

Master of Public Health Program Internship Handbook

2008-2009



University of Missouri



Master of Public Health Program
University of Missouri

802 Lewis Hall
Columbia, MO 65211
PHONE (573) 884-6844
FAX (573) 884-4132
<http://publichealth.missouri.edu>

To Whom It May Concern:

The Master of Public Health Program at the University of Missouri trains practitioners, teachers, researchers, and administrators to plan, implement, and evaluate programs aimed at enhancing health in human populations through organized effort on the local, state, and national level.

Internships for MPH students fulfill a critical need for their public health experience and help build our community, state, and nation's public health workforce. The following information is designed to guide and provide accountability for preceptors and interns in the University of Missouri Master of Public Health Internship program.

Thank you for agreeing to work with the Master of Public Health Program to help provide experience for our graduate students. We appreciate your input into planning experiences and your feedback about students' progress.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kristofer J. Hagglund'.

Kristofer J. Hagglund, PhD, ABPP
Interim Director, Master of Public Health Program
Tel: (573) 884-7050
Fax: (573) 884-4132
Email: HagglundK@health.missouri.edu

University of Missouri Master of Public Health Program Internship

Table of Contents

Mission Statement.....	1
Policy for Pre-requisites.....	2
Student Checklist.....	3
Sample Schedule.....	5
Preceptor Expectations.....	6
Project Selection.....	6
Student Expectations.....	7
Faculty Advisor Expectations.....	7
Internship Agreement.....	8
Internship Statement of Purpose.....	9
Internship Progress Report.....	11
Preceptor Final Internship Evaluation.....	12
Student Final Internship Evaluation.....	13
Guidelines for Final Paper.....	14

Appendices

Appendix 1: MPH Competencies.....	15
Appendix 2: Self-assessment of Experience/Competency.....	20
Appendix 3: Student Internship Interest Form.....	22
Appendix 4: Internship Description Form.....	23
Appendix 5: Field Practicum Agreement.....	24
Appendix 6: Log of Hours.....	26

Mission Statement

The mission of the Master of Public Health Program at the University of Missouri is to advance the well-being and quality of life of the citizens of Missouri and beyond through excellence in teaching, discovery, and service in public health. To harness the unique strengths of the University of Missouri in rural health, veterinary medicine, and policy analysis and development in addressing the needs of underserved populations and preparing public health leaders on the local, state, and national levels.

Statement of Values

The underlying values of the University of Missouri Master of Public Health Program include a strong commitment to creating a learning environment where evidence-based decision-making and best-practices are focused on enhancing the common good. The core values of the University of Missouri (**Respect, Responsibility, Discovery, Excellence**) intersect with key public health values informing the program in several important ways:

- 1) **Respect** for the diversity of our students and for the communities they will serve, including an understanding of issues involving equity and the special needs of vulnerable populations,
- 2) The **Responsibility** of the academy to bring rigor and excellence to the training of both future and currently practicing public health professionals and to make research findings accessible for use in the development of public policy,
- 3) The value of promoting and supporting the innovative interdisciplinary **Discovery** that is a unique strength of the discipline of public health, and
- 4) The necessity of holding leaders of population-based efforts to improve health to the highest standards of **Excellence**, including professionalism, solid grounding in international and national codes of ethics, and respect for individual dignity, social justice, and fairness.

Policy for Pre-requisites for the MPH Internship

Before the beginning of an internship, the MPH student must have completed 21 hours of coursework in the Master of Public Health Program, which should include following courses:

P_HLTH 7150 Principles of Public Health	3
P_HLTH 8150 Human Health and the Environment	3
P_HLTH 8920 Social and Behavioral Sciences in Public Health	3
and either	
FCM 8420 Principles of Epidemiology or	3
NURS 8100 Epidemiology for Public Health Practice	3
and either	
STAT 7020 Statistical Methods in the Health Sciences or	3
STAT 7410 Biostatistics	3
Subtotal Credit Hours	15
Other Elective Credit Hours	6
TOTAL	21

Pre-requisite Waiver Policy:

Waivers for students who would like to start their internships prior to completion of all pre-requisites will be considered on an individual basis by the student's Faculty Advisor, Field Placement Coordinator, and the MPH Program Director.

