MIEH 785 – Environmental Health Internship

Semester: Fall 2016/Spring 2017
Classroom and Time: Orientation and Meetings TBD
Course webpage: Private folder invitations to UMD Box for posting materials
Instructor: Dr. Robin Puett
Office: 2234EE Office Hours: by appointment
Phone: 301-405-5610
Email: rpuett@umd.edu

Course Description:

The purpose of the internship (MIEH 785) is to allow students to integrate knowledge and skills developed in the classroom and apply them to real-world settings. The 240-hour internship is normally undertaken close to the completion of all other academic requirements. It is also possible to do the internship in the summer between years 1 and 2 for full-time students, or between years 2 and 3 for part-time students. The intern and site supervisor negotiate specific hours and days of the internship. Meanwhile, interns register for the internship under the MIEH 785: Environmental Health Internship course using the designated section number for the MIAEH Internship Coordinator. The MIAEH Internship Coordinator works with interns to provide guidance for and evaluation of the internship.

Internships may be funded (e.g. hourly wage, stipend) or unfunded by the sponsoring organization. Interns are encouraged to select internships according to professional and educational opportunities provided, rather than the remuneration involved. All sponsoring organizations are expected to reimburse interns for expenses incurred in fulfilling their responsibilities (i.e. assigned travel, copying, or workshops). It is the joint responsibility of the intern and site supervisor to agree upon which expenses will be reimbursed (i.e. transportation, parking).

In keeping with the philosophy of the University of Maryland, MIAEH encourages its MPH students to take advantage of international internship opportunities. International internships offer special challenges and special rewards. International internships must be part of an ongoing, established program by a legitimate and recognized organization (e.g. World Health Organization). The organization must have a site supervisor who has experience supervising interns and is qualified in the technical field of expertise. Both the organization and the site supervisor must be pre-approved by the student’s faculty advisor, the MIAEH Internship Coordinator, and the University’s Office of International Programs. Refer to the latter’s web page on International Internships for more information: http://www.international.umd.edu/ge/4950. International internships must be coordinated through the University’s Office of International Programs, which will help with local arrangements. Students should allow extra time to work out the details concerning international internships (see section below on International Internships for more details).

Course Pre- and Co-requisites: Permission of department required.

Required Texts and Other Readings: Required reading materials are determined by the student and site supervisor on a case-by-case basis.

Additional Materials Required: Additional materials that may be required are determined by the student and site supervisor on a case-by-case basis.
**Course Learning Objectives:** Upon completing this course, the student will be able to:

1. Establish, implement, and evaluate learning objectives and an educational plan
2. Integrate environmental and public health theory with practice
3. Improve communication and professional skills
4. Gain an understanding of the sponsoring organization with regard to, administration, research, funding issues, policy issues, and program activities and evaluation
5. Assume specific responsibilities for planning, implementing, administering, and/or evaluating some specific part of the sponsoring organization’s program(s)

**Program Competencies Addressed in this Course:** The following competencies for the MPH in Environmental Health could be addressed in this course: *(NOTE: All of the MPH Environmental Health competencies must be addressed between the capstone project and the internship. Students should work with their advisor to identify how each competency will be met during this “Capstone Experience” (capstone project + internship).)*

1. Evaluate and prioritize the direct and indirect human, ecological, and safety effects of major environmental and occupational agents.
2. Identify and apply appropriate, state of the art, approaches for assessing, preventing, and controlling environmental and occupational hazards that pose risks to human health and safety.
3. Incorporate the role of psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental and occupational hazards into assessment, prevention, and control strategies.
4. Identify vulnerable populations and develop and apply risk management and risk communication approaches that address issues of environmental justice and equity.
5. Apply the concepts regarding genetic and physiologic factors and mechanisms of toxicity to evaluate and improve assessment, prevention, and control strategies.
6. Evaluate policies and standards with respect to ethical considerations of and disparities in environmental and occupational health and use the evaluation to develop improved policies and standards.
7. Critique and apply current environmental risk assessment methods.
8. Synthesize environmental-occupational health knowledge to design and evaluate environmental-occupational health policies, programs and research. Integrate, synthesize and apply theory to practice in the context of a research study, policy development, and public health systems development.
9. Critique federal and state regulatory programs, guidelines, and authorities that control environmental-occupational health issues.

**Required Technology and Other Materials:** Technology and other materials that may be required are determined by the student and site supervisor on a case-by-case basis.

**Course Communication:** Each student is expected to have a UMD email address for course communication. Course communication will predominantly use this format. Key information for success in the internship program will be communicated during an orientation session, follow-up meetings and a presentation session which will be scheduled each year. Students will be notified of these in-person meetings at least two weeks prior. Requirements and formats for regular communication the site supervisor, primary advisor, internship coordinator and student are detailed below in the Course Requirements and Expectations Section and Grading Rubrics.
Course Requirements and Expectations: It is important that the following steps are pursued in order.

