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MPH Degree Requirements

The internship component of the Master of Public Health (MPH) degree is viewed as the culminating experience of your graduate academic program. It is designed to provide a meaningful opportunity for you to integrate knowledge gained during academic coursework in a professional public health setting.

Internship Eligibility

In order to be eligible to register and begin an internship,

- Full-time students need to complete at least one full year of coursework, which includes completion of at least four core courses.
- Part-time students need to complete at least 24 credits towards their degree in order to be eligible.
- Certificate students entering an MPH Program need to complete one full semester in the MPH program prior to being eligible to participate in an internship.

All students must hold a GPA of 3.0 or higher to be eligible to participate in an internship.

The MPH Core Courses are as follows:

- EPIS01 Principles and Methods of Epidemiology I
- STA551/552 Principles of Statistical Inference I
- HPM500 Organization, Financing and Delivery of Health Care
- HPM525 Social and Behavioral Aspects of Public Health
- BMS505 Biological Basis of Public Health
- EHS590 Introduction to Environmental Health

The MPH degree internship requirements are extensive and total 9-credits or 720 hours of experience. The 9-credit requirement can be filled by various combinations of 3-credit (240 hours) or 6 credit (480 hours) internships. At least 6 credits of internship have to be completed within the student’s chosen area of concentration. The additional 3 credits of internship may also be completed within the student’s area of concentration, or it can be completed within a different concentration. All 9 credits may not be completed within the same setting or with the same mentor.

Internship Waivers

Up to 6 credits of internship may be waived for students with significant public health experience that was obtained prior to entering into the MPH program. Students have up until their last semester to apply for a waiver of internship credit by way of the Internship Waiver Review Committee. Waiver applications submitted any later than this will not be considered by the Waiver Committee. Students cannot apply for a waiver during their last semester at SPH. It is recommended that students with
prior public health experience submit their waiver application as early as possible during their program because the outcome of their application will determine how they continue to navigate their plan of study and fulfill remaining internship credits.

There are two standing deadlines each year for the submission of waiver applications – one during the fall semester on October 15th, and one during the spring semester on February 15th. For more waiver information please see the Internship Director. Students cannot apply for a waiver for work completed during the course of their degree program. Also, undergraduate internships are NOT eligible for waiver credit.

**Master’s International Program: Internship Waiver Process**

The Master’s International (MI) Program is a joint program involving the University at Albany, School of Public Health and the Peace Corps. The SPH establishes the academic requirements for the degree to be earned by the student and the Peace Corps will place the student overseas in an assignment that closely matches the student’s area of study. The student’s Peace Corps experience related to public health will serve as fulfillment of the MPH internship requirement and up to 9 credit hours of internship will be waived upon completion of the student’s Peace Corps tour of duty.

Following the successful completion of the two year Peace Corps placement, the returning student will provide a Close of Service (COS) description and a final report on their experience to be reviewed by the Global Health Director, Internship Director, and the student’s faculty advisor. The objective of the paper is for the student to detail their responsibilities and experiences during their placement and relate them to public health. In addition, the student must complete either an oral presentation at an SPH Global Health Seminar or present a poster on their Peace Corps experience at the annual SPH Poster Day.

For more information about this opportunity, please contact the Center for Global Health located on the SPH campus.

**Coverdell Fellowship: Internship Waiver Process**

The Coverdell Fellows Program is a joint program involving the University at Albany, School of Public Health and the Peace Corps. Coverdell Fellows are eligible to have up to 9 credit hours of internship waived in recognition of previous Peace Corps services and/or other public health work experience. For more information about the Waiver process and to obtain an Internship Waiver Application, please see the Internship Director.

Following successful completion of the two year Peace Corps placement, the Coverdell Fellow will provide a Close of Service (COS) description and an Internship Waiver Application to be reviewed by the Global Health Director, Internship Director, and the student’s faculty advisor. In addition, the student
must complete an interview with the Global Health Director to discuss their Peace Corps experience and its public health relevance. If the student’s Peace Corps experience involves direct public health work, the student may receive up to a 9-credit internship waiver. If the student’s Peace Corps experience is lacking in public health experience, the student may be required to complete an additional 3- or 6-credit internship through the SPH Internship Program.

