



## **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