



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

Master of Public Health
Internship
Manual

MPH Internship Manual

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Introduction to the MPH Internship

The MPH Internship (CPH 593a) 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. Furthermore, 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 three 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 concentration area within the MPH Program has developed concentration 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 concentration 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 at:
<http://www.publichealth.arizona.edu/StudentResources/InternshipResources.aspx>.

How to Obtain an Internship

The decision about where to conduct an internship is a consultative one. In conjunction with the faculty advisor, the student should choose an internship based on the student's concentration area objectives and goals, personal career goals, 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. It is a desire of the college that a significant number of student internships be 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 each internship the student will be asked to complete a "Community Service Questionnaire" which will summarize the internship's contribution in regards to the community service mission of the college (see Appendix C-4).

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 advisors will want to be certain that they are a good fit with the student's personal interests and will fulfill the requirements of a graduate level internship requirement. It is always best for the student to consult with her or his internship advisor 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. If nothing else, the student will gain knowledge of a community service, and when fortunate, may also 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 three times a year) 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 for additional perspective on public health issues and projects within the state.

The Office of Student Services and Alumni Affairs has a set of all previous Internship Conference programs on file. These programs include the abstracts for each internship presented and may be perused for ideas. Internship reports, if released for review by the author, are also available.

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 listed on the MEZCOPH website at:

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

Internship Requirements

Graduate Level Internship

MPH students are expected to increase their public health knowledge and to gain first hand experience in public health at a selected public health setting during the internship. It is *required* for each intern to apply public health knowledge to a well-defined internship project that involves identifying, analyzing, or solving public health problems. The internship project should be a planned graduate level work, which decidedly needs 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. 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. In order to increase the contribution of our MPH program to public health, it is highly recommended that students disseminate major internship outcomes to either the general public or specific public health agencies through other publication, presentation, or reporting mechanisms whenever it is permissible.

Internship Prerequisites:

Students must have completed 3 of the 5 MPH core courses and concentration specific prerequisites of internship to register for internship units. The student should contact the concentration director for specific prerequisites of internship by each concentration.

Since the Fall of 2005, an MPH Internship Preparation Seminar has been offered. The seminar will be required of all students entering the MPH program during or after Fall 2005. The information contained in this manual will be enhanced and expanded by the Preparation Seminar. Both will assist the student in preparing for and completing a successful internship. Completion of, or concurrent enrollment in (with special permission), the one credit seminar is required before registration in internship units is permitted.

Setting Up Your Internship

Registration for internship units (CPH 593a) is unlike registration for a regularly scheduled class. Registration for internship *requires* submission of a fully executed “Plan for Internship.” Registration will not be permitted unless this fully executed plan is submitted. Because the major details of the internship must be agreed to and stipulated on the “Plan for 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 (see Appendix A-4, timeline for internship).

Once an internship project is identified, the student’s first step should be the formation of the **Internship Committee**. This committee will be comprised of two faculty members, one selected as the Internship Advisor (the person with primary oversight of the internship and the person who will chair the Internship Committee), the second who will serve as a faculty reader of the internship report (this person is referred to as a Committee Member), and lastly, the Internship Preceptor (the Preceptor will supervise the student’s internship activities at the site and is usually an employee of the site). The Internship Advisor must be a faculty member from the student’s concentration area.

When the Internship Committee has been formed, the student can begin to put together the details of the “Plan for Internship.” In order to process the internship “Plan,” the student will need to know:

- the site of the internship
- the approximate start and end dates of the internship
- the goals, outcomes, learning objectives and internship activities intended to be accomplished
- the proposed timeline within which the internship is expected to be completed
- the way in which the proposed project will address the ten essential services and three core functions of public health

These must all be detailed in writing and approved by all members of the internship committee (the Chair, Faculty member, and Preceptor), as well as the director of the student's concentration area.

