

# Internship and Practicum Information Session

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# Overview

1. NYU MPH Practice requirements by concentrations
2. Comparison of Competencies by Concentration
3. Internship/Practicum course eligibility, structure & assignments
4. Internship/Practicum Required Forms
5. Internship/Practicum Timelines
6. Goals, objectives, expectations, and criteria
7. Tips for Identifying Opportunities
8. Resources
9. Responsibilities
10. Who to Contact for Information

## Table 2.4a NYU MPH – Comparison of Practice Requirements by Concentration

Concentrations	CIH	GHL		PHN
<b>Type of Requirement</b>	Internship	Practicum	Capstone	Internship
<b># of hours required</b>	180	120	Varies (one academic year)	180
<b>Affiliated Course</b>	PUHE-GE 2360, Internship and Seminar in Public Health	GPH-GU 2610, Practicum in Global Health Leadership	GPH-GU 2621/2622 Capstone in Global Health Leadership	PUHE-GE 2360, Internship and Seminar in Public Health
<b>Format</b>	Individual	Individual	Team	Individual
<b>Faculty Instructor</b>	Yumary Ruiz, PhD, MPH	Yumary Ruiz, PhD, MPH	Donna Shelly, MD, MPH; Nancy Van Devanter, DrPH, MPH, RN	Yumary Ruiz, PhD, MPH
<b>Serves as culminating experience</b>	<b>Yes</b>	<b>No</b>	Yes	<b>Yes</b>

# Comparison of Competencies\* expected to build by Concentration

Concentrations	CIH	GHL	PHN
<b>Type of Requirement</b>	Internship	Practicum	Internship
<b>Serves as culminating experience</b>	Yes	No	Yes
<b>Competencies expected to build</b>	A variety of <b><u>public health core competencies</u></b>	An emphasis on <b><u>Leadership Competency</u></b>	A variety of <b><u>public health core competencies</u></b>
<b>Competency description</b>	Core Competencies divided into two categories: <b>1. Discipline-Specific</b> <b>2. Interdisciplinary/Cross-Cutting</b>	<b>LEADERSHIP Competency:</b> The ability to create and communicate a shared vision for a changing future; champion solutions to organizational and community challenges; and energize commitment to goals.	Core Competencies divided into two categories: <b>1. Discipline-Specific</b> <b>2. Interdisciplinary/Cross-Cutting</b>

\*Referencing the ASPH Core Competencies, as outlined on NYU MPH website & Fieldwork Guide

# Internship/Practicum Course Eligibility

*When can I enroll in the course?*

Concentrations	CIH & PHN	GHL
Type of Fieldwork Required	Internship	Practicum
# of fieldwork hours required	180 hours	120 hours
Affiliated Course	PUHE-GE 2360, Internship and Seminar in Public Health	Practicum in Global Health Leadership I & II (GPH-GU 2600 001 & GPH-GU 2600 002)
Course Eligibility	Students must have completed 23 credits toward their degree.	<p><u>Practicum I</u>: students must have completed <b>12 credits</b> toward their degree.</p> <p><u>Practicum II</u>: Near end or after completion of practicum (minimum of 100 hours must be completed in order to enroll into practicum II)</p>