For more information about the Coverdell Fellowship or the Coverdell Fellowship Waiver please contact the Center for Global Health located on the SPH campus.

**Internship Hours**
Students typically complete their first internship during the summer after their first academic year. A 6-credit internship over the summer months involves 40 hours/week for a period of 12 weeks. A 3-credit internship over the summer months entails 20 hours/week for 12 weeks; or 40 hours/week for a period of 6 weeks. Actual number of hours per week may vary depending on internship site. The total number of hours for a 3-credit internship is 240, and for a 6-credit internship it is 480. The remaining credit requirement can be completed throughout the second academic year at 20 hours/week for 12 weeks during the fall or spring semesters. During the academic year, only a 3-credit internship is allowed at 20 hours/week. Students may not work full-time at an internship during the fall and spring semesters while they are concurrently taking courses.

Please note that you must be registered for your internship during the semester in which you are completing it.

**MS Degree Requirements: Field Placements**

For MS students with a concentration in Epidemiology, 3 credits (240 hours) of field placement are required to complete the degree. MS Epidemiology students register for their field placement with their department. With regard to required paperwork, MS students are responsible for the same paperwork and deadlines as MPH students. However, MS students do not base their field placements on the MPH Core Competencies, nor are they expected to report on fulfilling these competencies during the completion of their field placement. MS Epidemiology students also have to complete their final oral presentation for the placement at the School of Public Health rather than at their placement site.

**Qualifying Internship Experiences**

In 2006, the Association of Schools of Public Health (ASPH) identified core competencies for the Master of Public Health degree in graduate schools and programs of public health. The Master of Public Health (MPH) curriculum is organized around the five core disciplines of public health: Biostatistics,
Epidemiology, Environmental Health Science, Healthy Policy and Management, and Social and Behavioral Sciences. Knowledge and skills in these disciplines equip our graduates to analyze and consider solutions to public health problems at the community, institutional, and societal levels. In addition to these discipline-specific competencies, ASPH has identified a number of interdisciplinary/cross-cutting competencies which have become increasingly important to effective public health practice. These include: Communication and Informatics, Diversity and Culture, Leadership, Professionalism, Program Planning, Systems Thinking, and Public Health Biology.

MPH internships are designed to provide you with the opportunity to develop competence relevant to the Discipline-specific and Interdisciplinary/Cross-cutting Competencies as outlined by the ASPH. A table of all of these competencies can be found in the back of this handbook. MPH internships should incorporate multiple competencies across the various skill areas. Positions will differ based on setting but should involve the competencies within each area. In reviewing positions or considering various projects, you should refer to the MPH Internship Discipline-specific and Interdisciplinary/Cross-cutting Competencies to ensure your internship meets expectations.

In general, a relevant public health experience must include at least one of the following components:

1. Assessing, monitoring, or conducting surveillance of health problems/services in a population;
2. Establishing health objectives and priorities;
3. Conducting research on population-based health problems including biological, environmental, and behavioral issues;
4. Developing and/or implementing policies and intervention strategies to meet public health needs; or
5. Studying the natural history of disease or health-related effects in a population.

Acceptable experience may include only a portion of a full project that is ongoing or continued after the student’s participation. Ideally, it will involve a project in which you can make significant progress during the timeframe of the position. A literature review is often required as part of any placement project but is alone, not sufficient to constitute an internship experience. The internship experience should be sufficient to warrant a formal presentation in an oral or poster format. All activities should have a clear and definable Public Health impact.

While most jobs entail some level of clerical work, mentors are notified that these activities do not satisfy the graduate internship requirements of the MPH degree. Thus, photocopying, scheduling, mail preparation, etc. should not consume a significant portion of your experience. If you have concerns regarding this, please discuss them with the Internship Director or your faculty advisor.
All internships, regardless of site (international internships included) must have the approval of the Internship Director prior to the student beginning work at the internship.

