Detailed Guidelines for Internships, Special Project Papers, and Presentations Summer 2015
Public Health Day: July 24th, 2015

These guidelines are distributed with updated information to all students before engaging in field work.

**Internship Registration and Forms**
- You are not registered for your Internship until you have turned in your signed Internship Proposal form and IRB approval letter to Liz Wood.
- 1 credit = 48 contact hours
- Course number is PHC 6946 - Leave the section number blank
- Please include your preceptor’s full name, degrees and other credentials, AND position title on the form
- Please turn in paperwork by **April 2nd, 2015**

**Internship v Special Project**
- Your internship is a broad work experience that may include many projects and activities
- Your special project is one in-depth project conducted during your internship
  - The special project must involve application of one or more concentration and MPH competencies (see lists of competencies on the PH website and in your portfolios)

**Getting ready for your internship**
- Complete the Internship Questionnaire and submit it to the MPH Internship Coordinator
- Update the self-assessment of competencies (both MPH and concentration-specific) in your MPH Portfolio
- Complete a minimum of 16 seminars (including the required)
- Become familiar with the MPH Preceptor Handbook
- Begin researching and contacting potential internship sites and/or preceptors, for example
  - National Organizations
  - Government Organizations
  - Local Departments of Health
  - Community Centers
  - American Public Health Association
  - Florida Public Health Association

**During your internship**
- Stay in touch with your faculty advisor at least every 3-4 weeks
- Discuss when early drafts of your special project report should be submitted to your faculty advisor and preceptor
- Consult other faculty, as necessary, for advice on specific aspects of the project
- If your project is not working out as expected, contact your faculty advisor immediately. Corrective action may be necessary and it may take some valuable time.
- Discuss whether you will do an oral or poster presentation with your faculty advisor. Make a decision by the end of the fourth week of the semester and inform the internship coordinator via the doodle poll. All remote presentations will be oral.

**Important characteristics**
- Your project may be a part of a larger project
Your project must have
- A literature review, which should be started immediately
- A reason for doing the work (who will benefit, how much, and why?)
- Methods that you can describe
- All other items listed in the PHC 6601 syllabus

If you do any data analysis, you must be able to defend your choice of statistical methods (including a choice not to use them)

Every student is required to submit an IRB application the semester before their internship.

**Drafts of your paper**
- Work closely with your faculty advisor throughout the semester on the conduct of your special project and development of your paper
- Expect to develop several drafts of the paper and receive feedback from your faculty advisor and preceptor
- The near-final draft required shortly before Public Health Day (see timing below) should NOT be the first draft your faculty advisor sees. If it is, you may not have time to make corrections to the project or narrative before Public Health Day. In this case, you would have to delay graduation to the next semester.

**Timing**

Public Health Day is near the end of the semester – but it always comes earlier than expected
- Know the day: Public Health Day will be **Friday July 24th, 2015**
- Near-final draft papers are due: **Thursday, July 2nd.** **Your paper must be approved by your faculty advisor before the final schedule for PH Day is completed.** Students should submit their drafts and final paper to the Assignment link on the eLearning course site at [http://lss.at.ufl.edu](http://lss.at.ufl.edu). This submission will validate the originality of the paper. Students should make all resubmissions of their paper via this same link.
- Prepare an abstract for distribution to the audience. There is no word limit, however, abstracts are typically 250-300 words

**Pay attention to key directions**
- Length of paper: 15-20 pages single spaced. (excluding annexes, figures, references, cover page)
- Length of oral presentation: 20 minutes. **We must have 10 minutes for questions and we must stay on schedule.**
- Practice presentation 3 times; do not read from notes or slides!

**Public Health concepts, competencies, and integration of concentrations**
- Demonstrate your ability to integrate these key elements.

**Additional Public Health Day and post-Public Health Day Information**
- Make your selection for poster or oral presentation by **March 13th.** Your PowerPoint OR Poster presentations can be uploaded onto Sakai at [http://lss.at.ufl.edu](http://lss.at.ufl.edu) by **4 PM on July 23rd** OR you can personally load your presentation between 8 and 8:30 AM on Friday **July 24th.**
- Prepare a short, factual report that includes names of projects/assignments undertaken, and whether or not they were completed during the internship. This short factual report should include a time log signed by your preceptor. Upload this onto Sakai at [http://lss.at.ufl.edu](http://lss.at.ufl.edu)
- The **Preceptor Evaluation Form** is to be completed by your preceptor and turned in to the Internship Coordinator by **August 7th.** This can be emailed to liz07@phhp.ufl.edu or faxed to (352) 273-6199.
- The **Final Paper** is due in eLearning by 11:59 PM EST on **August 7th.**