitting their final internship report and other required documents.

Second Reader: When required by concentration policies or suggestion of the Committee Chair, this person is 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.

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.