# Public Health

# Undergraduate Internship Survival Guide

**2022-2023**

## **Professional Goals**

**Instructions:** write at least one professional goal that reflects what you are trying to achieve with your internship.

**Examples of a professional goal**:

1. To gain administrative experience in a hospital to then apply for jobs after the internship.
2. To gain experience in the field of gerontology to qualify for jobs after the internship.
3. To gain experience for graduate school, nursing school, medical school, etc.

## **Internship Priorities Chart**

**Instructions:** complete the chart below with factors regarding your internship search. Essentials would be any factors you must have in an internship, it can be location, projects, etc. Negotiables are factors you can be flexible on. Deal breakers are factors that you cannot have in an internship. These are all factors that will vary for each student, make sure to list factors that are representative of you and your professional goals. The more details, the better. For example, if you list commuting as a negotiable, put perhaps the distance, commuting within a 45 mile radius from Corvallis, etc.

| **Essentials****(Examples: location, variety in projects and duties, etc.)** | **Negotiables****(Examples: schedule, type of projects, etc. )** | **Deal breakers****(Examples: Location, amount of hours, etc. )** |
| --- | --- | --- |
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## **Suggested Domestic Internship Timeline/Action Plan**

**At least two terms before you want to do your internship:**

* Volunteer, join clubs, network, job shadow, do informational interviews
* Explore and narrow down your professional interests
* Get to know professors, supervisors, and others who you can get to know and could have as references

**Approximately 1-2 terms before you want to do your internship:**

* Take H407 to learn the internship requirements
* Develop a strong resume and cover letter template
* Identify your internship goals and goals after graduation
* Identify sites that match your goals by viewing internships from the internship listserv, networking, reviewing the internship suggested site lists

**Approximately Weeks 3-7 of the term before you want to do your internship:**

* Apply for internships based on the sites you have identified from above
* Interview with internship sites you have applied to
* Accept an internship offer from the sites you have applied and interviewed with

**Approximately Weeks 8-10 the term before you want to do your internship:**

* Complete their requirements
* Complete Learning Agreement with them, via email, in person, Zoom, or on the phone
* Email the completed Learning Agreement to Karen Elliott, Karen.Elliott@oregonstate.edu by Wednesday of Week 8 to receive an override to register and you will receive an email confirmation
* Follow the email confirmation instructions to register for the internship
* Register for the internship, once you are registered you can start counting hours and then refer to the internship paperwork checklists, internship website and Canvas for the internship requirements.

**Suggested IE3 International Internship**

**Timeline/Action Plan**

### Know the IE3 Application Deadlines:

| **Term** | **IE3 Application Deadline** |
| --- | --- |
| Summer | January 25th |
| Fall | April 15th  |
| Winter | September 1st  |
| Spring | November 15th  |

Meet with an IE3 Advisor to identify the internships you want to apply for and then complete their online application process. See the [Office of International Affairs](https://international.oregonstate.edu/osugo/international-internships/ie3-global-internships) site for more information.

### Once you have been ***accepted*** to an IE3 Internship:

* Complete their Credit Agreement Form
* Send the Credit Agreement Form to Karen Elliott to sign
* IE3 will register you for OINT 488
* Contact your Academic Advisor to have them note in My Degrees that you are doing an IE3 internship and OINT 488 needs to be recognized as fulfilling the internship requirement in My Degrees (it will not recognize it without doing this).

### By ***Wednesday of Week 8***, the term before your IE3 Internship:

* Complete Form A with your IE3 advisor, the best you can, and email it to Karen Elliott, Karen.Elliott@oregonstate.edu by Wednesday of Week 8. When you get to your internship, email a new Learning Agreement with the information, since most of the form will not be completed with the IE3 Advisor.
* Refer to the internship paperwork checklists, internship website and Canvas for the internship requirements.

## **Internship Action Plan/Checklist**

### At least ***two terms before*** you want to do your internship:

* List volunteering, activities you have been involved in:
* List your professional interests:
* Identify those who can be references for you

### Approximately ***1-2 terms before*** you want to do your internship:

* Take H407 to learn the internship requirements
* Develop strong resume and cover letter template
* Identify your internship goals and goals after graduation
* Identify sites that match your goals by viewing internships from the internship listserv, networking, reviewing the internship suggested site lists

### Approximately ***Weeks 3-7 of the term before*** you want to do your internship:

* Apply for internships based on the sites you have identified from above
* Interview with internship sites you have applied to
* Accept an internship offer from the sites you have applied and interviewed with

### Approximately ***Weeks 8-10 the term before*** you want to do your internship:

* Complete their requirements
* Complete Learning with them, via email, in person, or on the phone
* Email the completed Learning Agreement to Karen Elliott, Karen.Elliott@oregonstate.edu by the Wednesday of Week 8 to receive an override to register and you will receive an email confirmation
* Follow the email confirmation instructions to register for the internship
* Register for the internship, once you are registered you can start counting hours and then refer to the internship paperwork checklists, internship website and Canvas for the internship requirements.

