

**UCLA Fielding School of Public Health  
Department of Environmental Health Sciences**

**Environmental Health Sciences 400  
Internship Handbook  
2018-2019**

Click [here](#) to go to the internship page of the EHS website

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**INTRODUCTION**

The UCLA MPH Program in Environmental Health Sciences (EHS) prepares students for careers in environmental health by integrating a strong foundation of theoretical and laboratory knowledge with an internship. The internship provides students with an opportunity to apply principles and knowledge obtained in the classroom to real-world problems in a professional setting. Following the internship, students will need to enroll in EHS 400 for 4 units and write a research report based on their internship. This acts as the culminating experience for the degree. The internship is intended to contribute to both cross-cutting competencies and discipline-specific competencies for the MPH in EHS (<http://ph.ucla.edu/current-students/programmatic-competencies>).

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<b>Cross-Cutting MPH Competencies</b>	<b>EHS Discipline-Specific Competencies</b>
<ul style="list-style-type: none"><li>● Demonstrate effective written and oral skills for communicating with different audiences in the context of professional public health activities</li><li>● Engage in dialogue and learning from others to advance public health goals</li><li>● Demonstrate team building, negotiation, and conflict management skills</li><li>● Use collaborative methods for achieving organizational and community health goals</li><li>● Apply evidence-based principles and the scientific knowledge base to critical evaluation and decision-making in public health</li></ul>	<ul style="list-style-type: none"><li>● Organize information and data, prepare technical reports and give oral presentations on environmental contaminants and impacts</li><li>● Communicate effectively with diverse audiences</li><li>● Draw upon scientific knowledge and assessment methods to develop approaches to assess, prevent and control environmental hazards that pose risks to human health and safety</li><li>● Present cogent and well substantiated arguments for actions to address environmental health concerns</li><li>● Draw upon key information sources and references essential to environmental health practice</li></ul>

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All students in the MPH Program in EHS are required to complete a 400-hour internship in an appropriate environmental health setting. Internship settings may include government agencies or departments, non-profit organizations, local industry, consulting firms, community organizations, advocacy agencies, national laboratories, university, college, or school setting. Your faculty advisor cannot serve as your preceptor and you cannot do the internship within your department. Students coming into the program with at least 12 months of prior relevant work experience may request to waive out of the internship requirement (see page 6). Students are encouraged to complete the internship during the summer between years 1 and 2.

## **INTERNSHIP REQUIREMENTS**

**Prior to starting the internship, the student must complete the “MPH Internship Approval Form” and have it signed by the preceptor at the organization that is sponsoring the internship.** The student should then submit this form to his or her faculty advisor and the EHS Department Chair for approval. The signed form should be submitted by the student to the Internship Coordinator no later than June 1 (if completing internship during summer; otherwise, one week prior to starting internship if timeline is not during summer). The synopsis of the proposed internship project should include a typed summary that provides concrete details regarding what work you will perform as well as the overarching goals of the project.

**After the student has been at the internship for two weeks, the “Scope of Work” form is due.** By this time, the student and field advisor will have a good sense of what the internship will entail and this should be described on the form. The student should also clearly articulate the question(s) to be addressed by the internship project, and the relationship between the internship and the MPH Final Report. It is highly recommended that a meeting or conference call take place between the student, the preceptor, and the faculty advisor, so that the research question(s) can be determined. **Once the “Scope of Work” form is signed by the student, preceptor, faculty advisor and Department Chair, the student must submit it to the Internship Coordinator.**

**At the end of the internship, the student must complete the “Student Internship Evaluation” and the preceptor must complete an “Internship Performance Evaluation”.** The student will turn in the “Student Internship Evaluation” and the “Internship Performance Evaluation” to the Internship Coordinator. A copy of each evaluation should also be submitted to the faculty advisor at the time you submit your MPH Final Report.