Student Checklist

Preparing for internship: (3 months before internship)

- 1. Revise Resume:** Include information on education, previous work experience, and career goals. Keep length to no more than two pages. Contact your Faculty Advisor or the Field Placement Coordinator for assistance, if needed.
- 2. Complete Self-Assessment Form:** This will help you to identify competency areas you want to emphasize during your internship. Turn in the self-assessment to the Field Placement Coordinator. See Appendix 2. The Student Internship Interest form is also helpful and available in Appendix 3.
- 3. Consider Potential Internship Sites:** With the assistance of your Faculty Advisor and/or the Field Placement Coordinator, develop a listing of potential internship sites. Considerations include: geographical location, interest areas, career goals, and learning objectives. Review the opportunities posted on the MU MPH website.
<http://publichealth.missouri.edu/students/Internship%20Opportunities.php>
- 4. Meet with Your Faculty Advisor:** Review potential internship opportunities, self-assessment, and interest areas with your Faculty Advisor and the Field Placement Coordinator as needed. (Special note: Your Faculty Advisor is identified in your <https://myzou.missouri.edu> account.)
- 5. Contact Sites/Preceptors:** Make contact with potential Preceptors to explore internship duties. Set up interviews (phone or in-person) and review information about the agency/organization. Treat contacts like job interviews; follow up with thank-you notes and inform the Preceptor promptly if you will be accepting the internship.
- 6. Finalize Internship Site and Preceptor:** Contact your Faculty Advisor and the Field Placement Coordinator to finalize internship plans.

Starting your internship: (within 2 weeks of starting internship)

- 7. Complete Statement of Purpose:** Identify the MPH competencies you plan to meet through your internship work, develop specific, time-sensitive, and measurable objectives, and estimate a timeline for completion. The Statement of Purpose must be signed by the intern, Preceptor, and Faculty Advisor and returned to the Field Placement Coordinator at the start of the internship.
- 8. Complete Internship Agreement:** Ask your Faculty Advisor and Preceptor to review your internship goals and objectives and complete the Internship Agreement. This document must be signed by the intern, Preceptor, and Faculty Advisor and returned to the Field Placement Coordinator at the start of the internship.
- 9. Complete Internship Log:** Begin documenting hours and maintaining a record of activities on the Internship Log in Appendix 6.
- 10. Complete Field Practicum Agreement:** Complete a Field Practicum Agreement if requested by the Field Placement Coordinator. These are needed for new and off-campus internship sites. See Appendix 4.

Midterm:

- 11. Complete Internship Progress Report:** Meet with your Preceptor about halfway through the internship to discuss progress. The intern and Preceptor must complete the Internship Progress Report and return it to the Field Placement Coordinator.

- 12. Update Statement of Purpose:** Update progress towards meeting objectives and timeline on the Statement of Purpose and return to the Field Placement Coordinator.

Final:

- 13. Finalize Statement of Purpose:** Complete the final column of the Statement of Purpose and address objectives that were met (or not met). This document must be signed by your Faculty Advisor, Preceptor, and the Field Placement Coordinator and turned into the Field Placement Coordinator. Complete all assigned internship activities within the internship period unless previous arrangements have been made. If it is clear that an internship-related student activity cannot be completed during the internship, discuss this with the Faculty Advisor as soon as possible.
- 14. Complete Student Evaluation of Internship:** You must complete your Student Final Internship Evaluation within one week of completing the internship. Return the evaluation to the Field Placement Coordinator. A final grade will not be issued until the evaluation is received.
- 15. Request Preceptor Evaluation of Internship:** Provide your Preceptor with a copy of the Preceptor Final Internship Evaluation and requests that it be completed and returned no later than one week following completion of the internship and turned in to the Field Placement Coordinator.
- 16. Finalize Internship Log:** Finalize your log and turn in to the Field Placement Coordinator.
- 17. Complete Summary Report/Project:** Submit a brief paper or report that summarizes your internship activities and accomplishments to your Faculty Advisor. See Guidelines for Final Paper.

Sample Schedule

All documentation should be turned in to the Field Placement Coordinator in the MPH Office.

I. Required documentation schedule for 360 hours of internship in one semester

For this option, register for 6 credits in one semester for P_HLTH 8980 Public Health Internship.

Previous Semester

- Self-assessment
- Internship interest form (optional)

Start of Semester	Midterm	Final
<input type="checkbox"/> Internship Agreement <input type="checkbox"/> Statement of Purpose <input type="checkbox"/> Field Practicum Agreement (if needed)	<input type="checkbox"/> Internship Progress Report <input type="checkbox"/> Updated Statement of Purpose	<input type="checkbox"/> Finalized Statement of Purpose <input type="checkbox"/> Student Evaluation <input type="checkbox"/> Preceptor Evaluation <input type="checkbox"/> Final Paper <input type="checkbox"/> Internship Log

*II. Required documentation schedule for 360 hours of internship spanning 2 semesters

For this option, enroll in P_HLTH 8980 Public Health Internship for two semesters and divide 6 credits between these two semesters (e.g. combination of 2-4, 3-3 or 1-5).

