

Bachelor Degrees in the Fairbanks School of Public Health



Undergraduate Internship & Capstone Handbook



IUPUI

**RICHARD M. FAIRBANKS
SCHOOL OF PUBLIC HEALTH**

INDIANA UNIVERSITY
Indianapolis

Undergraduate Internship/Capstone

When looking for an internship/capstone, students should consider their interests, past experience, the requirements of their degree program, and what they want to glean from the experience. Specific activities or tasks that *may* be part of the internship/capstone learning experience include:

- Participating in the day-to-day work of the site.
- Attending organizational or community meetings with the supervisor.
- Assisting in program development or evaluation.
- Participating in the ongoing research activities for studies with the supervisor.
- Working with a team responsible for several existing projects.
- Assisting with data analysis.

Students should look for a supervisor who is excited about working with them on their internship/capstone. Because the supervisor's role is to help the student develop the internship/capstone and supervise its implementation, the supervisor needs to be committed to devoting time to the student. The supervisor should also be professionally and academically qualified.

Students should use the Internship/Capstone Agreement as a guideline for internship/capstone planning. Students should talk with their supervisor about the activities to be conducted during the internship/capstone, his or her learning objectives, the time commitment, expected work hours, and deadlines for completing the required internship/capstone work.

FINDING AN INTERNSHIP/CAPSTONE

It is ultimately the student's responsibility to find and secure an internship/capstone. Students can schedule a career coaching session to discuss internship/capstone search strategies, improve application materials (such as résumés), and prepare for interviews. To schedule an appointment with a career development professional, go to the Careers and Internships section of the Fairbanks School of Public Health website.

Community Health majors are encouraged to work directly with Charity Bishop as they search for an internship/capstone site. Health Services Management majors will work with their instructor during the Career Preparation course (PBHL-H379) to secure their required capstone internship.

Students should start planning for the internship/capstone the semester before it begins. Traditional internship opportunities submitted to the school are posted to the Fairbanks School of Public Health job board, Career Link, and are shared via email in the bi-monthly Job, Internship and Opportunities email. Many internship/capstone opportunities are never posted. Students are encouraged to reach out to organizations of interest to inquire about possible opportunities directly.

OBTAINING APPROVAL

It is up to the student to find an internship/capstone site. Once one has been identified the student is encouraged to discuss the option with their department's Faculty Advisor. If the advisor agrees that the proposed experience meets the requirements of the student's major, the student and supervisor can proceed with defining the student's responsibilities, tasks, and schedule. Based on this discussion, the student and their supervisor will draft the Internship/Capstone Agreement and share it with the Faculty Advisor for approval. When the Faculty Advisor and supervisor are satisfied with the agreement, all the parties will electronically sign and the student will submit the agreement to their department's Internship/Capstone Coordinator. The Coordinator will give the student authorization to enroll in the department's internship/capstone course. **It is up to the student to formally enroll in the course.** From there, they can begin logging internship hours.

PROFESSIONAL CONDUCT

Pursuing an internship/capstone is a privilege that also carries responsibilities. It is important for students to realize that the organizations that agree to host interns and capstone students invest time and resources in mentoring and training interns. When students accept internships and capstone opportunities they are representing the Fairbanks School of Public Health and the IUPUI campus, and a student's conduct may determine whether or not the host organization will continue to accept students. In addition, students who earn high marks for their internship work may be invited to join the organization upon graduation.

Employers expect interns to:

- be on time,
- dress appropriately (learn more by reading the [Professional Attire Handout](#)),
- treat members of the organization with respect,

- complete work in a competent way and by assigned dates, and
- observe the organization's policies and procedures.

Problems can be avoided by asking in advance about policies for the start and end of the workday, appropriate attire, and absences. The Fairbanks School of Public Health expects students to conduct themselves in a professional manner and in accordance with the IUPUI Code of Student Rights, Responsibilities, and Conduct (available at <http://www.iupui.edu/code/>). Personal integrity is an essential element of professionalism and a basic academic responsibility. Instances of personal or academic misconduct during the internship/capstone will not be tolerated, and students will be subject to the school's disciplinary process.

COMMUNITY HEALTH MAJORS (PBHL-S499)

The capstone in community health provides students with an opportunity to gain meaningful and appropriate community health experience through an internship, service-learning experience, research experience or another professional experience that provides students with an opportunity in line with 400-level academic credit. PBHL-S499 is intended to be completed in the *last semester* of a student's undergraduate enrollment. During the capstone experience, students should spend at least 50-75% of their time doing work that is in line with an entry-level professional. Capstone experiences in community health can be obtained in a variety of setting such as community nonprofit/voluntary agencies, public health departments, worksite health promotion programs, research institutions, or healthcare organizations. Capstone experiences may be paid or unpaid.

