**Public Health-Global Health Internship (SPH 495) Application**

The Public Health-Global Health Internship (SPH 495) allows Public Health-Global Health Majors to earn elective credit via the completion of an academic project that is matched to their internship experience. SPH 495 provides students an opportunity to:

* Understand the context in which public health-global health work takes shape in the field
* Set goals and gain career readiness skills
* Gain experience in understanding the public health-global health needs of a population or community
* Practice identifying and applying theories and frameworks learned in the classroom to their internship
* Explore and reflect upon the impact of structural oppression vis-a-vis the social determinants of health in a community facing setting
* Explore and reflect upon the impact of their own social identities and bias on their understanding of health and wellness for the populations served by the organization in which they are doing their internship
* Learn about the impact of public health-global health initiatives on communities
* Communicate, network, and work effectively with public health-global health professionals
* Gain a deeper understanding of public health-global health programs and priorities

**Guidance and Checklist for SPH 495 Internship Credit:**

* Take at least one integrated core SPH course for your degree or pathway (e.g. SPH 380)
* Determine the quarter in which you will complete your internship. Begin planning for your internship a minimum of two quarters in advance.
* Think about the goals you want to accomplish through your internship: What skills and experiences do you want to gain? What public health-related topics do you want to explore in a professional setting? What type of an environment do you want to work in?
* Attend a resume workshop (in person or online) through the Career & Internship Center. Attend leadership events (on and off campus) through Husky Leadership Initiative, diversity trainings, and/or cultural events around Seattle.
* Search for and generate a list of opportunities that interest you. There isn’t one “right place” to find a public health internship. Use UW Handshake, the SPH opportunities pages, the SPH Undergraduate Blog, your PH-GH advisers, your peers, alumni, and your own professional network to research potential internship locations that match your goals. Look for organizations that match your interests; not just places that have postings. Some organizations are very willing to create an internship if they don’t have one posted!
* Set up an advising appointment to discuss your internship goals. The PH-GH adviser will provide an initial review of your potential sites and guidance regarding next steps.
* Apply to posted internships and reach out to locations that interest you but do not have posted positions.
* Once you have secured an internship, finalize your schedule and position description with your internship site and complete **Part 1: Personal Information** and **Part 2: On Site Learning Contract and Signature Page**
* Submit the SPH 495 application to phgh@uw.edu, including: Part 1: Personal Information; Part 2: On Site Learning Contract and Signature Page. The deadline to submit is the **Monday before** the first day of the quarter in which you plan to enroll in SPH 495. *If you obtain an internship, meet with an adviser ASAP upon acceptance if you’d like to seek credit. We can enroll anytime during registration.*
* Attend **SPH 495 Orientation (mandatory, in-person session)**. Orientation will be held on the time and day listed in the Time Schedule. After this first week, you will meet with the instructor periodically at this time or at a time that is agreed upon during orientation. At Orientation, you will complete your **Academic Learning Contract and Signature Page and review the** [SPH 495 Syllabus](https://sph.washington.edu/sites/default/files/inline-files/SPH-495-Syllabus.pdf). If your internship is occurring during Summer quarter, Orientation will be held prior to the end of Spring quarter. *You will be dropped from the course if you do not complete this step.*

***SPH 495 is subject to all University of Washington guidelines,***

***including but not limited to tuition and fees, registration, and grading standards.***

**Public Health-Global Health Internship (SPH 495) Application**

**Part 1: Personal Information: Quarter:**

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|  | Student #: |
| First Name: | Last Name: |
| Other Names Used: |  |
| Best Phone #: |  |
| UW Email:  |  |
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| **Organization Information** |  |
| Name of Organization:  |  |
| Internship Title:  |  |
| Internship Location:  |
| Name of Supervisor:  |  |
| Supervisor Email: | Supervisor Phone: |
|  |
| **Internship Information** |
| Number of Hours Per Week at Site:  |
| *You must spend at least 3 hours per week for each credit you plan to earn.*  |
| Number of Credits to be earned (1-5):  |
| Position is:  | * Unpaid
 | * Paid at the rate of:
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**Student Responsibilities:**

Students are responsible for securing an internship, an appropriate site supervisor, and to coordinate with the course coordinator in advance of the quarter for which they plan to earn credit. You are also responsible for completing the SPH 495 online course and academic project.

