



NEW YORK UNIVERSITY

FIELDWORK IN PUBLIC HEALTH



Guide for Organizations

The NYU MPH Fieldwork program provides organizations with committed, focused, and accomplished scholars who bring unique insight and the breadth of their academic and professional experience to a host agency.

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OVERVIEW

Thank you for your interest in becoming a public health preceptor. As a preceptor to a student in the NYU Master of Public Health Program, you will help us to build a cadre of students who are training to become public health professionals. We hope that the fieldwork experience will not only allow our students to gain experiential training in their field of study but also provide you and your organization with a valuable and meaningful experience.

The NYU MPH Program offers three areas of concentration

- Community and International Public Health
- Public Health Nutrition
- Global Health Leadership

The Program requires that students in all concentrations complete a hands-on fieldwork experience. 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 global 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.

This guide has been developed to outline the fieldwork program for preceptors. While the requirements for students in each concentration varies (students in the Community and International Public health and Public Health Nutrition concentrations complete a 180-hour internship and students in the Global Health Leadership concentration complete a 120-hour practicum), the expectations for preceptors are similar across the concentrations. Details are outlined below.

For further information and to post fieldwork opportunities, please visit our [program's webpage](#).

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 and to appropriate program point person (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 concentration contact person (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 internship/practicum hours during the Fall, Spring, and Summer semesters.

FIELDWORK SITE CRITERIA

Students are expected to identify an agency that provides a challenging and rewarding experience in public health. Students have access to a range of resources through the NYU MPH program for identifying appropriate internships/practicums. 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 relevant to public health.
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. Ideally, the preceptor or mentor should have formal public health training.
5. Ability of the organization to provide a shadowing experience with a senior staff member.
6. Identify appropriate "end of the semester" deliverables.

ADVERTISING FIELDWORK OPPORTUNITIES TO STUDENTS

There are a variety of ways for organizations to advertize fieldwork opportunities to students:

1. Post a position to students through the NYU MPH online career directory: [Public Health CareerLink](#), powered by Symplicity. For directions on how to use the system, click [here](#).
2. Attend our annual Public Health Fieldwork and Career Fair in the Fall (please contact us if you are interested in participating in the Fair).
3. Hold an information session about opportunities at your organization.
4. Contact us at any time to discuss potential opportunities. All inquiries and forms should be directed to: Amy Joyce at mph.practice@nyu.edu or 212-992-9928.

We realize that serving as a fieldwork preceptor and providing a valuable experience for the student requires adequate resources and personnel time. If you are interested in hosting internship/practicum students at some point, but are not prepared to do so currently, please let us know and we will be happy to keep your organization in mind for future fieldwork.

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 preceptor encounter difficulties with the student that are not resolvable with the student directly, he/she should contact the faculty or administrators. 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. Further steps, such as site visits and educational/grievance contracts, will be implemented, as needed.

EXPECTATIONS

A successful fieldwork experience requires the commitment of several individuals and/or groups of individuals that comprise the fieldwork network, including faculty, students, organizations, and university administrators. To ensure the best experience for all participants, certain expectations have been set forth as outlined below. It is critical that each member of the fieldwork network becomes familiar with these expectations and remain accountable throughout the experience. Directly below, the responsibilities of the agency preceptor are outlined. The responsibilities of the NYU participants begin on page 15 of this guide.

Responsibilities of the Agency Preceptor

The agency preceptor is the professional on-site responsible for daily supervision of the student. Preferably, this individual will be a public health practitioner.

Key Responsibilities include:

1. Orient the intern/practicum student to the agency, to other staff members and to the community in which the agency is situated.
2. Identify a project or assignment to be completed by the intern/ practicum 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.
3. Work with the student to create a realistic work schedule for the fieldwork hours.
4. 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.
5. 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.
6. 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.
7. Provide suitable physical facilities and equipment for the student to perform assigned work while at the host agency.
8. 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.
9. Meet periodically with the student during the internship/practicum to assess progress and provide feedback about performance.
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.

11. Contact the NYU faculty at any time during the experience to discuss academic progress or problems.
12. Evaluate the student's performance at the completion of the fieldwork period on forms provided by the Associate Director for Public Health Practice.

STUDENT REQUIREMENTS

There are specific student requirements depending upon the concentration the student is pursuing.