Additionally, it is critical that the "Plan for Internship" be submitted early enough so that the Arizona Health Sciences Center Contracting Office will have the necessary time to execute an Affiliation Agreement between the College of Public Health and the internship site. *The Affiliation Agreement must be in place prior to the start of your internship.* Please submit the "Plan" for an international site at least 45 days prior to the start of the internship, or the "Plan" for a domestic site at least 21 days prior. Submit the fully executed "Plan" to the Graduate Academic Progress Coordinator who will initiate the Affiliation Agreement process. (If it is not possible to submit the Internship Plan on a timely basis, contact the Graduate Academic Progress Coordinator with details of the internship site.)

Please refer to the "Human Subjects" section on pages 7-9 of this manual. Note that the internship may not begin until the human subjects status of the project has been determined. However, there is no need to wait for this determination to submit the "Plan," as early submission is necessary for initiation of the affiliation agreement process.

Please review the "Plan for Internship" form – see Appendix A-1. Note that the form requires attachments 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 his or her career goals and learning objectives.

➔ **Goals and Planned Outcomes:** The student will also provide a general statement on what he or she 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:** The student will provide a description of how the project will address the three core functions and ten essential services of Public Health.

➔ **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 College's web page).

For example:

By the end of the internship, the student will be able to:

- 1. Describe the structure of the State Health Department and the offices and their functions in each division;*

2. *Describe the major programs conducted by the offices of Infectious Disease Prevention and HIV/AIDS;*
3. *Design, carry out and analyze a case-control study related to disease prevention;*
4. *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.

“Learning Objectives” and “Internship Activities” should be specified within a table format detailing which activities will relate to each specified learning objectives.

→ **Human Subjects Approval Process:** The student will provide a description of how the project relates to human subjects, or protected health information, or not, and the procedure that the student plans to gain MEZCOPH and IRB approval.

→ **Proposed Timeline:** The student will provide a timeline for the activities that are planned on being conducted at the internship site and estimated dates for completing specific tasks.

Sequencing of Internship

Depending on the student’s concentration, she or he will need to complete between 3 and 12 units of internship credit. 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.

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.

While the student may begin the internship as soon as at least three of the MPH core courses, the internship preparation seminar, and concentration area internship prerequisites, are completed, the internship report may not be submitted until the remaining core courses are completed, or the student is concurrently enrolled in them.

These milestones have been sequenced in this way to allow for flexibility in scheduling the internship and the opportunity 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. If the concentration requires six internship units, registration for them in any combination of units over a one-year period of time is acceptable.

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, however, will require a separate "Plan for Internship" 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. The first Internship Committee meeting should be called to finalize the Plan for Internship. At the first meeting, committee members should get to know each other, review the Plan for Internship, 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. The second committee meeting should be held after students turn in their first draft of the internship report. At the second meeting, committee members should review and discuss interns' 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 students 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 meet all in person, a conference call, or in some very special situations (such as involving international sites), a group discussion through internet 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.

Review of Human Subjects Status of Internship Projects

Human Subjects Certification: It is expected that *all* MPH students will obtain Human Subjects Certification before beginning their internship project. This certification may be obtained through the University of Arizona Internal Review Board (IRB) website. Please see: <http://www.irb.arizona.edu/training.htm>. *Documentation of successful completion of either the Behavioral or the Biomedical Human Subjects Test will be required before registration in internship units will be allowed.* All students must pass this test whether their proposed internship project involves human subjects or not.

Human Subjects Approval of Project:

All studies involving human subjects or creation or use of Protected Health Information (PHI) must be reviewed and approved in advance by the University of Arizona's Human Subjects Protection Program to determine if they adhere to regulations of the Health Insurance Portability and Accountability Act (HIPAA), passed by Congress in 1996.

Each MPH internship project *must* be reviewed by MEZCOPH's Associate Dean for Research to establish whether the project involves human subjects or Protected Health Information (PHI), and if so, determine which human subjects protection procedure to follow. If the internship involves human subjects, the project must have Institutional Review Board (IRB) approval. If there is a possibility that the project will require an expedited or full review, additional time needs to be built into the internship project timeline.

In coordination with the IRB office, the MEZCOPH Research Office has developed the following three options for seeking human subjects approval of the internship project. Each student should review these options in consultation with the internship committee chair to determine the best approach to achieving approval of the project.

