

COLLEGE OF PUBLIC HEALTH AND HUMAN SCIENCES

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# Internship

# MPH Handbook

2016-2017



**Oregon State**  
UNIVERSITY

**MPH Internship**  
**Student Handbook for Oregon State University**  
**2016-2017**  
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Welcome to the College of Public Health and Human Sciences and the future of health. Built on a strong foundation of public health – biostatistics, epidemiology, social and behavioral sciences, health policy and management, and environmental health sciences – the college takes a holistic approach to disease prevention and health promotion.

## **Our College Vision**

To ensure lifelong health and well-being for every person, every family, every community.

## **Our College Mission**

Inspired by our mission as a leading land-grant university, we create synergy in teaching, research and outreach to develop the next generation of globally minded public health and human sciences professionals. Through interdisciplinary research and innovative curricula, we advance knowledge, policies and practices that improve population health in communities across Oregon and beyond.

## **Our College Values**

We share the values that guide Oregon State University: Accountability, Diversity, Respect, Responsibility and Truth. To these values, we add our dedication to:

- **Health:** We are committed to advancing lifelong health and well-being for all.
- **Care and Compassion:** With compassion and understanding, we commit to caring for ourselves and others.
- **Innovation:** We embrace innovative approaches to addressing challenges and opportunities.
- **Continuous Improvement:** We continually strive toward high standards by optimizing individual and collective strengths.
- **Cooperation and Collaboration:** We promote a collegial learning and work environment that encourages cooperation, collaboration and active participation.

## **Overview of H 510: Internship**

### *What is the purpose of the internship?*

Students in all options must complete an internship experience. Students should discuss option-specific standards and requirements for their internships with the Internship Coordinator and their faculty advisors.

The purpose of the graduate internship is to provide students with a work-related experience designed to integrate theory and practice in an applied setting under supervision.

The internship provides students with a professional experience where they can apply existing and new skills and become more socialized into the field of public health. Existing skills are those the student brings from life experience and previous education. New skills include those that the student gains through educational experience in the MPH program. Socialization occurs through preceptor mentoring of the student in the work site and professional arena during the internship.

### *What does the internship involve?*

The internship typically involves the student working on a health-related issue confronting a public, not-for-profit or health services organization, or in the private sector. It is an opportunity for the student to relate academic experience in the master's program to the issue that is the focus of the experience. Students can obtain more information about the typical activities conducted by students in internship settings from the MPH Internship Coordinator.

The student should spend a minimum of 200 hours of on-site work in the internship over one ten-week term (remote internships are not approved). In special cases students may expand their internship to more than one term. During the internship, students are expected to keep a weekly journal of work-related experiences and report to the Internship Coordinator on a bi-weekly basis on the progress of their experience.

### *What are the roles and responsibilities of the internship coordinator, the student, the faculty advisor, and preceptor?*

There is a shared responsibility in selecting, monitoring and evaluating an internship.

## **MPH Internship Coordinator**

The Internship Coordinator has the distinct job of supporting students in their process of obtaining a placement to conduct their internship and to improve the quality of that experience. The Internship Coordinator is not the same as the faculty advisor. The Internship Coordinator oversees the entire process of choosing and engaging in an internship whereas the faculty advisor is the faculty member with specific responsibilities to the program of study.

Specifically, the Internship Coordinator will:

- Support students in the identification of internships both internationally and within the US. This is done with the input and assistance from program faculty advisors.
- Develop internship partnerships through contacts in the community, faculty referrals, and student interest.
- Provide counseling and guidance in the development and refinement of internship learning objectives.
- Help create synergistic and creative approaches to working with community partners.
- Meet with the student to discuss potential internships and, once a site has been determined, review and provide feedback on all required internship forms (see Appendix)
- Approve and sign off on student's Application and Learning Contract and the Request for '[To-Be-Arranged](#)' Course Form, which allows the student to register for H 510.
- Meet or communicate with student periodically during the internship (site visits are optional).
- Speak with preceptor as needed during the student's internship.
- Debrief student on the internship to review their evaluation results, discuss future career options, and sign and file the Student's Checklist.
- Provide a final evaluation of the internship.
- Work with student and/or preceptor to resolve any problems or issues that are barriers to achieving student's learning objectives for the internship and/or meeting preceptor needs.

### **Students**

- Articulate the kinds of skills or experiences they are looking to develop or enhance as a result of the internship.
- Identify possible internship sites to discuss with faculty advisor and Internship Coordinator.
- Schedule a meeting with the Internship Coordinator *2-3 terms in advance* of the internship (complete the Internship Meeting Prep form obtained from the [H510 webpage](#)).
- Check with site early to find out requirements regarding the completion of an orientation, background check, immunizations, etc., prior to beginning work.
- Complete the Application and Learning Contract, Request for "[To-Be-Arranged](#)" Course Form, and all accompanying forms listed in the Appendix to the Internship Coordinator. Provide a copy of the signed Application and Learning Contract to the preceptor.
- Register for H 510 for the duration of the internship.
- Maintain an ongoing internship journal.
- Complete the bi-weekly email assignments as posted on Canvas. Fulfill the Learning Contract as specified.

