WHAT TO LOOK FOR IN AN INTERNSHIP/CAPSTONE
When looking for an internship/capstone, students should consider their interests, past experience, the requirements of their degree program, and what they want to glean from the experience. Specific activities or tasks that may be part of the internship/capstone learning experience include:

- Participating in the day-to-day work of the site.
- Attending organizational or community meetings with the supervisor.
- Assisting in program development or evaluation.
- Participating in the ongoing research activities for studies with the supervisor.
- Working with a team responsible for several existing projects.
- Assisting with data analysis.

Students should look for a supervisor who is excited about working with them on their internship/capstone. Because the supervisor’s role is to help the student develop the internship/capstone and supervise its implementation, the supervisor needs to be committed to devoting time to the student. The supervisor should also be professionally and academically qualified.

Students should use the Internship/Capstone Agreement as a guideline for internship/capstone planning. Students should talk with their supervisor about the activities to be conducted during the internship/capstone, his or her learning objectives, the time commitment, expected work hours, and deadlines for completing the required internship/capstone work.

FINDING AN INTERNSHIP/CAPSTONE
It is ultimately the student’s responsibility to find and secure an internship/capstone. Students can schedule a career coaching session to discuss internship/capstone search strategies, improve application materials (such as résumés), and prepare for interviews. To schedule an appointment with a career development professional, go to the Careers and Internships section of the Fairbanks School of Public Health website.

Students should start planning for the internship/capstone the semester before it begins. Traditional internship opportunities submitted to the school are posted to the Fairbanks School of Public Health job board, Career Link, and are shared via email in the Weekly Job, Internship and Opportunities email. Many internship/capstone opportunities are never posted. Students are encouraged to reach out to organizations of interest to inquire about possible opportunities directly.

OBTAINING APPROVAL
It is up to the student to find an internship/capstone site. Once one has been identified the student is encouraged to discuss the option with their department’s Faculty Advisor. If the advisor agrees that the proposed experience meets the requirements of the student’s major, the student and supervisor can proceed with defining the student’s responsibilities, tasks, and schedule. Based on this discussion, the student and their supervisor will draft the Internship/Capstone Agreement and share it with the Faculty Advisor for approval. When the Faculty Advisor and supervisor are satisfied with the agreement, all the parties will electronically sign and the student will submit the agreement to their department’s Internship/Capstone Coordinator. The Coordinator will give the student authorization to enroll in the department’s internship/capstone course. It is up to the student to formally enroll in the course. From there, they can begin logging internship hours.

PROFESSIONAL CONDUCT
Pursuing an internship/capstone is a privilege that also carries responsibilities. It is important for students to realize that the organizations that agree to host interns and capstone students invest time and resources in mentoring and training interns. When students accept internships and capstone opportunities they are representing the Fairbanks School of Public Health and the IUPUI campus, and a student’s conduct may determine whether or not the host organization will continue to accept students. In addition, students who earn high marks for their internship work may be invited to join the organization upon graduation.

Employers expect interns to:

- be on time,
- dress appropriately (learn more by reading the Professional Attire Handout),
- treat members of the organization with respect,
ENVIRONMENTAL HEALTH MAJORS (PBHL- A380)
The internship in environmental health science (PBHL-A380) provides students with an opportunity to gain meaningful and appropriate experience in any of the areas of specialization within environmental health. Students may seek internships in local, state, national, or international organizations in the government, not-for-profit, business, or industrial sectors, providing the work of the internship provides a meaningful internship appropriate to the bachelor’s levels of education. Internships may be paid or unpaid, and students are encouraged to have more than one internship.

The internship is a valuable part of the academic experience because it gives students an opportunity to:
- apply classroom knowledge and skills,
- gain valuable work experience that complements the student’s academic program,
- identify alternative career opportunities,
- understand expectations for professionals in the field
- make connections with professionals who might provide letters of recommendation or help with job searches.

