



THE UNIVERSITY OF ARIZONA

Mel & Enid Zuckerman
College of Public Health

MPH Internship Manual

For Spring 2017 and Summer 2017 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 program area within the MPH Program has developed program 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 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.

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, 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 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 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 booklets on file. These booklets include the abstracts for the internships presented and may be perused for ideas. Contact the MPH Coordinator for access to the booklets. If released for review by the author, copies of internship reports are also available. Internship titles and sites are available on the Internship Resources page of the Hub.

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.

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 prerequisite 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.
2. Read the MPH Internship Manual and attend the Internship Planning Webinar before initiating the internship paperwork. This mandatory webinar is held early each semester and is announced via email to the MPH Listserv. 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 early each semester
Internship Plan Submission Deadlines	Fall Semester Start: August 15 Spring Semester Start: December 15 Summer I Start: May 15 Summer II Start: June 15

At 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 short quiz indicating they understand the information discussed in the webinar. 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 plan. Students are highly encouraged to complete the CITI training early in the first semester. There are two CITI courses, Social and Behavioral and Biomedical. Students should select the one most appropriate for the project in consultation with their committee chair. 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 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 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 committee chair may not serve as the preceptor/site supervisor.
- **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/site supervisor.
- **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 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 in the table above.

Registration for CPH 909: Registration for internship units (CPH 909 Master's Report) is unlike registration for a regularly scheduled class. The MPH Coordinator will register the student for CPH 909 units, utilizing the course section number belonging to the internship 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 prerequisites as well.
2. The student has submitted the *Plan for Internship Form*, complete with the comprehensive plan, all required signatures, and all required materials (see below) , to the MPH Coordinator in the Office of Student Services.
3. The student has requested registration in CPH 909 units.

NOTE: It is the student's responsibility to request registration in CPH 909 units each semester.

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 internship units that continue past the end of the given 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, 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 Committee Chair, Second Reader, and Preceptor), as well as the student's Program Director.

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.

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 time for writing the internship report allowing 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.

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

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

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

Sequencing of the Internship

Depending on the concentration, students 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 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 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 the student turns in the first draft of the internship report. At the second meeting, committee members should review and discuss the intern's 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

Human Subjects Protection Program Information

The Human Subjects Protection Program (**HSPP**), 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 HSPP/ IRB Office, in the Office of Research and Discovery (**ORD**), to determine if the research adheres to federal regulations. It is against Federal regulations to conduct research involving human subjects without prior IRB approval.

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/ Institutional Review Board (IRB)/HSPP website: <http://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-training>.

There are two courses to choose from: Biomedical Module or Social-Behavioral-Educational Module. Each student should choose the most appropriate course for her/his internship project in consultation with the Internship Committee Chair.

2. Determination of Human Research Form

All students should 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 activities require additional review through the UA Institutional Review Board (IRB).

The Determination of Human Research form must be completed, reviewed, and signed by the student ("PI" on the form) and the student's Internship Committee Chair ("Advisor" on the form).

All MPH students should provide an original copy of the completed and signed Determination of Human Research form to the MEZCOPH Student Services office as a part of the Internship Plan packet. An electronic copy should also be forwarded to the student's Internship Committee Chair and the MEZCOPH Research Office (suzanna@email.arizona.edu)

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

To access the Determination of Human Research form:

<http://rgw.arizona.edu/compliance/human-subjects-protection-program/human-subjects-protection-program-forms/applications-irb-review-and-approval-protocols>

NOTES:

- Program evaluations and/or quality improvement projects evaluated using the Determination of Human Research form generally ARE NOT considered Human Subjects' Research and therefore do NOT require an IRB application.
- De-identified data for a secondary data analysis research project which does not nor will not have access to the original identifiers, upon completion of the Determination of Human Research form will NOT be considered human subjects' research and an IRB application will generally NOT be required.
- Activities directly intended to alter public policy, upon completion of the Determination of Human Subjects' Form, generally DO constitute Human Research and will likely require IRB application.
 - For clarification or questions, contact the MEZCOPH Research Office/Suzanna Trejo-Robinson (suzanna@email.arizona.edu).
- 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-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.

