Internship Expectations Checklist

☐ Proposals must be approved by both course instructor and preceptor before internship may begin.

☐ The internship is a course like any other MPH course—work, including the planning of the internship, should be done in collaboration with the course instructor.

☐ Internships must consist of graduate-level work supervised by preceptors with substantial public health experience.
  
  ☐ Graduate-work includes tasks like the following: data collection, statistical analysis, needs assessment, and health education training.
  
  ☐ Work that is not graduate-level includes duties like administrative/clerical, data-entry, publicity, and literature reviews. This is not to say that such duties may not be a small part of an internship. However, these tasks should merely augment the responsibilities listed above, not be a primary focus of your internship.

☐ All statistical analysis should be performed with graduate-level, professional software. Examples include SPSS, SAS, NVivo. Excel is not considered graduate-level software.

☐ Schedule internship evaluations, dates, time and locations should be within 5 business days after start of internship. Work with course teaching assistant to schedule these.

☐ Maintain consistent communication between course instructor and student. If help is needed, call or stop by Ms. Little’s office hours.

☐ Provide midterm evaluation forms to preceptor. Preceptor should either mail evaluation to course instructor or directly email her a scanned and signed copy of evaluation.

☐ Submit original copies of midterm and final evaluations, preceptor acknowledgment forms, and time logs.

☐ During internship, make sure to achieve those competencies and objectives outlined in proposal.

☐ Read and understand syllabus, and abide by all policies listed within.

By signing below, I am agreeing that I fully understand the course expectations and will work toward accomplishing them with fidelity.

_______________________________________                _____________
Name                                                Date

Please submit one copy of this checklist to the course instructor and teaching assistant. Keep one copy for your records.