

Internship Experience Guidelines

In consultation with your site mentor and the MPH program office, determine the **Learning Objectives** for your internship experience, the **Activities to be Performed** to accomplish the objectives, **Competencies** addressed, and the **Anticipated Products** that will be submitted to the site mentor and internship course advisor at the end of your internship experience. It is recommended that the internship have at least 1 primary and 2 secondary learning objectives. Each learning objective must specify internship activities that will be undertaken to meet the objective and end product(s) that will result for the objective/activity. Each learning objective must also be mapped to an MPH Core Competency. ****Learning objectives should not only meet your academic goals but also meet the needs of the site/site mentor. Within your discussion of the learning objectives, outline how your activities represent service/benefit to the internship site.****

Student's Name:

Site Mentor(s) Name, Title, Public Health Background (e.g., degree, training, experience):

Organization Name, Location, and Description of Organization:

Is this internship experience at your current place of work? yes no
If yes, clearly indicate a) how the experience differs from your normal work responsibilities and b) your plan for completing the 192 hours outside of normal work hours.

Credit Hours, Semester, Start and End Date:

Learning Objectives One primary and two secondary learning objectives are recommended	Activities A minimum of 1 activity per learning objective is required	MPH Competencies Addressed Each objective must be mapped to an MPH Core Competency	Deliverables/Outputs: Each learning activity must have at least 1 internship end product
		MPH01 - Apply effective written and oral skills to communicating with different audiences in the context of professional and public health activities.*	
		MPH02 - Describe different communications strategies that impact health-related activities.*	
		MPH03 - Demonstrate compassion, integrity, honesty, and respect for others.*	

*All students must address these competencies in addition to others in PRVM 891 Public Health Internship.

Guidelines for the Internship Experience:

Student Guidelines:

1. Consider himself/herself as an integral part of the site and follow the same rules and regulations of the site as expected of site employees.
2. Be thoroughly prepared for each task to be conducted during the placement period.
3. Consult with the faculty advisor and MPH program office to determine objectives, activities, and product(s) of the field experience placement.
4. Consult with the site mentor and/or MPH program office when unsure of appropriate actions needed to complete assignments.
5. Complete and forward to the faculty advisor all assignments by the written deadlines.
6. Be informed as much as possible about the site before the placement begins.
7. Be able to articulate all of the internship experience requirements, expectations, and guidelines.
8. Demonstrate professional behavior in all activities of the field experience, including (but not limited to) work attendance, appointments, meetings, and discussions with all constituencies.
9. Maintain a high level of professional ethics, including complete client/program confidentiality.
10. Complete the minimum number of clock hours consistent with the number of credit hours enrolled and keep a log of these hours.

MPH Program Office Guidelines:

1. Provide advice and consultation to the student in arranging internship placement.
2. Prior to the beginning of the internship, assist the student in listing objectives, activities, and product(s) of the experience.
3. Be available to provide advice and guidance to the student through telephone contact or email in response to reports.
4. Confer with the student whenever a potential problem needs resolving.
5. Provide academic resources as needed.
6. Remove the student if the site mentor deems that either the student or the organization setting is inappropriate.
7. Assist the placement agency and its employees to enhance the total educational experience for the student.

Site Mentor Guidelines:

1. Prior to the beginning of internship, assist the student in listing objectives, activities, and product(s) of the field experience.
2. Explain the organization and function of the organization.
3. Orient the student to the policies and procedures of the organization.
4. Introduce the student to representatives of other community organizations where relevant.
5. Supervise the student during planning and implementation of activities.
6. Invite the student to appropriate meetings.
7. Provide a model of professional work habits and attitudes.
8. Evaluate student performance on forms provided.

The parties agree that there shall be no discrimination on the basis of race, color, sex, national origin, ancestry, disability, religion, age, sexual orientation, marital status, or veteran status.

By signing below the individuals indicate that they have read and agree to abide by these Internship Experience Guidelines.

Student's Signature: _____ **Date:** _____

Site Mentor Signature: _____ **Date:** _____

MPH Program Signature: _____ **Date:** _____