



Public Health Internship Policies & Procedures Manual

DEPARTMENT OF APPLIED HEALTH

Updated 8/26/18

School of Education, Health and Human Behavior
Department of Applied Health
Public Health Program
Campus Box 1126, Vadalabene Center Lukas Annex
Edwardsville, Illinois 62026-1126
618/650-3252, Fax: 618/650-3719

Table of Contents

Letter to the Intern.....	1
Section 1:	
Background and Introduction.....	2
Welcome.....	3
Criteria.....	5
Section 2:	
Public Health Domains.....	6
Competencies for Tier 1 Front Line/Entry Level.....	7
Section 3:	
Developing an Internship & Obtaining Approval.....	12
Prerequisites.....	13
Policies.....	14
Mandatory Internship Meetings.....	15
Securing an Internship.....	16
Forms.....	19
Registration.....	22
Section 4:	
Starting your Internship.....	23
Beginning Internship Hours.....	24
Daily Logs.....	25
Midpoint Evaluations.....	27
Final Supervisor Evaluation.....	28
Agency Recommendation.....	30
Thank You and Photos.....	31
Section 5:	
Internship Written Report.....	32
Written Report Format.....	33
Grading.....	37
Due Date.....	38
Section 6:	
Internship Coordinator.....	39
Contact Information.....	40
Section 7:	
Internship Forms.....	41
Internship Forms Explanation.....	42
Section 8:	
International Internships.....	43
Section 9:	
Frequently Asked Questions.....	45
Starting an Internship.....	46

Credit and Hours.....	48
Forms.....	50
Daily Logs.....	52
Registration.....	53
Written Reports.....	54
Grading.....	55

Section 10:

Breakdown of Responsibility.....	56
Internship Responsibilities.....	57

Section 11:

Agency Information.....	60
Supervisor Welcome Letter.....	61
Becoming an Internship Site.....	62
Selection of Interns.....	63
Other Information.....	64



Dear Public Health Student,

It is with great pleasure that I welcome you to your public health internship. The purpose of the internship is to apply the public health domains learned in the classroom in a professional setting. During the internship, students will work with a preceptor to apply the public health domains as a pre-professional experience. The internship is assessed through an internship report and internship supervisor rating. The internship allows students the opportunity to apply theories, concepts and models from the classroom into real world public health agencies and organizations. This is your culminating experience, your capstone, your time to demonstrate all that you've learned.

Many students are anxious about the internship process. They report not knowing where to start or where to look for internships. Some students procrastinate finding an internship until the few weeks before the semester begins, thus delaying the approval and registration process. **Tip of the day: Start early!** It's never too early to start thinking about where you want to do your internship. It may be too early to apply, but it is always better to plan it out, set deadlines, and prepare yourself for the internship so you can look forward to your future: graduation, employment, and/or graduate school.

This manual will give you step-by-step guidance throughout the entire internship process. This is your 'textbook'; you should print it out and take it to the internship with you. When questions arise, check the manual first. If you want to secure a top grade in the internship, follow the steps in this manual and be your best professional self.

Please consider this internship your first job in public health, work hard, be impressive, and always go the extra mile. I am excited to be a part of the success you will experience when you fully engage and commit to your internship.

Sincerely,

Michelle L Cathorall

Michelle Cathorall, DrPH, MPH, MCHES
Internship Coordinator/Assistant Professor/ Program Director
Southern Illinois University Edwardsville
Department of Applied Health
Vadalabene Center, Campus Box 1126
Edwardsville, IL 62026
office: Lukas Annex 2604
email: mcathor@siue.edu
phone: 618-650-2876
fax: 618-650-3719



Section 1:

Background & Introduction

Welcome		1.1
Criteria		1.2
Credits/Hours		1.3

Section 1.1

Welcome

Department Internship Vision

Over the course of the public health program, students receive knowledge through in-class instruction by department faculty. In addition to this classroom-based instruction, students may have the opportunity to gain hands-on experiences through an internship, which together, can give them the skills and competencies they will need to work in public health. By participating in an internship, students learn to apply academic learning to real world situations, perform tasks and work related to his/her career interests, receive supervision and training in a mentoring relationship, and explore the possibility of permanent employment in public health or continue their education in graduate school. For many students, the internship experience will be their first exposure to working with public health agencies, with the goal to bridge the gap between what is learned in the classroom (theory) and public health practice (application).

The Public Health Program is committed to helping students have the best internship experience possible. This experience is intended to be a partnership between the student, the public health agency supervisor, the program internship coordinator (Michelle Cathorall), and the faculty and staff in the Public Health Program. The expectation is that students perform in the internship at the highest professional level, take the internship seriously, employ their best communication skills, commit significant time and energy to the internship and the public health profession, respect and be mentored by their supervisor, sacrifice, work hard, stay focused, and be the best representative of themselves, the Program, Department, and the University so the relationship can be maintained and future interns will be welcomed.

Department Internship Purpose

The purpose of the internship is to apply professional the public health domains learned in the classroom in professional settings settings. During the internship, students will “obtain experience, as proctored by an approved internship supervisor, to apply professional competencies in public health as assessed through an internship report and internship supervisor rating”.

The internship is considered a culminating experience required for all Public Health majors.

We do not place you in an internship. The student is responsible for securing his or her own internship. The Internship Coordinator is available to provide resources and guidance during the internship process.

Instead, students have the opportunity to brainstorm internship options based on professional and academic goals, refine their resume and applications, apply and interview for several opportunities, and ultimately accept an internship based on individual educational and professional goals and aspirations. Once committed to that internship, students should fulfill all agreed upon expectations as a matter for integrity and honesty. In addition to the experience, students will pay tuition and receive credit for their internship experience. Prior to beginning the internship, all students must complete certain prerequisite courses; no concurrent enrollment, no exceptions.

Listed below are the main purposes of the public health internship:

- Help students gain an understanding and appreciation for the roles, duties, and responsibilities of full-time professionals in public health;
- Expose students to professional organizations and associations;
- Encourage participation in public health activities on local, state, and national levels;
- Provide students with leadership and professional development opportunities;
- Give students an opportunity to participate in program planning, implementation, and evaluation of programs within various public health-related agencies and organizations;
- Help establish professional contacts and references through networking.

Section 1.2

Criteria

Internship Criteria

All internships approved for academic credit must meet the following criteria:

Completion of all emphasis required prerequisite courses (see p.13) with a C or greater (no concurrent enrollment, no exceptions). Students who receive a D+ grade or lower must re-take the prerequisite course prior to starting the internship. Internships can only begin after the grade of C- or greater has posted. Prior to grade posting, grade verification must take place with the instructor of the course.

Internships must be located at a public health agency whose work reflects best practices and theory-driven research in public health. The majority of the work must be public health-based and directly related to the 10 Essential Public Health Services and the emphasis specific public health domains, as described on pages 6-11.

Students must complete a set of projects or tasks that expose students to the breadth and depth of theory-driven research and best practices in public health. These projects should culminate into at a variety of tangible products that provide evidence of their work, which will be included in the final written report.

The tangible product(s) should be representative of the major internship responsibilities and reflect the highest quality work as well as quantify hours in the internship. Examples of tangible product(s) might include a research report, survey and results, program plan, database, newsletters, focus group moderator guide, developed and tested curriculum, evaluations, and so forth.

Major responsibilities and tasks should include:

- At least one of the public health domains;
- Detailed sample daily log (see p.26) and include the public health domains used (see p. 6 -11) and application to curriculum;
- A final written report (hard copy required) for evaluation by the Internship Coordinator by the due date.
- Final Written Reports will result in a letter grade based on the evaluation of both the Agency Supervisor and the Internship Coordinator.
- Included in the final report are tangible products, daily logs, a copy of the thank you letter, and internship overview (see Section 5, pages 32-36 for details)



Section 2:

Public Health Domains

Public Health Domains | 2.1

Section 2.1

Public Health Domains

Internship work should demonstrate public health-related responsibilities, research, service, and/or outcomes that directly or indirectly connect the student to individuals and communities based on their health needs, social determinants of health status, and/or health disparities.

A Public Health internship is not shadowing a practitioner or physician. The internship should have a strong mentoring component, expose students to underserved and diverse populations, and allow students an opportunity to participate in meaningful research and service. Students will connect their work with the Public Health domains. Internship work must be at a public health agency. A concrete deliverable through a final written report to your Internship Supervisor and to the Department Internship Coordinator will be expected at the completion of your internship.

Competencies for Tier 1 Front Line Staff/Entry Level

Tier 1 competencies apply to public health professionals who carry out the day-to-day tasks of public health organizations and are not in management positions. Responsibilities of these professionals may include data collection and analysis, fieldwork, program planning, outreach, communications, customer service, and program support.

