



FIELDWORK IN PUBLIC HEALTH



Guide for Students

Gain experience in a public or private organization engaged in the prevention of disease, health promotion, health service delivery, health policymaking, or research.

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OVERVIEW

The NYU Master of Public Health program requires that students in all three concentrations - Community and International Public Health; Public Health Nutrition; and Global Health Leadership - complete a hands-on fieldwork experience. While the requirements vary depending upon which concentration a student is pursuing, for all students, public health fieldwork provides students the opportunity to become familiar with the kinds of organizations that put into practice the theory, concepts, and methods taught in the NYU MPH program. Fieldwork can take place in the greater New York City area, elsewhere in the United States, or overseas. The fieldwork experience allows students to integrate skills and theories learned in the classroom into the real public health work environment, to learn from interactions with mentors in the field and to provide a safe environment to explore questions and engage in group problem-solving around the work experience. It also allows students to gain valuable skills and explore new career opportunities.

FIELDWORK SITE CRITERIA

Students are expected to identify an agency that provides a challenging and rewarding experience in public health. While internships/practicums will vary considerably among students, the following basic criteria will be used in selecting sites:

1. Willingness of the agency to provide an internship/practicum
2. Relevance of the agency and the assignment to public health issues
3. Conducive environment for graduate-level fieldwork
4. Ability of the agency to provide adequate and suitable supervision and mentoring

FIELDWORK SELECTION

Using resources provided by the NYU MPH Program combined with their own search strategies, students will be responsible for identifying relevant organizations or programs, obtaining a mutually agreed upon assignment and submitting the required forms for each concentration by deadline dates to the Associate Director for Public Health Practice. The assignment at the organization should be relevant to the student's career goals and cannot be the student's current job. If a student wishes to undertake a fieldwork experience at his/her current workplace, he/she must obtain prior approval from the Associate Director for Public Health Practice.

Students in the NYU MPH Program seek fieldwork opportunities on a year-round basis and, depending on the location of the internship/practicum, can undertake their hours during the Fall, Spring, and Summer semesters.

INTERNATIONAL INTERNSHIPS/PRACTICUMS

1. Students planning to intern overseas must submit the following no later than three weeks prior to departure:
 - Signed copies of the following two release forms. Please print, sign, and return both forms to Associate Director for Public Health Practice, Amy Joyce (amy.joyce@nyu.edu or 240 Greene Street, 2nd Floor).
 - i. Foreign Travel Release Form:
http://www.nyu.edu/mph/forms/Foreign_Travel_Release_Form.pdf
 - ii. Foreign Travel Supplemental Form:
http://www.nyu.edu/mph/forms/Supplemental_Foreign_Travel_Form.pdf.
 - A copy of travel itinerary (including hotel information)
 - Contact information (email, work phone, mobile phone, and address) at field site
 - Two emergency contacts (one contact must be in the U.S.)
 - A copy of passport and visa
2. Internships/practicums with an organization in a resource-poor setting may be less structured than other internships/practicums. They will require students to be adaptable.
3. Students are expected to secure their own travel and lodging; however students are encouraged to contact the organization, Associate Director for Public Health Practice for potential travel and lodging suggestions.
4. The NYU Insurance and Risk Management Department must approve program-related travel to countries outside of the United States. Prior to making any travel arrangements, students should be in touch with program administrators in order to determine the safety of the country to which they are hoping to travel. For more information, please contact Associate Director for Public Health Practice.

PROCESS FOR INTERNSHIP/PRACTICUM SELECTION

The NYU Master of Public Health program has a variety of resources for identifying appropriate internships/practicums. Students should contact the Associate Director for Public Health Practice for assistance. While the NYU faculty and administration is available to discuss options and search strategies with students, students are required to identify their own internship/practicum. This requirement provides several benefits to students, including the opportunity to: 1) become familiar with the players in the field, and 2) practice and hone their job-hunting skills.

Most importantly, students should start their internship/practicum search early (at least one semester in advance). The process takes time. Be prepared for your search to last longer than you anticipate. Keep your eyes out for deadlines. In addition, we recommend that students identify at least two potential internship/practicum sites, in the event that the unplanned occurs and your first choice falls through.

RESOURCES FOR IDENTIFYING INTERNSHIP/PRACTICUM OPPORTUNITIES

RESOURCES AVAILABLE THROUGH NYU:

1. NYU MPH [Public Health CareerLink](#) contains postings on internships/practicums, job opportunities, career resources, and program events.
2. The NYU MPH internal database of organizations working in public health. Contact the program's Associate Director for Public Health Practice.
3. Annual Fall Public Health Career Fair. Co-hosted by the NYU MPH Program, the Wagner Graduate School of Public Service, and the Wasserman Center for Career Development. For a list of participating organizations in past fairs, [click here](#).
4. NYU MPH event series and sessions offered throughout the year where students have the opportunity to network with public health practitioners. Check the program website for updated listings of events.
5. [Compilation of websites](#) with internship/practicum and job postings.
6. [NYU Wagner Office of Career Services \(OCS\) Career Directory](#) (includes a section on internships). Please contact Associate Director for Public Health Practice to obtain username and password.
7. NYU Wasserman Center for Career Development [CareerNet](#).

ADDITIONAL RESOURCES:

Below is partial list of websites advertising job, internship/practicum, fellowship opportunities in public health:

- [Association of Schools of Public Health Job Postings](#)
- [APHA Public Health Student Opportunities \(PHSO\)](#)
- [Association of Reproductive Health Professionals -The Global Opportunities Tool](#)
- [Emory Rollins School of Public Health Public Health Employment Connection](#)
- [George Washington University, School of Public Health and Health Services Jobs Database](#)
- [Idealist](#)
- [University of Washington - Jobs](#)
- [Devox](#)
- [Global Health Career Network](#)
- [InterAction.org | Job Center](#)
- [United Nations Galaxy Staffing System](#)
- [Spirit of 1848](#)
- [Relief Web Vacancies](#)
- [CORE Group](#)
- [Bridgestar](#)

GRIEVANCE POLICY

Students and preceptors agree to the expectations outlined on the Practicum Approval Form or Internship Learning Contract. Should either party have a grievance, we encourage them to be resolved informally and in a timely manner. Students should discuss difficulties in an open and transparent manner and attempt to work directly with their preceptor to resolve them. Should the student decide that an issue with the preceptor/organization needs intervention from faculty, the student should discuss the issue with the faculty member for advice about how to handle the problem. Should the preceptor encounter difficulties with the student that are not resolvable with the student directly, he/she should contact the faculty or administrators. Further steps, such as site visits and educational/grievance contracts, will be implemented, as needed.

REQUIREMENTS AND EXPECTATIONS

Students responsibilities' vary depending upon the concentration they are pursuing and are outlined below.

A successful fieldwork experience requires the commitment of several individuals and/or groups of individuals that comprise the fieldwork network, including students, faculty, university administrators, and agency preceptors. The agency preceptor is the professional on-site responsible for daily supervision of the student. Preferably, this individual will be a public health practitioner. The responsibilities of the NYU faculty and administration and agency preceptor begin on page 22 of this guide.

Community and International Public Health Concentration

Community and International Public Health students in the NYU MPH Program are required to complete a minimum 180-hour internship in an approved public or private organization engaged in the prevention of disease, health promotion, health service delivery, health policymaking, or research. The internship serves as the *culminating experience* for students pursuing this concentration.