Previous Semester

- Self-assessment
- Internship interest form (optional)

Start of First Semester	End of First Semester	End of Second Semester
<input type="checkbox"/> Internship Agreement <input type="checkbox"/> Statement of Purpose <input type="checkbox"/> Field Practicum Agreement (if needed)	<input type="checkbox"/> Internship Progress Report, <input type="checkbox"/> Updated Statement of Purpose	<input type="checkbox"/> Finalized Statement of Purpose <input type="checkbox"/> Student Evaluation <input type="checkbox"/> Preceptor Evaluation <input type="checkbox"/> Final Paper <input type="checkbox"/> Internship Log

Work closely with/contact Academic Advisor

*This option is particularly helpful for summer interns that will not complete their internships by the grading deadline in early August. This avoids having to enter “incomplete” grade for the summer semester. Students completing their internships in the summer should register for 3 credits for the summer semester and 3 credits for the fall semester.

Preceptor Expectations

As you work with your student, please consider the following guidelines for the student experience:

- Provide internship description well in advance for internship position advertisement. You may use our format for the advertisement (See Appendix 4).
- At the beginning of the internship, complete agency-student contract with student and Faculty Advisor. Determine semester meeting dates and times for routine meetings with your student. (Other meetings can be scheduled as needed throughout the semester).
- Specify orientation activities you want your student to complete early in their experience.
- Clarify call-in procedure if student will miss or be late to the assigned daily clinical experience.
- Provide a list of resources that you use (e.g. pamphlets/brochures), information from other agencies, other staff resources, etc. for students to use during the semester to help with project work and/or understanding the work of public health agencies.
- Review student's progress on their project and notify Field Placement Coordinator if there are any concerns.
- Notify Field Placement Coordinator regarding any problems or concerns regarding student's behavior.
- Discuss and plan with the student the type of final report you expect on the project(s). We expect that students will customize this report to the needs of your project. This report is flexible and may include written summaries, data disk, survey tool, teaching materials, etc. – whatever best serves your needs and the project(s) needs.
- Complete an evaluation of the student at the end of the internship experience and email Field Placement Coordinator. Share with student as you feel appropriate.
- Document your work and time as a Preceptor according to your agency's evaluation protocol.

Project Selection

We ask that preceptors and their agencies choose projects that they would like students to work on. When making choices for students, please consider the complexity of the project, time demands for the Preceptor and the student, timeliness of project deliverables, and feasibility for student the student to complete the work, e.g. working with outside collaborators, having adequate resources, and similar constraints. After selecting a project, list in detail the steps involved in project. The student is responsible for coordinating with the MPH Faculty Advisors about the project selection.

Student Expectations

During this course, you will be gaining experience in a public health agency and working with a Preceptor on a specific project. The agency and the Preceptor are volunteering to assist you in meeting your educational goals.

General student expectations for this experience are listed below:

- Contact the Preceptor/agency regularly to discuss progress on your project.
- Accomplish activities as stated in the Internship Statement of Purpose contract.
- Participate in activities offered by the Preceptor in addition to the work on your project.
- Inform Preceptor/agency and clinical instructor about problems/issues related to population and/or project work. Any unresolved issues may be brought to your Faculty Advisor and the MPH Program Office.
- Be responsive to Preceptor/agency requests.
- Demonstrate professional behaviors, including appropriate dress, language, punctuality, call-in procedure, and discussion with clients and health professionals.

Preceptors will evaluate your performance based on these expectations. The internship is a pass/fail program. The work on your project must meet the needs of the agency/Preceptor for you to pass the internship.

Faculty Advisor Expectations

The Faculty Advisor is a very important academic figure during the internship process. He/she serves along with the Field Placement Coordinator as a bridge between the student and the Preceptor as needed. The role of the Faculty Advisor becomes more important when the student faces problems during the internship. He/she needs to work in conjunction with the Field Placement Coordinator to sort out the problematic issues. Further, considering development of the student and current competitive environment, the Faculty Advisor should be prepared to discuss the following with prospective interns:

1. Will this project be at graduate student level?
2. Is this project going to meet MPH competencies (see Appendix 1)?
3. Will it lend itself to a capstone project? (This is not required but desirable for students who are seeking publications or Ph.D.)

INTERNSHIP AGREEMENT

UNIVERSITY OF MISSOURI MASTER OF PUBLIC HEALTH PROGRAM

STUDENT STATEMENT:

I, _____ agree to perform my internship at the agency and with the Preceptor named below. I understand that in order to satisfy the internship requirement, my proposed project(s) must have the approval of the Preceptor and the Faculty Advisor. I have attached learning objectives and activities with this contract. I agree to complete all pre-internship requirements (readings, physical exams, background checks, etc.) as requested by the sponsoring agency.

