

PHE 404

Undergraduate Internship



The Internship Process

- Choose a site
- Contact one of the internship coordinators (Jane Mercer or Belinda Zeidler) in order to get approval and learn how to proceed with the process
- Complete and email the Learning Application
- Work with your internship coordinator on registering for PHE 404.
- When experience is complete, email your Student Summary to your internship coordinator
- Ask supervisor to email the Student Evaluation to your internship coordinator



Choosing a site

- **Start early! Do not wait until your final year of school.** Find an organization in the public health field doing work that aligns with your professional goals. Contact the organization about a possible internship position.
- Speak with Jane or Belinda, check the SPH job and internship board or with the Career Center for potential sites.
- Once you have an internship lined up, email Jane or Belinda for internship approval. Please include your Health Studies Concentration, a description of your internship responsibilities, start/end dates and number of hours/week you will be interning.

Resume and Cover Letter

- Most sites will want you to submit a resume and cover letter
- If you feel that you need assistance with writing either of these items, go to
 - <https://www.pdx.edu/careers/>
- Instructions on how to write a resume as well as some examples can be found at this site
<https://www.pdx.edu/careers/writing-resume>

Complete the Learning Application

- You can find all the paperwork needed here:
<https://ohsu-psu-sph.org/undergraduate-internships/>
- It is important to fill out the Learning Contract completely!
- Get your worksite supervisor's signature
- Email both to your internship coordinator



To add PHE 404 get approval from your internship coordinator

- You cannot register without their approval
- After discussing and approving your internship, your internship coordinator will walk you through the process of registering for PHE 404
- PHE 404 is not a regular class. There are no meetings, no readings, tests, etc. The student receives credit for successful completion of the internship experience and fulfilling the required number of hours.

Submit your Summary Report & Student Evaluation

- Complete and email your Student Summary Paper to your internship coordinator
- Remember to have your supervisor email their completed Student Evaluation to your internship coordinator



Special Situations

- You can do your internship at multiple sites. For each new site, you must get approval and submit a new Learning Application
- You can pay for the credits over multiple terms. If you finish your internship in one term but pay for it in other terms, you need to email your advisor each term that you are registered to get the grade for that term
- When it comes to fulfilling the internship requirement, there are many “special situations” that can and do arise. This is why it is of utmost importance to contact Jane or Belinda (internship coordinators) as soon as you are ready to begin the process.

Responsibility

- Some sites may require: Criminal Background Check, Proof of Immunizations, 1st Aid/CPR, etc.
- When at the site, you MUST: follow all policies, procedures and regulations; exhibit professional ethics, attitude and behavior; be punctual; and have absolutely spectacular communication skills with all staff including your supervisor!
- Professionalism is key! Treat your internship like it's your job. And with luck, it just might turn into full time employment.

Remember...

- Start early or you will miss deadlines!
- Go the SPH Internship Webpage to find all of your internship requirements and paperwork
- You can register for an internship as soon as you are allowed to register for your other classes
- Keep your internship coordinator updated via email of any changes
- If you have questions, please email an internship coordinator. Contact info on next slide
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Thank you!!!

Public Health Studies Internship Coordinators

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