Program Contact: Amy Joyce, MSc, Associate Director for Public Health Practice
Email: amy.joyce@nyu.edu Phone: 212-992-9928

The fieldwork experience consists of an internship and a coursework component. These components include:

Internship: 180 Hours (minimum)

Students must have completed twenty-three (23) credit hours in Public Health courses prior to the initiation of the field experience. As part of the internship, students are expected to engage in a carefully planned, highly supervised, and critically evaluated public health internship. The assignment should be relevant to the student's career goals. While 180 hours is the minimum number of hours required by the program, we encourage students to complete as many hours as appropriate or needed in order to enhance their experiential training.

Coursework: Public Health Internship & Seminar Course PUHE-GE 2360

The internship field experience is accompanied by a **3 credit course** (comprised of 4 mandatory seminar sessions). In addition, students are required to attend at a pre-fieldwork information seminar one semester before beginning the internship fieldwork/coursework to help students prepare and plan for the fieldwork experience. Also, students are required to attend a post-fieldwork event where students share their internship experience through a conference-style oral/poster presentation (or, upon approval, complete distance learning activities for students doing their internship abroad).

Course Objectives:

At the end of the internship, the student will:

1. Have gained exposure and practice in the [core competencies](#) in public health expected of Master-level public health professionals which are divided into Discipline-Specific Competencies (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, Social and Behavioral Sciences, and Communication and Informatics) and Interdisciplinary Competencies (Diversity and Culture, Leadership, Public Health Biology, Professionalism, Program Planning, and Systems Thinking).
2. Be exposed to an environment that encourages students to integrate learned behaviors, research and community service activities.
3. Be able to identify methods for describing and analyzing the structure and governance of public health organizations.
4. Be able to identify and apply methods used by organizations to improve the health of their target populations.
5. Be able to describe factors that lead to the effectiveness and stability of national or international public health organizations.
6. Understand requirements of information, personnel, time, and equipment needed to implement programs that address public health needs.

Course Requirements:

Students meet the course objectives through the following course requirements:

1. Attendance at a Fieldwork Information Session one semester prior to beginning the internship experience. This session provides students an opportunity to prepare for the internship experience.
2. Complete a **pre-registration form** by deadline (as posted on internship webpage). Click on the expandable for your concentration at [this link](#) to find the pre-registration form.
3. Complete a minimum of 180 hours with the internship organization.
4. Develop and submit for approval an **internship learning contract** by deadline (as posted on internship webpage). Click on the expandable for your concentration at [this link](#) to find the internship learning contract. The internship learning contract identifies an appropriate public

health project to be completed by the intern that contains measurable and realistic objectives and activities for the internship experience, describes the public health competencies that the student will enhance through the internship experience, and identifies a plan for student supervision and mentorship.

5. Evaluation Methods and Assignments

- a. Blackboard assignments: submit blackboard assignments including blackboard progress reports, blackboard responder-activities, and blackboard journal leader-activities.
- b. Seminar Participation: Students are expected to attend and participate in **4** seminar sessions.
- c. Provide one in-class presentation on public health issues and/or methodology being used through the internship experience
- d. Written Reports & Final Internship Report: throughout the semester, students are required to submit parts of their final paper as written reports. At the end of the semester, students will be required to submit a complete final report that includes: a description of the final internship project and student's reflection on the internship as it relates student's academic and professional goals.
- e. Final oral (or poster) presentation: At post-fieldwork event, students present their internship experience to classmates, department faculty, and agency preceptors. Students are expected to invite and encourage agency preceptor to attend.
- f. Be evaluated by supervising agency preceptor at midpoint and at the end of the internship.
- g. Evaluate own internship experience at the midpoint and upon completion of internship and submit evaluations.

Student Responsibilities

1. Attend the Program Orientation at the beginning of the MPH program.
2. Attend Fieldwork Information Session to learn about the internship requirements and procedures. Review the internship information provided and familiarize him/herself with the procedures.
3. Complete the Internship Pre-Registration Form. Meet with Amy Joyce, Associate Director for Public Health Practice to discuss opportunities and interests (strongly recommended).
4. Contact potential sites, arrange and conduct interviews, as necessary. We recommend that students identify at least two, ideally three, potential internship sites.
5. Submit an Internship Learning Contract Form with appropriate signatures by deadline dates (**required**).
Note: Once Contract has been approved by NYU MPH program, student will receive an Internship Access Code to register for the course.
6. Register for (PUHE-GE 2360) Public Health Internship & Seminar and complete course assignments. Required components of this course are attendance of 4 seminars, completion of course assignments

(blackboard, written reports, final paper), attendance at post-fieldwork event, and completion of course evaluations.

7. Prepare a realistic work schedule in collaboration with the agency preceptor and confirm expected outcomes and deliverables. Upon commencing fieldwork, revisit expected outcomes and deliverables, as outlined in the Internship Learning Contract, to ensure that deliverables correspond to actual assignment and tasks; make any necessary changes (in line with approved project).
8. Adhere to regulations regarding research with human subjects. For information, see NYU University Committee on Activities Involving Human Subjects (UCAIHS): www.nyu.edu/ucaihs/. If a student wishes to undertake research, he/she is advised to work on a project that has an established Principal Investigator. If there is any possibility of publishing, students should speak with their preceptors about IRB clearance and agency permission. For questions, contact internship faculty.
9. Complete at least 180 hours of fieldwork for the agency, Note: While 180 hours is the minimum number of hours required by the program, we encourage students to complete as many hours as appropriate or needed in order to enhance their experiential training.
10. Arrange for periodic conferences with agency preceptor to discuss progress and obtain feedback on performance.
11. Complete Course Assignments: (note for students doing an abroad internship where internet access is not possible **assignments a, b, c** will not apply [course grade will be weighted on **d.** written assignments, **e.** oral assignments, and **f + g.** evaluations])

Students will be graded on:

- a. Blackboard assignments 25%: submit blackboard assignments including blackboard progress reports, blackboard responder-activities, and blackboard journal leader-activities.
- b. Seminar Participation 15%:
 - i. Students are expected to attend and participate in **4** seminar sessions.
 - ii. Provide one in-class presentation on public health issues and/or methodology being used through the internship experience
- c. Written Reports 20%: throughout the semester, students are required to submit parts of their final paper as written reports.
- d. Final Internship Report 15%: At the end of the semester, students will be required to submit a complete final report that includes: a description of the final internship project and student's reflection on the internship as it relates student's academic and professional goals.
- e. Final conference-style oral (or poster) presentation about internship experience 5%: At post-fieldwork event, students present their internship experience to classmates, department faculty, and agency preceptors. Students are expected to invite and encourage agency preceptor to attend.
- f. Evaluations: Students will:
 - i. Be evaluated by supervising agency preceptor 15%: (student is expected to ensure that preceptor is aware of required internship evaluations and submits evaluation forms located on internship webpage).

- ii. Evaluate own internship experience at midpoint and endpoint and submit evaluations 5%: (midpoint evaluation sent via email; final evaluation form online on internship webpage).