**Developing Your Own Internship:**
Students often create their own internship at a particular organization or with an individual that they wish to work with. While this is perfectly acceptable, it is strongly advised that students work closely with the Internship Director and their faculty advisor while doing this to ensure that all degree requirements are met. Guidelines for developing your own internship are closely aligned with guidelines used by others that formally submit projects to the SPH Internship Program. Student-designed internships must identify ways in which a placement will address the MPH Discipline-Specific and Interdisciplinary/Cross-cutting Competencies as well as meet the academic requirements of the degree program. Most internships require at least a basic application of some skills in several competency areas. At least five skills within the major concentration area/discipline of the internship must be identified. In addition, at least five others outside of the major concentration or from the cross-cutting competencies must be identified in the original project description. For more information about developing your own internship, please see the Internship Director.

**In-Situ Internships:** The rare example of a student requesting an ‘in-situ’ (on-site, in current or original position) internship at a current site of employment involves extensive communication with the Internship Director and the faculty advisor. An in-situ internship involves the student participating in an internship project that extends above and beyond the scope of their daily job function. Internship credit cannot be given for one’s daily job activities. Students are also strongly encouraged to work with a mentor other than their direct daily supervisor for the duration of their internship project. Typical internship requirements, such as the number of hours and required paperwork, still apply for students completing in-situ internships.

**Host Organizations:** Host organizations may include county, state or federal government entities, not-for-profit organizations, private sector companies, and other organizations directly involved in the field of public health. Students are expected to act as professionals at all times and contribute in a positive and significant way to the organization. Mentors within the organization are expected to remain mindful of the fact that the internship is an academic-related opportunity for students to learn from and observe a real-world public health work environment. The arrangement should be a mutually beneficial relationship for both the student and the organization.

**Internship Mentors:** Mentors should have advanced degrees, ideally within the field of public health and should hold decision-making positions within the host organization. In cases where an individual has been practicing public health for numerous years and can offer a wealth of experiences to a graduate public health student, an advanced degree is not required. A daily supervisor with significant experience as a public health practitioner may also be assigned to a student in addition to the mentor.
Mentors are asked to provide the following:

- Orientation to the organization and the relevant public health program(s)
- Explanation of work rules and procedures, including time and attendance policies to which the student will be held accountable
- Access to resources such as a computer workstation, relevant data systems, and/or reimbursement for necessary travel
- Tangible project assignments and a timeframe for completing assignments
- Opportunities for involvement in a diverse range of organizational activities including attendance at internal and external meetings, interactions with colleagues and organizational leaders, etc.
- Regular opportunities for communication to discuss progress and ensure expectations of all parties are being met
- Guidance, feedback and assessment regarding project deliverables and School internship paperwork requirements

Faculty Advisement

Your faculty advisor plays a critical role throughout the internship process. You should be proactive in seeking advice and assistance from your faculty advisor in designing your internship plan, selecting placements, completing course requirements, and determining how your internship fits into your long-term career goals. Your advisor will be available to guide you in identifying ways in which a placement will address the MPH Discipline-specific and Interdisciplinary/Cross-cutting Competencies and meet the academic requirements of your degree program.

Student Responsibilities

As a graduate student in a professional degree program, the School’s expectations of you are high. While various sources of support are available through the Dean’s Office, Department staff, faculty advisors, and internship mentors; acquiring an internship, remaining up-to-date with paperwork requirements and completing all course deliverables according to established due dates ARE YOUR RESPONSIBILITIES. You should therefore be proactive in acquiring internships and in completing all degree requirements. If you are unable to meet these obligations for any reason, you are expected to notify both your faculty advisor and the Internship Director. You will be made aware of any significant updates to the guidelines, policies & procedures via the Internships and Career Services Listserv. It is your responsibility to remain up-to-date on all policies and procedures related to the internship program. Please note that receiving an “Unsatisfactory” (U) for your internship can automatically trigger dismissal from degree candidacy.
Work Hour Restrictions
Full-time SUNY students can work a maximum of 20 hours per week (50% FTE) during the academic year. Students who have state appointments for less than 50% FTE can have a concurrent RF appointment, as long as the combined FTE does not exceed 50%. For example, a graduate assistant may be working 10 hours per week as a state appointee (25% FTE) and (s)he is then eligible for an RF appointment for up to 10 hours per week (25% FTE).