The capstone is a valuable part of the academic experience because it gives students an opportunity to:

- apply classroom knowledge and skills,
- gain valuable work experience that complements the student's academic program,
- identify alternative career opportunities,
- understand expectations for professionals in the field
- make connections with professionals who might provide letters of recommendation or help with job searches.

Credit Hours and Eligibility

The Community Health Capstone (PBHL-S-499) is a requirement for the BSPH-CH program. Students are required to work for 240 hours to earn those 3 credits hours, and should plan to complete the entire experience during one academic semester.

In order to be eligible for the capstone, students must meet the following criteria:

- be enrolled in the BSPH-CH program
- have senior standing with the university
- have a cumulative GPA of 2.5 or higher
- have completed the majority of coursework for graduation
- have completed S415

Evaluation and Grading

The internship experience is graded on a Satisfactory/Unsatisfactory basis. A student will earn a grade of Satisfactory when he/she fully meets the requirements of the course. These requirements include:

- Completion of the Internship/Capstone Agreement
- Completion of 240 hours of work – tracked and verified on the Internship/Capstone Log
- Completion of the Student Internship/Capstone Evaluation
- Supervisor's completion of evaluations (mid-point and final)
- Submission of the final reflection paper

Department Contacts

Community Health Internship Coordinator – Charity Bishop, MA, CHES (charbish@iu.edu)

Epidemiology Majors (PBHL-E490/PBHL-E 491)

The Epidemiology program provides students with an opportunity to gain real-world experience or research experience through either the internship in Epidemiology (PBHL-E 490) or the Capstone in Epidemiology (PBHL-E 491). An internship will provide real world experience in the application of epidemiology. A capstone will include a directed research project.

Internships and capstone research projects can take place within local, state, national, or international governmental agencies, nonprofit organizations, industry, or healthcare sectors. Internships should be meaningful and appropriate for a bachelor's-level education, applying core and concentration course material while actively engaging in real-world public health. Research capstone projects must be led by a qualified preceptor and include meaningful contribution from the student

While students are encouraged to participate in internships and research as opportunities arise, earning credit is limited to the student's last 3 semesters before completion of their degree. This allows students to apply classroom learning to real-world public health practice and research.

The internship/capstone is a valuable part of the academic experience because it gives students an opportunity to:

- apply classroom knowledge and skills,
- gain valuable work experience that complements the student's academic program,
- identify alternative career opportunities,
- understand expectations for professionals in the field,
- make connections with professionals who might provide letters of recommendation or help with job searches,
- apply the science of epidemiology to study and/or address a significant public health problem.

Credit Hours and Eligibility

Students may elect to complete PBHL-E490 or PBHL-E491 to earn 3 credit hours of epidemiology applications coursework. Students enrolled in E490 are required to work for 160 hours to earn those 3 credits hours, and should plan to complete the entire experience during one academic semester (approximately 10 hours per week). Students enrolled in PBHL-E491 will be required to complete a directed research project.

In order to be eligible for the internship/capstone in Epidemiology students must meet the following criteria:

- be enrolled in the epidemiology program
- successfully completed the Public Health Core (PBHL-E322, PBHL-A316, PBHL-H220, and PBHL-S315), PBHL-B300, PBHL-E 421, and PBHL-E 422
- have junior standing with the university and be within three semesters of completing required coursework: and
- have a cumulative GPA of 2.5 or higher.

Evaluation and Grading

The capstone/internship experience is graded on a Satisfactory/Unsatisfactory basis. A student will earn a grade of Satisfactory when he/she fully meets the requirements of the course.

For internships, these requirements include:

- completion of the Internship/Capstone Agreement,
- completion of 160 hours of work – tracked and verified on the Internship/Capstone Log,
- completion of the Student Internship/Capstone Evaluation,
- supervisor's completion of evaluations (mid-point and final), and
- submission of the final reflection paper.

For capstone research projects, these requirements include:

- completion of the Internship/Capstone Agreement form
- completion of the directed research project

Department contacts

Epidemiology Internship/Capstone Coordinator – Shandy Dearth, MPH (sdearth@iu.edu)

GLOBAL HEALTH PROTECTION MAJORS (PBHL- A380)

The internship in global health protection (PBHL-A380) provides students with an opportunity to gain meaningful and appropriate experience in any of the areas of specialization within environmental health. Students may seek internships in local, state, national, or international organizations in the government, not-for-profit, business, or industrial sectors, providing the work of the internship provides a meaningful internship appropriate to the bachelor's levels of education. Internships may be paid or unpaid, and students are encouraged to have more than one internship.

