The Public Health Science Internship is designed to integrate the concepts of public health and science learned in the classroom with real-world work experience. It is the student’s responsibility to initiate the internship search, secure an internship, and seek approval from the Public Health Science Program.

**INTERNSHIP QUALIFICATIONS**

- The Public Health Science internship is open to PHSC students who complete 45 credits for College Park students, 75 credits for Shady Grove students, and have a minimum GPA of 2.5.
- Students must be enrolled in an internship course while in an internship. Many students enroll in PHSC399, but internship courses may be taken in other UMD departments/programs with approval *in advance* by the PHSC Internship Coordinator. Credit cannot be granted on a retroactive basis. Enrollment in PHSC399 is by permission only. Students will get their registration stamp after they have turned in a completed Internship Contract. The PHSC399 internship course may be repeated for up to 6 credits.
- No more than 6 combined credits of *internship* and *independent study* may be counted as PHSC options, regardless of course prefix.
- 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 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.
INTERNSHIP REQUIREMENTS

Interns are expected to work in accordance with the number of credit hours they are enrolled in for their internship course. The credits and corresponding hourly work expectations are listed below for fall and spring schedules at 15 weeks, and summer schedules at 12 weeks:

<table>
<thead>
<tr>
<th>Internship Credits (PHSC399)</th>
<th>Fall &amp; Spring Weekly Hours</th>
<th>Summer Weekly Hours</th>
<th>Total Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>4</td>
<td>45</td>
</tr>
<tr>
<td>2</td>
<td>6</td>
<td>7.5</td>
<td>90</td>
</tr>
<tr>
<td>3</td>
<td>9</td>
<td>11.5</td>
<td>135</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>15</td>
<td>180</td>
</tr>
<tr>
<td>5</td>
<td>15</td>
<td>19</td>
<td>225</td>
</tr>
<tr>
<td>6</td>
<td>18+</td>
<td>22.5+</td>
<td>270+</td>
</tr>
</tbody>
</table>

For PHSC399, students are required to complete all the requirements included in the course syllabus, as summarized below:

- Mid-term evaluation by site supervisor
- Final evaluation by site supervisor
- Internship presentation (oral and written)
- Class engagement (video creation, and social media participation)

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 Internship Program Coordinator by the required deadline. Internship contracts can be found on the Public Health Science homepage under Internships: [https://sph.umd.edu/department/phs/public-health-science-internships](https://sph.umd.edu/department/phs/public-health-science-internships)

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, receive approval, and complete an internship contract by the deadline means a student will not be able to earn credit for the upcoming semester/summer.*

**Deadlines for submitting completed contract:**

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<table>
<thead>
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<tbody>
<tr>
<td>Fall internships:</td>
<td>August 5</td>
</tr>
<tr>
<td>Spring internships:</td>
<td>January 10</td>
</tr>
<tr>
<td>Summer internships:</td>
<td>May 22</td>
</tr>
</tbody>
</table>
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 one or more of the following PHSC competencies:

- Discuss the history and philosophy of public health as well as its core values, concepts, and functions across the globe and in society.
- Use basic public health concepts, methods, and tools for data collection and analysis.
- Identify the major health-related needs and concerns of populations and formulate basic processes, approaches, and interventions as possible solutions.
- Describe the underlying science of human health and disease including opportunities for promoting and protecting health across the lifespan.
- Examine the socio-economic, behavioral, biological, environmental, and other factors that impact human health and contribute to health disparities.
- Demonstrate the fundamental concepts and features of project implementation, including planning, assessment, and evaluation.
- Compare and contrast the fundamental characteristics and organizational structures of the health systems of the United States and other countries.
- Characterize the basic concepts of legal, ethical, economic, and regulatory dimensions of health care and public policy.
- Illustrate the basic concepts of public health-specific writing and communication.
- Interpret and synthesize scientific knowledge to propose evidence-based approaches and solutions to public health problems.

Once the student has decided upon the kind of internship he or she wants to pursue, there are resources by which 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, and job descriptions. These sites are pre-approved for internships. [http://sph.umd.edu/content/internships](http://sph.umd.edu/content/internships)
- **Public Health Science Program Excel Spreadsheet**: The Excel spreadsheet offers an alternate tool to search for approved internship sites and may be requested by Public Health Science majors by contacting the Internship Coordinator, Nancy Smith, at phscintern@umd.edu.
- **Career & Internship Services**: Help is available in identifying internships of interest, career coaching, and assistance with resume and cover letter writing, interview preparation, and use of virtual job search tools:
  - Shady Grove: Call 301.738.6338 or usgcareerservices@umd.edu. Also visit the Career and Internship Services Center (CISC) located within the Office of Student Services.
  - College Park: One-on-one appointments may be made through the Careers4Terps online system: [https://careers.umd.edu/careers4terps](https://careers.umd.edu/careers4terps)

- **Public Health Science Internship Coordinator**, Nancy Smith (phscintern@umd.edu).

### NEW INTERNSHIP SITES

Students are not restricted to the internship placements listed in the database. 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 Nancy Smith at phscintern@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 (*include Dr., Ms., Mr.*, and title in organization)
   d. Site supervisor’s phone number and email address (both are important)
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 earlier.

Students should receive approval or non-approval of a proposed new internship site within 7 – 10 business days of submission of this request. If the internship site is approved, the student can proceed with completion of the Internship Contract. Internship contracts can be found on the Public Health Science Internship webpage under Resources: [https://sph.umd.edu/department/phs/public-health-science-internships](https://sph.umd.edu/department/phs/public-health-science-internships)
SUMMARY OF INTERNSHIP APPROVAL PROCESS

1. Secure Internship.
2. Complete Internship Contract. Work with your internship supervisor to complete this Contract. This will require the expected weekly hours worked, 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 above. 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 the Internship Coordinator, Nancy Smith (phscintern@umd.edu).
4. Enroll in PHSC399, or other UMD internship course approved by the PHSC Internship Coordinator.
5. Follow all requirements for your internship course to receive credit.
6. Watch your email for announcements.