# Internship/Practicum Course Structure & Assignments

Concentrations	CIH & PHN	GHL
<b>Type of Fieldwork Required</b>	Internship	Practicum
<b>Affiliated Course</b>	PUHE-GE 2360, Internship and Seminar in Public Health	Practicum in Global Health Leadership I (GPH-GU 2600 001) and II (GPH-GU 2600 002)
<b>Course Structure</b>	<ol style="list-style-type: none"> <li>1. Mandatory attendance of information session</li> <li>2. 4 mandatory Course Seminar Sessions</li> <li>3. Complete 180 field hours</li> <li>4. One final post - event</li> </ol>	<ol style="list-style-type: none"> <li>1. Practicum I</li> <li>2. Practicum II</li> <li>3. Complete 120 field hours</li> </ol>
<b>Course Assignments</b>	<ol style="list-style-type: none"> <li>1. Blackboard Assignments</li> <li>2. Written Reports</li> <li>3. Final Paper</li> <li>4. Report and Conference Style (Oral or Poster) Final Presentation</li> <li>5. Seminar Attendance Participation (4 Mandatory sessions)*</li> <li>6. Preceptor &amp; Student Mid-point &amp; Final Evaluations</li> </ol>	<ol style="list-style-type: none"> <li>1. Reflection Paper</li> <li>2. Pre Practicum &amp; Post-Practicum Attendance &amp; Participation</li> <li>3. Preceptor &amp; Student Mid-point &amp; Final Evaluations</li> <li>4. Timely submission of required forms, including Practicum Approval Form</li> </ol>

\* For **CIH/PHN** students doing an internship abroad (outside of the local area), more weight is given to written reports, the mid-point & final evaluations, while participation (including blackboard Progress Reports, responder and journal leader activities) will be determined based on student's access to internet.

# Internship/Practicum Required Forms

*What forms do I need to complete and when are they due?*

Concentrations	CIH & PHN	GHL
<b>Type of Fieldwork Required</b>	Internship	Practicum
<b>Required Forms</b>	<ol style="list-style-type: none"> <li>1. Internship Pre-registration Form</li> <li>2. Internship Learning contract</li> </ol>	<ol style="list-style-type: none"> <li>1. Practicum Planning Worksheet</li> <li>2. Practicum Approval Form</li> </ol>
<b>Form Deadlines</b>	<p><b>Spring semester:</b></p> <ol style="list-style-type: none"> <li>1. Internship pre-registration form due by November 21st</li> <li>2. Internship Learning Contract due December 5th.</li> </ol> <p><b>Summer semester</b></p> <ol style="list-style-type: none"> <li>1. Internship pre-registration due by March 26th</li> <li>2. Internship Learning Contract due by April 9th.</li> </ol> <p><b>Fall semester</b></p> <ol style="list-style-type: none"> <li>1. Internship pre-registration due by July 16</li> <li>2. Internship Learning contract due by August 20th.</li> </ol>	<ol style="list-style-type: none"> <li>1. Practicum Planning Worksheet: strongly recommended</li> <li>2. Practicum Approval Form: required <b><u>one month</u></b> before practicum hours begin</li> </ol>

# ILC/PAF : Possible Form outcomes

Concentrations	CIH & PHN	GHL
<b>Type of Fieldwork Required</b>	Internship	Practicum
<b>Forms</b>	Internship Learning contract (ILC)	Practicum Approval Form (PAF)
<b>Possible Form Outcomes</b>	<p><b>Approved:</b> the ILC/PAF is acceptable as is and you will receive the access code to register for affiliated fieldwork course.</p> <p><b>Pending Approval:</b> The ILC/PAF will be accepted pending some recommended changes to the project to ensure it meets the requirements of fieldwork experience. Once the changes are made and approved, you will receive the course access code.</p> <p><b>Not approved:</b> the project does not fulfill requirements of an NYU MPH fieldwork project. The student will need to proceed with another option. An access code to register will not be given.</p>	

# Internship Forms

## 1. Internship Pre-registration

- Resume information
- Internship preferences
- Personal statement (500 word minimum)

## 2. Internship Learning Contract

- Section A: Contact information
  - Provide preceptor information: preceptor's current resume or curriculum vitae **must be** attached to the contract.
  - Provide organizational information including contact information, mission and reach.
- Section B: Details the internship project including :
  - objectives and activities
  - how the student will gain experience and demonstrate competency in the public health core competencies
- Section C: Describes supervision and Mentoring plan
- Section D: Student work schedule
- Section E: Signatures

