

# Onboarding and Internship Requirements

## Introduction

This document is a comprehensive overview of all required tasks over the course of the semester, so that Corps members are aware of all internship requirements and expectations. This document functions like a syllabus by outlining each activity you are expected to complete by the end of your time with the APHC. We recommend you bookmark the link to this document, since it will be relevant for your entire internship. Please note that this is a live document, and the remaining meeting dates and links will be updated on this document as they get scheduled.

## Platforms and systems for onboarding

Onboarding and deployment will be a mixture of synchronous (live) and asynchronous (on your own time) training. Synchronous sessions will take place over Zoom, so please come prepared with an updated Zoom account and a quiet place to participate. Asynchronous training can be done by the deadline on your own time.

## Using this document

Once you complete all the items within this document, you will have successfully completed your internship with the APHC. For your own reference, please use the checklist at the end of this document to track your progress through the internship requirements. The “deployment” phase will therefore only be completed at the end of your internship.

It is mandatory that you complete all of these trainings. They are directly linked to the work you will do with the APHC. If you have questions or need support at any point during any phase, please contact your direct supervisor (Savannah or Amy).

Phase 1: Pre-Onboarding (Before January 8)			
Item	Deadline	Objective	Time estimate
APHC intake form: <a href="https://forms.gle/HXyPMxrvMLtCuUge6">https://forms.gle/HXyPMxrvMLtCuUge6</a>	Jan 7	To assess Corps members' skills, interests, and availability.	10 minutes
APHC Evaluation Pre-Survey: <a href="https://ich.qualtrics.com/jfe/form/SV_88KE9At7vTJftrl">https://ich.qualtrics.com/jfe/form/SV_88KE9At7vTJftrl</a>	Jan 7	To assess the overall impact of the APHC.	10-15 minutes
Phase 2: Onboarding (Complete between January 8-14)			
Item	Deadline	Objective	Time estimate
Live orientation session Recording: <a href="#">Orientation 1/8</a>	Jan 8, 2-5 pm	Understand APHC policies and practices and set yourself up for success for the rest of the internship.	3 hours

Synchronous training: “Clickup & Communication skills for Consultants” <a href="#">ClickUp &amp; Client Comms 1/10</a>	Jan 10, 12-1 pm	Become familiar with Clickup, our project management platform.  Some helpful tips and tricks for client communications as you are completing projects.	1 hour
Asynchronous training: <a href="#">Orientation to Local Public Health</a> (choose the Enroll option)	Jan 14	Understand the system of local public health in Massachusetts.	1 hour
Asynchronous training: <a href="#">Dealing with Stress in Disasters</a> (choose the Enroll option)	Jan 14	Orient yourself to emergency preparedness practices of local public health.	2 hours
Asynchronous training: <a href="#">Infographics in Public Health</a>	Jan 14	Learn the principles of health communication and promotion.	1 hour
Asynchronous training: <a href="#">Essentials of Data Visualization for Public Health</a> (choose the Enroll option)	Jan 14	Name and describe common types of data projects; Select appropriate methods for starting and completing different data projects	1.5 hours
Asynchronous readings: <a href="#">Reading 1</a> <a href="#">Reading 2</a> <a href="#">Reading 3</a>	Jan 14	Read about local public health staff’s career journeys and principles of consulting.	30 minutes
Phase 2 Practical Assessment: <ul style="list-style-type: none"> <li>Introduce yourself in the #general Slack channel</li> <li>Login to Clickup</li> </ul>	Jan 14	Demonstrate your knowledge and show that you are ready for the next phase.	Less than 30 minutes
<b>Phase 3: Pre-Deployment (Complete between January 15-31)</b>			
<b>Item</b>	<b>Deadline</b>	<b>Objective</b>	<b>Time estimate</b>
Synchronous training: Spring Cohort Sharing Session <a href="#">Spring 2024 Sharing Session 1/17</a>	Jan 17, 12-1:30 pm	Hear from Fall 2023 corps members about project-based work with a Q&A to follow.	1-1.5 hours
Synchronous training: “Public Health Communication & Design” <a href="#">Public Health Communications Design Training 1/19</a>	Jan 19, 11:30-12:30 pm	Become familiar with the APHC brand and learn how to use our brand kits in Canva.	1 hour
Synchronous training: “Plain Language Training” <a href="#">Plain Language Training 1/24</a>	Jan 24, 4-5 pm	Introduction to techniques to make your public health communication clear, concise, organized, and appropriate for various audiences.	1 hour

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Asynchronous training: <a href="#">Project Management 101</a>	Jan 21	Assess basic project management principles, practices, and use cases	1 hour
Synchronous training: "Intro to Inspections Training" <a href="#">Intro to Inspections 1/31</a>	Jan 31, 4-5 pm	Introduction to the various inspectional responsibilities of local health departments, and relevant jobs and training resources for inspectors	1 hour
Meet with your team for the first time	TBA	Meet your team members and supervisor	1 hour
<b>Phase 4: Deployment (Complete between Jan 31–end of internship)</b>			
<b>Item</b>	<b>Deadline</b>	<b>Objective</b>	<b>Time estimate</b>
10 hours of Professional Development	May 2024	Complete 10 hours of professional development (see <a href="#">Professional Development Guide</a> for more information).	10 hours
Attend APHC workshops and events	May 2024	The APHC offers workshops and career development sessions throughout the semester. We will share info about these opportunities as they are scheduled.	10 hours
Field Trip(s) to local health departments	May 2024	Attend at least one field trip to a local public health department.	5 hours
4-part APHC capstone 1. Two-page reflection 2. Updated resume 3. Health dept visit eval 4. Final project deliverables	April 29	Reflect on and synthesize your experiences with the APHC. We will share the updated summer capstone requirements with you in April.	5 hours
Complete 160 hours	May 2024	Complete your full 160 hours.	160 hours

## APHC Internship Success Checklist

### Phase 1: Pre-Onboarding [Before Jan 8]

- APHC intake form
- APHC evaluation pre-survey

### Phase 2: Onboarding [Jan 8- Jan 14]

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- Complete this week's trainings:
  - Synchronous training: Clickup & Communication skills for Consultants
  - Asynchronous training: [Orientation to Local Public Health in MA](#)
  - Asynchronous training: [Dealing with Stress in Disasters](#)
  - Asynchronous training: [Infographics in Public Health](#)
  - Asynchronous training: [Essentials of Data Visualization for Public Health](#)
  - Asynchronous readings: [Reading 1](#), [Reading 2](#), [Reading 3](#)
- Accept invitations to Slack, ClickUp, and Google Drive
- Accept all Google calendar invitations
- Complete Practical Assessment:
  - Introduce yourself in the #general Slack channel
  - Login to Clickup
- Submit first timesheet by Friday January 12th at 5pm ([link](#))

### **Phase 3: Pre-Deployment [Jan 15- Jan 31]**

- Complete this week's trainings:
  - Synchronous training: Fall Cohort Sharing Session
  - Synchronous training: APHC Design Training
  - Synchronous training: Plain Language Training
  - Synchronous training: Intro to Inspections Training
  - Watch asynchronous training: [Project Management 101](#)
- Meet with your team for the first time
- Schedule a 1:1 with your supervisor
- Submit 2nd timesheet by Friday January 19th at 5pm ([link](#))

### **Phase 4: Deployment [Jan 22–end of internship]**

- Complete 10 total hours of professional development ([Professional Development Guide](#))
- Attend APHC workshops and events, or watch the recordings
- Field trip to a local health department
- Internship Capstone (more info to be shared in April)
- Complete 160 hours and offboard