

# PH 650R INTERNSHIP PRODUCT/DELIVERABLE GUIDE

## Planning for Products/Deliverables

All students registering for PH 650R must identify at least TWO deliverables, or products/materials that are **useful for the host organization**. Examples include written reports, videos, multi-media presentations, infographics, spreadsheets, websites, posters, or anything else an organization might need that allows students to apply essential skills. See below for additional examples.

While all students develop some skills through coursework, students come with varied skill levels, and may range from expert to novice for different project activities and deliverables. It is important for supervisors and students to discuss expectations around what skills and experience are necessary for project activities, and what skills may be further developed. The preceptor and student determine the number and types of products a student completes based on the agency's needs, time constraints, and student interests and capabilities. Multiple students can work on the same practicum product; however, each student must present documentation demonstrating individual competency attainment.

While your Internship Agreement should list specific products, we understand that these might change once a student is on site. Please inform your faculty advisor of changes and make sure to also include this in your evaluation at the end of your internship.

## Examples of Products/Deliverables

A product is a tangible output from the student's internship work. Students must produce a minimum of two products for the internship host site that demonstrates attainment of the five MPH Competencies the student selects and included in the Internship Agreement.

The following *examples are for illustration only*:

- Formative evaluation of the process and submit it to the preceptor with recommendations for improvement on contact tracing.
- A epidemiological analysis of the COVID-19 cases in the county

**Example 1:** MPH students are conducting remote case investigations and

contact tracing for the department of health. To successfully complete the APE requirement on the basis of this experience, a student could create the following types of products under a faculty member's supervision:

- Develop an anonymized case study report, detailing a challenging or novel situation encountered
- Record a simulated call or a call reenactment, based on a script prepared by the student
- Develop a training or resource document for other employees or volunteers
- Develop electronic or print materials that could be useful to community members receiving diagnoses and/or contact tracing calls

**Example 2:** A student planned to develop and deploy a survey for a practice site, and it is no longer possible to work with this agency. To successfully complete the experience, the student could create the following types of products under a faculty member's supervision:

- Similar type of survey
- Hypothetical data report
- Community dissemination plan

**Example 3:** A student was preparing to perform a needs assessment on a local community and can no longer leave home. To successfully complete the experience, the student could create the following types of products under a faculty member's supervision:

- Stakeholder analysis
- Outreach materials
- Public service announcements

**Additional examples include:**

<ul style="list-style-type: none"> <li>• Advocacy Tools</li> <li>• Asset Mapping Report</li> <li>• Business Plan</li> <li>• Communications and Outreach Plan</li> <li>• Community Assessment materials</li> <li>• Community Profile Reports</li> <li>• Conceptual Model</li> <li>• Course Module</li> <li>• Curriculum</li> <li>• Data Analysis Report</li> <li>• Data Collection Instruments</li> </ul>	<ul style="list-style-type: none"> <li>• GIS Map</li> <li>• Grant Proposal</li> <li>• Health Communication Materials</li> <li>• Literature Review</li> <li>• Logic Model and Core Component List</li> <li>• Manuals</li> <li>• Marketing Plan</li> <li>• Patient Engagement Tools</li> <li>• Policy Brief</li> <li>• Presentation Materials</li> <li>• Program Plan</li> </ul>
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<ul style="list-style-type: none"> <li>• Data Management User Guide</li> <li>• Environmental Scan Report</li> <li>• Evaluation Plan</li> <li>• Event Plan</li> <li>• Fact Sheet/Brief</li> <li>• Focus Group Guide</li> <li>• Formative Research Report</li> <li>• Fundraising Resource Guide</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendations Report</li> <li>• Research Recruitment Materials</li> <li>• Resource Guide</li> <li>• Safety or Risk Management Protocols</li> <li>• Social Marketing Campaign</li> <li>• Strategic Plan</li> <li>• Training materials</li> <li>• Web-based Tool</li> </ul>
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### Submitting Products/Deliverables

When an applied practice experience is complete, students submit final products for approval. Students will upload these in the online evaluation survey and will need to provide a brief description for each deliverable, where they describe the program competencies (skills) they have applied and demonstrated.

- It is the student's responsibility to ensure, through conversations with the supervisor and faculty advisor, that competencies are appropriate to the project.
- Planned work activities, deliverables, and competencies/skills being applied may change during the course of an applied practice project. You will need to inform your faculty advisor.
- If there are anticipated issues with completing project activities and deliverables on time or according to expectations, students and supervisors should contact both the faculty advisor and applied practice advisor as soon as possible to discuss options.

Supervisors are also asked to provide feedback to the student on their work performance in a final evaluation.

### Assessing Products/Deliverables

Credit for the internship is contingent upon successful completion of required hours and documents including evaluations and products. If a deliverable is not uploaded and approved by the faculty advisor, students must find another project to meet graduation requirements. To graduate, a student must have two approved applied practice deliverables in their portfolio. If either the faculty advisor or site supervisor does not approve, the student must find an opportunity to create additional, approved applied practice deliverables for a practice site in order to graduate.