- Request that the preceptor complete the Midway Progress Report and the Student Evaluation Form, as well as the option matrix evaluation, and return to the Internship Coordinator.
- Submit a copy of the Internship Summary Report, Internship Evaluation Report, and Student Evaluation Form to the Internship Coordinator.
- Schedule a final meeting with the Internship Coordinator to complete the Student Checklist.
- Work with the preceptor in the event that problems or issues arise that are barriers to achieving your learning objective. If problems or issue cannot be resolved, discuss them with the Internship Coordinator. **Address problems early.**
- At the completion of the internship send a thank you note to preceptor for time/effort in mentoring.

### **Faculty Advisors**

- Develop internship opportunities through contacts in research, practice and service activities.
- Assist student advisee in identifying appropriate internship sites.
- Work with Internship Coordinator to identify new sites and appropriate placement of students based on personal knowledge of student's abilities and strengths.

### **Preceptors**

- Sign the student's Application and Learning Contract and ensure that the Learning Contract is fulfilled.
- Communicate requirements of the organization such as background check, drug testing, and orientation prior to beginning on site.
- Provide an orientation to the field site, introduction to relevant staff, and appropriate resources for the student upon beginning the internship experience.
- Supervise the student through the internship; confer with the Internship Coordinator as necessary.
- Work with the student in the event that problems or issues arise that are barriers to meeting your needs for the internship. Discuss with the student first. If the issue cannot be resolved, contact the Internship Coordinator. **Address problems early.**
- Complete both the Midway Progress Report and the Student Evaluation Form, and return to the Internship Coordinator.

### **Termination**

1. During the internship, if the intern does not fulfill their professional obligations to the agency/organization or Internship Coordinator, this will result in the termination of the internship and a grade of a No Pass. The student's faculty advisor and preceptor will be consulted, and the decision for this termination will be made by the

Internship Coordinator.

2. If the agency/organization is unable to adequately assist the intern to meet the stated goals, the intern may transfer to a different agency/organization to complete the internship. The student's faculty advisor and preceptor will be consulted, and the decision will be made by the Internship Coordinator.

## **Process and Guidelines for H 510: Internship**

There is a shared responsibility involved in the selection, monitoring and evaluation of an internship. Students are required to work with the Internship Coordinator to prepare for their internship and throughout the experience. Following is the process for selecting and participating in an internship.

### **When should the internship occur?**

Students will have completed all or most of the required coursework before beginning the internship. Sufficient academic experience is essential to ensuring that the internship is an integrative and reflective activity. Students must receive approval from their faculty advisor, confirming that they have the academic proficiency to proceed.

### **How do I identify an internship location?**

Sites for both domestic and international internship are identified in a number of ways:

- Students' own ideas and contacts
- MPH Internship Coordinator's internship database
- Announcements of internships posted on the MPH listserv
- Sites identified in consultation with the faculty advisor
- OSU's Office of Global Opportunities and IE3 ([OSU GO](#))
- Twitter feed @[OSUMPHIntern](#)

Students are required to meet with their faculty advisor and Internship Coordinator to help determine an appropriate fit for the internship. The faculty advisor and Internship Coordinator may suggest several organizations for the student to contact about internships; they may also recommend that the student meet with other faculty to assist in identifying an appropriate site for the experience in light of the student's career objectives. Students are encouraged to conduct a series of informational interviews to help select the site for their experience.

Consider carefully your interests, educational needs, previous experience in a health agency and your career goals when searching for an appropriate internship. Also consider whether you are interested in gaining experience in delivery or management of health care, development or evaluation of prevention programs, community organizing, health planning and policy development, data analysis and interpretation as it applies to public health,

training programs, media production or health communication, or other specific health problems such as cancer, heart disease, or sexually transmitted infections to name a few.

Students must conduct their internship on site. Remote internships are not approved. **Note that internships are not currently being approved in the following states:** Maryland, Massachusetts, Minnesota, New Hampshire, New Mexico, and Tennessee.

***Students should discuss and have their proposal approved in writing by the Internship Coordinator prior to beginning any work associated with the internship experience.***

In some circumstances, students may use their current employer as an internship site, although this type of arrangement is typically discouraged. Students using their current employer as their internship site will be expected to perform duties and work on a project outside the normal scope of their position.

