

Action Items and Timeline for Internship Presenters and Students Graduating Spring 2018

Please note: While this is a lengthy document, it does outline all of the important dates and deadlines for MPH interns and everything that must be completed in your last semester to complete your MPH degree and graduate. Please read it over in its entirety early and plan the remainder of your semester accordingly.

You can direct any questions to Tanya Nemec, tjnemec7@email.arizona.edu, or Kim Barnes, kim.barnes@arizona.edu, in the Office of Student Services and Alumni Affairs (OSSAA). The very last page of this document includes a calendar of the spring 2018 semester with important dates and deadlines and a link to the timeline for the semester set by the Office of the Registrar. It is the student's responsibility to be aware of all dates and deadlines that could impact their academics.

If you are completing the MPH this semester, follow all deadlines with the indication for **Graduating Students**

If you are only presenting at the Spring Internship Conference and plan to complete the degree in another term, follow all deadlines with the indication for **Spring Presenters**

If you are presenting AND graduating this spring semester, pay close attention to ALL deadlines listed below!

Early in Spring

Refer to the **MEZCOPH Student Hub for Internship Resources, Handbooks and Forms**

Spring Presenters: familiarize yourself with the "General Components of a Presentation" document found on the Hub > Internship Resources > MPH Presentation, Report and Graduation Materials. This is a useful outline to begin creating your presentation. You will work closely with your Internship Chair to make necessary edits/changes along the way.

Graduating Students: As you begin working on your final report, review your concentration's report guideline document found on the Hub > Internship Resources > MPH Presentation, Report and Graduation Materials > Concentration Guidelines for Report

Contact your faculty committee members responsible for reading and evaluating your internship abstract and report. Consult with them early to create a timeline for the spring semester to determine deadlines and appropriate turnaround times for reading your abstract and internship report submissions. Allow time for several revisions of the abstract and report.

You must be registered for at least 1 unit of graduate-level (500 or above) credit in the spring semester to be eligible for graduation and have your degree post in May.

****If you are on financial assistance or need to maintain appropriate visa status, it is the responsibility of the student to speak with the Office of Financial Aid and Scholarships. Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirements as defined in the current [UA Academic Catalog](#)**

PLEASE NOTE 900-LEVEL ENROLLMENT POLICY: If you are planning to submit your final internship report and other final documents this semester, you must be at least one unit of 909 Master's Report in the spring or have an active "K" grade from a previous term. Please

check your enrollment in UAccess to ensure you are in compliance. To be enrolled in any units of 909, submit a completed 900-Level Course Enrollment form to your MPH Coordinator. This form can be found on the Hub.

If you have completed all other coursework and are only finishing up an Incomplete (I) grade from a previous semester, you are not required to be registered for additional units. If you are not completing an Incomplete grade, then you must be enrolled in a minimum of 1 unit as mentioned above to remain active and eligible for graduation.

All MPH core courses must be completed prior to your last semester. EPID 573A, EHS 574, PHPM 575, BIOS 576A or HPS 577 cannot be taken in your final term in the program.

****MPH EOH & EOH-IH students:** In addition to the final Internship requirements listed in this document, please also see the **EOH RESEARCH PROTOCOL FOR CPH 900** document on the Student Hub under “Student Forms” to meet those deadlines as well. Failure to meet the deadlines for both projects can delay your ability to graduate in the spring semester. Speak with your Research Director early in the semester to stay on track. **

January

Graduating Students: you must complete the following items in GradPath (or go to Grad Path to see if these items have been completed).

- A. Responsible Conduct of Research Statement**
- B. Plan of Study**
- C. Committee Appointment Form**
 - a. Can be completed **after** POS is approved by all approval channels

GradPath can be found in the drop down menu on your UAccess Student Center. These are step-wise documents, so you must complete them in order, A – C. Your degree will not post unless all of these documents are submitted and have gone through the approval channels.

A. Responsible Conduct of Research Statement – confirm statement

B. Master’s Plan of Study (POS). On the POS you will list:

- your faculty mentor as your Major Advisor
- any courses you have transferred from other institutions, if applicable
 - a. You must submit official transcripts to the UA Graduate College and complete the Course Transfer Form via GradPath.
- Graduate courses already completed at the University of Arizona that apply toward the MPH degree
- Courses you are currently enrolled in that will be applied toward the MPH degree

****** If you submitted a Plan of Study in a previous semester, please make sure you review it to ensure it is still accurate. All courses listed on your Plan of Study must match your actual enrollment. They must be courses you have actually taken at the University of Arizona or transferred in from another institution that will count toward your MPH degree******

The **Plan of Study** requires electronic approval from MEZCOPH and the Graduate College. One half of the required units must be courses in which regular grades (A, B, C) have been earned. No class with a D, E, or Fail (F) can be counted. Any transfer units must have a grade of B or higher in order to be applied to the Plan of Study. For more information about the **Plan of Study** or other GradPath forms, please refer to the Graduate College's [GradPath FAQ Page](#).

