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?
  o What onboarding is needed/required?
  o Is there funding available to support a paid intern?
  o 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?
  o 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)
  o 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
  - o Data privacy and protection policies
  - o HR paperwork needed for the organization (especially if paid)
  - o Any virtual or physical access the intern will need to perform their duties
  - o Intro to the department and program the project is housed under
  - o Details of the project the intern will be working on
  - o Organizational culture information (e.g., how people in the organization communicate on a daily basis – chat software, emails, meetings, etc.)
  - o 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