Internship Timeline

TWO semesters prior to beginning the internship experience students must:

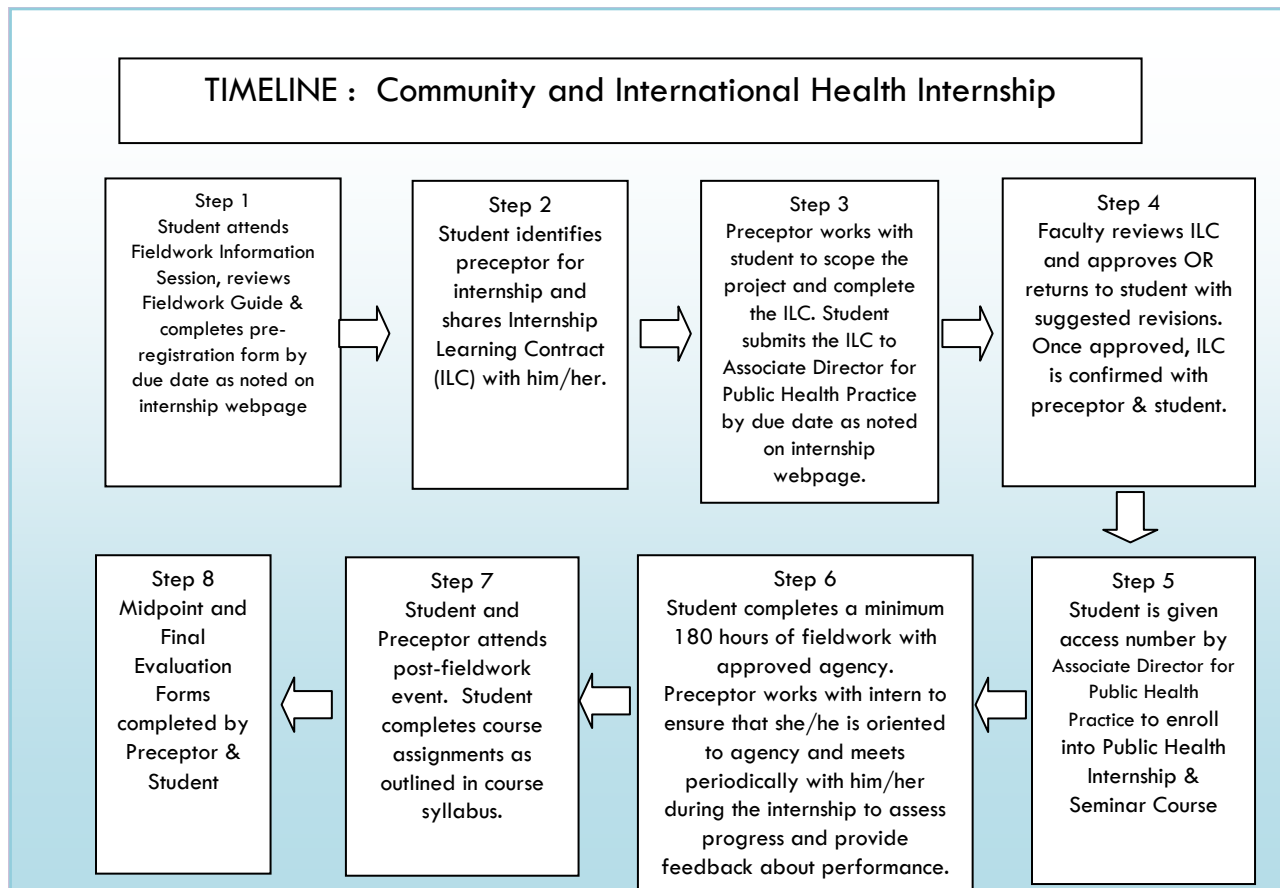
- Review the NYU MPH Internship webpage for fieldwork guidelines, deadlines dates, fieldwork listings and other materials.
- Attend an MPH Fieldwork Information Session.
- Meet with the Associate Director for Public Health Practice to discuss fieldwork ideas.

ONE semester prior to beginning the internship experience students must:

- Complete the Internship Pre-registration Form by the deadline (dates noted on internship webpage).
- Set up interviews with prospective fieldwork sites to discuss internship project.
- Complete Internship Learning Contract with identified Agency Preceptor by deadline (dates noted on internship webpage). (Tip: When you meet with the preceptor, take a copy of the public health core competencies for you both to review.)
- Submit a completed Internship Learning Contract to Associate Director for Public Health Practice by deadline. The following are possible Internship Learning Contract outcomes :
 - **Approved:** the contract is acceptable as is and you will receive the access code to register for PUHE-GE 2360, Internship and Seminar in Public Health.
 - **Pending Approval:** The contract will be accepted pending some recommended changes to the project to ensure it meets the requirements of a culminating experience. Once the changes are made and approved, you will receive the course access code.
 - **Not approved:** the project does not fulfill requirements of an MPH culminating project. The student will need to proceed with another internship option. An access code to register will not be given.

WHILE Enrolled in Internship & Seminar Course and doing fieldwork:

- Preceptor works with intern to ensure that she/he is oriented to agency and meets periodically with him/her during the internship to assess progress and provide feedback about performance
- Student attends post-fieldwork event, upon (or near) completion of fieldwork experience.
- Student completes course assignments as outlined in course syllabus.
- Preceptor completes midpoint and final evaluation of student intern.
- Student completes midpoint and final evaluation of internship experience.



Global Health Leadership Concentration

Global Health Leadership students in the NYU MPH Program are required to complete a 120-hour practicum in an approved public or private organization engaged in the prevention of disease, health promotion, health service delivery, health policymaking, or research in a global context.

Program Contact: Amy Joyce, MSc, Associate Director for Public Health Practice

Email: amy.joyce@nyu.edu Phone: 212-992-9928

The fieldwork experience consists of a practicum and a coursework component. These components include:

Practicum: 120 Hours (minimum)

Students can begin the practicum after completing the majority of their core public health courses and must complete their practicum hours no later than the beginning of the Capstone course. For full-time students, the practicum hours can be started any time after completing the first semester of the program. As part-time

progression through the program will vary, part-time students should speak with the Associate Director for Public Health Practice to determine the appropriate semester of the practicum.

The practicum hours should take place in an approved public or private organization or program that is engaged in the prevention of disease, health promotion, health policy development, health service delivery or research in a global context. The practicum provides the opportunity to become familiar with the kinds of organizations that put into practice the theory, concepts, and methods taught in the master's program. Practicums can take place in the greater New York City area, elsewhere in the United States, or overseas. As part of the practicum, students are expected to "shadow" a senior staff member within the selected organization or program for at least one working day. The assignment should be relevant to the student's career goals. While 120 hours is the minimum number of hours required by the program, we encourage students to complete as many hours as appropriate or needed in order to enhance their experiential training.

Students are asked to complete a Practicum Planning Worksheet for use in identifying an appropriate practicum (recommended). The Practicum Approval Form (click on the expandable "For Global Health Leadership Students" [here](#) to find the Practicum Approval Form) must be completed and submitted with all appropriate signatures to the Associate Director for Public Health Practice **at least one month** prior to starting the practicum (**required**). Practicum hours cannot be counted for academic credit until the Practicum Approval Form has been signed.