### **How do I register for the internship experience?**

Once an internship site has been selected, the student completes the following forms (see Appendix):

1. The Application and Learning Contract, which includes information about the site, outlines student's learning objectives, skill requirements, and anticipated outcomes. The contract is signed by the student, the preceptor, and the Internship Coordinator. The student provides a copy of the completed contract to the Internship Coordinator and the preceptor.
2. Advisor Approval form, which is signed by your faculty advisor indicating you have taken sufficient coursework to complete the internship.
3. Preceptor Signature form, which indicates an agreement between the site and student, and explains OSU's background check policy.
4. Internship Coordinator Signature form to be signed by the Internship Coordinator upon approving the internship.
5. Request for 'To-Be-Arranged' Course form, which is available on the Public Health Graduate Program website and in each School's main office. Before the student can complete registration, the form must be submitted to the Internship Coordinator for approval. The approval override will be granted, and the student will be notified they may register for H 510. The student must register for the H 510 internship hours with the Internship Coordinator for the duration of the internship. **Students must register for H 510 credit for the term that they actually intend to participate in the internship.**

### *Required documentation*

To begin your field work you must not only be registered for H 510 but must also have all accompanying forms signed and completed (see Appendix).

*Note that the internship may not begin without all necessary forms completed and signed and the student must be registered for H510 for the **duration** of the internship.*

### **What is, and how do I write, a learning objective?**

Students are encouraged to work with the Internship Coordinator to develop appropriate learning objectives. The Internship Coordinator can provide sample learning objectives to assist in this process. The learning objectives should perform the following functions:

- Describe the performance of a major cognitive skill (knowledge, comprehension, application, analysis, synthesis, and evaluation).  
**Graduate students should pay particular attention to the analysis, synthesis and evaluation skills in the development of their learning objectives.**
- Begin with an action verb that matches the means of performance assessment.
- Describe what you will be able to do as a result of the objective.
- Describe the intended outcome or product, not the process.
- Use only one objective for each skill.
- The objectives should be measurable.
- The learning objectives should reference and build upon the Option Competencies.

Appropriate verbs for each of the skill areas might include the following:

- Knowledge: arrange, define, duplicate, label, list, memorize, name, order, recognize, relate, recall, repeat, reproduce, count, define, meet, review, study.
- Comprehension: classify, describe, discuss, explain, express, identify, indicate, locate, recognize, report, restate, review, select, translate.
- Application: apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, schedule, sketch, solve, use, write.
- Analysis: analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test.
- Synthesis: arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, set up, write.
- Evaluation: appraise, argue, assess, attach, choose, compare, defend, estimate, judge, predict, rate, core, select, support, value, evaluate.

### **Learning objectives should follow this format:**

1. List the individual option competency (this can be found in the individual option handbooks)
2. In bullet point fashion, list the individual learning objectives that relate to that competency.

For example:

1. Design and implement strategies to promote health.
  - Design an educational outreach program targeting Hispanic women in Linn and Benton counties for breast and cervical cancer screenings.

### **What should I do once the internship begins?**

1. At the start of the internship, students should begin a weekly journal of activities and reflections on the experience. This will not be turned in for credit, but will help students prepare their internship Summary Report.
2. During the internship, students submit bi-weekly progress emails to the Internship Coordinator to show progression on how the experience is meeting the student's learning objectives. As necessary, students should meet in-person with the Internship Coordinator.
3. By the end of week 5 (week 10 if splitting between two terms) submit the Midway Progress Report (see Appendix) completed by preceptor to the Internship Coordinator.

The internship is meant to provide students with a real life experience. As in real life, sometimes there are problems at the selected site for the internship. Students must immediately contact the Internship Coordinator if there is a problem that could not be resolved first with the preceptor. Working closely with the preceptor and the Internship Coordinator, most problems can be resolved if addressed early. In rare instances, it may be necessary to find another, more appropriate placement.

### **How do I complete the internship?**

After completing the field experience, it is the student's responsibility to ensure that proper paperwork is submitted on time as outlined in the course syllabus.

Students should submit the following documents to the Internship Coordinator to begin the process of final approvals and grading:

1. Internship **Summary Report** Students prepare a minimum 10 page, professionally written Internship Summary Report (see Appendix) that documents the details of the experience, indicates the utility of the experience for the student, and offers personal reflections on:  
Achievement of the student's learning objectives articulated on the learning contract; Opportunities for integration of curricular content in