Professional Conduct
Unfortunately, it is not an uncommon situation to learn from a mentor that a student is repeatedly late, falling asleep, making personal phone calls during work time, dressing unprofessionally, spending time on Facebook, or playing games on the computer while at his/her internship. Poor professional conduct is a negative reflection on you, your faculty advisor, your department, the Dean’s Office, and the School as a whole. Tremendous effort goes into maintaining relationships with mentors and host organizations. You should remain conscious of this while representing this School to your host organization. So, for the vast majority, this goes without saying, however, you should consider it said: All students are expected to behave in a professional manner at all times during the internship experience. Should you have any questions concerning professional dress or behavior, please contact the Internship Director directly.

At your internship, dress should be professional based on organizational policies, as should all communication with mentors, faculty advisors and Dean’s Office staff. Time and attendance policies of the host organization must be followed. If your mentor does not provide you with details regarding these policies, please ask so you know to what you are being held accountable. Your mentor is responsible for verifying that you complete the appropriate number of project hours, 240 hours for each 3 credits of internship. Should your mentor or advisor express concern regarding your time and attendance, you will be required to submit weekly time sheets, with both your faculty advisor’s and mentor’s signatures to the Dean’s Office. The MPH, MS and DrPH degrees are professional degree programs. As a student representative of these programs, you are expected to act, dress and communicate with others in a professional manner.

Requesting Time Off
If your personal or academic schedule requires you to take time off (hours or days) from your internship, please clear this with your internship mentor prior to taking the time off. If the duration of time is greater than a week, you must consult with the Internship Director.

Internship Funding
Many of the internships offered through the School of Public Heath Internship Program have associated
funding or fellowships; others do not. Please keep in mind that valuable experiences are obtained whether the internship is funded or unfunded. There are several categories of funding for internships: 1) SPH Internship Fellowship Awards through MCH, PHLOT or OPWDD; 2) Agency Funded; and 3) Unfunded.

1. **SPH Internship Fellowship Awards**: Current School of Public Health students in good academic standing enrolled in a MPH, DrPh or MS degree may be awarded an SPH Internship Fellowship. The SPH Internship Fellowship is completed as part of the academic program. Sponsored by specific state agencies and local health departments, candidates will need to possess the skill set established by the sponsoring agency. The Fellowship Award is granted to assist with the cost of tuition, fees and/or travel and living expenses associated with the completion of the internship.

While subject to change, students selected for these positions and completing them for academic credit will receive $2500 for a 3-credit (240 hour) internship or $5000 for a 6-credit (480 hour internship, summer only). This funding is applied directly to the student’s account to assist with the cost of tuition, fees, and/or travel and living expenses associated with the completion of the internship. Paperwork is completed with the Dean’s Office at SPH.

- **Maternal and Child Health Block Grant (MCH) Internship Fellowship**: All Maternal and Child Health Block Grant (MCH) Internship Fellowships are selected via a process internal to the New York State Department of Health (NYSDOH). Once projects are selected, position descriptions are submitted to the Internship Director for posting (via Moodle) and student viewing. Typically, DOH provides 10 to 15 MCH positions during the fall and spring semesters and 6 to 10 positions during the summer session.

- **Public Health Leaders of Tomorrow (PHLOT) Internship Fellowship**: Internship Fellowships are provided through the Public Health Leaders of Tomorrow Program (PHLOT) for students completing internships at any local health department (LHD) throughout NYS. PHLOT also provides Internship Fellowships for practice-based positions within the New York State Department of Health where alternative funding is not available. In order to be eligible for PHLOT funding, students must be currently enrolled in the MPH, MS, or DrPH program, and be in good academic standing.