1. Analytical/Assessment Skills

- 1A1. Describes factors affecting the health of a community (e.g., equity, income, education, environment)
- 1A2. Identifies quantitative and qualitative data and information (e.g., vital statistics, electronic health records, transportation patterns, unemployment rates, community input, health equity impact assessments) that can be used for assessing the health of a community
- 1A3. Applies ethical principles in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- 1A4. Uses information technology in accessing, collecting, analyzing, using, maintaining, and disseminating data and information
- 1A5. Selects valid and reliable data
- 1A6. Selects comparable data (e.g., data being age-adjusted to the same year, data variables across datasets having similar definitions)
- 1A7. Identifies gaps in data
- 1A8. Collects valid and reliable quantitative and qualitative data
- 1A9. Describes public health applications of quantitative and qualitative data
- 1A10. Uses quantitative and qualitative data
- 1A11. Describes assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs)
- 1A13. Explains how community health assessments use information about health status, factors influencing health, and assets and resources
- 1A14. Describes how evidence (e.g., data, findings reported in peer-reviewed

literature) is used in decision making

2. Policy Development/Program Planning Skills

- 2A1. Contributes to state/Tribal/community health improvement planning (e.g., providing data to supplement community health assessments, communicating observations from work in the field)
- 2A2. Contributes to development of program goals and objectives
- 2A3. Describes organizational strategic plan (e.g., includes measurable objectives and targets; relationship to community health improvement plan, workforce development plan, quality improvement plan, and other plans)
- 2A4. Contributes to implementation of organizational strategic plan
- 2A5. Identifies current trends (e.g., health, fiscal, social, political, environmental) affecting the health of a community
- 2A6. Gathers information that can inform options for policies, programs, and services (e.g., secondhand smoking policies, data use policies, HR policies, immunization programs, food safety programs)
- 2A7. Describes implications of policies, programs, and services
- 2A8. Implements policies, programs, and services
- 2A9. Explains the importance of evaluations for improving policies, programs, and services
- 2A10. Gathers information for evaluating policies, programs, and services (e.g., outputs, outcomes, processes, procedures, return on investment)
- 2A11. Applies strategies for continuous quality improvement
- 2A12. Describes how public health informatics is used in developing, implementing, evaluating, and improving policies, programs, and services (e.g., integrated data systems, electronic reporting, knowledge management systems, geographic information systems)

3. Communication Skills

- 3A1. Identifies the literacy of populations served (e.g., ability to obtain, interpret, and use health and other information; social media literacy)
- 3A2. Communicates in writing and orally with linguistic and cultural proficiency (e.g., using age-appropriate materials, incorporating images)
- 3A3. Solicits input from individuals and organizations (e.g., chambers of commerce, religious organizations, schools, social service organizations, hospitals, government, community-based organizations, various populations served) for improving the health of a community
- 3A4. Suggests approaches for disseminating public health data and information (e.g., social media, newspapers, newsletters, journals, town hall meetings, libraries, neighborhood gatherings)
- 3A5. Conveys data and information to professionals and the public using a variety of approaches (e.g., reports, presentations, email, letters)
- 3A6. Communicates information to influence behavior and improve health (e.g., uses social marketing methods, considers behavioral theories such as the Health Belief Model or Stages of Change Model)
- 3A7. Facilitates communication among individuals, groups, and organizations
- 3A8. Describes the roles of governmental public health, health care, and other partners in improving the health of a community

4. Cultural Competency Skills

- 4A1. Describes the concept of diversity as it applies to individuals and populations (e.g., language, culture, values, socioeconomic status, geography, education, race, gender, age, ethnicity, sexual orientation, profession, religious affiliation, mental and physical abilities, historical experiences)
- 4A2. Describes the diversity of individuals and populations in a community
- 4A3. Describes the ways diversity may influence policies, programs, services, and the health of a community
- 4A4. Recognizes the contribution of diverse perspectives in developing, implementing, and evaluating policies, programs, and services that affect the health of a community
- 4A5. Addresses the diversity of individuals and populations when implementing policies, programs, and services that affect the health of a community
- 4A6. Describes the effects of policies, programs, and services on different populations in a community
- 4A7. Describes the value of a diverse public health workforce

5. Community Dimensions of Practice Skills

- 5A1. Describes the programs and services provided by governmental and non-governmental organizations to improve the health of a community
- 5A2. Recognizes relationships that are affecting health in a community (e.g., relationships among health departments, hospitals, community health centers, primary care providers, schools, community-based organizations, and other types of organizations)
- 5A3. Suggests relationships that may be needed to improve health in a community
- 5A4. Supports relationships that improve health in a community
- 5A5. Collaborates with community partners to improve health in a community (e.g., participates in committees, shares data and information, connects people to resources)
- 5A6. Engages community members (e.g., focus groups, talking circles, formal meetings, key informant interviews) to improve health in a community
- 5A7. Provides input for developing, implementing, evaluating, and improving policies, programs, and services
- 5A8. Uses assets and resources (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs) to improve health in a community
- 5A9. Informs the public about policies, programs, and resources that improve health in a community
- 5A10. Describes the importance of community-based participatory research

6. Public Health Sciences Skills

- 6A1. Describes the scientific foundation of the field of public health
- 6A2. Identifies prominent events in the history of public health (e.g., smallpox eradication, development of vaccinations, infectious disease control, safe drinking water, emphasis on hygiene and hand washing, access to health care for people with disabilities)
- 6A3. Describes how public health sciences (e.g., biostatistics, epidemiology, environmental health sciences, health services administration, social and behavioral sciences, and public health informatics) are used in the delivery of

the 10 Essential Public Health Services

- 6A4. Retrieves evidence (e.g., research findings, case reports, community surveys) from print and electronic sources (e.g., PubMed, Journal of Public Health Management and Practice, Morbidity and Mortality Weekly Report, The World Health Report) to support decision making
- 6A5. Recognizes limitations of evidence (e.g., validity, reliability, sample size, bias, generalizability)
- 6A6. Describes evidence used in developing, implementing, evaluating, and improving policies, programs, and services
- 6A7. Describes the laws, regulations, policies, and procedures for the ethical conduct of research (e.g., patient confidentiality, protection of human subjects, Americans with Disabilities Act)
- 6A8. Contributes to the public health evidence base (e.g., participating in Public Health Practice-Based Research Networks, community-based participatory research, and academic health departments; authoring articles; making data available to researchers)
- 6A9. Suggests partnerships that may increase use of evidence in public health practice (e.g., between practice and academic organizations, with health sciences libraries)

7. Financial Planning and Management Skills

- 7A1. Describes the structures, functions, and authorizations of governmental public health programs and organizations
- 7A2. Describes government agencies with authority to impact the health of a community
- 7A3. Adheres to organizational policies and procedures
- 7A4. Describes public health funding mechanisms (e.g., categorical grants, fees, third-party reimbursement, tobacco taxes)
- 7A5. Contributes to development of program budgets
- 7A6. Provides information for proposals for funding (e.g., foundations, government agencies, corporations)
- 7A7. Provides information for development of contracts and other agreements for programs and services
- 7A8. Describes financial analysis methods used in making decisions about policies, programs, and services (e.g., cost-effectiveness, cost-benefit, cost-utility analysis, return on investment)
- 7A9. Operates programs within budget
- 7A10. Describes how teams help achieve program and organizational goals (e.g., the value of different disciplines, sectors, skills, experiences, and perspectives; scope of work and timeline)
- 7A11. Motivates colleagues for the purpose of achieving program and organizational goals (e.g., participating in teams, encouraging sharing of ideas, respecting different points of view)
- 7A12. Uses evaluation results to improve program and organizational performance
- 7A13. Describes program performance standards and measures
- 7A14. Uses performance management systems for program and organizational improvement (e.g., achieving performance objectives and targets, increasing efficiency, refining processes, meeting Healthy People objectives, sustaining accreditation)

8. Leadership and Systems Thinking Skills

- 8A1. Incorporates ethical standards of practice (e.g., Public Health Code of Ethics) into all interactions with individuals, organizations, and communities
- 8A2. Describes public health as part of a larger inter-related system of organizations that influence the health of populations at local, national, and global levels
- 8A3. Describes the ways public health, health care, and other organizations can work together or individually to impact the health of a community
- 8A4. Contributes to development of a vision for a healthy community (e.g., emphasis on prevention, health equity for all, excellence and innovation)
- 8A5. Identifies internal and external facilitators and barriers that may affect the delivery of the 10 Essential Public Health Services (e.g., using root cause analysis and other quality improvement methods and tools, problem solving)
- 8A6. Describes needs for professional development (e.g., training, mentoring, peer advising, coaching)
- 8A7. Participates in professional development opportunities
- 8A8. Describes the impact of changes (e.g., social, political, economic, scientific) on organizational practices
- 8A9. Describes ways to improve individual and program performance



Section 3:

Developing an Internship & Obtaining Approval

Prerequisites		3.1
Policies		3.2
Mandatory Internship Meeting		3.3
Securing an Internship		3.4
Forms		3.5
Registration		3.6

Section 3.1

Prerequisites

Students must have completed all prerequisites before enrolling in the internship course. Students must be of senior standing. Completion of all prerequisite courses with a C or greater is required. Students must successfully complete PBHE 490 and PBHE 491. There is no concurrent enrollment. This means students cannot be enrolled in the PBHE 490 or 491 and doing their internship at the same time: no exceptions. Students often ask why. The Public Health program expects students to have mastered the course material with a minimum level of proficiency. A certain grade helps assure the agency that the student has a mastery of the subject. In addition, sending a student into an internship before they have taken core classes is a disservice to the agency and the student. The supervisor would expect students to complete certain tasks that they would only be able to do having taken those courses. This will serve the students, agency, and program well when the student is academically prepared to complete an internship for credit.

During the semester PRIOR TO your intended start date, verify internship eligibility with your Public Health Academic Advisor. The student will meet with their academic advisor and complete Form A Academic Approval Form. If this form is not complete you will NOT be able to register for the internship.