# Public Health Core Competencies

- The internship serves as the **culminating experience** for **CIH/PHN** concentrations
- **CIH/PHN students**, through their internship experience, are expected to build capacity in the public health core competencies
- The Core Competencies are divided into two categories:
  - **Discipline-Specific Competencies**
  - **Interdisciplinary/Cross-Cutting Competencies**
- Description of competencies are located on ILC and on NYU MPH website

# Practicum Forms

- A. Practicum Planning Worksheet- add website here
- B. Practicum Approval Form
  - Student information
  - Practicum information: Student **must** identify a Leader to 'Shadow'
  - Project Description:
    - Make sure to provide comprehensive goals, and detailed & feasible deliverables. Note which sections are to be completed by student, preceptor, or both.
    - How does it relate to your degree in Global Health Leadership?
    - Leadership Competency: how will student develop competency in Leadership?
  - Research with Human Subjects
  - Travel
  - Practicum Requirements
  - Signatures

# Competency in Leadership

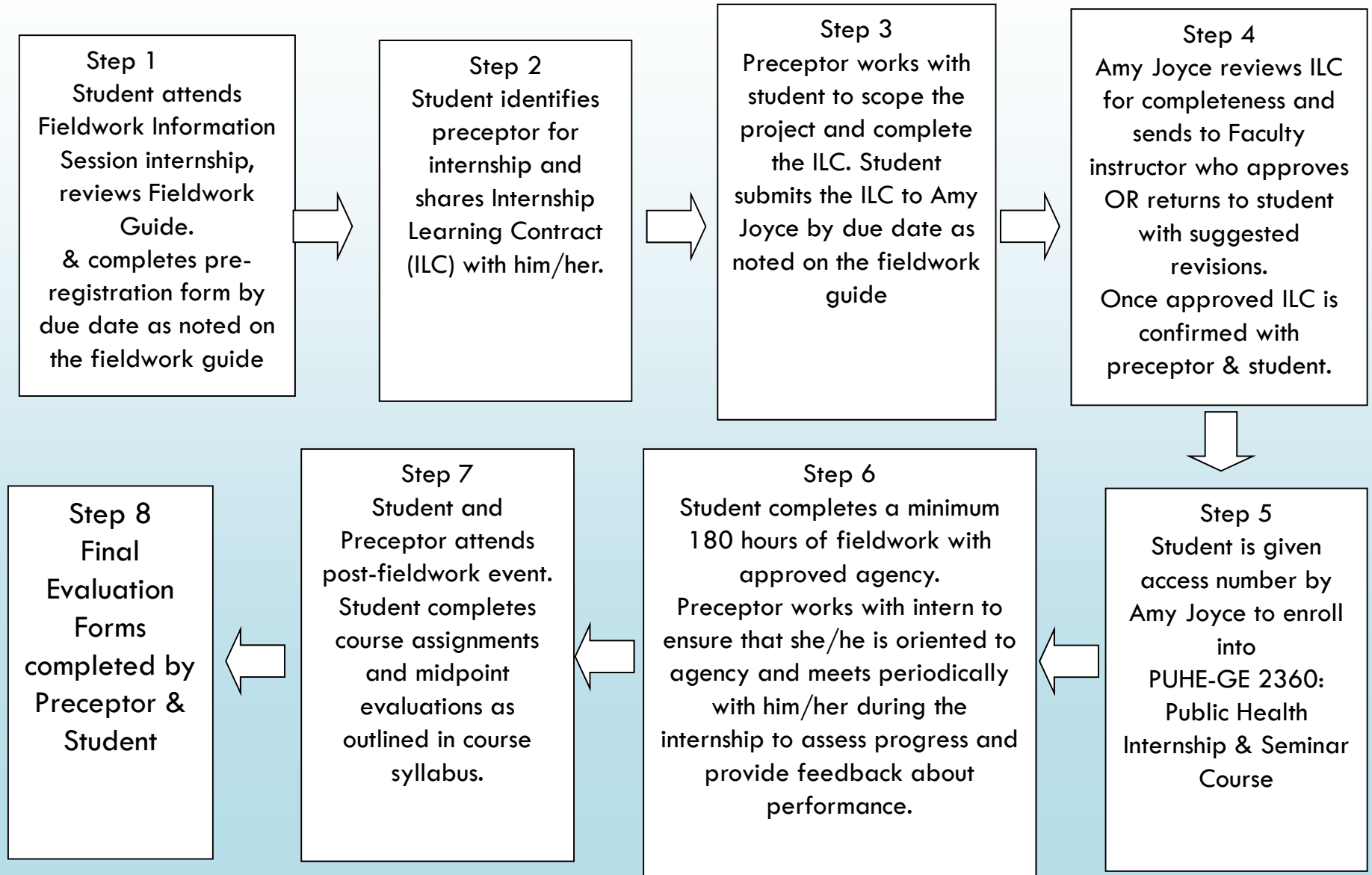
- **GHL students**, through their practicum experience, are expected to develop competency in **LEADERSHIP**

