



Guide to Hosting a UTSA Public Health Intern

**Department of Public Health
College for Health, Community, and Policy
The University of Texas at San Antonio**

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Internship Overview

Public health students are required to complete a 300-hour internship at the end of their degree program

- The internship counts for 6 credit hours, and students earn a letter grade.
- The internship must be completed in a single semester.
 - This is equivalent to 20 internship hours per week during the fall and spring semesters.
 - This is equivalent to 30 internship hours per week during the summer semester.
- The internship can be fully in-person, fully virtual, or hybrid. The modality is determined by the internship site's needs.
- The internship can be paid or unpaid.
- The intern should be able to provide 5-7 examples of meaningful activities that were completed during the internship. These can include training certificates, photos from events they helped prepare for/attend, print or media samples (newsletters, infographics, etc.), and excerpts from research they participated in (recruitment materials, data summaries, etc.). This list is not exhaustive; contact the internship coordinator at publichealth.internship@utsa.edu if you have questions about this requirement.

Internship Site Requirements

Internship sites must go through an approval process with UTSA. This will grant malpractice coverage for the student and outline University and site responsibilities.

In order to be approved, the site must:

- Have a designated supervisor for the internship who is willing and able to provide at least one hour of feedback each week to the intern and oversee meaningful activities.
- Be able to engage the intern in activities focused on developing skills and knowledge related to public health.
- Once this approval process is complete, the internship site's information sheet will be posted to the internship [webpage](#).

Internship Recruitment

Prospective internship students will be instructed to review all approved internship sites on the webpage a semester in advance of their planned internship. They will contact the sites they are most interested in interning with and provide their resumes. Internship sites determine how many interns they want to host each semester and have full choice in who they offer interviews and internships to.

Internship sites requiring background checks, vaccination records, or other requirements should work directly with the student(s) to secure appropriate documentation. These requirements should be disclosed during the interview process.

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Each semester, the internship site supervisor will complete a guidelines form for each UTSA public health intern. The intern will submit this form to the UTSA internship coordinator prior to the start of the internship. Once the form is received, the UTSA Department of Public Health will register the student for HTH 4936, the fully online, asynchronous internship class.

During the Internship

Internships start and end based on the [official UTSA semester dates](#). Emails will be sent to both site supervisors and students prior to the start of the semester and periodically throughout the semester with important information and reminders.

Interns will be provided an hours' log, required forms, a syllabus, and a schedule at the beginning of the semester through their online course on Blackboard (UTSA's learning management system). Student interns will submit periodic reflections and a portfolio of their progress at the end of the semester as part of their internship class grade. These will be evaluated by the faculty supervisor (HTH 4936 instructor).

Site supervisors will receive a copy of the syllabus and schedule at the beginning of each semester. During the first week of the internship, student interns and site supervisors should develop a plan for the semester.

- The plan should include the student's schedule, midterm and end-of-semester evaluation due dates, short-term and long-term goals, and 3-5 learning objectives/goals related to the student's professional goals and the work of the site.
- A form will be provided to the student interns, and they will submit this plan as part of their internship grade.

Site supervisors will be responsible for providing a midterm and end-of-semester evaluation of the student intern's efforts and for reviewing and approving their hours' log periodically.

Suggested Hours Distribution

We recommend the following hours distribution for the required 300 hours. Sites should keep the amount of busy work and tasks unrelated to public health to a bare minimum. This includes clerical, custodial, and administrative items that are not beneficial to the student's journey toward becoming a public health professional.

- 10% Education
 - Organization required training, policies, and procedures
 - Supervised education through videos and readings, etc.
- 20% Coaching/Feedback of the intern
 - One-on-ones between the supervisor and intern
 - Team/staff meetings with feedback for the interns
 - Performance management
- 70% Exposure/Experience (from the list of acceptable internship activities)
 - Relevant assignments, projects, activities
 - New and challenging responsibilities



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Acceptable Internship Activities

The student's internship activities must focus on developing skills and strengths necessary for public health work. These may include **but are not necessarily limited to** the following. Please reach out to the internship coordinator if you have questions and/or want to discuss other activities.

1. Research activities
 - a. Survey and data collection design, implementation, and/or analysis
 - b. Participant recruitment/engagement
 - c. Conducting literature reviews
 - d. Writing manuscripts
 - e. Other research dissemination (developing presentations, posters, white papers, etc.)
2. Primary and secondary prevention
 - a. Health screenings
 - b. Motivational interviewing
 - c. Immunization registration
 - d. Behavioral coaching
3. Health promotion activities
 - a. Curriculum development
 - b. Program planning, implementation, and/or evaluation
 - c. Delivering workshops or classes
 - d. Serving as a health resource
 - e. Applying health theories to materials, programs, or services
4. Assessment of Needs and Capacity
 - a. Identifying existing and available resources, policies, programs, practices, and interventions
 - b. Assessing existing and available resources, policies, programs, practices, and interventions
 - c. Listing the needs of the priority population(s)
 - d. Engaging community stakeholders
5. Health communication and marketing
 - a. Developing educational materials on health promotion/disease prevention for print and electronic media
 - b. Increasing health literacy and/or numeracy
 - c. Examining and addressing factors affecting communication
 - d. Identifying and influencing marketing trends for population of interest
 - e. Evaluating impact of communication
6. Environmental and occupational health
 - a. Implementing or evaluating worksite wellness activities
 - b. Encouraging or evaluating occupational safety practices
 - c. Employing infection prevention and control activities
 - d. Monitoring and/or employing food safety practices

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7. Policy, advocacy, and coalition-building
 - a. Contributing to new or changing policies including information gathering and writing policy drafts
 - b. Evaluating current policy impacts
 - c. Attending or facilitating meetings of the organization, stakeholders, etc.
 - d. Advocating for public health initiatives
 - e. Identifying available resources and gaps (e.g., financial, personnel, information, and data)
 - f. Evaluating advocacy efforts
8. Leadership and management
 - a. Facilitating events to promote health and/or promote agency/organization
 - b. Developing schedules and organizing meetings/appointments
 - c. Supervising volunteers
 - d. Planning training/education, including technical assistance and support
 - e. Developing guidelines, policies, and procedural manuals
 - f. Writing grants and funding proposals
 - g. Engaging in a health organization's strategic planning process

Contact Information

If at any time you have questions about the internship, please contact the internship coordinator and/or the Department of Public Health.

Public Health Internship Coordinator

Publichealth.internship@utsa.edu

Department of Public Health

Public.health@utsa.edu

210-458-8169

