

**Oregon Health & Science University  
School of Nursing  
Master of Public Health Internship Syllabus**

**COURSE TITLE:** CPH 509A: Graduate Internship in Public Health

**DESCRIPTION:**

The purpose of the graduate internship is to provide students with a work-related experience designed to integrate theory and practice in an applied setting under supervision. The internship experience permits the student to demonstrate her/his ability to apply knowledge of theory and practice to specific activities in a real-world setting. As such, PHCHD track field experience minimum standards require that each student demonstrates mastery of *all* track competencies during the internship. The internship provides students with a professional experience where they can apply existing and new skills and become more socialized into the field of community/public health. Existing skills are those the student brings from his/her life experience and previous education. New skills include those the student has gained through her/his educational experience in the MPH program. Socialization occurs through mentoring of the student in the work site and professional arena by the preceptor for the internship.

**CREDITS:** Variable credit. (A minimum of 6 credit hours).

Note: The student should spend a minimum of 200 hours of work in the internship experience. These hours can be completed in one ten-week term or across more than one term. Students will report to the internship faculty coordinator on a weekly basis about their experience.

**FACULTY INTERNSHIP COORDINATOR:**

John Jessup RN, MPH  
Office: SON 4 South, Room 461  
Email: [jessupj@ohsu.edu](mailto:jessupj@ohsu.edu)  
Phone: 541 490 0697

**COMPETENCIES:**

Students will have work-related experience designed to integrate theory and practice in an applied setting under supervision. During the internship, students are expected to keep a daily journal of work-related experiences and reflections about the internship. Students should report to the internship faculty coordinator on a weekly basis about their experience through the Sakai course threaded discussions. At the end of the internship the student prepares and submits an internship summary report. An internship evaluation report will also be submitted when the internship is completed.

**The internship evaluation report will include an assessment of the student's current competence in the following areas relevant to this track of the Oregon MPH program:**

- Plan, specify, and manage interventions to promote and protect the health of populations at risk.
- Assess the health status of vulnerable populations.
- Lead and participate in interdisciplinary efforts to address health disparities.
- Collaborate with community partners to create, maintain and modify health promotion and risk reduction programs.
- Conduct, participate in, or apply relevant research with vulnerable populations.
- Enact cultural competency in diverse communities
- Communicate policy options for the health of populations at risk.
- Articulate how ethics affect the practice of public health.

**Responsibilities of Students, Internship Faculty Coordinator and Preceptors**

There is a shared responsibility in selecting, monitoring and evaluating an internship:

**Students**

- Articulate the kinds of skills or experiences the student is looking to develop or enhance as a result of the internship
- Identify possible internship sites to discuss with faculty advisor and internship coordinator
- Complete the Application and Learning Contract and discuss with internship coordinator
- Provide a copy of the Application and Learning Contract to your preceptor and internship coordinator for their approval
- Provide final proposal signed by preceptor to the faculty internship coordinator
- Complete IRB Proposal with faculty member (if applicable)
- Complete and submit International placement paperwork (if applicable)
- Complete and submit off-campus activities authorization (if applicable)
- Maintain an ongoing internship journal (with at least weekly entries sent to faculty)
- Meet or communicate verbally with internship coordinator periodically during internship experience
- Fulfill the Learning Contract as specified
- Submit Internship Summary Report and Internship Evaluation Report to internship coordinator
- Request that Preceptor complete the Student Evaluation Form and return to student's internship coordinator

**Internship Faculty Coordinator**

- Develop internship opportunities through contacts in research, practice and service activities

- Assist student advisee in identifying appropriate internship sites
- Meet with advisee to review the Application and Learning Contract
- Approve and sign off on advisee's Application and Learning Contract
- Meet or communicate with advisee periodically during their internship experience (site visits are optional)
- Review the Student Evaluation Form and discuss internship experience with advisee's preceptor
- Debrief advisee on their internship experience to review their evaluation results, discuss future career options, and sign and file the Student's Checklist.