Coursework: Practicum in Global Health Leadership GPH-GU 2600 and GPH-GU 2610

The Practicum in Global Health Leadership is accompanied by a two-part course and must be completed prior to beginning the first semester of the program's Capstone course. The practicum course is composed of the following requirements:

1. **Practicum in Global Health Leadership I (GPH-GU 2600 001/002):** A 0-credit P/F course. Prerequisite: a minimum of 12 credits. Access code required. Offered once in the Fall and twice in the Spring (make sure to sign up for the correct Spring session - 001 or 002). The completion of a Practicum Approval Form is NOT required in order to register for Practicum in Global Health Leadership I. We suggest that you register for the course: a) if you may begin your practicum hours within the coming four months, and b) if you are eligible to take the course. You need only take the course once, so long as it is within the calendar year of your practicum start date.
2. Completion of a midpoint evaluation.
3. **Practicum in Global Health Leadership II (GPH-GU 2610):** A 3-credit graded one-day course (9am-4pm). Prerequisite: a minimum of 100 practicum hours completed. Access code required. Offered once in the Fall and once in the Spring.
4. Completion of a final evaluation
5. Completion of a reflection paper.

We realize that practicum hours may not coincide with the University’s academic calendar. Please refer to the following outline which illustrates when Practicum in Global Health Leadership I and II will be offered and during which semester students should attend.

Practicum in Global Health Leadership I: Offered in September, January/February, and April/May

Students beginning fieldwork hours in the Spring semester will attend the Practicum in Global Health Leadership I in January/February. Students beginning fieldwork hours in the Summer will attend Practicum in Global Health Leadership I in April / May. Students beginning fieldwork hours in the Fall semester will attend Practicum in Global Health Leadership I in September.

Midpoint Evaluation:

Students should submit a midpoint evaluation to the Associate Director for Public Health Practice approximately halfway through their practicum (form available on the NYU MPH website).

Practicum in Global Health Leadership II: Offered once in Fall, once in Spring

Students completing fieldwork hours in the Spring semester will attend Practicum in Global Health Leadership II the following Fall. Students completing fieldwork hours in the Summer will attend Practicum in Global Health Leadership II the following Fall. Students completing fieldwork hours in the Fall semester will attend Practicum in Global Health Leadership II the following Spring.

PRACTICUM IN GLOBAL HEALTH LEADERSHIP I AND II					
Semester of practicum hours		Practicum I		Practicum II	
FALL	→	September	→	April / May	
SPRING	→	January / Feb	→	April / May	
SUMMER	→	April / May	→	September	

Student’s Responsibilities

1. Attend the Program Orientation at the beginning of the MPH program to learn about the practicum requirements and procedures.
2. Attend Fieldwork Information Session. Reviews the practicum information provided and familiarize him/herself with the procedures.
3. Complete the Practicum Planning worksheet. Meet with Amy Joyce, Associate Director for Public Health Practice, to discuss opportunities and interests (strongly recommended).

4. Contact potential sites, arrange and conduct interviews, as necessary. We recommend that students identify at least two, ideally three, potential fieldwork sites.
5. Request access code (from Associate Director, Public Health Practice), register for and attend GPH-GU 2600 (Section 001 or 002), Practicum in Global Health Leadership I. Note: The completion of a Practicum Approval Form is NOT required in order to register for Practicum in Global Health Leadership I. We suggest that you register for the course: a) if you may begin your practicum hours within the coming four months, and b) if you are eligible to take the course. In general, students should attend Practicum in Global Health I in the semester prior to commencing their practicum. You need only take the course once, so long as it is within the calendar year of your practicum start date. Please discuss with Associate Director for Public Health Practice to ensure appropriate attendance.
6. Submit the Practicum Approval Form (PAF) (click on the expandable “For Global Health Leadership Students” [here](#) to find the Practicum Approval Form) with appropriate signatures at least one month prior to beginning the fieldwork hours (required). Note: Once Practicum Approval Form has been signed by Associate Director for Public Health Practice, student will receive a Course Access Code to register for GPH-GU 2610, Practicum in Global Health Leadership II.
7. Register for GPH-GU 2610, Practicum in Global Health Leadership II – a 3-credit graded course.
8. Prepare a realistic work schedule in collaboration with the agency preceptor and confirm expected outcomes and deliverables. Upon commencing fieldwork, revisit expected outcomes and deliverables, as outlined in the Practicum Approval Form, to ensure that deliverables correspond to actual assignment and tasks; make any necessary changes (in line with approved project).
9. Adhere to regulations regarding research with human subjects. For information, see NYU University Committee on Activities Involving Human Subjects (UCAIHS): www.nyu.edu/ucaih/. If a student wishes to undertake research, he/she is advised to work on a project that has an established Principal Investigator. If there is any possibility of publishing, students should speak with their preceptors about IRB clearance and agency permission. For questions, contact practicum faculty.
10. Complete at least 120 hours of fieldwork for the agency, including one day “shadowing” someone in a leadership position in the host agency. If the organization is not able to provide a “shadowing” experience, please discuss alternatives with Associate Director for Public Health Practice. Note: While 120 hours is the minimum number of hours required by the program, we encourage students to complete as many hours as appropriate or needed in order to enhance their experiential training.
11. Arrange for periodic conferences with agency preceptor to discuss progress and obtain feedback on performance.
12. Complete midpoint evaluation on practicum performance. Ensure that preceptor completes midpoint evaluation as well (preceptor midpoint evaluation form will be provided by the Associate Director for Public Health Practice).
13. Attend GPH-GU 2610, Practicum in Global Health Leadership II (minimum of 100 hours of fieldwork required).
14. Complete final evaluation and ensure that preceptor has completed final evaluation as well.
15. Complete all assignments for the practicum course.

Course Objectives:

At the end of the practicum, the student will:

- Have gained direct work experience in a health organization (not his/her own) addressing global public health issues
- Understand and be able to analyze the environment and operations of a health organization addressing global health issues
- Be aware of the roles played by individual leaders in a global health organization
- Be able to reflect on his/her current work experience and future career plans in relation to the concepts, theories, and approaches contained in the MPH program

Course Requirements

Students meet the course objectives through the following course requirements:

1. Attendance at Practicum in Global Health Leadership I, a pre-fieldwork seminar and Practicum in Global Health Leadership II, a post-fieldwork day-long workshop. These classes will provide an opportunity for students to prepare for, reflect together on and share their learning about the practicum experience using four “lenses”:

- the importance of the organization’s mission
- the global public health system as context in which the organization operates
- the organization itself (people and their formal and informal roles, processes, structure, management, culture, team dynamics, communication) and assessment of the organization’s effectiveness in achieving its mission
- the students’ self-reflection on his/her role within the organization or team (including two self-assessments)

2. Completion of a midpoint evaluation.

3. A 6-8 page reflection paper on the practicum that includes:

- a brief description of the practicum project, including the “shadowing” experience
- the student’s reflection on the goals for the practicum and how they were met
- the student’s observations/analysis of their experience reflected through each of the four lenses outlined above
- the importance of the students’ self-assessment results (refer to assessment activities conducted during Practicum in Global Health Leadership II)

Evaluation Methods and Assignments

Students will be graded on:

1. Reflection paper (45%)

2. Evaluation of the student's performance and experience by the agency preceptor (20%)
3. Student's participation in Practicum in Global Health Leadership I and II, and completion of at least 120 fieldwork hours (20%)
4. Student presentation of the practicum during Practicum in Global Health Leadership II not to exceed 10 minutes: Headlines of Practicum include objectives; highlights of experience; lessons learned (10%)
5. Timely submission of required papers, forms and approvals including: practicum approval form (inclusive of any necessary changes or revisions); midpoint evaluation; final evaluation; travel release forms and paperwork, as needed (5%)