The following chart details how many hours a student intern must complete in order to receive internship credit for SPH 495: **Minimum requirements for credit based on a 10-week quarter**

 Credits Weekly Hours at Internship Total Hours at Internship

|  |  |  |
| --- | --- | --- |
| Credits | Weekly Hours | Total Hours at Internship |
| 1 | 3 | 30 |
| 2 | 6 | 60 |
| 3 | 9 | 90 |
| 4 | 12 | 120 |
| 5 | 15 | 150 |

**Part 2: SPH 495 Public Health Internship On Site Learning Contract To be completed by Student and Site Supervisor**

**Site Supervisor:** Your Site Supervisor should be the person who directly oversees your work at your internship. You and your Site Supervisor should make explicit arrangements concerning your academic and professional learning goals, projects, duties, hours, and other expectations. Your Site Supervisor will need to verify that you have completed your required hours and submit a final intern evaluation with the Course Coordinator.

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| **Position Description:** What are the student intern’s responsibilities working with this organization? How will their internship contribute to the community/work of your agency?

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**Site Supervision:** How will the student intern and the Site Supervisor support the student’s work and progress?  |

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| **Academic and Professional Learning Goals:**Students enrolled in 1-3 credits of SPH 495 are required to write 2 professional development goals and identify at least one [Public Health domain and one Competency](https://sph.washington.edu/phgh/requirements/competencies) that they will address during the internship. Students enrolled in 4-5 credits are required to write 3 professional development goals and identify at least two Public Health domains and two Competencies that they will seek to address. Goals can focus on Skill Development and/or Knowledge Acquisition.**Professional Development:** Discuss areas that you’d like to grow and how those areas might align with the work you’ll be doing at your internship. Identify specific goals for growth using the: [**NACE Career Readiness Competencies**](http://www.naceweb.org/career-readiness/competencies/career-readiness-defined/)

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**Public Health Connection:** Review the Public Health-Global Health domains and competencies here: [Public Health Domains and Competencies](https://sph.washington.edu/phgh/requirements/competencies). With your supervisor, identify how the work you will be doing could align with one or more of the domains and competencies: \*\*This is a starting point, you will review this with the Course Coordinator and it’s okay to revise as you go\*\*

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**Site Supervisor Signature Page**

**By signing below, both the Student and the Site Supervisor confirm that they have discussed and co-created the SPH 495 Public Health Internship On Site Learning Contract and the statement below.**

**Supervisor:**

By signing below, I acknowledge I:

* Collaborated with my intern to develop their learning goals, responsibilities, and a schedule that meets their needs and those of the internship site
* Will be intentional in creating a welcoming learning environment for my intern
* Agree to meet on a regular basis (preferably weekly) with my intern
* Complete an evaluation of the student’s experience and share with both the student and the course coordinator (eg: faculty sponsor)
* Will fulfill the terms of this agreement to the best of my ability

**Contacting the faculty sponsor:**

At the beginning of the quarter, your student intern should provide you with contact information for his or her Course Coordinator. You will also receive correspondence from the Course Coordinator at the end of the quarter asking you to evaluate the student’s internship performance. If you have questions or concerns about your intern throughout the quarter, you should contact the Course Coordinator.

Course Coordinator: Anjulie Ganti, Senior Lecturer | Raitt Hall 331B | anjulie@uw.edu |

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| --- | --- |
| Site Supervisor signature: | Date: |
| *I have read and I understand this Learning Contract, as well as the SPH 495 Site Supervisor Guidelines provided to me by the student.* |

**Student:**

By signing below, I acknowledge I:

* Collaborated with my supervisor to develop learning goals, responsibilities, and a schedule that meets my needs and those of the internship site
* Will be professional – punctual; polite; and respectful of my supervisor and the policies, regulations, and rules of both the employer and the UW
* Will fulfill the terms of this agreement to the best of my ability

**Assumption of Risk:**

I acknowledge that there are certain risks inherent in internships, including but not limited to physical injury or death.  I acknowledge that not all risks can be prevented and I assume those risks beyond the knowledge and control of the University staff. I represent that I am able, with or without accommodation, to participate in the Internship, to use the equipment and/or supplies required, and have obtained any required immunizations and health examinations.

Should I require emergency medical treatment as a result of accident or illness arising from work on the Internship, I consent to such treatment.  I acknowledge that the University of Washington does not purchase health and accident insurance for students. I agree to be financially responsible for any medical bills incurred as a result of working on the Internship, unless the Internship Employer has purchased workers compensation coverage on my behalf. I acknowledge I have been advised to purchase medical insurance, and have been provided with information about the insurance options available to me (<https://depts.washington.edu/hhpccweb/insurance-plans/>) I will provide the Internship Employer with written information regarding medical conditions about which emergency medical personnel should be informed.

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| Student signature: | Date: |
| *I have read and I understand this Learning Contract, as well as the SPH 495 Course Guidelines.* |