To be eligible, students must:

- Be of senior standing
- Receive program approval of the internship
- Successful completion of PBHE 490* & PBHE 491*
- Successful completion or concurrent enrollment in PBHE 498
- Minimum GPA of 2.5

*If a student receives below a C, the student is required to retake the course before they can begin their internship. No exceptions.

Section 3.2

Policies

General Policies

THE AGENCY MUST SIGN THE SIUE SCHOOL OF EDUCATION, HEALTH AND HUMAN BEHAVIOR FIELD PRACTICUM AGREEMENT BEFORE THE STUDENT CAN BEGIN AN INTERNSHIP.

The Public Health Internship will require a minimum of 250 hours of work within a 16-week semester or 10 week summer session. The total number of hours may be up to 300, as negotiated with the Agency Supervisor.

The internship of any student may be terminated at any time as outlined in the Field Practicum Agreement. The Internship Coordinator shall determine any decisions pertaining to completing the requirements for a terminated internship.

The student shall be aware of, and shall adhere to, the policies and procedures as outlined in the internship manual and of the Agency.

Specific Policies

All internships must be completed in Public Health, regardless of the professional career you are choosing to enter in to. An example of this would be for a Public Health student to attempt to do an internship in a hospital setting with a nurse because they want to go in to nursing after graduation. This would not be allowed.

Students may not complete an internship at a site where they currently are, or have previously been, employed. Additionally, students may not do an internship with agencies where friends or family are employed.

All paperwork, including forms, approvals, and signatures must be completed by the last day of the semester prior to the internship semester. A student may not start their internship until all paperwork is completed with signatures.

Students are responsible for paying for any background checks and/or fingerprinting required by an Internship Agency. These costs are not covered by the University of the program.

Section 3.3

Mandatory Internship Meeting

Attendance at a one-hour group mandatory internship meeting is required for all students planning to do their internship. Mandatory internship meetings are held at the beginning of the Fall and Spring Semester in coordination with either PBHE 490 or 491. Students must attend a meeting within a year of beginning the internship. The meeting date, time, and location will be sent to all public health students via email and be posted on our social media outlets. All PBHE majors are invited to the meetings. Students are responsible to watch for those announcements and find a time to attend.

Meetings will cover 4 areas:

- 1) Tips to finding an internship,
- 2) How to apply to an internship,
- 3) Steps to completing an internship,
- 4) Internship forms explanation.

Unfortunately, the Internship Coordinator is unable to accommodate individual student meetings; therefore, students must attend one of these group meetings to gain this critical information.

Attendance at a meeting more than a year in advance to gather information is supported, but attendance will not count unless it is within one year of starting the internship. Students must attend the meeting when enrolled in PBHE 490 or 491 to receive credit.

Section 3.4

Securing a Public Health Internship

Start Early

Students should start looking for a public health internship EARLY, ideally 4 to 6 months before they plan to intern. The internship approval and registration process can take up to 3 months; students should not procrastinate securing an internship the weeks before the semester of their internship. Last minute internship applications may not be approved due to timing; internship applications submitted early can always be approved. Some internship sites have lengthy application processes that require additional time, paperwork, approvals, and deadlines several months in advance.

The student is responsible for all deadlines and should plan accordingly.

Internship Location Resources

We do not offer an internship placement service; students must identify, locate, and secure their own public health internship. When students spend their time, effort, and energy securing their internship, they are much more likely to be personally and professionally invested and experience higher levels of success in the internship. It is the responsibility of the Internship Coordinator to provide internship location resources to students, but it is the responsibility of the student to search, identify, secure and obtain approval for the internship.

Developing your Internship

Follow these steps to be the most successful in securing your internship.

Decide what you want to learn or do during the internship. Also, decide what areas you are most interested in working as far as content/topic, target population, or agency. Based on where you will be living, you may choose a public health internship in the area you reside. Start looking EARLY, preferably 4-6 months before starting your internship. Certain internships require more than 4-6 months preparation time.

Brainstorm a list of agencies where you would like to do an internship. Start a Google spreadsheet and record the information there. Talk with faculty. Spend time each week entering potential internship locations and update your spreadsheet as you apply. If you are not sure whether or not the agency would be an appropriate place to do an internship, send the Internship Coordinator an email with the agency name, website, and tasks you would be completing.

Refine your resume. Update as needed to reflect your college education vs. high school experience. Take your resume to the University Career Services for review with advisors specializing in resumes. Today's resume is modern, simple, and quantifies experience. Time to get it ready for your future!

Find a writing sample, a paper you wrote around 2 pages long that you can include with your application. It can be an opinion editorial, disease research brief, reflection paper, etc. Think of it as an opportunity to show the internship agency what you are capable of. Make sure it is well edited and refined.

Draft an email. Call the secretary/receptionist at the agency to find out who to address your email to. Ask who is in charge of the interns and request their email. Your email should be professional, well composed, and humble.

*TIP: The biggest mistake students make when contacting an agency is sounding entitled and demanding. "I'm a student at SIUE who needs an internship. Let me know." Prepare your email to include the following:

- a) Name & class (junior, senior, etc.) at SIUE
- b) Area of study (public health & emphasis)
- c) Requirements of the internship emphasis on public health domains, credits/hours, tangible products, etc.)
- d) List things you like about the agency
- e) List the skills/competencies you possess that will contribute to the agency
- f) Reasons why you want to intern with this agency
- g) Include a resume and sample(s) of your writing
- h) A day and time you will follow up with the agency

*TIP: Students often say "Thank you for taking the time to read this email. I look forward to hearing from you soon." That requires the agency supervisor to push reply, think about the internship position, draft an email, etc. That is work for them. Take the work out by instead saying "Thank you for taking the time to review my email, resume, and writing sample. I will follow up with you on Monday at 10 a.m. by calling your number. If you aren't available, I will leave a message and call back."

You just made it easy for them; they just need to answer the phone when you call. Don't be pushy or demanding: be humble and flexible. Be sure to follow-up with a phone call when you said you would to set up an appointment to meet with him/her in person to discuss potential internships.

Apply for multiple internships at the same time in hopes you hear back from 1-2 quickly. Applying to only one internship then waiting to hear back from them will significantly delay the process and may result in getting a late start. While actively looking, students should apply to as many as five (5) per week until they accept one.

Set up an interview. Show up early, dress professionally, and come prepared to talk about the agency. During the interview, attentively listen to the supervisor as to the tasks they expect you to perform in the internship. Ask questions. Take notes. Listen intently. Then, articulate what you want to learn in your internship, what your skills are, and how you can contribute to their agency. Also, be prepared to discuss possible internship responsibilities (Form B) and tangible products to be produced. You may also want to bring a portfolio with examples of the work you have done. For example, a copy of your program plan from PBHE 490 would show some of your best work.

Interviews should be conducted in person if the Agency is within a 50-mile radius from the SIUE or via telephone if farther than 50 miles. It is recommended that you interview with at least 3 possible agencies.

Follow up after the interview with a thank you email, letter, or hand written note within one (1) day of interviewing. This will leave a lasting impression on the supervisor and show your gratitude.

Accept the internship offer. Once you have accepted, stop applying to other internships and stop looking for other internships. Once the agency extends an offer and you accept, they let the other applicants know the position has been filled. If you change your mind or decide you want to apply to other internships, they can't just call the next best candidate. They have already invested time, effort, energy, and resources in to you. You have committed to that internship, it is a matter of integrity, be true to your word.

Section 3.5

Forms

Once you have accepted a public health internship, it is time to fill out the forms for approval. All forms can be found on the Public Health Internship Blackboard site. There are three (3) forms that must be approved **BEFORE** your internship hours begin, Forms A – C.

Form A: Public Health Internship Academic Approval Form

This form must be completed with the student's academic advisor the semester before registering for PBHE 499 Public Health Internship. The student must meet with their academic advisor during the semester prior to registering for the internship. This form ensures that the student have met all the prerequisites and is cleared to register for the internship. If this form is not submitted to the Internship Coordinator, the student will not be allowed to start the internship.

Form B: Public Health Internship Information and Acceptance Form

This is the next form the student will fill out to begin the internship approval process. Typically, this form will be completed once you have accepted the internship. However, you can also submit this form prior to acceptance if you are questioning whether it will be approved or not. This form is simple and should only take a few minutes. The Internship Coordinator will try to have the form approved within 72 hours after submission.

Students will include their full name, student 800 number, email address, phone number, and the semester for the internship. They will also include information about the internship agency by typing in the name of the agency, providing the agency website, city and state. Lastly, students will input the supervisor's full name, degree (must be public health or a closely related degree), phone number, and email address. **TIP: The email address MUST be entered correctly.** Failure to enter the email address correctly could result in delayed approvals and evaluations. It is the student's responsibility to input the email address accurately.

The last section of Form B gives the students an opportunity to provide a brief summary of the proposed internship as it relates to public health, in no more than 200 words. This narrative allows students the opportunity to describe the internship they will be participating, as they understand it, and its relationship to their public health curriculum. This narrative should include the overview and basic tasks to be accomplished in the internship. Please provide enough information for the Internship Coordinator to make a decision to approve or deny this form.

Form B should be completed and submitted to the Internship Coordinator no later than two months prior to starting the internship.

****Exception to the two-month rule:*** If we do not have a current Field Practicum Agreement with the facility, you must complete Form D Public Health Internship Facility Request Form and submit it to the Internship Coordinator at least ***three months prior*** to the internship. ****NOTE:** New facility agreements will NOT BE INITIATED if the request has not been received within this timeline. This will allow the time needed for the contract to be fully completed by all parties.