- **Office for People with Developmental Disabilities (OPWDD) Internship Fellowship**: All Office for People with Developmental Disabilities (OPWDD) Internship Fellowships are selected via a process internal to the New York State Office for People with Developmental Disabilities (NYSOPWDD). Once projects are selected, position descriptions are submitted to the
Internship Director for posting (via Moodle) and student viewing. Typically, OPWDD provides 2 to 4 positions during the fall and spring semesters and up to 6 positions during the summer semester.

2. **Agency Funded Internships:**
The process to obtain an agency-funded internship is the same as obtaining any other type of internship. While the amount of funding associated with agency-funded internships is typically the same as the amount for an SPH Internship Fellowship Award, it can sometimes vary slightly and all of the paperwork regarding this funding is handled through the agency directly, not through SPH.

3. **Unfunded Internships**
While many internships and field placements are funded, this is not a guarantee. As a graduate student, it may not be an option for you to take part in an unfunded internship. However, please keep in mind that an unfunded experience is equally as valuable as a funded one; both provide useful and significant opportunities and experiences for your future career. Please consider your interests and career goals when identifying an internship, do not choose a position simply because it is funded.

**SPH Internship Program: The Internship Process**
All data pertaining to MPH Internships is maintained with the Internship Director in the SPH Dean’s Office. This coordinated approach is critical to managing the School’s funding programs and to providing accurate information for CEPH reporting requirements. If you are working to establish a placement outside of those listed through the School, you are responsible for keeping the Internship Director informed of the situation. Competition for acquiring internships may be high. You are therefore encouraged to research a variety of opportunities independently, particularly if you are seeking a summer placement outside of the Capital District area. Please note that students interested in gaining international experience should meet with the Director of the Center for Global Health here at the School of Public Health.

The general process for applying for positions is as follows:

1. **Sign-up with the Internship Director to participate in an internship.**
   Each semester, students planning to participate in an internship the following semester are asked to sign-up with the Internships office. This information is sent out to students via the Internships and Career Services Listserv.

2. **Develop and submit your resume**
   A comprehensive resume workshop, conducted by the UAlbany Career Services Center is
typically offered during first-year seminar to provide guidance in developing an appropriate resume well in advance of the resume submission deadline. Students are strongly encouraged to complete a resume critique either at the Career Services Center on the Main Campus or with the Career Services Office at SPH. Your resume is not automatically critiqued as part of the internship process.

Student resumes are submitted electronically, in PDF format, to the Internship Director. These resumes are later sent to prospective internship mentors during the internship process.

3. **Review posted Internship opportunities**

   Each semester, the SPH Internship Program secures positions for eligible students, and these opportunities are posted for student viewing online. A notice will be sent on the Internships and Career Services Listserv when positions are posted on Moodle and accessible for students to view.

4. **‘Top 5’ Selection**

   Students will have the opportunity to review all available internship postings and select their ‘Top 5’ positions to which they would most like to apply. By an established deadline, these ‘Top 5’ choices will be submitted to the Internship Director’s office. Students should share and discuss ‘top 5’ selections with their faculty advisor. More information regarding how and when to submit your ‘Top 5’ will be provided in the Internships and Career Services listserv at the appropriate time.

5. **Resume Submission**

   The Internships and Career Services Office will forward the resumes to prospective internship mentors for review. All eligible student resumes are forwarded at the same time. Failure to submit ‘Top 5’ selections on time may hinder a student’s ability to secure an internship through this process.

   **Students should not contact mentors directly for positions posted through the Dean’s Office at this point in the process unless specifically instructed to do so by the Internships Office.** Eligibility to participate in the SPH Internship Program may be jeopardized.

6. **Interview Period**

   Internship mentors receive student resumes and contact students directly to set-up interviews for the position. This interview period typically lasts for several weeks and follows the submission of resumes to mentors. Mentors will contact students directly should they elect to
offer an interview for the position. A deadline is given for when final internship decisions should be made by both students and mentors.