I understand that I must complete approximately 360 clock hours to satisfy program requirements. This might be completed as a single full-time block (about 9 weeks at 40 hours/wk) or part time during the course of several months and up to one year. The current internship will be approximately _____ hours/wk for _____ weeks. Compensation for this internship period will be \$_____ per _____. I understand I may or may not receive compensation. I understand that if I do receive compensation, it will be from the agency and not from the University of Missouri. I understand that I may or may not be covered by the agency's worker compensation benefit, and I agree to obtain health insurance in the event I will not be covered by the agency for worker's compensation.

I understand that the Preceptor and Faculty Advisor will evaluate my progress jointly. I will present all report materials in the format requested by the Preceptor and/or the Faculty Advisor. I understand that if my performance is not satisfactory, I may be re-assigned by the Faculty Advisor. I will complete all required evaluations and documentation as specified in the *MPH Internship Procedures* and submit them to the MPH Associate Director. I understand that a final grade will not be issued until the Faculty Advisor receives all paperwork.

With respect to the agency, I agree to maintain privacy regarding any information with special confidentiality requirements (patient information, financial information, etc.).

Student Signature: _____ Date: _____

Preceptor Signature: _____
(Title)

Agency/Organization: _____ Date: _____

Major Program Advisor Signature: _____ Date: _____

(If Needed)

Dual Degree Advisor Signature: _____ Date: _____

INTERNSHIP STATEMENT OF PURPOSE

**UNIVERSITY OF MISSOURI
 MASTER OF PUBLIC HEALTH PROGRAM**

(Attach more information if needed)

- Instructions:**
1. Complete the first three columns of the table at the start of the internship. Competencies may be selected with the help of the Faculty Advisor and Field Placement Coordinator and can be found in Appendix 1.
 2. Objectives should be measurable and specific to the internship project (*e.g.* develop a survey for assessing barriers to breast-feeding in low-income women).
 3. Once completed, the Statement of Purpose must be signed by the Faculty Advisor, Preceptor, and intern and a copy turned in to the Field Placement Coordinator.
 4. At Midterm and Final, the objectives should be re-evaluated and addressed in the appropriate column.

The overall purpose of my internship is:

COMPETENCIES	OBJECTIVES	ESTIMATED COMPLETION DATE	MIDTERM PROGRESS	FINAL EVALUATION

Page 2 - MPH INTERNSHIP PROGRAM STATEMENT OF PURPOSE

COMPETENCIES	OBJECTIVES	ESTIMATED COMPLETION DATE	MIDTERM PROGRESS	FINAL EVALUATION

Preceptor: _____ Date: _____ **Advisor:** _____ Date: _____
 (At the start of Internship)

Midterm: _____ Date: _____

Final: _____ Date: _____

Student: _____ Date: _____ **Field Placement Coordinator** _____ Date: _____

Midterm: _____ Date: _____

Midterm: _____ Date: _____

Final: _____ Date: _____

Final: _____ Date: _____

INTERNSHIP PROGRESS REPORT

Preceptor and Intern: Complete this form about **halfway through** the internship. Return this form to Katherine Kirkpatrick, MPH Administrative Associate, University of Missouri Master of Public Health Program, 802 Lewis Hall, Columbia, MO 65211.

Student Name: _____

Internship Site: _____

Preceptor: _____
(Title)

Period Covered by Progress Report: _____ through _____

Total Hours Worked to Date: _____

Activities observed and/or participated in during this period: _____

A. Student Intern Comments:

1. Brief description of Internship to date:

2. Self-assessment of progress/accomplishments:

PRECEPTOR FINAL INTERNSHIP EVALUATION

Preceptor: Complete this evaluation within **one week** following the completion of the internship. Please return evaluation to Katherine Kirkpatrick, MPH Administrative Associate, University of Missouri Master of Public Health Program, 802 Lewis Hall, Columbia, MO 65211. Thank you!

Student Name: _____

Internship Site: _____

Preceptor: _____

Internship Dates: from _____ through _____

Please evaluate the intern's performance and University of Missouri-Columbia School of Public Health faculty and staff participation during the internship period (**please feel free to submit any additional attachments**):

5 – Excellent 4 – Above Average 3 – Average 2 – Below Average 1- Needs Improvement NA – Not Applicable

A. Internship Performance:

Reliability (attendance, punctuality, etc.)	5	4	3	2	1	NA
Initiative	5	4	3	2	1	NA
Organizational Skills	5	4	3	2	1	NA
Enthusiasm for Project(s)	5	4	3	2	1	NA
Time Management (completing projects, etc.)	5	4	3	2	1	NA
Independence in Project(s)	5	4	3	2	1	NA
Team Skills	5	4	3	2	1	NA
Exercised Appropriate Judgment	5	4	3	2	1	NA

Student competency goals (from SOP) achieved

1 _____	5	4	3	2	1	NA
2 _____	5	4	3	2	1	NA
3 _____	5	4	3	2	1	NA
4 _____	5	4	3	2	1	NA

Additional comments: _____

(Signature of Preceptor)

(Date)

STUDENT FINAL INTERNSHIP EVALUATION

Return this form to Katherine Kirkpatrick, MPH Administrative Associate, University of Missouri Master of Public Health Program, 802 Lewis Hall, Columbia, MO 65211 within **one week** of completing the internship.

