



AUGUSTA UNIVERSITY SCHOOL OF PUBLIC HEALTH

# MPH INTERNSHIP MANUAL

MPHC 8722



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# Section 1: Introduction

INTRODUCTION

STUDENT LEARNING OUTCOMES

DISCLAIMER



## 1. INTRODUCTION

**Internship Manual Purpose.** This manual is intended to provide clear and concise guidance to MPH students in selecting and completing a Public Health Internship in accordance with their graduation requirements. This Internship Manual is also available to students via the program website ([Current Studentshttps://www.augusta.edu/institutes/ipph/master-public-health/current-mph-students.php](https://www.augusta.edu/institutes/ipph/master-public-health/current-mph-students.php)) and serves as a reading requirement for the Internship course, MPHC 8722.

**MPH Internship Overview.** The MPH Internship is a 2-credit hour course, which requires a minimum of 75 hours of field experience over one full semester to complete. The MPH Internship offers practical learning experiences in public health, specifically in the areas of Health Informatics, Epidemiology, Health Management, and Social and Behavioral Sciences. The MPH Internship allows students to apply and test public health concepts and theories and improve knowledge related to at least five public health competencies (minimum of four foundational public health competencies; see [Section 2.3](#)). As part of the learning process, students create five nonacademic products aligned with their internship objectives and the MPH program competencies (see page 8-9) for use by the internship site.

Internship is mandatory for all students, even for those with prior work experience. Students will work closely with the Internship Coordinator, Internship Site Preceptor, Student Success & Engagement Advisor, and MPH Program Coordinator throughout the course.

### 1.1 COURSE LEARNING OBJECTIVES

Students will advance their skills to become successful in their chosen field and continue to expand their competencies as lifelong learners of public health. At the conclusion of the internship, students will be able to :

1. Establish, implement, and evaluate learning goals and objectives
2. Integrate public health theory with community-based practice
3. Expand understanding of the role of health-related agencies in the community setting
4. Gain an understanding of the organization and policy issues, administration, research, funding sources, program activities and evaluation, and challenges faced by community health organizations



5. Improve communication and professional skills through on-the-job training
6. Assume specific roles and responsibilities for planning, implementing, administering, and/or evaluating some part of the agency's program(s)
7. Analyze the role of public health in agency activities and the health of the community

## **1.2 DISCLAIMER**

### **All students are responsible for identifying their own internship placement.**

As per Augusta University and School of Public Health guidelines, students must secure an internship and submit the appropriate forms and documentation prior to formally registering for the class. Students must complete the online MPH Internship Interest Form and meet with the Internship Coordinator and/or Student Success and Engagement Advisor prior to receiving access to personal Internship Box folders with their prerequisite forms. The Box folder will be created once the student has submitted the MPH Internship Interest Form and has attended their scheduled Internship Onboarding Appointment (see Section 2.2 for more details).

**All onboarding documents must be submitted in the semester(s) prior to internship (Ex. Forms Submitted Fall Term -> Internship Starts Spring Term).** All students are restricted from registering for the internship course until an MOU agreement has been executed between their internship site and Augusta University. Please be mindful of the time it takes for documentation approval as this can be a lengthy process..



# Section 2: Internship Prerequisites & Onboarding

POINTS OF CONTACT

ELIGIBILITY AND REGISTRATION

MPH COMPETENCIES

DEVELOPING DELIVERABLES

## 2 INTERNSHIP PREREQUISITES AND ONBOARDING

Students will be collaborating with several parties over the course of their internship. Please review the guided list of roles and responsibilities below

### 2.1 ROLES AND RESPONSIBILITIES

<b>Student</b>	<b>Internship Coordinator</b>	<b>Student Engagement &amp; Success Advisor</b>	<b>MPH Program Coordinator</b>	<b>Internship Site Preceptor</b>
Secures Internship Placement	Main point of contact for onboarding & all course related matters for MPH 8722	Reviews internship expectations in collaboration with internship coordinator	Processes memorandum of understanding (MOU) during onboarding process	Develops internship objectives & deliverables in collaboration with student for MPH Internship Onboarding Form
Completes the online internship interest form	Reviews internship expectations	Shares onboarding pre-requisite forms and personal internship Box folders	Lifts course registration hold for MPH 8722 upon receipt of executed MOU Agreement	Provides key mentorship during internship experience
Attends Internship onboarding appointment & submits pre-requisite paperwork to personal internship box folder	Provides final approval of pre-requisite forms	Monitors Box Folder for pre-requisite form completion		Approves internship time log & completes student internship evaluations
Completes 75 internship contact hours & submits required internship coursework	Grades Internship related coursework submissions			

## 2.2 ELIGIBILITY AND REGISTRATION

Students must confirm eligibility with the Internship Coordinator, Student Success and Engagement Advisor, and MPH Coordinator before they can be registered for the course. **A registration hold will remain in place for all students until eligibility is confirmed and prerequisite paperwork is completed and approved.** *Students are encouraged to start identifying internship opportunities prior to completing the MPH Onboarding Form.* Students can visit the Current MPH Students website to book an Onboarding Appointment:

<https://www.augusta.edu/institutes/ipp/h/master-public-health/current-mph-students.php>.

