UAB SCHOOL OF PUBLIC HEALTH

The University of Alabama at Birmingham

Course Syllabus

Public Health Internship
PUH 688
Fall/Spring/Summer

I. Instructors (Internship Faculty Advisors) and Contact Information

Internship Faculty Advisors are as follows:

Dr. Lisa McCormick lmccormick@uab.edu (205) 934-7148	Masters of Public Health (MPH), concentration in: • Environmental and Occupational Health • Epidemiology
Dr. Matthew Fifolt mfifolt@uab.edu (205) 934-0506	Masters of Public Health (MPH), concentration in: • Health Policy and Organization • Maternal and Child Health Policy and Leadership
Dr. Jessica Chambliss jlthames@uab.edu (205) 975-2342	Masters of Public Health (MPH), concentration in: • Health Behavior
Dr. Erika (Ela) Austin elaustin@uab.edu (205) 975-9272	• Public Health/Physician Assistant Studies (MPH/PA) • Public Health/Medicine (MD/MPH) • Public Health/Optometry (MPH/OD) • Public Health/Pharmacy (MPH/PharmD) • Public Health/Veterinary Medicine (MPH/DVM)
Dr. Kelley Swatzell ksw@uab.edu (205) 975-2924	• Masters of Public Health (MPH) students with a concentration in Population Health • Public Health/Business Administration (MPH/MBA) • Public Health/Public Administration (MPH/MPA) • Public Health/Juris Doctorate (MPH/JD) • Public Health/Social Work (MSW/MPH)

Internship faculty advisors are involved in advising and approval of internship sites and anticipated work products; supervision of the internship; and assignment of a final grade.

Please contact your internship faculty advisor to determine their office hours, email policy, and preferred method of contact.

Teaching Assistants (Internship Coordinators):

MPH students with a concentration in Environmental and Occupational Health
TA: Meena Nabavi
mnabavi@uab.edu
(205) 975-7644

MPH students with a concentration in Epidemiology
TA: Tessa Graham
tessaegr@uab.edu
(205) 934-6953

MPH students with a concentration in Health Behavior
TA: Tessa Graham
tessaegr@uab.edu
(205) 934-6953

MPH students with concentrations in Health Policy and Organization or Maternal and Child Health Policy and Leadership
TA: Elena Kidd
enlinn@uab.edu
(205) 934-7140

MPH students with concentrations in Population Health and all coordinated degree MPH programs
TA: Elena Kidd
enlinn@uab.edu
(205) 934-7140

II. Course Information

Course Description and Purpose of the Course:

Description: The MPH is a professional degree that prepares individuals to develop basic public health skills. The Council on Education for Public Health (CEPH), our accrediting agency, requires that each MPH student be able to demonstrate the application of these concepts through an internship experience that is relevant to his or her area of specialization. All students in the MPH degree program are required to complete the three (3) credit hour public health (PUH 688) internship as a part of their curriculum. The internship provides an opportunity for each student to work in a public health setting with responsibilities similar to those in an entry-level MPH position. The

internship cumulates with the submission of at least two work products developed by the student that benefit the agency/organization and allows the student to successfully demonstrate competency attainment in five (5) of the Foundational MPH competencies. The internship must be appropriately planned, supervised, and evaluated. It is the student's responsibility to arrange all of the internship activities and ensure the internship will meet the requirements of the degree program in which they are enrolled. Students must obtain approval through the APEx portal from their internship faculty advisor and preceptor (site supervisor) before registering for the internship. All students must be registered for the course prior to the start of their internship. Students should have completed the core classes before registering for an internship. This means internships are performed in the summer of the first year at the earliest. Some programs vary from this general policy. Students should meet with their program coordinator to discuss their curriculum planning schedule and appropriate time to complete the internship.

See **Section XII** for a breakdown of student, preceptor, internship faculty advisor, and program coordinator responsibilities as well as termination, liability and nondiscrimination policies.