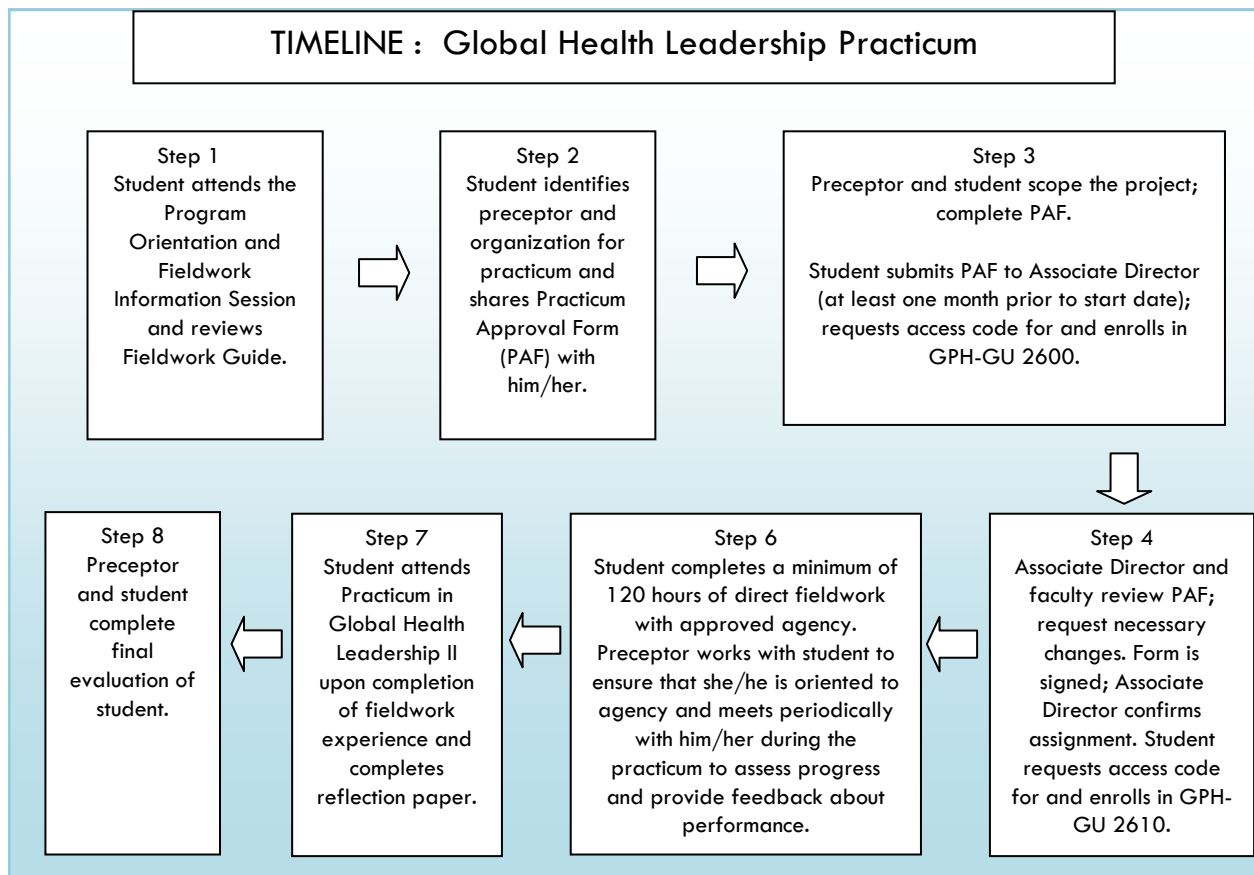
Practicum Timeline

PRIOR to beginning the practicum experience:

- Student attends the Program Orientation and Fieldwork Information Session and reviews Fieldwork Guide.
- Student completes Planning Worksheet and meets with Associate Director for Public Health Practice (strongly recommended). Student identifies potential practicum sites and makes contacts.
- Student identifies preceptor for practicum and shares Practicum Approval Form (IAF) with him/her.
- Preceptor works with student to scope the project and complete the PAF. Student submits the IAF to Associate Director for Public Health Practice (at least one month prior to practicum start date).
- Student attends Practicum in Global Health Leadership I.
- Associate Director for Public Health Practice reviews and shares PAF with faculty, and, after signing the form, confirms the assignment with student and preceptor.
- Student enrolls in Practicum in Global Health Leadership II.

WHILE Enrolled in Practicum Course and doing fieldwork:

- Preceptor works with practicum student to ensure that she/he is oriented to agency and meets periodically with him/her during the practicum to assess progress and provide feedback about performance
- Student attends Practicum in Global Health Leadership II, upon (or near) completion of practicum experience, completes mid-point evaluation form and reflection paper, as outlined in course syllabus.
- Preceptor completes midpoint and final evaluation of student intern.



Public Health Nutrition Concentration

Public Health Nutrition concentration students in the NYU MPH Program are required to complete a 180-hour practicum in an approved public or private organization engaged in the prevention of disease, health promotion, health service delivery, health policymaking, or research. The internship serves as the *culminating experience* for students pursuing this concentration.

Program Contact: Amy Joyce, MSc, Associate Director for Public Health Practice

Email: amy.joyce@nyu.edu Phone: 212-992-9928

The fieldwork experience consists of an internship and a coursework component. These components include:

Internship: 180 Hours (minimum)

Students must have completed twenty three credit hours in Public Health courses prior to the initiation of the field experience. As part of the internship, students are expected to engage in a carefully planned, highly supervised, and critically evaluated public health internship. The assignment should be relevant to the student's career goals. While 180 hours is the minimum number of hours required by the program, we

encourage students to complete as many hours as appropriate or needed in order to enhance their experiential training

Coursework: Public Health Internship & Seminar Course (PUHE-GE 2360)

The internship field experience is accompanied by a **3 credit course** (comprised of 4 mandatory seminar sessions). Additionally, students are required to attend at a pre-fieldwork information seminar one semester before beginning the internship fieldwork/coursework to help students prepare and plan for the fieldwork experience. Also, students are required to attend a post-fieldwork event where students share their internship experience through a conference-style oral/poster presentation (or, upon approval, complete distance learning activities for students doing their internship abroad).

Course Objectives:

At the end of the internship, the student will:

1. Have gained exposure and practice in the [core competencies](#) in public health expected of Master-level public health professionals which are divided into Discipline-Specific Competencies (Biostatistics, Environmental Health Sciences, Epidemiology, Health Policy and Management, Social and Behavioral Sciences, and Communication and Informatics) and Interdisciplinary Competencies (Diversity and Culture, Leadership, Public Health Biology, Professionalism, Program Planning, and Systems Thinking).
2. Be exposed to an environment that encourages students to integrate learned behaviors, research and community service activities.
3. Be able to identify methods for describing and analyzing the structure and governance of public health organizations.
4. Be able to identify and apply methods used by organizations to improve the health of their target populations.
5. Be able to describe factors that lead to the effectiveness and stability of national or international public health organizations.
6. Understand requirements of information, personnel, time, and equipment needed to implement programs that address public health needs.