Student Name: _____

Internship Site: _____

Preceptor: _____

Internship Dates: from _____ through _____

Please answer the following questions including the comments section.

SA: Strongly Agree **SD:** Strongly Disagree **A:** Agree **D:** Disagree **NA:** Not Applicable

- | | | | | | |
|------------------------------------------------------------------------------------------------------|----|---|---|----|----|
| 1. My internship contributed to the development of my career interests. | SA | A | D | SD | NA |
| 2. My internship provided me with new information and skills. | SA | A | D | SD | NA |
| 3. My internship provided an opportunity to use theory and/or information obtained in the classroom. | SA | A | D | SD | NA |
| 4. My internship activities were relevant to my learning objectives. | SA | A | D | SD | NA |
| 5. My preceptor was accessible to me and provided adequate supervision. | SA | A | D | SD | NA |
| 6. My preceptor provided information regarding agency policies and standards of practice. | SA | A | D | SD | NA |
| 7. My preceptor was knowledgeable in his/her area of responsibility. | SA | A | D | SD | NA |

Comment: _____

Guidelines for Final Paper

The student must submit to the Field Placement Coordinator a brief paper or report that summarizes internship activities and accomplishments. The format of the summary may vary, but it should sufficiently describe the scope of the intern's activities and any special projects undertaken. Include views on the experience, achievement of learning objectives, strengths, and weaknesses.*

- 2-3 pages, not more than 1000 words.
- Use font of Times New Roman with size of 12.
- Double-spaced lines.
- Due one week after completion of internship.

*In particular, please elaborate on one of the following cross-cutting competencies, stating how your internship experience has helped in achieving it.

Use the basic concepts and skills involved in culturally appropriate community engagement and empowerment with diverse communities.

Cite examples of situations where consideration of culture-specific needs resulted in a more effective modification or adaptation of a health intervention.

Describe the attributes of leadership in public health.

Apply social justice and human rights principles when addressing community needs.

Embrace a definition of public health that captures the unique characteristics of the field (e.g., population-focused, community-oriented, prevention-motivated and rooted in social justice) and how these contribute to professional practice.

Distinguish between population and individual ethical considerations in relation to the benefits, costs, and burdens of public health programs.

In collaboration with others, prioritize individual, organizational, and community concerns and resources for public health programs.

Explain how the contexts of gender, race, poverty, history, migration, and culture are important in the design of interventions within public health systems.

Analyze the effects of political, social and economic policies on public health systems at the local, state, national and international levels.

APPENDIX 1

General Competencies

A. Biostatistics

Excellence

1. Describe the roles biostatistics serves in the discipline of public health.
2. Distinguish among the different measurement scales and the implications for selection of statistical methods to be used based on these distinctions.
3. Describe basic concepts of probability, random variation and commonly used statistical probability distributions.
4. Describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.

Discovery

1. Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question
2. Apply descriptive techniques commonly used to summarize public health data.
3. Apply common statistical methods for inference.
4. Apply statistical techniques in the analysis of secondary data.

Respect

1. Apply ethical principles to the collection, maintenance, use, and dissemination of data and information.

Responsibility

1. Develop written and oral presentations based on statistical analyses for both public health professionals and educated lay audiences.
2. Partner with communities to attach meaning to collected data.

B. Epidemiology

Excellence

1. Explain the importance of epidemiology for informing scientific, ethical, economic and political discussion of health issues.
2. Describe a public health problem in terms of magnitude, person, time and place.
3. Apply the basic terminology and definitions of epidemiology.
4. Understand the elements of survey design.

Discovery

1. Calculate basic epidemiology measures.
2. Identify key sources of data for epidemiologic purposes.
3. Evaluate the integrity and comparability of data and identify gaps in data sources.
4. Determine appropriate uses and limitations of both quantitative and qualitative data.
5. Select and define variables relevant to defined public health problems.
6. Make relevant inferences from quantitative and qualitative data.

Respect

1. Comprehend basic ethical and legal principles pertaining to the collection, maintenance, use and dissemination of epidemiologic data.
2. Apply the principles of community-based participatory research to improve health in diverse populations.