**H. LEADERSHIP: The ability to create and communicate a shared vision for a changing future; champion solutions to organizational and community challenges; and energize commitment to goals.**

H. 1.	Describe the attributes of leadership in public health.
H. 2.	Describe alternative strategies for collaboration and partnership among organizations, focused on public health goals.
H. 3.	Articulate an achievable mission, set of core values, and vision.
H. 4.	Engage in dialogue and learning from others to advance public health goals.
H. 5.	Demonstrate team building, negotiation, and conflict management skills.
H. 6.	Demonstrate transparency, integrity, and honesty in all actions.
H. 7.	Use collaborative methods for achieving organizational and community health goals.
H. 8.	Apply social justice and human rights principles when addressing community needs.
H. 9.	Develop strategies to motivate others for collaborative problem solving, decision-making, and evaluation.

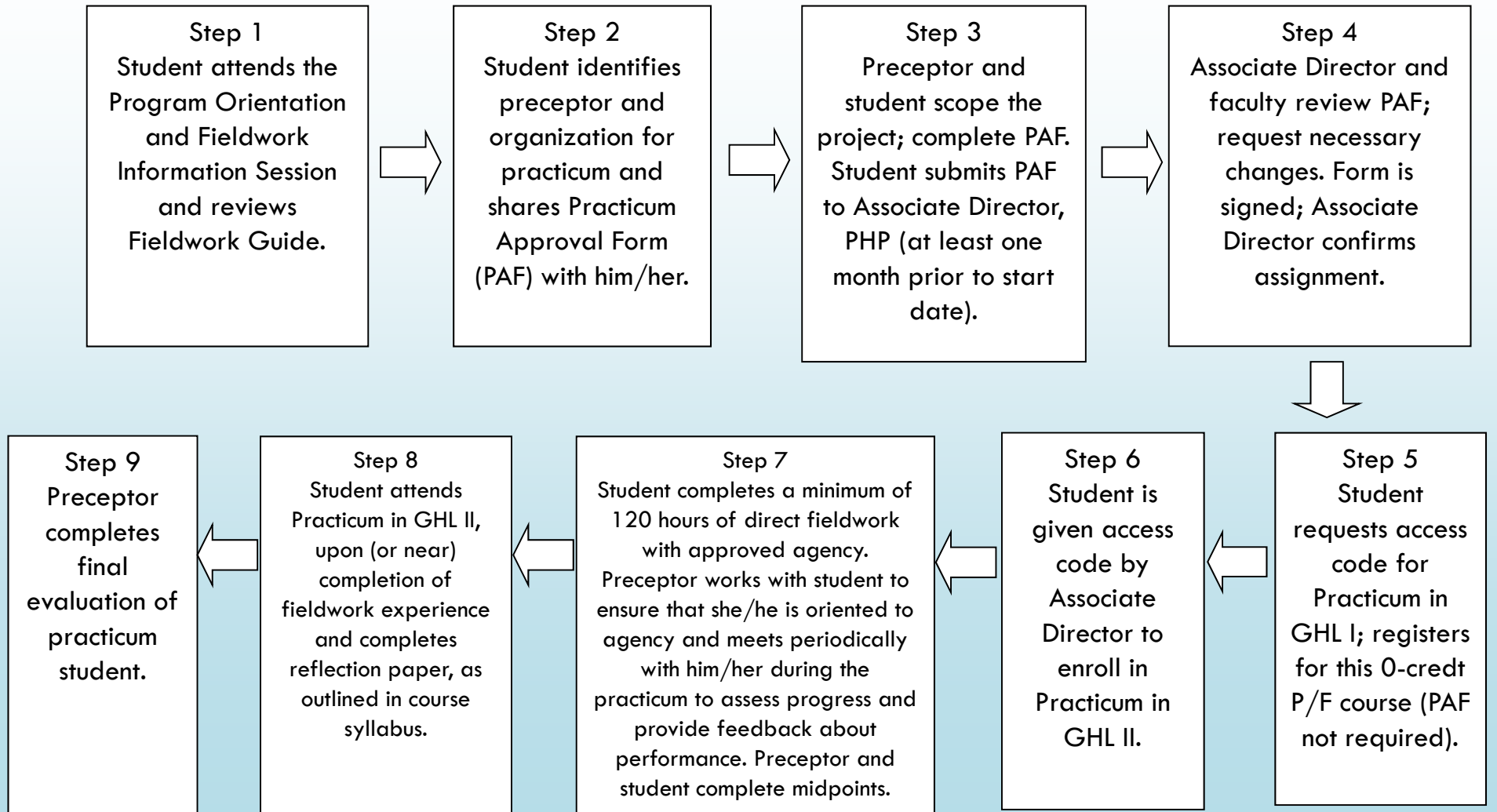
# CIH & PHN Timeline

## CIH & PHN TIMELINE



# GHL Timeline

## TIMELINE : Global Health Leadership Practicum



# Tips for completing a successful form

# Provide accurate and complete information

## Example: Title & Description

### Example of Student Submissions: Title & Description

- Title of fieldwork Project
  - *Example: B Free CEED*
- Description of student internship
  - *Example: B Free CEED: This project is a 5-year community-based participatory research project. The goal of the project is to create a national expert center by building an infrastructure to develop, coordinate, evaluate, and disseminate evidence-based practices aimed to address and eliminate XXXX disparities in Asian and Pacific Islander communities*

***What is missing?***

Provide clear, comprehensive, and concise descriptions that can stand alone:

## Example: Objectives and Activities

- A. Objectives: **WHAT:** describe what the student accomplish through the fieldwork experience
  - B. Activities: **HOW:** describe the activities the student will undertake to accomplish each stated objective(s).

## Examples:

- **Objective 1:** Identify “best-practice” interventions designed to reduce HIV risk behaviors.
  - **Activity 1a:** Develop literature review research plan that includes identifying guiding research question(s), determining databases which will be used, and specifying search inclusion and exclusion criteria.
  - **Activity 1b:** Search and retrieve scientific literature on relevant interventions designed to reduce HIV risk behaviors.
  - **Activity 1c:** Critically review and synthesize the literature into a written document.

***This is “Good” How can you make “Better”?***

# Fieldwork outside of NYC

If you choose to do an internship/practicum outside of NYC (overseas or elsewhere domestically), you are responsible for:

- 1) Finding your own travel arrangements, housing, funding, etc. However, if you have questions or would like recommendations on logistical issues, please contact program office.
- 2) Submitting the following to the Associate Director, Public Health Practice at least three weeks prior to departure:

The Foreign Travel Release Form (available [online](#))

The Foreign Travel Supplemental Form (available [online](#))

Travel Information Survey (available [online](#))

A copy of your passport and visa

- All students are responsible for understanding the policies and procedures for visas, immunizations, health insurance, and risks pertinent to their travel destination. Upon submitting the above materials, students will be covered under Risk Management insurance ([http://www.nyu.edu/insurance/insurance\\_web\\_site\\_006.htm](http://www.nyu.edu/insurance/insurance_web_site_006.htm)) and NYU Traveler.

