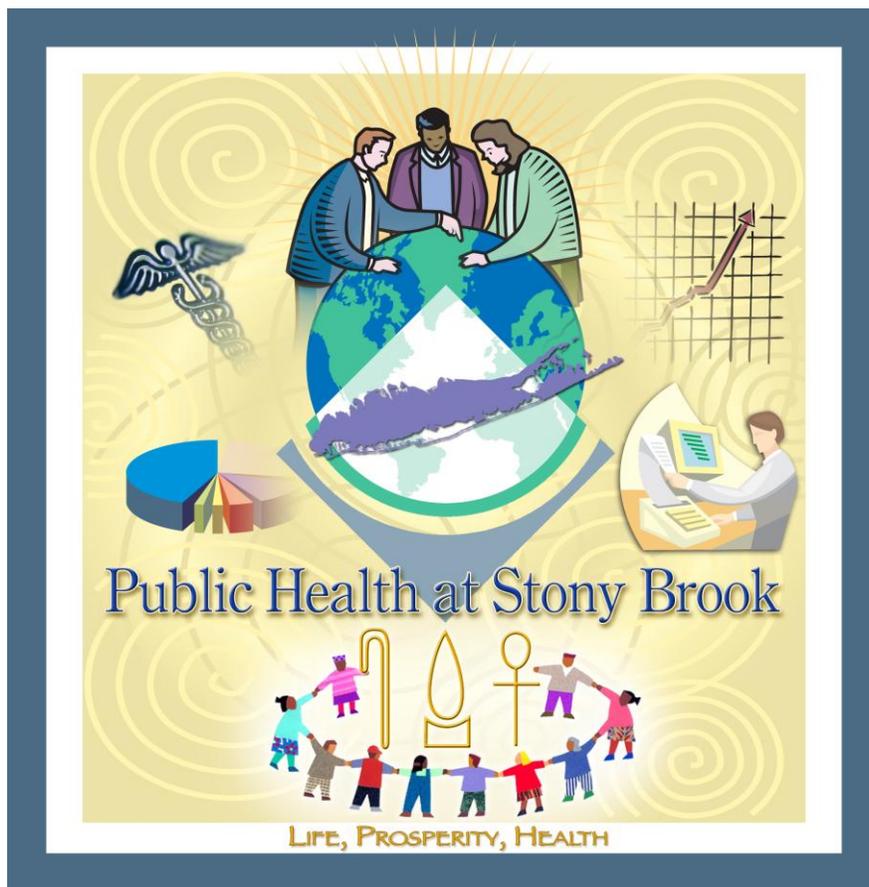


STONY BROOK UNIVERSITY MEDICAL CENTER

GRADUATE PROGRAM IN PUBLIC HEALTH

ACADEMIC YEAR 2011-2012



PUBLIC HEALTH INTERNSHIP MANUAL

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GRADUATE PROGRAM IN PUBLIC HEALTH

Accredited by CEPH in 2008



Introduction

This document is intended to help guide you, the Master of Public Health (MPH) degree candidate, in selecting and completing a Public Health Internship. It is our hope that it provides clear and concise information on the Internship experience to guide you and your Internship Supervisor.

This Internship is intended to provide hands-on experiences in the field of public health while blending both practical experiences with academic learning. The Internship aims to provide you with opportunities to apply and test public health concepts and theories in practical settings and improve your learning related to the Program's public health competencies. The Internship is not required within the MPH curriculum but may account for anywhere between 1 -10 academic credits.

The Public Health Internship must be conducted in partnership with an agency or organization (hereafter 'the Internship Organization') that is providing a public health service, in the broad sense of public health. The Internship Organization may be a public health department or a non-governmental agency.

Ethical and professional conduct is essential. As an individual training to be a public health professional, you are expected to conduct yourself ethically and professionally according to the standards of the *Graduate Program in Public Health*, Stony Brook University, and the Internship Organization.

The Public Health Internship should meet the mission of student's MPH concentration: Evaluative Sciences, Public Health Practice, or Community Health.

The mission of each concentration is outlined below.

- **Evaluative Sciences:** The mission of this concentration is to prepare public health professionals with the analytical, research, and statistical skills necessary to benchmark and evaluate health improvement initiatives in community and health care settings. Increasingly, the health field is challenged to adopt an evidence-based approach to preventing and treating disease and disability. The mission is considered met if the student performs some aspect of the research process that the Internship Organization finds valuable or beneficial.
- **Public Health Practice:** The mission of this concentration is to prepare students with a clinical background for positions in public health organizations or to incorporate public health knowledge, skills, and values into their clinical practice. The mission is considered met if the student performs a Internship in policy development or evaluation, operations, or cost-benefit analyses relevant to the Internship Organization's mission and goals.

- **Community Health:** The mission of this concentration is to prepare students for community-based work in public health. Students will acquire skills and knowledge related to planning, implementing, and evaluating community health improvement projects and interventions, as well as learn the principles of community-based participatory research. The mission is considered met if the student performs a Internship related to planning, implementing, or evaluating community health improvement projects or interventions for a Internship Organization.