- 1) **Non-Applicable:** If the project does not pertain to human subjects or protected health information, such as development of a curriculum or policy based on literature review, the student should submit the "Non-Applicable Form for a Student Field-based Project" (see Appendix A-2). This form must be completed with an explanation of why the project does not pertain to human subjects oversight and must be signed by both the student and the internship committee chair.
- 2) **Previously IRB Approved:** If the project has been previously approved by the internship site's IRB, and the student's proposed internship will not go beyond the scope of the original approval, the student may submit the "Declaration of Proposed Student Project as Previously IRB-Approved" (see Appendix A-3). Submission of this form must be supported by a signature of the original PI, and documentation of the agency's IRB approval and verification that the student submitting the form has been included as a named participant.

3) IRB Approval Process:

- a. When a proposed internship project includes human subjects or protected health information and has not been previously approved, then the proper IRB paperwork must be submitted through the MEZCOPH Associate Dean for Research. For behavioral science projects, submission of the Project Review Form (PRF) is required; while biomedical projects require the submission of the Project Approval Form (PAF). Both the PRF and PAF forms are available on the UofA IRB website at:
<http://www.irb.arizona.edu/forms.html>

PAF or PRF forms must be submitted with a site authorization letter from the internship site's agency. This letter should state that the agency approves of the project and grants permission for the student to conduct the project and have access to necessary documents.

- b. When the proposed internship is a *secondary analysis* of a previously conducted and IRB-approved project, the instructions in "3a" above should be followed, except that instead of the site authorization letter, the following attachments should be included:
 - 1) A copy of the original IRB approval
 - 2) the original consent form
 - 3) a letter from the original PI stating approval of the secondary analysis

The student will be permitted to register for internship units once he or she provides documentation of receiving human subjects certification and one of the following three scenarios has occurred: 1) The "non-applicable" request has been approved by the MEZCOPH Associate Dean for Research, or 2) the "Declaration of Previously Approved..." has been approved by the Associate Dean for Research, or 3) the Associate Dean for Research and the Dean have approved and signed the PAF or PRF and the student has been informed that they can pick up their project materials and deliver them to the IRB Office.

However, in the latter case, the student may not begin the human subjects portion of the internship project until the notice of project approval from the IRB is awarded.

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 MEZCOPH offers students the opportunity to conduct international internships. Many of the international internships that students conduct 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 believe 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. These include issues such as personal health and safety (i.e., required vaccination, travel insurance), and travel advisories posted by the U.S. Department of State and the U.S. Centers for Disease Control and Prevention. *The College will not support internships in countries where the State Department has issued travel warnings.* As with other internships, students need to work closely with their advisors to create an international internship that meets their professional goals.

Worksite Internships

Students may conduct internships at their worksite, under the following circumstances:

- The internship preceptor may not be the student's direct supervisor or other individual who is above the student in the line of supervision.
- The place of employment is an approved internship site.
- 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.

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 and have led to fulfilling career positions, so keep an open mind when selecting an internship.

When agencies and organizations ask to advertise internship positions with the college, all pertinent details of the experience, such as scope of work, location, and level of compensation are requested. These advertisements are posted on the college website at URL address:

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

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 Services 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 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. Once each regular semester, and once over the summer, the Zuckerman College of Public Health 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, in order to facilitate the planning of the conference, presenting students will be required to submit a presentation abstract. The specific deadlines for this abstract, and conference dates, will be announced during each semester. Presentation rehearsals will be available.

Students should make a point of attending the internship conferences held throughout their graduate careers. Attending the conferences will provide many ideas for

presentation style, technique and concepts, and possibilities of incoming student's internship experience.

The spring and fall Internship Conferences are usually held approximately six weeks prior to the end of the semester. Please note that no *exceptions to the presentation requirement will be made*. All students must present *in person* at one of the regularly scheduled internship conferences.