## **Internship Action Plan/Timeline**

### Immediate Actions

* Dates:
* Items:

### Within next few weeks

* Dates:
* Items:

### Within next few months:

* Dates:
* Items:

## **Top 10 Tips for the Internship Search**



1. Adopt a Mixed Methods Approach
	* Email
	* Phone
	* In Person
2. Use your OSU Email
	* ***Note***: Hotmail, Yahoo and others may go to a spam folder.
3. Follow up!
	* If you don’t hear back within ***3-5 days business days***, follow up!
4. Respond in a Timely Manner
	* Respond back within 24-48 hours.
5. Research the Organization:
	* Know specific details about the organization
6. Know the Internship Requirements and Communicate them to the site
	* Let the site know about all deadlines and your option specific requirements
7. Know Yourself and Believe in Yourself
	* Be able to speak about career goals, interests, skills, etc.
8. Network:
	* Job shadow
	* Networking events
	* Etc.
9. Clarify
	* If you are not sure about internship details, ask!
10. Convey Potential
	* Willingness to learn

## **How to get an Internship and Stand Out**



| **Do**  | **Don’t**  |
| --- | --- |
| Be proactive about contacting internship sites | Wait until the last minute  |
| Identify sites that match your interests | Contact any site asking for just any internship |
| Do job shadows and informational interviews | Put off taking self-assessments and identifying true interests |
| Take time to communicate professionally, using the email template from the internship website | Send emails saying Learning Agreement is due soon and you need a site |
| Practice thanking sites before and after communication | Demanding to talk to them right away |
| Try multiple ways of contacting them, email, phone, etc | Sending emails and wondering why there is no reply |
| Following up within 3-5 days if there is no response | Waiting for a response with no action |
| Asking a site to have time to think about an offer | Accepting the first offer and then recanting it when there is a better offer |
| Be proactive the with paperwork during the internship and complete the forms with your preceptor far in advance of the deadlines | Send the paperwork to your preceptor on short notice asking them to complete it and send it in |

## **Internship Site Selection Checklist**

Check the following as you complete them!

| Checklist | Item | Description |
| --- | --- | --- |
| [ ]  | AssessYourself | Identify your career goals, populations you like to work with, skills you want to enhance, health issues you are interested in |
| [ ]  | Network! | Go to networking events, including career fairs, and be proactive! Consider doing job shadows and/or informational interviews. Make sure you are on the Internship Listserv. Contact the Internship Coordinator if you are not. |
| [ ]  | Identify a Location | Decide if you want to do an international internship, out-of-state, in-state or in a specific town/city.  |
| [ ]  | Research Sites | Spend time researching sites that match your interests. Do job shadows, informational interviews, and networking far in advance. Look at the suggested site list on the Internship Website.  |
| [ ]  | Internship Manual Policies and Procedures | Review the Internship Manual on the internship website with the Policies and Procedures, including the section on Affiliation Agreements. Please note, we can only create an affiliation agreement with a site if they will provide internships for students in the future.  |
| [ ]  | Application Process | Follow the internship site’s application requirements.If you are unclear about anything on their application, call the contact listed for the process, every organization lists a contact for questions.  |
| [ ]  | If There is No Application Process | Locate the volunteer coordinator or internship coordinator listed on the website; contact them by email or phone. Your initial conversation/email should be similar to a cover letter (see example on the Career Services Website or use the H407 Email Draft assignment). Make sure to include why you are interested in them, ***personalize***your responses as much as possible to their specific organization. |
| [ ]  | Background Check, Drug Test, Etc | Ask if there is a background check, drug test, and/or immunization requirements, and who covers the costs. Some sites make students pay.  |
| [ ]  | Follow-Up | If you have not heard back within 3-5 business days, follow up using the mixed methods approach with a phone call or email. Sites can get busy, so following up is appropriate and important.  |
| [ ]  | Plan In Advance | It is normal to apply to 2-3 internships. ***When choosing a site, make sure you are certain before you commit to one!!!***When you are offered an internship, you can ask them to have time to think about it and get back to them with an answer. ***Do not accept an internship and then later decline it to take another one.***  |
| [ ]  | Work Space | Ask about the workspace at the internship site. Please note: working from home or on your own for an extensive amount of time is not acceptable. |
| [ ]  | Dress Code | Ask about the proper dress code for the internship, and internship-related activities. |
| [ ]  | ProfessionalEthical Conduct | Ask about who to report to first, addressing confidentiality in the workplace, and professional conduct and etiquette (no texting, phones, Facebook, etc.) |
| [ ]  | Work Protocol | Ask about the plan for taking breaks, lunch, parking, checking in and out of site. |
| [ ]  | Identification at Site | Ask whether an ID badge or other type of identification will be provided. You have the option to check out an OSU ID Badge from the Internship Coordinator. |
| [ ]  | Work Environment | Ask specific questions to identify the type of work environment it is (structured, unstructured, teamwork, independent, collaborative, directive leadership, variable, routine, etc). Discuss a timeline to complete the hours. |
| [ ]  | Completing Learning AgreementRegistering for Internship | After accepting an internship, provide the site with Form A, then submit the completed form by emailing them to Internship Coordinator no later than the **Wednesday of Week 8.** You will then receive an override to register for 6 or 12 credits of internship and will then upload your forms to Canvas. |
| [ ]  | Know the Internship Deadlines  | Refer to the Internship Website to keep track of deadlines.  |