The internship is a valuable part of the academic experience because it gives students an opportunity to:

- apply classroom knowledge and skills,
- gain valuable work experience that complements the student's academic program,
- identify alternative career opportunities,
- understand expectations for professionals in the field
- make connections with professionals who might provide letters of recommendation or help with job searches.

Credit Hours and Eligibility

The global health protection internship is a 3-credit hour internship course (PBHL- A380). Students are required to work for 240 hours to earn those 3 credit hours (about 15-20 hours per week during a

In order to be eligible for the internship, students must meet the following criteria:

- be enrolled in the environmental health sciences program
- have sophomore standing (26 credit hours completed)
- have a cumulative GPA of 2.5 or higher
- have completed a least one semester at IUPUI

Evaluation and Grading

The internship experience is graded on a Satisfactory/Unsatisfactory basis. A student will earn a grade of Satisfactory when he/she fully meets the requirements of the course. These requirements include:

- Completion of the Internship/Capstone Agreement
- Completion of 240 hours of work – tracked and verified on the Internship/Capstone Log
- Completion of the final Student Internship/Capstone Evaluation
- Supervisor's completion of final evaluations (only final)
- Submission of the final reflection paper or other assignments as assigned

Department Contacts

Global Health Protection Internship Coordinator – Mark Wood (woodmw@iu.edu)

Health Data Science Majors (PBHL-B 401/PBHL-B 402)

The internship in health data science (PBHL-B401/PBHL-B402) provides students with an opportunity to gain meaningful and appropriate experience in any of the areas of specialization within health data science. Students may seek internships in local, state, national, or international organizations in the government, not-for-profit, business, or industrial sectors, providing the work of the internship provides a meaningful internship appropriate to the bachelor's levels of education. Internships may be paid or unpaid, and students are required to complete two, three credit internships to graduate (PBHL-B 401 and PHBL-B 402).

The internship is a valuable part of the academic experience because it gives students an opportunity to:

- apply classroom knowledge and skills,
- gain valuable work experience that complements the student's academic program,
- identify alternative career opportunities,
- understand expectations for professionals in the field
- make connections with professionals who might provide letters of recommendation or help with job searches.

Credit Hours and Eligibility

The health data science internships are 3 credit hour internship courses (PBHL-B 401 and PBHL-B 402). Students are required to work for 240 hours to earn those 3 credit hours (about 15-20 hours a week)

In order to be eligible for the internship, students must meet the following criteria:

- be enrolled in the health data science program
- have sophomore standing (26 credit hours completed)
- have a cumulative GPA of 2.5 or higher
- have completed PBHL-B 275 and PBHL-B 280
- have completed PBHL-B 401 (if enrolling in PBHL-B 402)

Evaluation and Grading

The internship experience is graded on a Satisfactory/Unsatisfactory basis. A student will earn a grade of Satisfactory when he/she fully meets the requirements of the course. These requirements include:

- Completion of the Internship/Capstone Agreement
- Completion of 240 hours of work – tracked and verified on the Internship/Capstone Log
- Completion of the final Student Internship/Capstone Evaluation
- Supervisor's completion of final evaluations (only final)
- Submission of the final reflection paper or other assignments as assigned

Department Contacts

Health Data Science Internship Coordinator – Dr. William Fadel (wffadel@iu.edu)

HEALTH SERVICES MANAGEMENT MAJORS (PBHL- H380 and PBHL-H475)

The elective internship in health services management (PBHL-H380) and the required capstone internship in health services management (PBHL-H475) provide students with an opportunity to gain meaningful and appropriate experience in any of the areas of specialization within health services management. Students may seek internships in any type of healthcare related organization from hospitals, long-term care facilities and clinics to insurance companies and pharmaceutical companies. If a student is focused on a specific area of health services management such as marketing or human resources, an internship may be approved in that area outside of the healthcare field, at the discretion of the department's Faculty Advisor. Internships may be paid or unpaid.

The internship is a valuable part of the academic experience because it gives students an opportunity to:

- apply classroom knowledge and skills,
- gain valuable work experience that complements the student's academic program,
- identify alternative career opportunities,
- understand expectations for professionals in the field
- make connections with professionals who might provide letters of recommendation or help with job searches.

