

Public Health Internship Guidelines and Criteria

INTERNSHIP OVERVIEW

A Public Health internship allows students to apply their academic knowledge to a professional setting. Students should engage in projects and tasks that contribute to the mission and work of the organization and engage in meaningful experiences. The following objectives and guidelines establish the fundamental requirements of internships and are the criteria for approving internships The six-credit (full-time) internship is a minimum of 208 hours and the three-credit (part-time) internship is a minimum of 104 hours. Students are responsible for finishing internship work/projects as agreed upon with their preceptor.

INTERNSHIP GOALS AND OBJECTIVES

The goals and objectives of the internship should be designed to allow students to:

1. Apply the knowledge acquired through the Public Health curriculum in a real-world work environment
2. Gain an understanding of the internship organization from the perspective of the professionals working there, including the vision, mission, purpose, goals, objectives, target population, and organizational structure of the internship site
3. Engage in an extended project for the organization that requires the professional application of skills and knowledge acquired through the academic curriculum.

INTERNSHIP PROPOSALS MUST MEET THE FOLLOWING GENERAL CRITERIA TO BE APPROVED:

- A. The internship must be with a company or organization directly engaged with work applicable to a public health discipline.
- B. The intern must be supervised by a preceptor who has professional expertise and/or educational background related to public health.
- C. The experience should be an extension of the classroom: a learning experience that provides an opportunity to apply the knowledge gained from the Public Health curriculum.
- D. There must be a final project that the intern will be able to submit to the instructor. Arrangements can be made with the instructor if confidentiality issues arise.
- E. The internship site will provide resources, equipment, and facilities sufficient to support the internship's learning objectives/goals. Understanding of organizational culture as well as the development of professional insights and networks are enhanced through worksite interaction. Therefore, interns are expected to perform their internship duties at the internship site. Exceptions to this policy must be approved in advance by the internship coordinator and preceptor.

- F. Proposals must offer a plan for working a minimum of 208 hours (e.g., days of the week, hours per day) for a six-credit (full-time) position. The hours should be distributed throughout and correspond to the academic semester (approximately 16 hours per week for 15 weeks). Students enrolled in the three-credit (part-time) internship must complete 104 hours (8 hours per week for 15 weeks) during the academic semester.
- G. Internships must not involve the direct provision of clinical services or care traditionally delivered by a healthcare professional (in other words the internship must be non-clinical).
- H. The internship may not be a clerical position. While clerical work may be involved to some degree, the internship must have as its focus tasks applicable to a Bachelor's degree level of education.
- I. If the internship is research-oriented, the research must have a strong social science or public health focus. Duties and tasks must involve multiple dimensions of the research process. Data entry alone will not count for internship credit.
- J. Internships must adhere to Department of Labor regulations.
- K. The preceptor must be willing to provide routine feedback to the Public Health internship coordinator.
- L. Students seeking to use the Public Health internship to fulfill the internship requirements of another major's internship must indicate such intentions on the application and discuss that process with the Public Health coordinator. This arrangement must be approved by both majors before the approval of an internship proposal.
- M. Students may not have a family member as a preceptor or as a task supervisor.