



**Midwestern Public Health Training Center**

**Region VII**

# **Field Placement Internship Guide**

**2018-2019 Academic Year**

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## **Field Placement Internship Guide**

This guide has been adapted from the Region VI South Central Public Health Training Center's field placement internship guide.



# Midwestern Public Health Training Center

## Internship Checklist and Deliverables

Students:

Please use the checklist below to ensure that you have completed all requirements of the HRSA-sponsored Region VII Midwestern Public Health Training Center (MPHTC) Internship. The information listed below must be received by the Region VII Student Placement Coordinator. Please note the due dates for deliverables vary.

**BEFORE** beginning the project:

- Upon receiving notification of your selection for a field placement, and once you have agreed to accept the placement, please scan and email the following to your MPHTC State Advisor: Student Placement Agreement form
- [MPHTC Student Demographic Information](#) (Online)

**DURING** the project:

- 3 blog entries detailing project progress

Upon **COMPLETION** of the project, the following will need to be completed:

- Preceptor's Online Evaluation
- Student's Online Evaluation
- Field Placement Completion Form ([page 12](#))
- Scientific Report or Poster Presentation

Once these items have been submitted, payment will be distributed. If you have any questions, please contact the Region VII Student Placement Coordinator, Hannah Shultz at [Hannah-shultz@uiowa.edu](mailto:Hannah-shultz@uiowa.edu).



# Midwestern Public Health Training Center

## Field Placement Internship Program

This guide contains information and materials for the HRSA Region VII Midwestern Public Health Training Center's field placement internship program. MPHTC is comprised of one central office and three Community-Based Training Partners (CBT). The University of Iowa houses the central office. Wichita State University, St. Louis University and the University of Nebraska Medical Center house the CBTs. Region VII includes Iowa, Kansas, Missouri and Nebraska.

The field placement internship is a planned and supervised practice experience in which the student demonstrates how the degree program competencies are fulfilled and applies measurable learning objectives to real-world public health practice. The MPHTC field placement internship program provides the opportunity for graduate students in MPH programs or a health science discipline to develop the practice skills needed to join the public health workforce. The internship consists of 175 to 300 hours of field experience at a public health agency or organization. In this program, the terms "field placement" and "internship" are used interchangeably.

The student will receive a stipend of \$3,500 upon completion of the internship. HRSA provides the funds for the stipends through MPHTC. HRSA has mandatory reporting requirements for those who receive its funds as stipends.

The internship program promotes partnerships among public health academics and practitioners. Each of the HRSA Region VII Midwestern Public Health Training Center sites will identify public health agencies or organizations that will provide internships and mentor students.

### ELIGIBILITY CRITERIA

*A student must be:*

1. a U.S. citizen or permanent resident.
2. enrolled in a graduate program in a health profession.

*A proposed project must:*

1. be a study or intervention impacting an underserved population such as:
  - a. HPSA, or
  - b. rural population.
2. have a focus on socio-environmental factors related to public health needs.

## **ROLES AND RESPONSIBILITIES:**

### *Central Site and Community-Based Training Partners roles and responsibilities*

- Each State will designate a staff/faculty member to serve as the field placement State Advisor for each student intern.
- The MPHTC State Advisor provides general oversight of placements that occur in agencies.

### *MPHTC State Advisor roles and responsibilities*

- Assure field placement sites meet priority project requirements and assure students have an agreement with the site.
- Advertise placement opportunities to students pursuing a degree in a health profession within the site's state.
- Coordinate with public health schools and programs in each state to identify and place student interns.
- Work with the student and preceptor to develop a field placement plan for the student.
- Coordinate with the preceptor to ensure agreement on student activities.
- Provide advice and feedback to students.
- Review overall progress of the student during placement.
- Ensure all placement requirements are completed (see [Completion Form](#) page 12)
- Ensure all HRSA-required reporting documentation is sent to MPHTC. Documentation includes student application to include resume and statement of interest (if it applies), student demographic form, field placement agreement form, student evaluation, and preceptor evaluation, and poster presentation, or scientific report.
- Coordinate with your University to process stipend payments.

### *Student roles and responsibilities*

- Comply with internship site policies and procedures.
- Acquire as much information about the agency as possible before beginning the placement (visit website, review any material provided, etc.).
- Exhibit professionalism in all aspects of the placement including attendance, appointments, meetings, and discussions with supervisors and others.
- Maintain complete client confidentiality.
- Seek the advice and assistance of the agency preceptor when uncertain about tasks.