Purpose: To enable MPH students to apply entry-level competencies acquired in the classroom setting to public health practice through field experiential activities.

CEPH Competencies/Departmental Competencies/Course Learning Objectives Alignment: Competencies define what a successful learner should know and be able to do upon completion of a particular program. These statements describe in measurable terms the knowledge, skills and abilities a successful graduate will demonstrate at the conclusion of the program. Each CEPH and departmental competencies are mapped to course learning objectives (CLOs). The course learning objective is what the student is expected to be able to do upon successfully completing this course. The relationship between competencies and course learning objectives (the incremental learning experiences at the course and experiential levels that lead to the development of the competencies) should be explicit and aligned with the program's mission, goals and objectives. (CEPH Accreditation Criteria Public Health Programs)

At the completion of this course students will be able to:

Apply at least five (5) foundational competencies with the skill expected from a practical experience. NOTE: Students can select two (2) optional departmental competencies in addition to the five (5) foundational competencies.

CEPH Competencies	Departmental Competencies	Course Learning Objectives	Assessments Used to Assess
At least five foundational (5) competencies with the skill expected from a		**PUH 688:** Describe newly acquired knowledge in one or more specific public health area(s).	Final products developed by the students to benefit the host

practical experience.			organization and/or community.

Credit Hours:
This course is worth **3** credit hours.

Prerequisites: Completion of all MPH Core Courses (PUH 601, 602, 603, 604, 605, & 606) required for degree. To be sure about when you are eligible to register for your internship, check with your department's program coordinator.

For students who entered the MPH Program Fall 2020 or after, the Professional Passport Interprofessional (IP) Practice Modules and IP Enrichment Activities must be completed before you can complete the MPH Internship. Please note, the completion of IP Activities may require registration and participation in extracurricular events scheduled during the semester.

Students who entered the MPH Program Fall 2020 or after must also complete a background check before registering for their internship. You can **read through the instructions here**.

Registration: Prior to registering for PUH 688: Internship, the student must complete the Internship Proposal Form in APEx. Both the preceptor and the internship faculty advisor must electronically approve this form BEFORE the departmental program coordinator can remove the hold from the student's account. The student should register for the appropriate course under their internship faculty advisor.

In-person students are required to register for the in-person internship. Students in the online program are the only ones that should register for the online internship (marked with a Q). If a student is in the in-person program but takes all courses online, they will still register for the in-person internship. Additionally, if a student is in the in-person program but completes an internship out of state/country, they will need to still register for the in-person internship.

Note: Credit cannot be applied retroactively to work you have done prior to registering for the internship.

Course Clock:
The times used in this syllabus are all Central Standard Time.

III. Course Requirements

Required Textbook(s)/Software:
None

Time Requirements/Commitment:

The internship must be completed within one (1) academic semester. The student cannot start working towards their hours until first day of classes the semester in which they are registered and must be registered before they can start their internship. All hours must be completed before the last day of class the semester in which they are registered. **Credit cannot be applied retroactively to work you have done prior to registering for the internship.**

Students must complete a **minimum of 180 contact hours** with the organization during the semester in which they are registered for the internship. However, if the internship site requests that the student complete additional hours above the minimum 180 hours required, the student must complete the number of hours requested by their internship site and documented in the Internship Proposal Form.

Students should enter their hours at minimum in biweekly intervals (at the end of every 2-weeks) to allow for their internship faculty advisor, the internship coordinators, and preceptors to monitor their progress in the APEx Portal.

Students must submit their final Internship Hour Log by the last day of their internship. Your preceptor will be asked to review the hour log and verify the number of hours worked during the internship when completing the Final Evaluation of Student Performance.

Submitting Assignments:
Assignments should be submitted through the APEx portal by the specified due date. Each assignment will have a submission button.