# Goals and objectives

- Overall, think of the internship/practicum as a step in the composition of your career.

# Expectations

- Goals and objectives of your fieldwork
  - A. What experience are you looking for?
  - B. What do we expect from you?
    - Where do you want to have the experience?
    - Do you want to learn a new skill? Transfer a previous skill into a new environment?
    - Why?
    - What can you expect from the experience?
    - What are the main goals (realistic goals you are capable of accomplishing)
    - If you do not feel comfortable with the experience, what can be done to change the course of the experience?
    - How much time (over the required hours) do you want to invest in the experience?

# Criteria and Process for Securing a Fieldwork Assignment

## 1. What is the criteria for selecting a fieldwork site/project?

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

## 2. What is the process for securing a fieldwork assignment?

Students should review the PAF or ILC before interviews, letting organizations know they would like to receive academic credit for the internship/practicum and asking any relevant questions. Once an offer has been made, student should bring the PAF/ILC to the preceptor and complete the form together. Should any questions arise in the meantime, please reach out or have your potential preceptor reach out to the Associate Director, Public Health Practice at [amy.joyce@nyu.edu](mailto:amy.joyce@nyu.edu).

# The Fieldwork Search: Target & Tips

Look early and look widely.

- A. Start early.
- B. Identify at least 2, ideally 3, options.
- C. [17 Tips for a Successful Internship/Practicum Hunt](#)
- D. Questions to ask yourself:
  - A. Where?  
Overseas, domestic (NYC or elsewhere domestically)
  - B. What type?  
NGO, government, UN, corporate social responsibility  
Large, small, medium sized
  - C. Doing what?  
Position/function: research, fieldwork, policy, etc.
  - D. Why?
- E. Tips: Make contacts, get on listservs (definitely the NYU MPH listserv, but also sign up for other ones, Wagner, Oneworld.net, Spirit of 1848)), attend fairs when possible, research organizations in which you are interested, talk to professors, attend conferences, network at events/classes offered through the program's 6 collaborating schools, consider contacting people from former jobs or volunteer experiences.

- Opportunities can be formally structured; Existing opportunities can be found on listservs and organization's websites...

BUT

- Many opportunities do not already exist. It is up to you to create them, based upon mutual need/interest, etc. This rings particularly true when it comes to overseas experiences.

# Identifying fieldwork opportunities

- A. Prepare:
  - A. Do Self-Assessments and Skills Assessments (resources from Oct 1 Career Day)
  - B. Update resumes and cover letters – make an appointment with Wasserman
  - C. Brush up on interviewing skills – Wasserman’s Interview Stream is a great resource
- B. Identify [listservs](#) to sign up for and [websites](#) to check.
- C. Research organizations and fields that interest you.
- D. Network: When you approach people for internships/practica, know what you want, know when you want to do it – then be flexible. Always follow up as appropriate. Network with professors, speakers at seminars, former employees, classmates, student groups, events at NYUMPH and collaborating schools (Wagner, School of Medicine, etc.). When you approach people, know what you are interested in and when you are available; respect their time; show them what you can do for them; always follow up as appropriate (write a thank-you note if you’ve interviewed (informationally or otherwise)).
- E. Utilize NYU’s resources (see next slides).

# Resources

The “Information for Students” page of the Public Health Practice webpage has an expandable link with [Resources for Students for Identifying Fieldwork Opportunities](#)

The Public Health Practice [page](#) of the NYU MPH website contains a link entitled “[Public Health Practice Resources](#)”, including resources available through the NYU MPH program, NYU Wagner, and NYU Wasserman.

