



Date: Summer 2025

To: Prospective Worksite Supervisors

From: Jamie Jones, Director of Applied Learning

RE: Purpose of Work-related Experiences

All undergraduate School of Public Health students are required to complete an experience that connects and integrates their classroom learning with specific activities in a workplace environment under a site supervisor's supervision. This is a demonstration by the student of their ability to apply knowledge to specific activities in a work-related environment. The work-related experience ties together content, methodology, people, activity, learning environment, and supervision.

Students are expected to participate in these experiences, which are sometimes formal internships, for a minimum of 120 hours. Students often register for the accompanying credits (PHE 404) for a minimum of 4 credits. Your student will know how many hours and credits they need to complete.

Because the intent of the experience is to apply skills and knowledge learned in the classroom to the workplace, it is entirely appropriate to give the student as many meaningful experiences as you feel they are qualified to handle. The intent is to involve them extensively in agency duties, responsibilities, activities, and operations.

Please review the materials on the [PHE 404 website](#). If the requirements meet your needs, and your agency would like to participate, we welcome you as a cooperating Work-Related Agency by filling out [the opportunity form](#).

Welcome, and thank you!

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