Responsibility

1. Communicate epidemiologic information to lay and professional audiences.
2. Identify the implications and limitations of public health screening programs.
3. Partner with communities to attach meaning to collected quantitative and qualitative data.
4. Obtain and interpret information regarding risks and benefits to the community.
5. Recognize how the data illuminates ethical, political, scientific, economic, and overall public health issues.

C. Health Policy and Management

Excellence

1. Understand the emerging thinking regarding systems within the field of public health.
2. Identify the main components and issues of the organization, financing and delivery of health services and public health systems in the US.
3. Discuss the policy process for improving the health status of populations.
4. Describe the legal and ethical bases for public health and health services.
5. Identify unintended consequences produced by changes made to a public health system.
6. Understand the historical development, structure, and interaction of public health and health care systems.
7. Understand the social determinants of health status.

Discovery

1. Analyze interrelations among the determinants that influence the quality of life and health of people in their communities.
2. Analyze the effects of political, social and economic policies on public health systems at the local, state, national and international levels.
3. Use information technology to access, evaluate, interpret data and influence public health policy.

Respect

1. Describe the roles of history, power, privilege, culture and structural inequality in producing health disparities.
2. Explain how professional ethics and practices relate to equity and accountability in diverse community settings.
3. Develop and adapt approaches to problems that take into account cultural differences.

Responsibility

1. Apply quality and performance improvement concepts to address organizational performance issues.
2. Apply principles of strategic planning and marketing to public health.
3. Apply the principles of program planning, development, budgeting, management and evaluation in organizational and community initiatives.
4. Explain methods of ensuring community health safety and preparedness.
5. Develop and present a budget.
6. Identify internal and external issues that may impact delivery of essential public health services (i.e., strategic planning)
7. Solicit input from individuals and organizations.

D. Social and Behavioral Science in Public Health

Excellence

1. Describe the role of social and community factors in both the onset and solution of public health problems.
2. Identify the causes of social and behavioral factors that affect health of individuals and populations.
3. Identify basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
4. Describe the merits of social and behavioral science interventions and policies.
5. Describe public health interventions at the primary, secondary and tertiary level.

Discovery

1. Apply qualitative and quantitative approaches in the development of evidence-based public health interventions.

Respect

1. Apply ethical principles to public health program planning, implementation and evaluation.
2. Differentiate between linguistic competence, cultural competency and health literacy in public health practice.
3. Understand the dynamic forces contributing to cultural diversity.

Responsibility

1. Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.
2. Develop public health programs and strategies responsive to the diverse cultural values and traditions of the communities being served.

E. Environmental Health

Excellence

1. Specify approaches for assessing, preventing and controlling environmental hazards that pose risks to human health and safety.
2. Understand the global context of environmental public health threats and interventions.
3. Describe the direct and indirect human, ecological and safety effects of major environmental and occupational agents.
4. Specify current environmental risk assessment methods.
5. Describe genetic, physiologic and psychosocial factors that affect susceptibility to adverse health outcomes following exposure to environmental hazards.
6. Discuss various risk management and risk communication approaches in relation to issues of environmental justice and equity.
7. Explain the general mechanisms of toxicity in eliciting a toxic response to various environmental exposures.
8. Describe federal and state regulatory programs, guidelines and authorities that control environmental health issues.
9. Specify the role of the immune system in population health.
10. Explain the biological and molecular basis of public health.
11. Explain the role of biology in the ecologic model of population-based health.
12. Explain how genetics and genomics affect disease processes and public health policy and practice.
13. Understand the impact of climate change on health programs and status.

Discovery

1. Develop a testable model of environmental insult.
2. Outline a health impact assessment of a public policy proposal or infrastructure development proposal.

Respect

1. Discuss various risk management and risk communication approaches in relation to issues of environmental justice and equity.
2. Discuss the process through which environmental interventions take into account the balance of individual and community risks, rights and benefits.

Responsibility

1. Demonstrate written and oral communication skills related to the environment within a public health context.
2. Apply biological principles to the development and implementation of disease prevention, control and management programs.
3. Apply evidence-based biological and molecular concepts to inform public health laws, policies and regulations.
4. Integrate general biological and molecular concepts into public health.

F. Communication

Excellence

1. Describe how societal, organizational, and individual factors influence health and are influenced by public health communications.
2. Discuss the influences of social, organizational and individual factors on the use of information technology by end users.
3. Describe how the public health information infrastructure is used to collect, process, maintain, and disseminate data.

Discovery

1. Collaborate with communication and informatics specialists in the process of design, implementation, and evaluation of public health programs.

Respect

1. Apply legal and ethical principles to the use of information technology and resources in public health settings.
2. Demonstrate written and oral communication skills that express sensitivity to diverse socioeconomic, cultural, demographic subgroups.