- o If the project is published, the Internship Committee Chair should review all publications to ensure they do not describe the internship project as research (unless it was deemed to be research) and also to assure the publication does not include generalizable conclusions, and are consistent with best practice for reporting case studies or evaluations.

HSPP-IRB Application Process

1. If the proposed study is deemed Human Research based on the conclusion from the Determination of Human Research form, the student must submit the appropriate IRB application for review and approval by the IRB prior to completing research project tasks.

The HSPP will provide a written determination 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.

In addition to the required Determination of Human Research form (which ALL students are required complete), those students whose projects need IRB approval must submit one of the following applications (as most appropriate to the project):

- **F200 Application for Human Research** – Application for review of a proposed study involving collection of data from or interaction with human subjects.
- **F203 Application for Retrospective Review of Data or Specimens** – Application for review of a proposed human subjects study involving existing records review, data abstraction and analysis
- **Previously IRB Approved and Ceded IRB:**
 - o **F109 Amendment of Key Personnel**
 - 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 (in other words, the student will only be conducting activities which were already approved), then, at the discretion of the project's PI, the student may be added to the currently ongoing study via the F109 form. This form needs to be completed and submitted by the project PI. This form can be found at the following link: <http://rgw.arizona.edu/compliance/human-subjects-protection-program/human-subjects-protection-program-forms/amendments-and-reportables-irb-protocols>.
 - **Note that this form only applies to UA-IRB approvals!
 - o **F204 Application for Ceded IRB Oversight**
 - If another agency and/or institution has approved a project through their own IRB, then the F204 form should be used. This form is used when a student/PI

requests to be covered by an institution outside of The University of Arizona.)
<http://rgw.arizona.edu/compliance/human-subjects-protection-program/human-subjects-protection-program-forms/applications-irb-review-and-approval-protocols>

- It's important to note that a Ceded IRB form can also require an additional **Institutional Agreement (IA) Ceded Review form**, which can be found at the following link under "Institutional Agreements":
<http://rgw.arizona.edu/compliance/human-subjects-protection-program/HSPP-forms/multi-site-research>.

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

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

- (1) The student should work with their Internship Committee Chair (and research PI if applicable) to complete the IRB application and documents and obtain the Internship Committee Chair's approval and signature.
- (2) The IRB application packet is forwarded electronically to the MEZCOPH Research Office/Suzanna Trejo-Robinson.
 - **Do not pay attention to the HSPP submission instructions, which say the PI should submit directly to the IRB Office!
- (3) Suzanna Trejo-Robinson will conduct a pre-review of the application and if the packet is complete the application will be forwarded for Departmental signature and then routed to the ORD-IRB Office. The Humans Subjects' Protection Committee (ORD-IRB), 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. HSPP-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 IRB approval process 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 days once received by the UA Office of Research and Discovery/ Human Subjects Protection Program (HSPP/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 HSPP-IRB inquiries directly to the IRB listserv at: VPR-IRB@email.arizona.edu.

4. HSPP-IRB Applications - Research Project Closure Forms

Internship Projects/Research Projects that require full IRB packet submission and approvals MUST be closed at the completion of the student's project. This process is the responsibility of the individual graduate student.

IRB F212 and F212b Forms: Investigators are responsible for concluding human research activities as soon as possible after a project is completed and/or no longer involves human subjects. Projects not concluded after the expiration date of the project are considered administratively closed by HSPP.

- **F212b: Concluding/Admin Resolution** - Use this form to inform HSPP when your study is completed or a decision has been made not to conduct the study.
- **F212 Renewal Progress Report** - If you need to renew your study for another year, then you need to complete the F212 Renewal Progress Report.