**No later than the final quarter of the program, the student must enroll in 4 units of their faculty advisor’s section of EHS 400. The grade for EHS 400 is determined by the faculty advisor’s assessment of the student’s MPH Final Report.** The final form of this report must be approved by both the preceptor (first) and the faculty advisor (second). It should be submitted to the faculty advisor for a grade no later than the 8<sup>th</sup> week of the terminal quarter, and once approved, the student needs to submit the signed and graded final report with cover page (page 10) to the Internship Coordinator by the end of week 10. The report should be a scholarly treatment of the problem area in which the intern has worked. The report should show evidence of originality and critical thought. The faculty advisor assigns a letter grade to the report. The EHS 400 course also counts as your Master’s Comprehensive Exam. It is advisable to not wait until your final quarter to enroll in EHS 400. If you receive an incomplete grade in EHS 400 in your final quarter, since you must be enrolled during the quarter you take your Comprehensive Exam, you will be required to enroll in another quarter in order to complete your incomplete grade. This means you will pay full tuition cost only to complete one course.

Those students who wish to waive out of the internship must still write an internship report that summarizes their prior field experience. This report must be submitted to the faculty advisor for a letter grade before the request to waive the internship can be approved. Students that want to waive their internship requirement should consult with their faculty advisor and the Internship Coordinator prior to preparing a written report. All reports will be archived by the department for our certification purposes, for example, for certification of the Industrial Hygiene program by the Accreditation Board for Engineering Technology (ABET). The reports will also be made available for Association of Schools and Programs of Public Health (ASPPH) accreditation purposes.

### INTERNSHIP SEARCH

There are various resources that are accessible to you for your internship search. To start, it is important to schedule a meeting with your faculty advisor no later than the end of January to discuss your internship plans. Your faculty advisor has to approve of the internship you select so it is crucial to have a discussion about your interests and your potential plans early on to be clear on your faculty advisor's expectations for the work you will perform at your internship. Your faculty advisor may also direct you to appropriate sites and opportunities depending on your stated skills and interests.

If you come across an internship position where all you will do is literature review or basic office duties, please note that this will not be considered an acceptable internship. Your internship project must contain a substantive original analytical component on top of the literature review if you want to incorporate a literature review.

In January, your internship coordinator will reach out to past preceptors and organizations that have offered internships in previous years to see if they have plans to offer internships in the upcoming summer. Your internship coordinator will then email all opportunities to you and will also store the opportunities in the following database: <https://ccle.ucla.edu/course/view/EHS%20Internships>. You will be emailed an invitation to join the database and once you accept, you will be granted access.

The internship coordinator also stores all previous internship projects in binders at her office. You can schedule an appointment to look through the binders. If you find a previous project that interests you, let the internship coordinator know so that she can try to connect you with students who interned at the site. The students you get connected to may be able to put you in contact with the preceptor at the site, provide you with insight on the interview process, as well as helpful tips for the application process.

Another resource is Handshake (<https://www.career.ucla.edu/handshake>). Create a free Handshake account and regularly check it for workshops, jobs, internships listings, on campus recruiting, and annual career fairs provided by the FSPH Career Services (<https://ph.ucla.edu/current-students/career-services>) and the main campus UCLA Career Center (<https://career.ucla.edu/>).

You can also log into CCLE (<https://ccle.ucla.edu/>), search for "UCLA Fielding School of Public Health Career Services," and click "self-enroll," to view recorded professional communication skills workshops. Like the [FSPH Career Services Facebook](#) page to learn about upcoming campus and community events, jobs/internships, and public health professional development opportunities.

In addition to the above mentioned resources, you are highly encouraged to network as much as possible. Let people know you are searching for internships, including details about your project interests and location preferences. If you currently hold a part-time position that is related to your field, you may want to inform your supervisor that you will be searching for a summer internship. Your supervisor may be able to offer you a project or may know of someone who could serve as your preceptor.