IV. Course Schedule:

Module #	Topic	Readings	Activities/Due Dates	Module Learning Objectives
Module 1	**Internship Proposal Form**	*None*	**Prior to registration and the first day of class**	
Module 2	**Student Midpoint Reflection of Internship Experience**	*None*	**At midpoint of the internship**	
Module 3	**Preceptor Midpoint Evaluation of Student Performance**	*None*	**At midpoint of the internship**	
Module 4	**Internship Faculty Advisor Midpoint**	*None*	**At midpoint of the internship**	

	Meeting Confirmation			
Module 5	Student Final Reflection of Internship Experience	*None*	**Last Day of Class**	
Module 6	**Preceptor Midpoint Evaluation of Student Performance**	*None*	**Last Day of Class**	
Module 7	**Final Products**	*None*	**Last Day of Class**	
Module 8	**Final Poster and Poster Presentation**	*None*	**Last Day of Class**	
Module 9	**Hour Log**	*None*	**Last Day of Class**	
Last Day to Withdraw:				

Required Components of the Internship:
Internship Proposal Form
Completed by the student, electronically approved by the preceptor and internship faculty advisor before registering for academic credit and before starting any work.
The Internship Proposal form provides information on the host agency, background on the internship project and student's role in the project, hours of work agreed upon, and identifies anticipated final products mapped to each of the MPH competencies selected. **Students must complete this form and obtain internship faculty advisor and preceptor approval BEFORE they are able to register and before they can begin work.**

Student Midpoint Reflection of the Internship Experience
Completed by the student
Approximately halfway through the internship, the student should complete the midpoint reflection of the internship experience in APEx. Following completion, the student should meet with their preceptor and request their preceptor complete the midpoint evaluation of student performance. The midpoint reflection is an opportunity for the student to reflect on where they are in their internship including their progress in developing work products, describe any changes to their internship activities, identify gaps in training, and discuss challenges. Once submitted, the student midpoint evaluation of the internship experience will be sent to the preceptor, internship faculty advisor, and internship coordinator. The midpoint reflection must be completed before the preceptor completes the midpoint evaluation of student performance. Students are responsible for determining when they reach midpoint of their internship.

Preceptor Midpoint Evaluation of Student Performance
Completed by the preceptor
Students will be evaluated by their preceptor at the midpoint of the internship based on the student's work habits, professionalism, and communication with the preceptor and others at the organization. The midpoint evaluation of student performance helps identify areas of strength and improvement for the student. Students should review the evaluation, reflect on the feedback provided, and make changes as needed to ensure positive feedback on the final evaluation. Students are responsible for requesting their preceptor complete the mid-point evaluation of student performance in APEx at midpoint of their internship. Once submitted, the student midpoint evaluation will be sent to the preceptor, internship faculty advisor, and internship coordinator.

Internship Faculty Advisor Midpoint Meeting Confirmation
Completed by the SOPH internship faculty advisor
After the student submits the Student Midpoint Reflection and received their preceptor' Midpoint Evaluation of Student Performance, the student should email their internship faculty advisor review this information and outline the student's next steps to a successful internship. The internship faculty advisor will need to confirm the meeting took place by completing the Internship Faculty Advisor Midpoint Meeting Confirmation Form in APEx.

Final Products
Completed by the student
Products are tangible work items developed by the student during their internship that benefit the agency or community the agency serves. At the end of the internship, students are required to submit at least two (2) final products that demonstrate the five competencies selected in their Internship Proposal Form. However, students must map all five (5) competencies to the products, thus more than two products may be required. Examples of work products can be found on the Applied Practice Experiences website under MPH Students --> Products Requirements

Should the final products change at any point during the internship, the student should notify their internship faculty advisor and internship coordinator.

Final Poster
Completed by the student
Each student must complete a poster (sharing of posters is not acceptable in situations where two or more students may be interning at the same site) which highlights their internship experience. The poster should be formatted using the MPH Internship Poster Template.

An electronic copy of the poster should be uploaded to APEx prior to the last day of classes the semester in which the student completes the internship. If you need further guidance on completing your poster or poster presentation, please speak with the Internship Coordinators or your Internship Faculty Advisor.