### **Preceptors**

- Sign the student's Application and Learning Contract and ensure that the learning contract is fulfilled
- Provide an orientation to the field site for the student upon beginning the internship experience
- Supervise the student through the internship experience; confer with the student's internship faculty coordinator as necessary
- Complete the Student Evaluation Form and return to the Internship Faculty Coordinator; verbally debrief with internship faculty coordinator on student's performance

## **Guidelines for Graduate Internship**

### **Overview of Graduate Internship**

#### **1. What is the purpose of the graduate internship?**

The purpose of the graduate internship is to provide students with a work-related experience designed to integrate theory and practice in an applied setting under supervision. The internship experience permits the student to demonstrate her/his ability to apply knowledge of theory and practice to specific activities in a real-world setting.

The internship provides students with a professional experience where they can apply existing and new skills and become more socialized into the field of community/public health. Existing skills are those the student brings from his/her life experience and previous education. New skills include those the student has gained through her/his educational experience in the MPH program. Socialization occurs through mentoring of the student in the work site and professional arena by the preceptor for the internship.

#### **2. What does the internship experience involve?**

The internship experience typically involves the student working on a health-related issue with a public agency, not-for-profit health services organization or in the private sector. It is an opportunity for the student to relate her/his academic experience in the master's program to the health related issue that is the focus of the experience. Typical activities conducted by students in internship settings include research, writing, project coordination, media work, volunteer training, project development and public education.

The student will spend a minimum of 200 hours of work in the internship experience. This can be conducted in one ten-week term or across more than one term. During the internship, students are expected to keep a daily journal of work-related experiences and reflections about the internship. At the end of the internship the student prepares and submits an internship summary report and an internship evaluation report. More details on the internship process and the internship reports are provided below.

### **Description of the Internship Process**

As noted above there is a shared responsibility involved in the selection, monitoring and evaluation of an internship. Students are required to work with their faculty coordinator to prepare for their internship and throughout the experience. The process for selecting and participating in an internship is described below.

#### **1. When should the internship experience occur?**

Students must complete all required courses before beginning an internship or have written consent from their faculty advisor. This requirement helps to ensure that students have sufficient academic experience to use their internship as an integrative and reflective activity. It is best to prepare for the internship at least one term prior to the term the internship will begin.

#### **2. How do I identify an internship location?**

Sites for internships are identified in a number of ways:

- Students' own ideas and contacts
- Announcements of internships posted on the MPH list serve
- Sites identified in consultation with the internship coordinator

Students are required to meet with their faculty advisor and internship coordinator to help determine an appropriate internship site. Faculty may suggest several organizations for the student to contact about internships. They may also recommend that the student meet with other faculty to assist in identifying an appropriate site for the experience in light of the student's career objectives. Students are encouraged to conduct a series of informational interviews to help select the site for their experience.

Students must discuss and have their proposal approved in writing by the faculty **internship coordinator prior to beginning any work associated with the internship requirement.** In some circumstances, students may use their current employer as an internship site, although this type of arrangement is typically discouraged. Students using their current employer as their internship site will be expected to perform duties and work on a project outside the normal scope of their position.

#### **3. How do I register for the organizational experience?**

Once an internship site has been selected, the student completes a learning contract that identifies information about the site, the student's learning objectives, skill requirements, and anticipated outcomes. The contract is signed by the student, the preceptor, and the internship coordinator. Students should provide a copy of the completed contract to their preceptor, and faculty internship coordinator.

Internship proposals not involving research or international travel must be submitted by the fifth week of the term prior to the term in which the experience is to be initiated, in order to ensure that all paperwork is complete and arrangements have been made. Students must submit proposals for field experiences involving international travel and/or research no less than one full term in advance of the planned experience. If research is to be conducted and/or if the experience is to be in an international setting, there will be additional procedures to follow and paperwork to submit; it is very important to plan adequate time to see through these processes. Similarly, if there will be any clinical components to student field work, including some health education activities, students will need to submit an off-campus activities authorization request, available on the OHSU Risk Management website ([http://www.ohsu.edu/risk/off\\_campus\\_authorization.cfm](http://www.ohsu.edu/risk/off_campus_authorization.cfm)). See additional information on both research-based and international field experiences below.

Official course registration (CPH 509A) for credit should be done once the various contracts are completed. The number of credits should reflect the anticipated number of hours to be invested in the internship site for a given term. A minimum of 200 hours for 6 credit hours must be invested to complete the internship. This can be done over the course of one or more terms. Each credit hour would be approximately 34 internship hours.