C. Committee Appointment Form – Can be completed after your Plan of Study has been fully approved by all parties

- **ALL** MPH students must answer “**No**” to the question “Do you have a master’s committee?”
- DO NOT LIST YOUR INTERNSHIP COMMITTEE MEMBERS.
- ****This is true for the MPH EOH & EOH-IH students as well****
- Then select your Faculty Mentor as the Advisor

Monday, Feb 26

Graduating Students: First Draft Internship Report – Submit a draft of your report to your Internship Committee Chair. You and your committee chair will negotiate further revisions before the draft is submitted to other committee members.

****It is the responsibility of the student to work closely with the Internship Chair to negotiate a timeline for making edits/revisions. Your Internship Chair may require the first draft of the report before this suggested deadline. You should defer to their preferred timeline ****

Monday, Feb 26

Spring Presenters: First draft of Internship Abstract to Internship Chair – Submit a first draft of your Internship Abstract directly to your Internship Chair in Word format. You will start working with your chair over the next couple of weeks to finalize wording and style of the abstract. Abstracts are printed in the MPH Internship Conference Booklet and are included in the final report. The body of the abstract is limited to 1,850 characters, which includes spaces and punctuation. Please keep this in mind as you draft your abstract and as you and your Internship Chair make final edits.

****It is the responsibility of the student to work closely with the Internship Chair to negotiate a timeline for making edits/revisions. Your Internship Chair may require the first draft of the abstract before this suggested deadline. You should defer to their preferred timeline ****

Friday, March 16

Spring Presenters: FINAL Internship Abstract – The absolute final version of your Internship Abstract must be uploaded to the Hub by the student AND approved in the Hub by your Internship Chair by 5:00pm on Friday, March 16th in order to remain eligible to present in April.

The body of the final abstract is limited to 1,850 characters, which includes spaces and punctuation. You will be required to provide a title for your abstract/presentation. This should be a title that outlines the content of the internship project completed. Your abstract title should not be in the vein of “Final Abstract”, “MPH Internship” or “{site name} Internship”. Work with your Internship Chair if you are having trouble coming up with a title.

We strongly suggest you, as the student, submit your final version to the Hub the Monday before the stated deadline to give your Internship Chair time to log into the Hub, review your

submission, and provide final approval. Waiting until the last minute to submit your Abstract to the Hub could result in missing the approval deadline and not being able to present this semester. It is the responsibility of the student to ensure they are meeting deadlines to remain on track for presenting.

Be sure to proof read your final abstract for all spelling/grammatical errors before submitting in the Hub. The version submitted and approved will be printed in the MPH Internship Conference booklet. Save a copy of your final abstract in your files, as you will need it for your final report.

Late submissions of the Final Abstract will not be accepted and will put your ability to present in jeopardy. A written request for an extension must come from the Internship Chair before the final deadline and include an explanation of the extenuating circumstance.

Early/Mid-March

Spring Presenters: Work on your internship presentation. Work closely with your Internship Committee Chair to refine and finalize the presentation as it gets closer to rehearsals and the Internship Conference date.

Late March

Graduating Students: Submit the Penultimate version of your Internship Report to your Internship Committee Chair for their subsequent review, unless the Committee Chair has requested that it be submitted earlier.

Your Internship Committee Chair will advise you when to submit the report to the 2nd Reader (if applicable) and your Site Preceptor for their review and feedback. Please remember that your committee members may require portions of the report to be rewritten. You will want to allow time in your schedule to make revisions to the report. Be sure you have clear communication and understand the expectations for turn-around times on revisions.

Late March – Early April

Spring Presenters: Internship Conference Rehearsals – Days and times available to rehearse your internship presentation and get feedback will be emailed to you a few weeks prior to the conference by the members of the Internship Conference Planning Committee.

The Internship Conference Planning Committee schedules several rehearsal sessions a couple of weeks before the conference occurs. Rehearsals are essential to a successful presentation. We strongly encourage you to participate in the rehearsals. Invite your classmates and committee members to come and provide constructive feedback. This is your opportunity to fine tune your presentation; take full advantage of it!

At the Internship Conference, students are given a maximum of 15 minutes to present the internship project content. You will be stopped at the 15-minute mark and then given 5 minutes to answer questions from the audience. Rehearsals will be structured the same way. Details will be sent to presenters later in the semester.

Friday, April 13

Spring Presenters: Present your Internship experience at the Spring MPH Internship Conference. The conference is in the afternoon. Fifteen minutes are allowed for each student presentation of internship content, then five minutes to take questions from the audience.

The final presentation schedule for presenters with exact presentation times will be emailed to you approximately a week before the conference. Please ensure that you make any scheduling arrangements early in the spring semester to present in person.