Course Requirements:

Students meet the course objectives through the following course requirements:

1. Attendance at a Fieldwork Information Session one semester prior to beginning the internship experience. This session provides students an opportunity to prepare for the internship experience.
2. Complete a **pre-registration form** by deadline (as posted on internship webpage). Click on the expandable for your concentration at [this link](#) to find the pre-registration form.
3. Complete a minimum of 180 hours with the internship organization.

4. Develop and submit for approval an **internship learning contract** by deadline (as posted on internship webpage). Click on the expandable for your concentration at [this link](#) to find the internship learning contract. The internship learning contract identifies an appropriate public health project to be completed by the intern that contains measurable and realistic objectives and activities for the internship experience, describes the public health competencies that the student will enhance through the internship experience, and identifies a plan for student supervision and mentorship.
5. Evaluation Methods and Assignments
 - a. Blackboard assignments: submit blackboard assignments including blackboard progress reports, blackboard responder-activities, and blackboard journal leader-activities.
 - b. Seminar Participation: Students are expected to attend and participate in **4** seminar sessions.
 - c. Provide one in-class presentation on public health issues and/or methodology being used through the internship experience
 - d. Written Reports & Final Internship Report: throughout the semester, students are required to submit parts of their final paper as written reports. At the end of the semester, students will be required to submit a complete final report that includes: a description of the final internship project and student's reflection on the internship as it relates student's academic and professional goals.
 - e. Final oral (or poster) presentation: At post-fieldwork event, students present their internship experience to classmates, department faculty, and agency preceptors. Students are expected to invite and encourage agency preceptor to attend.
 - f. Be evaluated by supervising agency preceptor at midpoint and at the end of the internship.
 - g. Evaluate own internship experience at the midpoint and upon completion of internship and submit evaluations.

Student Responsibilities

1. Attend the Program Orientation at the beginning of the MPH program.
2. Attend Fieldwork Information Session to learn about the internship requirements and procedures. Review the internship information provided and familiarize him/herself with the procedures.
3. Complete the Internship Pre-Registration Form. Meet with Amy Joyce, Associate Director for Public Health Practice to discuss opportunities and interests (strongly recommended).
4. Contact potential sites, arrange and conduct interviews, as necessary. We recommend that students identify at least two, ideally three, potential internship sites.
5. Submit an Internship Learning Contract Form with appropriate signatures by deadline dates (**required**). Note: Once Contract has been approved by NYU MPH program, student will receive an Internship Access Code to register for the course.

6. Register for (PUHE-GE 2360) Public Health Internship & Seminar and complete course assignments. Required components of this course are attendance of 4 seminars, completion of course assignments (blackboard, written reports, final paper), attendance at post-fieldwork event, and completion of course evaluations.
7. Prepare a realistic work schedule in collaboration with the agency preceptor and confirm expected outcomes and deliverables. Upon commencing fieldwork, revisit expected outcomes and deliverables, as outlined in the Internship Learning Contract, to ensure that deliverables correspond to actual assignment and tasks; make any necessary changes (in line with approved project).
8. Adhere to regulations regarding research with human subjects. For information, see NYU University Committee on Activities Involving Human Subjects (UCAIHS): www.nyu.edu/ucaihs/. If a student wishes to undertake research, he/she is advised to work on a project that has an established Principal Investigator. If there is any possibility of publishing, students should speak with their preceptors about IRB clearance and agency permission. For questions, contact internship faculty.
9. Complete at least 180 hours of fieldwork for the agency, Note: While 180 hours is the minimum number of hours required by the program, we encourage students to complete as many hours as appropriate or needed in order to enhance their experiential training.
10. Arrange for periodic conferences with agency preceptor to discuss progress and obtain feedback on performance.
11. Complete Course Assignments: (note for students doing an abroad internship where internet access is not possible **assignments a, b, c** will not apply [course grade will be weighted on **d.** written assignments, **e.** oral assignments, and **f + g.** evaluations])

Students will be graded on:

- Blackboard assignments 25%: submit blackboard assignments including blackboard progress reports, blackboard responder-activities, and blackboard journal leader-activities.
- Seminar Participation 15%:
 1. Students are expected to attend and participate in **4** seminar sessions.
 2. Provide one in-class presentation on public health issues and/or methodology being used through the internship experience
- Written Reports 20%: throughout the semester, students are required to submit parts of their final paper as written reports.
- Final Internship Report 15%: At the end of the semester, students will be required to submit a complete final report that includes: a description of the final internship project and student's reflection on the internship as it relates student's academic and professional goals.
- Final conference-style oral (or poster) presentation about internship experience 5%: At post-fieldwork event, students present their internship experience to classmates, department faculty, and agency preceptors. Students are expected to invite and encourage agency preceptor to attend.
- Evaluations: Students will:

- i. Be evaluated by supervising agency preceptor 15%: (student is expected to ensure that preceptor is aware of required internship evaluations and submits evaluation forms located on internship webpage).
- ii. Evaluate own internship experience at midpoint and endpoint and submit evaluations 5%: (midpoint evaluation sent via email; final evaluation form online on internship webpage).

Internship Timeline

TWO semesters prior to beginning the internship experience students must:

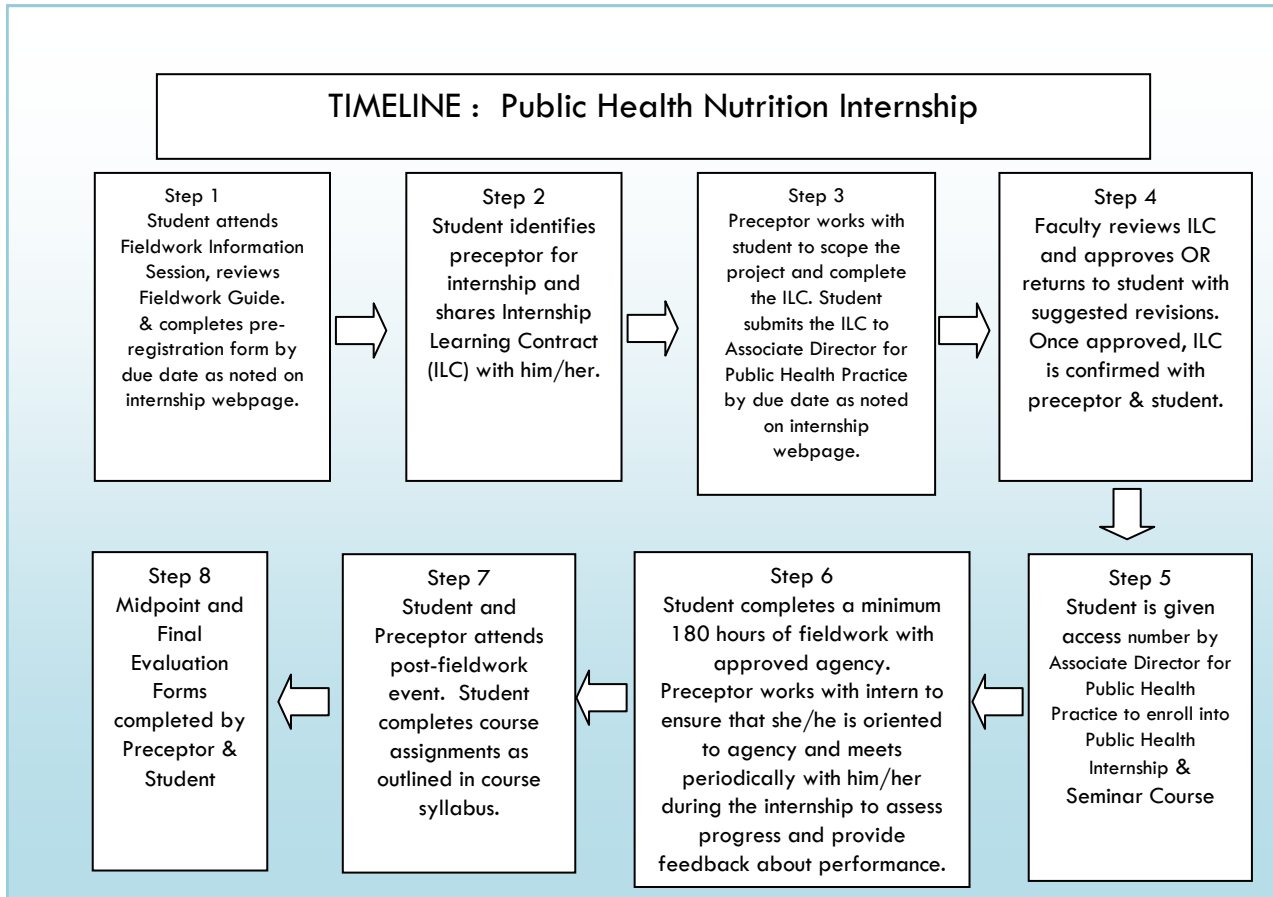
- Review the NYU MPH Internship webpage for fieldwork guidelines, deadlines dates, fieldwork listings and other materials.
- Attend an MPH Fieldwork Information Session.
- Meet with the Associate Director for Public Health Practice to discuss fieldwork ideas.