#### **4. What is, and how do I write, a learning objective?**

Students are encouraged to work with their internship coordinator to develop appropriate learning objectives that relate to each of the track competencies noted under Competencies on pages 1 and 2 above. The learning objectives should perform the following functions:

- Describe the performance of a major cognitive skill (knowledge, comprehension, application, analysis, synthesis, and evaluation). Graduate students should pay particular attention to the analysis, synthesis and evaluation skills in the development of their learning objectives.
- Begin with an action verb that matches the means of performance assessment.
- Describe what you will be able to do as a result of the objective.
- Describe the intended outcome or product, not the process.
- Use only one objective for each skill.
- Provide a measurement method for each objective.
- The learning objectives should reference and build upon the track competencies.

Appropriate verbs for each of the skill areas might include the following:

- Knowledge: arrange, define, duplicate, label, list, memorize, name, order, recognize, relate, recall, repeat, reproduce, count, define, meet, review, study.
- Comprehension: classify, describe, discuss, explain, express, identify, indicate, locate, recognize, report, restate, review, select, translate.
- Application: apply, choose, demonstrate, dramatize, employ, illustrate, interpret, operate, practice, schedule, sketch, solve, use, write.

- Analysis: analyze, appraise, calculate, categorize, compare, contrast, criticize, differentiate, discriminate, distinguish, examine, experiment, question, test.
- Synthesis: arrange, assemble, collect, compose, construct, create, design, develop, formulate, manage, organize, plan, prepare, propose, set up, write.
- Evaluation: appraise, argue, assess, attach, choose, compare, defend, estimate, judge, predict, rate, core, select, support, value, evaluate.

## 5. What should I do once the internship begins?

As the internship experience begins, students should start a daily journal of activities and reflections on the experience. During the internship, students should send weekly status reports as part of their journal (via the Sakai CPH 509A threaded discussion forum) to their faculty internship coordinator to provide an update on how the experience is meeting the student's learning objectives. As necessary, students should meet in-person or per phone with their internship coordinator. Through the Sakai forums your classmates also engaged in their internships will be able to access your submissions for their learning and you theirs. Helpful responses and questions by each other are encouraged.

The internship experience is meant to provide students with a real life experience. As in real life, sometimes there are problems at the selected site for the internship. Students are encouraged to contact the internship coordinator if there is a problem. Working closely with the preceptor and the faculty, most problems can be resolved if addressed early. In rare instances, it may be necessary to find another, more appropriate placement.

## 6. How do I complete the internship?

At the end of the internship experience, the student requests that her/his preceptor complete the **Student Evaluation Form** and send the form to the internship coordinator. In addition, the student provides an assessment of their acquisition of the track competencies.

The student prepares for the internship coordinator an **Internship Summary Report** that documents the experience and the final product(s) submitted to the organization, indicates the utility of the experience for the student, and offers personal reflection on:

- achievement of the student's learning objectives articulated on the learning contract
- opportunities for integration of curricular content in practice
- future career directions based on the experience and related learning

## 7. What do I need to do if the internship has a research component?

OHSU requires all research conducted with humans, human data, animals, or animal data, to be reviewed through the IRB process. Projects planned with preceptors or agencies already having IRB approval, either at OHSU or through another institution, may undergo an expedited process that still involves submitting a file to OHSU's IRB. If no IRB approval has yet been obtained, students will need to submit a proposal for

review. It is important to note that only the IRB review committee can determine whether or not research is exempt from full review.

The PHCHD Track requests that students find projects that will **not involve** identifiable human data for their field experiences; doing so will likely both speed the process of review and ease the closing the study at completion of work. Students should also note that degree clearance will not be granted until all IRB files have been officially closed. Students must coordinate with a supervising faculty member in order to submit their IRB proposals; only the faculty member can ultimately submit the proposal as the institutional PI. Students must complete the online training, Responsible conduct of Research (RCR) for Human Subjects (<http://ohsu.edu/cc/ed/bb/>) For important information regarding the IRB and human research, please see <http://www.ohsu.edu/research/rda/irb/> , <http://www.ohsu.edu/cc/hipaa/hipaarpp.shtml> , and <http://www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.htm> .

As stated earlier, if you are planning an internship involving research components, you must plan to begin the complete internship process one full term prior to the planned start of the experience, Please note that proposals received by the faculty internship coordinator less than one term in advance may not be fully approved in sufficient time for the experience to begin the following term.

