The Public Health Science Internship is a practical experience designed to integrate public health, science, and other coursework with real-time work experience. It is the student’s responsibility to initiate the internship search, secure an internship, and seek approval through the Assistant Director.

**INTERNSHIP QUALIFICATIONS**

- The Public Health Science internship is open to PHSC students who have completed 75 credits and have a minimum GPA of 2.5.
- Students must be enrolled in the internship course (PHSC491) during the semester in which the work is performed. Credit cannot be granted on a retroactive basis. Enrollment in PHSC491 is by permission only. Students will get their registration stamp after they have turned in a completed Internship Contract. The internship course may be repeated for up to 6 credits.
- Students who have been employed at an organization for more than 3 months will not be eligible for an internship at that organization unless their job description has changed significantly to reflect a higher level of responsibility.
- The internship must be supervised. The supervisor must have at least a master’s degree or 5 years of experience in the field.
- Credit will not be granted for internships occurring outside of the Washington/Baltimore metropolitan area.
- PHSC491 will not be offered during the winter or summer sessions.

**INTERNSHIP REQUIREMENTS**

Interns should work a minimum of 135 hours over 15 weeks. In addition, interns must attend two internship seminars—one in the semester prior to doing the internship, and one early in the semester during which the student completes the internship.

Students are required to complete all the requirements for PHSC491. These include:

- Mid-term evaluation by site supervisor
- Final evaluation by site supervisor
- Poster presentation of internship
- Final Internship Portfolio

The student is responsible for obtaining his/her internship placement within the guidelines of the program. Students are responsible for contacting the internship site, providing all documents required by the internship site (resume, cover letter, writing sample, etc.) and arranging for an interview.
If offered the position, students must complete an Internship Contract with their site supervisor and submit it to the Assistant Director by the required deadline. Students can pick up a hard copy of the contract from the PHSC main office or request an electronic copy via email from Lynn Cook (lcook12@umd.edu). Students should bring the contract form with them to their interview.

The program will provide support and guidance to locate an appropriate internship site, but ultimately the hiring decision is the sole discretion of the internship site supervisor. Failure to secure an internship and complete the internship contract by the deadline means a student will not be able to complete PHSC491 for the upcoming semester.

<table>
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<th>Deadlines for submitting completed contract:</th>
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<td>Fall internships: May 1 (during the preceding semester)</td>
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<td>Spring internships: December 1</td>
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If these deadlines fall on a non-business day, contracts must be submitted by the last business day prior to the deadline. Students are encouraged to begin their internship search early in the semester prior, thus ensuring enough time to secure an internship and submit a completed contract by the above deadlines.

**HOW TO SECURE AN INTERNSHIP**

Before students begin an internship search, they should think about the kinds of work they might like to try in preparation for a career after graduation. Also, students should think about the population(s) they would like to serve. Internship must be consistent with the PHSC competencies found at http://sph.umd.edu/degrees/bs-public-health-science-sg:

- Identify and describe core scientific concepts underlying disease prevention, environmental protection, and health promotion.
- Identify and define public health problems from an ecological and interdisciplinary perspective.
- Synthesize scientific knowledge to formulate solutions to public health problems.
- Apply scientific knowledge to inform effective public health policy.
- Apply scientific concepts and skills in professional public health agencies.

Once the student has decided upon the kind of internship he or she wants to pursue, there are several places to search for appropriate placements:

- **Public Health Science Program Internship Database**: This online, secure-access tool has descriptions of past PHSC internship placements, supervisor contact information, job descriptions, and ratings by former interns.

- **USG Career & Internship Services Center (CISC)**: For Shady Grove students, CISC is located within the Office of Student Services and provides career coaching, peer mentoring, virtual resources such as UMD Career Connector, and others resources to help students find an
internship. In addition, students can get help with resume and cover letter writing and interview preparation. College Park students can visit Shannon Edward in SPH 0222.

- Emails from School of Public Health Career Services Representative, Shannon Edward (sedward@umd.edu)
- Emails from Assistant Director, Lynn Cook (lcook12@umd.edu).

NEW INTERNSHIP SITES

Students are not restricted to the internship placements listed in the database or CISC. Students are encouraged to network, or to peruse websites such as Idealist.org, Monster.com., APHA.org, or NACCHO.org.

New internship sites must be approved. Students should submit a new site approval request via email to Assistant Director, Lynn Cook (lcook12@umd.edu). Please follow the format below and include all of the requested information. Failure to include any information could result in non-approval of the internship.

Subject Line: New Internship Approval Request

Body of the email:

1. Your name, UID, email address
2. Site contact information:
   a. Name of organization
   b. Address of organization
   c. Site supervisor’s name and title
   d. Site supervisor’s phone number and email address
3. Brief description of organization, including its mission, services, etc. (information should not be cut and pasted from a website.)
4. A list of potential internship activities (be as specific as possible.) These must align with the Public Health Science Competencies referenced above.

Students will receive approval or non-approval of a proposed new internship site within 7 – 10 days of submission of this request. If the internship site is approved, the student can proceed with completion of the Internship Contract. Students can obtain a paper copy of the contract from the literature rack outside the PHSC suite on the Shady Grove campus or in SPH room 0228 on the College Park campus. An electronic copy can be obtained via email from Lynn Cook (lcook12@umd.edu).
SUMMARY OF INTERNSHIP APPROVAL PROCESS

1. Secure Internship.
2. Complete Internship Contract. Work with your internship supervisor to complete the Internship Contract. This will require a brief summary of the responsibilities of the position, including a description of daily responsibilities or the nature of the project for the internship period. The position should allow the student intern the opportunity to apply the public health competencies found at http://sph.umd.edu/degrees/bs-public-health-science-sg. If it is a new internship site, submit the Internship Approval Request via email. Once approved, complete the Internship Contract.
3. Submit the completed Internship Contract to Lynn Cook, Public Health Science Assistant Director.
4. Enroll in PHSC491.
5. Attend Internship Orientation (usually during the first week of classes.)
6. Follow all requirements for PHSC491 to receive credit. (See syllabus on Canvas.)
7. Watch your email for announcements.