Students can use the provided checklist in Section 5.3 of the manual to track progression of eligibility and prerequisites. Below is a detailed version of this checklist.

NOTE: All documents must be submitted to the Internship Coordinator via the student's personal Internship Box Folder before their internship semester. The Box folder will be created once the student submits the MPH Internship Interest Form (see below for more details).

- 1. Completed 12 credit hours in the MPH Program by the start of internship**
- 2. Fill out MPH Internship Interest Form**
  - a. *Students can access the form on the MPH Student Website under [Current MPH Students](#) or through the attached [link](#).*
- 3. Attend Internship Onboarding Appointment**
  - a. *Students will be prompted to schedule this appointment once they complete the MPH Internship Interest Form*
- 4. Apply and secure an Internship (See Section 5 for internship resources)**
  - a. *Public Health Internships can be paid or unpaid, in-person, virtual, or hybrid opportunities.*
  - b. *If a student is currently working, they may use their place of employment for the internship ONLY IF the work conducted is independent of current responsibilities and under a different supervisor. No overlap will be allowed.*
- 5. Complete and Submit the Memorandum of Understanding (MOU) Contract Form**
  - a. *This document provides information to establish the formal partnership between Augusta University and the internship site for internships. Students MUST submit this form ASAP after confirming an internship placement and preceptor. Please note, the MOU approval can be a lengthy process.*
- 6. Complete and Submit the Onboarding documents to your Personal Internship Box Folder**
  - a. *All documents must be typed. Handwritten documents, screenshots, and scanned documents will not be accepted.*
- 7. MPH Internship- Onboarding Form**
  - a. *The student must outline five objectives that they aim to accomplish over the duration of the internship. These MUST be completed in collaboration with your preceptor. These objectives should lead to concrete products, or deliverables, that can be shown in your final*



*report as evidence of a successful internship experience. Approval from your Preceptor is required. The student will list five MPH competencies (at least four foundational and 1 competency) and provide justification on how the objective meets each competency.*

- b. Approval from the Internship Coordinator is required.*
- 8. Submit the MPH Internship Preceptor Acknowledgement Form**
  - a. This form verifies that the identified Internship Site Preceptor is aware of their role as an Internship Supervisor/ Mentor.*
  - b. The student Preceptor's signature is required*
- 9. Submit the MPH Internship Intern Acknowledgement Form**
  - a. This document indicates the student is aware of and agree to comply with outlined guidelines.*
  - b. The student's signature is required.*

## 2.3 MPH COMPETENCIES

When developing your internship abstract and work products, students must integrate at least five MPH competencies (at least 4 MPH foundational competencies and 1 MPH concentration specific competency) as part of their prerequisite MPH Internship Onboarding Form. These competencies play a critical role in the internship process and learning. The list of MPH foundational competencies and concentration specific competencies can be found below.

### 2.3A MPH FOUNDATIONAL COMPETENCIES

#### Evidence-based Approaches to Public Health

1. Apply epidemiological methods to the breadth of settings and situations in public health practice.
2. Select quantitative and qualitative data collection methods appropriate for a given public health context.
3. Analyze quantitative and qualitative data using biostatistics, informatics, and computer-based programming and software, as appropriate.
4. Interpret results of data analysis for public health research, policy, or practice.

#### Public Health & Health Care Systems

5. Compare the organization, structure and function of health care, public health, and regulatory systems across national and international settings.
6. Discuss how structural bias, social inequities and racism undermine health and create challenges to achieving health equity at organizational, community and societal levels.

#### Planning & Management to Promote Health

7. Assess population needs, assets and capacities that affect communities' health.

8. Apply awareness of cultural values and practices to the design or implementation of public health policies or programs.
9. Design a population-based policy, program, project, or intervention.
10. Explain basic principles and tools of budget and resource management.
11. Select methods to evaluate public health programs.

#### Policy in Public Health

12. Discuss multiple dimensions of the policy-making process, including the roles of ethics and evidence.
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing public health outcomes.
14. Advocate for political, social, or economic policies and programs that will improve health in diverse populations.
15. Evaluate policies for their impact on public health and health equity leadership
16. Apply principles of leadership, governance, and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making.
17. Apply negotiation and mediation skills to address organizational or community challenges

#### Communication

18. Select communication strategies for different audiences and sectors.
19. Communicate appropriate public health content, both in writing and through oral presentation.
20. Describe the importance of cultural competence in communicating public health content.

#### Interprofessional Practice

21. Perform effectively on interprofessional teams.

#### Systems Thinking

22. Apply systems thinking tools to a public health issue.

### **2.3B MPH CONCENTRATION SPECIFIC COMPETENCIES**

#### Health Informatics

1. Assess key characteristics, functionalities, and infrastructures of health information systems and technology to improve health care and population health.
2. Discuss the role and applications of public health informatics in advancing public health practice and improving health outcomes.
3. Analyze secondary survey data to research and address a public health question.
4. Design statistical analyses to answer major public health questions using publicly available data sources.
5. Design data management processes to collect, organize, analyze, and interpret public health data.

