

UCLA Fielding School of Public Health Department of Environmental Health Sciences



Internship Handbook 2015-2016

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

Azadeh Terceman
Internship Coordinator, Department of Environmental Health Sciences
56-085 CHS
Phone: (310) 206-4880
Fax: (310) 794-2106
E-mail: aterceman@ph.ucla.edu

TABLE OF CONTENTS

	Page
Introduction	1
Internship Requirements	2
International Students	3
Placement Selection	3
Role of the Preceptor and Sponsoring Organization	4
Role of the Student	4
Role of the Faculty Advisor	5
Internship Timeline	5
Student-Organization Match	5
Example of Recent Internship Sites	6
Waiving Internship Requirement	6
Internship Approval Form	7
Scope of Work Form	8
Internship Interim Report	9
MPH Final Report Cover Page	10
Student Internship Evaluation	11
Internship Performance Evaluation	14

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>).

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

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. 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 summer internship or one week prior to starting internship if timeline is not during summer).

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. After completing 200 hours of the internship, the student should submit an “Interim Report”, which must be approved by both the preceptor and the faculty advisor.** 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 8th week of the terminal quarter, and once approved, the student needs to submit the signed and grades final report with cover page (page 10) to the Internship Coordinator by the end of week 10. The MPH Final Report cover page and final report cannot be accepted by the Internship Coordinator until all required signatures and final grade are on the MPH Final Report cover page. 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.

INTERNATIONAL STUDENTS

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

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

PLACEMENT SELECTION

To satisfy the internship requirement, you *must address a scholarly research question*. All internship projects are expected to contain significant intellectual content. 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. Some placements are predetermined and require the student to fit into the specified conditions (e.g. industrial hygiene students who accept Cal/OSHA internships). Other placements are flexible and are built around the students' specific skills and interests. 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.

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

- Industrial hygiene sampling at UCLA under the auspices of UCLA Environment, Health & Safety and testing of a hypothesis related to this sampling
- Environmental assessments for Heal The Bay (local non-profit organization)
- Assessment of ecological effects of sewage discharges from wastewater treatment plants
- Evaluation of pathology laboratory hazards
- Environmental policy recommendations for the Air Resources Board
- Investigating freeway traffic as a source of aerosol and gaseous contaminants
- Evaluation of pesticide contamination on family farms
- Investigation of the reproductive effects of workplace toxicants on male spermatozoa
- Development of a computer program to predict contamination from plumes
- Needs assessment of under-served populations exposed to pesticides on farms
- Measurement of bacteria and viruses in coastal waters
- Investigation of runoff after rain episodes
- Prediction of air pollution exposure for underserved populations
- Samplings analysis of air pollutants in Los Angeles communities close to rail yards
- Evaluation of the role of the jail environment in the spread of MRSA among inmates

ROLE OF THE PRECEPTOR AND SPONSORING ORGANIZATION

The internship program introduces 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 sponsoring organization should agree to provide adequate financial and organizational support for the project

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 department 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.

Compensation

It is expected that interns in professional programs be remunerated as developing professionals. Occasionally, private community-based agencies and public sector organizations cannot afford minimum student wages. Students may accept a small stipend, a smaller salary, or volunteer if they anticipate the quality of the projects on which they work will provide them with exceptional professional development

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:

- Participating in setting goals for their own learning
- Fulfilling a minimum of 400 hours
- 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
- 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

In addition to the faculty advisor, other EHS faculty are available to discuss and consult with students or preceptors on any concerns regarding the placement. 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.

INTERNSHIP TIMELINE

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

January - February:	Department sends recruitment email to potential field mentors; students work with Intern Coordinator on resume and cover letter preparation
March-May	Sponsoring organizations and preceptors arrange for informational meetings and student interviews
June 1	Internship approval form must be submitted to advisor
Mid-June - Early July	Internships begin
2nd Week of Internship	Scope of Work form is due
After 200 Hours at Internship	Interim Report is due
Late September	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.

STUDENT-ORGANIZATION MATCH

Site selection may be either through student identification of the site and self-initiative, the FSPH Job Bank (database of internship opportunities which can be accessed at: <http://ph.ucla.edu/current-students/career-development/job-bank>), or the Department's organizational network. The Department's faculty direct students to appropriate sites and opportunities depending on their stated skills and interests. Organizations interested in a student can provide information for our Job Bank. Students interview competitively for these positions. Students may also identify their own opportunities. These must be approved by the Faculty Advisor before the internship begins. In the case of Industrial Hygiene internships, the approval of the Director of the Industrial Hygiene Program is also necessary. Working students occasionally use their existing sites for the internship. In such a circumstance, the student must provide in the EHS 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.

Most students interview with several potential sites. Likewise, most organizations interview several students. This provides both the student and the organization an opportunity to assess the fit. The match of student and site is, in the final analysis, a decision between the student and the site with the approval of the Faculty Advisor.

