

## MPH Program Internship Check Sheet

Student Name \_\_\_\_\_

Expected Graduation \_\_\_\_\_

Preliminary Review:

- \_\_\_\_\_ Has the student completed the concentration's prerequisites to begin the internship?
  
- \_\_\_\_\_ Has the *student* obtained either Rochester, Sieber or CITI human subjects certification ?
  
- \_\_\_\_\_ Has the *advisor* obtained either Rochester, Sieber or CITI human subjects certification?  
(if not, check IRB webpage at: <http://www.irb.arizona.edu/hstraining.html>)
  
- \_\_\_\_\_ Is the project comprehensive enough to reflect graduate-level MPH standards?  
(See the internship manual reference to graduate level internship.)
  
- \_\_\_\_\_ Will the project reflect the required time commitment to justify enrollment in the number of internship hours required by the concentration (i.e., a 6 unit internship requires 270 hours of work at the site or doing site-related work – 45 hours per unit)?
  
- \_\_\_\_\_ Is the site at an international location? If so...
  - \_\_\_\_\_ check whether the country is included on the US State Department list of travel warnings:  
[http://travel.state.gov/travel/cis\\_pa\\_tw/tw/tw\\_1764.html](http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html)  
*If the site is listed, the proposed internship cannot take place.*
  - \_\_\_\_\_ check CDC website at:  
<http://www.cdc.gov/travel/>  
for any health warnings
  
- \_\_\_\_\_ Are any sensitive human subjects issues involved?
  
- \_\_\_\_\_ Does the project have previous UofA or agency IRB approval?
  
- \_\_\_\_\_ Student should discuss best strategy for human subjects approval with Internship Committee Chair: Non-applicable, Previously-approved, PRF, or PAF

- \_\_\_\_\_ Advisor gives preliminary approval of the project
- \_\_\_\_\_ Email or meet with concentration director to discuss the internship project
- \_\_\_\_\_ Student begins development of Internship Plan, attachments, and Human Subjects approval form, and submits preliminary drafts of all to advisor (and other committee members as necessary).
- \_\_\_\_\_ Student schedules meeting of committee. (Committee consists of Internship Advisor, Second Reader, and Site Preceptor.)
- \_\_\_\_\_ Student submits Internship Plan to internship committee with the following attachments:
  - \_\_\_\_\_ Justification for selection of the site
  - \_\_\_\_\_ Goals and planned outcomes
  - \_\_\_\_\_ Learning objectives
  - \_\_\_\_\_ Internship activities
  - \_\_\_\_\_ Proposed time-line for completing the internship
  - \_\_\_\_\_ Outline describing which 3 core functions and 10 essential services of Public Health will be addressed
- \_\_\_\_\_ Committee meeting is held, and all approve and sign-off on Plan.
- \_\_\_\_\_ Student obtains signature of Concentration Director.
  - \_\_\_\_\_ Student submits one of the following four forms to obtain Human Subjects approval
  - \_\_\_\_\_ “Non-applicable Form for a Student Field-Based Project”
  - \_\_\_\_\_ “Declaration of Proposed Student Project as Previously IRB-Approved”
  - \_\_\_\_\_ IRB Project Approval Form (used mostly for clinical/biomedical research)
  - \_\_\_\_\_ IRB Project Review Form (used mostly for behavioral/community-based research)
- \_\_\_\_\_ If/When “Non-applicable form” is submitted and approved by MEZCOPH, student may register and begin internship.
- \_\_\_\_\_ If/When “Declaration of Previously IRB-Approved” is submitted and approved by MEZCOPH, student may register and begin internship.
- \_\_\_\_\_ If/When PRF or PAF is submitted and approved at the MEZCOPH level, student may register for internship units (***but human subjects portion of internship may not begin until full IRB approval is granted***).
- \_\_\_\_\_ IRB approval is granted – student may fully engage in project.

*Project is on-going*

- \_\_\_\_\_ Student and Committee, especially Committee Chair, should discuss system of communication while the internship is on-going between the student and committee. (emails, meetings, journaling, etc.)
- \_\_\_\_\_ Student and Committee should discuss frequency of committee meetings. (Initial and closure meetings are required by the MPH program.)
- \_\_\_\_\_ Advisor should discuss any planned extended times away from the office with the student. (Will these leaves overlap with any critical due dates – abstract due date, first draft due date, final report due date, internship conference, etc.)
- \_\_\_\_\_ Approximately four weeks before the Internship Conference, student should draft presentation abstract.
- \_\_\_\_\_ Approximately one to two weeks before internship abstract due date, student should submit Presentation Abstract for review and approval by Committee Chair.
- \_\_\_\_\_ Student submits Internship Presentation PowerPoint is submitted for review (optional) within the week prior to the internship conference
- \_\_\_\_\_ Student presents at Internship Conference (Preceptor and faculty committee members should attend. Student should personally invite preceptor.)
- \_\_\_\_\_ If student is graduating in the current semester, student will obtain signatures of Internship Advisor and 2<sup>nd</sup> Reader on “Completion of Degree Requirements” (CODR) form once the Internship presentation requirement is satisfied. The CODR is available on the Gradual College website at: <http://grad.admin.arizona.edu/>
- \_\_\_\_\_ Four weeks before the end of the semester, the student submits the penultimate version of the Internship Report to committee
- \_\_\_\_\_ Student schedules final meeting of the Internship Committee and internship report revisions are discussed
- \_\_\_\_\_ Student completes internship report revisions as required.
- \_\_\_\_\_ Final Report is approved – committee members complete internship report evaluation forms. The internship advisor signs off on the second reader’s

evaluation and consults with the second reader and preceptor regarding the final internship grade. The grade should be reported on the advisor's internship report evaluation form.

*Student collects and submits the following to OSSAA:*

- Final Version of Internship Report
- Internship Report Title Page (indicate whether or not the report may be read by others)
- Internship Report Evaluation WITH Grade, completed by Internship Committee Chair
- Internship Report Evaluation, completed by Committee Member, and signed by Committee Chair
- Preceptor's Evaluation of Student
- Student's Evaluation of Site
- Community Service Questionnaire
- IRB Periodic/Final Report (if IRB granted "Expedited" or "Full" approval of project – this is not required if IRB determined the project to be "exempt").

*Once all documents are on file with OSSAA, grade (as indicated on Internship Advisor Report Evaluation) will be submitted. If all documents are not submitted, a grade of "I" will be awarded which will nullify graduation and require that the student register in the next semester.*