MPH Preceptor Readiness Checklist

If you are thinking of hosting a graduate intern, below is a preparation checklist.

- Review the MPH Preceptor Web Page
- Is an Affiliation Agreement between the site and academic institution in place?
- Have you checked with your HR department to determine what policies/procedures need to be followed?
  - What onboarding is needed/required?
  - Is there funding available to support a paid intern?
  - Is there space and equipment available for the intern?
- Do you have the capacity to meet 1:1 with an intern on a regular basis (this could be weekly, bi-weekly, etc.)?
- Does the internship have a public health focus?
- Can the student contribute to two deliverables as a result of the internship?
- Are there 160 contact hours available to the student?
- What works better for the project: hosting an intern 8 hours per week for 20 weeks or 16 hours per week for 10 weeks?
  - Note that students are encouraged to register for their PE over 2 terms, but that is not a requirement

The following items should be completed before the start of the MPH Practice Experience (PE):

- The student’s learning contract, goals, activities, and deliverables (work products) must be reviewed and approved (at least 5 weeks before the start of the PE)
- Review and select projects and competencies with student
- Any human resources processes that need to be completed (e.g., background check)
  - Note this may take upwards of 4 months for your organization
- If you plan to publish data or have the student work on a research project, they must be added to your IRB protocol
Check with the SPH’s Director of Applied Learning to see if your organization needs an Affiliation Agreement

The following items should be completed **during** the MPH Practice Experience (PE):

- Schedule regular check-in meetings with the student (we recommend weekly)
- Discuss expectations regarding timelines, important meeting, dates, etc.
- Conduct onboarding and orientation procedures
  - Data privacy and protection policies
  - HR paperwork needed for the organization (especially if paid)
  - Any virtual or physical access the intern will need to perform their duties
  - Intro to the department and program the project is housed under
  - Details of the project the intern will be working on
  - Organizational culture information (e.g., how people in the organization communicate on a daily basis – chat software, emails, meetings, etc.)
  - Clarifying with students on what technology you will provide for them or what they need to provide for themselves
- Be in touch with your faculty contact as needed

To **wrap up** the PE:

- Receive final deliverables (work products) from the student
- Complete final SPH Preceptor evaluation form
- Attend the student’s PE Oral Presentation