

MPH Internship Program STUDENT INTERNSHIP EXPECTATIONS & CHECKLIST

The following list of activities and forms (*) are **REQUIRED** for completion of the MPH internship.

BEFORE BEGINNING INTERNSHIP:
<ul style="list-style-type: none"><input type="checkbox"/> Contact Preceptors: Make contact with potential preceptors to explore internship duties. Set up interviews (phone or in-person) and review information about the agency/organization.<input type="checkbox"/> Obtain Internship Advisor Approval of Preceptor and Internship: Discuss internship plans with internship advisor and <u>receive approval</u> before proceeding with other steps.<input type="checkbox"/> * <u>Internship Description and Contact Form:</u> Complete and return this form to the internship coordinator.<input type="checkbox"/> Register for the internship course, CMH 594-01, in the appropriate term, for 0 credit hours.
AT START OF INTERNSHIP:
<ul style="list-style-type: none"><input type="checkbox"/> * <u>Internship Purpose & Goals Form:</u> Develop a written statement of purpose and a list of goals and specific activities for the internship. Complete this form, review with faculty advisor and preceptor and return to the internship coordinator.<input type="checkbox"/> * <u>Internship Agreement Form:</u> This form must be signed by the student, internship advisor and preceptor and returned to the internship coordinator.
DURING INTERNSHIP:
<ul style="list-style-type: none"><input type="checkbox"/> * <u>Internship Progress Report:</u> Student and preceptor review student's progress at midpoint of internship, complete the form and return it to the internship coordinator.
AT END OF INTERNSHIP:
<ul style="list-style-type: none"><input type="checkbox"/> * <u>Student Final Internship Evaluation Form:</u> Complete within one week of finishing the internship and return the form to the internship coordinator.<input type="checkbox"/> * <u>Preceptor Final Internship Evaluation Form:</u> Request that preceptor complete and return this form no later than one week following student's finishing the internship.<input type="checkbox"/> * <u>Internship Final Summary Form:</u> Complete this final report on the internship and return to the internship coordinator within one week of finishing the internship. <p>▶ Please note: For graduating students, all required documents should be turned in by the first week of December, May or August to ensure timely degree conferral for that term. Notify the internship advisor or coordinator if the internship will be finished later than expected. <u>Failure to comply with this requirement could result in a delay in student's degree conferral.</u></p>

No grade will be given until all forms are received by the Internship Coordinator.