### INTERNATIONAL STUDENTS

International students are required to take the following documents to their Dashew Center F-1 Visa counselor once you plan to do a paid or unpaid internship off campus and you receive an offer letter from your internship site:

- Internship letter from Internship Coordinator
- CPT request form: <http://www.internationalcenter.ucla.edu/Content/files/f1/CPTRequest.pdf>
- Employment offer letter

If you are working on the UCLA campus, you do not need to obtain a internship letter from me.

### PLACEMENT SELECTION

To satisfy the internship requirement, you *must address a scholarly environmental health question*. Students are expected to be able to generate a hypothesis related to the subject of their internship and place their work in the context of other work being performed at the host organization. The work should be flexible enough that the student can be exposed to a variety of meetings and decision-making at the appropriate levels of the organization. Regardless of the nature of the placement, the students' work should be valued by the organization and make a contribution to meeting the organization's goals or mission. This is signified by the preceptor's approval of the report submitted by the intern upon completing the internship.

Students should seek an internship that will enhance their skills and prepares them for the workforce. Not all internships are paid. If a paid internship is important to you, view the pay information prior to applying for the internship. There are other funding opportunities that you will be able to apply for and if eligible, you could receive a stipend. The School of Public Health typically advertises funding opportunities for students during Winter quarter. You should also consider your desired location for the internship. When you figure out the pay, location and type of work you would like to do, you will need to create a resume and cover letter so that you are prepared to apply for an internship. Please schedule an appointment with your internship coordinator to review your cover letter, resume, and to do a mock interview.

In the case of Industrial Hygiene internships, the approval of the Director of the Industrial Hygiene Program, Dr. Shane Que Hee, is also necessary. Working students occasionally use their existing sites for the internship. In such a circumstance, the student must provide in the EHS 400 Final Report an account of the new skills and knowledge obtained during the internship, and how their academic courses have helped them solve the problems investigated.

There are a variety of projects in which students can apply to for their internship. Examples of previous student projects include:

- Assisting Los Angeles Fire Department CUPA integrate CERS database (web-based system to support businesses with their electronically reporting of hazardous materials inventory) with Envision Connect to improve consistency of inspections in the city
- Assessment of trends over 25 years in ambient monitored toxic air contaminants in environmental justice (EJ) versus non-EJ areas in California
- Evaluation of safety hazards in an analytical laboratory and performing wet chemistry analysis of chemical parameters on wastewater treatment plants samples and regulatory compliance water samples
- Performing calculations supporting air quality, greenhouse gas and noise technical analyses; Conducted environmental monitoring (air quality and noise)
- Water quality monitoring in Aliso Creek watershed and assisting investigation in Newport Bay watershed
- Exposure assessment of formaldehyde in paint renovation sites at a major university
- Revision and expansion of O224u® Environmental Education Program
- Industrial hygiene sampling at UCLA under the auspices of UCLA Environment, Health & Safety and testing of a hypothesis related to this sampling
- Health effects of the No.6 Naphtha Cracker Petrochemical Complex

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### **ROLE OF THE PRECEPTOR AND SPONSORING ORGANIZATION**

The internship program is meant to introduce the student to a high level of professional skill and expertise in environmental health. The student should consider the following when selecting preceptors and placement sites:

- The preceptor should have an environmental health or related graduate degree or equivalent combination of degree and experience
- The preceptor should demonstrate an interest in fostering the student's learning experience
- The proposed internship project should provide opportunities for the student to be exposed to a variety of organizational departments, individuals, functions, and tasks
- The preceptor should commit to meeting with the student on a regular basis during the internship to discuss and critique the student's work and progress
- The internship project should be relevant both to the mission of the sponsoring organization and to the field of environmental health

The Department of Environmental Health Sciences expects preceptors to provide supervision for the student. Assigned tasks should not only meet the organization's needs but also provide opportunities for the student's personal and professional growth. The preceptor should work with the student prior to the beginning of the internship to develop a synopsis of the project plan. This plan will need to be included on the MPH Internship Approval Form that the student submits to the faculty advisor for approval. The preceptor is expected to work with the student during the first week of the internship to finalize the scope of work for the project. Organizations are expected to provide student interns with access to any data required to conduct their projects. The preceptor is responsible for evaluating the final report that the student completes at the end of the project before it is submitted to the faculty advisor for a grade.

