



**UNC Greensboro | Public Health Education | Community Health Internship Overview:  
Preceptor's Guide  
Updated August 2021**

The Applied Practice (AP) Internship is a planned and thoughtful real-world experience in partnership with a community agency to enable UNCG graduate students to apply practical skills and knowledge learned in coursework to a public health setting that complements the student's interests and career goals. This real-world experience is a unique opportunity to enable students to apply practical skills and knowledge learned through MPH coursework in a professional public health setting that complements the student's interests and career goals. This culminating experience, coming at the close of their study is one that allows our students to practice public health skills that prepare them for employment opportunities and benefits your agency.

**Overview of Requirements**

The Community Health Education Internship course requires the student to:

1. Complete a minimum of 180 hours with the internship organization by the last day of classes for the enrolled semester. Spring semester 2022 runs Monday January 10 – April 27, 2022.
2. Engage in either a pre-existing project or a new initiative during the internship that is beneficial for the internship organization.
3. Produce for preceptor and faculty review at least 2 “applied practice products” (APP) that reflect the student's mastery of pre-identified public health education competencies (See below)
4. Complete select assignments, reports and presentations regarding the internship experience in their online course.
5. Participate in synchronous meetings with UNCG's internship course instructor regarding professional development and internship progress.
6. Is required even during times of “pandemic” which hopefully will end!

**Preceptor Eligibility Requirements**

The preceptor serves the critical role of facilitating a successful learning experience. The preceptor is required to:

1. Have at least 3-5 years professional experience in a field related to the student's project and activities.
2. Have the time and expertise to mentor and supervise the student.
  1. Be able to oversee the student's experience work on-site.
  2. Be able to provide guidance and feedback on a consistent basis to the student regarding their performance during their experience.
  3. Be able to provide opportunities to acquire new skills, knowledge, and professional awareness.

4. Complete an evaluation of the student's performance at the midpoint and end of the internship experience.

### **Preceptor Responsibilities**

#### ***Prior to the start of the internship:***

1. Be familiar with UNCG's sexual harassment policy which applies to internships: [https://policy.uncg.edu/university-policies/sex\\_gender\\_harrassment/](https://policy.uncg.edu/university-policies/sex_gender_harrassment/)
2. Collaborate with the student to establish a final internship project and required products (see below).
3. Preceptors, along with the student, the student's MPH Advisor, and the Internship Coordinator all sign the *Internship Proposal Agreement* (Part A and Part B) (Attachment 1).
4. As soon as possible, inform student/Internship if a Memorandum of Understanding/Agreement (MOU/MOA) is required. UNCG does **not** require an MOU/MOA to complete the internship.
5. As soon as possible, inform the student if a background check, orientation, training, immunizations are required.

#### ***After the start of the internship***

1. Review and e-sign monthly timesheets for students; the student submits these to the Internship Coordinator.
2. Establish touchpoints with the student throughout the internship for guidance during their work and development of their required work products.
3. Complete midpoint and final evaluation online surveys of student performance.
4. Orient the student to the organization's goals, structure, internal communication, and partners.
5. Make themselves available to student.
6. Provide oversight, guidance, and adequate resources to facilitate completion of the agreed upon activities. Invite and encourage the student to learn new skills, and attend meetings, trainings, and other events that will enhance the learning experience.
7. Integrate the student with regular staff and introduce the student to others who can assist with career opportunities.
8. Provide direction to supplemental resources, opportunities for networking, and career advancement.
9. Provide periodic feedback and guidance to the student in writing and/or through meetings, and through the progress report and final evaluation.
10. Communicate with the Internship Coordinator, as needed.
11. Preceptors should review their organizations' applicable policies and expectations with the student. Preceptors will review the UNCG MPH Preceptor Guidelines and consult with Internship Coordinator for additional details, as needed.

### **Applied Practice Products**

#### ***Competencies***

The internship must result in **at least two applied practice products (APP.)** An APP is a tangible outcome of the Internship that has three essential purposes:

1. Be of value to the agency.
2. Be a valuable learning experience for the student.

### 3. Demonstrate MPH competencies.

Across the products produced for the internship the students must demonstrate 5 MPH competencies; each APP must demonstrate at least 1 competency. In partnership with their preceptor and MPH Advisor, the student will identify the competencies and the products they will develop during their internship. Students must select from the competencies listed in the table below.