1. **Attend Internship Orientation Session** (generally held in the fall semester) at least one semester before you plan to complete the internship.

2. **Identify potential internship sites** that could lead to the development of learning objectives and an educational plan (devised by the student). **File a progress report** of these activities with your faculty advisor and MIAEH Internship Coordinator no later than the end of the fourth week of the semester prior to the semester during which the internship will occur. For example if the internship occurs in summer, the progress report will be due about February 22 of the spring semester prior.

3. **Contact potential sites** (Appendix, Form A initial contact template), interview with them and choose a site (see Assignment 1 Section below for details). **File a progress report** of these activities with your faculty advisor and MIAEH Internship Coordinator by midterm of the semester prior to the semester during which the internship will occur. For example, if the internship occurs in summer, the progress report will be due around spring break of the spring semester prior.

4. **Obtain approval of the internship site** from your faculty advisor and MIAEH Internship Coordinator (Appendix, Form B). This should happen soon after you have submitted your progress report identifying your selected site, but should happen no later than one month prior to beginning the internship and before reporting to the internship site for duties.

5. **Complete and Obtain Approval for Learning Objectives, Educational Plan and Internship Contract Form** (requirements detailed below in Assignment 5 Section and Form C Appendix). Complete the Contract with Internship Site Supervisor and the learning objectives and educational plan in consultation with your site supervisor, Faculty Advisor and MIAEH Internship Coordinator. Revisions to these documents may be necessary. Obtain final approval from your faculty advisor and MIAEH Internship Coordinator and submit final copies of these approved materials to the Site Supervisor, Faculty Advisor and MIAEH Internship coordinator. The Contract, Learning Objectives and Educational Plan are required to ensure that the internship meets a number of the MPH Environmental Health Competencies (all competencies must be met between the internship and the capstone project or thesis). The approved Contract, Learning Objectives and Educational Plan are due no later than the first week of the internship semester.

6. **Carry out the internship** and **submit bi-weekly updates** to the faculty advisor and MIAEH Internship Coordinator during the internship (Form D Appendix for Bi-weekly communication reports).

7. **The field site supervisor will complete mid-term evaluation and final evaluation forms** (Forms E and F Appendix) and send them to the MIAEH Internship Coordinator and Faculty advisor.

8. **At the end of the internship**, the intern will complete an internship site evaluation form (Form G, Appendix).

9. **Complete a final internship report** (5-10 pages) and file with Internship Coordinator and Faculty Advisor no later than one month prior to the last day of class for the semester following the semester during which the internship is served. For example, if the internship is served during summer, the final report is due about November 12 of the fall semester following. Requirements for the report are outlined in Assignment 8 Section below and in Grading Rubric for Written Materials under Grading Procedures Section below.

10. **Provide an oral presentation** that includes an overview of the internship experience and a summary of the results of the final internship report. The presentation (15 minutes + 5 minutes of discussion) should also include a table summarizing the MPH program competencies met during the internship experience and a summary of the specific activities for each competency.
Presentations of all students who have recently completed internships will be made during a specified time during the MIAEH Annual Internship Presentation Day which will be held early during spring term each year. Students will be notified of the date no later than mid-term of the prior semester. Details are outlined in Assignment 9 Section below and in Grading Rubric for Presentation under Grading Procedures Section below.

**Major Graded Assignments:**

There are nine major graded assignments (% of final grade)

1. Potential site identification progress report (2%)
2. Site contact progress report (2%)
3. Approval of internship site (2%)
4. Internship contract and approval (4%)
5. Learning objectives and Educational Plan, including approval (15%)
6. Biweekly updates during internship (grades for each update, combined for total grade) (15%)
7. Student internship site evaluation and mid-term and final evaluations by supervisor (20%)
8. Final report (20%)
9. Oral presentation (20%)

**Assignment 1) Potential site identification progress report**

It is the student’s responsibility to choose an internship site (through consultation with the faculty advisor and the MIAEH Internship Coordinator). Form A of the Appendix provides a sample template for gathering information from potential sites. A progress report of identifying potential internship sites is due no later than the end of the fourth week of the semester prior to the semester during which the internship will occur. For example, if the internship occurs in summer, the progress report will be due about February 22 of the spring semester prior.

The report should be 1 page, double-spaced, font (Arial, Times New Roman, etc.) size 11 and include a timeline of meetings and site contacts, summaries of discussions regarding potential sites with MIAEH faculty advisor, MIAEH Internship Coordinator, and other mentors (if applicable), and a listing of potential sites with contacts for those sites (See Grading Rubric for Written Materials under Grading Procedures Section of this document).

