

Application for Acceptance to Public Health Internship (PBH 480)

In order to enroll in the public health internship students must 1) successfully complete all core public health courses through PBH 324, 2) complete the internship application, and 3) receive faculty consent after submission of the internship application. Students not meeting the above criteria will be required to meet with the Internship Faculty Advisor and his/her Academic Advisor to discuss next steps. Faculty reserve the right to grant exceptions to the above requirements.

Purpose:

The internship is a required component for all students in the undergraduate public health program. The purpose of a planned, supervised and evaluated internship is to provide students with the opportunity to gain practical experience in a public health setting, and apply and integrate knowledge and skills acquired in the classroom.

Learning Objectives:

Through the completion of the internship, undergraduate public health students will be able to:

1. Integrate public health theory, knowledge and skills in a public health practice setting;
2. Experience the “realities” of public health practice – organizational structure, local and organization politics, program administration, community relationships, program coordination;
3. Complete a defined project in an area of public health practice including core public health functions and essential services, such as needs assessment, program planning and/or evaluation, policy development, professional and/or public education, social marketing, and applied research; and,
4. Demonstrate professionalism, teamwork and communication skills in a public health setting.

Internship Application Requirements:

1. Personal Statement:

Respond to the following questions in essay format (your essay and resume will be shared with your preceptor)

1. What skills and abilities do you bring to the internship that will make you an asset to your internship site?
2. Describe your interest areas within public health, include programs, services, populations and/or roles.
3. Articulate your plans after graduation. How will the internship experience contribute to your post-graduation plans?
4. In what areas would you like to experience personal and/or professional growth during your internship?

At the conclusion of your essay, provide the following information:

1. The semester and year you plan to complete your internship; and,
2. The number of internship credits you plan to take.

(*One credit equals 40 hours of internship work. For example, a six credit internship would be 240 hours of work.)

2. Resume (see Career Services for assistance)

3. Attach a copy of academic transcript

Please send your completed essay and resume to the Internship Faculty Advisor at bbeck@carrollu.edu.

Student Responsibilities and Deadlines:

Activities	Fall Internship	Spring Internship	Summer Internship
Student submits application	April 1st	November 1	March 1st
Student meets with Internship Faculty Advisor	No later than April 15th	No later than October 15th	No later than March 15th
Student attends Professionalism Workshop	Beginning of Fall semester	Beginning of Spring semester	Beginning of Spring semester
Student secures internship placement site and sends organization name and preceptor name and contact information to Internship Faculty Advisor	May 30 th	December 1 st	April 1st
Student attends Pre-Internship Orientation	Beginning of Fall semester	Beginning of Spring semester	Beginning of Summer session
Student works with preceptor to develop student learning objectives and submits to internship faculty advisor (See Appendix B in the Internship Handbook)	Within first two weeks of internship	Within first two weeks of internship	Within first two weeks of internship
Student submits completed monthly time logs (See Appendix C in the Internship Handbook.)	By the end of each month of the internship	By the end of each month of the internship	By the end of each month of the internship
Student meets with preceptor and Internship Faculty Advisor for mid-term assessment (See Appendix D in the Internship Handbook.)	Mid-way through internship	Mid-way through internship	Mid-way through internship
Student submits completed internship products as described in Appendix B: Student Learning Objectives	As outline in Student Learning Objectives	As outlined in Student Learning Objectives	As outlined in Student Learning Objectives
Student submits completed evaluation forms, self-assessment and guided reflection as outlined in the Internship Handbook (See Appendices E, F, H and I in the Internship Handbook.)	No later than last day of Fall semester classes	No later than last day of Spring semester classes	No later than last day of Summer session three classes