#### Health Management

1. Identify evolving areas related to employee relations, including risk management, health and safety issues, OSHA compliance requirements, workplace security, employee rights and discipline, and basic laws and regulations governing union/management relations in the United States.
2. Examine the role of financial management within health care organizations; the role of accounting within financial management; and the use of electronic spreadsheets in financial accounting.
3. Demonstrate understanding of the financial environment of health care organizations, including key accounting concepts, key financial statements, valuation of assets and equities, recording financial information, and the role of the outside auditor.
4. Apply principles of strategic planning and management in public health and health care administration.
5. Describe principles and policies of total quality management as applied to health care administration.

#### Social and Behavioral Sciences

1. Identify basic theories, concepts, and models from a range of social and behavioral disciplines used in public health research practice.
2. Identify the causes of social and behavioral factors that affect the health of individuals and populations. Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.
3. Identify critical stakeholders for planning, implementing, and evaluating public health programs, policies, and interventions.
4. Describe steps and procedures for planning, implementing, and evaluating public health programs, policies, and interventions.
5. Describe the role of social and community factors in both the onset and solution of public health problems. Describe the merits of social and behavioral sciences interventions and policies.

#### Epidemiology:

1. Assess the strengths and limitations of published epidemiological studies that investigate disease burden, distribution, and determinants.
2. Identify epidemiological study designs appropriate to answer specific research questions.
3. Understand statistical methods for explaining public health-related outcomes and risk factors related to disease.
4. Collaborate to develop data-informed public health interventions addressing chronic disease problems.
5. Apply host, agent, and environment models to explain disease causality.

## **2.4 DEVELOPING WORK PRODUCTS - NON-ACADEMIC DELIVERABLES**

The work products or non-academic deliverables students develop are crucial elements to the internship experience. As a reminder, students must develop five independent work products to satisfy this requirement. Two of these deliverables will be uploaded as part of the final Internship Course Report. The

deliverables MUST be in line with the associated competency outlined in the MPH Internship Onboarding Form.

Deliverables must be relevant and usable to the internship site. It is imperative that the student collaborate with their Preceptor to discuss the current projects the site is focused on and where sites can use additional support.

Reflection papers, contact hour logs, poster presentations, and other documents required for academic purposes may not be counted toward the minimum of two work products.

Please see below for examples of acceptable deliverables. Contact the Internship Coordinator with any questions regarding your chosen deliverables:

- Grant Proposals
- Training Manuals
- Lesson Plans
- Surveys
- Memos
- Videos
- Podcasts
- Spreadsheets
- Websites
- Statistical Code
- Data Reports
- Fact Sheets
- Communication Material
- Photos (with accompanying explanatory text)
- Project Plans
- Other Digital Artifacts of Learning

PROGRESS REPORTS

# Section 3: During Internship Course Requirements

INTERNSHIP TIME LOG

PRECEPTOR MID-TERM EVALUATION

### 3. DURING INTERNSHIP

#### 3.1 PROGRESS REPORTS

The student is responsible for keeping track of their progress over the course of their internship experience. Students are required to upload a brief, weekly Progress Report using Desire2Learn.

The Progress Report can be formatted as a short 1-2 paragraph summary or a bullet point list including the following:

Key activities conducted or completed during the period of the report.

Progress towards stated goals and objectives.

Barriers (if any) to project completion and learning experiences.

#### 3.2 INTERNSHIP TIME LOG

Students are required to keep a Time Log on the documented hours spent per week at their internship site. Students must complete the 75-hour requirement by the end of the semester. The Internship Preceptor must sign this time log at the end of the semester. The signed time log must then be uploaded to Desire2Learn by the end of the semester.

*The time log will be made available on Desire2Learn.*

#### 3.3 MID-TERM EVALUATION

**Preceptor Evaluation.** At the mid-point of Internship, Preceptors must submit evaluations of the student's progress. The Internship Coordinator will contact the Preceptor. However, it is the student's responsibility to ensure successful completion of the evaluation. The student must upload the completed evaluation to Desire2Learn by the required deadline.

*The mid-term evaluation form will be made available on Desire2Learn.*

# Section 4: End of Internship Course Requirements

FINAL EVALUATIONS

INTERNSHIP FINAL REPORT

## **4. END OF INTERNSHIP REQUIERMENTS**

### **4.1 FINAL EVALUATIONS**

At the end of the internship, the student and the Internship Preceptor are required to complete independent evaluations of the internship experience.

The Internship Coordinator will contact the Internship Preceptor at the end of the semester with instructions and a Qualtrics link to the “Preceptor Evaluation of the Intern” evaluation form. However, it is the student’s responsibility to ensure the preceptor has completed the evaluation.

The student is required to complete the “Intern’s Evaluation of the Internship” Qualtrics evaluation form, which will be available on Desire2Learn.

### **4.2 INTERNSHIP FINAL REPORT**

The Final Internship Report is a substantial required assignment, comparable to a capstone project. The final report is a documented reflection of the internship experience. Students are required to upload two deliverables (meeting at least two MPH competencies) that were produced during the internship process as part of this report. The full rubric and guidelines will be made available on Desire2Learn by the Internship Coordinator.

