

**Mel and Enid Zuckerman College of Public Health  
University of Arizona**

**SYLLABUS  
CPH 596n Internship Preparation  
Fall 2008**

**Time:** None

**Location:** Online

**Instructor:** Zhao Chen, PhD, MPH  
Associate Professor of Public Health  
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**Office Hours:** By Appointment

**Teaching Assistant:** None

**TA Office Hours:** N/A

**Course Description:**

This is a required course for MPH students before they register for their internship. It aims to focus on public health professional trainings that are critical for the completion of the internship. This course will provide information on human subjects requirements, internship policies and procedures, internship opportunities, and how to plan and conduct a graduate level of internship. This course will also teach principles in preparing oral presentations and written reports. In addition, this course will give an overview on diverse public health occupations and career opportunities, so students will have a better understanding on public health infrastructures, needing knowledge and skills as well as the important role of public health workers in our society.

**Course Prerequisites:** MPH students only.

**Course Learning Objectives:** At the end of the course students will

- Be able to explain the meaning and purpose of the MPH internship.
- Identify an internship.
- Complete and pass the UA human subject certification program.
- Understand the policies and procedures for completing the internship.
- Complete all the required paperwork for the MPH internship, including a signed plan for internship by my internship advisor.
- Have knowledge on different occupations and career opportunities in public health.
- Be able to describe public health workers' ethics, skills and competencies.
- Be able to better write a research or project plan and to better report findings from a public health project.

## **Readings:**

### Reference Books:

- Public Health—Career Choices That Make a Difference by Bernard J. Turnock (Reserve at AHSL)
- Public Health in Action -- Practicing in the real world by Jan K. Carney (Reserve at AHSL).

### MPH Internship Manual:

- <http://www.publichealth.arizona.edu/StudentResources/InternshipResources.aspx>

### Human Subjects Protection:

- [http://www.hhs.gov/ohrp/irb/irb\\_guidebook.htm](http://www.hhs.gov/ohrp/irb/irb_guidebook.htm)
- [http://www.irb.arizona.edu/manual\\_procedures.html](http://www.irb.arizona.edu/manual_procedures.html)

## **Course Requirements:**

1. Homework must be turned in by the designated day and time.
2. Students are required to pass the UA Human Subjects Certification Exam.
3. Students are required to identify an internship and complete the plan for internship.
4. Students are required to attend at least one Internship Conference during the course and write a final critique paper on two presentations.

## **Grading/Student Evaluation: S, P, E**

To receive a “P”, students must complete all the assignments.

To receive a “S” students must write an outstanding plan for internship and a final critique paper.

## **Class Attendance/Participation: N/A**

## **COURSE MODULES AND ASSIGNMENTS**

### **Module I: Introduction**

#### **Assignment:**

- Complete the Quiz for Module I

### **Module II: Internship Overview**

1. Main purpose of the internship: provide culminating experience to MPH students
2. Public health core function and services
3. The relationship between internship and future career
4. Overview of internship procedures
5. Concentration specific requirements

#### **Assignment:**

- Read Internship Manual

<http://www.publichealth.arizona.edu/StudentResources/InternshipResources.aspx>

- Read Chapters 1-2 in Public Health--- Career Choices that Make a Difference
- Complete the Quiz for Module II

### **Module III: Finding an Internship**

1. How to find an internship?
2. Select an internship that fits with your training needs and career goals
3. Look for available internship opportunities
4. Develop a customized internship for yourself

#### **Assignments:**

- Visit websites in Appendix E of Public Health (get an overview on job opportunities)
- Review the internship opportunity page on the college website  
<http://www.publichealth.arizona.edu/StudentResources/InternshipOpportunities.aspx>
- Read Chapter 3-7 in Public Health--- Career Choices that Make a Difference
- Interview an alumni or a student who has had internship experience to get information on how he/she found the internship site, reasons for site selections, and internship experiences with the site. One page written report about the interview (interview time, person, questions, and responses) is required.
- Complete the Quiz for Module III