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: mph.practice@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 pre-fieldwork seminar 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).
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). 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 that describes the public health competencies that the student will enhance through the internship experience, and that identifies a plan for student supervision and mentorship.
5. Blackboard assignments: submit blackboard assignments including blackboard progress reports, blackboard responder-activities, and blackboard journal leader-activities.
6. Seminar Participation: Students are expected to attend and participate in **4** seminar sessions.
7. Provide one in-class presentation on public health issues and/or methodology being used through the internship experience

8. 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.
9. 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.
10. Be evaluated by supervising agency preceptor
11. Evaluate own internship experience and submit evaluation.

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.

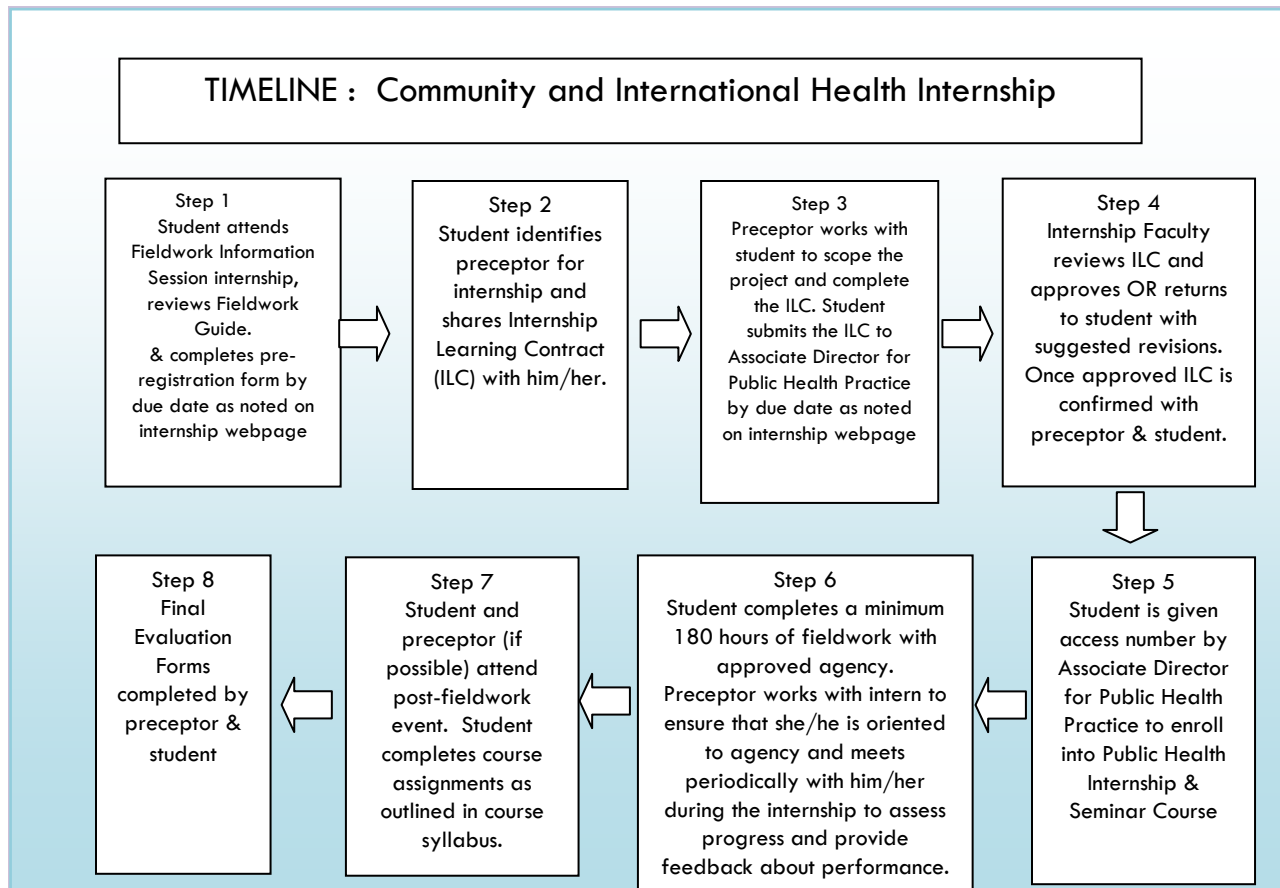
ONE semester prior to beginning the internship experience students must:

- 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 an Internship Learning Contract with identified Agency Preceptor by deadline (dates noted on internship webpage).
- Submit a completed Internship Learning Contract to the 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 final evaluation of student intern.
- Student completes 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 fieldwork experience 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: mph.practice@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. 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.