After interviewing candidates of interest, mentors will notify the Internship Director of their selection after which they will either make an offer to the student or inform students that they have not been selected for the position. Mentors do not need to wait until the end of the interview period to make an offer to a student.

7. Internship Match
Upon receiving an offer, students can accept or decline the offer at hand. Students are asked to be courteous throughout the interview process in that if one student has several offers, that they accept one so that the other positions can be opened up to other students. In addition, once you’ve accepted a position, it is most appropriate if you turn down any further interviews if they are offered. Students should not take more than a couple of days to accept or decline an offer.

If a student has not received any offers close to the final decision date, they should speak with the Internship Director about their options. Once students have secured an internship, they should inform the Internship Director as soon as possible.

8. Internship Registration
Once an internship is secured, the next step is to fill out a Registration Form and formally register for the internship with the University at Albany. More information on the Registration Form can be found below. You must be registered for the internship during the semester in which you are completing it.

Internship Course Grades
Internships are graded on a “Satisfactory” or “Unsatisfactory” basis. Internship grades are determined by the internship mentor, faculty advisor, and the Internship Director. Grades cannot be determined until all internship paperwork has been completed, signed, and submitted. A complete set of internship paperwork consists of: the Registration Form, One-Month Review, Mentor Evaluation, Oral Presentation, Final Internship Report, and Student Evaluation, all described in detail below.

An incomplete or an “I” will be distributed for an internship when a student has not completed the internship by the deadline established by the Internships and Career Services Office. The incomplete will be rectified upon completion of the internship hours and submission of all required paperwork. A student may not begin an additional internship if a grade of “I” exists on their record.
Per the University at Albany Graduate Student Handbook, failing an internship (receiving an “Unsatisfactory” or “U”) results in automatic dismissal from degree candidacy:

The candidacy of graduate students who receive a grade of U in a required seminar or research course, in a practicum, student teaching course, internship, field course or similar application course, on a thesis, or in a dissertation course, is terminated unless an exception is recommended for compelling reasons by their department or school, and they may not register for further study unless they are later reinstated. Under certain conditions, and with the recommendations of the student’s major department, such a student may apply to the Dean of Graduate Studies for reinstatement, but ordinarily at least one session must intervene before a reinstatement. (http://www.albany.edu/graduatebulletin/requirements_degree.htm#graduate_credit)

In light of this policy, it is in your best interest to notify and involve the Internship Director and your faculty advisor at the first signs of difficulties. Your best option is ALWAYS to address any problems in a timely manner.

**Internship Paperwork Requirements**

In order to receive academic credit, MPH students must register the internship experience with the University at Albany MyUAlbany system and successfully complete all course requirements by the due dates established. MS students must register with their department and also complete all course requirements by the established due dates. Instructions will be provided to students by the Internship Director in the Dean’s Office with regard to obtaining class permission numbers for registering internships with the University. Reminders will be sent to students regarding paperwork requirements and due dates; however, it is YOUR responsibility to comply with these due dates as expected for any other graduate course. This includes ensuring that all original, signed paperwork is turned in to the Internship Director’s office. In addition, you should supply copies of all paperwork to the Assistant to the Chair of your Department. *The Internship and Career Services Office within the Dean’s Office is unable to provide you with photocopying services so please be prepared with copies prior to handing in your paperwork.* Copies of all of the forms can be found on the Moodle page and on the SPH website.

Internship paperwork requirements include the following:

*Please note: For students developing your own internship, all of the forms below are required. If you are developing the project with the aid of a prospective mentor, you should use the Registration Form as a guide in developing your project. Please be sure to include a description of the MPH Core Competencies as noted above in the ‘Developing Your Own Internship’ section.*

**Registration Form:** The student, mentor, and Internship Director are required to sign the Registration Form prior to the start of the internship or field placement. The Registration Form serves as the learning
contract for the position and is required to obtain a class permission number to formally register for the internship with the University. The Registration Form provides a basis for the mentor’s evaluation of the student, your evaluation of the internship experience, and the monitoring of student progress. Substantial changes to this initial learning contract should be amended with a revised project description if warranted. Project descriptions should include an outline of the following:

- Project Background and Goals;
- Student’s Role in Project;
- Expected Student Outcomes and Deliverables;
- Project Duration and Scheduling Considerations; and,
- Plan for achieving a basic application of the MPH Internship Interdisciplinary/Cross-cutting Competencies. (Several skills in most competency areas should be addressed.) MS Students do not need to address the MPH Competencies.

