

Planning Your Internship

REQUIREMENTS:

- ☑ 12 credits (960 hours) of internship experience in total
- ☑ 6 of the 12 credits must be within your area of concentration
- ☑ 3 to 6 of the remaining 6 credits must be outside your area of concentration

These requirements are typically completed by doing 6 credits (480 hours) in the summer at 40 hours/week for 12 weeks and 3 credits (240 hours) during the fall and spring of your second year (20 hours/week for 24 weeks). **You must complete four core courses prior to doing an internship.**

REGISTERING:

- 📅 Registration for summer internship credits will occur during the fall semester following the summer session as you will be completing the paperwork requirements and preparing for your oral presentations. You will register for your remaining 6 credits in the following spring.
- 📅 Internship SKNs can be obtained from Lynley Thomson during specific times as noted on the listserv. You must present your signed advisement form in order to obtain an SKN.

POLICIES AND PROCEDURES:

- 📖 The most current MPH Internship Handbook will be available on the Internships webpage for download. Procedures and due dates will be outlined in the Handbook. **It is your responsibility to meet all of the requirements in the internship handbook.**
- 📖 **Important notices of internship position postings, policies, and due dates are distributed on the SPH Student Listserv.**
- 📖 All internship forms are available on the SPH website for download at <http://www.albany.edu/sph/information/internshipprocesses2.htm>. Failure to meet due dates for submission of paperwork may result in the consequences stipulated in the Handbook.

FINDING A PLACEMENT:

It is never too early to begin thinking about potential placements that will match your career interests. This is your opportunity to contribute to an organization while gaining hands-on experience in a real-world setting. The internship component is viewed as the culminating experience of the MPH degree as it allows for an application of a set of core competencies gained throughout your coursework while contributing to a professional environment. **You should refer to the MPH Internship Handbook**

and work in close collaboration with your faculty advisor to ensure that the internship meets the minimum requirements specific to your area of concentration and will provide adequate opportunity to achieve the related learning objectives.

- 📍 Internships submitted to the Dean’s Office are posted on the SPH website on the “Internships” page under the “Current Students” link on the homepage.
- 📍 You are also encouraged to research other opportunities on your own as these placements often end up being most closely tailored to your career interests.

📍 The following list of resources may be helpful as you begin your search for a placement:

- **UAlbany School of Public Health Internship Website**
 - <http://www.albany.edu/sph/information/internshipsfall.htm>
- **Public Health Management Leaders of Tomorrow Application Information**
 - <http://www.albany.edu/sph/information/phmlot.htm>
- **Association of Schools of Public Health (ASPH) Internships and Fellowships**
 - <http://www.asph.org/document.cfm?page=752>
- **ASPH Public Health Jobs Net (keyword search: internship)**
 - <http://www.publichealthjobs.net/>
- **ASPH Job and Career Links**
 - <http://www.asph.org/document.cfm?page=733>
- **APHA Public Health Career Mart Search**
 - <http://apha.jobcontrolcenter.com/search/>
- **Emory University’s Public Health Employment Connection**
 - <http://cfusion.sph.emory.edu/PHEC/phec.cfm>
- **Emory’s Rollins School of Public Health Career Services Guide to Internships**
 - <http://www.sph.emory.edu/CAREER/stuinternships.php>
- **Boston University’s School of Public Health Internship Practice Resources**
 - http://sph.bu.edu/index.php?option=com_content&task=view&id=176&Itemid=204
- **Kaiser Family Foundation, Policy Fellowships**
 - http://www.kaiseredu.org/policy_index.asp
- **CDC Public Health Training Opportunities**
 - <http://www.cdc.gov/phtrain/>
- **US Department of Health and Human Services Jobs**
 - <http://www.hhs.gov/careers/>
- **Health Resources and Services Administration Jobs**
 - <http://www.hrsa.gov/about/jobs.htm>
- **Agency for HealthCare Research and Quality Job Vacancies**
 - <http://www.ahrq.gov/about/vacancy.htm>