# Section 5: MPH Internship Onboarding Documents

MPH INTERNSHIP ONBOARDING CHECKLIST

MPH INTERNSHIP MOU CONTRACT FORM

MPH INTERNSHIP ONBOARDING FORM INSTRUCTIONS

MPH INTERNSHIP ONBOARDING FORM

MPH INTERNSHIP STUDENT INTERN ACKNOWLEDGEMENT FORM

MPH INTERNSHIP PRECEPTOR ACKNOWLEDGEMENT FORM

## MPH Internship Onboarding Checklist

NOTE: All noted documents must be submitted to the Internship Coordinator via your personal Internship Box Folder in the semester prior to Internship.

Completed 12 credit hours in the MPH Program prior to seeking registration for MPH8722

Internship

Fill out [\*MPH Internship Interest Form\*](#)

Attend Internship Onboarding Appointment

Apply and secure an Internship

Complete and Submit the MPH Internship Memorandum of Understanding (MOU) Contract

Form

Complete and Submit the signed onboarding documents to Your Personal Internship Box Folder

MPH Internship Onboarding Form

MPH Internship Preceptor Acknowledgement Form

MPH Intern Acknowledgement Form

**THE FOLLOWING PREREQUISITE ONBOARDING DOCUMENTS WILL BE MADE AVAILABLE TO STUDENTS IN A PERSONAL BOX FOLDER.**

**THIS FOLDER CAN ONLY BE ACCESSED AFTER THE STUDENT HAS COMPLETED THE MPH INTEREST FORM AND THE ONBOARDING APPOINTMENT.**

**MPH Internship MOU Contract Details Form**  
ALL FIELDS MUST BE COMPLETED IN ORDER TO PREPARE  
A CLINICAL AFFILIATION AGREEMENT (student rotations, etc.)

<b>DATE:</b>
<b>Name of Facility</b> <i>(as it should appear in agreement):</i>
<b>Name of Fieldwork Coordinator/Administrative Contact:</b> <i>(include title, certification, or designation)</i>
<b>Department:</b>
<b>Street Address:</b>
<b>Mailing Address</b> <i>(if different than Street Address):</i>
<b>City, State, Zip:</b>
<b>County:</b>
<b>Phone Number:</b>
<b>Fax Number:</b>
<b>Email Address:</b>

Submit the complete form to Ashwini Tiwari Pandey at [ashpandey@augusta.edu](mailto:ashpandey@augusta.edu) and Kim Dyches [kidyches@augusta.edu](mailto:kidyches@augusta.edu)

# MPH Internship Onboarding Form

## INSTRUCTIONS

**What it is:** The Internship Onboarding Form document outlines your overall career goals and internship objectives that you aim to accomplish over the duration of your internship. The student is responsible for developing and honing customized objectives for the Internship as well as seeking approvals from all parties (Preceptor, Internship Coordinator). The student is responsible for developing and honing customized goals and objectives for the Internship as well as seeking approvals from all parties

**Requirements:**

1. A 200-word summary on your internship placement goals. This summary should include a brief overview of your site, the current needs of the site, and how your project will help to meet their needs while building your public health skillset.
2. Five SMART learning objectives and deliverables in collaboration with your preceptor (See page 2). These should be clear, actionable, and meaningful objectives and deliverables. Your objectives will guide your activities, track your progress. These objectives should lead to concrete products, or deliverables, as evidence of a successful internship experience.

Each objective should reflect a unique contribution or learning opportunity and align with your role and responsibilities at the internship site. You must describe a deliverable that will be associated with this objective

3. A list of four MPH Foundational Competencies and one concentration-specific competency related to your objectives and deliverables. You must provide justification on how your objective fulfills the stated competency. **For example:**

- **Objective** -By the end of my internship, I will use [Software] to identify at least three significant trends in childhood obesity in Georgia related to age, socioeconomic status, and geographic region using [organization]'s childhood obesity dataset.
- **Foundational Competency** -No. 3. Analyze quantitative and qualitative data using biostatistics, informatics, and computer-based programming and software, as appropriate.
- **Deliverable Justification**-I will create a data report including charts and maps, to support evidence-based recommendations for public health interventions.

**How to develop a SMART objective and deliverable step-by-step instructions:**

1. **Start with your goal:** Think broadly about what you hope to learn or contribute during your internship.
2. **Break it down:** Convert that goal into smaller objectives and associated deliverables using the criteria below:

<b><u>Specific</u></b>	<ul style="list-style-type: none"><li>• Clearly define what you aim to accomplish</li><li>✓ Ask yourself: What exactly will I do? What is the focus of my objective?</li></ul>
<b><u>Measurable</u></b>	<ul style="list-style-type: none"><li>• Identify the tangible product or result that will demonstrate your progress</li><li>✓ Ask yourself: What will be produced or delivered (e.g., a report, dataset, newsletter, or presentation)?</li></ul>
<b><u>Achievable</u></b>	<ul style="list-style-type: none"><li>• Ensure the objective is feasible within your internship period and skillset</li><li>✓ Ask yourself: Can I realistically complete this with the resources and time I have?</li></ul>
<b><u>Relevant</u></b>	<ul style="list-style-type: none"><li>• Make sure the objective aligns with the goals and needs of your internship site</li><li>✓ Ask yourself: How does this objective benefit the site or advance public health?</li></ul>
<b><u>Time-bound</u></b>	<ul style="list-style-type: none"><li>• Establish a clear timeframe for achieving the objective</li><li>✓ Ask yourself: By when will I complete this?</li></ul>

3. **Use action verbs:** Begin each objective with an action verb (e.g., develop, analyze, create, evaluate).
4. **Include your deliverables:** Be explicit about what deliverable will be submitted or presented.
5. **Review and revise:** Ensure each objective and deliverable meets all five SMART criteria.