**One-Month Review:** After about a month’s time, students, mentors, and faculty advisors are asked to evaluate the internship and the progress of the internship. The form must be completed on the basis of a formal One-Month Review meeting between the student, mentor, and faculty advisor. This process is critical to ensuring that the student is successfully progressing toward achieving the goals of the placement and that all parties are satisfied thus far. The one-month review addresses how the internship has progressed to date, how often meetings are held, if there are any problems within the internship, and if any significant changes to the original project description have been made. At this time, any changes to the original internship plan can be resolved and should be described with an amended project description. Any problems with the internship should be identified at this time so that a reasonable solution can be determined within a time frame that does not detriment the student’s project or completion of the internship. Any issues that arise from the completion of the one-month review will be addressed with the Internship Director and the faculty advisor. If issues arise prior to the one-month review period, please schedule a time to meet with the Internship Director as soon as possible.

**Oral Presentation:** The oral presentation is the student’s opportunity to share the highlights of their internship experience with the mentor, faculty advisor and host organization colleagues. Students present their internship projects within their host organization for their mentor and any other staff/colleagues that they worked with during their project. Students presenting are expected to provide a professional and engaging discussion of the major competencies and achievements, activities, and results of his/her internship experience. Power point slides should be provided to your faculty advisor one week prior to your scheduled presentation for approval. Faculty advisors should also be invited to attend or listen via teleconference to the presentation. The date and mentor evaluation of your formal presentation is incorporated into the Mentor Evaluation. **An oral presentation is required for each**
**internship.** Student participation in SPH Annual Student Poster Day, held during the spring semester, can replace and fulfill the oral presentation requirement for one internship. Please note that MS Epidemiology students have to complete their oral presentation at SPH.

The oral presentation should follow the format described below, and is limited to 20 minutes: 15 minutes for the presentation and 5 minutes for a question and answer period. The time limit should be enforced by the internship mentor. Students are advised to rehearse their presentation beforehand to ensure that the timing is appropriate.

The presentation should incorporate the following information:

- Objective(s) of the internship
- Method(s) used to achieve the objective(s)
- Results of the internship
- Conclusions and recommendations
- An indication of any coursework that was particularly useful to you in completing the internship.
- A demonstrated knowledge of public health principles and practice and how they applied to the internship experience.
- A discussion of the primary internship competency areas, how they were attained, and the professional and academic value of the internship experience.

In addition to the above, the student’s oral presentation will be evaluated on several criteria including the following:

- Student’s description of the objectives of the internship project
- Student's speaking style and use of audiovisual materials
- Organization and clarity of the presentation
- Student’s satisfactory response to questions from the audience
- Student’s adherence to guidelines for the timing of the presentation

Students doing internships in laboratories or research institutions should pay special attention to describing the public health implications of the project. The student will receive a summary of comments and an overall rating of the presentation. The oral presentation evaluation form, along with all other forms, is located on Moodle.

**Final Internship Report:** For each internship, students are required to write a final report summarizing their experience and highlighting how their internship helped them to acquire or further hone MPH
competencies. The internship mentor is responsible for approving the final written report. You should submit a draft of your final paper to your mentor for review and allow ample time to receive feedback and make necessary revisions. After obtaining mentor approval, submit the paper to your faculty advisor for review and sign-off.

The MPH internships are presented to the Council on Education in Public Health as the capstone experience of the MPH degree program. As such, the final internship paper should be held to this high standard. The final paper is required in addition to any final deliverables involved in the internship position (including papers being submitted for publication). Papers should, on average, be approximately 8 to 10 pages in length, double-spaced.

