MPH Internship – Timeline Fall 2021

****All documents related to the MPH Internship course MUST be submitted online via APEx****

TIMELINE	STUDENT MPH INTERNSHIP CHECKLIST
Prior to completing the Internship Proposal (IP) Form ~2-3 months prior to start of internship	**Search for and secure an internship opportunity.** Students can apply to internships coordinated through the school or they can identify their own opportunity. Opportunities coordinated through the school can be found in the "**Get a Handle"** student newsletter and on **Handshake**, UAB's job search platform.
ASAP after securing your internship position **Student MUST be completed IP form by** **August 6, 2021**	**Determine who will serve as your preceptor and complete the Internship Proposal (IP) form.** ***The IP form must be completed by the student and electronically approved by the internship preceptor and internship faculty advisor BEFORE the student can register for the course and start their internship.*** The internship proposal form is a formal agreement between you, your preceptor, and the internship faculty advisor regarding your internship and internship activities. If you do not see your faculty advisor listed in the APEx portal, please contact ophp@uab.edu. **Preceptor Registration** When you complete the IP from, you will be asked for details regarding your preceptor (name, phone number, email). Once you have entered your preceptor's information, Office of Public Health Practice (OPHP) will receive notification to verify and request approval for your preceptor to be added to the system. **Depending on if your preceptor already has an account, is internal to UAB, has a UABMC account, or external to UAB, the time for approval could take as little as a few minutes to a couple of days**; there are additional steps UABMC employees and external preceptor will need to take before they are approved and can access APEx. ***Preceptor registration must be completed before the student can submit the IP form for approvals.***
Prior to the first day of class **August 20, 2021**	**Hold should be lifted from the internship course** by your program coordinator (this will not be available until signatures for your IP form are on file from your Faculty Advisor and Preceptor).
Prior to the last day for open registration **August 22, 2021**	**Register for the appropriate internship course for 3 credit hours. Last day to drop/add is August 30.**
First day of classes for the semester **August 23, 2021**	**First day of classes for the semester** You cannot start your internship prior to this date and you must be registered for the 3-credit internship course under your faculty advisor before starting
Half-way through internship (approx. 90 hours with the hosting organization) **Approx. October 11, 2021**	Initiate a **Midpoint Meeting** with your faculty advisor and site supervisor half way through your internship • Complete the **Student Midpoint Reflection** in the APEx portal • Request that your site supervisor complete the online **Preceptor Midpoint Evaluation of Student Performance** in the APEx portal • **Meet and discuss these forms with your faculty advisor.** ***Verify that your faculty adviser has completed the faculty midpoint confirmation.***
Last day of classes Complete all by the internship requirements **December 3, 2021** **5:00 PM CST**	**All hours and deliverables must be submitted in APEx** • A minimum of two **Final Work Products** which demonstrate 5 MPH Foundational Competencies • The **Electronic Poster** and link to the **Recorded Internship Video Presentation** • Completed **Hour Log** for your preceptor to approve • **Student Final Reflection of Internship Experience** • Request that your preceptor complete the **Preceptor Final Evaluation of Student Performance**

Additional details regarding the requirements of the internship can be found on the SOPH Applied Practice Experience website: https://sites.uab.edu/apex/