Potential sites can be identified through communications with organizations seeking interns, from formal internship programs, from faculty connections with organizations, from other students, or from networking at professional meetings. When a student finds a potential internship site, s/he should assess how the site will help her/him achieve her/his learning goals. If the site appears appropriate, the student will schedule an interview (either in person or by telephone) with a site contact to discuss possible internship opportunities. If the internship site is part of a formal internship program, it is the student’s responsibility to complete the necessary application materials.

Internship sites must:

- Be an organization, agency, or community in which the student can meet her/his learning objectives
- Provide a site supervisor who is willing and able to spend regularly scheduled time with the student to provide guidance
Be willing to increase student responsibility and independence over the course of the internship

Require that the student complete the internship on site, and provide work space and resources in order to do so

The site supervisor may be selected by either the intern or the sponsoring organization depending on the situation. This person must have expertise in the assigned project areas and sufficient time and interest to mentor the student during the internship. The site supervisor will need to provide on-site supervision of the intern’s work and be able to meet with the student regularly to discuss progress and other issues related to the student’s activities. The ability to provide constructive feedback to the students is crucial. The site supervisor also must agree to complete the mid-evaluation and final evaluation forms during and after the internship.

Assignment 2) Site contact progress report

It is the student’s responsibility to choose an internship site (through consultation with the faculty advisor and the MIAEH Internship Coordinator). No later than midterm of the semester prior to the semester during which the internship will occur, submit a potential site identification progress report. For example, if the internship occurs in summer, the progress report will be due around spring break of the spring semester prior. The report should be 1 page, double-spaced, font (Arial, Times New Roman, etc.) size 10 or 11 and include a timeline of meetings and site contacts, summaries of discussions regarding potential sites with MIAEH faculty advisor, MIAEH Internship Coordinator, and site contacts (See Grading Rubric for Written Materials under Grading Procedures Section of this document). The sample letter (Form A, Appendix) can be used as a template for students to make initial email contact with prospective sites.

Assignment 3) Approval of internship site

It is the student’s responsibility to obtain approval of the internship site via timely discussions with the faculty advisor and the MIAEH Internship Coordinator and through submitting the formal approval form (Form B Appendix) with signatures by the faculty advisor and the MIAEH Internship Coordinator no later than 1 month prior to the beginning of the internship. For example, if the internship begins summer semester, the approval form will be due around April 30 of the semester prior.

Assignment 4) Internship contract

It is the student’s responsibility to complete the Internship Contract form (Form C, Appendix) with the site supervisor and provide the form to the MIAEH Internship Coordinator. This should be submitted in conjunction with the learning objectives and educational plan assignment 5 no later than 1 week after the internship beginning.

Assignment 5) Learning objectives and Educational Plan:

Students should develop at least three learning objectives and an educational plan detailing the specific internship activities that will be done to meet the learning objectives. This document should be 2-4 pages in length, double spaced font (Arial, Times New Roman, etc.) size 10 or 11. The document is to be submitted to the MIAEH Internship Coordinator and faculty advisor along with the Internship Contract no later than one week after the internship beginning. The learning objectives and educational plan are initially developed with the student and site supervisor, and then reviewed (and possibly
At least three learning objectives that pair with the program competencies that will be addressed by the internship should be described and information presented about how they will be measured. The program competency does not have to be met in its entirety, a piece of the program competency can be met as in the example below. Learning objectives are statements about competencies, skills, knowledge, or understandings that the student plans to achieve in order to enhance his/her environmental health knowledge and practice abilities, and to optimize future professional employment placement. The learning objectives should be specific, measurable, and be able to be completed within the time period of the internship experience.

An educational plan should be presented which details how the learning objectives will be accomplished. The educational plan should include the following components:

1. Activities/methods for accomplishing the learning objectives
2. Proposed product and/or deliverables
3. Timeline for proposed activities
4. Evaluation methods to determine if learning objectives are met
5. Tentative dates that the intern will meet with the site supervisor for mid- and final-evaluation of progress

For example, if one of the competencies you hope to achieve from your internship is “Identify vulnerable populations and develop and apply risk management and risk communication approaches that address issues of environmental justice and equity,” and if you are working with a community based environmental organization for your internship, then learning objectives that might flow from the competency are: 1) Identify the vulnerable population to air pollution exposures from a proposed highway or 2) use community-engaged research to communicate risk perception of a proposed incinerator. Example elements of the educational plan for these learning objectives might include using a GIS to map the population under age 18 living within 1 mile of the proposed highway and supporting the selection of vulnerable population and distance via the literature with a description of the maps to be provided, dates for progress and evaluation methods for successful mapping. Or for learning objective example 2, the educational plan might describe how you will work with the community to use photo voice, including the target community partners, timeline for meetings and training, and how you will present these results and when. All of this information should be developed in consultation with your site supervisor, MIAEH Internship Coordinator and faculty advisor.

