HLSA INTERNSHIP

General information

This document has two parts. It provides a Checklist and Forms, Deadlines and Guidelines - which will guide you through the steps to complete your internship requirements. You should discuss internship possibilities with your academic advisor and go to your academic advisor for any clarification or question you may have. Please note the due dates for each step. Make sure you complete all the steps in a timely manner. Students who fail to make appropriate progress or who are late for two or more steps during the internship semester (i.e. when they are enrolled in HLSA 785) will NOT get a passing grade and will have to repeat the internship prior to graduating.

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Checklist

Semester before starting internship

- Meet with your academic advisor to determine when you will be ready for your internship (beginning of the semester). Typically, internships occur during the Summer after your first year or the Fall Semester of your second year.

- Attend the Internship Orientation meeting in 4th week of semester prior to your planned internship (typically in February for Summer/Fall internship placements)

- Search for internship
  - Review MHA/MPH competencies.
  - Review internship sites located on the Department / School website. When reviewing internship sites, it is essential that you consider sites/activities that will allow you to demonstrate MHA/MPH program competencies.
  - Attend optional Career Center sessions on resumes and cover letters, conducting a job search, and interviewing skills (see Career Center program schedule) OR Contact Shannon Edward Felice, the Career Center liaison located in the SPH, (sedward@umd.edu) to obtain a critique of your resume and cover letter.
  - Schedule interviews. Contact people (with phone numbers) listed on the internship list website, discuss opportunities with your advisor, and apply directly for internship positions advertised in the HLSA weekly and via external sources.
  - If you are interested in an agency which is not an approved site, let the faculty advisor know by mid-semester and use the “Information for Approving Internship Site” form.

- Secure your internship (two weeks before end of semester)
  - Submit a formal letter of acceptance to the site (if required) and provide any supporting documents requested.
  - Submit the “Internship Placement” form together with email from site mentor two weeks before end of the prior semester (i.e. Summer interns should submit by late April, while Fall interns should submit in early August) to your academic advisor.
  - Confirm that the internship site has an existing Memorandum of Understanding with the University of Maryland and that your faculty advisor has submitted the Routing Form for Institutional Cooperative Academic Agreements for required signatures.
  - Schedule a meeting with your site mentor no later than the first week in the internship semester to identify your internship tasks and obtain information to write a detailed first draft of your Internship Work Plan.
Internship Semester Steps

- Submit the Internship Work Plan approved by your site mentor to your faculty advisor during first two weeks of semester.
- Send a “Monthly Update Email” to your faculty advisor on the 1st day of the month each month during your internship.
- Submit to your faculty advisor the “MHA/MPH Site Mentor’s Mid-Term Evaluation” form completed by your site mentor by 8th week of the semester.
- Submit to your faculty advisor the “MHA/MPH Site Mentor’s Final Evaluation” form completed by your site mentor by the last week of the semester.
- Prepare the “Final report” which is due to your faculty advisor before the last week of classes. You should review the report with your site mentor and faculty advisor before the final submission.
- Prepare your poster for presentation at HLSA Research Day which takes place during the last week of classes of each semester.
- Ensure you have completed at least 210 hours at your internship site.
- Invite your site mentor to the HLSA Research Day.
- Write the Final Site Review for Internship Website.
# Internship Forms, Deadlines and Guidelines

<table>
<thead>
<tr>
<th>Form</th>
<th>Due date</th>
<th>Page</th>
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<tbody>
<tr>
<td>Information for Approving Internship Site (if site is not currently listed on website)</td>
<td>One month before end of the semester previous to internship</td>
<td>5</td>
</tr>
<tr>
<td>Internship Placement Form</td>
<td>Submit together with email from site mentor two weeks before end of semester before internship</td>
<td>6</td>
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<tr>
<td>Internship Work Plan</td>
<td>Submit work plan approved by site mentor to faculty advisor during first two weeks of semester</td>
<td>7</td>
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<tr>
<td>MHA/MPH Site Mentor’s Mid-Term Evaluation</td>
<td>Submit form completed by site mentor to faculty advisor by 8th week of the semester</td>
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<tr>
<td>MHA/MPH Site Mentor’s Final Evaluation</td>
<td>Submit form completed by site mentor to faculty advisor by last week of the semester</td>
<td>9</td>
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<tr>
<td>Guidelines for Monthly Update Email</td>
<td>Due on the 1st day of the month each month during your internship</td>
<td>10</td>
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<tr>
<td>Final Report</td>
<td>Due to your faculty advisor before the last week of classes</td>
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<td>Poster Presentation</td>
<td>Present at HLSA Research Day during last week of classes</td>
<td>12</td>
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<tr>
<td>Final Site Review for Internship Website</td>
<td>Due after completion of internship</td>
<td>12</td>
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INFORMATION FOR APPROVING INTERNSHIP SITE

