

Detailed Guidelines for Internships, Special Project Papers, and Presentations Summer 2020

Public Health Day: July 17, 2020

These guidelines are distributed with updated information to all students before engaging in field work.

Internship Registration and Forms

- You are not registered for your Internship until you have turned in your signed Internship Proposal form and IRB approval letter to Dr. Prins.
- 1 credit = 48 contact hours
- Course number is PHC 6946 - Leave the section number blank
- Please include your preceptor's full name, degrees and other credentials, AND position title on the form
- Please turn in paperwork by **March 13, 2020**
- Proof of start of IRB protocol by **March 27, 2020**

Internship v Special Project

- Your internship is a broad work experience that may include many projects and activities
- Your special project is one in-depth project conducted during your internship
 - The special project must involve application of one or more concentration and MPH competencies (see lists of competencies on the PH website and in your portfolios)

Getting ready for your internship

- Complete the Internship Questionnaire and submit it to the MPH Internship Coordinator 1-2 semesters BEFORE your internship semester
- Update the self-assessment of competencies (both MPH and concentration-specific) in your MPH Portfolio
- Complete a minimum of 16 seminars (including the required)
- Become familiar with the MPH Preceptor Handbook
- Begin researching and contacting potential internship sites and/or preceptors, for example
 - National Organizations
 - Government Organizations
 - Local Departments of Health
 - Community Centers
 - American Public Health Association

During your internship

- Stay in touch with your faculty advisor at least every 2 weeks
- Discuss when early drafts of your special project report should be submitted to your faculty advisor and preceptor
- Consult other faculty, as necessary, for advice on specific aspects of the project
- If your project is not working out as expected, contact your faculty advisor AND Dr. Prins immediately. Corrective action may be necessary and it may take some valuable time.
- Discuss whether you will do an oral or poster presentation with your faculty advisor. Make a decision by the end of the fourth week of the semester and inform the internship coordinator via the doodle poll.
All remote presentations will be oral.

Important characteristics

- Your project may be a part of a larger project

- Your project must have
 - A literature review, which should be started immediately
 - A reason for doing the work (who will benefit, how much, and why?)
 - Methods that you can describe
 - All other items listed in the PHC 6601 syllabus
- If you do **any** data analysis, you must be able to defend your choice of statistical methods (including a choice not to use them)
- Every student is required to submit an IRB application or Student Waiver the semester before their internship.

Drafts of your paper

- Work closely with your faculty advisor throughout the semester on the conduct of your special project and development of your paper
- Expect to develop several drafts of the paper and receive feedback from your faculty advisor and preceptor
- The near-final draft required shortly before Public Health Day (see timing below) should NOT be the first draft your faculty advisor sees. If it is, you may not have time to make corrections to the project or narrative before Public Health Day. In this case, you would have to delay graduation to the next semester. A delay of graduation may have financial consequences.

Timing

Public Health Day is near the end of the semester – but it always comes earlier than expected

- Know the day: Public Health Day will be **Friday, July 17, 2020**
- Near-final draft papers are due: **Monday, July 6, 2020. Your paper must be approved by your faculty advisor before the final schedule for PH Day is completed.** Students should submit their drafts and final paper to the Assignment link on the eLearning course site at <http://lss.at.ufl.edu> AND email a copy to your faculty advisor. This submission will validate the originality of the paper. Students should make all resubmissions of their paper via this same link.
- Prepare an abstract for distribution to the audience. There is no word limit, however, abstracts are typically 250-300 words

Pay attention to key directions

- Length of paper: 15-20 pages double spaced. (excluding annexes, figures, references, cover page)
- Length of oral presentation: 20 minutes. **We must have 5 minutes for questions and we must stay on schedule.**
- Practice presentation 3 times; do not read from notes or slides!

Public Health concepts, competencies, and integration of concentrations

- Demonstrate your ability to integrate these key elements.

Additional Public Health Day and post-Public Health Day Information

- Make your selection for poster or oral presentation by **July 6.**
- Please note that for summer 2020 we will have a Virtual PH Day due to COVID-19 restrictions. We will send detailed instructions in advance. You must still select a poster or oral presentation, by **July 6.**
- Prepare a short, factual report that includes names of projects/assignments undertaken, and whether or not they were completed during the internship. This short factual report should include a time log signed by your preceptor. Upload this onto Canvas at <http://lss.at.ufl.edu>
- The **Preceptor Evaluation Form** is to be completed by your preceptor and turned in by **August 7th.** This can be emailed to Dr. Prins at capfive@ufl.edu.
- The **Final Paper** is due in eLearning by 11:59 PM EST on **August 7th.**