Selecting a Public Health Internship

Your consideration of a suitable Public Health Internship opportunity may begin with a conversation with a fellow student or faculty member, attendance at a Public Health Grand Round lecture, while reading a journal article, or sparked by circumstances in your workplace. You should develop and obtain feedback about your ideas from the Internship Coordinator, who can help focus your ideas and suggest possible resources and sites. The Internship you choose should coincide with your own educational and career goals.

Public Health Internship Application

Once you have selected a possible Internship organization, you must complete the Internship application and schedule a meeting with the Internship Coordinator. At this meeting you will finalize detail of the Internship and schedule a meeting with your Internship Supervisor.

Internship Time Commitment & Timing

The amount of time required by the student is directly related to the number of credits in which they are enrolled and agreed upon by the Internship Supervisor. However, a 0-credit option is available for student wishing to participate in an Internship but who do not need to receive academic credits. Internship hours for the 0-credit option will be solely based on the agreement between student, organization, and the Graduate Program in Public Health.

Credits	Hours/Wk	Credits	Hours/Wk
0	Varies	6	18
1	3	7	21
2	6	8	24
3	9	9	27
4	12	10	30
5	15		

As an intern, you will be required to log all hours and have your Internship supervisor approve these hours on a regular basis.

Internship Enrollment & Grading

The Public Health Internship is graded. The grade is determined by the Internship Coordinator and is based on your Internship Supervisor's evaluation and your self evaluation as well as the completion of all time sheets, journal entries, and final reflection paper.

Upon successful completion of the course requirements of the Internship, you will receive both academic credit and a letter grade that will appear on your official transcript.

Internship Liability

Under the New York Court of Claims Act, New York State and Stony Brook University liability is limited to responsibility for its employees, and officers of the State University of New York. The Graduate Program in Public Health at Stony Brook University is unable to accept legal responsibility for students or for costs associated with their Internships while working with your organization.

Public Health Internship Requirements

The following forms and deliverables are required for the Internship:

- *Form A: Public Health Internship Application Form*
- *Form B: Public Health Internship Logbook*
- *Form C: Supervisor's Evaluation*
- *Form D: Student's Self-Evaluation*
- *Form E: Practicum, Independent Study & Internship Policy for International Students*
- *Form F: Student Waiver of Liability & Assumption of Risk*
- *Form G: Student Statement of Confidentiality*
- *Form H: Internship Liability Statement for Internship Organization*
- *Deliverables: At the end of Internship period, the student will provide the Internship supervisor with the agreed upon deliverables*

Responsibilities of the Student, Internship Coordinator, Internship Supervisor

Student Responsibilities

Prior to beginning your Internship:

- The student is responsible for identifying a possible Internship Supervisor and scheduling a meeting with the Internship Coordinator to discuss the proposal. Prior to the meeting they should review and begin filling in the Public Health Internship Application.
- Once the meeting has occurred with the Internship Coordinator and an Internship Supervisor has been selected, you will meet with the supervisor to discuss and outline the requirements of the Internship.

Students cannot register for HPH 575 Public Health Internship until Form A has been completed, signed, and provided to the Internship Coordinator.

During your Internship:

- You should meet regularly with your Internship Supervisor. Review progress and problem-solve as necessary.
- Arrive to work on-time and appropriately dressed
- Complete weekly Internship log and submit to the Internship Coordinator
- Complete all tasks assigned by their Internship Supervisor
- Complete weekly log to be signed by you Internship Supervisor

End of your Internship

- Complete final reflection paper and submit to the Internship Coordinator
- Complete Self-Evaluation and submit to the Internship Coordinator
- Have your Internship supervisor complete the evaluation and send in a sealed envelope to the Internship Coordinator

- Submit completed weekly log to the Internship Coordinator

Internship Coordinator Responsibilities

- Provide you with a copy of the Public Health Internship and all required Forms.
- Provide a list of possible Internship Organizations with contact persons.
- Communicate with your Internship Supervisor to establish an agreement with the Organization that will allow you to complete the Internship at that site, in the form of a memorandum of understanding or detailed letter that will serve as such.
- Intercede on your behalf where necessary to clarify you and your Supervisor's roles and facilitate understanding and agreement as to goals, conduct, commitment, and deliverables.
- Ensure that all requirements of the Public Health Internship are met.
- Ensure that you receive a grade for HPH 575.

Internship Supervisor Responsibilities

- Serve as the student's mentor and guide, providing practical experience and supervision for the Internship.
- Be engaged in work that will help you fulfill the requirements of the Internship.
- Provide an overview of the Internship Organization, including its organizational composition and mode(s) of operation, mission, goals, and activities, and target population(s).
- Orient you to Internship Organization policies and procedures relevant to your work with the organization.
- Provide necessary organizational resources for projects, including any pertinent reports.
- Allot adequate time to spend with you and provide periodic and timely feedback and guidance to you through regularly scheduled meetings and formal evaluation.
- Review and comment on your Internship performance through completion of *Form C: Supervisor's Evaluation*.

Appendix A: Public Health Internship Forms

- *Form A: Public Health Internship Application Form*
- *Form B: Public Health Internship Logbook*
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