



MPH Internship Preceptor Checklist

The following items are to be completed for the MPH Internship:

Prior to start date:

- Review and select projects with student
- Review and approve the MPH Internship Learning Agreement
- Determine technology needs for project, and how info/data will be handled/transferred
- Conduct onboarding procedures (e.g., background check, drug testing, trainings, etc)
- Assess if IRB approval is needed for the project(s); work with student to submit as soon as possible (due to lead time needed), if applicable

During internship:

- Schedule regular check-in meetings with intern
- Offer orientation to the site, including:
 - Conduct office tour
 - Review organization chart
 - Introduce staff
 - Review office culture, policies, procedures, dress code, and available resources
 - Discuss expectations and important meeting dates
- Complete mid-way evaluation form
- Review mid-way evaluation with intern
- Receive final products from intern
- Complete final evaluation form
- Review feedback with intern