#### **8. What do I need to do if I am planning an international internship?**

Because of the unique characteristics of such opportunities, international placement preparations and authorizations will be addressed on a case-by-case basis. In general, all international internships must involve a host agency or organization; students may not simply go alone. Please meet early with your advisor and faculty internship coordinator if you are interested or planning on an international internship. Plan to submit all materials at least one full term in advance of your planned internship.

## Contracts, Reports and Forms:

### CPH 509A: Graduate Internship in Public Health- Application and Learning Contract

Please complete before meeting with your internship faculty coordinator.

#### Student Information:

Date of Application	
Last Name	
First Name, M.I.	
ID #/SSN	
Street Address	
City, State, Zip	
Mailing address if different above	
Home Phone	
Work Phone	
Cell Phone	
Email Address	

#### Please complete the following items.

1. Enrollment term of graduate internship: \_\_\_\_\_
2. Number of credit hours completed in the program to date: \_\_\_\_\_  
Attach a list of courses taken and your proposed remaining courses of study.
3. Please attach a current resume showing work experience.
4. Please state your specific career objectives.
5. Describe courses taken to date that relate to your proposed internship.
6. Develop your learning objectives for the internship. Be explicit, as you will use these as the basis for reflection and measurement of your learning and accomplishments at the end of the internship. Identify learning objectives and how you will measure them for each of the track competencies and relate these to the activities through which you will satisfy both. You may find these easiest to present in a table or matrix form.
7. Briefly describe experience and skill requirements for this internship. Attach a job description if one is available; otherwise list the internship organization's expectations.
8. Describe the final product of the internship that you will submit to the organization. In addition to the agency product, you will also be expected to complete a Summary Report

and an Evaluation Report on the internship that will be turned into your internship coordinator prior to issuance of a grade.

9. Date of completion for all requirements, including summary report and evaluation report:

\_\_\_\_\_

Field Information:

---

Organization

---

Address City State Zip Code

---

Preceptor name Title

---

Preceptor Work Phone & Ext. Fax Email address

Required Signatures:

---

Student signature Date

---

Preceptor signature Date

---

Faculty Internship Coordinator signature Date

**OREGON MASTER OF PUBLIC HEALTH PROGRAM  
CPH 509A: GRADUATE INTERNSHIP**

**GUIDELINES FOR INTERNSHIP SUMMARY REPORT**

The following guidelines are offered to help you prepare your internship/organizational experience summary report. The report should be a *minimum* of 10 pages, typed, double-spaced, and should contain the following information:

Title Page: Your name, address and telephone of internship site, name of Preceptor, term(s) enrolled in internship.

Section I. Introduction

- Internship setting: General overview of agency
  - a. Type of organization (e.g., government agency, not-for-profit organization)
  - b. Major objectives of the organization
  - c. Description of public health activities
  
- General overview of your duties and responsibilities while at the agency

Section II. Evaluation of Learning Competencies

Evaluate the degree to which your stated learning competencies were accomplished. Include a description of specific activities undertaken to meet each competency.

Section III. Evaluation of Track Competencies

Evaluate the degree to which you demonstrated mastery of the track competencies, and describe how they were exemplified or expanded during the field experience.

Section IV. Conclusion and Recommendations

***Evaluate the degree to which your professional competencies were developed or expanded during the internship. Discuss how the internship influenced your career goals, and include a brief description of how the internship augmented your track coursework.***

Attach: Internship/Organizational Experience Evaluation Report

**OREGON MASTER OF PUBLIC HEALTH PROGRAM  
CPH 509A: INTERNSHIP/ORGANIZATIONAL EXPERIENCE**

**GUIDELINES FOR INTERNSHIP EVALUATION REPORT  
(Attach to Internship/organizational experience Summary Report)**

---

Last Name	First Name	M.I.	Date
-----------	------------	------	------

---

Internship Site Name

---

Preceptor Name

---

Term of Placement

**Please answer the following questions. Your answers must be typed and double-spaced. Your answers should be approximately one page per question. Attach this form and your responses to your Field Experience Summary Report.**

1. Did this internship provide you with a good overall learning experience? Why or why not?
  - What experiences were the most helpful? Why?
  - What experiences were the least helpful? Why?
  