Example:

**Objective:** By the end of my internship (*Time-bound*), I will analyze CDC’s national childhood obesity dataset using SPSS (*Achievable*) to identify at least three significant trends in childhood obesity in Georgia related to age, socioeconomic status, and geographic region (*Specific*).

**Deliverable:** I will present my findings in a written report and a visual presentation, including charts and maps, to support evidence-based recommendations for public health interventions (*Measurable and Relevant*).

## MPH INTERNSHIP - ONBOARDING FORM

<b>Student Name:</b>	<b>Concentration:</b>		
<b>Email Address:</b>	<b>Phone Number:</b>		
<b>Preceptor Name:</b>	<b>Organization Name (and Department)</b>		
<b>Address:</b>	<b>City</b>	<b>State:</b>	<b>Zip:</b>
<b>Telephone:</b>	<b>Email Address:</b>		
<b>Internship Field Project Title:</b>			
<b>Estimated Start Date:</b>		<b>Estimated Completion Date:</b>	
<b>Description of Internship Project.</b> <i>Provide a brief description of your internship, describing your organization, the gap that needs to be addressed, and how your project fulfills this gap. (Max-200 words):</i>			

The student will work an average of \_\_\_\_\_ Hours Per Week

**Student Internship Objectives and Competency Mapping**

1. List five Internship objectives that are SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound)
  - Objectives must be developed in collaboration with the Internship Site Preceptor.
2. List the appropriate MPH competency that aligns with your objective. NOTE: You must have FOUR Foundational Competencies, and ONE MPH Concentration Competency
3. Provide a 1-2 sentence on the deliverable/ work product that will be produced as part of the objective and how it fulfills the stated competency

**OBJECTIVE:**

**FOUNDATIONAL COMPETENCY (# AND DESCRIPTION):**

**DELIVERABLE JUSTIFICATION:**

**OBJECTIVE:**

**FOUNDATIONAL COMPETENCY (# AND DESCRIPTION):**

**DELIVERABLE JUSTIFICATION:**

**OBJECTIVE:**

**FOUNDATIONAL COMPETENCY (# AND DESCRIPTION):**

**DELIVERABLE JUSTIFICATION:**

**OBJECTIVE:**

**FOUNDATIONAL COMPETENCY (# AND DESCRIPTION):**

**DELIVERABLE JUSTIFICATION:**

**OBJECTIVE:**

**CONCENTRATION COMPETENCY (# AND DESCRIPTION):**

**DELIVERABLE JUSTIFICATION:**



## STUDENT INTERN ACKNOWLEDGEMENT FORM

### 1. Securing a site

- a. As stated in the Internship Manual and MPHC 8722 Internship course syllabus, the goal of the Internship is to offer the student practical learning experiences in the concentration areas of Health Informatics, Health Management, and Social and Behavioral Health Sciences. It is the student's responsibility to secure an internship site at least one semester in advance of the internship course.

### 2. Orientation to Site

- a. Once a site is secured, the student may be required to complete an orientation based on the site's policies that may include a background check, drug screen, and/or other administrative requirements. The costs associated with these items are the student's responsibility.

### 3. Reporting to the Site

- a. Student is required to dress professionally, wearing business casual attire, unless otherwise required the intern site.
- b. Schedule:
  - Student is required to develop a work schedule with the preceptor.
  - The work schedule is at the discretion of the preceptor. Although the site may be flexible, student is required to consider the coursework a priority and must make every effort to meet the needs of the site.
  - The total internship hours per week, and in total, may vary based on the project and the agreement between the student and his/her preceptor; however, a minimum of 75 hours (2 credits) is required for the completion of the course/internship.

#### Work Plan

Student is required to work with their preceptor to establish the goals of the project. These must be SMART goals as described in the Internship Manual

Student must discuss expectations for the internship at the onset of the internship in collaboration with their preceptor. This includes in person/virtual work, check-in meetings, requesting assistance with tasks, etc.

#### Evaluation

During the course, the preceptor's evaluation of the student, at mid-term and the end of the Internship, will be submitted to the MPH Internship Coordinator for the final grade.

I have read the above "Student Intern Acknowledgement Form" and understand that failure to abide by these rules may result in withdrawal from the Internship and/or the MPHC 8722 course's failing grade.

Student Name:

Student's Signature:

Date:

## MPH PRECEPTOR ACKNOWLEDGEMENT FORM

Dear Internship Preceptor:

The purpose of this letter is to confirm your willingness to serve as a preceptor to a currently enrolled MPH student. As you are aware, students enroll in the Master of Public Health at Augusta University are required to complete a practical field experience. As a program accredited by the Council of Education for Public Health (CEPH), the internship experience must emphasize the development of practical skills.