Responsibility

1. Apply theory and strategy-based communication principles across different settings and audiences.
2. Demonstrate effective written and oral skills for communicating with different audiences in the context of professional public health activities.
3. Use the media, advanced technologies, and community networks to communicate information.
4. Use informatics and communication methods to advocate clearly and effectively for community public health programs and policies.

Concentration Area Specific Competencies

A. Health Promotion and Disease Prevention

1. Identify basic theories, concepts, and models from a range of social and behavioral disciplines that are used in public health research and practice.
2. Use evidence-based approaches to improving health literacy and creating more accessible public health systems.
3. Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions.
4. Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions.
5. Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions.

B. Public Health Policy and Administration

1. Provide examples of feedback loops and “stocks and flows” within a public health system.
2. Understand the importance of a diverse public health workforce.
3. Promote a culture of ethical standards within organizations and communities.
4. Communicate health policy and management issues using appropriate channels and technologies.
5. Manage programs within budget constraints.
6. Develop strategies for determining budget priorities.
7. Conduct cost-effectiveness, cost-benefit, and cost-utility analyses
8. State policy options and write clear and concise policy statements.

C. Veterinary Public Health

1. Describe the key role that veterinarians play in the physical, mental and social well-being of humans.
2. Define and understand the term “zoonosis.”
3. Define the key concepts in zoonotic disease diagnosis, control and prevention.
4. Evaluate a surveillance system for important zoonosis.
5. Clearly identify veterinarians’ legal responsibilities in reporting zoonotic disease outbreaks and their interaction with the broader US public health system.
6. Define bioterrorism.
7. Describe a veterinarian’s role in mitigation, disaster preparedness, response and recovery as it relates to a bioterrorism event.

APPENDIX 2

SELF-ASSESSMENT OF EXPERIENCE/COMPETENCY

Below you will find summarized versions of the competencies with which each MPH student, regardless of Concentration Area, will be expected to graduate. **The full, detailed list of competencies is available on the MPH Program website.** The completion of this self-assessment will serve both as a guide for individuals in shaping their internship and capstone experiences and for the program as a whole, in evaluating and revising our curriculum. For each question, please record your answer on the attached answer sheet according to the following scale:

- 1. NO EXPERIENCE**
- 2. AWARE**
- 3. KNOWLEDGEABLE**
- 4. PROFICIENT**
- 5. N/A**

BIOSTATISTICS

1. Be able to identify data sources and apply descriptive and inferential methodologies for answering research questions, as well as describe preferred methodological alternatives to commonly used statistical methods when assumptions are not met.
2. Develop written and oral presentations based on statistical analyses for both public health professional and educated lay audiences while applying ethical principles to the collection, maintenance, use, and dissemination of data and information.

ENVIRONMENTAL HEALTH SCIENCES

3. Analyze the impact of environmental and occupational hazards on population health.
4. Describe prevention, control, risk management, and communication strategies in relation to the issues of environmental justice and equity at local, national, and global levels.
5. Explain the physiological, psychosocial, biological, molecular, and toxicological effects of environmental and occupational insults on population health.

EPIDEMIOLOGY

6. Describe and quantify health problems in terms of magnitude, person, time, and place in the community and understand the application of community-based participatory research.
7. Calculate basic epidemiology measures and evaluate the integrity and comparability of data.
8. Understand basic survey design, its ethical and legal principles, and analysis with appropriate epidemiological and inferential methods.

(Continued....)

HEALTH POLICY AND MANAGEMENT

9. Describe the history, structure, and emerging advances in health care systems. Identify, differentiate, and describe the elements of the organization, financing, functioning, regulation, and delivery of health services and understand the consequences of changes to those systems, including unintended ones.
10. Understand the social determinants of health status and analyze the impact of political, social, legal, ethical, technological, cultural, and economic factors on public health policy and delivery systems at local, state, national, and international levels.
11. Articulate and analyze the principles of strategic planning, program development, budgeting, marketing, and evaluation through the use of quality and performance improvement tools and community and stakeholder participation.
12. Partner with communities to identify risks, benefits, and limitations of public health programs and recognize ethical, political, scientific, and economic issues arising from them.

SOCIAL AND BEHAVIORAL SCIENCES

13. Understand the theories, concepts, and models of social and behavioral change and apply evidence-based quantitative and qualitative approaches for program planning, implementation, and evaluation of public health interventions at primary, secondary, and tertiary levels.
14. Differentiate between linguistic competence, cultural competency, and health literacy and understand the importance of cultural diversity in the development and implementation of community-based public health interventions.

COMMUNICATION

15. Understand the role of public health communications in the dissemination of health information to diverse communities and demonstrate written, oral, and informatics skills that advocate clearly and effectively for public health programs and policies to both professional and lay audiences.
16. Collaborate with communication and informatics specialists in the process of design, implementation, and evaluation of public health programs.
17. Use the media, advanced technologies, and community networks to communicate information.

