**UTSA Public Health Internship Self-Assessment Worksheet**

The public health internship is a degree requirement for health and public health majors at UTSA. Students will complete a 300-hour commitment in one semester while enrolled in a 6-credit hour internship course, HTH 4936. The internship must be with an approved organization (see the internship [webpage](https://hcap.utsa.edu/public-health/current-students/internships/) for a current list). Students should apply to their internship one semester in advance and must have at least a 2.5 GPA at the time they apply.

The Department of Public Health created this assessment in order to assist students in finding sites appropriate for the student’s professional interests, skills, and needs. The Department recommends that you complete this assessment at least one month prior to applying for internships.

1. **What semester do I plan to complete my internship?** If you are unsure, speak to your advisor. Most students will complete the internship during their last semester.
2. **What are my professional goals? (*Why this is important:***  *If you plan to go to graduate school for research, you may want to focus your internship search on research-intensive positions. If you know you want to work more directly with the community, you may want to focus on social service and health education positions.)*
	1. What skills do I need to develop in order to achieve my goals? These may be ‘hard’ or technical skills, such as experience using Excel or SPSS, or ‘soft’ skills, such as customer service experience.
	2. What skills and strengths do I already have that may benefit an internship site?
3. **Do I have a resume that is ready to send out to prospective internship sites?** This includes being updated with current education and work/leadership experience and checked for grammar and spelling issues.

 YES NO

If your answer above was “no,” please refer to the following resources to help update your resume.

UTSA [Career Center](https://careercenter.utsa.edu/)

UTSA Public Health [Internship Templates](https://hcap.utsa.edu/wp-content/uploads/2022/05/Templates-resume-cover-letter-email-tips.pdf)

1. **What kind of organization am I most interested in interning with?** These may include hospitals, clinics, social service agencies, government agencies, etc.
2. **What health topics and populations am I most interested in?**
3. **Consider any practical limitations:**
	1. Most internships are unpaid. If I need/want a paid internship, which sites offer paid opportunities? What can I do to make my application more competitive?
	2. Consider when you are planning to complete the internship. Fall and spring internships typically require 20 hours per week to meet the 300-hour requirement; students are usually only allowed to take 2 other classes with the internship. Summer internships typically require 30 hours per week to meet the 300-hour requirement; students are usually not allowed to take classes with the summer internship due to the time commitment. Will I be able to complete the internship in the semester I plan to? If not, what can I do to adjust my schedule?
	3. Am I able to commit to in-person, fully virtual, or hybrid modalities?
		1. If in-person, do I have the resources to make it to my internship? This may include transportation, time in your course schedule, money for fuel, etc.
		2. If fully virtual, do I have the resources to perform well in my internship? This may include consistent access to a computer and internet and strong self-discipline and motivation.
		3. If hybrid, do I have all of the traits listed above?
	4. Are there any aspects of my current work, living situation, or personal life I need to include in my internship decision? You are welcome to consult the internship coordinator about these issues in advance of your internship by emailing publichealth.internship@utsa.edu.

Now that you have answered these questions, review the approved internship [site list](https://hcap.utsa.edu/public-health/current-students/internships/). Using the criteria you established in this worksheet, review the activities and skills listed on the site information sheets. Identify at least 3 sites that you believe are a good fit for you, and review their websites for more information about them. Once you are confident in your potential fit with your top 3 organizations, contact them through email (or other instructions specified on the information sheets). Include your resume and the information you developed in this worksheet to demonstrate why you are interested in interning with them.