- practice; Future career directions based on the experience and related learning; and Achievement of the Option Learning Competencies.
2. **Internship Evaluation Report** Students are also required to complete the Internship Evaluation Report (see Appendix). Both the student's Internship Summary Report and Internship Evaluation Report are submitted to the Internship Coordinator in partial satisfaction of H 510 requirements.
  3. **Products Developed in Field** Students must also submit any key products developed while in the internship. These include the outcomes of projects or other contributions in the context of this internship. Please be attentive to, and take all measures to implement any necessary privacy protection in your submitted product, including removal of any sensitive or private information.
  4. **Weekly Time Log** Students must submit a weekly time log describing briefly the work they conducted that week. This can also include any meetings, conferences, or other work related events they attended. This log needs to be signed by the preceptor at the end of the internship experience.
  5. **Student Checklist** Students must meet with the Internship Coordinator to debrief their field experience and submit a completed Student Checklist for signature and filing in the student's academic file.
  6. **Student Evaluation Form (to be completed and returned by Preceptor)** Students request that the Preceptor complete the Midway Progress Report that is due the Friday of Week 5 (or the Friday of Week 10 if splitting internship between two terms) and return it to the Internship Coordinator. At the end of the internship field experience, students must request that their preceptor complete the Student Evaluation Form (to be provided by the student), including both core and option competency matrices, and return it to the Internship Coordinator at the address included at the bottom of the form.

### **How are credits and grades assigned for the internship?**

A student's performance is assessed based on quality of materials submitted (i.e., Application and Learning contract, final Field Experience Summary and Evaluation Report, evidence of products developed while in field work, and submission of bi-weekly emails), demonstrated satisfaction of learning competencies, and assessments of both the site preceptor and Internship Coordinator. Grades are assigned on a Pass/No Pass basis.

### **What do I need to do if my internship has a human subjects research component?**

Most internships do not involve human subjects research. However, if human subjects research is involved, OSU requires all research conducted with humans and/or human data to be reviewed through OSU's Institutional

Review Board (IRB) Committee. If no Human Subjects approval has yet been obtained, students will need to submit proposals for review. It is important to note that only the IRB can determine whether or not research is exempt from review.

Students must apply with their faculty advisor or Internship Coordinator for IRB approval. Students conducting research involving human subjects should plan timelines accordingly. Please note that work on the project may not begin until IRB approval has been obtained. Full information is available through the [OSU Research Office of Sponsored Programs](#).

### **What do I need to do if I am planning an international internship?**

Because of the unique characteristics of such opportunities, international placement preparations and authorizations will be addressed on a case-by-case basis. Please meet early with the Internship Coordinator if you are planning an international internship. Submit all materials at least one full term (preferably 1½ terms (15 weeks) or more) in advance of your planned international work. Processes begun after that point may not receive all necessary approvals in time for planned departure. Please note that all international field work must involve a host, host agency, or organization. University-sanctioned field work will not be approved in the absence of a host.

Students who wish to complete an internship abroad first meet with the Internship Coordinator. Prior to final approval of the internship, students are required to work with the Office of Global Opportunities ([OSU GO](#)) to vet their site and receive planning information. OSU GO works closely with the Study Abroad Advisory Committee to identify, carefully assess, and to approve a suite of external providers whose programs meet OSU students' academic and service needs. This extensive and official approval process guarantees that our students will earn OSU resident credit for participation in approved programs. Additionally, OSU approved education abroad programs are the only programs that students can finance by accessing their OSU financial aid.

Students must obtain travel insurance prior to departure. Travel insurance can either be purchased through an independent vendor, via OSU GO, or via the OSU Risk Management Office. The College of Public Health and Human Sciences generally prohibits internship related travel to countries where a U.S. Department of State travel warning or alert is in place. In rare situations students may be allowed to travel to one of these locations. Students must file a petition with the Internship Coordinator and a decision will be made on a case-by-case basis.

### **Who can serve as a preceptor?**

Preceptors may not be program faculty members or advisors. Students can

work on OSU faculty community-based projects for their internship if the student is placed in the community and is mentored by a preceptor who is a community partner with required preceptor qualifications. OSU Extension faculty who wish to have an intern working on a community-based project must place the student in an internship that is in the community (off campus), requires the student to network outside OSU, and builds the student's professional public health experience. Extension faculty may serve as preceptors for MPH students if the faculty member is based in the community (off campus) and meets the required qualifications for preceptors. Preceptors must have public health credentials or appropriate health related credentials and experience to provide appropriate mentorship/supervision in your learning experience. All site preceptors and sites will be assessed on a case by case basis.

# **APPENDIX**

## **FORMS AND CHECKLISTS**

**H 510 Internship  
Application and Learning Contract**

Once you have identified your internship site, plan to discuss the following completed student information and supplemental materials with the Internship Coordinator and preceptor. The contract must be complete with all required signatures *prior* to registration in H 510 for the duration of the experience. Please be thorough, responding completely to each section. *Note that this is a contract against which your performance in H 510 will be measured.*

**STUDENT INFORMATION:** (Please Print)

Date of application: \_\_\_\_\_ MPH Option: \_\_\_\_\_

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Last Name	First Name	M.I.	OSU ID#
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Street Address	City	State	Zip Code
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Mailing Address if different from street address

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Home/Cell Phone	Work Phone	Email address
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**Please complete and/or attach the following:**

1. Enrollment term of internship: \_\_\_\_\_. *NOTE: The student must enroll in H 510 for the entire duration of the actual internship.*
2. Number of credit hours completed in the program to date: \_\_\_\_\_.  
Please attach a list of courses taken and your proposed remaining courses of study.
3. Please attach a current resume showing work experience.
4. Please state your specific career objectives. Include in this discussion the connection between your area of emphasis and your selected internship and describe how they are associated with your career objectives.