MPH Poster Presentation
Completed by the student
In addition to the electronic poster, students are responsible for recording a video of their poster presentation of their internship experience. Students should use the MPH Internship Poster Template and follow the instructions on the [Poster Requirements]() page on the website when creating their electronic poster and recording their poster presentation. Student videos can be recorded through a camera, phone, or Zoom.

In the video, students should provide an overview of their internship experience and review information contained on their poster. The video should be 3-5 minutes long and provide an overview of their hosting agency, background of their project, lessons learned, description of the two final products submitted and how the products relate to the competencies selected, and community impact. The video should be uploaded as an unlisted video onto YouTube.

The poster does not have to be professionally printed but the electronic poster and link to the poster video should be uploaded to APEx prior to the last day of classes the semester the student is completing their internship.

Student Final Reflection of the Internship Experience
Completed by the student
The student final reflection of the internship experience is an opportunity for students to reflect on their overall internship experience, competency attainment, and provide feedback on the quality of the internship experience. Students should complete this form prior to the last day of classes the semester the student completes their internship.

Preceptor Final Evaluation of Student Performance
Completed by the preceptor
Students are also evaluated by their preceptor at the conclusion of their internship based on the student's completion of the work requirements, professionalism, use of time, communication with preceptor and others at the organization, verification of hours worked, and overall benefit to the organization. The Preceptor Final Evaluation of Student Performance must be submitted by Wednesday following the last day of classes the semester the students completes their internship. It is the student's responsibility to request that their preceptor complete this form. Preceptors complete the Final Evaluation of Student Performance by logging into their APEx account and selecting the Preceptor Final Evaluation of Student Performance link.

Preceptor Registration
Preceptors from outside the UAB system must complete the preceptor registration form in order to gain access to APEx. Preceptors from within UAB should coordinate with the Office of Public Health Practice (OPHP) to obtain preceptor access to APEx. Preceptors will use APEx to 1) approve the Internship Proposal Form; 2) complete the midpoint; and 3) final evaluation of student performance. The only person who can complete the midpoint and final evaluation is the person listed in the Internship Proposal Form. If the

internship preceptor changes, please notify the Office of Public Health Practice IMMEDIATELY so it can be updated in APEx BEFORE the end of the semester. Failure to do so may result in delayed grade submission.

V. Grading
Attendance and Participation:
You must complete a minimum of 180 contact hours with the organization during the semester in which you are registered for the internship. However, some internship sites may require you to complete additional hours beyond the minimum 180 hours required. If the site requires additional hours, you must complete the number of hours as requested by your internship site.

Evaluation: This course is evaluated based on completion of all internship requirements, including the results of the preceptor's evaluations, completion of the hour requirement (see above), final product (s) demonstrating all 5 competencies selected and poster/poster presentation.

Final products should represent graduate-level work. Final products with typos or mistakes, haphazardly designed, plagiarized, or poorly organized or presented do NOT reflect graduate-level work.

Internship Faculty Advisor Response Time:
Final grades will be posted by the due date listed in the Academic Calendar.

Grading Scale:
Students will be given a grade of Pass/No Pass by the internship faculty advisor based on completion of all internship requirements, including the results of the preceptor's evaluations, verification of hours completed, submission of the final products demonstrating all 5 competencies selected and poster presentation. Unsatisfactory completion of the internship components may result in a No Pass (NP).

Students engaging in MPH internships are expected to demonstrate professional behavior at all times. Students represent SOPH in the community and important partnerships can be damaged by students behaving in an unprofessional manner. Therefore, termination from an internship by a preceptor or removal from an internship by SOPH due to complaints from a preceptor may result in dismissal from the program. Likewise, cases in which students do not earn a grade of "Pass" for the internship (due to failure to complete required tasks or submission of poor-quality products) may also result in dismissal from the program.