If the student is planning to complete the internship over the summer break and present during the Summer Internship Conference, please note the following caveats:

- ❑ The timeframe to complete the internship, make the internship presentation, and complete and finalize the internship report is extremely short.
- ❑ Internship committee member time availability may be limited due to summer schedules and personal vacation time.
- ❑ The Summer Internship Conference is held the Friday before the start of fall classes, which is officially after the end of summer session. It will still be possible to have the degree posted as of August, but it will be delayed by a few weeks.

The Internship Conference is a student-run production. If any student would like to participate in planning and conducting one of the Internship Conferences, please contact the Graduate Academic Progress Coordinator.

The Internship Report

The final summation of the student's internship experience is the written Internship Report. A student can begin the internship after completion of three of the five required core courses, the internship preparation seminar, and the concentration prerequisites. The internship report, however, is required to reflect competency in all five core course subject areas. Since the internship report summarizes the "capstone experience," the student must have completed or be concurrently enrolled in all five of the core courses prior to submitting the 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 thesis; it is not a class paper receiving a grade. The committee will review the report and most likely request changes through several iterations. Only rarely is the first submission acceptable as final. Some reports are returned multiple times until all requested changes are accepted by all committee members.

The student should submit a very early draft to the committee and verify that the approach being taken is acceptable. In order for the *final version* of the report to be submitted to the Graduate Academic Progress Coordinator by the due date (last exam

day), the student should plan time for rewrite. If the final version is not submitted by the due date, a grade of “I” will be awarded nullifying graduation and requiring registration in the next semester to achieve a postponed graduation. 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. 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. 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. 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 extended credit the next semester. Specific due dates are listed on the semester timeline distributed to presenting and graduating students every semester.

The Internship Advisor is responsible for assigning an internship grade. The form used for this purpose is the “Internship Report Evaluation Form” (Appendix Ei). The student is responsible for getting the “second reader’s” evaluation from the internship advisor for input on grade assignment. The final version of the internship report (once signed and graded by all faculty readers) must be submitted by the student to the Student Affairs office on or before the last day of finals.

Internship Report formatting must conform to the “Thesis” format used at the University of Arizona. Specific instructions can be found at http://grad.arizona.edu/system/files/paper_Diss_Manual.pdf. A format-synopsis derived from the manual follows. Detailed examples of various sections can be found on the website. Internship Reports across the concentrations vary widely. The Body of the Report can accommodate anything required by any member of your concentration area.

1. **Title Page** (See Appendix D-1.)
 - *Required*
 - Margins:
 - Top 2.5"
 - Bottom 1.5"
 - Left 1.5"
 - Right 1"
 - Spacing: Follow sample
2. **Statement by Author** (see Appendix D-1.)
 - *Required*

- Margins:
 - Top 2.5"
 - Bottom 1"
 - Left 1.5"
 - Right 1"
 - Spacing: Single
 - Note: Follow examples. *Original* signatures are required on *both* final copies.
3. **Acknowledgements**
- Optional
 - Margins: Same as Body of Paper
 - Spacing: Maybe single spaced
 - Note: One page maximum
4. **Dedication**
- Optional
 - Margins: Same as Body of Paper
 - Spacing: Must be double spaced
 - Note: One page maximum
5. **Table of Contents**
- *Required*
 - Margins: Same as Body of Paper
 - Note: See "Notes for Table of Contents" for notes on format.
6. **List of Illustrations/List of Tables**
- *Required* if document contains illustrations, figures or tables.
 - Margins: Same as Body of Paper
 - Note: Formatted like Table of Contents; see "Notes for List of Illustrations / List of Tables" for more information.
7. **Abstract**
- *Required*
 - Margins:
 - Top 1.5"
 - Bottom 1"
 - Left 1.5"
 - Right 1"
 - Spacing: Double spaced
8. **Body of Paper** (see Appendices D-2 – D-8.)
- *Required*
 - Margins:
 - Top 1.5"
 - Bottom 1"
 - Left 1.5"
 - Right 1"
 - Spacing: Double, except for long quotations, footnotes, table and illustration captions

- Note: Begin each major section on a new page. Margin requirements apply to every page of the thesis unless otherwise specified in this manual. See APPENDIX A, INCLUSION OF PUBLISHED PAPERS OR MANUSCRIPTS FOR PUBLICATION, if your concentration allows this option.

