

MPH Internship – Timeline Summer 2019

****All documents related to the MPH Internship course MUST be submitted online in InternTrack at**

<http://www.soph.uab.edu/intertrackv3/>

TIMELINE	STUDENT MPH INTERNSHIP CHECKLIST
Prior to completing the Internship Description and Agreement ~2-3 months prior to start of internship	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 HireABlazer (https://www.uab.edu/students/cpd/hire-a-blazer).
ASAP after securing your internship position	Determine who will serve as your preceptor (site supervisor) at your site. If they have not already, they will need to complete the Preceptor Registration form at (https://www.soph.uab.edu/intertrackv3/user/register). Completion of this form will allow your preceptor to be assigned a username and password for InternTrack which they will use to approve your Internship Description and Agreement form. Please contact ophp@uab.edu to determine if your preceptor already has an account. <u>Note:</u> If your preceptor has a UAB Blazer ID, they do not need to complete this form.
ASAP after securing your internship position MUST be completed by April 22, 2019	Complete the Internship Description and Agreement form. <i>This form must be approved and signed by your internship preceptor and faculty advisor BEFORE you can register for the course and start your internship.</i> Your faculty advisor will automatically receive an email requesting they approve the ID&A form once you complete the form. If you do not see your faculty advisor listed in InternTrack, please contact ophp@uab.edu .
Prior to the first day of class May 3, 2019	Hold should be lifted from the internship course by your program coordinator (this will not be available until signatures for your Internship Description and Agreement are on file from your Faculty Advisor and Preceptor).
Prior to the last day for open registration May 5, 2019	Register for the appropriate internship course for 3 credit hours. Last day to drop/add is May 13.
First day of classes for the semester May 6, 2019	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
Half-way through internship (approx. 90 hours with the hosting organization) Approx. June 10, 2019	Initiate a Midpoint Meeting with your faculty advisor and site supervisor half way through your internship <ul style="list-style-type: none"> • Complete the Student Midpoint Meeting form on InternTrack • Request that your site supervisor complete the online preceptor midpoint evaluation in InternTrack • Meet and discuss these forms with your faculty advisor (Note: If you are not doing your internship locally, discussing over the phone or via email is acceptable). <i>Verify that your faculty adviser has completed the faculty midpoint confirmation.</i>
August 2, 2019 Time: 12:00 PM – 1:00 PM Location: Edge of Chaos	Attend the Internship Poster Session If you are unable to attend, review the information on the alternative poster session in InternTrack. All alternative poster session requests must be received at least 2 weeks prior to the poster session.
Last day of classes August 2, 2019	Last day of classes for the semester – all hours must be completed.
Complete all by the internship requirements August 2, 2019 5:00 PM CST	Complete all final products and submit in InternTrack: <ul style="list-style-type: none"> • A paper that addresses the objectives, activities, and competencies of the internship (5 page minimum) and any final products. • Any additional final product(s) expected by the internship supervisor. • A poster that will be displayed at the SOPH internship poster session • Student Evaluation Form • Request that your site supervisors complete the Final Supervisor Evaluation

Additional details regarding the requirements of the internship can be found on the SOPH Field Placement website: <https://www.soph.uab.edu/fieldplacements>