

## Internship Program: Frequently Asked Questions

Unique to the School of Public Health, the Internship Program is managed by the Internships & Career Services Office and models a job search process, from the application submission to the hiring decision. It is open to School of Public Health students only, and specifically to MPH and MS EPI students who need to meet the degree requirements. The internship experience provides students with the opportunity to gain hands-on experience in a real-world setting, apply core competencies from their coursework and contribute to a professional environment.

Detailed information regarding the Internship Program can be found in the [SPH Internship Handbook](#).

### **Q: What is my internship requirement?**

A. The MPH degree internship requirement is a total of 9 credits or 720 hours of experience and can be achieved in various combinations of 3-credit (240 hours) or 6-credit (480 hours) internships.

- At least 6 credits of the internship must be completed within the student's concentration; the remaining 3 credits can be completed either within or outside of the student's concentration;
- All 9 credits cannot be in the same location with the same mentor;
- Students must complete internships in at least 2 different settings.

MS EPI students need to complete a 3-credit field placement for their degree requirement.

### **Q: When am I eligible for an internship?**

A: In order to be eligible to register and begin an internship, you **must hold a GPA of 3.0 or higher** and be either a:

- Full-time student with at least one full year of coursework completed, which includes completion of at least four core courses;
- Part-time student with at least 24 credits completed towards your degree;
- Certificate in Public Health Fundamentals & Principles students entering an MPH program need to complete one full semester of coursework in the MPH program before they are eligible to participate in an internship.

### The MPH Core Courses are:

BMS 505	Biological Basis of Public Health
EHS 590	Introduction to Environmental Health
EPI 501	Principles and Methods of Epidemiology
EPI 503	Principles of Public Health
HPM 500	Organization, Financing and Delivery of Health Care
HPM 525	Social and Behavioral Aspects of Public Health
STA 551/552	Principles of Statistical Interference

### **Q: What if I already have Public Health Experience?**

A: Students with significant Public Health experience obtained **PRIOR** to entering the MPH Program **may be** eligible for an internship waiver. *Up to 6 credits of internship may possibly be waived.* Students need to submit a comprehensive Waiver Application before their final semester to be considered for a waiver by the Internship Waiver Review Committee. **Students cannot apply for a waiver DURING their last semester.**

There are 2 standing deadlines each year for the submission of waiver applications:

Fall semester: *October 15<sup>th</sup>*

Spring semester: *February 15<sup>th</sup>*

For more information about the Internship Waiver Process or to obtain an application, contact the [Internships & Career Services office](#).

**Q: *When do I complete my internships?***

A. Full-time students typically complete their internships either by taking a 6-credit summer internship following their first year of coursework (*40 hours per week for 12 weeks = 480 hours*) AND a 3-credit internship either during the fall **OR** spring semester of their second year of coursework (*20 hours per week for 12 weeks = 240 hours*)

Another option is to take a 3-credit summer internship after the first year of coursework (*20 hours per week for 12 weeks = 240 hours*), followed by a 3-credit internship during the fall semester (*20 hours per week for 12 weeks = 240 hours*) **AND** a 3-credit internship during the spring semester (*20 hours per week for 12 weeks = 240 hours*)

Part-time students typically complete their internships after completing the majority of their required coursework.

**Q: *How do I obtain an internship?***

A: There are several ways a student can obtain an internship:

1. *Through the SPH Internship Program managed by the Office of Internships & Career Services*  
Students work directly with the Internship Director and Office of Internship & Career Services who are responsible for coordinating the internal, formal process for the SPH Internship Program. A variety of opportunities are made available to students at local county health departments, the New York State Department of Health and other State agencies, companies from the private and public sector as well as non-profit and government organizations.
2. *Develop your own internship*  
Students are responsible for doing their own independent research and networking if they want to develop their own internship. However, students should work closely with the Director of Internships & Career Services and their Faculty Advisor for support and direction to ensure all degree requirements are met. All internships **MUST** be approved by the Internship & Career Services Office.
3. *Through the Center for Global Health (International Internships ONLY)*  
The Center for Global Health (CGH) works with our partners around the world to create meaningful global health internship opportunities for eligible students. Most of these internship assignments involve a twelve-week commitment and take place during the summer semester (June - August). Students interested in pursuing an International internship can speak with [John Justino](mailto:jjustino@albany.edu), Director ([jjustino@albany.edu](mailto:jjustino@albany.edu)) or [Carol Whittaker](#), Associate Director for Global Academic Programs.
4. *Formal internship programs outside of the School of Public Health.*  
Students may seek internship opportunities on their own, especially for internships outside of our geographic area or their particular focus area. However, the students must communicate back to the Internship & Career Services office for final approval of the internship.

**Q: *How do I obtain an internship specifically through the School of Public Health Internship Program?***

A: The internship cycle occurs 3 times a year (or every semester) for placement in the following semester. Students need to go through all of the necessary steps as part of the internship process which takes place before the internship starts. All relevant information regarding the internship process for the SPH Internship Program and its timeline is communicated through the SPH Internships & Career Services weekly listserv.

**Q: *What is my Faculty Advisor's role in the internship process?***

A: Your Faculty Advisor plays a critical role throughout the internship process. Students should be proactive in seeking advice from their Faculty Advisors since they assist with determining your internship plan, completing your degree requirements and discussing how your internship fits into long-term career goals.

**Q: *What is the difference between my Faculty Advisor and my Internship Mentor?***

A: Your Faculty Advisor since helps to determine your internship plan and discusses how your internship fits into long-term career goals while your Internship Mentor oversees your project work and evaluates your progress and performance at the internship site.

**Q: *Is there paperwork to be completed to meet the internship requirement?***

A: Yes, in addition to the credit requirement, there is also a paperwork requirement. All internship paperwork must be submitted to the Internship Director in the Office of Internships & Career Services in order to meet the internship requirement. A complete set of internship paperwork consists of:

- Registration Form
- One-Month Review
- Mentor Evaluation
- Oral Presentation
- Final Internship Report
- Student Evaluation

**All final internship paperwork must be submitted together. Single items will not be accepted.**

More information regarding the internship paperwork can be found in the [SPH Internship Handbook](#).

**Q: *Are internships funded?***

A: Many of the internships offered through the SPH Internship Program have associated funding or fellowships; others do not. Whether or not the internship is funded does not determine the value, depth or scope of the experience. Funding for internships can either be as a Fellowship Award or Agency Funded.

- *Fellowship Awards* are granted to assist with the cost of tuition, fees and/or travel/living expenses associated with the completion of the internship. Funding is applied directly to the student's account. Paperwork for a Fellowship Award is completed through the Dean's Office at the School of Public Health.
- *Agency Funded internships* follow the same process for obtaining any other type of internship, but the funding for the internship is handed through the agency directly, not SPH.

**Q: *Will I need to register for the internship?***

A: Yes, students need to register and pay for their internship credits during each semester in which they are completing an internship.

**Q: *Will I get a grade for the internship?***

A: Yes, internships are graded on a "Satisfactory" or "Unsatisfactory" basis and are determined by the Internship Mentor, Faculty Advisor and Internship Director. Grades cannot be determined until ALL internship paperwork has been completed, signed and submitted to the Internship Director.

**For questions about the School of Public Health Internship Program, contact:**

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