### **Module IV: Human Subjects Protection**

1. Human Subjects Review (IRB)
2. Human Subject Protection Program Certification

#### **Assignment:**

- Complete the human subject training (certified)

- Read Chapters 8-10 in Public Health--- Career Choices that Make a Difference

### **Module V: Internship Plan**

1. Internship plan overview
2. How to write the overall internship goals?
3. What are learning objectives?
4. The relationship between learning objectives, internship activities and timeline

#### **Assignments:**

- Read Chapters 1-18 in Public Health in Action --- Practicing in the Real World
- Meet with your advisor and visit an internship site or call the internship site. Then draft an internship plan based on the discussion with your advisor and prospective internship preceptor.
- Complete the Quiz for Module V

### **Module VI: Conducting the Internship**

- a. Professional looking and behaviors
- b. Changes in project content and timeline
- c. Integrating your project with the daily activities at the agency
- d. Working with your preceptor
- e. Communication with your internship committee

#### **Assignments:**

- Read Chapters 19-33 in Public Health in Action --- Practicing in the Real World
- Complete the Quiz for Module VI

### **Module VII: Internship Conference**

1. The history and purpose of the MEZCOPH internship conference
2. An overview of the internship conference
3. Contents of the internship presentation
4. Keys for an outstanding internship presentation

#### **Assignments:**

- Read Chapters 34-50 in Public Health in Action --- Practicing in the Real World
- Complete the Quiz for Module VII
- Attend conference (sign in and turn in your homework at the front registration desk)
- Write a final critique paper on two presentations (double space, total 6 pages limit)
- The critique paper should address the following:
  - Overview of the internship project
  - The relevance of the internship to public health functions and core services
  - The strengths and weakness of the internship project
  - The basic public health skills and competencies required in the project
  - The strength and weakness of the presentation

- What you have learned from this presentation and how these may help you in planning, conducting and reporting your internship

### **Module VIII. Internship Report**

1. Literature review and citation management
2. State the purpose of the internship and your specific learning objectives
3. Project aims or hypotheses
4. Internship site and project overview
5. How to write the method section?
6. What to include in the results section? (Agreements with the agency)
7. How to write a discussion?
8. Use of tables and figures
9. Others: recommendations, conclusions and appendix etc.

#### **Assignments:**

- Read Chapters 34-50 in Public Health in Action --- Practicing in the Real World
- Review 2 recent internship reports from your concentration (files are available in the Office of Student Services and Alumni Affairs)
- Complete the Quiz for Module VIII

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**Academic Integrity:** Students are expected to abide by the University of Arizona Code of Academic Integrity found at <http://w3.arizona.edu/~studpubs/policies/cacaint.htm>.

**Classroom Behavior:** (Statement of expected behavior and respectful exchange of ideas)  
Students are expected to be familiar with the UA Policy on Disruptive Behavior in an Instructional Setting found at [http://hr2.hr.arizona.edu/dos/pol\\_disrupt.htm](http://hr2.hr.arizona.edu/dos/pol_disrupt.htm) and the Policy on Threatening Behavior by Students found at [http://hr2.hr.arizona.edu/dos/pol\\_threat.htm](http://hr2.hr.arizona.edu/dos/pol_threat.htm).

**Grievance Policy:** [http://grad.arizona.edu/Current\\_Students/Policies/Grievance\\_Policy.php](http://grad.arizona.edu/Current_Students/Policies/Grievance_Policy.php)

**Disability Accommodation:** Students who are registered with the Disability Resource Center must submit appropriate documentation to the instructor if they are requesting reasonable accommodations:

<http://drc.arizona.edu/instructor/syllabus-statement.shtml>

**Syllabus Changes:** Information contained in the course syllabus, other than the grade and absence policies, may be subject to change with reasonable advance notice, as deemed appropriate.