9. Appendices

- Required (College determination of IRB & any IRB approvals)
- Margins: Same as Body of Paper
- Spacing: Depends on nature of Appendix material
- Note: Each Appendix must begin on a new page.

10. References

- *Required if citations are used*
- Margins: Same as Body of Paper
- Spacing: Citations single spaced; double space between citations
- Note: Use your concentration area's preferred citation style; consult with your advisor 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 Appendices D-2 – D-8. 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 “Internship Plan.” 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. (<http://www.health.gov/phfunctions/public.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://dos.web.arizona.edu/uapolicies/>.

Your Final Internship Paperwork

Submission of all internship paperwork is required during the last week of final exams. The following paperwork is required for a grade to be awarded. Please submit all required documents to the Graduate Academic Progress Coordinator in the Office of Student Services and Alumni Affairs:

1. The final version of the Internship Report
2. The official "Title Page" (see Appendix D-1) of the Internship Report.
3. The student's evaluation of the internship site (see Appendix C-2).
4. The Preceptor's evaluation of the student's internship work (see Appendix C-3).
5. The two Internship Report Evaluation forms completed by the two faculty members of the internship committee indicating grade awarded (see Appendix C-1)
6. Student Community Service Questionnaire (see Appendix C-4)
7. IRB "Continuing Review Form" indicating completion of the project if IRB approval had been granted. (If "Exempt Status" had been granted by the IRB, this form is not required.

Internship Safety Information

International Sites

Travel Advisories: All students conducting international internships are encouraged to obtain as much information about their internship site as possible. The United States Government posts travel advisories and consular information on the State Department's web site at <http://travel.state.gov/> and http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html.

Health

All students conducting an internship are encouraged to have medical insurance and required vaccinations on a timely basis before leaving for their internship site. Students should check with Campus Health to determine if their current insurance will cover their needs. Health Information for international travelers is available on the U.S. Centers for Disease Control and Prevention web site at <http://www.cdc.gov/travel/default.aspx>. Students should refer to this site to obtain information regarding their health issues while traveling outside the United States.

Personal Safety

The University of Arizona Office of International Affairs provides safety information for University faculty, students and staff who are studying or working abroad. The University of Arizona Department of Risk Management and Safety provides information on the State of Arizona International Insurance Coverage for employees which can be found at http://www.azrisk.state.az.us/UserFiles/PDF/insurance/InternationalInsuranceProgramOverview_3.pdf.

Responsibilities of the Internship Participants

Responsibilities of **Student**:

- Represent the Mel and Enid Zuckerman College of Public Health in a professional manner
- Respect the culture and mission of the internship site
- Develop the internship project to reflect your career goals, public health interests, and masters-level objectives
- Submit your “Plan for Internship” within the required timeframe so that the affiliation agreement may be established
- Consult with your 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
- Present at the Internship Conference
- Submit final documents to the Office of Student Services and Alumni Affairs by the due date
- Meet the hourly time commitment as established by concentration area
- Extend personal invitation to preceptor to attend the Internship Conference

Responsibilities of **Preceptor**:

- When presented with the “Plan for Internship” and its attachments, review and discuss as necessary. Contact the Internship Committee Chair or Graduate Academic Progress Coordinator to discuss any concerns prior to signing
- Provide the student with an orientation to the internship site
- Supervise student’s activities at the internship site
- Review and provide feedback on the submitted drafts of the internship report
- Complete the “Preceptor Evaluation of Student Performance in Internship Program” form and mail to the Graduate Academic Progress Coordinator
- Feel welcome to attend the MPH Internship Conference

Responsibilities of **Internship Committee Chair (Internship Advisor)**:

- 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
- 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 planned extended time away from the office
- Communicate with the preceptor during the internship to monitor intern’s progress
- Review drafts of report and provide feedback via the Internship Report Evaluation form
- Assign final grade in consultation with other committee members
- Communicate with the student interns throughout the internship process
- Attend the Internship Conference

