PREREQUISITES

Permission of MPH Program

PURPOSE AND OUTCOME

Course Overview
The internship provides an opportunity for each student to work in a public health setting in a position that carries responsibility and is of particular interest. Each placement is different, but all of them depend upon completion of most concentration coursework, the ability to work with minimal supervision, and permission of the student’s Faculty Advisor. The internship enables MPH students to apply entry-level competencies acquired in the classroom setting to public health practice through experiential activities.

Relation to Program Outcomes
CEPH 2011 Accreditation Criteria - Culminating Experience. “All graduate professional degree programs, both professional public health and other professional degree programs…shall assure that each student demonstrates skills and integration of knowledge through a culminating experience.”

Course Objectives and/or Goals
Upon completion of this course, students will be able to:

1. Describe newly acquired knowledge in one or more specific public health area;
2. Apply one or more MPH competency with the skill expected from a practical experience;
3. Apply one or more concentration competency with the skill expected from a practical experience;
4. Demonstrate professional work habits

Required Before Enrolling in Course (on campus seminars)
The following seminars are required for all MPH Students

- Honor & Conduct Code Review, Public Health Competencies
- Internship and Special Project: Site Selection & Project Development
- Common Reader Book Discussion
- Afternoon of Learning
- IPLH—Session 1
- IPLH—Session 2
- IPLH—Session 3
- Internship Final Preparation
- 3—Optional Seminars
Registration

Upon completion of the required 16 hours of professional development, required meeting, and approval of documents, students register for five to eight credits of PHC 6946 during the last semester in the MPH Program. Each student’s faculty advisor serves as the instructor of record.

Course Content

Content and assignments will vary according to site requirements and population interaction.

DESCRIPTION OF COURSE CONTENT

Course Policy and Procedures:

MPH students are required to complete a minimum of 5 internship credits. One credit requires 48 contact hours. It is the student’s responsibility to secure an internship. A list of previous internship sites can be acquired from the internship coordinator.

Internship Preparation

<table>
<thead>
<tr>
<th>Two Semesters Prior</th>
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</thead>
<tbody>
<tr>
<td>Student</td>
<td>Faculty Advisor (FA)</td>
<td>Internship Coordinator</td>
</tr>
<tr>
<td>Schedule appointment with FA to discuss internship</td>
<td>Respond to student’s request in an appropriate amount of time</td>
<td>Provide overview of internship</td>
</tr>
<tr>
<td>Arrange interview/meeting with potential internship sites</td>
<td>Provide guidance and recommendations to student on internship</td>
<td>Answer student questions regarding internship</td>
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<thead>
<tr>
<th>Semester Prior</th>
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<tbody>
<tr>
<td>Student</td>
<td>Faculty Advisor (FA)</td>
<td>Internship Coordinator</td>
</tr>
<tr>
<td>Submit internship questionnaire with FA signature no later than 2 weeks after the first day of classes</td>
<td>Provide signature for internship questionnaire</td>
<td>Answer student questions regarding internship</td>
</tr>
<tr>
<td>Establish internship site</td>
<td>Verify the internship site is appropriate for the student (i.e. is it a public health establishment?)</td>
<td>Coordinate signatures for affiliations agreements if needed</td>
</tr>
<tr>
<td>Submit proposal to FA no less than 2 weeks before deadline for FA’s review</td>
<td>Review and provide feedback on proposal and work plan as needed</td>
<td></td>
</tr>
<tr>
<td>Once the proposal has been approved by FA and preceptor, obtains signatures</td>
<td>Provide signature for proposal and work plan</td>
<td></td>
</tr>
<tr>
<td>Submit proposal and work plan (with signatures) to internship coordinator by deadline.</td>
<td></td>
<td>Review proposal and work plan for final approval of programmatic adherence</td>
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</tbody>
</table>
Attend the mandatory IRB seminar the semester before internship

Submit the appropriate documents for IRB or the Student Waiver once it has been reviewed and signed by FA