5. Provide the URL of the organization at which you are completing the internship.

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6. Provide the mission statement of the organization: (May attach statement.)

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**Once you have identified your internship site, plan to discuss the following with the Internship Coordinator. Items must be completed in writing prior to registration in H 510.**

7. Describe courses taken to date that relate to your proposed internship/organizational experience.

8. Describe your learning objectives for the internship as they relate to your individual option competencies. Be explicit, as you will use these as the basis for reflection and measurement of your learning and accomplishments at the end of the experience. See page 6 of the H510 Internship Handbook for examples.

9. Briefly describe experience and skill requirements for this internship. Attach a job description if one is available; otherwise list the field organization's expectations.

10. Describe the final product of the internship that you will submit to the organization. In addition to the agency product, you will also be expected to complete a Summary Report and an Evaluation Report on the internship that will be turned into the Internship Coordinator prior to issuance of a grade.

11. Date of completion for all requirements, including Summary Report and Evaluation Report: \_\_\_\_\_

12. Please describe the MPH core competencies (as listed in the MPH General Handbook) that you hope to gain mastery in during your internship.

**NOTE:** Once the internship begins, if problems or issues arise that are barriers to achieving your learning objectives for the internship discuss them with preceptor first. Then, if problems or issues cannot be resolved, discuss them with the Internship Coordinator. Address problems early.

**H 510 Internship  
Advisor Approval Form**

Please check the student's option:

- Biostatistics
- Environmental and Occupational Health
- Epidemiology
- Health Management and Policy
- Health Promotion and Health Behavior
- Global Health

Before a student can obtain and engage in an internship, an audit of required option courses must be completed by the student's advisor. Please indicate below that the student has met the requirements for their option track to proceed to their required internship experience.

Student's Name \_\_\_\_\_

After review of the student's progress to date, I agree that the said student has completed all required prerequisite courses and experiences and can now enter into an approved internship experience.

Option Advisor \_\_\_\_\_ Date: \_\_\_\_\_

**H 510 Internship  
Internship Coordinator Signature Form**

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Student's Name (Please Print) MPH Option

---

Term(s) and year of internship Organization Name

---

Address City State Zip Code

---

Preceptor name and Credential Title

---

Years in current position Prior years experience

---

Work Phone & Ext. Fax Email address

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Faculty Advisor Name Program Phone #

**REQUIRED SIGNATURES:**

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Internship Coordinator Date

**I understand that I must register for H 510 for the duration of the actual internship.**

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Student Date

**H 510 Internship  
Preceptor Signature Form**

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Student's Name (Please Print)	MPH Option
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Term(s) and year of internship	Organization
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Address	City	State	Zip Code
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Preceptor name and credential	Title
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Years in current position	Previous years experience
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Work Phone & Ext.	Fax	Email address
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**REQUIRED SIGNATURES:**

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Preceptor signature	Date
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**I understand that I must register for H 510 for the duration of the actual internship.**

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Student	Date
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**It is not OSU policy to perform background checks on all OSU students, and OSU does not certify or vouch for the background of the students who participate in this internship. Accordingly, you must conduct your own background check or require the student to obtain a background check, if you would like to determine fitness for duty using that information.**

**Student Midway Progress Report  
To Be Completed by the Preceptor**

**(Students: This form is due by Friday of Week 5 or if splitting internship, Friday of Week 10. Please provide this form to your preceptor along with a pre-stamped, pre-addressed envelope)**

Name of Student (first and last): \_\_\_\_\_

Term of Placement: \_\_\_\_\_

Internship Site Name:  
\_\_\_\_\_

Phone/Email: \_\_\_\_\_

Reporting Dates: \_\_\_\_\_ through \_\_\_\_\_

Please give a brief description and evaluation of internship activities, progress, and performance to date:

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your time!

Please send to:

Andy Chuinard, MPH  
MPH Internship Coordinator  
103 Women's Building  
Corvallis, OR 97331

Or scan and email to: [Andrew.Chuinard@oregonstate.edu](mailto:Andrew.Chuinard@oregonstate.edu)

## **Guidelines for Internship Summary Report**

The following guidelines are offered to help you prepare your internship experience Summary Report. **This is an analysis and assessment of your placement as a learning experience. This should NOT be just a description of what you did.**

The report should be a minimum of 10 pages, typed, double-spaced, free of grammatical errors and should contain the following information:

Title Page: Your name, address and telephone of internship site, name of Preceptor, term(s) enrolled in internship.