Effectively, you will want to provide evidence that you will achieve the particular competencies you’ve selected through the activities performed in the internship.

Grading will be based on: 1) whether the assignment is turned in by the due date 2) whether the format meets the requirements stated above, 3) whether the work is your own and original, 4) whether the information described above is addressed comprehensively and the quality of that information. Please also refer to the Grading Rubric for Written Materials for additional information.

Assignment 6) Biweekly updates during internship

During the internship, the student will correspond with their faculty advisor and the MIAEH Internship Coordinator at least once every 2 weeks during the internship via a Word or PDF document
attached to bi-weekly emails to the advisor using Form D in Appendix. The information presented should be one page in length.

**Assignment 7) Internship site evaluation and student mid-term and final evaluations by supervisor**

The site supervisor will complete mid-evaluation form (Form E Appendix) This form is to be completed by site supervisor, shared with student and emailed to MIAEH Internship Coordinator (Robin Puett, rpuett@umd.edu) and Faculty Advisor by the Internship Site Supervisor. At the end of the internship, the site supervisor will complete the final-evaluation form (Form F Appendix) and email directly to the MIAEH Internship Coordinator (Robin Puett, rpuett@umd.edu) and faculty advisor. Two of 3 pages of the final evaluation form are completed by the site supervisor and shared with the student and 1 of three pages are completed with the intern (specific directions at the top of the form). At the end of the internship, the intern will complete an internship site evaluation form (Form G Appendix) and email it to MIAEH Internship Coordinator (Robin Puett, rpuett@umd.edu) and faculty advisor.

**Assignment 8) Internship report**

A final internship report (5-10 pages, single spaced, font (Arial, Times New Roman, etc.) size 10 or 11) is due via email to the MIAEH Internship Coordinator and faculty advisor no later than one month prior to the last day of class for the semester following the semester during which the internship is served. For example, if the internship is served during summer, the final report is due about November 12 of the fall semester following. A grading rubric for the presentation is presented below in the Grading Procedures Section. The report should include the following:

1. Brief description of the internship site, the department/unit mission and how that fits into the organization’s broader structure, and the environmental health issues that the organization addresses
2. All of the elements of the educational plan
3. Results of the internship activities
4. Environmental health/public health implications
5. Specifics about how the student learning objectives and competencies were met
6. Evaluation of the internship placement
7. A copy of the thank-you letter written and sent to the site supervisor

**Assignment 9) oral presentation:**

The oral presentation should provide an overview of the internship experience summarizing the results of the final internship report. The presentation (15 minutes + 5 minutes of discussion) should also include a table summarizing the MPH program competencies met during the internship experience and a summary of the specific activities for each competency. The Grading Rubric for Written Materials is presented below in the Grading Procedures Section. Presentations of all students who have recently completed internships will be made during a specified time during the MIAEH Annual Internship Presentation Day which will be typically scheduled early in spring semester of each year. Students will be notified of the date by mid-term of the fall semester. If student internship schedules/number of students completing internship requires a second internship presentation day in fall or in spring, students will be notified of the additional date by mid-term of the semester prior. Involvement in
presentation requires permission of the internship coordinator, based on having satisfactorily met earlier requirements.

IX. Additional Information

**Institutional Review Board (IRB) approval for human subjects research:**

If the internship activities involve human subjects, IRB approval should be requested after the internship has been approved by the faculty advisor and the MIAEH Internship Coordinator. The student’s faculty advisor is the actual IRB applicant on behalf of the student. The student may prepare the IRB application under the advisor’s direction, but the advisor must take the ultimate responsibility for the student’s work with respect to the protection of human subjects. Any student who collects data from human subjects (qualitative or quantitative) must obtain IRB approval before collecting any data. For complete details, visit the UMD IRB website at [http://www.umresearch.umd.edu/IRB/index.html](http://www.umresearch.umd.edu/IRB/index.html).

Students collecting data from human subjects also need to complete an online Collaborative Institutional Training Institute (CITI) course ([www.citiprogram.org](http://www.citiprogram.org)). Typically, it is the “Biomedical Research - Basic/Refresher, Basic Course” that should be completed; however, students should check with their advisors before they begin the online course. Students **may** choose to (and are encouraged to) complete CITI training before submitting an IRB proposal.

