

# Public Health 4000

## *Public Health Field Experience*

**Instructor:** [Carl Farley, MSPH, CIH, CSP, CHMM](#)

**Schedule:** Arranged

**Credits:** 3 - 6 semester hours

**Website:** [See Canvas](#)

### **Introduction:**

This "internship" course, PUBH 4000, is for those Public Health students who have an emphasis in Environmental Health or Public Health Education. This course should be taken after their junior year, when students have completed most of their education.

Students are responsible for arranging their own internship, just as if it were a "real" job. This involves identifying an appropriate situation, and performing in a responsible and professional manner. In past years, internships have been available through the local Health Department, the local chapter of the Red Cross, through the Student Wellness Center on the USU campus, etc. Please arrange a meeting with the instructor if you are having difficulty obtaining an internship.

Internship experience may be completed with a single project at one organization, or by participating in a number of different projects and organizations.

### **Objectives:**

As students complete this course, they should have the opportunity to:

- Use the skills and knowledge they have acquired while working toward a degree in Public Health
- Provide a base for developing a career
  - Meet and interact with their future professional colleagues ("networking")
  - Get a start on their career with "real world" work experience for their resume
  - Meet potential employers
  - Gain insight into their future profession
  - Establish professional contacts for letters of recommendation, etc.

Additionally, students can draw on their internship experience to enhance the completion of their education in Public Health.

## Requirements:

Students may register for the course in whichever semester is most convenient. For example, students pursuing a summer internship can choose to register in Summer, in the preceding Spring semester, or the following Fall semester. An "incomplete" grade will be issued until all course requirements have been met. However, internships MUST be approved by the instructor before conducting any internship activity, regardless of which semester the student enrolls in PUBH 4000.

### 1. Before the internship:

Before starting their internship, the student must submit a formal internship proposal.

- Download the proposal form Fill in the requested information:
  - Name and contact information for the professional who will supervise the intern
  - Expected dates for beginning and completing the internship activity
  - A brief description of the internship activity
- Email the completed form to [carl.farley@usu.edu](mailto:carl.farley@usu.edu)

Unless documented in the initial proposal, students should submit an additional proposal if they choose to pursue a different activity. For example, a student who completed half of their internship hours at the Health Department must submit another proposal if they want to complete their internship experience through the Red Cross.

### 2. During the internship:

Students are required to meet with their supervisor at the beginning of the internship period to establish job goals and expectations. Objectives should be in writing, a formal agreement between the student and their supervisor. Students must perform their internship tasks just as any job. They must be reliable, perform to the best of their ability, and conduct themselves in a professional manner.

In addition, students must:

- Communicate with the instructor to arrange a site visit. This is an informal meeting with the student and supervisor to discuss the student's activity, to review internship requirements, etc. If possible, students should arrange an "on the job" visit, too.
- Keep track of projects and time. A total of 135 hours work is required for 3 credits (students can register for up to 6 hours, and they can repeat this course as desired).
- Contact the instructor if problems develop regarding the internship.

Finally, the student's internship supervisor should download and complete the evaluation form and send it [carl.farley@usu.edu](mailto:carl.farley@usu.edu).

### 3. After the internship:

Submit a formal written report summarizing the internship activities. The report should be secured in a report cover or other binder. Be sure to include:

- A summary of work activities, descriptions of projects, etc.
- Documentation of hours worked
- An example of your professional work, such as a report you have written, a program you developed, material you presented, etc.
- Copies of supporting documents
  - The internship proposal
  - Formal internship objectives established with the supervisor
  - The supervisor's evaluation

Students are encouraged to prepare a short presentation summarizing their internship experience for their fellow students.

### 4. Grading

The course grade will be based on the student's written report, examples of their work, on their supervisor's recommendation and instructor's observations.

#### **ACADEMIC CREDIT:**

We encourage students to get all the public health experience they can. Students can repeat this course for additional credit, or they can register for additional credit hours.

To repeat the class, simply register for it again. Be sure to submit another proposal, and complete the other course requirements listed above.

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