### Section I. Introduction

1. Internship setting: General overview of agency
  - a. Type of organization (e.g., government agency, not-for-profit organization)
  - b. Major objectives of the organization
  - c. Description of public health activities
2. General overview of your duties and responsibilities while at the agency

### Section II. Evaluation of Learning Goals and Objectives

1. What goals/objectives, projects/ tasks did you set out to accomplish?
2. To what extent were they met? (Evaluate the degree to which your stated learning objectives were accomplished. Include a description of activities undertaken to meet each objective.)
3. What factors helped or hindered your progress towards meeting these objectives?
4. What is your perception of your personal and professional growth with respect to additional knowledge and skills gained?

### Section III. Evaluation of Option Competencies

Evaluate the degree to which you attained the option competencies and describe how they were developed or expanded during the internship.

1. What skills/strengths did you enter with?
2. Which of these did you build upon?
3. How did course work prepare you for your experience?
4. How could you have been better prepared?

#### Section IV. Conclusion and Recommendations

Evaluate the degree to which your professional competencies were developed or expanded during the internship. Discuss how the internship influenced your career goals, and include a brief description of how the internship augmented your area of emphasis coursework.

1. How did organizational features help or hinder you in your role (e.g., power structure, resources available, decision making)?
2. Describe any orientation you received. How did it impact on your performance and experience?
3. What were the personal challenges that you faced during this experience if any?
4. How has this experience helped you define career goals?
5. What educational objectives must be met to further prepare you for your career goals?

Attach: Internship Evaluation Report

**Guidelines for Internship  
Evaluation Report  
(Attach to Internship Summary Report)**

---

Last Name

First Name

M.I.

Date

---

Internship Site Name

---

Preceptor Name

---

Term of Placement

**Please answer the following questions. Your answers must be typed and double-spaced. Your answers should be approximately one page per question. Attach this form and your responses to your internship Summary Report.**

1. Did this internship provide you with a good overall learning experience? Why or why not?
  - What experiences were the most helpful? Why?
  - What experiences were the least helpful? Why?
2. Do you feel you received adequate supervision from your preceptor?
3. What feedback or recommendations do you have to improve the internship at this placement site?
4. Would you recommend this internship site to other students? Yes or No? Please explain

**Student Evaluation Form**  
**To Be Completed by the Preceptor**

**(The following forms are available electronically from the MPH Internship Coordinator)**

\_\_\_\_\_  
 Name of Student (first and last)

\_\_\_\_\_  
 Term of Placement

\_\_\_\_\_  
 Internship Site Name

**DIRECTIONS: Please comment on the student's performance at your organization by completing the following questions.**

1. How would you rate the student's **attitude** toward the following?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very	Excellent
a. Work					
b. Learning					
c. Responsibilities					

2. How would you rate the student's **job performance** on the following dimensions?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very	Excellent
a. Organizational Skill					
b. Preparation for assignments					
c. Flexibility					
d. Initiative					
e. Punctuality					
f. Completeness of assignments					

3. How would you rate the student's **quality of work**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very	Excellent
a. Clarity					
b. Thoroughness					
c. Professional presentation					

4. How would you rate the student's **communication skills**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very	Excellent
a. Written					
b. Oral					
c. Confidence					
d. Sensitivity					

5. How would you rate the student's **interpersonal relations**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very	Excellent
a. Public					
b. Fellow employees					
c. Supervisor					

6. Overall, how would you rate this student's performance at your organization?

[1]	[2]	[3]	[4]	[5]
Poor	Fair	Good	Very Good	Excellent

**Please provide narrative comments to the following questions.**

**1. Describe the student's strengths.**

**2. Describe suggested areas for improvement for the student.**

**3. Please provide any additional comments.**

**Preceptor signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Preceptor name (printed)** \_\_\_\_\_

Please return completed form to:

Andy Chuinard, MPH  
MPH Internship Coordinator  
103 Women's Building  
Corvallis, OR 97331

Or email to: [Andrew.Chuinard@oregonstate.edu](mailto:Andrew.Chuinard@oregonstate.edu)

**Biostatistics Competencies of OSU CPHHS Graduate Student(s): How would you rate your CPHHS MPH intern(s) in terms of the overall achievement of each competency listed below?**

(Please respond by inserting an "X" in the applicable box).

	Competency	Excellent	Very Good	Good	Fair	Poor	Not applicable
1	Describe the roles biostatistics serves in the discipline of public health.						
2	Describe basic concepts of probability, random variation and commonly used statistical probability distributions.						
3	Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.						
4	Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.						
5	Apply descriptive and graphical techniques commonly used to summarize public health data.						
6	Apply common statistical methods for inference.						
7	Apply descriptive and basic inferential methodologies according to the type of study design for answering a particular research question.						
8	Interpret results of statistical analyses found in public health studies.						
9	Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.						