This pre-approval process will ensure that you do not complete all the necessary forms and then discover that the agency may not be the most appropriate location for an internship.

*Please note, approval of this form does not mean the overall internship is approved. The final approval comes when the Internship Coordinator and Agency Supervisor approve the Internship Responsibilities and Projects (Form C).

Form C: Internship Responsibilities and Projects

Each intern will develop 5 major internship responsibilities and/or projects with their Agency Supervisor. An initial appointment to discuss the guidelines of the internship experience should be scheduled with the on-site Agency Supervisor to set specific internship goals and objectives and to discuss projects and tasks to be completed in the internship. Set up an appointment or make arrangements for a phone call with your agency supervisor to make a list of the internship responsibilities. Please be as specific as possible. The student will need to take meticulous notes as to their projects/tasks, as these will need to be entered into Form C for approval. These internship responsibilities should include a general description of the 5 major tasks to be completed during the internship.

These projects/tasks should be related to the Public Health Domains. Your work associated with these responsibilities should result in multiple tangible products. Page 5 of this manual gives specific examples of what tangible products could include. Think of it like this: in order to justify the number of hours in their internship, you must provide evidence of your work in hard copy form. For example, developing 5 fact sheets for the agency would not take 200 hours of a Public Health internship. Students must include enough tangible products to be commensurate with the number of hours in the internship. Be creative.

After developing the 5 major internship responsibilities/projects, the student will complete Form C, print it for the Internship Coordinator and Agency Supervisor to approve and sign. This becomes a 3-way contract between the Student, the Internship Coordinator, the Agency Supervisor. All 3 are working with the understanding these are the projects that will get done. If they change, it is the responsibility of the student to provide an explanation in the final report. Failure to discuss discrepancies between Form C and work completed may result in point loss on the final report. It is okay if not all the projects are completed as long as it is explained. If a new project is started, it also needs to be discussed in the final report.

Once approved by the Internship Coordinator, an email will be sent to your Agency Supervisor for electronic approval. Make sure their email is correct on Form B.

The internship is not approved until both the Internship Coordinator and Agency Supervisor approves the internship responsibilities and projects form (Form C).

Form D: Internship Facility Request Form

Form D, or the Internship Facility Request Form, is a Program form that needs to be completed if the Agency you are interning with is not an already approved internship site. Form D (Internship Facility Request Form) is only necessary if we do not have a current SIUE Field Practicum Agreement with the agency. If we have a current agreement on file with the agency, you will NOT need to have another one signed. This form is to be completed by the student and submitted to the Internship Coordinator for approval. The Internship Coordinator will contact the agency with the SIUE Field Practicum Agreement that must be signed prior to the student starting any hours with the agency.

Section 3.6

Registration

Once you have completed Forms A-D, you can now register for the course. You will want to register for your internship as early as possible, but well before the add/drop deadline (typically the 2nd week of school).

You will register for 6 credits of PBHE 499.

All domestic public health students must register for PBHE 499, section 1. Public Health students doing a SIUE Public Health Program International Internship will be assigned their own section of PBHE 499-TS. See page 44 for more information on International Public Health Program Internships in Uganda. All other International Internship students will register for PBHE 499, section 1.

PLEASE NOTE: You must complete all your hours at the same agency.



Section 4:

Starting your Internship

Begin the Internship		4.1
Daily Logs		4.2
Midpoint Evaluations		4.3
Final Evaluation		4.4
Agency Recommendation		4.5
Thank You and Photos		4.6

Section 4.1

Begin the Internship

The public health internship can officially begin when all the forms have been submitted and approved, the student is registered for 6 credits in correct section of the internship course, tuition is paid, and the semester has started. Students wishing to start their internship hours before the first day of the semester must have all forms approved, be registered for the course, and have prior approval from the Internship Coordinator to count hours prior to the start of the semester.

Any hours spent meeting with the Agency Supervisor, participating in trainings or meetings, or performing tasks before the semester begins CANNOT count unless all forms are approved, the student is registered, and the Internship Coordinator has approved it. The University cannot and will not grant retroactive credit for the internship courses in any situation. This includes granting internship credit for past experiences or any experience that has already been completed or started without appropriate registration and approval. If any petitions are submitted that involve retroactive credit in any form, they will not be approved.

Section 4.2

Daily Logs (Form E)

The purpose of the daily log is to allow students the opportunity to write and reflect about each day they work in their internship. Entries should focus on the completed tasks for the day and how the day's accomplishments connect what was learned in the classroom to hands-on learning experiences in the internship (Daily Report & Application). In addition, students will identify which of the Public Health Domains used that day and to what capacity (Domains Used).

Every day the student works at the internship, they are required to complete a daily log entry in Form E. Students do not need to enter anything on the days they are not at the internship. Students should plan to spend the last 15-20 minutes of each day writing the daily log entry.

This must be done in Form E; daily logs should be kept as a Microsoft Word document to be printed and signed each week. A template Daily Log template and sample file can be found on the Internship Bb Site under Forms.

Each day, students will fill out three sections per entry: (1) Daily Report, (2) Application, and (3) Public Health Domains Used.

The **Daily Report** section is a time to reflect on what you did that day and how the accomplished tasks relate to the bigger picture of public health. This section should:

1. explain the tasks accomplished that day
2. skills developed
3. lessons learned

The **Application** section is a time to reflect on how what the student accomplished that day relates to what was learned in the classroom for any of the courses in the program.

The **Domains Used** section should list at least (1) one Public Health Domain AND a brief explanation of how it was used. The Public Health Domain can be cut & pasted into the section but the explanation regarding how they were used must be original thought.

At the end of each week, the student will print the log and have it signed by your Internship Supervisor. The signed logs will be included in the appendix of your final report.

Sample Daily Log

Daily Log Sample

Name: Cyndi Stewart

Week # 1				
Date	Hours	Daily Report	Application of Classroom Learning to Professional Setting	Public Health Domains Used
Monday 8/20/18	9-11	<p>Attended an orientation meeting. Met with the director and stakeholders to discuss what I will be doing as part of the project. Discussed the organizational policies that I must follow working with the agency.</p>	<p>Much of the orientation was related to professionalism and how to conduct myself while working with the agency. Professionalism was discussed mainly in 305, but was also discussed generally as part of the program.</p>	<p><i>7A3. Adheres to organizational policies and procedures</i></p> <p>During the meeting we discussed the procedures to protect client information during and after data collection. As part of the discussion the director gave me a scenario and asked me to explain whether the scenario followed the procedures and what I would change so that it would.</p>
	11-12 1-3	<p>The rest of the day I familiarized myself with the services the organization provides and the services available through the local health department.</p> <p>I also contacted several local agencies and organizations to see what programs they are offering to community members and whether they might be interested in partnering with the XXX program.</p> <p>This task really helped me develop my verbal communication skills because I had to call people that I did not know and ask them questions about their programs and services and explain what</p>	<p>I was able to apply several skills from 305 and 355 to searching for organizations. Both these classes discussed the types or organizations that contribute to public health. I also applied work from 213 and finding assets and resources that already exist in communities that may be available to support programs.</p>	<p><i>5A1. Describes the programs and services provided by governmental and non- governmental organizations to improve the health of a community</i></p> <p>After reviewing the organization website I summarized the relevant information so that my supervisor could easily scan it.</p> <p><i>1A11. Describes assets and resources that can be used for improving the health of a community (e.g., Boys & Girls Clubs, public libraries, hospitals, faith-based organizations, academic institutions, federal grants, fellowship programs)</i></p>

		<p>the XXX program is. It also helped with my written communication skills because I had to send professional follow emails to some of the people I spoke with.</p> <p>One of the lessons learned from my first day is that there are a lot of programs available and it would be really easy to duplicate services. I also learned that getting a hold of people to talk to is a challenge.</p>		<p>I created a list of all the agencies and organizations in the surrounding counties that are serving similar populations and offer services related to our program area. And described the resources they may have to offer.</p>
Tuesday				
Wednesday				
Thursday				
Friday				
Total Hours			Supervisor Signature:	

Section 4.3

Midpoint Evaluations

Form F Mid-Point Self Evaluation

When the student has completed half of their internship hours (~125 hours), it is time to complete and submit Form F, Midpoint Evaluation, found on the Public Health Internship Blackboard Site. Form F requests the student briefly explain to what extent each of their responsibilities/tasks are being completed. If the responsibility has not been worked on yet, simply state that in the narrative section. If the responsibilities have changed, this is the time to inform the Internship Coordinator regarding the change in the narrative section. Completing Form F also provides the student with an opportunity to self-evaluate and determine what still must be done to complete the responsibilities and hours.

1. Complete Form F.
2. Email completed Form F to the Internship Coordinator.
3. Email Form F2 to Agency Supervisor for him/her to complete.

Please take the feedback seriously and make adjustments as needed.

Form F2 Mid-Point Evaluation of Student

Once the student submits Form F (see above) to the Internship Coordinator & Agency Supervisor, the student will email Form F2 to their Agency Supervisor (to the email provided in Form B). Completion of this evaluation by the Agency Supervisor is optional and is not worth any points; however, it does provide the intern with valuable feedback.

The purpose of Form F2 is for the student to receive feedback from their Agency Supervisor at the mid-point of the internship, thus allowing the student to make adjustments as needed. The Agency Supervisor will complete form F2. Students should review the form, take the feedback seriously, and make changes as needed to ensure positive feedback on the final evaluation.

