

15 Steps to
completing your

Internship

1. Complete the required courses for each emphasis with a C- or greater. No concurrent enrollment.

All emphasis must complete the following (except Health Science), **PLUS** the following emphasis specific courses:

Health 100, 310, 311, 322, 330, 345

Environmental/Occupational emphasis: Health 324, 422

Epidemiology emphasis: Health 440, 443

Health Promotion emphasis: Health 432, 434, 439

Health Science only needs to complete the following: Health 100, 310, 330, 434, 439

2. Attend a mandatory internship meeting (held the beginning of each major semester, Sept. and Jan.)

3. Develop your internship (based on your public health interests: content, population, agency, geographic location)

4. Obtain pre-approval for internship site (Form A online, phinterns.byu.edu, forms, log in required)

5. Develop 5 internship responsibilities with agency internship supervisor (before semester begins)

6. Submit internship responsibilities online (Form B, electronic signatures: internship coordinator approves first, then agency supervisor – email sent to supervisor w/link for approval; Route Y login required, please assist supervisor)

7. Complete required University internship forms (Form C- IRAMS and Form D-Master Agreement)

8. Register for Hlth 496R, section is emphasis specific - hold on registration until forms are approved (identify # of credits - depends on emphasis, 42 hours per credit; i.e. 6.0 credits = 252 hours, register for the # of hours you will complete that semester, can register up to 3x)

9. Begin internship (hours only count once you have done all the forms and register for the class; travel to and from the internship do not count toward hours; writing the daily log hours do count; final report preparation hours do not count).

10. Fill out daily log each day (Form E online, electronically saved, time and date stamped; be very thorough and detailed)

11. Submit mid-point review (Form F) **when half the hours have been completed** (about 126 hours for 6 credit internships; internship TA will review and provide feedback via email if needed). Supervisor will submit form F2 for viewing.

12. Request agency internship supervisor to complete evaluation form (Form H) **~2 weeks prior to internship notebook due date to give them time to complete evaluation before end of semester** (internship notebooks due 5 days before the last day of class each semester before reading day and finals; 2% per day deduction).

13. Complete agency recommendation form (Form G online) **for students' viewing. You DO NOT need to print it or include it in the notebook you submit.**

14. Send thank you letter to agency internship supervisor and upload photos to the attachments section online.

15. Complete the internship final report and turn it in to the Department Internship Coordinator no later than 5 days before last day of classes (before reading days and finals). Final score will be submitted in a rubric for later viewing. Supervisor responsible for 40% of final grade; comments/points remain anonymous.

(Updated 9/19/18)

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⇒ To make an appointment, call 422-3386 and schedule w/secretary, office hours M-Th, 9am-2pm

⇒ Before appointment, read entire internship manual and make a list of questions.

⇒ (801) 422-1943 office, (801) 830-1605 cell/text, TA email, publichealthinternships@gmail.com