**Environmental and Occupational Health Competencies of OSU CPHHS Graduate Student(s): How would you rate your CPHHS MPH intern(s) in terms of the overall achievement of each competency listed below?**

(Please respond by inserting an "X" in the applicable box).

	Competency	Excellent	Very Good	Good	Fair	Poor	Not applicable
1	Identify and assess the major environmental and occupational health and safety hazards that impact workers and the general population.						
2	Communicate culturally appropriate management and technical strategies for preventing and controlling environmental and occupational health and safety hazards.						
3	Conduct environmental and occupational health and safety research.						
4	Analyze the interrelationship between organizations that guide, regulate, and finance environmental and occupational health & safety services.						
4	Apply environmental and occupational health and safety knowledge and skills in practical settings.						
5	Adhere to established environmental and occupational health and safety professional and ethical standards and practices.						

**Epidemiology Competencies of OSU CPHHS Graduate Student(s): How would you rate your CPHHS MPH intern(s) in terms of the overall achievement of each competency listed below?**

(Please respond by inserting an "X" in the applicable box).

	Competency	Excellent	Very Good	Good	Fair	Poor	Not applicable
1	Recognize public health problems pertinent to the population and identify key related sources of data.						
2	Understand, calculate and apply the basic terms, measures, and methods used in epidemiology.						
3	Apply principles of good ethical/legal practice and cultural competency as they relate to study design and data collection.						
4	Draw appropriate inferences from epidemiological data including identifying strengths and limitations of reports.						
5	Apply epidemiologic skills in the formulation or application of public health programs or policies.						
6	Assist in communicating findings and developing recommended evidence-based interventions and control measures in response to epidemiologic findings.						

**Health Management & Policy Competencies of OSU CPHHS Graduate Student(s): How would you rate your CPHHS MPH intern(s) in terms of the overall achievement of each competency listed below?**

(Please respond by inserting an "X" in the applicable box).

	Competency	Excellent	Very Good	Good	Fair	Poor	Not applicable
1	Conceptualize, analyze, and resolve problems related to health services delivery and finance.						
2	Identify and apply economic financial, legal, organizational, political, and ethical theories and frameworks.						
3	Employ appropriate qualitative and quantitative techniques to manage human, fiscal, technological, information, physical, and other resources.						
4	Establish and manage systems and processes to assess organizational performance for continuous improvement of quality, safety, and effectiveness.						
5	Act ethically and professionally, and be responsive to community variations in cultures and socio-demographics.						
6	Lead in all levels of public and private health service organizations.						
7	Communicate, solve problems and make decisions related to health policy and management in the public and private sectors.						
8	Integrate theory and practice to plan, implement, and evaluate strategies and policies in health services programs, systems and organizations.						

**Health Promotion & Health Behavior Competencies of OSU CPHHS  
Graduate Student(s): How would you rate your CPHHS MPH intern(s)  
in terms of the overall achievement of each competency listed below?**

(Please respond by inserting an "X" in the applicable box).

	Competency	Excellent	Very Good	Good	Fair	Poor	Not applicable
1	Apply theory in the development, implementation, and evaluation of health promotion interventions programs, and policies.						
2	Develop interventions and programs to effect change at multiple levels, including individual, community, organizations, and policy.						
3	Design and implement strategies to promote health.						
4	Solicit and integrate input from community and organization stakeholders.						
5	Design and deliver health communication messages.						
6	Evaluate and interpret results form program evaluations and other research.						
7	Define research problems, frame research questions, design research procedures, and outline methods of analysis.						
8	Apply ethical principles that govern the practice of Public Health						
9	Enact cultural competency in diverse social and cultural communities.						
10	Develop a substantive area of emphasis.						

**Global Health Competencies of OSU CPHHS Graduate Student(s): How would you rate your CPHHS MPH intern(s) in terms of the overall achievement of each competency listed below?**

(Please respond by inserting an "X" in the applicable box).

	Competency	Excellent	Very Good	Good	Fair	Poor	Not applicable
1	Design and manage health development programs considering health, social, political, cultural, and environmental factors.						
2	Work in, and adapt to, any global context for health development.						
3	Integrate global, political, economic, and cultural systems knowledge into health development.						
4	Manage health development programs in global settings.						
5	Develop a disciplinary subspecialty to be applied to international health.						
6	Identify culturally sensitive and socio-economically appropriate strategies in health development.						
7	Design and manage health development programs in accordance to universally and locally acceptable ethical standard.						

