



Oregon State University
College of Health

MPH Internship Learning Agreement

Once you have identified your internship site, discuss your internship projects with your preceptor and then complete each of the questions in the learning agreement. Review the draft agreement with the internship coordinator, your faculty advisor, and preceptor. Once finalized, seek approval signatures from your preceptor, faculty advisor and internship coordinator. The agreement must be complete with all required signatures prior to registration in H 539 for the duration of the internship.

STUDENT INFORMATION:

Date of Application:		MPH Option:		OSU ID #	
Last Name:		First Name:		Middle Initial:	
Address:					
City:		State:		Zip Code:	
Mailing Address: (If different from the one above)					
Home/Cell Phone:		Work Phone:		Email address:	

INTERNSHIP SITE & PRECEPTOR INFORMATION:

Organization:					
Address:					
City:		State:		Zip Code:	
Preceptor Name:		Preceptor credential		Title:	
Years in current position:		Previous experience:			
Work Phone		Email address:			

Co-Preceptor (if applicable)

Organization:					
Address:					
City:		State:		Zip Code:	
Co-Preceptor Name:		Co-Preceptor credential		Title:	
Years in current position:		Previous experience:			

Work Phone		Email address:	
------------	--	----------------	--

MPH Internship Criteria

Student: Please review the MPH Internship Criteria below and confirm that the criteria is/can be met by the proposed internship by checking the box.

- ☐ Student has completed at least half of the MPH coursework
- ☐ Internship project and site directly relates to student's chosen MPH option; site is community-based
- ☐ Internship results in at least 160-200 hours of supervised/mentored work on pre-identified projects, with set start and end dates
- ☐ Preceptor has public health – or other appropriate health-related – credentials and/or sufficient public health experience that relates to the student's MPH program option. Preceptor should be employed by the worksite, and should not be a family member of the student or a current public health student themselves. On-campus academic faculty cannot serve as preceptors.
- ☐ Internship addresses at least 5 MPH competencies, and leads to at least 2 products (portfolio items). These are pre-determined and listed in the MPH Internship Learning Agreement.
- ☐ The Internship Learning Agreement is approved by the preceptor, faculty advisor, MPH internship coordinator and student prior to the start of the internship.
- ☐ Internship projects that involve any type of human subjects research must be approved by the OSU IRB prior to the start of the internship.
- ☐ Internship site works with student to complete onboarding paperwork, such as background checks, drug screening, immunizations, etc
- ☐ Student meets regularly with preceptor to discuss projects, student progress, and provide feedback/mentorship. Meetings can take place via face-to-face, web-based portal, and/or phone.
- ☐ Student and preceptor complete a mid-way progress report (week 5) and final evaluation of projects and student performance (end of week 9). Student is registered for H 539 and completes course activities, including discussion boards, in Canvas for the entire duration of the term.
- ☐ Student submits final products to internship site and to MPH Internship Coordinator (via Canvas) by Sunday End of Week 9 (by 11:59pm)

(STUDENT) Please complete the following:

1. What enrollment term(s) will you be completing your internship?
2. How many credit hours will you have completed by the end of this term?
3. What are your proposed remaining courses of study?
4. What are your specific career objectives?
5. How does this internship relate to your program of study and career interests?

6. List courses completed to date that relate to your internship.

[illegible]

7. Populate the table below with the selected assignments/products and [MPH competencies](#) (see MPH Internship Handbook, Appendix A) for your internship. At least **2 products** must be completed in the internship. The products must demonstrate at **least 5 MPH competencies, including at least 3 foundational competencies**. (The other 2 competencies can be foundational competencies or option-specific competencies (e.g., Biostats, Epi, Global Health etc).
- First, list each of the assignments or products you will complete during your internship in the first column. **Assignments or Products should emphasize graduate level work, covering skills in application, analysis, synthesis, and/or evaluation.** (Discuss with your preceptor what assignments/products you'll work on in your internship). Make sure that at least 2 products will be completed in the internship.
 - Second, next to each product, list the [MPH competency](#) that will be demonstrated by completing the product. Note, some products may meet more than one competency.