CEPH states that “students must develop skills in basic public health concepts and demonstrate the application of these concepts through a practice experience that is relevant to the students’ areas of specialization.”

The MPH 8722 Internship course serves as an experiential learning opportunity to hone selected public health and public health informatics competencies. Thus, the goal of the internship is to provide students with real-life experiences that prepare them for employment and/or promotion opportunities upon graduation.

Details regarding the requirements of internship, including the role of the preceptor, are available in the MPH Internship Manual at <https://www.augusta.edu/institutes/ipp/h/master-public-health/current-mph-students.php>.

Please provide the following information and your signature to confirm your willingness to serve as a preceptor:

Student Name:

Your Name:

Title:

Your Email Address:

Telephone Number:

Name Of Your Organization:

Your Signature:

Date:

Please return this completed form to the participating student who will forward it to the Master of Public Health program. If you have any questions or concerns, please contact me at: [ashpandey@augusta.edu](mailto:ashpandey@augusta.edu).

Thank you for supporting our program and contributing to the development of a public health professional.  
Sincerely,

Ashwini T. Pandey, PhD  
MPHC 8722 Internship Coordinator

# Section 6: Additional Resources

HOW TO LOCATE AN INTERNSHIP  
PROFESSIONAL EMAIL ETIQUETTE  
CLEAN ON-BOARDING CHECKLIST

## 6. ADDITIONAL RESOURCES

This section is designed to provide students with helpful guides and resources to refer to throughout the internship. From career search strategies to email etiquette templates, students will not only apply these skills during their internship but use them as they progress through your career.

### 6.1 HOW TO LOCATE AN INTERNSHIP

Students are expected to locate and secure an internship on their own; Augusta University School of Public Health is not responsible for assigning students to internship opportunities. With that said, AU offers several resources to help students build competitive applications and optimize the job search.

#### 6.1A RESUME GUIDE

The purpose of a resume is to showcase relevant professional, academic, and personal experience to potential employers in an efficient way to land an interview. Most companies take less than a minute to review a resume, so it is important to have clear and impactful bullets describing experiences.

##### Resume Tips:

- A resume is a marketing piece, not a history piece. Decide carefully what to include and leave out. It's not your life story; it's your personal sales piece.
- Your resume should be targeted to the job for which you are applying. Be specific and particular in showing your interest and suitability.
- If possible, keep your resume to one page. Use a clean, concise style. Your resume may be judged in 20-30 seconds.
- Read job descriptions and requirements carefully. These tell you what to emphasize on your resume.
- Have someone proofread your resume carefully. Errors often screen out otherwise qualified candidates.
- Only use widely understood abbreviations (i.e. MPH, MHA)
- List a page number and your name on each additional page
- Write impactful bullet statements by emphasizing the positive result or impact of your tasks and responsibilities. Be specific when writing your bullets.
- Create a separate document as your "Master Resume" to record your past jobs and responsibilities. Continue to add to it as you get more experience in current and future positions. You can then extract specific bullets and job titles that align with job descriptions.
- Additionally, it is a good guide for mentors to use if you ask them for a reference or letter of recommendation.
- Don't
  - Lie or exaggerate about your experience or accomplishments
  - Use personal pronouns (i.e. "I", "we", "he")
  - List references right on your resume

##### Sample Resume:

Please refer to the resume template on the following page. For more assistance with developing your resume or cover letters, please contact [Augusta University Career Services](#).

## Jane Doe

706-222-3344 | [jdove@augusta.edu](mailto:jdove@augusta.edu) | [LinkedIn](#) URL

### EDUCATION

#### Augusta University

Augusta, GA

#### Master of Public Health – Health Management Concentration

May 202X

- **GPA: 3.66**
- **Related Coursework:** Epidemiology, Health Management and Policy, Ethical Conduct in Research, Biostatistics I, Healthcare Performance Improvement, Human Resources Management, Health Promotions

#### Bachelor of Science: Health Information Administration

May 202X

- **GPA: 3.46**
- **Related Coursework:** Health Management, Healthcare Statistics and Data Management, Medical Terminology, Health Information Systems, Human Resources Management in Healthcare

### RELATED EXPERIENCE

#### Automatic Data Processing (ADP)

Augusta, GA

#### Co-Op – Health Compliance Division

November 20XX - April 20XX

- Worked Mon.-Fri. 20 hours a week in a variety of roles within the department
- Became proficient in knowledge of Affordable Care Act
- Contacted client representatives for information
- Ran checks on clients and submitted reports
- Assisted in planning and executing departmental events
- Completed data processing when needed
- Became proficient with Sieble software

#### Augusta University Phonathon

Augusta, GA

#### Student Assistant

January 20XX - April 20XX

- Worked up to 12 hours a week, Mon.-Fri., while maintaining full academic load and strong GPA
- Communicated with alumni about upcoming events and opportunities to connect with Augusta University
- Processed financial contributions and gave instructions on how to contribute Handled disgruntled and sometimes rude calls

#### Aiken Regional Medical Center

Aiken, SC Senior

#### Practicum

Spring 201XX

- Assisted in chart completion assessment and productivity standards audits for a 245-bed acute care facility
- Shadowed coders, attended meetings, and worked with the Director of Medical Records

### SKILLS

- Microsoft Word, Excel, PowerPoint, Access, Visio, Publisher, Project Management SEER

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## 6.1B COVER LETTER GUIDE

The purpose of a cover letter is to serve as your introduction to the employer and an opportunity to state your interest in the position and the company. Be sure to reflect on your qualifications and articulate them through relevant and professional experiences.