### *Student Tasks*

- Develop a field placement/project plan including learning objectives, a timeline of milestones, and final deliverables (see [Agreement Form](#) page 9).

- Ask your faculty advisor and the preceptor at the field placement site to approve your plan.
- Complete a 175-300 hours fulfilling project plan requirements.
- Complete necessary paperwork prior to starting your field placement.
- Participate in regularly scheduled progress review meetings with your preceptor and/or faculty advisor.
- Complete 3 blog entries during your internship (see [page 6](#)).
- Use the outline provided to submit a final report describing your project to your state MPHTC state coordinator.
- Complete the final online evaluation of your placement experience.
- Respond to an electronic follow-up survey about your employment after graduation.

#### *Preceptor roles and responsibilities*

- Develop the practicum opportunity and agree to accept a student intern.
- Work with the student to identify specific objectives, milestones, and deliverables.
- Supervise the student and provide technical and administrative oversight, including signing off on student's hours.
- Provide regular guidance to the student.
- Review the student's progress and send a formal online evaluation at the end of the field experience.
- Collaborate with the MPHTC State Advisor on the field placement.

### **ELEMENTS OF THE FIELD PLACEMENT**

1. The MPHTC State Advisor identifies or approves the field placement agency and preceptor, and matches the student to the field placement.
2. The student completes all of the forms and requested information in the field placement packet.
3. The student, MPHTC State Advisor, and Preceptor collaborate to complete the Field Placement Agreement Form, including the field placement description, learning objectives, expectations, milestones, and expected deliverables.
4. The student completes 175-300 hours for the internship.
5. The student keeps a daily log of work hours and activities/events.

6. The student writes a final report using the [Scientific Report or Poster Presentation Guidance](#).
7. The student submits 3 blog entries.
8. The student completes the online field placement evaluation form.
9. The preceptor completes the online field placement evaluation form, using a link provided by the student or MPHTC State Advisor.
10. The student completes an online follow-up survey on the skills obtained and job placement approximately a year after completing the internship.
11. The MPHTC State Advisor ensures that students fulfill their field placement and reporting requirements.

## **BLOG ENTRIES**

Consider including the following in your blog entries:

- Background on the field placement organization
- An outline of the field placement project
- Comments on project activities
- 1 to 2 images of project work, the organization, co-workers, and/or presentations
- How your coursework has prepared you for this placement and vice versa
- Your project's relationship to broader public health topics (health equity, mental health, opioid abuse, systems thinking, etc.)

The blog entries help MPHTC promote the intern's project and field placement opportunities more broadly and provides an example of field placement projects for future preceptors and students. Blog entries should be submitted during the field placement: one in the first couple of weeks, one midway through, and one upon completion. The mid-point and final blog submissions should draw upon successes of the project for the student and the community they are working in.

Students are encouraged to use their blog entries in writing their [final reports](#).

A blog entry should be approximately 150-300 words and should include 1 to 2 images. Blog entry submissions should include a tweet that can be used to promote the story.

Save blog entries in this [Google Drive folder](#) and notify the Region VII Student Placement Coordinator, Hannah Shultz, at [Hannah-shultz@uiowa.edu](mailto:Hannah-shultz@uiowa.edu) and your state advisor.

## SCIENTIFIC REPORT OR POSTER PRESENTATION GUIDANCE:

The scientific report or poster should:

- 1) Provide a description of the project and activities you completed, and how you applied the knowledge and skills gained from your graduate coursework to your internship.
- 2) Describe how the project helps to address the needs of the agency.
- 3) Include information about any work done with rural or medically underserved populations.
- 4) Describe how this project and activities impacted the agency, community or target audience.
- 5) Discuss what public health disciplines you worked with to complete this project.
- 6) Discuss how you demonstrated competencies from the MPH [Core Competency Model](#) during your internship.
- 7) Be rooted in one or two core public health disciplines (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, or Social and Behavioral Sciences) and two or three cross-cutting competency domains (Communication and Informatics; Diversity and Culture; Leadership; Public Health Biology; Professionalism; Program Planning; and Systems Thinking).

Provide a copy of the field placement report and work products to your:

- 1) Preceptor.
- 2) MPHTC State Advisor.
- 3) Hannah Shultz.