Practice-based assignments / products that demonstrate MPH competency achievement	
Specific assignment(s) or Internship Products **	Selected competencies (foundational and option)*
[EXAMPLE] Health disparities data report	(F3) Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.
	Foundational competency:
	Foundational competency:
	Foundational competency:
	Foundational or Option competency:
	Foundational or Option competency:
[Additional rows as needed]	[Additional rows as needed]
*Each student must demonstrate attainment of at least five MPH competencies, of which at least three must be foundational competencies.	
**Each student must identify a specific product (e.g. written assignment, project, video, presentation, etc.) that will demonstrate and allow assessment of each specific competency. The internship should result in at least 2 products.	

8. Use the information in the table above to complete the table below. Make sure to discuss the plan with your preceptor, faculty advisor, and MPH Internship Coordinator.
- First, copy each of the competencies listed in the table above into the first column of the table below (1 competency per row). Make sure to include all of the competencies that will be addressed in your internship.
 - Next, list the product that will be developed to demonstrate the competency
 - Next, write a learning objective that relates to the competency and product that will be developed.
Note: A distinct learning objective should be written for each competency. Learning objectives should start with an active, measureable verb from [Bloom's taxonomy of measureable verbs](#) (see [MPH Internship Handbook](#) for more info)
 - Finally, list the tasks/activities that will be completed to finish the product and meet the learning objective and competency.

Foundational (F) or Option (O) Competency	Product	Learning Objective	Tasks / Activities
[EXAMPLE] (F3) Analyze quantitative and qualitative data using biostatistics, informatics, computer-based programming and software, as appropriate.	[EXAMPLE] Health disparities data report	[EXAMPLE] Analyze existing health data to inform organizational strategy to improve health inequities	[EXAMPLE] 1. Identify internal and external data. 2. Clean data 3. Analyze data

9. Include a copy of your resume along with the MPH Internship Learning Agreement.

10. Read and Initial the following:

I understand – and will comply with – the following:

- I will complete at least 160-200 hours of work with the internship site / preceptor. _____
- H 539 is a course, and I will complete the accompanying assignments posted in Canvas: _____
 - 4 bi-weekly Discussion Boards
 - Mid-way progress report (x2 for split term internships)
 - Internship portfolio / products
 - Internship time log
 - Final preceptor evaluation
 - Internship summary/experience report
- The preceptor is the main person providing guidance on the internship products _____
- At the completion of the internship, my faculty advisor will assess the internship products for competency attainment. _____

NOTE: Once the internship begins, if problems or issues arise that are barriers to achieving the stated learning objectives for the internship, discuss them with preceptor first. If problems or issues cannot be resolved, discuss them with the Internship coordinator. Address any problems early.

Internship Learning Agreement Approvals

Student

I agree to complete the proposed internship plan, internship hours, and all internship course assignments. I will keep the internship coordinator and preceptor abreast of any needed changes. I understand that my faculty advisor will assess my internship products for competency attainment at the end of the internship.

Student initials

Preceptor

Site / Preceptor agrees to provide the following:

- Work space and access to necessary equipment (for onsite internships)
- Regular meetings with and mentorship from Preceptor
- Mid-term and Final evaluations
- A safe working environment (for onsite internships)
- Permission for student to use work in their internship course portfolio

Additionally, It is not OSU policy to perform background checks on all OSU students, and OSU does not certify and/or vouch for the background of the students who participate in this internship. Accordingly, conduct your own background check, or require the student to obtain a background check, if you would like to determine fitness for duty using that information.

Preceptor initials

Co-preceptor initials

Faculty Advisor

Before an MPH student can obtain and engage in an internship, an audit of required option courses must be completed by the student’s Faculty advisor. Please indicate by initialing below that the student has met the requirements for their option to proceed with the required internship experience.

- Student and faculty advisor have reviewed the program of study _____
- Student and faculty advisor have reviewed the internship plan, learning objectives, and selected competencies _____
- Student and faculty advisor understand that the faculty advisor will assess the final internship products for competency attainment _____

MPH Internship Coordinator

I have reviewed the final internship plan and agree that it meets the MPH internship criteria.

MPH Internship
Coord Initials

Signatures

Student, Preceptor, Faculty Advisor, and MPH Internship Coordinator:

By signing below, each party is agreeing to meet the expectations and guidelines of the Oregon State University MPH Internship program. This learning agreement may be terminated or amended by student, MPH Internship Coordinator, or internship preceptor at any time upon written notice, which is received and agreed to by the other two parties.

_____ Student	_____ Date
_____ Preceptor	_____ Date
_____ Co-Preceptor	_____ Date
_____ Faculty Advisor	_____ Date
_____ MPH Internship Coordinator	_____ Date