Responsibilities of **Internship Committee Member (Second Reader)**:

- Provide feedback regarding internship objectives and sign the Plan for Internship
- Review drafts of report and provide feedback via “Internship Report Evaluation” form

Keys to a Successful Internship Experience

For Students

- ☞ Discuss the expectations of your internship with your internship committee, individually, and as a group.
- ☞ Think of the internship as a work experience and present yourself as a public health professional. You never know when an employment opportunity may present itself!
- ☞ Dress appropriately.
- ☞ Be mindful and respectful of the cultural environment in which you are working and conduct yourself appropriately.
- ☞ Clarify ambiguities promptly.
- ☞ Communicate often with your preceptor and your internship advisor.
- ☞ Be aware of the Human Subjects regulations 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 your agency/organization
 - the student's professional goals and interests and their fit within your 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 you view the internship as a team project and the role of the student within the team
 - your expectations in providing an internship opportunity, e.g., do you expect an end product?
 - your level of availability, i.e., do you expect the student to work largely on his or her own?
- ☞ Review the 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 advisor or the Graduate Academic Progress Coordinator.

Becoming an Internship Site for the MPH Program

How to Become an Internship Site

The director of any agency wishing to become an MPH Program internship site should contact the MEZCOPH Assistant Dean 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. The phone number is (520) 626-9112. 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. 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 fill out an Internship Advertisement Template (Appendix G) outlining the project. This information will be used to advertise the internship experience to students on the MEZCOPH website. The more detailed the project description, along with the prospect of compensation, the greater the chances that the agency will secure an MPH intern.

Glossary of Terms and Forms

Assistant Dean for Students Services and Alumni Affairs: Directs the Office of Student Services and Alumni Affairs, works with agencies that wish to offer internship opportunities and advertises internship opportunities to students..

Affiliation Agreement: A legal document detailing the responsibilities of the agency and university, completed only if requested or required by the site.

MEZCOPH: The Mel and Enid Zuckerman College of Public Health

Plan for Internship Form (Appendix A-1): Form used to initiate internship. It requires the signatures of the internship committee members and concentration director to begin the internship.

Evaluation of Internship Report Form (Appendix C-1): 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.

Graduate Academic Progress Coordinator: Staff member in the Office of Student Services and Alumni Affairs who is responsible for tracking student academic progress and facilitating and assisting students with the initiation and completion of internship documentation.

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 (can be the student's regular advisor), the internship preceptor.

Internship Committee Chair (Internship Advisor): MEZCOPH faculty member who advises and monitors the student's progression through an internship experience. The Internship Advisor must be a faculty member from the student's concentration area.

Internship Committee Member: MEZCOPH faculty member serving as the second reader of the internship report.

Internship Report Title Page (Appendix D-1): Form used as the official first page of your internship report.

MEZCOPH IRB Liaison: The college faculty member responsible for reviewing research and internship projects for compliance with human subjects protection regulations.

Non-Applicable Form (NAF) for Student Field Based Project (Appendix A-2): Form completed if project does not involve human subjects or protected health information. Both student and internship advisor must sign.

OSSAA: The Zuckerman College of Public Health, Office of Student Services and Alumni Affairs.

Preceptor: Individual who provides supervision of the intern at the internship site.

Preceptor's Evaluation of Student Internship Performance (Appendix C-3): Form used by preceptor to evaluate intern's performance during the internship.

Presentation Feedback Form (Appendix B): 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.

Project Approval Form (PAF): Institutional Review Board form that must be completed and signed by student and internship advisor when internship project involves human subjects or protected health information. The PAF is generally used for biomedical research projects, where invasive techniques are used.

Project Review Form (PRF): Institutional Review Board form that must be completed and signed by student and internship advisor when internship project involves human subjects or protected health information. The PRF is generally used for behavioral research projects.

Student's Evaluation of Internship Site 📄 (Appendix C-2): 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.