Any such situations will be carefully reviewed by the Associate Deans for Academic Affairs and Public Health Practice, the internship coordinators, the internship faculty advisor, and the internship preceptor. They will determine whether and under what circumstances the student can be given another opportunity to satisfactorily complete an internship; if another internship is approved, professional remediation and additional monitoring may be required.

VI. Technology Requirements and Support
System Requirements:
View the system requirements specified by the School of Public Health. If your computer does not meet the standards, you may encounter problems testing or accessing content. Laptops that do not meet the standards may not be used for testing. If you use a laptop that does not meet the minimum requirements, you will not be given additional time or opportunities during an exam as a result of laptop issues. Contact 205-934-7728 for technical problems within the School of Public Health or AskIT@uab.edu or call 205-996-5555 for other technical problems.

Browser Requirements:
Students will need to use Firefox, Edge, or Google Chrome browsers in order to access APEx.

Online Delivery System (APEx):
Material submitted for this course will be delivered through APEx. You can access APEx by visiting https://go.uab.edu/apexstudentlogin. You should log in using your Blazer ID and password. At any time you can contact the Office of Public Health Practice ophp@uab.edu for assistance.

VII. Communication Guidelines

Communication Etiquette:
While at your internship site, remember you are representing UAB and the School of Public Health. Please be respectful of everyone's opinions. While it is acceptable to disagree with someone's opinion, you should always do so in a respectful manner. This respect should be extended to entities that you may interact with during your internship (other staff members, community partners, mentors, participants, other students, etc.). Additionally, you should use appropriate language and grammar in your written and verbal discussion. Write emails with proper grammar, correct spelling and a high level of formality. Avoid "net speak" such as TTYL, LOL, L8R, U (instead of you) and beginning written assignments. Please visit UAB Code of Conduct for more information.

VIII. Course and University Policies
Incomplete Grades:
The UAB Incomplete Grade Policy states that a temporary grade notation of "I "for incomplete may be requested by the student prior to the end of the term and submitted at the course master's discretion due to unforeseen circumstances that effect the student's ability to complete course requirements. Students requesting consideration of an "I" grade must discuss with the course internship faculty advisor, and agree upon a plan and a schedule for, completion of course requirements. It is the student's responsibility to initiate this discussion, assure completion of this form and return it to the Office of Student and Academic Services. If no permanent grade is reported by the

end of the subsequent term, an "F" will be automatically assigned to replace the "I". Extension of "I" grades may be granted only upon written request of the course internship faculty advisor to the associate dean for academic affairs. Complete the SOPH Incomplete Grade Request Form. This form is located in Canvas in the SOPH Graduate Student Center.

Accessibility:
UAB is committed to providing an accessible learning experience for all students. If you are a student with a disability that qualifies under Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, and you require accommodations, please contact Disability Support Services for information on accommodations, registration and procedures. Requests for reasonable accommodations involve an interactive process and consist of a collaborative effort among the student, DSS, faculty and staff. If you are registered with Disability Support Services, please contact me to discuss accommodations that may be necessary in this course. If you have a disability but have not contacted Disability Support Services, please call 934-4205 or visit their website.

Title IX:
The University of Alabama at Birmingham is committed to providing an environment that is free of bias, discrimination, and harassment. If you have been the victim of sexual discrimination, harassment, misconduct, or assault we encourage you to report the incident. UAB provides several avenues for reporting.   Visit UAB's Title IX Policy and UAB's Equal Opportunity and Anti-Harassment Policy for more information about Title IX, policy, reporting, protections, resources and supports.

Honor Code:
As a student in the School of Public Health, you are subject to the School of Public Health Student Honor Code. You are responsible to understand the contents of the Honor Code and to abide by it. Academic Dishonesty: Plagiarism is the undocumented use of other authors' words, texts, images, and ideas that don't come from your own head. Making up sources, altering numbers, statistics, or just a few words of a document is considered plagiarism. Poor documentation or paraphrasing of a source is also considered plagiarism. Plagiarism in this course is taken seriously; any violations will be punished to the full extent allowable under the School of Public Health Honor Code.