After both Forms F & F2 have been completed:

1. Meet with the Agency Supervisor to review Form F.
2. Then you must schedule a mid-point meeting with the Internship Coordinator to discuss your progress and any concerns you may be having.

Section 4.4

Final Evaluations

Form G Final Intern Evaluation

A minimum of two (2) weeks before the student is due to complete the internship hours, FORM G Public Health Final Intern Evaluation must be sent to the Agency Supervisor. It is the responsibility of the intern to request the evaluation to be sent to the Agency Supervisor by emailing the Internship Coordinator. This will prompt the Internship Coordinator to email a link to the supervisor, requesting them to complete the final evaluation for the student intern.

The only person who can complete Form G, final evaluation is the same person who approved Form B. **If the internship supervisor has changed, please notify the Internship Coordinator IMMEDIATELY** so it can be changed/updated BEFORE the end of the semester. Failure to do so may result in delayed grade submission and delayed graduation.

It is the responsibility of the student to give their supervisor enough time to complete the evaluation before the report due date. Very often it leads to delayed grade submission and delayed graduation because the supervisor has gone on vacation, maternity leave, or left their position at the same time Form G is due; plan ahead. **A letter grade cannot be assigned without the supervisor evaluation submission.**

The evaluation and comments from the Agency Supervisor are confidential and will not be viewable to the student intern in order to ensure honest, accurate reporting from the supervisor. The supervisor's evaluation of the student is worth 40% of the final internship grade.

Form H Public Health Internship Experience Evaluation

This form is completed by the Intern approximately 2 weeks prior to the end of the Internship. This is an evaluation of the internship experience, including processes, the manual, Blackboard site, information, and the Internship Coordinator. The student completes this form online. The Program Director review the evaluation with the Internship Coordinator and Public Health faculty for ongoing quality improvement. This form can be found on the Blackboard Internship site

Form I Public Health Supervisor Evaluation of Internship Experience

This form is completed by the Agency Supervisor approximately two (2) weeks before the student is due to complete the internship hours. This is an evaluation of the Agency Supervisor's experience as a preceptor, including processes, information, and interactions

with the Internship Coordinator.

The student must contact the Program Director to send Form I to your supervisor 2 weeks before the end of your internship.

The evaluation will be sent to the Agency Supervisor from the Program Director approximately 2 weeks prior to the end of the Internship. The evaluation is anonymous. The Program Director will meet with the Internship Coordinator annually to discuss aggregate results of the evaluations from all agencies.

Section 4.5

Agency Recommendation/Evaluation

Form J Agency Recommendation/Evaluation

The student intern will be required to complete the agency recommendation/evaluation form (Form J) online before the end of the semester. The purpose of this form is to provide meaningful feedback about the internship and the internship site that the Internship Coordinator can use to assess the quality of the experience to determine if future students should have this same internship. In addition, information from this recommendation will be available for future public health students to read and decide if this is an internship to which they would like to apply. Please be accurate, honest and fair in reporting.

Section 4.6

Thank You Note/Letter

Students are required to handwrite a note or type a thank you letter and give it to their agency supervisor prior to leaving the internship. The purpose of the note/letter is to thank the supervisor for allowing the student to intern at the agency and thank them for the mentoring experience. This represents you, the Program, Department, and the University well when a sincere note/letter is given. Please take the time to write a well-composed note/letter, giving specific examples of lessons learned and skills gained because of that supervisor.

A hard copy of the note/letter is required for the final written report; be sure to make a copy or take a photo.

A thank you note is typically handwritten on a note card and placed in an envelope. A thank you letter is typically typed and signed and also placed in an envelope. The thank you note/letter must include the date, supervisor's name and address, a well-composed body with supporting sentences, and the student's signature and address to close.

Uploaded Digital Photos

Students must upload five (5) high quality digital photos as evidence of their presence, experience, and work at their internship. Photos should be creative and well composed with good lighting, zoomed in, and nicely cropped. Photos should not be blurry or undecipherable. At least two (2) of the photos should include the student at the internship. The remaining photos can be of tasks, events, or other happenings at the internship.

To receive points, the photos will be uploaded to the Internship Blackboard Site assignment labeled "Photos". Each photo should be uploaded and label accordingly: Firstname_Lastname_1-5. The format for the photos is .jpeg.

Please be aware of copyright infringements and photography permissions particularly in schools and agencies. The student is responsible for making sure they are not violating copyrights and source citation.

By uploading your photos to the website, the student clicks/agrees to a photo release, granting the public health program and department internal use of the photographs.

For the photos, please note the following:

The photos may be used by the program to promote the program online or in brochures. Please note that each intern will submit 5 photos, so the likelihood of a photo being used in promotion is slim since we will have repository to choose from. Please ensure that the photos are appropriate for promotional purposes.



Section 5:

Internship Written Report

Written Report Format		5.1
Grading		5.2
Due Date		5.3

Section 5.1

Internship Written Report

Upon completion of internship hours, students have the opportunity to provide physical evidence of their work by writing a final report of their experience. The purpose of the report is to outline tasks accomplished, align learned classroom theory to practical experience, reflect on applied concepts and future career, quantify internship hours, and provide tangible evidence of their work in a professional report. This is a requirement by the Public Health program as part of the culminating experience Learning Outcomes.

An outline of expectations for the final report is provided in the Written Report Format section below. Students should follow this outline as closely as possible to strive for the highest grade. Professionalism in writing and appearance of the report is expected. This report should represent the students' best work and writing and in the future, can serve as evidence of their work during job and graduate interviews.

Final Reports are submitted electronically. The final internship written report is due seven (7) business days before the end of the semester. The due date will be posted in your Internship course for the semester.

Written Report Format

Report Format

The written report has a very specific format. Please follow all of the formatting guidelines provided below.

General Requirements:

All paperwork **MUST** be typed. No handwritten documents will be accepted, except a copy of a handwritten thank you note, if applicable.

- Use double line spacing and 1" margins.
- The report **MUST** be a minimum of six (6) full pages in length.
- The written report **MUST** include APA formatted headings for each section, a Table of Contents, and page numbers (exception: the daily log pages do not require page number, but should be accounted for in the Table of Contents).
- The written report **MUST** constitute professional, technical writing, not casual conversational writing.
- No bullet points; full sentences are required.

Professionalism in your writing and presentation of your written report is worth 10% of your total grade.

Required Sections

The written report should consist of these following sections, with properly formatted APA headings, in the following order:

- Title Page
- Table of Contents
- Overview of the Internship Experience
- Skills/Domains
- Career
- Tangible Products
- Appendices

TITLE PAGE

On the title page, please include the following:

- Name of Student
- Agency where the internship was completed
- Semester the student registered for internship
- Semester the student completed the internship

TABLE OF CONTENTS

The Table of Contents must include the labeled headings for each section and page numbers.

OVERVIEW OF INTERNSHIP EXPERIENCE

- List each of the 5 major tasks/projects (as reported in Form C) with a description of Public Health Domains completed as part of this task.
- Describe in detail the 5 main tasks and what you actually did to accomplish them.

SKILLS/DOMAINS

- Choose one or more of the Domains to focus on in this section.
- Explain one or more of the Public Health Domains your work included and how you demonstrated it.
 - Points will be deducted for explanations that do not demonstrate an understanding of the Domain and how they relate to your work.
- Consider answering the following questions:
 - In what areas of public health did you feel unprepared?
 - What courses or concepts prepared you most?
- What additional courses or concepts do you wish you studied in preparation for the internship?
- What skills need focus or refinement for employment?
- Describe the new skills you developed through your internship.

CAREER

- Describe how this internship helped prepared you for future employment in

public health and draw conclusions on how this internship influenced your decisions.

- As a result of the internship experience, describe the type of public health jobs you would be most interested in working.

TANGIBLE PRODUCTS

This section requires a written narrative of the tangibles/evidence of your work provided in the appendix.

- Include at least a one (1) page written description of the tangible product(s) that will be submitted in the Appendix.
- When you submit your report, include several examples of your work in the appendix. These should justify the hours of the internship and provide evidence of your hours in the internship.
- Examples of tangible products could be research reports, surveys, program plans, databases, surveys, survey results, newsletters, a focus group moderator guide, developed curriculum, evaluations, fact sheets, brochures, calendars, etc.

APPENDICES

You will several appendices for the paper. Each of the sections below will be a separate appendix. The appendices should appear in the order below. Each appendix begins on a new page. Make sure the heading follows APA format for level 1.

APPENDIX A: TANGIBLE PRODUCT EXAMPLES

- These should justify the hours of the internship and provide evidence of your hours in the internship.
- Tangible products should include a variety of examples of your best work and will be submitted in the Appendix.
- Depending on what the tangible products are, it may not be able to be include them with the report. If it cannot be attached (e.g. a video you produced), please provide a link or photo of the product.
- Examples of tangible products could be research reports, surveys, program plans, databases, surveys, survey results, newsletters, a focus group moderator guide, developed curriculum, evaluations, fact sheets, brochures, calendars, etc.

APPENDIX B: DAILY LOG

Students must include the full daily log in the final written report. This will be part of the Appendix.

APPENDIX C: THANK YOU LETTER FOR YOUR AGENCY INTERNSHIP SUPERVISOR

A hard copy of the thank you letter must be included in the written report. As mentioned, the thank you letter can be typed or handwritten. This is the only document that can be handwritten.