MPH Competences	
CEPH Selected Foundational Competencies	PHE program selected competencies
<i>Select 3 competencies from this column</i>	<i>Select 2 competencies from this column</i>
12. Discuss dimensions of policy-making process, including the roles of ethics and evidence	1. Justify the use of leadership principles within specific contexts to support community health.
13. Propose strategies to identify stakeholders and build coalitions and partnerships for influencing	2. Defend appropriate intervention approaches based on socio-ecological analysis to support community health.
14. Advocate for political, social or economic policies and programs that will improve health in diverse populations	3. Develop evaluation plans with stakeholders to address community issues
15. Evaluate policies for their impact on public health and health equity	4. Integrate socially just, theory-informed, and culturally responsive approaches in community health initiatives
16. Apply principles of leadership, governance and management, which include creating a vision, empowering others, fostering collaboration and guiding decision making	<i>The 5<sup>th</sup> PHE selected competency is still to be determined.</i>
17. Apply negotiation and mediation skills to address organizational or community challenges	
22. Apply systems thinking tools to public health issues	

### Examples of products

Product should be functional and useful for the organization. Some examples include:

Examples of Applied Practice Products	
<ul style="list-style-type: none"> <li>• Brochure Curriculum</li> <li>• Dashboard user guide</li> <li>• Data Extraction, Collection &amp; Analysis Report</li> <li>• Data analysis results/ output De-</li> </ul>	<ul style="list-style-type: none"> <li>• Multi-media presentations</li> <li>• Policy Analysis PowerPoint Presentation</li> <li>• Program/Project Management Plan</li> <li>• Quality Improvement Plan</li> </ul>

Examples of Applied Practice Products	
<ul style="list-style-type: none"> <li>identified dataset</li> <li>• Evaluation or evaluation plan</li> <li>• Fact sheet for a target audience</li> <li>• Health Resource Booklet</li> <li>• Health Communications Plan</li> <li>• Key Informant interview</li> <li>• Summary/ Executive Report</li> <li>• Facilitating intervention</li> <li>• Student-designed webpage</li> <li>• Literature review</li> <li>• Strategic plan based off an organization self- assessment</li> <li>• Planning and implementing programs</li> <li>Development of health education curriculum</li> </ul>	<ul style="list-style-type: none"> <li>• Training guide/manual</li> <li>• Manuscript Research Study Proposal</li> <li>• Assessment</li> <li>• Report</li> <li>• Spreadsheets</li> <li>• Standard Operating Procedures</li> <li>• Statistical Analysis Plan</li> <li>• Survey or data collection tool</li> <li>• Written report</li> <li>• Monitoring &amp; Evaluation Tool</li> <li>Development Operation manual</li> <li>• Data analysis report</li> <li>• Policy brief.</li> <li>• Peer mentoring program</li> <li>• Evaluation surveys</li> </ul>

At the end of the internship the quality of the products will be evaluated by the preceptor and the MPH Advisor. To be fully evaluated, each APP produced must include:

1. a written, visual, or oral analogue that can be reviewed by the advisor.
2. a written description that discusses the context for the product and describes how this demonstrates the competency(ies).
3. A short statement from the preceptor indicating its value to the agency.

#### UNIVERSITY CONTACT

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Internship Coordinator | Public Health Education | UNC Greensboro

*Thank you*

*for your support, time, and expertise in  
mentoring and growing the next generation  
of public health professionals*

**MPH Internship Proposal Agreement**

Updated August 2021

**Student Information:**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Email \_\_\_\_\_

**MPH Faculty Advisor:**

Name \_\_\_\_\_

Email \_\_\_\_\_

**PART A: AGREEING ON INTERNSHIP SITE**

**Internship Site Information:**

Site Name \_\_\_\_\_

Preceptor's Name \_\_\_\_\_

Preceptor's Job Title \_\_\_\_\_

Qualifications (as related to the work).

Preceptor Email \_\_\_\_\_ Preceptor's

Phone \_\_\_\_\_

**Duration and Enrollment:** (MM/YYYY)

Start Date \_\_\_\_\_

Approximate End Date \_\_\_\_\_

**Brief Description of the Internship:**

**Provide 3 - 5 specific tasks, projects or duties that demonstrate or support you achieving the competencies selected.**

**Briefly describe how your Preceptor will assess your work:** (one-on-one meetings, digital assessments, presentations etc.)

**Signatures required:**

Student

MPH Advisor

Preceptor

Internship Coordinator

**PART B: AGREEING ON APPLIED PRACTICE PRODUCTS**

**Applied Practice Products (at least 2 APP's are required):**

Describe the products of this internship experience, e.g., report, grant proposal, etc.) A minimum of two digital artifacts or work products are required for internship completion. These products are flexible in format and should be something meaningful to the experience and the internship site. Given agency priorities, it is possible that the two work products will differ from those originally submitted on this proposal form. In the space below, indicate the products and the competencies

Name of APP	Brief description	Competencies* Must total 3 Foundational and 2 Program competencies

**Signatures required:**

Student

MPH Advisor

Preceptor

Internship Coordinator