### **ROLE OF THE STUDENT**

In return for the commitment of the organization, the student also has a responsibility to the organization. The Department of Environmental Health Sciences expects students to act as developing professionals by:

- Search for internship opportunities starting in January of first year in the program
- Participating in setting goals for their own learning
- Fulfilling a minimum of 400 hours at the internship
- Behaving in an ethical and professional manner
- Performing quality professional work that is scientifically defensible
- Conducting themselves in a manner consistent with the values of the organization
- Completing academic work and assigned papers relating to the internship project

### **ROLE OF THE FACULTY ADVISOR**

The faculty advisor is expected to:

- Discuss the proposed internship project with the student and the preceptor to determine whether it is suitable for the internship program
- Make recommendations for modifications to meet program guidelines if necessary

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- Provide guidance and advice to the student and the preceptor as needed throughout the internship
- Evaluate the final report once it has been approved by the preceptor and assign a letter grade
- Provide expectations and guidance for all internship related paperwork

Note that prior to starting the internship, the student must get written approval for the project from the faculty advisor and department chair. If prior approval is not obtained, the student runs the risk of not getting formal credit for completing the internship requirement for the program. All content related questions pertaining to your internship paperwork should go to your faculty advisor.

### **INTERNSHIP TIMELINE**

The Internship timeline loosely follows the major milestones identified here for a typical summer internship of 10 weeks.

<b>January - February:</b>	Internship coordinator sends recruitment email to potential field mentors; students work with Internship Coordinator on resume and cover letter preparation
<b>March-May:</b>	Sponsoring organizations and preceptors arrange for informational meetings and student interviews
<b>June 1:</b>	Internship approval form must be submitted to advisor
<b>Mid-June - Early July:</b>	Internships begin
<b>2nd Week of Internship:</b>	Scope of Work form is due
<b>Late September:</b>	Internships end

This process is designed to permit sufficient time for students and organizations to identify a good fit and to reduce anxiety. Many students will have accepted offers by April or early May. Once you complete 400 hours of your internship, which typically will take place over the summer after your first year in your program, you may enroll in EHS 400. You should enroll in the course when you are ready to write your final report. This will typically occur during your second year during Fall, Winter, or Spring. Students do not take EHS 400 over the summer since that is the time they are still completing their internship hours. You will need to ask your faculty advisor for a PTE to enroll in EHS 400 once you're ready to take the class.

### **EXAMPLE OF RECENT INTERNSHIP SITES**

Some of the organizations that have recently provided internship sites include:

- Guangzhou Institute of Geochemistry, Chinese Academy of Sciences
- Instituto Nacional de Salud Publica
- Los Angeles Department Water and Power
- Los Angeles City Fire Department
- Northrop Grumman
- UCLA Sustainable Technology & Policy Program
- WHO – Global Malaria Programme



## **WAIVING INTERNSHIP REQUIREMENT**

Students coming into the program with at least 12 months of prior work experience in an area relevant to environmental health may request to waive out of the internship requirement. The work experience would need to have taken place within the last five years and the student would need to provide proof of employment that demonstrates the student was in the role for at least 12 months and the nature of the work that was done by the student. Students need to first discuss this with the Internship Coordinator. The administrative process requires that the student have the MPH Internship Approval form signed by the preceptor or supervisor, the student's faculty advisor, and the Department Chair in order to make sure the work experience was relevant. Once approved, the student will write a project summary paper based on the previous relevant work experience, attach it to the MPH Final Report form, and gather the appropriate approval signatures.