*Does the Internship Fit the Requirements?*

## **HMP Requirements**

To identify if the site fits with the HMP, the activities need to include at least 3 of the following:

| Checklist | Activity | Description |
| --- | --- | --- |
|[ ]  Health Administrative Activities | Assist with administrative activities in a health facility |
|[ ]  Health Surveys | Conduct quality improvement surveys and evaluate results |
|[ ]  Strategic Planning | Develop and/or coordinate a strategic action plan for a health organization |
|[ ]  Health Policy | Revise/assist with health related policies or procedures at a health organization |
|[ ]  HMP Document Revision or Development | Revise/develop forms for the health related agency/organization |
|[ ]  Content Specific Activities | Work on topic specific projects: finance, budgeting, Medicare, Medicaid, reimbursement, compliance, quality improvement, Lean |
|[ ]  Professional Development | Professional Development Activities (attending conferences, doing job shadows, observing staff/committee meetings, informational interviews) |
|[ ]  Other | Please contact Internship Coordinator for approval of other activities |

## **HPHB Requirements**

To identify if the site fits with HPHB, the activities need to include at least 3 of the following:

| Checklist | Activity | Description |
| --- | --- | --- |
|[ ]  Program Planning, Implementation or Evaluation | Develop, implement and/or evaluate a health-related programin different settings (schools, shelters, community organizations, etc.)  |
|[ ]  Health Outreach | Develop and/or coordinate a health outreach event or health fairProvide health-related outreach education |
|[ ]  Health Surveys or Needs Assessments | Perform a needs assessment and/or develop a survey |
|[ ]  Health Research/Policy | Research health related information; work on health policy related activities |
|[ ]  Develop Health Education Materials | Develop health education material (brochures, PowerPoint presentations, posters, flyers, etc.) |
|[ ]  Health Communication | Work on a health campaign, with messaging, social media, and health communication |
|[ ]  Professional Development | Professional development activities (attending conferences, doing job shadows, observing staff/committee meetings, informational interviews) |
|[ ]  Other | Please contact Internship Coordinator for approval of other activities |

## **General Option Requirements**

To identify if the site fits with GEN, the activities need to include at least 3 of the following:

| Checklist | Activity | Description |
| --- | --- | --- |
|[ ]  Public Health Data | Collect, Analyze, and/or disseminate public health data. |
|[ ]  Administrative duties | Assist in public health administrative activities.  |
|[ ]  Research Activities | Participate in public health research related activities (literature review, methodology, etc.) |
|[ ]  Healthy Equity Activities  | Participate in health equity outreach, education, awareness, and/or assessment activities |
|[ ]  Policy Activities | Assist in public health policy related activities  |
|[ ]  Program Related Activities | Participate in program planning, implementation and/or evaluation activities |
|[ ]  Professional Development | Professional development activities (attending conferences, doing job shadows, observing staff/committee meetings, informational interviews) |
|[ ]  Other | Please contact Internship Coordinator for approval of other activities |

## What does not count for H 410

* Coaching, athletic training, and/or anything kinesiology related
* Daycare: only taking care of children
* Faculty Research (only focused on research, no community involvement)
* Door to door soliciting
* Activities not listed in the specific option
* Clinical (CNA, taking blood pressure, vitals, working on patients, etc.)