Comments:

APPENDIX 3

Student Internship Interest Form

Consider the following areas as a guide while preparing to select an internship. Write responses in the space provided if you wish to review this form with your Faculty Advisor or the Associate Director.

SETTING/TYPE OF AGENCY: Types of agencies/organizations (e.g. hospital, health department, industry governmental agency, etc.) that you believe would provide the kind of educational and professional experience you need:

SKILLS: Any special skills you wish to use or develop during the internship:

SUBJECT/CONTENT AREAS: Content areas (e.g. health promotion, infectious diseases, social issues, etc.) in which you might like to work:

LOCATION: List in order of preference the geographic location(s) you would prefer:

SPECIAL POPULATIONS: Any special populations you would like to work with (e.g., children, women, persons with disabilities, etc.)

PERSONAL NEEDS: Consider all personal needs that could constrain your placement at a particular site (e.g. accommodations needed as per ADA, religious considerations, etc.)

TIMING: Any preferences regarding timing, including work schedule requirements, time of year requirements, etc.

FINANCIAL: Not all public health internships are paid. Do you need a paid internship? Yes/No

OUT-OF-TOWN: Have you considered out-of-town internship (e.g. CDC)? If you are interested in an out-of-town internship, are you able to take care of transportation and housing during that time: Yes/No

OTHER COMMENTS: Please provide any other information that would assist the MPH faculty in finding an appropriate internship for you.

APPENDIX 4

INTERNSHIP DESCRIPTION FORM

- Agency: _____
- Department name: _____
- Overview of the program: _____

- Overview of the internship: _____
 - When are these positions offered?
 - Time frame: Open from- _____ to-
 - Hours required: _____
 - Location: On-site Vs Off-site
 - Pay/ Stipend:
 - Accommodation: Yes/No

- Qualifications: _____
- Application deadlines: _____
- Travel: _____
- Contact information: _____

APPENDIX 5

**Field Practicum Placement Agreement
Between
The Curators of the University of Missouri
And**

This agreement is made on the _____ day of _____, _____, between the Curators of the University of Missouri, for the Master of Public Health (MPH) Program, University of Missouri, hereinafter referred to as “the University” and _____ hereinafter referred to as “the Agency”.

It is mutually agreed by the University and the Agency that the practicum experience for students, in the field of Public Health, will be provided at the agency.

The number of students assigned at a given time shall be determined by the Agency. Representatives of the Agency and the University shall cooperate in developing methods of instruction, objectives and other details of the field experience.

The faculty of the University will assume responsibility for the selection and assignment of students to the learning experience. The students shall follow the Agency’s rules, regulations and procedures. If problems arise, the Field Placement Coordinator for the University shall be notified and representatives from the University and Agency will mutually handle such problems.

Students will receive a thorough orientation to the Agency setting. University faculty members and Agency staff supervisors will evaluate the students’ performances by mutual consultation.

The Agency will retain full responsibility for the clients of the Agency and will maintain administrative and professional supervision of students insofar as their presence affects the operation of the Agency and/or the direct or indirect provision of services for clients of the agency.

The Agency shall be responsible for arranging immediate care in case of accident or illness of students but is not responsible for the costs involved, follow-up care or hospitalization.

It is understood that assigned students are not University employees and therefore are not covered by Social Security, Unemployment compensation or Worker’s Compensation through the University.

The University and the Agency do not and will not discriminate against any applicant for the field experience because of race, color, religion, sex, handicap, national origin, age, or status as a Vietnam era veteran.

This agreement shall begin on the date set forth above in the initial paragraph of the Agreement and shall terminate on the 31st day of August, _____, provided, however, that the Agreement shall continue thereafter automatically for successive one-year terms running from September 1 to August 31, subject, however, to the right of either party to terminate the agreement, without liability or cause, at the end of the initial term or at the end of any subsequent annual term by giving the other party prior written notice no later than August 1st immediately preceding the beginning of the next successive annual term on September 1st.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be duly executed by their properly authorized representatives.

THE CURATORS OF THE
UNIVERSITY OF MISSOURI

_____ Agency

_____ Name

_____ Signature

_____ Title

_____ Date

Agency's Mailing Address & Phone Number

() _____

APPENDIX 6

LOG OF HOURS
 (for University of Missouri Master of Public Health Internship Program)

Intern: _____ Duration: _____

Preceptor: _____ Log sheet #: _____

Organization: _____

Please make sufficient copies before filling for yourself/ preceptor/organization/MPH program

Date	Activity	Start	End	Total duration	Comment
Total Hours:					

(Signature of student) (Date)

(Signature of Preceptor) (Date)