## **MPH FINAL REPORT**

Each faculty advisor may have their own maximum or minimum page requirement for the final report. It typically should be 4 – 5 pages (single spaced) and should be in the format specified on the cover page on page 11. Prior to writing your MPH Final Report, ask your faculty advisor if he or she requires a minimum or maximum amount of pages for this assignment. Be clear on your faculty advisor's expectations for your MPH Final Report. It is definitely recommended that you send your faculty advisor a draft or outline of your report and meet with him or her to go over it. This way you can make sure you are on the right track before you spend too much time on the report.

If a student does not have relevant content for the “experimental” section of the final report, the equivalent would be a description of what methods you used to achieve the goals of your internship. One important thing to keep in mind is that you should be placing the work that you did for your internship in the context of the larger literature on the subject of your internship. One thing that can be very helpful is to schedule a consultation with one of the Biomed Librarians (see <http://www.library.ucla.edu/support/research-help/drop-and-scheduled-research-assistance/louise-m-darling-biomedical-library>) for a one-on-one session on how to search both the peer-reviewed and gray literature on your topic.

If you would like another person to review your report prior to submitting a draft or outline to your faculty advisor, the Graduate Writing Center is a free resource provided to you as a UCLA graduate student. They are located at the Student Activities Center. Visit the following URL for more information or to schedule an appointment: <https://app.gsrc.ucla.edu/gwc/reservations/>

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**EHS MPH INTERNSHIP APPROVAL FORM**

*This form is due to by June 1*

UCLA FIELDING SCHOOL OF PUBLIC HEALTH

Name of Student: \_\_\_\_\_

Proposed Organization Name: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Preceptor (name and title): \_\_\_\_\_

Preceptor email and phone: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Faculty Advisor (name and title): \_\_\_\_\_

Proposed Internship Period (dates): \_\_\_\_\_

How did you find out about this internship: \_\_\_\_\_

Pay Rate: \_\_\_\_\_

Synopsis of Proposed Internship Project (type a summary that provides concrete details regarding what work you will perform and the overarching goals of the project):

*I understand that I am expected to complete at least 400 hours of work for the above internship. I agree to abide by the ethical codes of the University of California while performing this internship and to provide my faculty advisor and the Internship Coordinator with a written summary of the project when the internship is completed.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I agree to supervise the Internship Student on the project described above and to evaluate the written summary of the project that the intern writes upon completion of the project*

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have discussed the proposed internship with my advisee and the Field Mentor. This project is consistent with the guidelines and objectives of the MPH Internship program.*

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### EHS MPH SCOPE OF WORK FORM

*This form is due by the end of the second week of the internship.*

UCLA FIELDING SCHOOL OF PUBLIC HEALTH

Name of Student: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Preceptor (name and title): \_\_\_\_\_

Preceptor email and phone: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Faculty Advisor (name and title): \_\_\_\_\_

Internship Period (dates): \_\_\_\_\_

Please attach the approved Scope of Work report to this form. The Scope of Work should be 1-2pages in length (single spaced) and should include the following sections:

- Aims (< 250 words)
- Internship Plan. Some items to consider:
  - What substantial intellectual activities are you engaged in as part of your internship?
  - What data will be collected?
  - How many samples?
  - What are the subjects?
  - What are the policies?
  - Describe the work team
- Goals for Remainder of Internship
- Relationship Between the Internship and the Final Report
- Summary

*I understand that I am expected to complete at least 400 hours of work for the above internship. I agree to abide by the ethical codes of the University of California while performing this internship and to provide my faculty advisor and the Internship Coordinator with a written summary of the project when the internship is completed.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I agree to supervise the Internship Student on the project described above and to evaluate the written summary of the project that the intern writes upon completion of the project*

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have discussed the proposed internship with my advisee and the Field Mentor. This project is consistent with the guidelines and objectives of the MPH Internship program.*