## Start with a goal and work back to the Internship Selection

***How can your internship prepare you to apply for positions?*** Look at some of the following positions, and research the ones you are interested in, then work back to apply for internships that will prepare you for the position(s) of interest.

| Health Management and Policy Related Entry Level Titles/Job Positions | Health Promotion and Health Behavior Entry Level Related Titles/Job Positions |
| --- | --- |
| Claims Analyst, EPIC Analyst, Policy Analyst | Health Promotion Specialist, Health Education Specialist/Assistant, Employee Wellness Assistant, Community Education Specialist, |
| Privacy Specialist, Human Resources Specialist, Quality Control Specialist | Health Educator, Outreach Educator |
| Administrative Assistant, Customer/Patient Representative  | Health/Patient Navigator, Community Health Worker |
| Activity Assistant, Long Term Care | Care Coordinator Specialist, Activity Assistant, Long Term Care |

| Health Management and Policy Related Intermediate/Advanced Level Titles/Job Positions | Health Promotion and Health Behavior Intermediate/Advanced Level Related Titles/Job Positions |
| --- | --- |
| Clinic Manager, Long Term Care Administrator | Communications and Health Promotion Strategist |
| Senior Analyst, Financial Analyst | Community Organizer |
| Human Resources Director | Senior Health Educator |
| Compliance Coordinator/Manager, Operations Manager | Program Coordinator/Director, Employee Wellness Coordinator, Prevention Coordinator |

## **Breathe**



## 10 Stress Reduction Tips



### Limit self-judgment

Talk kindly to yourself, turning off the “negative tape player.” Say things like “I am stressed and this will pass.” Reversing negative ideas and focusing on positive outcomes can help you to reduce tension and achieve goals. Reinforce positivity by writing and reading positive quotes or phrases and surrounding yourself with positive people.

### Get help from others

Tapping into our support networks helps us to feel understood, capable, and nurtured. Sometimes just expressing your feelings helps lower your stress. And if you’ve had a serious illness or have had an emergency to respond to, remember that you can get an extension on a paper or other project. Don’t be afraid to ask. Your professors and advisors are there to support you.

### Express your feelings

If you can’t discuss your feelings with your support network, express them some other way. Write in a journal, write a poem, or compose a letter that is never mailed.

### Work to reduce or manage the impact of major stressors in your life

One way of monitoring your stress level and identifying sources of stress is to keep a daily stress log. Note activities that put a strain on energy and time, trigger anger or anxiety, or precipitate a negative physical response. Also note your reactions to these stressful events. Review the log and identify 2 or 3 stressful events or activities that you can modify or eliminate. For example, if getting started on writing assignments tends to be difficult, you can get support from the Writing Center on campus.

### Do just one thing at a time

(That’s all you really can do anyway!) When working, focus on one thing at a time. Switching from one task to another without fully completing the first task allows for variety, but usually wastes time and decreases productivity. Make a list and prioritize the things you need to get done. Start a new assignment only after you’ve completed an earlier one. When you feel overwhelmed by many things that need to be done at the same time, your stress level will increase. Plan around the things you find stressful to lessen the effects of stress. Managing your time effectively will even out your workload.

### Know and accept your limits

Are you taking a full courseload, working part-time and involved in a lot of activities? Learning to say no is an important part of reducing stress and will help you focus on what’s important.

### Learn and practice relaxation techniques

Relaxation is the body’s antidote for the stress response. Relaxation lowers blood pressure, respiration, and pulse rates. Combining several techniques, for example, deep breathing exercises, meditation, and massage therapy can significantly lower stress levels. Yoga or tai chi can be very effective, combining many of the benefits of breathing, muscle relaxation, and meditation. They also elevate mood and improve concentration and ability to focus.

### Know that good nutrition and exercise are your friends

General health and stress resistance can be enhanced by regular exercise, a diet rich in a variety of whole grains, vegetables, and fruits, and by avoiding excessive alcohol, caffeine, and tobacco.

### Get a good night’s sleep

We need sleep to think clearly, react quickly and create memories. It’s well documented that students who regularly get a good night’s sleep perform significantly better than sleep-deprived students. REM sleep is particularly important for consolidating newly learned information.