**MPH Core Competencies of OSU CPHHS Graduate Student(s): How would you rate your CPHHS MPH intern(s) in terms of the overall achievement of each competency listed below?**

(Please respond by inserting an "X" in the applicable box).

	Competency	Excellent	Very Good	Good	Fair	Poor	Not applicable
1	Apply evidence-based knowledge of health determinants to public health issues						
2	Select and employ appropriate methods of design, analysis, and synthesis to address population-based health problems in urban and rural environments						
3	Integrate understanding of the interrelationships among the delivery, organization, and financing of health services						
4	Communicate public health principles and concepts through various strategies across multiple sectors of the community						
5	Employ ethical principles and behaviors						
6	Enact cultural competency and promote diversity in public health research and practice						
7	Apply public health knowledge and skills in practical settings						

## **H 510 Internship Student Checklist**

- \_\_\_\_\_ I completed all core and option required courses.
- \_\_\_\_\_ I have a copy of the courses I have completed to date (unofficial transcript).
- \_\_\_\_\_ I have a current resume.
- \_\_\_\_\_ I stated my career objectives in writing.
- \_\_\_\_\_ I completed the personal information section of the H 510 Application and Learning Contract and can provide the required supporting documentation.
- \_\_\_\_\_ I identified a site for my internship. *(If not, talk to the Internship Coordinator or your faculty advisor, or check the MPH listserv for internships available.)*
- \_\_\_\_\_ I met with the Internship Coordinator during the term prior to that in which I wish to take H 510.
- \_\_\_\_\_ I developed learning objectives for my internship.
- \_\_\_\_\_ I have a description of the experience and skill requirements for my internship.
- \_\_\_\_\_ I have determined the final product I will submit to my internship site.
- \_\_\_\_\_ I completed the entire H 510 Application and Learning Contract and submitted the entire application to the internship coordinator for approval.
- \_\_\_\_\_ I provided the Internship Coordinator and my Preceptor with copies of the signed contract.
- \_\_\_\_\_ I submitted the signed Request for 'To-Be-Arranged' Course Form to the Internship Coordinator.
- \_\_\_\_\_ I registered for H 510 for the duration of the internship.
- \_\_\_\_\_ I provided a signed copy of my H 510 Application and Learning Contract to my preceptor.
- \_\_\_\_\_ I started my ongoing internship journal.
- \_\_\_\_\_ I sent the required bi-weekly email updates to the Internship Coordinator.
- \_\_\_\_\_ I requested that my preceptor complete both the Midway Progress Report and the Student Evaluation Form.
- \_\_\_\_\_ I met the obligations of my contract including completion of a 10-page Internship Summary Report and the Internship Evaluation Report.

**H 510 Internship  
Student Checklist Signature Page**

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Student Name (Print)

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MPH Option

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Student Signature

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Date

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Internship Coordinator Signature

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Date

*(Please ensure that the signed checklist is retained in student's academic file.)*

<p><i>Step 1</i></p>	<p>View Internship Seminar presentation, learning objectives, and site list resources on the H510 website [<i>Recommended timeline:</i> <i>Review internship requirements two terms in advance of planned placement.</i>]</p>
<p><i>Step 2</i></p>	<p>Do preliminary thinking about potential placements. If you are considering an international internship, see the Internship Coordinator as soon as possible to begin the planning process.</p>
<p><i>Step 3</i></p>	<p>Meet with Internship Coordinator to discuss ideas and receive further suggestions and direction. [<i>Recommended timeline: Approximately 2 terms in advance of planned placement</i>]</p>
<p><i>Step 4</i></p>	<p>Research potential sites for availability of placements, type of work environment, and range of opportunities. Identify a selection of potential sites.</p>
<p><i>Step 5</i></p>	<p>Schedule an appointment with the Internship Coordinator. Bring to the appointment Internship Meeting Prep form, your site research and H510 Internship Handbook. [<i>Recommended timeline: One full term in advance of placement; 2 terms prior for planned international placement</i>]</p>
<p><i>Step 6</i></p>	<p>Contact site(s) of interest; discuss activities and terms of placement; make any final decisions. Begin writing a draft of the Application and Learning Contract and obtain required signatures.</p>
<p><i>Step 7</i></p>	<p>Bring a draft of Application and Learning Contract to the Internship Coordinator for discussion. Be prepared to complete off-campus activities, travel, and/or Human Subjects (IRB) authorization forms, as necessary.</p>
<p><i>Step 8</i></p>	<p>Revise and submit to the Internship Coordinator and preceptor your final Application and Learning Contract and Field Experience Agreement, signed by preceptor, agency, and Internship Coordinator. Also provide to the Internship Coordinator all supporting forms listed in the Appendix. Include copies of any additional required off-campus activities, travel, or human subjects research proposals. <b>Complete Request for 'To-Be-Arranged' Course Form and register in H 510 for entire duration of actual internship.</b></p>