

MPH Internship – Timeline Spring 2025

****All documents related to the MPH Internship course MUST be submitted online via APEX****

| TIMELINE | STUDENT MPH INTERNSHIP CHECKLIST |
|---|--|
| <p>Prior to completing the Internship Proposal (IP) Form ~2-3 months prior to start of internship</p> | <p>Search for and secure an internship opportunity. Students can apply to internships coordinated through the school or they can identify their own opportunity. Opportunities coordinated through the school can be found in the “Get a Handle” student newsletter and on Handshake, UAB’s job search platform.</p> |
| <p>ASAP after securing your internship position Student MUST be completed IP form by December 20, 2024</p> | <p>Determine who will serve as your preceptor and complete the Internship Proposal (IP) form. <i>The IP form must be completed by the student and electronically approved by the internship preceptor and internship faculty advisor BEFORE the student can register for the course and start their internship.</i></p> <p>The internship proposal form is a formal agreement between you, your preceptor, and the internship faculty advisor regarding your internship and internship activities. If you do not see your faculty advisor listed in the APEX portal, please contact ophp@uab.edu.</p> <p>Preceptor Registration When you complete the IP from, you will be asked for details regarding your preceptor (name, phone number, email). Once you have entered your preceptor’s information, Office of Public Health Practice (OPHP) will receive notification to verify and request approval for your preceptor to be added to the system. Depending on if your preceptor already has an account, is internal to UAB, has a UABMC account, or external to UAB, the time for approval could take as little as a few minutes to a couple of days; there are additional steps UABMC employees and external preceptor will need to take before they are approved and can access APEX. <i>Preceptor registration must be completed before the student can submit the IP form for approvals.</i></p> |
| <p>Prior to the first day of class January 11, 2025</p> | <p>Hold should be lifted from the internship course by your program coordinator (this will not be available until signatures for your IP form are on file from your Faculty Advisor and Preceptor).</p> |
| <p>Prior to the last day for open registration January 12, 2025</p> | <p>Register for the appropriate internship course for 3 credit hours. Last day to drop/add is Jan 21.</p> |
| <p>First day of classes for the semester January 13, 2025</p> | <p>First day of classes for the semester You cannot start your internship prior to this date and you must be registered for the 3-credit internship course under your faculty advisor before starting</p> |
| <p>Half-way through internship semester March 5, 2025 11:59 PM</p> | <p>Halfway through your internship semester you will begin the midpoint reflection process:</p> <ul style="list-style-type: none"> • Complete the Student Midpoint Reflection in the APEX portal • Meet with your preceptor to review progress and request that they complete the online Preceptor Midpoint Evaluation of Student Performance in the APEX portal within two weeks of your midpoint reflection submission • Discuss these forms with your internship faculty advisor via email, you do not have to set up a meeting to complete this requirements, check-in gin via email is fine. <i>Your internship adviser will complete the midpoint confirmation.</i> If you have any concerns about your internship, please let your internship advisor and internship coordinator know. <p>Failure to complete your midpoint reflection and/or update your hour log by this date will result in a No-Pass of the internship course. No exceptions will be allowed. If you are unable to complete your midpoint or update hours by the date above, please contact your internship coordinator in advance of</p> |



the due date. Internship Coordinators will communicate this change in status to your preceptor.

Last day of classes

Complete all by the internship requirements
April 25, 2025
11:59 PM CST

All hours and deliverables must be submitted in APEx

- A minimum of two **Final Work Products** which demonstrate 5 MPH Foundational Competencies
- The **Electronic Poster** and link to the **Recorded Internship Video Presentation**
- Completed **Hour Log** for your preceptor to approve
- **Student Final Reflection of Internship Experience**
- Request that your preceptor complete the **Preceptor Final Evaluation of Student Performance**

Additional details regarding the requirements of the internship can be found on the SOPH Applied Practice Experience website: <https://sites.uab.edu/apex/>