Review (and provide signature) for IRB application or Student Waiver

<table>
<thead>
<tr>
<th>During Internship</th>
<th>Faculty Advisor (FA)</th>
<th>Internship Coordinator</th>
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<tbody>
<tr>
<td>Student</td>
<td>Maintain contact with the FA throughout the internship (no less than once every other week)</td>
<td>Respond to student’s contact in an appropriate amount of time</td>
</tr>
<tr>
<td>If the FA cannot be reached, contact the Internship Coordinator</td>
<td>If the student cannot be reached, contact the Internship Coordinator</td>
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<table>
<thead>
<tr>
<th>End of Course Deliverables</th>
<th>Faculty Advisor (FA)</th>
<th>Internship Coordinator</th>
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<tbody>
<tr>
<td>Student</td>
<td>Submit the internship time log, internship evaluation, and preceptor evaluation, factual report by the designated deadline in Canvas PHC6601</td>
<td>FA will grade the final paper and review the time log and preceptor evaluation before assigning a letter grade for PHC6601 and assigning an S/U for PHC6946</td>
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ACADEMIC REQUIREMENTS AND GRADING
Topical Outline/Course Schedule

Grading: Pass/Fail in S or U grade

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Requirements</th>
<th>Criteria for passing grade</th>
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<tbody>
<tr>
<td>Midpoint of the semester</td>
<td>Midterm Preceptor Evaluation (sent to preceptor by program staff)</td>
<td>(At midterm: add a grade option to the evaluation?)</td>
</tr>
<tr>
<td>Last day of classes in the semester</td>
<td>Time Log</td>
<td>Signed documentation of participation in various activities conducted during the internship</td>
</tr>
<tr>
<td>Last day of classes in the semester</td>
<td>Factual Report</td>
<td>Narrative and discuss the assignments that were undertaken during your internship.</td>
</tr>
<tr>
<td>Last day of classes in the semester</td>
<td>Final Preceptor Evaluation (sent to preceptor by program staff)</td>
<td>At end of term do you want to indicate about the grade provided by the preceptor?</td>
</tr>
<tr>
<td>Last day of classes in the semester</td>
<td>Evaluation by Intern</td>
<td></td>
</tr>
<tr>
<td>Last day of classes in the semester</td>
<td>Faculty Advisor Evaluation</td>
<td></td>
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</table>

This is a pass/fail course. You must pass both the experiential section and the 2 assignments to pass the course. If you do not pass this course your performance will be reviewed by the Academic Performance Committee and a remedial plan put in place. You will be required to repeat either or both sections prior to starting Level 2 Fieldwork. Grades will be S for Satisfactory Completion, U for Unsatisfactory Completion and I for Incomplete.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>I</th>
<th>NG</th>
<th>S-U</th>
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</thead>
<tbody>
<tr>
<td>Grade Points</td>
<td>0.0</td>
<td>0.0</td>
<td>0.0</td>
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Course Materials and Technology
Text: None Required

Additional Readings: No Required

Additional Technologies: Access to UFL E-Learning/Canvas

Technical Support
For technical support for the materials posted in the course e-Learning site, activities, and assessments, please post in the appropriate discussion or contact the designated person.

For all other technical support for this class, please contact the UF Computing Help Desk at:
Phone Number: (352) 392-HELP (4357) Option 2
Email: helpdesk@ufl.edu
Webpage with Chat: UF Computing Help Desk
STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Communication Guidelines
Students are expected to discuss with their faculty advisor the best format in which to present their project. Students are expected to consult with their faculty advisors at least once every other week and with their preceptors weekly as they develop their reports. At a minimum, students should have a meeting with the faculty monthly to evaluate progress and decide on subsequent meetings. It is also recommended that students practice their presentation with their faculty advisor.

Academic Integrity
Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Codes information at the Dean of Students Office website or the Academic Expectations information at the Graduate School website for additional details.

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

Faculty Advisor Evaluation Process
Students are expected to provide feedback on the quality of advising during their time in the MPH program. The evaluation is completed via Qualtrics. This survey is shared using aggregate data, it is not shared individually. The Internship Coordinator is the only person who has access to your responses.

SUPPORT SERVICES
Accommodations for Students with Disabilities
If you require classroom accommodation because of a disability, you must register with the Dean of Students Office Disability Resource Center (DRC) within the first week of class. The DRC will provide documentation of accommodations to you, which you then give to me as the instructor of the course to receive accommodations. Please make sure you provide this letter to me by the end of the second week of the course. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health
Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.
The Counseling and Wellness Center (352-392-1575) offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Online and in person assistance is available.

If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.

The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the Student Health Care Center website.

Crisis intervention is always available 24/7 from the Alachua County Crisis Center at (352) 264-6789.

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

INCLUSIVE LEARNING ENVIRONMENT
Public health and health professions are based on belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace the University of Florida’s Non-Discrimination Policy, which reads:

“The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans’ Readjustment Assistance Act.”

If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website.