**Internship Site and Safety Precautions:**

The University of Maryland cannot guarantee the safety of internship sites and experiences. Interns should discuss safety issues and concerns with the site supervisor or organization contact person prior to accepting the internship. Interns are urged to take precautions to assure their safety while at their internship sites. Should an intern be asked to do something that she/he deems unsafe during an internship experience, or if she/he believes that conditions at an internship site are unsafe, the intern should report such safety concerns to the site supervisor and/or the MIAEH Internship Coordinator immediately. If there is no time to contact the Coordinator or site supervisor, the intern should refuse to engage in the activity and then report this action as soon as possible to the MIAEH Internship Coordinator and site supervisor. In the event of emergency political or weather conditions, the intern is instructed to place his or her safety first and to notify the site supervisor and the MIAEH Internship Coordinator at the earliest opportunity. The student should not accept a position to be responsible for the personal safety of others – this is the responsibility of the site supervisor and supervising organization.

**Sexual Harassment:**

Although the intern’s internship is often off the university campus, the University of Maryland is committed to maintaining a work and learning environment in which interns, faculty, and staff are free from sexual harassment. Therefore, should the intern encounter sexual harassment, he/she should abide by the University’s Policy and Procedures on Sexual Harassment. They are posted on this website: [http://www.inform.umd.edu/CampusInfo/Departments/PRES/policies/vi120a.html](http://www.inform.umd.edu/CampusInfo/Departments/PRES/policies/vi120a.html).
An intern who believes she/he has been subjected to sexual harassment may report the problem to the MIAEH Internship Coordinator, faculty advisor or any other University official, including the MIAEH Director, School of Public Health Dean, departmental or college equity officer, the Office of Human Relations, the Office of Judicial Programs or the President’s Legal Office. The MIAEH Internship Coordinator or other person receiving the report will inform the intern about the University’s sexual harassment policy and procedures and, within that context, will support the intern’s initiative in taking the most appropriate reporting steps.

Course Policies:
All University of Maryland-approved course policies are provided at the following website:  
http://www.ugst.umd.edu/courserelatedpolicies.html

Policy descriptions, resources, and links to official policy documents are provided for:

**Academic Integrity:** What is cheating? What is plagiarism? What is the Honor Pledge?
**Code of Student Conduct:** What behavior is prohibited?
**Sexual Misconduct:** What to do in case of sexual harassment or sexual assault.
**Discrimination:** Procedures to prohibit discrimination, complaints about discrimination, harassment, and retaliation.
**Accessibility:** Information about disability support services (DSS) and accommodations.
**Attendance, Absences, or Missed Assignments:** The student must notify the instructor in a timely manner (typically first week of class). Read this prior to Schedule Adjustment date.
**Official UMD Communication:** Use of email, communication with faculty, communication about cancelled class meetings, and weather-related or other urgent notifications.
**Complaints About Course Final Grades:** Questions about course grades should first be addressed to the course instructor.
**Copyright and Intellectual Property:** Who owns the work that I produce in class?

**Course Evaluations:** The School of Public Health is committed to the use of student course evaluations for improving the student experience, course and curriculum delivery, and faculty instruction.
**Campus Resources:** ELMS, counseling, learning workshops, tutoring, writing help, questions about graduation, adding or dropping classes, withdrawing from the semester, etc.

**Inclement Weather / University Closings / Emergency Procedures:**
In the event that the University or internship site has a delayed opening or is closed for an emergency or extended period of time, the student will communicate with the site supervisor or follow the site designated inclement weather policy.

**Grading Procedures:**
A = 90-100, B=80-90, C=70-80, D=60-70, F=below 60

**Grading Rubric for Written Materials** (Learning Objectives, Educational Plan, Site Selection Report, Updates, Final Report)
<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evaluation Levels</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Excellent</td>
</tr>
<tr>
<td><em>Effective Organization</em></td>
<td>1) easy to follow</td>
</tr>
<tr>
<td></td>
<td>2) flow of information logical</td>
</tr>
<tr>
<td><em>Credibility Established</em></td>
<td>1) demonstrated knowledge on topic</td>
</tr>
</tbody>
</table>

*The report should include the following components:*

a. Brief description of the internship site, the department/unit mission and how that fits into the organization’s broader structure, and the environmental health issues that the organization addresses
b. All of the elements of the educational plan
c. Results of the internship activities
d. Environmental health/public health implications
e. Specifics about how the student learning objectives and competencies were met
f. Evaluation of the internship placement
g. A copy of the thank-you letter written and sent to the site supervisor

**Presentation Grading Rubric**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Evaluation Levels</th>
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<tbody>
<tr>
<td></td>
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</tr>
<tr>
<td></td>
<td>2) flow of information logical</td>
</tr>
<tr>
<td></td>
<td>4) central point of presentation obvious</td>
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<td>--------------</td>
<td>-----------------------------------------</td>
</tr>
<tr>
<td>Credibility Established</td>
<td>1) demonstrated knowledge on topic</td>
</tr>
<tr>
<td>Effective Audio/Visuals</td>
<td>1) easy to read</td>
</tr>
</tbody>
</table>

