

Responsibilities of the 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 semester
- Meet the hourly time commitment as established by concentration area for the internship project
- Extend personal invitation to the Internship 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 or contact the Internship 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 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 Internship Committee Chair or MPH Program Coordinator if egregious behavior occurs or continues to occur after addressing any issues with the student.
- Upon completion of project, submit the *Preceptor's Evaluation of Student's Performance* via e-mail, fax MPH Coordinator
- Attend the student's presentation at the MPH Internship Conference

Responsibilities of **Internship 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
- When presented with the Plan for Internship and other required planning paperwork, review with committee members and discuss as necessary. Require modifications from student 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 Internship 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). 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 **Internship 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.