Section 5.2

Grading

Grading Policy

A total of 200 points are possible for the internship. The final grade for the internship is weighted: 60% by the Internship Coordinator and 40% by the Agency Supervisor. Completion of the internship does not guarantee an A grade. The grade for the internship is based on the completed work as described in the written report, daily logs, tangible products, and both the Internship Coordinator's and Agency Supervisor's evaluation of the intern's performance. If the student did not complete the required number of hours, the grade will be graded based on the number of hours completed. For example, if the student only completed 88% of the hours, the student can only receive a B for the internship.

Points Possible

Component	Points Possible
Professional presentation of written report	20
Overview	30
Skills & Competencies	30
Career	10
Tangible Products	25
Daily Log	55
Agency Recommendation	10
Thank-You Letter (hard copy)	10
Digital Photos (uploaded)	10
Total points	200
Internship Coordinator Evaluation of Student Work	60%
Agency Supervisor Evaluation of Student Performance	40%

Grade Scale

A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: >59%

Section 5.3

Due Date

The final internship written report is due seven business (7) days before the end of the semester. The due date will be posted on Blackboard in the Internship course.

This means all internship hours and projects must be completed before the report is written; plan accordingly. Time spent writing the report does NOT count toward internship hours; hours must be spent working IN the internship. Submitting the report 7 business days before the official last day of University classes and before reading and final days will allow students time to focus on finals and graduation. Reports are **due at 5 p.m. on the due date**.

Late Policy

Failure to submit the written report on the due date will result in a 2% loss of total percentage points per day, up to a 10% deduction.

The due date will not be changed. In order to meet the grade submission and graduation deadlines, the final written report must be submitted by the deadline. For students completing internships out of town, the same deadline applies.



Section 6:

Internship Coordinator

Contact Information | 6.1

Section 6.1

Contact Information

The Internship Coordinator's contact information is provided below:

Michelle Cathorall, DrPH, MPH, MCHES

Southern Illinois University Edwardsville

Department of Applied Health

Public Health Program

Vadalabene Center, Campus Box 1126

Edwardsville, IL 62026

office: Lukas Annex 2630

[mail: mcathor@siue.edu](mailto:mcathor@siue.edu)

phone: 618-650-2876

fax: 618-650-3719

Email is the best way to reach the Internship Coordinator.

Students may call or email with questions.

Office Hours

Students may meet with Dr. Cathorall by appointment. To schedule an appointment, please email her at mcathor@siue.edu



Section 7:

Internship Forms

Internship Forms Quick Table | 7.1

Form	Form Name	Details	Submitted by:	Approved By:	Form Location:	Due
A	Internship Academic Approval	Completed before enrolling in PBHE 499	Student	Academic Advisor & Internship Coordinator	Forms section of the Internship Blackboard Site	1 semester before enrolling in internship
B	Internship Information & Acceptance	Completed before any internship work begins; start early	Student	Internship Coordinator	Forms section of the Internship Blackboard Site	2 months BEFORE internship begins
C	Internship Responsibilities & Projects	Outline internship responsibilities with the agency supervisor.	Student	Internship Coordinator & Agency Supervisor	Forms section of the Internship Blackboard Site	2 months BEFORE internship begins
D	Internship Facility Request Form	Completed only if one has not been completed in the past or if the agency is not on file. Once it is completed, the student returns it to the Department Internship Coordinator.	Agency Supervisor (if no agreement has been completed for previous interns)	Internship Coordinator	Forms section of the Internship Blackboard Site	3 months BEFORE internship begins (If applicable) Hard-copy
E	Daily Log	The student should complete the daily log <u>every working day</u> of the internship. Vague descriptions of activity will result in reduction of points. An Electronic copy daily, hard copy with final written report/ notebook)	Student	Signed weekly by Supervisor	Forms section of the Internship Blackboard Site	Completed DAILY Printed & signed by Supervisor Weekly
F	Mid-Point Self Evaluation	Filled out after the student has completed ½ of his/her internship hours.	Student	Internship Coordinator	Forms section of the Internship Blackboard Site	Once half of the hours are completed
F2	Mid-Point Evaluation of Student	Completed by Agency Supervisor to assess student's progress up to this point. Viewable by student and Internship Coordinator	Agency Supervisor	Reviewed by student & Internship Coordinator	Forms section of the Internship Blackboard Site	Once half of the hours are completed
G	Final Intern Evaluation	Agency Supervisor Evaluation of the student intern	Agency Supervisor	Reviewed during grading process	Link to the evaluation will be emailed to Supervisor by the Internship Coordinator	~2 weeks before internship hours are completed
H	Internship Experience Evaluation	Intern evaluates the processes, forms, manual, Coordinator and the overall internship experience	Student	Reviewed by the Public Health Program Director Reviewed with Internship Coordinator at the end of semester	Anonymous Link to online evaluation is in Forms section of the Internship Blackboard Site	1 week before internship hours completed
I	Supervisor Evaluation of Internship Experience	Agency Supervisor Evaluation of Internship Experience	Agency Supervisor	Reviewed by the Public Health Program Director Reviewed with Internship Coordinator annually	Link to the confidential evaluation will be emailed to Supervisor by the Public Health Program Director	1 week before internship hours completed
J	Agency Recommendation/ Evaluation	Interns evaluate the internship site	Student	Reviewed by the students and Internship Coordinator during grading process	Link to online evaluation is in Forms section of the Internship Blackboard Site	1 week before internship hours completed



Section 8:

International Internships

International Internships | 8.1

Section 8.1

International Internships

Students may choose to complete an internship at an international location. International internships may be completed through various organizations, including the SIUE Study Abroad office. Review the Resources for Finding an Internship in Bb for examples of international internship opportunities.

Students completing an international internship opportunity are responsible for completing all forms and requirements as outlined in this manual. Note that due to the nature of some international internship opportunities, the timeline for completing the forms may be delayed until the students starts the placement and can meet with the supervisor.

For students completing an international internship with one of the Public Health program's trips, the faculty supervisor for the trip will assist you in determining who your Agency and Supervisor are. Your supervisor may or may not be the faculty supervisor.

Students completing international internships are required to complete the SIUE Public Health Internship requirements **in addition to any requirements from the international internship Agency and Supervisor.**



Section 9:

Frequently Asked Questions

Starting an Internship		9.1
Credit and Hours		9.2
Forms		9.3
Daily Logs		9.4
Registration		9.5
Written Reports		9.6
Grading		9.7

Section 9.1

Starting an Internship

1. When should I do my public health internship?

Senior year. That way, all the theory and the education you have learned in the classroom can be applied in the internship. Because this is considered a capstone experience, ideally, students would have completed all of their undergraduate courses, and then complete their internship. Once the internship is done, you are employable.

2. When should I start looking for my internship?

Students should begin looking 4-6 months before they plan on doing their internship. Once a student has obtained an internship, please begin the internship approval process at least 2-3 months before the internship begins to ensure all approvals are made and you are able to register for the course on time. Failure to do so may result in delayed approvals, delayed registration, delayed start date, and may jeopardize your scholarships and/or financial aid. It is your responsibility to begin this process early, not the week of the new semester.

3. Do I need to sign up for a course?

Yes. If you are completing a domestic internship for credit, you will sign up for PBHE 499 section 1. If you are completing an international internship, you will register for a specific section of PBHE 499-TS depending on which instructor/program you have.

4. I received a D+ in one of the prerequisites for my internship. I want to retake the class during my internship. Can I do this and still get credit for my internship?

No. The purpose of prerequisites is to ensure you have achieved minimum proficiencies and gained valuable skills necessary to be an effective public health professional. You must complete all of the prerequisites with a C or better before beginning your internship.

5. I don't want to work in public health after I graduate. Can I do my internship in a field different than public health?

No. Your major is public health; therefore, your internship must also be in public health connecting your classroom knowledge to practical hands-on experience. The primary work you will be doing must be best practices in public health and related to prevention (not treatment or business). Because you will be graduating in public health, your internship must be public health focused with a supervisor who has a background in public health vs. being a good experience for the next step (job, graduate school, etc.).

6. I attended a mandatory internship meeting six (6) months ago and I am starting my internship in one (1) month. Do I need to attend another mandatory meeting?

No. If you have attended a meeting within one (1) year of starting your internship, this will count. These meetings are held at the beginning of each major semester.

7. Where can I look for public health internships?

The Internship Blackboard Site is a great place to start. The website has a list of current and past internship sites. This list is comprised of locations where students have already interned. This list is not comprehensive.

8. If I get hired on as a full-time employee and they need me to have a degree, but I have one (1) class left, can I have that class waived?

No. There are no exceptions to this rule. You must complete all of the required courses, both General Education and Public Health curriculum, to earn your degree. This is why we encourage students to complete all of their coursework before beginning their internship.

Section 9.2

Credit and Hours

1. What counts toward my total internship hours?

Time that does count: filling out daily logs (Form E), time spent traveling between event sites and your office, time spent on daily tasks and responsibilities, time spent at/on professional development.

Time that does NOT count: commute to and from internship, time spent preparing for internship prior to registering for the internship class, and time spent writing the internship written report. Hours must be completing work at the internship, not writing about it.

2. How many credits do I have to complete for my internship?

Public Health students must complete a minimum of six (6) credit hours.

3. When do my internship hours start?

Hours may count when you have completed Forms A-C, registered for the appropriate PBHE 499 section, your name appears as enrolled, you have paid tuition, and the semester has started.