*Required components for presentation
1. Brief description of the internship site, the department/unit mission and how that fits into the organization’s broader structure, and the environmental health issues that the organization addresses
2. All of the elements of the educational plan
3. Results of the internship activities
4. Environmental health/public health implications
5. Specifics about how the student learning objectives and competencies were met
6. Evaluation of the internship placement
7. A copy of the thank-you letter written and sent to the site supervisor

**Course Outline / Course Calendar:**

<table>
<thead>
<tr>
<th>Date or Time</th>
<th>Task</th>
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<tbody>
<tr>
<td>Period</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Fall semester of first year</td>
<td>Meet with the MIAEH Internship Coordinator during the Internship Orientation Session to review expectations and requirements of the internship</td>
</tr>
</tbody>
</table>
| Semester prior to internship:              | **Assignment #1:** Identify potential internship sites that mesh with the learning objectives and educational plan devised by the student. A progress report of identifying potential internship sites is due no later than the end of the fourth week of the semester prior to the semester during which the internship will occur.  
**Assignment #2:** Contact potential sites, complete progress report, interview with them and choose a site no later than midterm of the semester prior to the semester during which the internship will occur.  
**Assignment #3:** Obtain approval from faculty advisor and the MIAEH Internship Coordinator no later than 1 month prior to the beginning of the internship.                                                                                      |
| choosing an internship site                |                                                                                                                                                                                                                                                                                                                                             |
| First week of the internship               | **Assignment #4:** Complete the Internship Contract form with the site supervisor and provide the form to the MIAEH Internship Coordinator no later than 1 week after the internship beginning.  
**Assignment #5:** Meet with the site supervisor, faculty advisor and MIAEH Internship Coordinator to review learning objectives and educational plan, ensuring that both meet a number of the MPH Environmental Health Competencies (all competencies must be met between the internship and the capstone project or thesis). The learning objectives and educational plan must be submitted along with the Internship Contract Form to the MIAEH Internship Coordinator and faculty advisor no later than one week after beginning the internship. |
| On a bi-weekly basis during the internship | **Assignment #6:** Correspond with the faculty advisor and the MIAEH Internship Coordinator at least once every 2 weeks during the internship via bi-weekly emails.                                                                                                                                           |
| After the completion of 120 hours          | **Assignment #7:** The field site supervisor will complete the mid-evaluation form.                                                                                                                                                                                                                                                        |
| After the completion of 240 hours          | **Assignment #7:** The field site supervisor will complete the final evaluation form, and the intern will complete an internship site evaluation form.                                                                                                                                                                                                  |
| End of semester in which the student is    | **Assignment #8:** Complete and hand in the final internship report to the MIAEH Internship Coordinator and the faculty advisor no later than one month prior to the last day of class for the semester following the semester during which the internship is served.                                                                                             |
| registered for the internship              |                                                                                                                                                                                                                                                                                                                                             |
| Early spring semester following internship | **Assignment #9:** Develop and deliver your internship oral presentation during a specified time during the MIAEH Annual Internship Presentation Day. During this day, student presenters will provide a 15-minute presentation of their project, followed by 5 minutes of discussion/questions.                                                                                     |

**NOTE**  
Students are NOT required to submit a copy of the final internship report to the Graduate School. But a final version should be submitted to the Graduate Director of MIAEH on completion of all requirements.
Appendix

Form A Example Template Request to Agency for Information Regarding Internship Site

Form B Approval of internship site

Form C Internship Contract

Form D Bi-Weekly Email Updates with MIAEH Internship Coordinator and Faculty Advisor

Form E Mid-Term Evaluation

Form F Final Evaluation

Form G Student Internship Site Evaluation
FORM A
Example Template Request to Agency for Information Regarding Internship Site

DATE:

TO: [name]
    [address1]
    [address2]
    [CITY], [ST] [ZIP]

Dear ______________,

The Maryland Institute for Applied Environmental Health in the University of Maryland School of Public Health is considering sending a student to your organization for an internship. The internship is required for all of our Masters of Public Health students, regardless of their concentration. The purpose of this form is for a prospective intern to gather specific information about possible internship opportunities in your organization.

In order to determine if your organization would be appropriate for an internship site, we respectfully ask you to answer the following questions.

