

PLANNING TIMELINE FOR INTERNSHIP FOR PUBLIC HEALTH

The Internship is a capstone experience to be completed during the senior year of undergraduate study. It is a professional experience in an applied setting. The student is to keep similar work hours as the site preceptor. Each student will register for three (03) to six (06) semester hours in PH 44092. The intern must work a minimum of 14 weeks.

PLANNING OF INTERNSHIP

Before you plan to enroll in PH 44092:

Interested students – Phase 1 (one or two semesters before you plan to complete an Internship)

1. Students interested in completing an internship need to meet with a Public Health Ambassador to learn more about benefits of a Public Health internship. You may schedule a meeting with a Public Health Ambassador by calling 330-672-6500.
2. After meeting with a Public Health Ambassador, students must contact their department's University Internship Supervisor to discuss the details of the proposed internship and to identify and select a site for the internship. The University Internship Supervisor must check the OPHPP website to verify that the proposed site has been approved by the OPHPP. If the site is on the approved list then proceed to #3. If the site has not been approved, then the student or University Internship Supervisor must notify the OPHPP director or assistant director who will negotiate a Site Agreement with the organization. Students cannot begin an internship until a Site Agreement is in place. This process can take months so students must request approval of a new site at least two months before they plan to begin their internship. After the site is approved, proceed to step #3.
3. Complete the ***Proposal for Public Health Internship***

Actively Seeking Students – Phase 2

1. Once a student secures an internship the student must:
 - a. Submit the "Internship Approval Form"
 - b. Provide a Position Description and offer of an Internship on Company Letterhead and provide the name of the site preceptor and the site preceptor's e-mail address
 - c. Complete and submit a "Controlled Course Request Form". The form is in this manual and may be submitted in Lowry 126.
2. Advising staff will ensure student is qualified for the internship by confirming the student:
 - a. Has a 2.5 cumulative GPA

- b. Has a 2.5 major GPA
 - c. Is a Public Health major with 18-21 hours of Public Health core coursework completed (dependent on catalog year for the number of hours)
- 3. Student Services Administrative Assistant will route paperwork to University Internship Supervisor (course instructor) via email for approval
- 4. University Internship Supervisor approves and returns paperwork to Student Services Administrative Assistant who:
 - a. Emails student with directions on how to register for course
 - b. Students will need to register for either three or six hours dependent on the number of hours worked.