These forms can be found at the following link under “renewals”:

<http://rgw.arizona.edu/compliance/human-subjects-protection-program/human-subjects-protection-program-forms/renewals-irb-protocols>

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 signed copy of the approved Determination of Human Research form

For students who submitted an application to the IRB office, a copy of the IRB application submitted:

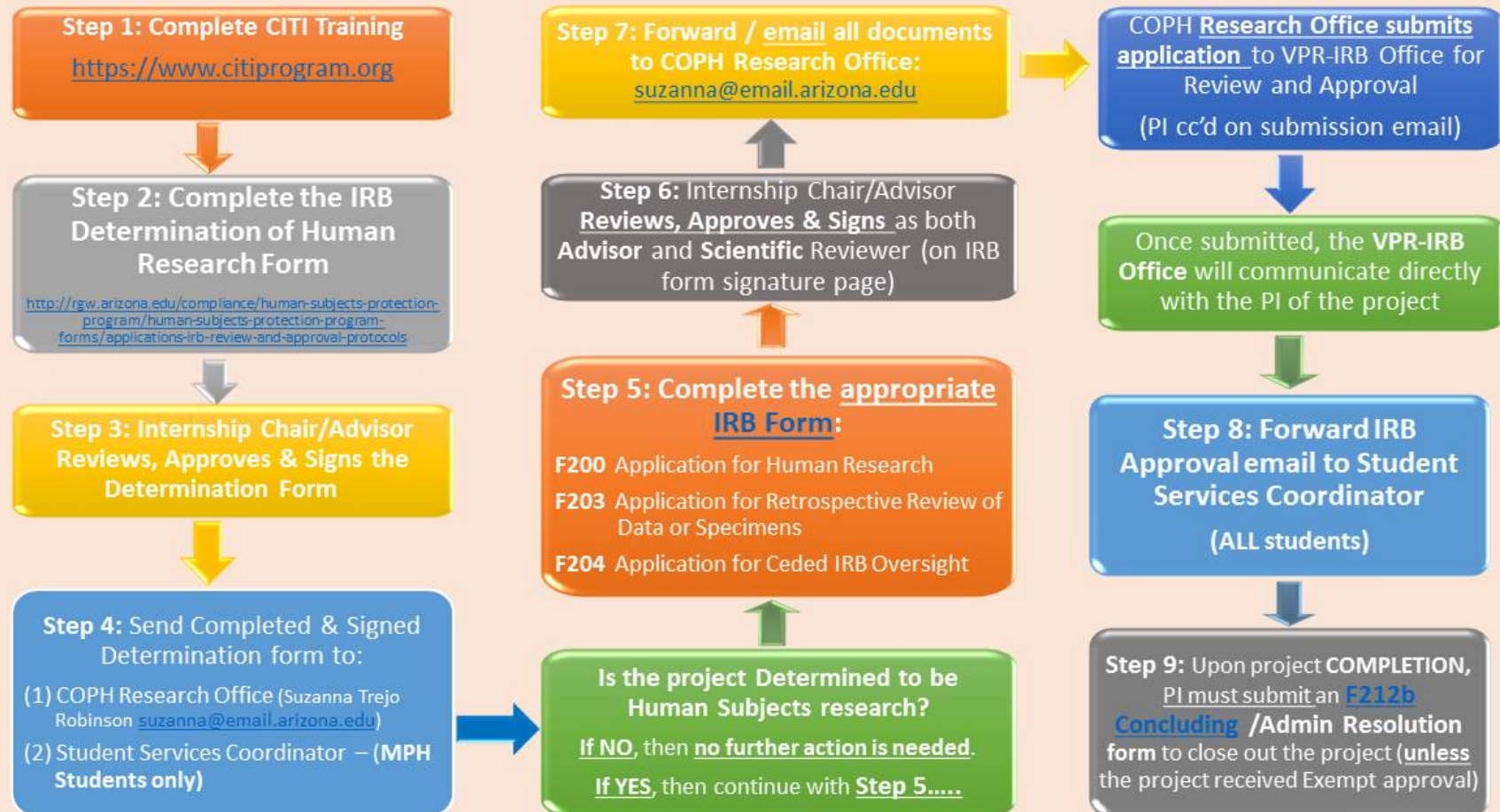
- A copy of the approved **F200 Application for Human Research** form approval letter **OR**
- A copy of the approved **F109 Amendment of Key Personnel** form **OR**
- A copy of the approved **F203 Retrospective Review of Data** form **OR**
- A copy of the approved **F204 Ceded IRB Oversight form**, (with **IA** if necessary)