### **Cover Letter Tips:**

- Cover letters should be less than a page in length -- usually 3 to 4 paragraphs.
- Cover letters should be customized to each company/position and should reflect any special skills or knowledge you possess related to the job. Employers recognize generic cover letters, so it is important to tailor your letter. Research the company and position description to write a strong cover letter.
- Address the letter to a specific person if available. Look on the website/ LinkedIn to find a contact and, if you cannot find the information, call the company's human resources office.
- Spell check and proofread to avoid errors and ask someone to proofread your letter.
- Remember to sign the letter (sign your name on a white piece of paper, take a picture with your cell phone and paste it into your letter).
- Share two or three relevant experiences/professional stories reflecting skills sought by the employer (incorporate keywords from the job description so you stand out).
- Heading, margins, font size and type should match your resume

### **Cover Letter FAQs:**

#### **Do I need to send a cover letter with every resume I submit?**

**Answer:** There are times when cover letters are not necessary (i.e. on campus interviews arranged through University Career Services, Job Fairs, or other special circumstances). In most cases, especially when you initiate contact, it is a good idea to include one. If ever in doubt, send a cover letter with your resume.

#### **Does the cover letter repeat the same information listed on my resume?**

**Answer:** The cover letter is usually read before your resume and may highlight or elaborate on specific information on your resume. More importantly, the cover letter allows you to state why you are interested in the position and explain previous responsibilities, experiences and skills you developed.

#### **Will I come across as boastful if I write about my strengths? I feel uncomfortable "bragging."**

**Answer:** If you carefully plan your letter and communicate effectively, you can avoid sounding boastful. Make sure to give concrete examples of how you have developed skills and used your talents.

### **Sample Cover Letter Template:**

Please refer to the cover letter template on the following page. For more assistance on developing your cover letter, please contact the Student Success & Engagement Advisor or the Career Center.

# Jane Doe

706-222-3344 | [jdoe@augusta.edu](mailto:jdoe@augusta.edu) | LinkedIn Profile URL

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Dr./Mr./Ms. Employer Name

Month Day, Year

Title

Company

Mailing Address (optional)

City, State Zip Code (optional)

Dear Dr./Mr./Ms. \_\_\_\_\_:

**Introduction Paragraph 1** – State why you are writing. Name the position and company that you are applying to. Name the source from which you learned about the position. If you learned of the position from a personal contact, it is okay to use their name (ask for their permission). This paragraph will be 3-4 sentences.

**Middle Paragraph 2** – Select two or three of the skills or qualifications the employer seeks and demonstrate you have them by sharing a couple of professional stories. Each story should be two or three sentences long and provide situation or context, the action you took, and the result. This paragraph will be the bulk of your cover letter.

**Middle Paragraph 3** – Discuss your interest in the organization. Consider the company’s mission, values, goals, culture, projects, clients, and recent accolades. This paragraph helps employers see why you are a good fit for the position.

**Conclusion Paragraph 4** – Restate your interest in the position and thank the reader for their time. Refer the reader to the enclosed application form or resume. You can say that you look forward to hearing from the company soon and/or that you will call in two weeks to follow up on the status of your application. It is okay to include contact information again. This will be a short paragraph.

Sincerely,

(Double space)

(Your Signature, black ink or scan with a computer)

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### 6.1C CAREER SERVICES & HANDSHAKE

Career Services is an excellent resource for students looking for strategies on how to find and secure jobs across numerous industries. Career Services is housed through the online platform [Handshake](#); it is like LinkedIn aimed at college students and those in the early career stage. Students can connect with peers, employees, and Career Service counselors while also learning career success through various in-person and virtual events and appointments. We highly encourage students to activate and fill out their Handshake profile if they haven't done so already. The more information added, the more tailored job options will be. If assistance is required for setting up an account or any step along the way, please contact the Student Success & Engagement Advisor or the MPH Career Services Counselor.

Some Career Services features we recommend are:

1. Making a "Preparation for a Job Search" Appointment: Includes resume & and cover letter review, mock interviews, & networking tips
2. Attending Handshake Events: Virtual Career Fairs, Virtual Networking & Career Panels

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### 6.1D LINKEDIN & JOB BOARDS

Like with Handshake, students should fill out and regularly update their [LinkedIn](#) to ensure the most relevant job postings are populated. It is recommended to enter the full breath of job and project experiences on LinkedIn, like with a master resume.

Things to keep in mind when searching for jobs on **LinkedIn**:

1. Personalize the intro section of your page by including a headshot, banner, profile picture frame, current position, headline, summary, etc. It helps you stand out among recruiters.
2. Create a custom LinkedIn URL: Go to your profile page -> select "Public Profile & URL" on the top right -> select "Edit your custom URL" -> change the last part of the URL to your name (Ex. [www.linkedin.com/in/augustusthejaguar](http://www.linkedin.com/in/augustusthejaguar)).
3. Incorporate key words into your profile to improve visibility among recruiters.
4. Join industry specific groups & follow companies.
5. Reach out to recruiters specializing in your field, introducing yourself and expressing interest in job opportunities.