2. Do you feel you received adequate supervision from your preceptor?
  
3. What feedback or recommendations do you have to improve the internship experience at this placement site?
  
4. Would you recommend this internship/organizational experience site to other students? Please explain.

# OREGON MASTER OF PUBLIC HEALTH PROGRAM

## CPH 509A: GRADUATE INTERNSHIP

### STUDENT EVALUATION FORM (To be completed by Preceptor)

\_\_\_\_\_  
Name of Student (first and last)

\_\_\_\_\_  
Term of Placement

\_\_\_\_\_  
Internship Site Name

**DIRECTIONS: Please comment on the student's performance at your organization by completing the following questions.**

1. How would you rate the student's **attitude** toward the following?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Work					
b. Learning					
c. Responsibilities					

2. How would you rate the student's **job performance** on the following dimensions?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Organizational skills					
b. Preparation for assignments					
c. Flexibility					
d. Initiative					
e. Punctuality					
f. Completeness of assignments					

3. How would you rate the student's **quality of work**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Clarity					
b. Thoroughness					
c. Professional presentation					

4. How would you rate the student's **communication skills**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Written					
b. Oral					
c. Confidence					
d. Sensitivity					

5. How would you rate the student's **interpersonal relations**?

	[1]	[2]	[3]	[4]	[5]
	Poor	Fair	Good	Very Good	Excellent
a. Public					
b. Fellow employees					
c. Supervisor					

6. Overall, how would you rate this **student's performance** at your organization?

Poor	Fair	Good	Very Good	Excellent
[1]	[2]	[3]	[4]	[5]

Please provide narrative comments to the following questions:

1. Describe the student's strengths.

2. Describe suggested areas of improvement for the student.

3. Please provide any additional comments.

Preceptor signature \_\_\_\_\_ Date \_\_\_\_\_

Preceptor name (printed) \_\_\_\_\_

Please return completed form to:

John Jessup RN, MPH  
Primary Health Care and Health Disparities Track, OMPH Program  
School of Nursing, OHSU  
Mail Code SN-4S  
3181 SW Sam Jackson Park Road  
Portland, OR 97201-3089

Please also retain a copy of this evaluation for your records.

## **CPH 509A: PHCHD TRACK INTERNSHIP STUDENT CHECKLIST**

- \_\_\_\_\_ I have completed all core and track required courses.
- \_\_\_\_\_ I have a copy of the courses I have completed to date (unofficial transcript)
- \_\_\_\_\_ I have a current resume.
- \_\_\_\_\_ I have stated my career objectives in writing
- \_\_\_\_\_ I have completed through item 4 of the CPH 509A Application and Learning Contract.
- \_\_\_\_\_ I have identified a site for my internship/organizational experience
- \_\_\_\_\_ I have met with my faculty advisor during the term prior to that in which I wish to take CPH 509A to assure adequate preparation for internship
- \_\_\_\_\_ I have met with the faculty internship coordinator during the term prior to that in which I wish to take CPH 509A to notify of plans and clarify specific tasks (e.g., IRB proposals, international travel plans, off-campus activities authorization)
- \_\_\_\_\_ I have a description of the experience and skill requirements for my internship.
- \_\_\_\_\_ I have developed learning competencies for my internship and identified specific activities against which my performance of these will be measured
- \_\_\_\_\_ I have specified how I will demonstrate mastery of the track learning competencies during my internship, and have identified specific activities against which my performance will be measured.
- \_\_\_\_\_ I have determined the final product I will submit to my internship site.
- \_\_\_\_\_ I have completed the remaining items on the CPH 509A Application and Learning Contract, and have submitted the entire application to the faculty coordinator for approval.
- \_\_\_\_\_ I have registered in CPH 509A
- \_\_\_\_\_ I have provided a signed copy of my CPH 509A Application and Learning Contract to my preceptor.
- \_\_\_\_\_ I have started my ongoing internship journal.
- \_\_\_\_\_ I have sent periodic status reports and/or scheduled appointments to talk with the faculty coordinator about my internship.
- \_\_\_\_\_ I have requested that my preceptor complete and submit the Student Evaluation Form.
- \_\_\_\_\_ I have met the obligations of my contract including completion of an Internship Summary Report and Internship/Organizational Experience Evaluation Report.

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Faculty Signature & Date