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 two sessions: a 0-credit P/F course **Practicum in Global Health Leadership I (GPH-GU 2600 001/002)**, for which a minimum of 12 credits is required in order to enroll; a 3-credit graded one-day course, **Practicum in Global Health Leadership II (GPH-GU 2610)**, for which a minimum of 100 practicum hours is required to enroll. 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.

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 a Practicum in Global Health Leadership I and II. These sessions 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 and final 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

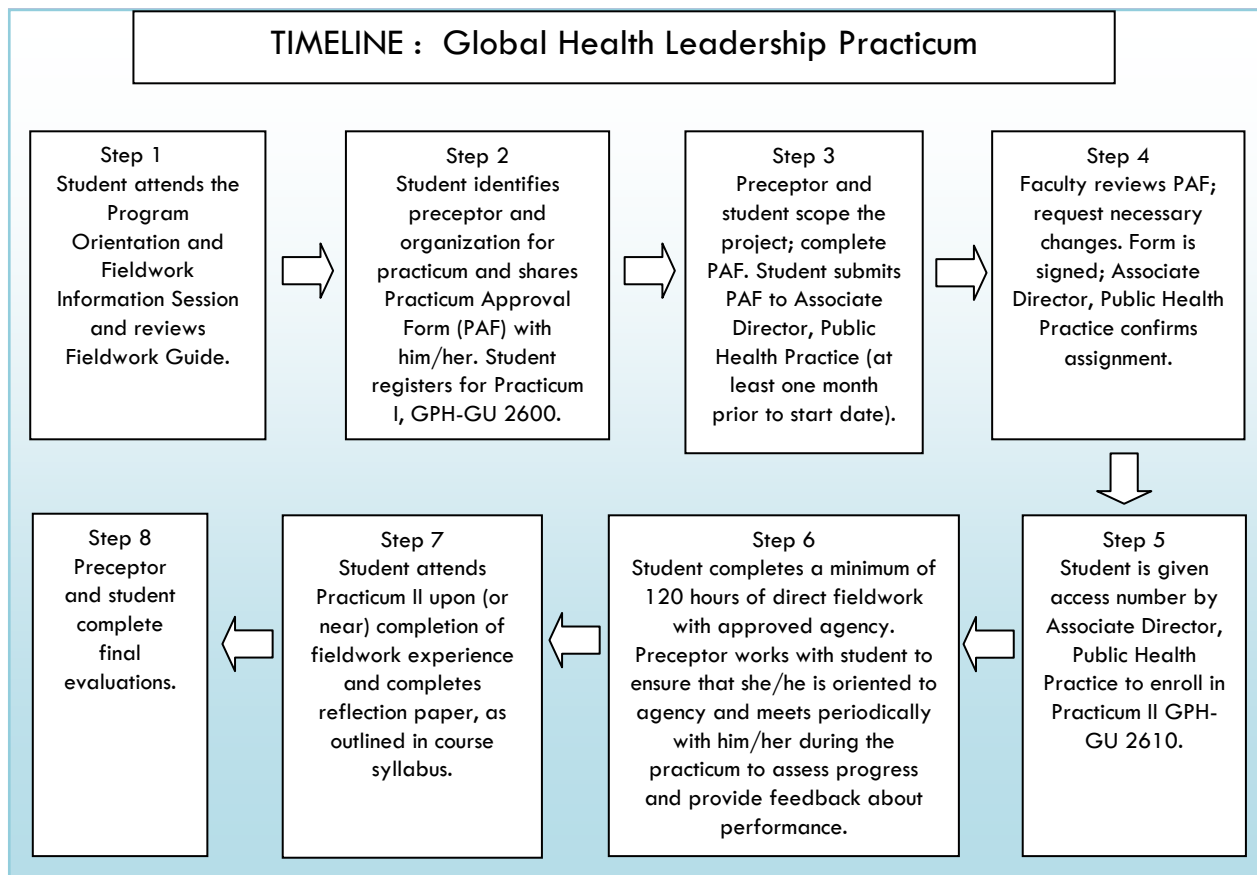
Practicum Timeline

PRIOR to beginning the practicum experience:

- Student attends the Program Orientation and Fieldwork Information Session and reviews Fieldwork Guide.
- Student completes Fieldwork Planning Worksheet and meets with Associate Director, Public Health Practice (strongly recommended). Student identifies potential practicum sites and makes contacts.
- Student enrolls in Practicum in Global Health Leadership I, GPH-GU 2600.
- Student identifies preceptor for practicum and shares [Practicum Approval Form](#) (PAF) with him/her.
- Preceptor works with student to scope the project and complete the PAF. Student submits the PAF to Associate Director, Public Health Practice (at least one month prior to practicum start date).
- Associate Director, 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, GPH-GU 2610.

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 I and II, completes midpoint and final evaluation forms and reflection paper, as outlined in course syllabus.
- Preceptor completes midpoint and final evaluation of student.



Public Health Nutrition Concentration

Public Health Nutrition concentration students in the NYU MPH Program are required to complete a 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: mph.practice@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: The 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 pre-fieldwork seminar 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).
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). 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 that describes the public health

- competencies that the student will enhance through the internship experience, and that identifies a plan for student supervision and mentorship.
5. Blackboard assignments: submit blackboard assignments including blackboard progress reports, blackboard responder-activities, and blackboard journal leader-activities.
 6. Seminar Participation: Students are expected to attend and participate in **4** seminar sessions.
 7. Provide one in-class presentation on public health issues and/or methodology being used through the internship experience
 8. 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.
 9. 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.
 10. Be evaluated by supervising agency preceptor.
 11. Evaluate own internship experience and submit evaluation.

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.

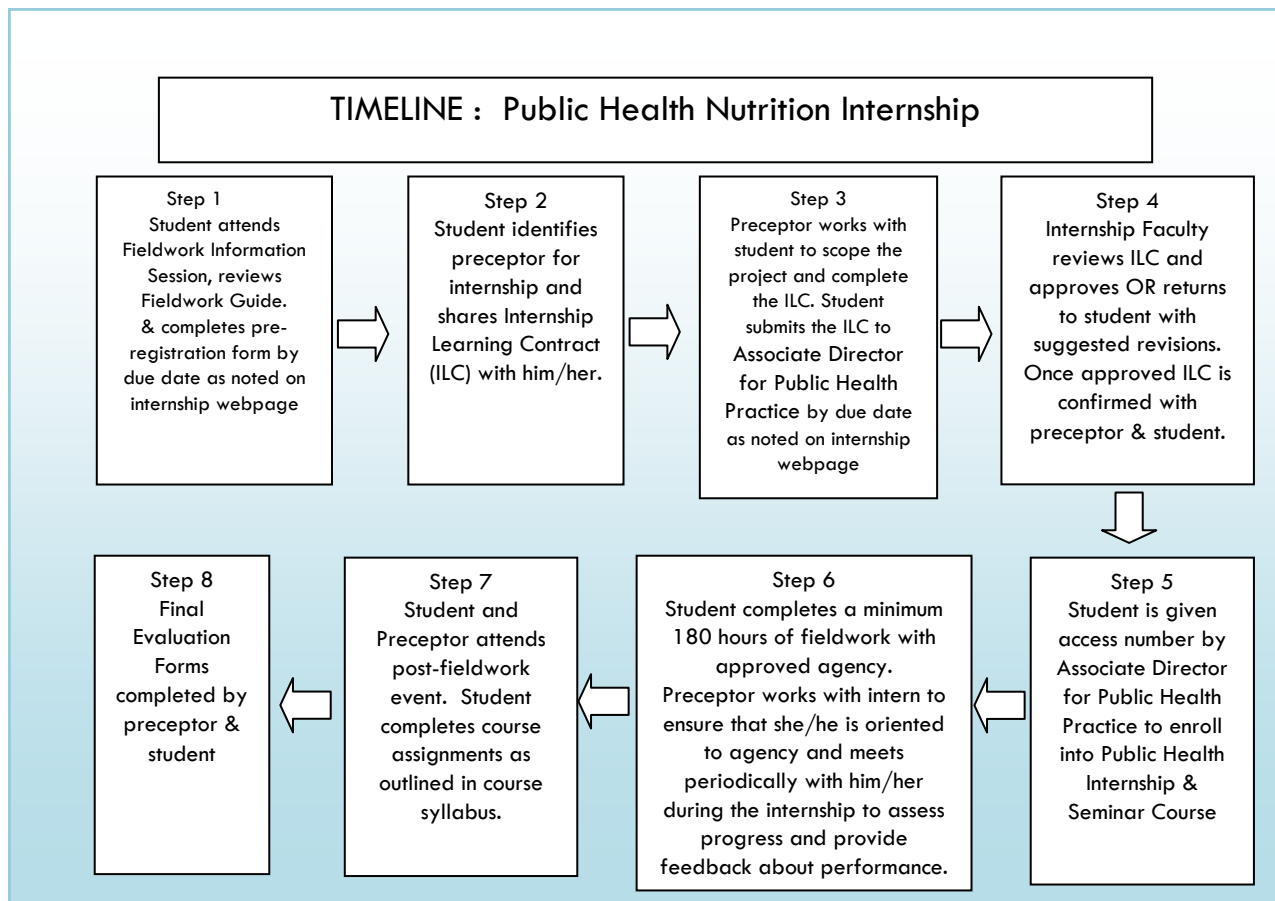
ONE semester prior to beginning the internship experience students must:

- 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).
- 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 E33.2360, 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 final evaluation of student intern.
- Student completes final evaluation of internship experience.



EXPECTATIONS OF NYU FIELDWORK PARTICIPANTS

Community & International Public Health and Public Health Nutrition Concentrations

Responsibilities of the Student / Administration / Faculty:

- **Student is:** All students pursuing a concentration in Community and International Public Health and Public Health Nutrition. Students in these concentrations must complete an internship as their culminating experience. While site and preceptor selection may vary, the expectations and requirements for the course are the same for students in these two concentrations.
- **The Administration is:** Associate Director for Public Health Practice, 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). Ensures internship project and site appropriateness.

Key Responsibilities include:

	Community & International Public Health and Public Health Nutrition Student's Responsibilities	Administration's Responsibilities	Faculty's Responsibilities
1	Attend the Program Orientation at the beginning of the MPH program to learn about the internship requirements and procedures.	Conducts New Student Provide Program Orientation	
2	Attend Fieldwork Information Session. Review the internship information provided and familiarize him/herself with the procedures.	Conduct Fieldwork Information Session Advise students on resources.	
3	Contact potential sites, arrange and conduct interviews, as necessary. We recommend that students identify at least two, ideally three, potential internship sites.	Reach out to organizations and agencies regarding their need for interns in order to expand the online database of opportunities available to students.	Provide feedback, as needed, on appropriateness of internship sites.
4	Complete the Internship Pre-Registration Form. Meet with Associate Director for Public Health Practice to discuss opportunities and interests (strongly recommended).	Meet with students on an individual basis to discuss interests and potential internship opportunities.	Provide feedback, as needed, on appropriateness of internship opportunity.

5	Submit an Internship Learning Contract with appropriate signatures by deadline dates (required). Note: Once Contract has been approved by faculty, student will receive an Internship Access Code to register for the course.	Shares Internship Learning Contract with faculty. Offer guidance on travel and accommodation possibilities if international travel is a component of internship.	Review, provides feedback on, and approves Internship Learning Contract.
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.	Provide students with Access Code for registration.	
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).		Conduct 4 internship seminars. Oversee Internship blackboard reports and discussions. Provide feedback and grade students in-class presentations and written paper submissions.
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 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.	Provide advice, support and guidance to the intern as needed during the fieldwork experience.	Provide advice, support and guidance to the intern as needed during the internship experience.
10	Arrange for periodic conferences with agency preceptor to discuss progress and obtain feedback on performance.	Sends reminder email to preceptor regarding midpoint evaluation due date	
11	Complete midpoint and final evaluation (provided online on internship webpage).		
12	Ensure that preceptor is aware of required internship midpoint and final evaluations and submits evaluation forms.	Sends reminder email to preceptor regarding final evaluation due date	

13	Present conference style oral/poster presentation about internship experience at post-fieldwork workshop.		Provide support and feedback to the intern as needed on final presentation. Conduct post-fieldwork event.
14	Complete all assignments for the internship course.		Review and grade course assignments. Review preceptor and student evaluations. Assigns student's final course grade

Global Health Leadership Concentration

Responsibilities of the Student / Administration / Faculty:

- The Student is: all students pursuing a concentration in Global Health Leadership
- The Administration is: the Associate Director for Public Health Practice, 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 – Practicum in Global Health Leadership I and II, GPH-GU 2600 and 2610. Faculty works with Associate Director for Public Health Practice to ensure practicum project and site appropriateness.