4. An agency wants to hire me as an intern, but I have not finished all of the required courses for my internship. Can I receive retroactive credit?

No. There are no exceptions.

5. I am moving out of the state for my spouse's grad school, job, etc. May I take additional elective credits and opt out of the internship?

No. This is a mandatory requirement for public health undergraduate students. You cannot get out of completing a requirement for graduation.

6. My internship supervisor said that I could start my internship before the semester started. Can I count these hours towards my internship?

If you have completed forms A-C and D if necessary, you are registered for the appropriate section of PBHE 499, and you have already paid tuition, you can start your hours prior to the beginning of the semester. If you would like to do this, please contact the Internship Coordinator for approval.

7. I am behind on my hours and have little time to finish my internship report before the due date. Can I have an extension?

The final report due date is firm. Late report submissions result in a 2% point loss per day.

8. What if I do not finish all of the internship hours I signed up for by the end of the semester?

If you had enough hours/work to complete the internship during the semester, you will be graded based on the number of hours you completed. If your internship provider has not given you enough hours during the semester, an “I” grade can be assigned based on individual circumstances. This is a temporary grade that does not affect your GPA and will be replaced by your internship grade once you complete your internship and your written report is graded.

Section 9.3

Forms

1. Another student has completed an internship at the same location as my internship. Do I need to create another Internship Facility Request Form (Form D)?

No. If SIUE already has a master agreement on file for that location, you do not need your supervisor to sign a new one.

2. What is Form B?

Form B is a Program Form for internship site pre-approval. The purpose of this form is for the Internship Coordinator to determine if the internship you are applying for is appropriate for public health credit. Just because Form B is approved does not mean your internship is approved. Approval is complete after Form C is approved. Be sure to submit your supervisor's correct contact information on Form B.

3. What is Form C?

Form C is a Program Form that outlines the major responsibilities/tasks and the projects you will work on/complete during your internship. Both the Internship Coordinator and your internship Agency Supervisor must approve this form.

4. What is Form D?

Form D is a Department Form called the Internship Facility Request Form. If a student has already interned at the same location as you, you will not need to complete a new Internship Facility Request Form. If you are interning at a new location, you will need to complete the Internship Facility Request Form. Once you have completed the Internship Facility Request Form you will need to scan and email it to the Internship Coordinator.

5. What is Form E?

Form E is your daily log. Do not submit Form E until your internship hours are completed. Form E must be filled out every day you work at the internship. Keep this in a Word document. The Daily Log must be printed and signed by your Agency Supervisor each week. Please note: the time you spend on Form E does count towards your internship hours. Please spend the last 15-20 minutes of each day filling out your daily log so that it is appropriately dated and detailed.

6. What is Form F?

Form F is your midpoint evaluation. You will report on the progress of the five (5) responsibilities as outlined in Form C. If you have any questions at that point, you are encouraged to report them in Form F.

7. What is Form F2?

Form F2 is a midpoint evaluation that your internship Agency Supervisor will complete and assess your performance up to that point. It is available to the student to make adjustments as needed.

8. What is Form G?

Form G is your supervisor's final evaluation of the intern. Please request the link at least 2 weeks before you complete your hours and the end of the semester.

9. What is Form H?

Form H is completed by the Intern approximately 2 weeks prior to the end of the Internship. This is an evaluation of the Interns Internship Experience, including processes, the manual, Blackboard Community, and Coordinator. The evaluation is anonymous. Interns are asked to be honest and fair in their evaluation of the Internship Experience. The evaluation will be reviewed by the Program Director and shared with the PBHE faculty and Internship Coordinator for program improvement.

10. What is Form I?

Form I is completed by the Agency Supervisor approximately two (2) weeks before the student is due to complete the internship hours. This is an evaluation of the Agency Supervisor's experience as an internship preceptor, including processes, information, and interactions with the Internship Coordinator.

The evaluation will be sent to the Agency Supervisor from the Program Director approximately 2 weeks prior to the end of the Internship. The evaluation is anonymous. The Program Director will meet with the Internship Coordinator annually to discuss aggregate results of the evaluations from all agencies.

11. What is Form J?

Form J is your agency recommendation form. You can choose whether or not this form is anonymous. Information from your response may be available to future students. Maintain your professionalism on this form.

10. When do I submit Form J?

You will need to submit Form J when you are completely finished with your internship hours. Please do not submit Form J until you are done with all of your internship hours.

Section 9.4

Daily Logs

1. Must the daily log (Form E) be filled out daily?

Yes. Entries must be entered daily so that information can be as accurate as possible. This will assist you when you complete the written report. Not entering logs daily may result in a loss of points.

2. What is Form E?

Form E is your daily log. Do not submit Form E until your internship hours are completed. Form E must be filled out every day you work at the internship. Each week you must print the log and have it signed by your Agency Supervisor sign it. Please note: the time you spend on Form E does count towards your internship hours. Please spend the last 15-20 minutes of each day filling out your daily log so that it is appropriately dated and detailed.

3. How do I know if I am doing my daily logs (Form E) correctly?

See the sample log in this manual. Your daily log can be reviewed/evaluated when you submit Form F, if requested.

4. When do I submit Form E?

You will need to submit Form E when you are completely finished with your internship hours. Please do not submit Form E until you are done with all of your internship hours. Logs must be printed and signed by your supervisor each week.

5. How can I get a copy of Form E?

You can download a template of Form E on the Internship Blackboard Site.

6. What should be in the 'Domains Used' section of the Daily Log?

The Domains Used section needs to include at least one (1) of the Public Health Domains. In addition to listing these, you will need to write 4-6 sentences, briefly describing how you used the domain.

7. What should be in the 'Daily Report & Application' sections of the Daily Log?

The Daily Report and Application sections of your daily log are the most important sections. This section requires you to explain the 'how' and 'why' of your internship. You should explain why your responsibilities are important, how this relates to public health as a whole, how your internship is connecting the dots between theory (classroom) and practice (internship/work), and how your work relates to your future in public health. Be sure to write 4 to 6 sentences every day. See the sample log.

Section 9.5

Registration

1. Do I need to sign up for a class?

Yes. If you are completing a domestic internship for credit, you will sign up for PBHE 499 section 1. If you are completing an international internship, you will register for PBHE 499-TS.

Section 9.6

Written Reports

1. What are the photos I am uploading going to be used for?

The Public Health Program will use the photos you upload internally. These photos may be used on the program website or fliers.

Section 9.7

Grading

1. How will my internship be graded?

Your internship grade is based on the written report requirements (see Written Report Format). Your written report will be turned in seven (7) business days before the end of the semester. This written report is required of all interns.

2. How much influence does the internship coordinator have on my internship grade? How much does my internship supervisor have?

The Internship Coordinator's evaluation is worth 60% of your grade. The internship Agency Supervisor's evaluation is worth 40%. You cannot receive a grade unless both evaluations are collected.

3. If I get hired as a full-time employee, will this increase my internship grade?

No. Although we congratulate you on this achievement, your grade is based solely on the internship rubric provided online and in the internship packet.

4. Where can I find the guidelines for preparing my final report for grading?

The Written Report Format and guidelines are in Section 5 of this manual outline all the expectations for the final report. Following this format will ensure a higher grade than if you do not. If you have more specific questions after reading the aforementioned requirements, please contact the Internship Coordinator at mcathor@siue.edu



Section 10:

Breakdown of Responsibility

Internship Responsibilities | 10.1

Section 10.1

Internship Responsibilities

Student Intern Responsibilities

- Ensure eligibility to register for the Internship the semester prior to starting the internship by meeting with their academic advisor to complete Form A.
- Research, identify, locate and secure your public health internship.
- Look for internships at primary public health agencies whose work reflects best practices and theory driven research in public health. Internships must be congruent with the departmental approved curriculum, particularly the emphasis core.
- Make initial contact with the agency (via email, phone or in person) in order to gain acceptance as an intern at that agency.
- Work with an on-site internship supervisor who has a degree in public health (or a closely related field) and at least six (6) months experience. This is to ensure the supervisor can accurately evaluate your work as an intern based on the Public Health Domains. Their evaluation of your work is 40% of your total grade. Therefore, it is essential they have a solid background in public health for accurate evaluation. Upon acceptance, it is the responsibility of the student to submit Form B (pre-Approval form), including accurate information about the supervisor (contact information, degree) and as much information about the internship responsibilities as they relate to the Public Health Domains.
- Formulate goals and objectives to be accomplished during the internship.
- Provide the agency supervisor with student and supervisor responsibilities at the beginning and throughout the internship, including assisting supervisor in outlining 5 major responsibilities/projects to be worked on during the internship, approval of Form C, internship evaluation (Form I), and any other internship related issues that present during the internship.
- Gain knowledge through direct hands on application (as deemed appropriate by the Internship Supervisor) of skills used in the Public Health field. See Public Health Domains.
- Develop and enhance professional skills such as, but not limited to, organization, communication, motivation, and self-discipline.
- Register and pay tuition for the internship prior to the beginning of the internship. Your name must appear on the roll before internship hours can be counted and prior to receiving credit and a final grade.
- If you add the internship late (after the first day of class), it is your responsibility to work quickly through the approval process and add the class prior to the add/drop deadline. Once that form is submitted and approved by the Registration Office, you will automatically be added to the internship.
- Complete a log entry each day of the internship, including a reporting of the day-to-day tasks, a listing of the services and domains used, and give thorough examples of how your classroom knowledge applies in a real world setting in public health.
- Complete a midpoint evaluation (Form F) when half your hours are complete.
- Submit your agency recommendation (Form J) online near the end of the semester after all internship hours are complete before written reports are due.