### Make it a priority to do something low pressure and enjoyable

Get crafty (art, scrapbooking, writing/journaling), listen to music, get physical (walk, run, dance, do yoga), get outside, or just give yourself a few minutes off from what you are doing to do simply nothing. Don’t be afraid to take a break when you are studying or writing a paper. Schedule it in! A 20-minute power nap can re-energize you for hours and a brisk walk around the block can help to clear your head and put your thoughts in order.

 ***Source:*** University of Hampshire, Office of Health Education and Promotion[. Stress Management](https://www.unh.edu/health/ohep/stress-management/10-stress-reduction-tips). 2018. 10 Stress Reduction Tips.

## **Suggested Skills to Develop During Your Internship**

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The following skills are just a suggested list that can make you stand out when applying for future jobs, please feel free to develop your own ideas!

1. Certifications
	* Ask your preceptor what some common certifications in your field are, and if you qualify to get certified. (Food Handler’s License, First Aid, etc.)
2. Grant writing
	* Either ask your preceptor if you can get experience doing this at your internship, or find ways to pick up this skill that are at no or low cost to you.
3. Computer skills
	* Learn a new program or software, such as mastering Excel.
4. Motivational Interviewing (HPHB only)
	* Try to develop this skill at no or low cost to you.
5. Public speaking
	* Ask to present at meetings or join a public speaking group.
6. Learn about and understand
	* LEAN, EPIC, ICD-10 coding and EMR (for HMP only).
7. Join committees or professional organizations
	* Be active in them!
8. Attend city/county/health department committee meetings:
	* Look them up in your area, they are open to the public, free and are a wonderful way to network with professionals in the field!
9. Second language integration:
	* Use or learn a second language, this could include medical terminology
10. Conflict resolution/problem solving trainings:
	* See if you can find any that are free on this topic!
11. Social media and marketing skills:
	* Using health communication and promotion messaging to reach populations.
12. Learn specific health policies:
	* Learn ones that are relevant to your interests and possibly create policy briefs, to use as work samples during the application or interviewing process.
13. Volunteer:
	* Time commitments can vary and this is a great way to pick up additional experience

## Internship Checklist: One Term, 360 hours, 12 credits

Check the following as you complete them!

* All forms except Learning Agreement need to be uploaded directly to Canvas. (No faxing, hard copies, or mailed copies)
* The deadlines are according to the academic term calendars.
* Please note: Final requirements need to be done by Tuesday of Finals Week to assign a final grade.

| Checklist | Form | Due Date |
| --- | --- | --- |
|[ ]  Learning Agreement | No later than Wednesday of Week 8 before internship term by 11:59pm**Note:** This will allow you to get an override to register for H410 by the start of the internship term. |
|[ ]  Learning Competency Form | Wednesday of Week 2 of the academic term, by 11:59pm |
|[ ]  Midway Progress Report | Wednesday of Week 5 of internship of the academic term, by 11:59pm |
|[ ]  Final Evaluation and Portfolio  | Tuesday of Finals Week by 11:59pm |

## Internship Checklist: Two Term, 6 credits, 180 hours each

Check the following as you complete them!

* All forms except the Learning Agreement need to be uploaded directly to Canvas. (No faxing, hard copies, or mailed copies)
* The deadlines are according to the academic term calendars.
* Please note: Final requirements need to be done by Tuesday of Finals Week to assign a final grade.

| Checklist | Form | Due Date |
| --- | --- | --- |
|[ ]  Learning Agreement (First term only unless changing sites) | No later than Wednesday of Week 8 before internship term by 11:59pmNOTE: This will allow you to get an override to register for before the start of the internship term. |
|[ ]  Learning Competency FormBoth Terms | Wednesday of Week 2 of the academic term, by 11:59pm |
|[ ]  Midway Progress Report Both Terms | Wednesday of Week 5 of internship of the academic term, by 11:59pm |
|[ ]  Final Evaluation and Portfolio Both Terms | Tuesday of Finals Week by 11:59pm. |

## Ways to be Successful during the Entire Internship Process



* Have a LinkedIn account and keep it up to date
* Do more than what is expected in the internship, take initiative and try to learn as much as possible
* Always be professional, early and courteous
* Ask for clarification if you have questions about the next steps
* Network and if you are looking for a job after the internship, let your site know and start your job search early in your internship!

## **Come to Office Hours or Drop-in Hours**

***Remember*:** throughout the whole process, if you have questions, need advice or just want to discuss specific matters:

***Location***: Waldo 444 and Zoom