## EVALUATION:

Evaluation for the field placement internship program relies on the receipt of these four documents:

- 1) Preceptor evaluation form – Preceptors are expected to meet with the intern to discuss the evaluation. They must also complete an online evaluation form at the end of the placement.
- 2) Student evaluation form – Students submit an evaluation online.
- 3) Student written final report – Students submit a report that follows the guidelines on above.
- 4) Student 1-year follow-up survey – Students are also required to inform MPHTC of their employment after graduation via an online survey that will be sent to a personal email address where the student can be reached after graduation.

HRSA requires MPHTC to report on many elements of the field placements. The evaluation results are used to assist preceptors, advisors, and MPHTC in planning future placements and making program improvements.

## CONTACT INFORMATION:

State	Institution	Contact	Email	Phone
Iowa	The University of Iowa	Hannah Shultz, Region VII Field Placement Coordinator	<a href="mailto:hannah-shultz@uiowa.edu">hannah-shultz@uiowa.edu</a>	319-335-8451
Kansas	Wichita State University	Sonja Armbruster	<a href="mailto:Sonja.Armbruster@wichita.edu">Sonja.Armbruster@wichita.edu</a>	316-978-3988
		Suzanne Hawley	<a href="mailto:Suzanne.Hawley@wichita.edu">Suzanne.Hawley@wichita.edu</a>	316-978-6516
Missouri	St. Louis University	Kate Wright	<a href="mailto:wrightks@slu.edu">wrightks@slu.edu</a>	314- 977-8120
Nebraska	The University of Nebraska Medical Center	Katie Brandert	<a href="mailto:kbrandert@unmc.edu">kbrandert@unmc.edu</a>	402-552-7256
		Brandon Grimm	<a href="mailto:blgrimm@unmc.edu">blgrimm@unmc.edu</a>	402- 559-5645



## SITE SUPERVISOR/PRECEPTOR INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Job Title: \_\_\_\_\_ Email: \_\_\_\_\_

## FIELD PLACEMENT INFORMATION

Semester of start of placement:  Fall  
 Spring  
 Summer

Year of start of placement: \_\_\_\_\_

Estimated start date: \_\_\_\_\_

Estimated end date: \_\_\_\_\_

## PROJECT SUMMARY

Project Title: \_\_\_\_\_

Description (Include activities, skills to be gained/used, population and area served):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learning objectives (What do you expect to know or be able to do following completion of the placement?):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Field placement deliverables (What do you expect to provide as the final product(s) of your field placement work?):  
\_\_\_\_\_  
\_\_\_\_\_

## PRELIMINARY PROJECT TIMELINE:

Activity	Milestone Date

By signing this document, you (the student) confirm that you will be participating in the field placement described above, and that you will complete all the requirements to be eligible to receive the MPHTC student stipend (\$3,500) at the end of your placement. The requirements are listed below:

- Student Placement Demographic Survey
- Student Poster Presentation or Scientific Report
- Student Final Evaluation
- One Year Post-Placement Student Survey

Student's Full Name (Printed): \_\_\_\_\_

Student's Signature & Date: \_\_\_\_\_

By signing this document, you (the site supervisor/preceptor) confirm that you will:

- Assist in developing and approve the learning objectives and scope of activities to be achieved in the field placement.
- Work with the student to identify his/her activities and responsibilities.
- Provide on-going oversight and maintain consistent contact with the student throughout the field placement experience.

Site Supervisor/Preceptor's Full Name (Printed): \_\_\_\_\_

Site Supervisor/Preceptor's Signature & Date: \_\_\_\_\_

By signing this document, you (the MPHTC State Advisor) confirm that you will provide support to the student and site supervisor throughout the internship process overall.

MPHTC State Advisor's Full Name (Printed): \_\_\_\_\_

MPHTC State Advisor's Signature & Date: \_\_\_\_\_

## Field Placement Completion Form

To be completed by the student *as soon as the field placement is concluded.*

### STUDENT INFORMATION

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

School Name: \_\_\_\_\_ Personal Email: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Department: \_\_\_\_\_

Expected Graduation: \_\_\_\_\_

### TASKS TO COMPLETE

- Submit scientific report or poster presentation.
- Submit blog posts to Hannah Shultz at [hannah-shultz@uiowa.edu](mailto:hannah-shultz@uiowa.edu).
- Send evaluation to preceptor.
- Submit student evaluation.
- Complete internship schedule.