For MPH Internship Projects that received IRB Approval:

- A copy of the approved **F212 or F212b form** (for renewal or closure at the end of the internship project)

Human Subjects Flow Chart

MEZCOPH IRB Review & Submission Process (MPH/MS/Doctoral Projects)



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.terradata.com/>, as soon as your proposed travel is known.

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.

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

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. <http://www.fso.arizona.edu/travel>. The student must submit the TA Form to the Financial Services Office (FSO) – Travel Office at the address on the form. A copy of the TA Form (with signatures) as well as the Travel Registry Number must be submitted to the MPH coordinator with 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. 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, 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 Internship Preceptor.
- 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.

If there are any concerns about conflicts of interest with worksite related internships, please check with your committee chair and OSSAA.

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 but 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 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 the stated goals and objectives, as specified on the “Internship Plan” at the internship site with the approval of the Internship Committee 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, presenting students will be required to submit an internship abstract. The specific deadlines for the abstract, will be announced via email early 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 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 the beginning of the semester. 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. Writing the final report cannot begin 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 semester, and submission of the 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'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 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, resulting in a postponed graduation and requiring registration in the next semester. 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 or earlier if specified by your Internship 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 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 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 Internship 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 Committee Chair for input on grade assignment. For information on final report and graduation document submission see the “Final Internship Paperwork” section.

Internship Report formatting must conform to the “Thesis” format used at the University of Arizona. Specific instructions can be found at <https://arizona.app.box.com/v/grad-gsas-thesisformat>

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. All students are 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 and Dedication**
 - o Optional
 - o Margins: Same as Body of Paper
 - o Spacing: May be single spaced
 - o Note: One page maximum
4. **Table of Contents**

- o *Required*
 - o Margins: Same as Body of Paper
5. **List of Figures/Illustrations and Tables**
- o *Required* if document contains illustrations, figures or tables.
 - o Margins: Same as Body of Paper
6. **Abstract**
- o *Required*
 - o Margins:
 - Top 1.5"
 - Bottom 1"
 - Left 1.5"
 - Right 1"
 - o Spacing: Double spaced
7. **Body of Paper** (See Concentration Guidelines for Internship Reports on the MEZCOPH Student Hub for content details)
- 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.
8. **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.
9. **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 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

The internship report is a scholarly work. Concentration specific content expectations are listed in the student Hub, under Internship Resources. 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. (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 semester. 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 Hub).

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.**
 - i. Internship Report Title Page (use template on the Hub) must be signed by student and Committee Chair
 - ii. Statement by Author page (use template on the Hub), must be signed by student
- B. Internship Report Evaluation forms from the Hub:
 - i. Report Evaluation form from Committee Chair
 - ii. Report Evaluation form from Second Reader. Must be signed by Second Reader and Committee Chair
- C. Student's Evaluation of 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 not required on first two pages of uploaded document)

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

- If your project was IRB approved, you must submit a copy of the approved F212 or F212b form (for renewal or closure at the end of the internship project)

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* 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 the Internship Preceptor to attend the Internship Conference
- 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
- 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 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 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 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 Reader and submit to MPH coordinator or give to student

Responsibilities of **Internship Committee 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 Internship Preceptor and the internship 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 Internship 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) 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.

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 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: 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.

Internship Committee Second Reader: 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 (found on the Hub).

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.

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 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 Internship 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 Internship 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.