DUE ONE MONTH BEFORE END OF THE SEMESTER PRIOR TO INTERNSHIP

Date: __________________________ 

Agency Name: ____________________________________________________________

Address:__________________________________________________________________

(Street)

(City) (State) (Zip)

Phone Number: ____________________________________________________________

(Area Code) (Number)

1. Briefly describe the scope of the agency's work. Please attach any printed brochures or fact sheets.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

2. Indicate the most appropriate person(s) to contact within the agency regarding internship possibilities. Please list name, title (or area of responsibility) and telephone number.

NAME       TITLE       PHONE NUMBER

__________________________________________________________________________

__________________________________________________________________________

3. Describe the type(s) of internship(s) available now or in the future.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

4. Does the agency offer payment and/or reimbursement for expenses incurred during the internship? Please note that many students are self-supporting; any assistance with expenses (i.e. transportation, parking, meals) is helpful. Does this internship offer (note all that apply):

Pay (amount) _____ Stipend (amount)_______ No pay _____ Expenses reimbursed (please specify) _______________________________
Department of Health Services Administration

INTERNSHIP PLACEMENT FORM

SUBMIT TOGETHER WITH EMAIL FROM SITE MENTOR TO FACULTY ADVISOR TWO WEEKS BEFORE END OF SEMESTER BEFORE INTERNSHIP

Student Information
Name: ____________________________________________
Address: ____________________________________________
Phone No.: _____________________________
Email: ____________________________________________
In case of emergency, please notify:
Name: ____________________________________________
Phone: ____________________________________________

Internship Site Information
Agency Name: ____________________________________________
Address: ____________________________________________
Site Mentor Name and Title: ____________________________________________
Phone: ____________________________________________
Email: ____________________________________________

Faculty advisor Information
Faculty advisor ____________________________________________ Phone: ________________

Internship Information
Start date: ____________________________ End date: ____________________________
Internship goals: ____________________________
Department of Health Services Administration

INTERNSHIP WORK PLAN

SUBMIT WORK PLAN APPROVED BY SITE MENTOR TO FACULTY ADVISOR DURING THE FIRST TWO WEEKS OF SEMESTER

Please Note: Your work plan is a first draft until it is reviewed/revised with your faculty advisor and Site mentor. The first draft is due during the first week of the internship semester.

Description of Educational Work Plan

Work plan goal: To create a detailed picture of what you plan to do during your 15-week internship. Your work plan is tied to your learning goals.

Work plan directions:
The Educational Work Plan has three main sections: A) Career goals, B) Learning goals for the internship, and C) Detailed description of the internship, including tasks and roles. The length is unimportant as long as you answer basic questions and create a clear picture. Five pages should be sufficient.

A. Career Goals

1. What are your career goals?
2. How will the internship help you achieve these goals?
3. Based on your career goals, identify three possible candidates for informational interviews and describe what you hope to learn from each.

B. Educational objectives for the Internship

1. What are the specific objectives you wish to accomplish during this field placement?
2. Are these objectives consistent with the career goals you stated above? Explain.
3. Please identify the MHA or MPH competencies addressed by your internship activities.

C. Detailed Description of Internship

This section should be divided into the following subsections:

1. Orientation and Training: Describe the orientation and training you will receive as preparation for accomplishing your internship assignments. This should include a tentative schedule indicating the days, dates, and time for this orientation and training.

2. Description of Internship Assignments: Describe the projects for which you will be responsible during this internship, i.e. what services, programs, or activities will you be responsible for planning, implementing or evaluating?
3. **Intern Evaluation**: Provide a tentative plan for meeting with your Site Mentor supervisor for evaluative conferences.

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**University of Maryland School of Public Health**

**MHA/MPH SITE MENTOR’S MID-TERM EVALUATION FORM**

**SUBMIT MID-TERM EVALUATION COMPLETED BY SITE MENTOR TO FACULTY ADVISOR BY 8TH WEEK OF SEMESTER**

### General Information

Intern’s Name: ____________________________________________________

Site Mentor’s Name and Title: ________________________________________

Organization: ____________________________________________________

Total hours completed: __________________________

### Evaluation

**Suggested Procedure for Discussing the Evaluation**: The evaluation form provides an opportunity for the student and Site Mentor to discuss the student’s progress, strengths, and areas for growth. Be sure to schedule an evaluation meeting prior to submitting the evaluation form.