Key Responsibilities include:

	Global Health Leadership Student's Responsibilities	Administration's Responsibilities	Faculty'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.	Conducts Fieldwork Information Session. Provides program administrative support for internship Information Session.	
3	Complete the Practicum Planning worksheet. Meet with Associate Director for Public Health Practice to discuss opportunities and interests (strongly recommended).	Meet with students on an individual basis to discuss interests and potential fieldwork opportunities.	Provide feedback, as needed, on appropriateness of fieldwork opportunity.

4	Contact potential sites, arrange and conduct interviews, as necessary. We recommend that students identify at least two, ideally three, potential fieldwork sites.	Reach out to organizations and agencies regarding their need for practicum students in order to expand the database of opportunities available to students.	
5	Submit 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 approved, student will receive a Course Access Code to register for the course.	Shares Practicum Approval Form with faculty. Provide students with Course Access Code for registration. Offer guidance on travel and accommodation possibilities if international travel is a component of fieldwork.	Reviews, provides feedback on, and approves Practicum Approval Form.
6	Register for Practicum in Global Health Leadership I, GPH-GU 2600		Conducts Practicum in Global Health Leadership I
7	Attend Practicum in Global Health Leadership I.	Advise students on resources.	
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 there is any possibility of publishing, students should speak with their preceptors about IRB clearance and agency permission. For questions, contact practicum faculty.	Provide advice, support and guidance to the intern and preceptor as needed during the fieldwork experience.	Provide advice, support and guidance to the intern and preceptor as needed during the practicum experience.
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 the Associate Director, Public Health Practice.	Serve as liaison between students, preceptor, University administration and faculty.	

11	Arrange for periodic conferences with agency preceptor to discuss progress and obtain feedback on performance.	Administer midpoint and final evaluations.	
12	Complete midpoint evaluation on practicum performance (evaluation form will be provided by the Associate Director, Public Health Practice).		Review all student self-evaluations and preceptor practicum student evaluations.
13	Attend Practicum in Global Health Leadership II.		Conducts Practicum in Global Health Leadership II
14	Complete all assignments for the practicum course.	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.	Review and grade final papers. Assign a final course grade to student.

FREQUENTLY ASKED QUESTIONS (FAQS)

Q: When do students in the MPH NYU 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. Additionally, 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 complete 23 credit hours of program coursework. For students pursuing a Global Health Leadership concentration, practicum hours can be started any time after completion of the first full semester of the program 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 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 a 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, including an online career directory, a listserv, fieldwork databases, an annual career and fieldwork 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. Although we realize that not every student will be able to travel abroad for their internship/practicum, we encourage students to do so. 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 an organization provide fieldwork opportunities to students in the program?

A: There are a variety of ways for organizations to advertize fieldwork opportunities:

1. Post a position to students through the NYU MPH online career directory: [Public Health CareerLink](#), powered by Symplicity. For directions on how to use the system, click [here](#).
2. Attend our annual Public Health Fieldwork and Career Fair in the Fall (please contact us if you are interested in participating in the Fair).
4. Hold an information session about fieldwork opportunities at your organization.
5. Contact us at any time to discuss potential opportunities. All inquiries/forms should be directed to:

Amy Joyce | Associate Director for Public Health Practice | NYU Master of Public Health
Email: mph.practice@nyu.edu | Phone: 1-212-992-9928

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

A: Students are advised to undertake their internship/practicum after they have completed their [core courses](#) in public health. Students work closely with the Associate Director for Public Health Practice or Faculty 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, ethics, 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 the student is taking part in 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 is interested in working on a research project, he/she must identify at Principal Investigator with whom to work. 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 visit <http://mph.nyu.edu/public-health-practice/internships.html> to learn more about the NYU MPH fieldwork program. Interested organizations can also contact Amy Joyce, Associate Director for Public Health Practice, at mph.practice@nyu.edu or 212-992-9928 for more information.