- Request the final evaluation form from the Internship Coordinator to send to your internship supervisor at least 2 weeks before the end of the semester to give supervisors sufficient time to complete. This evaluation is 40% of your grade. You will not receive a final grade until your supervisor completes this form. This may delay graduation if this form is not submitted in a timely manner.
- Prepare of written report of your internship experience. It must be submitted 5 days before the last day of University classes, before reading and final days. Failure to submit on time will result in loss of points, and/or delayed graduation.
- Students should attend all required orientation meetings as required by the agency.
- Unless the agency provides a name badges for the student, all students are required to wear their SIUE ID as a name badge during their internship. Students will receive a lanyard from the Public Health program.
- In some instances, an Agency may require a criminal background check to be performed. You will be informed by your Internship Coordinator or the Internship Supervisor if this is necessary. Criminal background checks will be obtained at your own expense. For additional information on background checks and fingerprinting done on campus, visit <http://www.siue.edu/education/advisement/backgroundcheckinfo.shtml>.
- Students are expected to conduct themselves in a manner which will reflect credit to themselves and to the University and follow the Student Conduct Code found at <http://www.siue.edu/policies/3c1.shtml>. Remember, the availability of this site for future students depends, in part, on you.
- Students shall spend a minimum of 250 hours with the agency/organization. The student may work with the agency supervisor to negotiate the completion of up to 300 hours.
- Students are expected to maintain communication with the Internship Coordinator at all times. Should problems arise, it is the responsibility of the student to inform the Internship Coordinator of the situation.

Internship Coordinator Responsibilities

The Internship Coordinator is Dr. Michelle Cathorall. Her contact information can be found in Section 6 of this manual.

- Provide resources for students to identify good opportunities for public health internships. This may include internship postings on the department website, weekly department newsletter, and/or posting to our social media outlets. It may also include one-on-one internship advising appointments as needed.
- Follow up with the agency supervisor to clarify any questions about student, program, and supervisor responsibilities.
- Approve or deny Form B (pre-approval) based on student qualifications including completion of prerequisite courses with a C- or greater, attendance at a mandatory internship meeting, internship acceptance at a primary public health agency and approval of internship responsibilities.
- Approve/deny Form C, and Form D (Facility Request Form) in a timely manner to allow students time for edits, changes, and resubmissions. It is also the responsibility of the coordinator to communicate any and all concerns regarding the internship approval process in order to trouble shoot any issues together.

- It is the responsibility of the internship coordinator to review the midpoint evaluations (Form F & F2), the daily log (Form E), and provide feedback to the student.
- Work with the student to resolve any issues brought up in the midpoint evaluations (Form F & F2).
- Provide guidelines for students to follow when preparing their written report. The guidelines can be found in the internship manual.
- Stay in communication (via email, phone, or in person) with the student and their agency supervisor throughout the semester and resolve any issues that arise.
- Evaluate and provide a final grade for the internship work presented in the written report. Upon submission, the coordinator will confirm receipt of written report. The coordinator will also meet the grading deadline to ensure final grade submission and graduation deadlines.
- Answer questions (if any) regarding the final grade for the internship.
- Agency supervisor's portion is 40% of total grade;
- Internship coordinator is the remaining 60% of the grade.
- Agency supervisor grades and comments will remain anonymous.
- Oversee the entire internship process for all Public Health internship students including form submissions, approval, feedback, evaluation, and final grade submission.

University Responsibilities

- To coordinate direct communication with professionals and agencies involved in the internship programs.
- To expand the educational learning opportunities in a practical, hands on setting.
- To provide opportunity for evaluation of the student's needs, abilities, interests, and progress during the internship
- To increase cooperation between the student, the University and the Agency.

Agency Responsibilities

- To provide a qualified supervisor to guide the student's internship experience.
- To provide an opportunity for student engagement and learning in all areas of the agency's programs.
- To evaluate the student's progress on a regular basis.
- To maintain cooperation and communication with the Internship Coordinator.



Section 11:

Agency Information

Supervisor Welcome Letter		11.1
Becoming an Internship Site		11.2
Selection of Interns		11.3
Other information		11.4

Section 11.1

Welcome

Dear Supervisor,

The student working with you is under your direct supervision and is responsible for meeting obligations, which you deem appropriate. A written list of projects and activities should be developed and discussed with the student at the beginning of the internship. These experiences should be designed to enhance the student's professional development and benefit the organization. The student may perform any number of required duties related to the field of public health.

It is expected that as the Internship Supervisor will meet on a weekly basis with the Intern to discuss the intern's progress, projects/activities, and any problems. Additionally, it is expected that supervisors sign off on the student's daily activity/hour log weekly.

Once the intern has completed approximately 125 hours, the intern will complete a Mid-Point Self Evaluation, Form F and ask you to review it with them and to sign off on it. They will also email you a Mid-Point Evaluation, Form F2 to complete with the first progress report. I would ask that you be open and honest with the intern so that any concerns or issues can be addressed in order that the remainder of the internship can be productive.

At the end of each week of the experience, the student will bring you his/her daily activity log indicating the total number of contact hours spent during that week, please review and sign the log indicating the accuracy of the reported hours.

As I need to issue the intern a grade for the semester, toward the end of the internship experience I would ask that you complete the online evaluation form once I email the link to you before the end of the semester.

If you have any questions concerning the experience, please feel free to call me anytime at SIUE (618-650-2876).

Thank you very much for your cooperation with this internship. I hope it will serve as a worthwhile experience for you, the student, and the clients you serve.

Sincerely,

Michelle L. Cathorall, DrPH, MPH, MCHES
Assistant Professor and Internship Coordinator
Southern Illinois University Edwardsville
Department of Applied Health
Campus Box 1126
Edwardsville, IL 62026-1126
Phone: (618) 650-2876
FAX: (618) 650-3719
E-mail: mcathor@siue.edu

Section 11.2

Becoming An Internship Site

There are two ways in which to become an Agency in the Public Health Internship Program. An agency may request an intern or an intern student may approach the agency. In either case certain guidelines must be followed for the agency to be placed on the "active list" for potential internship sites.

If a student makes contact with an agency that is not on our active list, and is accepted by the agency for an internship, the student will present the Internship Supervisor with the Public Health Internship Facility Request Form (Form D). This form should be returned to the Internship Coordinator no later than 3 months prior to the start of the requested internship start date. Once this form has been received, the Internship Coordinator will generate a Field Practicum Agreement and send it to the agency for review and signatures.

Should an agency want to be considered for an internship on their own, they can contact the Internship Coordinator by phone, email, or mail. The interested agency should be ready to explain the nature of their programs as well as the anticipated role in which an intern may be placed. The willingness to share information about an agency's staff, organization, or other related areas is essential. Once this contact has been established, the Internship Coordinator will generate a Field Practicum Agreement and send to the agency for review and signatures.

Once reviewed and approved, the Agency shall sign two (2) copies of the Field Practicum Agreement (no faxes or photocopied signatures are allowed by the University) and return them to the Internship Coordinator. Once returned, the University shall sign the Agreement and a signed, fully executed agreement will be returned to the Agency for their records. This process can take approximately four to eight weeks to complete. Approval of the contract allows the agency to be placed on the "active list" of potential internship sites.

Section 11.3

Selection of Interns

It is very important to remember that being placed on the "active list" does not guarantee that an agency will receive interns. The students are responsible to determine which agencies they would like to investigate. It may be that one semester might yield no interested interns and the next semester might bring in three or four applications. At no time is an agency required to accept an intern. The agency has the right to review applications and reject any applicant.

If a student is interested in an agency as a potential site, the student is encouraged to send a letter of intent and a resume. The students are recommended, if possible, to seek interviews with the agency before both the student and agency agree to a placement.

Section 11.4

Other Concerns

The cooperating agency must designate a member of its professional or supervisory staff as the Agency Supervisor of the accepted intern. The Agency Supervisor will serve as the contact person for the student, Internship Coordinator, and the University

The agency is expected to provide transportation when unusual travel is involved in executing assignments. At no time are interns permitted to transport program participants or employees in their personal vehicle. Please refrain from placing interns in this situation.

Interns are expected to carry out all duties necessary to complete a given assignment. This often involves menial, or errand type jobs that are frequently part of the task. Interns should be given no more than the usual employee's share of such tasks.

The intern should be treated as an employee of the agency, subject to the same considerations, rules and regulations.

Some potential, not required, Intern activities are:

- Conduct a needs assessment for public health education for a particular area or population served by the agency.
- Plan a public health education program in response to determined needs.
- Initiate or improve social media health communications.
- Assist with the implementation of a planned public health education program.
- Assist in designing an evaluation tool for a program.
- Develop public health media such as brochures, flyers, posters, social media posts, news releases, etc.
- Participate in the organization of health fairs and exhibits.
- Develop or update a resource file or directory.
- Assist with research projects and data collection.
- Evaluate public health programs and make recommendations for improvement.
- Act as liaison with other professionals, agencies, and community organizations used by public health professionals.
- Attend appropriate staff and administrative meetings.

If at any time there are questions regarding the internship, the Internship Supervisor or intern should contact the Public Health Internship Coordinator.