Another place to look for jobs is on industry-specific **Job Boards**. There are many different kinds around online, but here are a few that are Public Health focused.

1. Public Health Jobs - [Public Health Jobs](#)
2. Public Health Careers - [Home | Public Health Careers.org](#)
3. Association of State & Territorial Health Officials (astho) - [Public Health Careers | ASTHO](#)
4. American Public Health Association (APHA) - <https://careers.apha.org/jobs/>
  - a. Additionally, their Jobs & Resources page is a great tool to utilize. <https://www.apha.org/professional-development/public-health-careermart/public-health-jobs>
  - b. Public Health CareerMart (APHA) - [Public Health CareerMart](#)
5. USAJobs – Federal Government Jobs [USAJOBS - The Federal Government's official employment site](#)
6. Team Georgia Careers – State Government jobs - [Team Georgia Careers - Jobs](#)

## 6.2 PROFESSIONAL EMAIL ETIQUETTE

To demonstrate professionalism, being communicative over email is vital. Reference the templates and reminders below to construct well formatted and professional emails – skills which you will continue to use in the workforce.

### 6.2A GENERAL REMINDERS:

1. Respond to messages within 24 hours
2. Always include a subject line
3. When submitting documents to be reviewed or signed, explain what is have attached
4. Double check that the correct documents are attached
5. Title each document appropriately with last name and document name to distinguish who sent what form (e.g., LastName\_NameOfDocument/Jaguar\_Resume)
6. Proofread emails before sending
7. Address the recipient with their title unless indicated otherwise (e.g., ✓ Dr. Smith, ✗ John)
8. Write an appropriate greeting and sign off (always sign off with “Sincerely” during the interview process)
9. Include a signature or create one if necessary

### 6.2B SUGGESTED EMAIL LANGUAGE:

#### 1. MESSAGING POTENTIAL INTERNSHIP SITE PRECEPTORS

**TO:** (POTENTIAL INTERNSHIP SITE / PRECEPTORS)

**SUBJECT:** Internship Inquiry - Master of Public Health Student at Augusta University

**MESSAGE:**

Dear [TITLE. LAST NAME] / Hiring Manager,

My name is [YOUR FULL NAME], and I am currently pursuing a Master of Public Health with a concentration in [YOUR CONCENTRATION] at Augusta University. I am reaching out as I explore potential sites for my upcoming internship, and your organization stood out to me.

I am particularly interested in the work you are doing in [TOPIC AREA OF ORGANIZATION], and I would love to learn more about any internship opportunities that may be available. I have attached my resume for your review and would be happy to provide any additional information if needed.

Thank you for your time and consideration. I look forward to the possibility of connecting with you.

Sincerely,

[YOUR FULL NAME]

**ATTACHMENTS:** Resume

#### 2. SENDING COMPLETED MOU CONTRACT FORM

**TO:** SPHInternship@Augusta.Edu

**Cc:** Internship Coordinator, MPH Program Coordinator, Student Success & Engagement Advisor

**SUBJECT:** MPH Internship Onboarding Documents

**MESSAGE:**

Dear [TITLE. LAST NAME]

Thank you for meeting with me and for sending the prerequisite documents. The completed MOU Contract form is attached to the email. I have also uploaded it to my assigned box folder. If you have any questions, please let me know.

Best, [YOUR NAME]

**ATTACHMENT: MOU Contract**

### **3. REQUESTING MEETING WITH PRECEPTOR**

**TO: [PRECEPTOR]**

**SUBJECT: MPH Internship Documents - Onboarding Form**

**MESSAGE:**

Dear [TITLE. LAST NAME],

I appreciate the opportunity to work with you as my internship preceptor and to work with {Organization name} to complete my internship hours. As part of the internship for Augusta University's MPH program, I am required to complete the attached Onboarding form in collaboration with my preceptor. This form serves to outline the project and ensure that it meets the MPH program requirements.

Can we schedule a meeting to discuss the project in more detail? As part of my internship requirements, I am expected to work on five distinct objectives that lead to tangible work products that help fulfill [site name here]'s needs. The program does ask that the objectives align with our MPH competencies, which I would be happy to share if this would be helpful.

Thank you again for the opportunity to work with [site name here]. I appreciate your time and support.

Sincerely,

[YOUR NAME]

**ATTACHMENTS: Onboarding form**

### **4. Requesting Preceptor Signatures on Documents**

**TO: [PRECEPTOR]**

**SUBJECT: MPH Internship Documents**

**MESSAGE:**

Dear [TITLE. LAST NAME],

Thank you for agreeing to serve as my internship preceptor. As part of the internship onboarding process, there are two forms which need your signatures and are required by the School of Public Health. At your earliest convenience, could you please review the attached documents, sign them, and return them by email?

Thank you in advance for your time and assistance.

Best,

[YOUR NAME]

**ATTACHMENTS: Onboarding Form, Preceptor Acknowledgement Form**