Have you previously had interns in your organization? __________

Name and contact information for internship supervisor:

Describe the kind of work that will be performed for the internship:

Will the internship be paid? If so, list the weekly or monthly salary:

We require a minimum of 240 hours (typically 2 days per week for 15 weeks) for the internship course. We also require an oral presentation and a formal written report of the work accomplished during the internship. In the event our student decides to intern at your location, can you guarantee that someone would be available to provide adequate supervision and direction to the student for this period of time?

Is there anything else that would be important for the student or faculty supervisor to know?

Thank you for your assistance. The internship experience is an important opportunity to put environmental health principles into practice. We are grateful for your contribution to training the environmental health workforce.
Form B: Approval of internship site

To be completed by student, and signed and filed with MIAEH Internship Coordinator and Faculty Advisor no later than 1 month prior to the beginning of the internship. For example, if the internship begins summer semester, the approval form will be due around April 30 of the semester prior.

Student Name ___________________________   Internship Semester ____________________

Internship Agency/Organization: ____________________________________________________

Address: ____________________________________________________________________

Anticipated Site Supervisor Name__________________________________

Title_______________________________________

Phone ______________________  Email ___________________________________

Approximate work schedule:   # hours_________per week from _____________ (start date) to __________(end date)

Potential workspace available at site  Yes  No

Transportation obtained  Yes  No

Potential Duties and Learning Objectives:


Preliminary approval of internship site (final approval to be determined upon submission of completed internship contract)

__________________________________  __________________________________
MIAEH Internship Coordinator       date  Faculty Advisor       date
FORM C

INTERNSHIP CONTRACT
Including: Learning Objectives and Educational Plan
(Please type or print)

Student’s Name ______ I.D.# ______

Local Address ______

Permanent Address ______

Local Telephone ______ Permanent Telephone ______

The above named student is contracting for an Internship at the following agency/organization, with the conditions detailed in the following pages:

Agency/ Organization:

Agency Address: ______ ______ ______
(City) (State) (Zip)

Internship Supervisor: __________________________
(Name and Degree)

Title: __________________________

Semester of Internship:
Fall ______ Year ______
Winter* ______ Students Current GPA ______
Spring ______ Expected Graduation Month/Year ______
Summer ______

* In the case of internships beginning winter term (which lasts 3 weeks), the internship must be extended into the spring term to accommodate the 240 hours of internship.
**Time Requirements**
Students are required to have 240 hours of work time for the internship. A detailed schedule of the timeline of hours should be described below.

Student’s Contract Period is from _______ to _______
(dd/mm/yy) (dd/mm/yy)

______# hours per week for _____ weeks during the _____ term(s).

Additional work schedule details:

**Supervision**
The student will be supervised in the following manner: (e.g. supervised as individual or in a group setting, continuously or meetings for certain number of hours for specific days, whether there will be planning sessions, etc.)
Specific demonstrable competencies: As part of the internship, students are required to meet a number of specific programmatic competencies. As these competencies are multi-faceted, the competency does not have to be met in its entirety to be considered as a satisfied competency. The student, in collaboration with the site supervisor, should identify below which competencies the internship will meet and how. Below simply state whether the competency will be met. More details regarding how these will be met should be addressed via the Learning Objectives and Educational Plan. Important note to students: all competencies should be met between the internship and capstone, thus any competencies below that are identified as not being met during the internship have to be met during the capstone experience.

1. Evaluate and prioritize the direct and indirect human, ecological, and safety effects of major environmental and occupational agents.
   Internship Will Meet __________  Will Meet for Capstone ____________

2. Identify and apply appropriate, state of the art, approaches for assessing, preventing, and controlling environmental and occupational hazards that pose risks to human health and safety.
   Internship Will Meet __________  Will Meet for Capstone ____________

3. Incorporate the role of psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental and occupational hazards into assessment, prevention, and control strategies.
   Internship Will Meet __________  Will Meet for Capstone ____________

4. Identify vulnerable populations and develop and apply risk management and risk communication approaches that address issues of environmental justice and equity.
   Internship Will Meet __________  Will Meet for Capstone ____________

5. Apply the concepts regarding genetic and physiologic factors and mechanisms of toxicity to evaluate and improve assessment, prevention, and control strategies.
   Internship Will Meet __________  Will Meet for Capstone ____________

6. Evaluate policies and standards with respect to ethical considerations of and disparities in environmental and occupational health and use the evaluation to develop improved policies and standards.
   Internship Will Meet __________  Will Meet for Capstone ____________

7. Critique and apply current environmental risk assessment methods.
   Internship Will Meet __________  Will Meet for Capstone ____________

8. Synthesize environmental-occupational health knowledge to design and evaluate environmental-occupational health policies, programs and research. Integrate, synthesize and apply theory to practice in the context of a research study, policy development, and public health systems development.
   Internship Will Meet __________  Will Meet for Capstone ____________

9. Critique federal and state regulatory programs, guidelines, and authorities that control environmental-occupational health issues.
   Internship Will Meet __________  Will Meet for Capstone ____________
**Internship Approval:**

We, the undersigned, understand the purposes and procedures involved in the internship relationship, and agree to abide by the conditions specified above. We agree to be available for any special meetings at the university should a situation so necessitating arise.

