

PUBH 195 INTERNSHIP

WHAT IS AN ACADEMIC INTERNSHIP?

Academic Internships allow students the opportunity to build upon and develop their professional skills while they pursue their degree. This advantage provides them with experience that demonstrates their marketability once they have graduated.

- Gain knowledge, experiences, and skills that are needed in the job market or applying for graduate programs.
- Help students gain job experience needed to secure a full-time job after graduation.
- Get to know the values and norms emphasized in the public health community.
- Apply their public health, community health education, healthcare administration and occupational health and safety knowledge to the real world while earning academic units.

COURSE REQUIREMENTS

- Complete the hours and keep track of weekly
- Attend seminar meetings as need
- Meet with your Faculty Instructor
- Keep field notes -Weekly Narrative
- Write a Final Portfolio



START THE SEMESTER PRIOR TO THE SEMESTER YOU WILL TAKE YOUR INTERNSHIP COURSE...



- 1 Meet with your assigned Academic Advisor. Get graduation approval and discuss how many units of PUBH 195 you would like to sign up for. (3 units= 135 hours and 4 units = 180 hours)
- 2 Go to the DPH Canvas course and submit your PUBH 195 enrollment application. After approval, the DPH Staff will enroll you in the course.
- 3 Visit the Community Engagement Center Partnerships website to explore internship contracted with the University. Choose 3-5 possible internship sites in which you are interested. These can be paid or unpaid internships.
- 4 Contact the Internship Coordinator with the above. They will verify that the internship site's contract is active with the University.
- 5 Contact the Internship sites once the Internship Coordinator confirms they are active.

AT LEAST BY THE END OF THE FIRST WEEK OF THE SEMESTER...

- 6 Send an email to the Internship Coordinator with verification that you secured an internship.
- 7 Once you receive access to the Canvas course, review information such as the syllabus, assignments and other coursework for PUBH 195.
- 8 Schedule an orientation meeting with your Faculty Instructor.
- 9 Once you have access, log onto CEC Connect and complete orientation and paperwork.
- 10 Now, you are ready to begin interning at the Internship site.

CONTACTS

- **Faculty Instructor** - The person who will be your PUBH 195 course instructor. The instructor will observe and grade your PUBH 195 coursework.
- **Internship Site Supervisor** - The person you will report to and will verify your hours and performance as an intern.
- **Internship Coordinator** - The person to whom you can talk if there are any questions/concerns about the PUBH 195, the Internship sites, the Faculty Instructor... etc.



Internship Coordinator: Dr. Charl Mattheus | mattheus@csus.edu | Solano Hall 4029

Virtual Zoom Office: <https://csus.zoom.us/j/7402169274> or Meeting ID: 740-216-9274