ONE semester prior to beginning the internship experience students must:

- Complete the Internship Pre-registration Form by the deadline (dates noted on internship webpage).
- Set up interviews with prospective fieldwork sites to discuss internship project.
- Complete Internship Learning Contract with identified Agency Preceptor by deadline (dates noted on internship webpage). (Tip: When you meet with the preceptor, take a copy of the public health core competencies for you both to review.)
- Submit a completed Internship Learning Contract to Associate Director for Public Health Practice by deadline. The following are possible Internship Learning Contract outcomes :
 - **Approved:** the contract is acceptable as is and you will receive the access code to register for PUHE-GE 2360, Internship and Seminar in Public Health.
 - **Pending Approval:** The contract will be accepted pending some recommended changes to the project to ensure it meets the requirements of a culminating experience. Once the changes are made and approved, you will receive the course access code.
 - **Not approved:** the project does not fulfill requirements of an MPH culminating project. The student will need to proceed with another internship option. An access code to register will not be given.

WHILE Enrolled in Internship & Seminar Course and doing fieldwork:

- Preceptor works with intern to ensure that she/he is oriented to agency and meets periodically with him/her during the internship to assess progress and provide feedback about performance
- Student attends post-fieldwork event, upon (or near) completion of fieldwork experience.
- Student completes course assignments as outlined in course syllabus.
- Preceptor completes midpoint and final evaluation of student intern.
- Student completes midpoint and final evaluation of internship experience.



EXPECTATIONS OF NYU FIELDWORK PARTICIPANTS

Community & International Public Health and Public Health Nutrition Concentrations

Responsibilities of the Agency Preceptor / Administration / Faculty:

- The Agency preceptor is: the professional on-site responsible for daily supervision of the student. Preferably, this individual will be a public health practitioner.
- The Administration is: the liaison between students, preceptor, university administration and faculty who establishes, distributes and maintains clear and transparent guidelines for students and preceptors and who provides advice, support and guidance to the intern as needed during the fieldwork experience.
- The Faculty is: the faculty member oversees the academic course content to ensure ensuring that course objectives are reflective of program goals for the MPH degree in the NYU MPH program and who teaches the program's required internship course- Public Health Internship & Seminar Course (PUHE-GE 2360). Faculty works with Administration to ensure internship project and site appropriateness.

Key Responsibilities include:

	Agency Preceptor's Responsibilities	Administration's Responsibilities	Faculty's Responsibilities
1	Identify a project or assignment to be completed by the intern student related to public health as carried out by the agency. As the deliverable may change midstream, we encourage preceptors to revisit the agreed upon outcomes/deliverables periodically.	Conducts Fieldwork Information Session.	Provides materials for Fieldwork Information Session.
2	Work with the student to create a realistic work schedule for the fieldwork hours.	Meet with students on an individual basis to discuss interests and potential internship opportunities. Advise students on links to academic and financial resources.	Provide feedback, as needed, on appropriateness of internship opportunity.
3	Assign responsibilities to the student that will provide a professional and challenging experience related to public health and to the student's goals for the fieldwork experience, as per Internship Learning Contract.	Reach out to organizations and agencies regarding their need for interns in order to expand the online database of opportunities available to students.	

4	Ensure that any research involving human subjects that is intended for publication has IRB approval and that the student's role, if any, meets IRB requirements. See FAQ section for further information.		Provide feedback, as needed, on appropriateness of internship sites.
5	Provide suitable physical facilities and equipment for the student to perform assigned work while at the host agency.	Receives Internship Learning Contract; ensures completeness and shares with faculty. Provide students with Access Code for registration. Sends confirmation email to preceptor and student.	Review and approve Internship Learning Contract, ensuring project appropriateness.
6	For international fieldwork experiences: 1) assist the student in locating adequate living quarters, if this is indicated (while the student is ultimately responsible for securing his/her own living quarters, any assistance provided by the host agency is welcome), and 2) provide guidance on safety concerns and cultural norms.	Offer guidance on travel and accommodation possibilities if international travel is a component of internship.	Conduct 4 internship seminars. Oversee Internship blackboard reports and discussions. Provide feedback and grade students in-class presentations and written paper submissions.
7	Orient the intern student to the agency, to other staff members and to the community in which the agency is situated.		
8	Meet periodically with the student during the practicum / internship to assess progress and provide feedback about performance.	Provide advice, support and guidance to the intern as needed during the internship experience.	Provide advice, support and guidance to the intern as needed during the internship experience.
9	Notify the Associate Director for Public Health Practice of any potential problems or concerns regarding the student's progress or fieldwork experience that cannot be resolved after speaking with the student.	Serve as liaison between students, preceptor, University administration and faculty.	Addresses student and preceptor problems or concerns.
10	Evaluate the student's performance at the completion of the fieldwork period on forms provided by the Associate Director for Public Health Practice.	Administer midpoint and final evaluations.	Review all student self-evaluations and preceptor practicum student evaluations (midpoint and final).
11		Review evaluations completed	Review and grade

		<p>by preceptor and student upon completion of practicum in order to monitor the usefulness and appropriateness of the experience and offer suggestions for improvement. Discuss the potential for subsequent fieldwork opportunities with preceptor.</p> <p>Collects information on past practicum projects for program use.</p>	<p>course assignments. Review preceptor and student evaluations Assigns student's final course grade</p>
12		Organize post-fieldwork event.	Provide support and feedback to the intern as needed on final presentation.