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## EHS MPH FINAL REPORT COVER PAGE

*Should be submitted to faculty advisor no later than the 8<sup>th</sup> week of the term in which the student is enrolled in EHS 400 for 4 units. Copy of approved report (with all signatures) needs to be turned in to Internship Coordinator by the end of week 10.*

UCLA FIELDING SCHOOL OF PUBLIC HEALTH

Name of Student: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Preceptor (name and title): \_\_\_\_\_

Preceptor email and phone: \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Faculty Advisor (name and title): \_\_\_\_\_

Internship Period (dates): \_\_\_\_\_

Please attach the approved Final Report to this form. The Final Report should be 4-5 pages in length (single spaced). For a traditional report, the suggested format is:

- **Abstract** (typically < 250 words; summarizes the goals of the project, the work conducted, and the results of the work)
- **Introduction and Background** (summarizes relevant literature on the subject and provides a clear description of the motivation for the project)
- **Experimental** (detailed, technical description of how each experiment was conducted. Note that you should discuss with your field mentor whether this information is confidential or proprietary prior to submitting the report; if you are not permitted to provide this information, then this section should not be included.)
- **Results & Discussion** (describes the experiments that you have conducted and the results that you obtained)
- **Conclusion/Summary**
- **References** (any discussions of published work -- either yours or someone else's -- should be referenced with a citation in the text that refers to a detailed reference supplied at the end of the paper).

*I completed at least 400 hours of work for the above internship. I certify that the work performed herein is my own and that I have received permission from my field mentor to release it to my faculty advisor and the EHS department.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I grant authorization to the Internship Coordinator and other FSPH staff to share a copy of my MPH Final Report (grade omitted) with (check the following that apply):*

\_\_\_\_ FSPH students and faculty      \_\_\_\_ General public (to include potential website publishing)

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I certify that the student completed at least 400 hours of work under my supervision on the project described in the report. I have read the report and approve both the content and agree that it may be submitted to the EHS department.*

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I have read the attached report and certify that this project is consistent with the guidelines and objectives of the MPH Internship program/*

Faculty Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## EHS MPH STUDENT INTERNSHIP EVALUATION

*This form is due at the completion of the internship and should be filled out by the student.*

UCLA FIELDING SCHOOL OF PUBLIC HEALTH

Name of Student: \_\_\_\_\_ Date: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Internship Address: \_\_\_\_\_

Supervisor name and title: \_\_\_\_\_

Supervisor email and phone number: \_\_\_\_\_

Paid (amount): \_\_\_\_\_ Stipend (amount): \_\_\_\_\_ Volunteer: \_\_ Yes \_\_ No

### Your Supervisor:

1 Strongly Disagree to 5 Strongly Agree

- |  |   |                          |   |                          |   |                          |   |                          |   |                          |     |                          |
|--|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|---|--------------------------|-----|--------------------------|
| 1. Provided a good overview; oriented you to the organization... | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 2. Introduced you to the staff, key agency/community contacts... | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 3. Reviewed appropriate policies and procedures of agency...     | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 4. Communicated expectations of project and your performance...  | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 5. Provided adequate supervision and direction...                | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 6. Developed a good rapport with you...                          | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 7. Assigned work that matched your interests...                  | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 8. Assigned work that matched your skills...                     | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 9. Listened to your concerns; helped solve problems...           | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 10. Gave feedback on a regular basis...                          | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 11. Scheduled time to review progress and met with you...        | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 12. Encouraged you to feel part of the organization...           | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 13. Eased transition from the classroom to the work setting...   | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 14. Is a good role model ...                                     | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| 15. Is someone who can be recommended as a good supervisor...    | 1 | <input type="checkbox"/> | 2 | <input type="checkbox"/> | 3 | <input type="checkbox"/> | 4 | <input type="checkbox"/> | 5 | <input type="checkbox"/> | N/A | <input type="checkbox"/> |