<table>
<thead>
<tr>
<th>Student</th>
<th>Agency Internship Supervisor</th>
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<tbody>
<tr>
<td>________</td>
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<td>(Print name)</td>
<td>(Print name)</td>
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<table>
<thead>
<tr>
<th>Student's MIEH Faculty Advisor</th>
<th>MIEH Internship Coordinator</th>
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<tbody>
<tr>
<td>____________________________</td>
<td>____________________________</td>
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<td>(Print name)</td>
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<th>Signature</th>
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</table>
Form D: Bi-Weekly Email Updates with MIAEH Internship Coordinator and Faculty Advisor.

Important note: If issues should be addressed, if volume of work is too little/too much repeatedly, or if the internship diverges from the approved plan, please contact the MIAEH Internship Coordinator for an appointment immediately.

Week #:

Goals for the upcoming 2 weeks:

Accomplishments in the previous 2 weeks:

If any of the goals were not accomplished or changed please briefly describe why and how:

Any problems or issues that need to be addressed by the student faculty advisor, MIEH Internship Coordinator and/or site supervisor?

The volume of work for this reporting period was (select one):
- Too little
- About right
- Too much

Overall satisfaction with internship to date:
Form E: Mid-Term Evaluation

Maryland Institute for Applied Environmental Health
Internship for the MPH in Environmental Health Sciences

This form is to be completed by site supervisor, shared with student and emailed to MIAEH Internship Coordinator (Robin Puett, rpuett@umd.edu) and Faculty Advisor by the Internship Site Supervisor.

Student's Name:

Internship Site:

Description of Intern’s Duties, Assignments and Responsibilities:

On the whole, how well is the intern performing in the following categories:


<table>
<thead>
<tr>
<th>Task</th>
<th>O</th>
<th>G</th>
<th>A</th>
<th>NI</th>
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<tbody>
<tr>
<td>Taking Directions</td>
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<tr>
<td>Able to Work Progressively More Independently:</td>
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<tr>
<td>Inter-personal skills with co-workers</td>
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<tr>
<td>Work Ethic:</td>
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<tr>
<td>Arriving on time for work</td>
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<tr>
<td>Spends most of day on task</td>
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<tr>
<td>Positive and professional demeanor:</td>
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<tr>
<td>Able to contribute progressively more to the project or goals</td>
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<tr>
<td>Quality of work</td>
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<tr>
<td>Timely completion of work</td>
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<tr>
<td>Overall assessment at mid-term:</td>
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</table>
Any other comments that would be useful in evaluating student’s progress:

Signed: ________________________  Date: ______________________

Print: ______________________

Name of Internship Supervisor
Form F: Final Evaluation

Maryland Institute for Applied Environmental Health
Internship for the MPH in Environmental Health Sciences

The following 2 pages should be completed by site supervisor and shared with student. The final page should be completed jointly by the site supervisor and student. All three pages should be emailed by the Internship Site Supervisor to the MIAEH Internship Coordinator (Robin Puett, rpuett@umd.edu) and Faculty Advisor.

Student’s Name:

Internship Site:

Description of Intern’s Duties, Assignments and Responsibilities:

On the whole, how well is the intern performing in the following categories:


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</table>
Any other comments that would be useful in evaluating student’s progress and performance:

Signed: ________________________ Date: _____________________

Print: ________________________
      Name of Internship Supervisor
**Form F (Continued):** Please summarize activities performed by the student that address the following competencies of our MPH program in Environmental Health (To be completed jointly by student and on-site supervisor at the end of the internship)

<table>
<thead>
<tr>
<th>MASTER OF PUBLIC HEALTH with concentration in ENVIRONMENTAL HEALTH SCIENCES</th>
<th>DESCRIPTION OF ACTIVITY</th>
</tr>
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<tbody>
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Form G: Student Internship Site Evaluation

At the end of the internship, the student should respond to the following questions in an email to the MIAEH internship coordinator and faculty advisor.

1. Describe your main duties and responsibilities in this internship.

2. List the learning objectives accomplished through this internship experience.

3. What knowledge, skills, and abilities did you strengthen through this internship?

4. What challenges or problems did you encounter during this experience?

5. What did you like best about this experience?

6. What would you change about this internship to increase your overall satisfaction and success?

7. Would you recommend this organization and/or internship to another student? Why or why not?

8. Please provide additional comments you may have about this internship experience.