Credit Hours and Eligibility
The environmental health science internship is a 3 credit hour internship course (PBHL- A380). Students are required to work for 240 hours to earn those 3 credit hours (about 15-20 hours per week during a semester).

In order to be eligible for the internship, students must meet the following criteria:
- be enrolled in the environmental health sciences program
- have sophomore standing (26 credit hours completed)
- have a cumulative GPA of 2.5 or higher
- have completed a least one semester at IUPUI

Evaluation and Grading
The internship experience is graded on a Satisfactory/Unsatisfactory basis. A student will earn a grade of Satisfactory when he/she fully meets the requirements of the course. These requirements include:
- Completion of the Internship/Capstone Agreement
- Completion of 240 hours of work – tracked and verified on the Internship/Capstone Log
- Completion of the Student Internship/Capstone Evaluation
- Supervisor’s completion of evaluations (mid-point and final)
- Submission of the final reflection paper

Department Contact
Environmental Health Science Faculty Advisor/Internship Coordinator – Dr. Max Moreno (mmorenom@iu.edu)
The Internship/Capstone Checklist

SEARCHING FOR AN INTERNSHIP/CAPSTONE

☐ List your priorities for the internship/capstone. Is it most important to learn a new skill set? Work on a particular kind of project? Work hours other than 8 AM - 5 PM? Work on a specific topic (maternal and child health, tuberculosis, tobacco prevention etc.)? Are there other considerations that are more important? Once you have defined your priorities, discuss them with your department’s Faculty Advisor and/or Internship/Capstone Coordinator and begin searching for appropriate internship/capstone opportunities.

☐ Update your résumé. Supervisor frequently request it, along with a cover letter, before granting an interview. Contact sites to talk with potential supervisors. If you would like assistance in developing your résumé or cover letter, schedule a Career Coaching appointment. Visit the Careers and Internships portion of the School’s website to learn how to schedule an appointment.

☐ If you have questions about the internship/capstone process, schedule an appointment with your department’s Internship/Capstone Coordinator.

OBTAINING APPROVAL

☐ Once you have identified a potential internship/capstone, review your plan with your department’s Faculty Advisor. Send a brief e-mail to them for informal approval to proceed.

☐ Complete the Internship Agreement (electronic PDF form) with your supervisor. Make sure you have e-signed the agreement and obtain electronic signatures from your Faculty Advisor and your supervisor.

☐ Email the completed and signed Agreement form to your department’s Internship/Capstone Coordinator. This step **MUST** be completed before you can begin logging hours for your internship/capstone.

☐ The Internship/Capstone Coordinator will review your form and grant you permission to enroll in the appropriate internship/capstone course. **It is your responsibility to register for the internship/capstone course.**

DOCUMENTING YOUR INTERNSHIP/CAPSTONE

☐ Maintain your weekly log (PDF fillable form). Be sure to document each week’s date range, hours completed, and a summary of projects and work done during that week. Be sure you keep up with this log throughout your internship/capstone.

☐ Halfway through your internship/capstone (120 hours for students earning 3 credits)

☐ Complete 240 hours of work. Complete the tasks and projects outlined in your Internship/Capstone Agreement

COMPLETING YOUR INTERNSHIP/CAPSTONE

☐ Submit your internship/capstone log to your supervisor for their review and electronic signature verifying the hours and work completed. Once they have signed the log, it can be submitted via email to your department’s Internship/Capstone Coordinator. Be sure the total cumulative hour count is stated on the log.

☐ Complete the online Internship/Capstone Evaluation: https://iu.co1.qualtrics.com/SE/?SID=SV_5mrgPAAuDDQrzQ9

☐ Remind your supervisor to complete their final evaluation of your work. This is an online evaluation. They have been sent a link. If they need to have the link resent, have them email your Internship/Capstone Coordinator.

☐ Write and submit the internship/capstone final reflection paper following the prompt below. Submit the final paper via email to your Internship/Capstone Coordinator. Your final paper, hour log, and evaluation are due two weeks before the last day of classes during the semester you are enrolled.