



Cal State Fullerton

California State University Fullerton Graduate Program in Public Health Student Internship Manual

This Internship Manual is designed to assist students and site supervisors in planning for and carrying out internships which fulfill the degree requirements. All graduates of the MPH Program must have at least 240 hours (6 units) of experience working in a public health setting.

PURPOSE

The internship is viewed as the culminating, synthesizing experience in the MPH degree program. Therefore, the internship should enable the student to:

- experience first hand the nature of public health work in their area of training;
- apply classroom knowledge to practical problems in the field;
- acquire additional skills and knowledge in public health services;
- carry out a project useful to the internship site, and the student;
- produce a written analytical evaluation of the experience;
- interact regularly with public health professionals and become knowledgeable about their skills and responsibilities.

POLICIES

A. Professional Behavior and Confidentiality

Internship placement

Many students will have to compete against other students from other campuses for site placement. Please dress professionally, be on time and represent CSUF's MPH program to the best of your ability.

During your internship

The impression students make during their internship will directly affect the future opportunities that will be open to them, their classmates and their successors. In many instances students will be working directly with clients and/or have access to client personal information. It is important to be discreet and to disclose no information about the clients or the organization that might be considered confidential. Students should adhere to site standards as they would in any place of employment.

B. Internships at Employment Sites

Students can receive internship credit at their sites of employment under the following circumstances:

- The place of employment is an approved internship site or is in the process of becoming a site.
- The student is assigned to a new area of responsibility (e.g. different department) for the duration of the internship; i.e. students cannot receive credit for their regular jobs: they must be allowed the opportunity to learn new skills and obtain new knowledge.

C. Site Supervision

The internship site supervisor must have at least an MPH or equivalent. Please note that students cannot be supervised by fellow MPH students.

D. Compensation

Compensation for internships is allowed, but is not the responsibility of the MPH Program, except when special funds become available to support internships. If students have financial hardship and express need for a paid internship site, we will do our best in matching your requests (if paid settings are available).

COURSEWORK

A. Hours and Credits

Requirements for internship are to complete 240 hours at one or more settings. If you choose the option of two settings it is necessary that you complete at least 120 hours at each setting (one credit hour of internship is equivalent to 40 contact hours in the field). A total of six units must be taken in order to meet the graduation requirements. Students must be enrolled in course HESC 550 to receive internship credit.

B. Internship Requirements

1. Identification of an appropriate MPH internship site and supervisor (with at least an MPH or equivalent degree)
2. Development of **Learning Objectives** (see section C, below) prior to the start of the internship, that must be pre-approved by the internship coordinator. After approval, the form must be signed by the student, site supervisor and MPH internship coordinator (see attached form).
3. Completion of **Internship Contract** with signatures documenting approval by site supervisor, student, and MPH internship coordinator (see attached form).
4. Completion of the **Student Consent Form** with signature by the student (see attached form).
5. Enrollment in HESC 550, and participation throughout the semester via Blackboard.
6. On-site internship of 40 hours per unit of credit.
7. Completion of **Student Evaluation of Internship** and **Site Supervisor Evaluation of Student** (see attached forms. These will also be emailed to the site supervisor and student prior to the end of the internship).
8. Submission of the **Internship Portfolio** that includes the **Internship Contract** with final signatures from site supervisor, student and MPH internship coordinator documenting completion.

C. Sample learning objectives

Learning objectives must be achievable and measurable. They should be as specific as possible. Use words such as “describe,” “recognize,” “identify,” “employ,” “interpret,” “apply,” “analyze,” “compare,” “design,” “create,” “evaluate,” or “manage.” For example:

“By the end of the internship, the student will be able to:

1. Describe the structure of the State Health Department and the offices and their functions in each division;
2. Describe the major programs conducted by the offices of Infectious Disease Prevention and HIV/AIDS;
3. Design, carry out and analyze a case-control study related to disease prevention;
4. Create and implement health education program targeted toward high-risk youth at the sexually transmitted disease clinic.”

RESPONSIBILITIES

A. Student Time Line of Responsibilities

1. By the time 15 units are completed in the program, begin to think about internship sites. Keep in mind career goals and geographic preferences. (Note: The following course work must be complete prior to your internship; HESC 500, HESC 501, HESC 508, HESC 515, HESC 524, and HESC 540).
2. The department of Health Science utilizes the university's Center for Internships and Community Engagement (CICE) website to help identify internship placements.
 - a. Search on the CICE Website. You can search for an academic internship at any time. Simply go to CICE's website, www.fullerton.edu/cice and click on the "Students" link to begin.
 - b. Find your own or work with the internship coordinator to identify an appropriate site. You must contact the internship coordinator at least two months prior to when you will enroll in HESC 550.
3. When site selection is confirmed, work with site supervisor to develop and finalize Learning Objectives and specific activities to accomplish these objectives (student, site supervisor and internship coordinator should review and sign this document).
4. Complete all necessary forms:
 - a. **Internship Contract** (see attached form) and provide copies to site supervisor and internship coordinator.
 - b. **Learning Objectives** (see attached form) and provide copies to the site supervisor and internship coordinator. This must be done prior to the internship experience in order to receive credit.
 - c. **Student Consent Form** (see attached form) and give to the internship coordinator.
5. Make final arrangements as to work schedule and expected start date at site

All students are expected to represent the University and themselves in a professional manner and to adhere to the rules and regulations of the internship site. Should there be a problem that cannot be satisfactorily resolved with your site supervisor, consult with the internship coordinator.

B. Site supervisor Responsibilities

1. Help develop, approve and sign the **Learning Objectives** prior to the start of the internship.
2. Provide initial signature for the **Internship Contract**.
3. Make all necessary arrangements for the student experience.
4. Insure that the student is actively involved at the site.
5. Insure that the student has physical space at the site.
6. Provide orientation, guidance and supervision to the internship student.
7. Monitor the progress of the student and communicate developmental needs.
8. Provide evaluations of the student. One face-to face evaluation should be done mid-way through internship and one at the conclusion of the project. (See attached form; this will also be emailed to the site supervisor prior to the end of the internship.)
9. Provide final completion signature for the internship contract.
10. Contact the Internship Coordinator if a problem arises that is not resolved after meeting with the student.

C. Internship Coordinator Responsibilities (Dr. Sora Park Tanjasiri, 657.278.4592, stanjasiri@fullerton.edu and Dr. Shari McMahan, 657.278.7000, smcmahan@fullerton.edu)

1. Meet with student to discuss possible sites.
2. Insure all program paperwork has been completed with appropriate signatures.
3. Review developed learning objectives and activities (providing feedback if necessary), and provide the initial signature for the internship contract.
4. Meet regularly with the student during the internship through HESC 550.
5. Review and grade all HESC 550 assignments, and provide final signature for the internship contract.
6. Receive evaluations of student and site.
7. Complete the University Grade Report.
8. Maintains on-going files for historical purposes on students and internship sites.

One of the most important functions of the advisor is to assure that internship experiences are valuable learning opportunities for students and that the internship sites chosen are appropriate.

CONCLUSION

The required internship is intended to be educational, rewarding and exciting. Students have the responsibility to set up and complete the experience; the internship coordinator, the student and the site supervisor share responsibility for making the internship experience successful. The internship coordinator is available to assist students and site supervisors throughout the process.

REQUIRED INTERNSHIP FORMS

- A. INTERNSHIP CONTRACT
- B. LEARNING OBJECTIVES
- C. STUDENT CONSENT FORM
- D. SITE SUPERVISOR EVALUATION OF STUDENT
- E. STUDENT EVALUATION OF INTERNSHIP