Global Health Leadership Concentration

Responsibilities of the Agency Preceptor / Administration / Faculty:

- The Agency preceptor is: the professional on-site responsible for daily supervision of the student. Preferably, this individual will be a public health practitioner.
- The Administration is: the liaison between students, preceptor, University administration and faculty who establishes, distributes and maintains clear and transparent guidelines for students and preceptors and who provides advice, support and guidance to the intern as needed during the fieldwork experience.
- The Faculty is: The Faculty is: the faculty member oversees the academic course content to ensure ensuring that course objectives are reflective of program goals for the MPH degree in the NYU MPH program and who teaches the program's required practicum course - Practicum in Global Health Leadership, GPH-GU 2610 (previously U10.2610). Faculty works with Administration to ensure practicum project and site appropriateness.

Key Responsibilities include:

	Agency Preceptor's Responsibilities	Administration's Responsibilities	Faculty's Responsibilities
1	Identify a project or assignment to be completed by the intern student related to public health as carried out by the agency. As the deliverable may change midstream, we encourage preceptors to revisit the agreed upon outcomes/deliverables periodically.	Conducts Fieldwork Information Session.	

2	Work with the student to create a realistic work schedule for the fieldwork hours.	Meet with students on an individual basis to discuss interests and potential practicum opportunities.	Provide feedback, as needed, on appropriateness of practicum opportunity.
3	Assign responsibilities to the student that will provide a professional and challenging experience related to public health and to the student's goals for the fieldwork experience, as per the Practicum Approval Form or Internship Learning Contract.	Reach out to organizations and agencies regarding their need for practicum students in order to expand the database of opportunities available to students.	
4	Ensure that any research involving human subjects that is intended for publication has IRB approval and that the student's role, if any, meets IRB requirements. See FAQ section for further information.	Receives Practicum Approval Form; ensures completeness and shares with faculty. Provide students with Course Access Code for registration. Sends confirmation email to preceptor and student.	Review and approve Practicum Approval Form, ensuring practicum project appropriateness.
5	For students in the Global Health Leadership Concentration: In collaboration with the student, identify a senior staff member whom the student can "shadow" for at least one full working day. We understand that this may not be feasible. In the event that the student is not able to shadow someone, the Associate Director for Public Health Practice will be in touch to discuss alternative options.	Assist faculty in preparing for Practicum in Global Health Leadership I and II.	Conduct Practicum in Global Health Leadership I and II.
6	Provide suitable physical facilities and equipment for the student to perform assigned work while at the host agency.	Advise students on links to academic and financial resources.	
7	For international fieldwork experiences: 1) assist the student in locating adequate living quarters, if this is indicated (while the student is ultimately responsible for securing his/her own living quarters, any assistance provided by the host agency is welcome), and 2) provide guidance on safety concerns and cultural norms.	Offer guidance on travel and accommodation possibilities if international travel is a component of practicum.	

8	Orient the intern student to the agency, to other staff members and to the community in which the agency is situated.		
9	Meet periodically with the student during the practicum / internship to assess progress and provide feedback about performance.	Provide advice, support and guidance to the student as needed during the practicum experience.	Provide advice, support and guidance to the student as needed during the practicum experience.
10	Notify the Associate Director for Public Health Practice of any potential problems or concerns regarding the student's progress or fieldwork experience that cannot be resolved after speaking with the student.	Serve as liaison between students, preceptor, University administration and faculty.	Addresses student and preceptor problems or concerns.
11	Evaluate the student's performance at the completion of the fieldwork period on forms provided by the Associate Director for Public Health Practice.	Administer midpoint and final evaluations.	Review all student self-evaluations and preceptor practicum student evaluations (midpoint and final).
12		Review evaluations completed by preceptor and student upon completion of practicum in order to monitor the usefulness and appropriateness of the experience and offer suggestions for improvement. Discuss the potential for subsequent fieldwork opportunities with preceptor. Collects information on past practicum projects for program use.	Conduct Practicum in Global Health Leadership II. Review and grade final papers. Assign a final course grade to student.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: When do students in the NYU MPH Program complete the fieldwork requirement?

A: The timing of fieldwork experience will vary among students and will depend on such factors as enrollment status (full-time vs. part-time), project timelines and travel logistics. In addition, the concentration the student is pursuing will also dictate when they can begin their internship/practicum experience. In general, students in the Community and International Public Health Concentration as well as the Public Health Nutrition Concentration can begin their internship hours once they have completed 23 credit hours of program coursework. For students pursuing a Global Health Leadership concentration, practicum hours can be started once they have completed 12 credit hours of program coursework and should be completed no later than the start of Capstone (the final year of the program). For students in all three concentrations, fieldwork may be undertaken during the academic year within New York City or within commuting distance. Overseas fieldwork can be completed during winter intercession (first three weeks of January) and between mid-May and end-August.

Q: How many hours of fieldwork are required?

A: Hours are dependent on the concentration the student is pursuing. Specifically, students in the Community and International Public Health Concentration as well as the Public Health Nutrition Concentration are required to complete a minimum of **180 hours** of direct fieldwork for the degree requirement. For students pursuing the Global Health Leadership concentration, students are required to complete a minimum of **120 hours** of direct fieldwork for the degree requirement.

However, overall many projects may require a greater time commitment and we encourage students to complete as many hours as appropriate or needed in order to enhance their experiential training. We encourage organizations to be clear about the number of hours expected of the student before approval forms are signed.

Q: Does the program place students in their fieldwork site?

A: No, the program does not formally place students with their fieldwork site. Rather, we provide a variety of resources to students so that they can identify an internship/practicum that meets their individual learning objectives.

Q: What resources are available to students to identify internships/practicums?

A: The program provides a variety of fieldwork resources and opportunities to our students through Public Health CareerLink (an online posting system), listservs, fieldwork databases, an annual public health career fair, networking opportunities and individual and group advising sessions with our Associate Director for Public Health Practice and faculty.

Q: Can internship/practicum hours be completed abroad?

A: Absolutely. We encourage students to travel abroad for their internship/practicum. Due to the academic calendar and students' class schedule, they are able to undertake internships/practicums abroad during the first three weeks of January and between mid-May and end-August.



Q: How does the program prepare students to have a successful internship/practicum experience?

A: Students undertake their internship/practicum after they have completed their core courses in public health. Students work closely with the faculty and Associate Director for Public Health Practice to devise and establish fieldwork goals. Students also have exposure to a variety of practice-based learning activities and workshops on such topics as professional development, resume writing and interviewing skills, and team dynamics.

Q: What is the difference between internship/practicum and Capstone?

A: The internship/practicum is an individual assignment and tailored toward the unique professional development goals of each student. In addition, students identify and secure their own fieldwork site. [Capstone](#) is a team project which allows students to demonstrate the core public health skills they have acquired throughout the program. Although students often indicate a preference of projects available, the program selects the teams and determines Capstone team assignments.

Q: What protocol do I need to be aware of if my internship/practicum will involve research with human subjects with my agency?

A: As per the NYU University Committee on Activities Involving Human Subjects (UCHAIS), students must take/have taken the [CITI tutorial](#). If a student wishes to undertake research, he/she is advised to work on a project that has an established Principal Investigator. Students will be asked to ensure that the agency has its own IRB approval for the research. Agency preceptor should ensure that the students' participation in the research adheres to the IRB approval.

Q. How do I obtain more information about the fieldwork program?

A. Please <http://mph.nyu.edu/public-health-practice/internships.html> to learn more about the NYU MPH fieldwork program. Students can also contact Amy Joyce, Associate Director for Public Health Practice, at amy.joyce@nyu.edu for more information.