PBHL-H380: Internship in Health Services Management *(Group A Application Course)*

Credit Hours and Eligibility

The health services management internship (PBHL-H380) is a 3-credit hour elective that counts as a Group A Applications Course within the Health Services Management program. A student must work 60 credit hours to earn each credit or a minimum of 180 hours to earn the full three credit hours for the course.

In order to be eligible for the internship, students must meet the following criteria:

- be enrolled in the health services management program
- have sophomore standing (26 credit hours completed)
- have a cumulative GPA of 2.5 or higher

- have completed a least one semester at IUPUI
- have secured an internship

Evaluation and Grading

The internship experience is graded on a Satisfactory/Unsatisfactory basis. All requirements for the internship course can be found in the course Canvas site. A student will earn a grade of Satisfactory when he/she fully meets the requirements of the course. These requirements include:

- Completion of the Internship Agreement
- Completion of a minimum of 180 hours of work– tracked and verified on the Internship Hour Log
- Completion of the Student Internship Evaluation
- Supervisor’s completion of evaluations (mid-point and final)
- Submission of the final internship project

PBHL-H475: Health Services Management Capstone *(Required Capstone Internship)*

Credit Hours and Eligibility

The health services management capstone (PBHL-H475) is a 3-credit hour, required course that incorporates an internship and classroom experience for seniors in their final semester before graduation. Students must complete the Career Preparation in Health Services Management (PBHL-H379) course to be eligible to enroll in the capstone course (PBHL-H475). Students will work closely with their Career Preparation course (PBHL-H379) instructor to identify an appropriate capstone internship.

Department Contacts

Health Services Management Internship Coordinator – Keely Floyd (knfloyd@iu.edu)

The Internship/Capstone Checklist

SEARCHING FOR AN INTERNSHIP/CAPSTONE

- List your priorities for the internship/capstone. Is it most important to learn a new skill set? Work on a particular kind of project? Work hours other than 8a-5p? Work on a specific topic (maternal and child health, tuberculosis, tobacco prevention etc.)? Are there other considerations that are more important? Once you have defined your priorities, discuss them with your department's Faculty Advisor and/or Internship/Capstone Coordinator and begin searching for appropriate internship/capstone opportunities.
- Update your résumé. Supervisors frequently request it, along with a cover letter, before granting an interview. Contact sites to talk with potential supervisors. If you would like assistance in developing your résumé or cover letter, schedule a Career Coaching appointment. Visit the Careers and Internships portion of the School's website to learn how to schedule an appointment.
- If you have questions about the internship/capstone process, schedule an appointment with your department's Internship/Capstone Coordinator.

OBTAINING APPROVAL

- Once you have identified a potential internship/capstone, review your plan with your department's Faculty Advisor. Send a brief e-mail to them for informal approval to proceed.
- Complete the Internship/Capstone Agreement (electronic PDF form) with your supervisor. Make sure you have e-signed the agreement and obtain electronic signatures from your Faculty Advisor and your supervisor.
- Email the completed and signed Agreement form to your department's Internship/Capstone Coordinator. This step **MUST** be completed before you can begin logging hours for your internship/capstone.
- The Internship/Capstone Coordinator will review your form and grant you permission to enroll in the appropriate internship/capstone course. **It is your responsibility to register for the internship/capstone course.**

DOCUMENTING YOUR INTERNSHIP/CAPSTONE

- Maintain your weekly log (PDF fillable form). Be sure to document each week's date range, hours completed, and a summary of projects and work done during that week. Be sure you keep up with this log throughout your internship/capstone.
- If your internship/capstone requires it, remind your supervisor to complete the Online Mid-Term Evaluation. They will be sent a link for this evaluation at the start of your internship/capstone. If they need to have the link re-sent to them, please have them contact the Internship/Capstone Coordinator.
- Complete required working hours. Complete the tasks and projects outlined in your Internship/Capstone Agreement.

COMPLETING YOUR INTERNSHIP/CAPSTONE

- Submit your internship/capstone log to your supervisor for their review and electronic signature verifying the hours and work completed. Once they have signed the log, it can be submitted via email to your department's Internship/Capstone Coordinator. Be sure the total cumulative hour count is stated on the log.
- Complete the online Internship/Capstone Evaluation:
https://iu.co1.qualtrics.com/SE/?SID=SV_5mrgPAAuDDQrzQ9
- If your internship/capstone requires it, remind your supervisor to complete their final evaluation of your work. This is an online evaluation. They have been sent a link. If they need to have the link resent, have them email your Internship/Capstone Coordinator.
- Complete all tasks and assignments associated with your internship/capstone as listed in this handbook and/or Canvas course page.