

Internship Report - Body of the Paper

Department of Health Promotion Sciences

This is a general outline. Specifics acceptable to the student and the committee can be negotiated with the student's committee. The content points outlined should be included in the report as applicable. Up to five (5) tables or figures can be included. The written report should have one inch margins and be no more than 18 pages double-spaced using 12 point font. The 18-page limit excludes references and the appendix. Please reference the MPH Internship Manual for an outline of all required sections of the Internship Report the must precede and follow the Body of the Paper.

1. Description of the Internship Site (1 page maximum)

Students may use the information from their Plan for Internship Form to complete a - d.

- a. Explain the rationale for the site selected.
- b. Describe the site's mission, organizational structure (include experience level and education as is possible), funding sources, and service population.
- c. Explain where the internship activities took place (site office, schools, community, MEZCOPH)
- d. Explain how your project supports the overall mission of the sponsoring agency

Sections 2 – 5 below should be no more than 17 double-spaced pages in length.

2. Background and Objectives

Describe the specific goals, learning objectives, and anticipated outcomes.

- a. Summarize the literature related to the goals and objectives.
- b. Explain how the goals and objectives fit within the context of the field of public health.

3. Methods/Internship Activities

This section should be based on how the student accomplished the internship plan **as applicable** to the internship.

- a. Describe the activities of the internship. If any special approvals were needed, then place copies in an appendix (College IRB determination submission and response, IRB approval, Certificates of special training attained to accomplish tasks, etc.)
- b. Describe the development and implementation of the intervention/event.
- c. Describe the program evaluation or research design.
- d. Discuss the recruitment or engagement of participants (fliers, announcements, referrals, meetings). List the number of participants recruited and those that completed the program.

Tables and Figures

The use of tables and figures is encouraged to summarize and organize aspects of the report. Think of the saying, a picture is worth a thousand words. Tables and figures can demonstrate the flow of activities such as the steps to develop a curriculum, data collection procedures or results. Material presented in the tables or figures should be discussed, but not duplicated in the text. Each table or figure should be self-contained with a descriptive title. Tables with no more than two rows would be better described in the text.

- e. Describe all data collection methods including questionnaires, focus groups, interviews, and observations. Explain the data entry methods and quality assurance measures. Provide copies of questionnaires and scripts.
- f. Describe the analytical approach taken to evaluate the intervention. For a qualitative approach, describe the method of analysis and document or discuss the validity of the method with your data set. For a quantitative approach, describe the statistical tests used, the power and the significance level in the context of any hypothesis that was tested.

4. Results/Outcomes

This section describes the student's discoveries and project findings. Refer to Northridge ME, Levin B, Feinleib M, Susser M. Statistics in the Journal: significance, confidence, and all that. Am J Public Health.1997;87:1092-1095 for further guidance in presenting results.

- a. Describe any lost to follow-up or drop in participation. Describe the participants that completed the program/participated in activities. Explain any barriers to recruitment, retention or follow-up.
- b. Present the results found based on the study question or objectives.

5. Discussion

The student should discuss the implications of their project on the agency and the field of public health. Describe the strengths and limitations of the internship project, and finish with an overall assessment of the skills gained as a result of the internship. **As applicable** discuss the following:

- a. An assessment of the progress made on the objectives as they relate to the planned activities. If progress did not occur, explain the barriers and problem-solving strategies attempted.
- b. Discuss how useful the internship was, the contributions made to the agency, and the competencies gained. Offer any recommendations.
- c. Assess the strengths and limitations of the data collected and findings. Discuss the potential impact of bias on results.
- d. Relate the internship findings to the knowledge base of the field referring back to the literature review as appropriate.
- e. Discuss how the project relates to public health. Specifically, what core functions were addressed, and which of the ten essential services were provided?

Student Skills Applied

The discussion section should demonstrate the student's ability to

- accept responsibility, assess situations, make or recommend decisions based on the assessment
- evaluate the progress and effectiveness of work performed
- adapt to work in difficult situations
- manage time effectively and use the sponsoring site's resources, procedures and structure effectively
- present ideas, negotiate and resolve conflicts in a professional manner
- work effectively in diversified task-oriented groups as well as with community members
- adhere to commitments made to the sponsoring site, colleagues, and clients, with professional integrity and impartiality

(https://www.cdc.gov/nceh/ehs/ephli/core_ess.htm)

Finally, the student should go back to the “Thesis outline” in the MPH Internship Manual and be sure to include the Appendices and References sections. References and appendices are not included in the page limit. References should be numbered consecutively as they appear in the text. The format options are:

- a. American Psychology Association (APA) <http://www.apastyle.org/> or American Journal of Public Health (AJPH) which uses the style of the American Medical Association <http://www.samford.edu/schools/pharmacy/dic/amaquickref07.pdf>.
- b. Appendices should include supplemental files such as College and IRB approval letters, questionnaires, letters, pamphlets, videos or DVDs, etc.