EXAMPLE OF RECENT INTERNSHIP SITES

Some of the organizations that have recently provided field study sites include:

- Air Resources Board of the State of California
- California Department of Public Health
- Cedars-Sinai
- City of Los Angeles, Department of Health and Human Services
- Gawad Kalinga (Manila, Philippines)
- Golden State Water Company
- Heal The Bay, Santa Monica
- Kaiser Permanente
- Los Angeles County Department of Public Health
- Los Angeles and San Gabriel Rivers Watershed Council
- Orange County Public Works - Environmental Resources Division
- Tesoro Los Angeles Refinery
- UCLA Environment, Health & Safety
- UCLA Labor Occupational Safety and Health Program
- US Environmental Protection Agency
- White House Council on Environmental Quality
- California Department of Toxic Substances Control
- Physicians for Social Responsibility

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.

EHS MPH INTERNSHIP APPROVAL FORM

This form is due to by June 1

UCLA FIELDING SCHOOL OF PUBLIC HEALTH

Name of Student: _____

Proposed Internship Location: _____

Internship Address: _____

Preceptor (name and title): _____

Preceptor email and phone: _____ () _____ - _____

Faculty Advisor (name and title): _____

Proposed Internship Period (dates): _____

Synopsis of Proposed Internship Project (provide a brief description of the work to be performed and the 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: _____

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: _____

Internship Location: _____

Internship Address: _____

Preceptor (name and title): _____

Preceptor email and phone: _____ () _____ - _____

Faculty Advisor (name and title): _____

Internship Period (dates): _____

Please attach the approved Interim 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 does the internship incorporate?
 - 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: _____

MPH INTERNSHIP INTERIM REPORT

This form is due after completing 200 hours at the internship

ENVIRONMENTAL HEALTH SCIENCES DEPARTMENT
UCLA SCHOOL OF PUBLIC HEALTH

Name of Student: _____

Internship Location: _____

Internship Address: _____

Preceptor (name and title): _____

Preceptor email and phone: _____ () _____ - _____

Faculty Advisor (name and title): _____

Internship Period (dates): _____

Please attach the approved Interim Report to this form. The Interim Report should be 2-3 pages in length (single spaced) and should include the following sections:

- Aims (< 250 words)
- Introduction and Background
- Internship Plan
- Work Accomplished To Date
- Goals for Remainder of Internship
- 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: _____

MPH FINAL REPORT COVER PAGE

Should be submitted to faculty advisor no later than the 8th 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.

ENVIRONMENTAL HEALTH SCIENCES DEPARTMENT
 UCLA FIELDING SCHOOL OF PUBLIC HEALTH

Name of Student: _____

Internship Location: _____

Internship Address: _____

Field Mentor (name and title): _____

Field Mentor email and phone: _____ () _____ - _____

Faculty Advisor (name and title): _____

Internship Period (dates): _____

Please attached 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 have 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) to (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: _____

Assigned Letter Grade (Determined by Faculty Advisor): _____

Department Chair Signature: _____ Date: _____

UCLA School of Public Health – Department of Environmental Health Sciences

STUDENT INTERNSHIP EVALUATION

This form is due at the completion of the internship

Student name:

Date:

Organization name:

Address:

Supervisor name and title:

Supervisor email and phone number:

Paid (list amount)\$

Stipend (list amount)\$

Volunteer Y / N

Your Supervisor:

**STRONGLY
DISAGREE**

**STRONGLY
AGREE**

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

Comments of any of the above:

The internship helped you develop:

**STRONGLY
DISAGREE**

**STRONGLY
AGREE**

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

Comments on any of the above:

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:

**Azadeh Terceman
Internship Coordinator
UCLA School of Public Health
Department of EHS
Box 951772; 56-085 CHS
Los Angeles, CA 90095-1772
aterceman@ph.ucla.edu**

INTERNSHIP PERFORMANCE EVALUATION

This form is due at the completion of the internship.

Student Name:
Supervisor Name:

Total Hours:
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
PERSONAL ATTRIBUTES							
Initiative							
Resourcefulness							
Reliability							
Accepts responsibility							
Works independently							
Effort to develop and improve skills							
COMMUNICATION							
Interpersonal communication skills							
Facilitation skills in groups							
Presentation skills							
Writing skills							
LEADERSHIP							
Ability to integrate self into work team							
Negotiation skills							
Ability to manage conflict							
Ability to motivate others							
Team building skills							
PROFESSIONALISM							
Knowledge of Public Health principles							
Ability 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							
PROFESSIONAL DEVELOPMENT							
Self assesses professional skills frequently							
Accepts feedback and suggestions							
Gives feedback and suggestions							
Articulates career goals and plans							

Notable strengths of student:

Recommendations for professional growth:

Contributions to agency/organization:

Additional comments:

Supervisor's signature:

Title:

Date:

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:

Please return completed form to:

**Azadeh Terceman
Internship Coordinator
UCLA School of Public Health
Department of EHS
Box 951772; 56-085 CHS
Los Angeles, CA 90095-1772
aterceman@ph.ucla.edu**