UAB Policies:
To see all the current university-wide policies visit UAB Policies and Procedures Library.

IX. Library Resources:
You can access library materials such as databases, electronic journals, encyclopedias, and other various resources. Visit UAB Libraries.

X. UAB Student Counseling Services
Student Counseling Services offers students of all backgrounds, races, religious beliefs, sexual orientations, gender identities, abilities, ethnicities, and cultures a safe place to discuss and resolve issues that interfere with personal and academic goals. Student

Counseling Services recognizes and honors the complex intersectionality of all aspects of a person's identity and presenting concerns. All enrolled UAB students are eligible for counseling. Students can schedule an appointment by phone, (205) 934-5816, or in-person at the Student Health and Wellness Center at the LRC, 1714 9th Avenue South. Students should be prepared to tell the intake coordinator why they are seeking counseling.

XI: Other Resources and Important Contacts

School of Public Health	UAB Dean's Office Front Desk	(205) 934-4993
	Internship Coordinator – Tessa Graham	(205) 934-6953 *tessaegr@uab.edu*
	Internship Coordinator – Elena Kidd	(205) 934-7140 *enlinn@uab.edu*
	Internship Coordinator - Meena Nabavi	(205) 975-7644 *mnabavi@uab.edu*
	Internship Coordinator – Luke Hanson	(205) 975 – 3684 *skywlker@uab.edu*
Health	UAB Counseling Services	(205) 934-5816 uab.edu/counseling
	UAB Student Health & Wellness Center	(205) 934-3581 *uab.edu/studenthealth*
Safety	UAB Police Emergency	911 or (205) 934-3535 *uab.edu/police*
	UAB Police Non-emergency	(205) 934-4434
	Blazer Express Safety Escort (9pm – 5:30am every day)	(205) 934-8772 to request a ride on campus *uab.edu/blazerexpress/safety-escort*
	UAB Title IX Coordinator	(205) 996-1340 *uab.edu/titleix*
Support	Assistant Vice President for Student Experience	(205) 934-4175
	UAB Career Services	(205) 934-4324 *uab.edu/careerservices*
	UAB Housing & Residential Life	(205) 966-0400 *uab.edu/housing*
	UAB Office of the Registrar (Academic Appeals/Medical Withdrawal)	(205) 934-8222 *uab.edu/students/services/registrar*
	UAB One Stop Student Services	(205) 934-4300 *uab.edu/onestop*
	UAB Student Outreach	(205) 975-9509 *uab.edu/studentoutreach*
	UAB Vulcan Materials Academic Success Center	(205) 934-8184 *uab.edu/students/academics/ student-success*

Specialized Services	UAB Writing Center	(205) 996-7178 uab.edu/writingcenter/
	Tech Support: AskIT	(205) 996-5555 *uab.edu/it/home/students*
	UAB Disability Support Services	(205) 934-4205 *uab.edu/dss*
	UAB International Student & Scholar Services	(205) 934-3328 *uab.edu/global/international-students-and-scholars*
	INTO UAB Center	(205) 934-4686 *uab.edu/global/into-uab*
	UAB Off-Campus Student Services	(205) 996-1580 *uab.edu/students/offcampus/*
	UAB Veteran Services	(205) 934-8804 uab.edu/veteranservices

XII. Breakdown of Responsibilities

Student Intern Responsibilities:

A. Locate an internship position within an appropriate agency.
B. Develop a mutually acceptable work outline of the objectives, competencies, and products with the agency supervisor and internship faculty advisor.
C. Register for 3 credit hours of PUH 688 internship course
D. Complete a minimum of 180 hours of contact time in the agency and keep a log of hours and activities. These hours must be completed in one semester.
E. Be aware of all provisions of the internship expectations and agreements.
F. Establish effective working relationships with agency personnel and appropriate community representatives involved in the internship projects.
G. Complete internship products as directed by the agency preceptor.
H. Maintain scheduled periodic contact with the agency preceptor and internship faculty advisor throughout the internship experience.
I. Evaluate and integrate suggestions and criticisms from the preceptor and advisor.
J. Prepare evaluation forms, internship poster, hour log, and submit a minimum of two (2) final products by the deadline.