The final internship report should discuss the following:

1. The organizational unit where the internship took place, its primary mission, and its relationship to the overall organizational structure (explanation of services provided, program/public health objectives, populations targeted etc.).

2. Specific duties performed within the context of the organization and the field of public health.

3. Assigned projects (outline of the issue, methods used to define and address the problem, results, discussion and recommendations). Copies of relevant materials developed during the field placement, e.g., draft or final reports, surveys, questionnaires, etc. should be attached.

4. Skills applied during the experience in the context of the MPH Internship Discipline-specific and Interdisciplinary/Cross-cutting Competencies. For each identified competency, specific examples of how the internship provided an opportunity to attain that objective should be included.

5. Previous coursework and/or professional experience utilized during the experience (also noting additional coursework or skills that would have been helpful).

6. Self-assessment of performance and overall contributions made to the organization.

7. Analysis of ways in which the internship experience helped to clarify or alter career goals.

**Mentor Evaluation:** This is completed by your mentor and reviewed with you and your faculty advisor for signature and submission. Your mentor will provide a final grade based on your performance throughout the internship experience. While the mentor’s evaluation is considered to be the main source of input for assigning a passing or failing grade, the Internship Director and your faculty advisor
may also contribute to the decision. The final internship report also contributes to the overall course grade as described above.

**Confidential Student Evaluation:** The evaluation is an opportunity for you to provide an open and honest assessment of your internship experience, internship mentor, and your faculty advisor. Feedback provided in this evaluation will remain confidential and this form is turned in directly to the Internships Office. Your feedback may be used to guide development of future internship placements but will remain anonymous. Your comments should reflect thoughtful consideration of your experience and relevant criticisms or shortcomings of the experience should be presented in a constructive manner.

**Internship Paperwork Due Dates**

*Due dates are subject to change* based on the semester. Students are made aware of when paperwork is due via the Internships and Career Services Listserv. On the following page is an *example* of a semester internship schedule.

<table>
<thead>
<tr>
<th>Form</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration Form <strong>due to Internship Director in Dean’s Office</strong></td>
<td>September 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>February 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>June 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>1-Month Review Form <strong>due to Internship Director in Dean’s Office</strong></td>
<td>October 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>March 1&lt;sup&gt;st&lt;/sup&gt;</td>
<td>July 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Final Report and Mentor Evaluation <strong>with Mentor’s signatures due to Advisor</strong></td>
<td>Last Day of Classes</td>
<td>Last Day of Classes</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Final Report, Mentor Evaluation &amp; Student Evaluation Forms <strong>with final signatures due to Internship Director in Dean's Office. Oral presentation should also be completed and evaluated by this date.</strong></td>
<td>Last Day of Final Exams</td>
<td>Last Day of Final Exams</td>
<td>Last Day of Final Exams</td>
</tr>
</tbody>
</table>

**Student Poster Day**

Students are required to present one internship in a poster format during the SPH Annual Student Poster Day which occurs in April, typically on the third or fourth Friday of the month. The Poster Day
event is managed by the Student Affairs Office. Poster Day is not an internship requirement but a degree graduation requirement. The faculty advisor is required to attend and complete a written evaluation form (supplied at the event) of the student’s poster and presentation of the experience. Please inform your faculty advisor if you will be presenting a poster at Poster Day. Project mentors are also strongly encouraged to attend as it provides students with the opportunity to present to public health practitioners in addition to faculty and peers. Posters should demonstrate the achievement of the MPH Internship Discipline-specific and Interdisciplinary/Cross-cutting Competencies and comprehension of the public health relevance of the internship. You are required to submit your abstract to your internship mentor for approval prior to submitting to the Student Affair’s Office for Poster Day. Please verify that your mentor does not have any additional requests in relation to reviewing your poster well in advance of the event. More information about Poster Day will be presented to students via the Student Affairs Office.

In order to graduate, you are required to satisfactorily participate in the annual SPH Student Poster Day. While not formally a component of your internship course grade, degree clearance is contingent on meeting this requirement. December graduates of the program may have this requirement waived. Please contact the Internship Director for more information.