

**University of Pittsburgh
Graduate School of Public Health
Department of Epidemiology**

***Epi in Action!*
Internship Requirements Checklist**

Course Requirements – Year One

_____ Complete 1st year curriculum as required. Review checklist on Placement Approval Form with faculty advisor to determine your readiness to fulfill the internship.

Internship Responsibilities

Before placement

_____ Determine term for registering for Internship EPIDEM2214

_____ Prepare the Placement Approval Form

Completed electronically via the Epidemiology intranet site.

(<http://mypublichealth.pitt.edu/students/departments/epidemiology/internships>).

You will need to create a login to access the Internship Web Portal. Once this form is completed online, print it, have your advisor and preceptor sign and then submit the original to Student Services no later than Monday, May 9, 2016. Note: Preceptor, advisor and student should keep a hard copy for their records.

Internship Documentation

During/After placement

_____ Complete internship evaluation, Student Evaluation of Internship, via the Internship Web Portal

_____ Provide instructions and confirm site preceptor completed the Preceptor Evaluation Form via the Internship Web Portal no later than two weeks after completion.

_____ Write abstract – review with advisor and submit electronically via Web Portal by announced due date (TBD).

_____ Prepare a poster presentation – review with preceptor and advisor refer to Poster Presentation Guidelines. Submit presentation electronically via Web Portal by announced due date (TBD).

_____ Participate in Annual Poster Presentation in early October (date TBD)

Master's Essay from Internship Experience

_____ Confirm with advisor and preceptor plans to use internship for Master's Essay early in the internship placement. Refer to Student Handbook for submission requirements.