

College of Public Health and
Human Sciences

WELCOME TO H510 INTERNSHIP SEMINAR

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Oregon State
University

College of Public Health and Human Sciences
H510 Internship Seminar

AGENDA

- **Roles and Responsibilities**
- **Internship Search Process and Forms**
- **Requirements**
- **Timeline and Deadlines**
- **Q&A**



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MPH Internship Overview

- H510
- Required final, practical experience with qualified preceptor
- Limited duration and *project-based*
- Review and approve with faculty advisor
- Competency-based
- 200 hours, 6 credits, over one ten week term
 - Can be split between no more than two, consecutive terms (3 / 3 cr.)
- Can be done domestically or abroad
- Graded pass/no pass
- On-site, not remote
- Should be done after majority of coursework is completed
- Although discouraged, may be in-situ

Roles and Responsibilities

MPH Internship Coordinator

- Assist in identifying experiences in the U.S. and abroad
- Act as liaison and resource person for intern and preceptor
- Evaluate and submit final grade
- Help resolve problems or terminate internship

Student

- Be Proactive -- Seek out, interview, and secure placement; complete site requirements
- ADHERE TO DEADLINES (Friday/week 10 of term prior)
- Complete all assignments on time and keep me updated (Canvas)
- Register for H510 for the duration of the internship

Faculty Advisor

- Assist in identifying experiences and/or learning objectives
- Sign off on term of placement

What is a preceptor?

- Your site supervisor
- Must be on site with you for the duration
 - If preceptor will be absent for significant time, coordinate co-preceptor
- Must have public health credentials or health related credentials
- Cannot be program faculty member, advisor, or on-campus Extension faculty; you must be placed in the community with a community partner as preceptor

How to find an internship

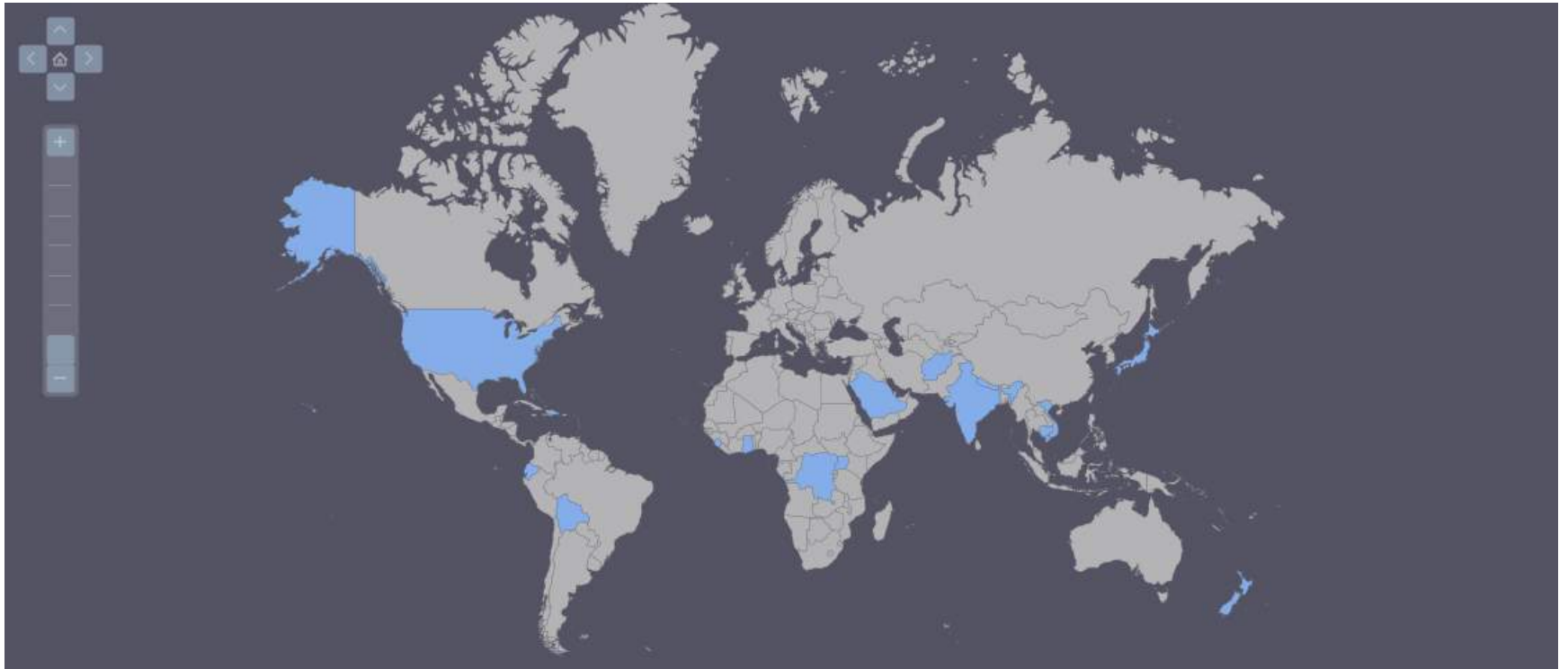
1. Think about your motivation, professional goals
2. Use Career Services, take MBTI or other strengths-based assessment
3. Search (for positions) and Save
4. Get resume and cover letter ready (Career Center)
5. Apply and follow up
6. Get ready to interview
7. Reflect, Improve and Repeat
8. Get it!