Preceptor (Site Supervisor) Responsibilities:

A. Develop a job description along with the student intern before the internship begins.
B. Explain the structure and function of the agency.
C. Provide the student with space within the organization in which to work while doing the practice experience, and include the student in agency and interagency meetings.
D. Introduce the student personnel within the agency and to representatives of other community agencies when relevant.
E. Provide direct guidance and supervision of the student during planned internship activities.
F. Notify the internship faculty advisor and internship coordinator if any problem arises.
G. Provide a model of professional work habits and attitudes.
H. Maintain periodic contact with the internship faculty advisor and student intern. Discuss the student's progress at least once midway through the internship.
I. Evaluate student performance on the forms provided.

J. Verify the number of hours the student completed during the internship.

Internship Faculty Advisor Responsibilities:
A. Assist the student in identifying organizations interested in participating in the internship program.
B. Aid the student in outlining the objectives, competencies, and products, if necessary, ensuring that they meet CEPH requirements.
C. Review and approve the intern's plan.
D. Advise the student if IRB approval is necessary.
E. Be accessible to students and the agency preceptor as needed during the period of field training.
F. Discuss the student's progress at least once midway through the internship.
G. Call the student for a conference whenever a potential problem appears to have arisen.
H. Remove the student if it is deemed that either the student or the setting is inappropriate.
I. Encourage the intern and the agency preceptor to provide constructive feedback regarding his/her academic preparation and the operation of the internship program.
J. Evaluate the progress of the intern using program goals, supervisor reports, his/her evaluation, final products, and internship poster.
K. Assign a final grade (pass/fail) for the internship based on the evaluation mentioned above.

Internship Coordinator Responsibilities:
A. Direct students to internship postings (Handshake, Get A Handle, Networking Events, etc.)
B. Manage APEx, UAB's system for tracking internships
C. Meet with preceptors to provide an overview to the MPH Internship program and handle preceptor registration
D. Meet with students to discuss internship requirements and procedure for registration (i.e. internship orientation)
E. Trouble Shoot with Students, Internship Faculty Advisor, Instructor, and Preceptors
F. Coordinate internship poster presentation
G. Review progress of the students during the Internship & alert internship faculty advisor of any potential issues

Program Coordinator Responsibilities:
A. Meet with students to discuss their curriculum planning schedule and appropriate time to complete their internship
B. Refer students to internship faculty advisors to discuss internship
C. Refer students to the OPHP for securing internships
D. Issue the override for students to register AFTER the internship has been approved by the internship faculty advisor member and preceptor

Termination of the Internship:
The internship may be terminated for any of the following reasons:
A. Any illness or other unexpected events that necessitate the student's absence for a time, which is detrimental to the agency or student.
B. Any action by the agency that is detrimental to the student or the academic department.
C. Any action by the academic department or student that is detrimental to the agency.

Nondiscrimination Agreement:

The parties agree that there shall be no discrimination on the basis of race, color, religion, sex, national origin, age or disability.

Liability:

UAB will provide public liability coverage for students participating in the School of Public Health internship program as paid/unpaid or full-time (temporary) or part-time interns for a host agency. The coverage will apply to claims arising out of injury or damage sustained by a third party while the student is acting within the course and scope of the assigned duties of their internship. The host agency will provide public liability coverage for UAB School of Public Health students participating in the School of Public Health internship program as full-time regular employees of the host agency (for example, when a student interns at his or her full-time regular place of employment). Students enrolled in the School of Public Health must maintain health insurance coverage for the duration of their programs.

Internship Faculty Advisors reserve the right to make changes to the syllabus or course content at any time. It is your responsibility to check the modules and announcements often for changes in assignment requirements, due dates, and materials.