You will need to store your presentation on a flash drive that can be downloaded to the computer in the room where you will be presenting. You will receive details the week of the conference about when you can access the rooms to download your presentation to the computer before the sessions start on the day of the conference.

A celebratory reception will follow the Internship Conference. Plan to attend this informal celebration with your classmates, faculty, friends and family.

April - May

Graduating Students: **Revise and fine-tune your Internship Report** under the advisement of your Committee Advisor/Chair and Second Committee Member, if applicable. Be sure to schedule plenty of time to receive feedback and make revisions to your report.

Tuesday, May 8

Graduating Students: **All of the following documents and submissions are due** to the MPH Coordinator in OSSAA or submitted to the Hub by 5:00pm for Degree completion and Spring 2018 (May) graduation. Please have ALL degree requirements submitted on or before this date to avoid delaying your graduation to the next term.

Internship Materials (1-3)

1. Submit to 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 (template on the Hub) must be signed by student AND committee chair
 - ii. Statement by Author page (template on the Hub), must be signed by student
- B. Internship Report Evaluation forms (templates on the Hub):
 - i. Report Evaluation form from Internship Committee Chair
 - ii. Report Evaluation form from 2nd reader (if required). Must be signed by 2nd reader and committee chair
- C. Student's Evaluation of Internship Site (template on the Hub)
- D. Preceptor Evaluation of Intern it can be emailed, faxed or postal-mailed to the MPH coordinator from the preceptor or student.
 - i. We recommend that the preceptor go over your evaluation with you at the conclusion of your project
 - ii. This form is sent to the preceptors when the student begins the internship project. However, template also available on the Hub.

2. Submit electronic copy of Final Internship Report online to the Hub

- A. PDF or Word version of Final Internship Report (signatures are not required on first two pages for the electronic copy – Title Page & Statement by Author)

- B. Make sure you label your uploaded document as:
 "LastName_FirstName_InternshipReport_SemesterYear"
 i. Example: Smith_Jane_InternshipReport_Spring2018

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

- A. ONLY IF YOUR INTERNSHIP PROJECT WAS IRB APPROVED, you must submit a Renewal or Concluding Review form to the IRB stating that your project is ending. Find information on that process [HERE](#).

Other MEZCOPH graduation documents (1-2)

1. Exit Survey
2. Graduate Information Form

Assistant Dean Chris Tisch will e-mail the request for these toward the end of the semester to all students graduating in May. They will be available on the Hub.

****MPH EOH and EOH-IH students:** In addition to all required items listed above, you will also need to submit the following:

1. Research Report Evaluations from all research committee members
2. Confirmation of submission of final Research Report to Research Director

Final grades cannot be turned in unless ALL paperwork above is submitted by the stated deadline. **If all items are NOT completed by Tuesday, May 8th at 5:00pm**, your graduation will be delayed until the next term. You will be required to enroll in a minimum of 1 unit of 909 for your degree to post in the next term.

Saturday, May 12

Graduating Students: MEZCOPH Convocation Ceremony

Information about this event, including time and location, will be sent early in the spring semester by the OSSAA Administrative Assistant. Students may only participate in one MEZCOPH Convocation Ceremony.

May - June

Degree and Diploma

After all graduation paperwork is submitted and final grades have been posted, it can take 3-5 weeks for your degree to be processed in UAccess. Once the degree has been processed in UAccess, you will be able to request official transcripts that show the degree completion date.

Diplomas are typically mailed 2-6 weeks after the posting of your degree. Please check your Diploma Address in UAccess to ensure that you will receive your diploma at the correct address. Help with address information in UAccess can be found [here](#).

Please be aware that your name will appear on your diploma exactly as it is listed in UAccess. Accents and diacritical marks can be added to your diploma (please let Christina Inocencio, Graduate College Degree Counselor for our college, know if you require this - cminocen@email.arizona.edu).

Spring 2018 Calendar of Dates and Deadlines

Important Dates and Deadlines for Spring Conference Presenters and MPH Graduates

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
January 7	8	9	10 First Day of Classes	11	12	13
14	15 Martin Luther King, Jr Holiday – no classes	16	17	18 Last day to use UAccess to add classes	19 Change of Schedule form required to add	20
21	22	23	24	25	26	27
28	29	30	31	February 1	2	3
4	5	6 Last day to drop w/out a "W" on transcripts	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26 - First draft of report - First draft of abstract to Chair	27	28	March 1	2	3
4	5 Spring Recess	6	7	8	9	10
11	12	13	14	15	16 Chair approval of final abstract due in Hub by 5:00pm	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
April 1	2	3	4	5	6	7
8	9	10	11	12	13 Spring MPH Internship Conference	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	May 1	2 Last day of classes	3 Reading Day	4	5
6	7	8 Graduation paperwork due by 5:00pm	9	10	11	12 MEZCOPH Convocation

[Full list of Registrar Deadlines for Spring 2018](#)