<table>
<thead>
<tr>
<th>Areas of Performance</th>
<th>Superior</th>
<th>Good</th>
<th>Satisfactory</th>
<th>Unsatisfactory</th>
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<td>A. General Practice Skills</td>
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<td>6. Seeks supervision when appropriate</td>
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<td>9. Works effectively with target population</td>
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Briefly summarize the student’s strengths and weaknesses that are not adequately represented above.
University of Maryland School of Public Health

MHA/MPH SITE MENTOR’S FINAL EVALUATION FORM

SUBMIT FINAL EVALUATION COMPLETED BY SITE MENTOR TO FACULTY ADVISOR BY END OF SEMESTER

General Information

Intern’s Name: ____________________________

Site Mentor’s Name and Title: ____________________________

Organization: ____________________________

Total hours completed: ____________________________

Evaluation

Suggested Procedure for Discussing the Evaluation: The evaluation form provides an opportunity for the student and Site Mentor to discuss the student’s progress, strengths, and areas for growth. Be sure to schedule an evaluation meeting prior to submitting the evaluation form.

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Briefly summarize the student’s strengths and weaknesses that are not adequately represented above.

The student and Site mentor should discuss the positive and any negative aspects of the site as an internship experience. Briefly describe suggestions for modifications. Use back of page if needed.
GUIDELINES FOR MONTHLY UPDATE EMAIL

Due on the 1st day of the month each month during your internship

You are responsible for sending an email update to your faculty advisor monthly. These update emails are important as they give you a chance to discuss your experience and seek guidance when necessary. Your faculty advisor will follow up with phone calls as needed, and students should feel free to call with questions or concerns.

The email communication reflects on the internship activities as you conduct them. The email is a place to explain what you are learning as well as your thoughts and feelings about it. Tie your email responses to your learning goals. Also, mention if there have been any issues you have needed to discuss with your faculty advisor. Please note the number of hours worked each week.
Final Report goal: To create a detailed picture of what you did and what you learned during your internship. Tie what you learned to your learning goals.

Final Report directions:
The Final Report should build on your Work Plan. The Final Report has four main sections: A) Career goals, B) Educational objectives of the internship, C) Detailed description of the internship, including tasks and roles, D) Final reflections on your experience. The report should be 10-15 pages.

A. Career Goals:

1. Keep from Work Plan or modify if you modified your career goals after the internship.
2. Describe how the internship helped you achieve these goals.
3. Explain what you learned from your informational interviews.

B. Educational objectives for the Internship:

1. Keep from Work Plan.
2. Describe how the internship met or did not meet the specific educational objectives in your Work Plan and link the objectives met with your career goals.
3. Please identify the MHA or MPH competencies addressed by your internship activities.

C. Detailed Description of Internship

This section should be divided into the following subsections:

1. Orientation and Training: Describe the orientation and training you received as preparation for accomplishing your internship assignments.
2. Description of Internship Assignments: Describe the projects for which you were responsible during this internship and your role in these projects.
3. Intern Evaluation: Describe how you were evaluated by your site mentor during the internship.

D. Final Reflections

1. Write one page reflecting on your experience. What worked? What could be improved?
To complete the internship, you need to present your report as a poster at the HLSA Research Day. All internship and capstone students will present at this event. All HLSA faculty and students as well as site mentors of students presenting are invited to attend.

The date for the HLSA Research Day will be emailed to all HLSA students and faculty during the 1st week of classes.

**Steps to the presentation:**

1. Prepare your poster using the following template
2. Submit your poster to the faculty advisor for review and approval before having it printed
3. Notify your advisor of your intent to present your poster at HLSA Research Day.
4. Ask Bianca Garcia (bgarcia1@umd.edu) for the account to be charged for printing the poster
5. Have the poster printed at the McKeldin Library at least three days before the date of the HLSA Research Day

**FINAL SITE REVIEW FOR INTERNSHIP WEBSITE**

**DUE AFTER COMPLETION OF INTERNSHIP**

Your final communication is a review of your internship site that comments on the value of doing an internship in your organization. This communication will be placed on the Department Internship Website to guide future interns. It should tell future interns what they can expect to learn if they choose this internship site. Please discuss what aspects of your internship worked well for you, what you learned from the experience, and what you did not learn from the internship.

This communication should be written as a public document for prospective interns considering your site. Please do not include names of people at your internship organization. Please include a date and send this document as an attached file without your name to your academic faculty advisor. Please indicate whether you would like to be a resource to future interns who are considering your internship site.