Comments of any of the above:

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### The internship helped you develop:

1 Strongly Disagree to 5 Strongly Agree

1. Computer skills ...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
2. Managerial skills...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
3. Critical thinking...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
4. Problem solving...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
5. Decision making...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
6. Organizational skills...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
7. Delegation skills...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
8. Communication skills...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
9. Interpersonal/interactional skills...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
10. Writing skills...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
11. Program development skills...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
12. Evaluation skills...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
13. Ability to work with other disciplines...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
14. Leadership ...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
15. Ability to work as part of a team...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
16. Ability to work with racial/cultural diversity...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
17. Insight into your strengths/weaknesses...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
18. Clarity about your professional goals and interests...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
19. Understanding about the application of theory...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
20. Priorities for further professional development...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
21. Confidence in yourself as a professional...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>
22. Self-esteem...	1	<input type="checkbox"/>	2	<input type="checkbox"/>	3	<input type="checkbox"/>	4	<input type="checkbox"/>	5	<input type="checkbox"/>	N/A	<input type="checkbox"/>

Comments on any of the above:

## **Environmental Health Sciences Internship Handbook**

**Please answer the questions below:**

1. What did you learn about the profession of public health through your internship?
2. What did you learn about the practice of public health in an organizational setting that was helpful?
3. What did you learn about your own professional likes and dislikes?
4. What did you hope to get from your internship that you did not experience?
5. Would you recommend placement in your field site to future public health students? Why or why not?

**Please return completed form to:**

**Department of Environmental Health Sciences  
56-070 CHS  
Los Angeles, CA 90095  
[ehsinternship@ph.ucla.edu](mailto:ehsinternship@ph.ucla.edu)**

# Environmental Health Sciences Internship Handbook

## INTERNSHIP PERFORMANCE EVALUATION

*This form is due at the completion of the internship and should be filled out by preceptor.*

Student Name: \_\_\_\_\_

Total Hours: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Thank you for taking the time to evaluate your student intern. We consider the internship one of the most valuable learning opportunities that our students have and we appreciate the role you have played in fostering your intern's professional development. Please use the following scale:

- 1 = Improvement Required
- 2 = Improvement Possible
- 3 = Effective
- 4 = Very Effective
- 5 = Outstanding
- NA = Not Applicable

	1	2	3	4	5	NA	Comments
<b>PERSONAL ATTRIBUTES</b>							
Initiative							
Resourcefulness							
Reliability							
Accepts responsibility							
Works independently							
Effort to develop and improve skills							
<b>COMMUNICATION</b>							
Interpersonal communication skills							
Facilitation skills in groups							
Presentation skills							
Writing skills							
<b>LEADERSHIP</b>							
Ability to integrate self into work team							
Negotiation skills							
Ability to manage conflict							
Ability to motivate others							
Team building skills							
<b>PROFESSIONALISM</b>							
Knowledge of Public Health principles							
Able to apply principles to internship setting							
Exhibits integrity, compassion, honesty and respect for all people							
Ability to work collaboratively with diverse individuals, agencies, and organizations							
<b>PROFESSIONAL DEVELOPMENT</b>							
Self assesses professional skills frequently							
Accepts feedback and suggestions							
Gives feedback and suggestions							
Articulates career goals and plans							



## Environmental Health Sciences Internship Handbook

Notable strengths of student:

Recommendations for professional growth:

Contributions to agency/organization:

Additional comments:

Supervisor's signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

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**Student's comments:**

I have read and discussed this evaluation with my supervisor. I acknowledge the opportunity to include my comments in this section if I so desire.

Student's signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Please return completed form to:

**Department of Environmental Health Sciences**

**56-070 CHS**

**Los Angeles, CA 90095**

**[ehsinternship@ph.ucla.edu](mailto:ehsinternship@ph.ucla.edu)**