A database of students’ previous fieldwork assignments – will be available upon the launch of Public Health CareerLink (coming soon).

An [article on the NYU MPH Discovery Portal](#) about the internship/practicum search process:

Additional resources at Wasserman Center for Career Development:

- I. [New York University CareerNet](#)
- II. [iNet: Internship Network Consortium](#)
- III. [Washington D.C. Internships Database](#)

## Resources (cont.)

The [Professional Development page](#) of the NYU MPH website has a compilation of external [job and internship search links](#). Here are some samplings:

- American Public Health Association Public Health Student Opportunities, listing internships/job opportunities/fellowships/conferences/grants, etc.:  
<http://www.aphastudents.org/opportunities.php>
- AMSA International Health Opportunities Directory:  
<http://www.amsa.org/global/ih/ihopps.cfm>
- Idealist website: <http://www.idealists.org/if/as/Internship>
- Global Health Council website: [www.globalhealth.org](http://www.globalhealth.org)
- Omni Med Database of Global Health Service Opportunities :  
<http://www.omnimed.org/Clients/OmniMed/Databasetemplate/Default.aspx>.
- University Coalitions for Global Health: <http://www.ucgh.org/career-opportunities/fellowships-internships-volunteers>.
- UC Berkley School of Public Health- External Internships:  
<http://sph.berkeley.edu/cphp/internships/external.php>
- NIH Student Programs: <https://www.training.nih.gov/programs>

# Lastly:

- A. Make an appointment with Amy Joyce ([amy.joyce@nyu.edu](mailto:amy.joyce@nyu.edu))
- B. Make an appointment with Dr. Yumary Ruiz ([yr24@nyu.edu](mailto:yr24@nyu.edu))

Before you make an appointment with either of us, please have your resume reviewed by Wasserman and

- if you are a GHL student, complete a [Practicum Planning Worksheet](#)

- if you are a CIH/PHN student, have reviewed the [Pre-Registration Form](#) and come prepared to discuss it.

# RESPONSIBILITIES

## PRACTICE ADMINISTRATION RESPONSIBLE FOR:

- Meeting with students as needed/requested.
- Processing forms.
- Receiving evaluations.
- Offering guidance on overseas travel & accommodation possibilities.
- Providing access codes.
- Serving as liaison between students & preceptor.
- Monitoring sites.

## STUDENTS RESPONSIBLE FOR:

- Identifying and securing fieldwork assignment (includes contacting potential sites, arrange and conduct interviews)
- Submitting all forms and completing all evaluations at appropriate times.
- Understanding consequences if forms are submitted late.
- Registers for course during appropriate semester.
- Adhere to human subject regulations.
- Prepares work schedule / assignment with preceptor.
- Alert faculty and administration if problem occurs during fieldwork.
- Attend ALL course sessions and complete all assignments.
- Arrange for periodic conferences with agency preceptor.

Responsibilities and expectations are out outlined  
IN FULL in the [Fieldwork Guide for Students](#)  
(the above list includes modified highlights).

# Other FAQs

- Can I do more than one internship/practicum?

- Certainly. Only one will be counted for academic credit.

- Is there funding available?

- Many internships/practicum are unpaid. Some are paid. NYU Wasserman has a yearly [Funded Internship Award](#) for \$1,000.

- How did other students find internships?

- inspired because someone from the Department came to speak at NYU
  - through Wagner
  - through email from listserv
  - through many routes, ended up using a Plan C
  - through internship/career fair
  - online
  - through networking
  - through previous organization she'd worked with
  - through contacts

# If you have questions/concerns:

- Please call or email to set up an appointment.
  - Amy Joyce
  - [amy.joyce@nyu.edu](mailto:amy.joyce@nyu.edu)
  - 212-992-9928
- Thanks!