Where to look

1. Informational Interviews
 2. Job Shadow
 3. Volunteer
 4. Career Fairs
 5. Network!!
 6. MPH Listserv
 7. IE3 / OSU Go
 8. Faculty / Program advisor
- Take caution with “Internship companies / organizations”

I am not currently approving internships in Massachusetts.

International Internships



International Internships

- Additional considerations
- Where is the internship situated
- U.S. Department of State – travel advisories/warnings
 - <https://travel.state.gov/content/passports/en/alertswarnings.html>
- Travel process through OSU International Programs
 - Grad Safety Plan
 - Log itinerary with OSU
 - Insurance
- If planning an internship to a country or region where travel advisory/warning is in place, do allow for more time ahead of the internship for coordination

International Internships



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Graduate Student Safety Plan: Travel to High-Risk Destinations

In order to comply with OSU's International Travel Policy, graduate students traveling to high-risk destinations are required to complete and submit this form to their college dean **AT LEAST 90 DAYS** prior to the proposed travel.

The OSU International Travel Policy defines high-risk destinations as follows:

"Countries, regions, or cities under current U.S. Department of State Travel Warnings or a Centers for Disease Control and Prevention (CDC) Travel Health Notice of Warning Level 3. Oregon State University may also apply the designation "High-Risk" to locations that pose a specific health, safety or security concern as indicated by sources other than the U.S. Department of State and Centers for Disease Control and Prevention, such as individual U.S. embassies or consulates, the World Health Organization, insurers, or travel providers."

Please follow these steps:

- (1) Review the [U.S. Department of State's website](#) for a list of travel warning countries and the [Centers for Disease Control and Prevention's website](#) for areas identified as "travel warning level 3" to determine if your proposed travel includes a high-risk destination.
- (2) Submit completed petition to your college dean **AT LEAST 90 DAYS** prior to the proposed travel.

Turning Down Internships

- Be professional in your communication
- Be prompt in your response
- Be honest from the beginning
- Put it in writing after verbal
- Connect with them on LinkedIn
- Offer to work for them in the future, or refer them back to me
- Be gracious

Treat your internship offer like a job offer!

Additional Skills Desired

- Advanced Excel, Database, PowerPoint
- Soliciting input from community and organization stakeholders
- Focus group facilitation/coding data
- Delivering health communication messages
- EPIC and Meditech
- Grant writing
- Public speaking
- Social marketing campaigns/social media
- GIS
- Language (Spanish, Hmong, Arabic)
- Evaluation
- Program planning

Miscellaneous

- Communication – with me and with your preceptor
 - If internship unfolds differently
 - Significant change to project
 - Change to learning objectives
- Practice informal / informational interviews with professionals
- Balance – preceptor / student
 - Recognize that internships are a benefit to both sides
 - Make sure preceptor's time is respected
 - Set meetings ahead of time

“...having an intern takes time (capacity) from a preceptor...make sure to balance goals of intern and organization”

Internship Timeline

What	When
Step 1. Think about and research sites	NOW
Step 2. Read MPH Internship Handbook and schedule meeting with MPH Internship Coordinator	NOW
Step 3. Narrow your search and coordinate with Internship Coordinator to contact sites; if international, definitely be aware of deadlines	2 terms prior
Step 4. Fill out all forms in Appendix of H510 Internship Handbook and turn in by Friday of Week 10 of term prior	1 term prior
Step 5. During internship complete all required check-in emails, bi-weekly progress report, final summary/eval and site evaluation, schedule exit interview	During term
Step 6. After internship, send preceptor thank you email, ask for letters of recommendation, connect on LinkedIn and set up Google Alert for company	After

Internship Forms

- Application and Learning Contract
- Faculty Advisor Approval Form
- Preceptor Signature Form
- Internship Coordinator Signature Form
- Request for To-Be-Arranged Course Form
- Midway Progress Report
- Bi-weekly Progress Emails
- Final Student Evaluation and Summary Report
- Final Preceptor Evaluation
- Products developed in field (reports, papers, presentations)
- Summary Time Log-signed

Pre-Internship
Peri-Internship
Post-Internship

How to Write Learning Objectives

(Question #8 on Application & Learning Contract)

1. Focus on skills such as analysis, evaluation, and synthesis
2. Begin with an action verb
3. Measurable
4. Describe intended outcome, not process
5. Not narrative paragraph, bullet point
6. Reference and build upon your Track Competencies

See H510 Internship Webpage or H510 Handbook for more examples

Examples

HPHB Track Competency:

- 1) Design and implement strategies to promote health.
 - Develop a comprehensive evaluation plan for the Tasting Table program in Hood River.

EOHS Track Competency:

- 1) Identify and assess the major environmental and occupational health & safety hazards that impact workers and the general public.
 - Map radon levels against lung cancer rates in the Portland area to identify public risk.

Research-based Internship

- If you are interacting with data that might be used for personal gain (publication, thesis)
 - Develop proposal under supervision of faculty advisor and committee members
 - Gain approval of proposal
 - Submit to OSU IRB for approval as necessary

How to have a successful internship

- Request an orientation to the site, staff, and your work space (including data access)
- Schedule a weekly 30-minute check-in meeting with your preceptor, and PREPARE
- Set goals with preceptor
- Discuss office culture including dress code, time off, lunch breaks, etc.
- Look, and ask for ways to practice leadership and initiative
- Treat every moment with professionalism
- Keep me updated!

Questions?

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