

## PH 497 FIELD PLACEMENT INTERNSHIP CONTRACT

**(to be completed with your Internship Supervisor and submitted AFTER initial approval from Field Placement Advisor)**

**INTRODUCTION:** PH 497 is an experiential course where students apply the public health principles and competencies they have been learning in a variety of settings. Check out:

<https://www.apha.org/what-is-public-health> and <https://publichealth.sdsu.edu/wp-content/uploads/2018/05/public-health-objective180515.pdf> for guidance on what qualifies as a public health experience.

### **INSTRUCTIONS FOR COMPLETING THE FORM:**

#### **Field Placement Eligibility**

**Service-Learning Agreement (SLA):** An SLA between the University and field practice site is required prior to starting an internship at the field site. If an SLA is not on file at time the student wishes to begin work, the student has the option of purchasing private liability insurance but must notify the Field Practice Advisor. **Check the *SLA Master List*** for your site here:

<http://bfa.sdsu.edu/financial/procurement/servlearning.aspx>

#### **Field Placement Information**

**The Organization/Company** is the main or “parent” organization/company that you are working for. **The Department/Unit/Branch** is the name of the department within the main organization that you work in. **Project Name** is the official name of the specific project that the student will be working on. If there is no particular project that you will be working on, then leave this blank. **Field Supervisor** is the individual who is identified to be the primary staff person to oversee you. This will be the person that will complete your online evaluation at the conclusion of your field practice. **Organization Description** is where a description of the overall focus of the organization, mission and key priorities is provided (often times a 2-3 sentence description can be found on their website). **Project/Program Name** is the name of the specific project or program within a department you will be working on.

#### ***Example:***

**Organization/Company Name:** San Ysidro Health

**Department/Unit/Branch:** HIV/AIDS

**Organization Description:** San Ysidro Health is a non-profit organization committed to providing high quality, compassionate, accessible and affordable health care services for the entire family. The mission of San Ysidro Health is to improve the health and well-being of the communities we serve with access for all.

**Project/Program Name: CASA**

**INTERNSHIP INFORMATION**

In lieu of completing sections A & B, students may submit an Internship Job Description created by the field site. However, if a summary of the project or program is not included, please complete section A. Section C must be completed in collaboration with the Field Site Supervisor.

**Project Description** is a summary of the specific project or program in which the student will be working primarily with. Include key objectives, target population, intervention or project activities.

**Duties/Responsibilities** must be clear, specific, appropriate and relevant to public health curriculum/practice. In other words, students should be applying what they have and currently learning in the courses. The majority (60%) of duties should be public health related and aligned with program objectives: <https://publichealth.sdsu.edu/wp-content/uploads/2018/05/public-health-objective180515.pdf>

**Student Learning Objectives** are what the student hopes to learn/experience through the internship. Objectives are important for setting expectations for the student and field placement supervisor and will help to identify measures for progress along the way.

***Examples of Learning Objectives***

- Acquire skills in survey design and administration for a Latino health study assessing physical activity and nutrition habits of adult Latinas.
- Increase knowledge and skills in program evaluation.
- Apply knowledge acquired through PH 303 and appropriate theories to develop the Nutrition Link survey.

**FOR QUESTIONS OR MORE GUIDANCE:**

Leticia Cazares  
Field Placement Advisor  
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**CONTINUE TO CONTRACT BELOW**

**\*\*Do not submit instruction pages to Field Placement Advisor\*\***

## PH 497 - FIELD PLACEMENT CONTRACT

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

### STUDENT INFORMATION

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ Red ID: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

FACULTY ADVISOR: \_\_\_\_\_ Email: \_\_\_\_\_

Semester Enrolled in BS in Public Health \_\_\_\_\_ # of Units Completed : \_\_\_\_\_

### FIELD PLACEMENT ELIGIBILITY

- New field placement       Continued field placement – Number of semesters at site? \_\_\_\_\_  
 Employee at site/agency – How long? \_\_\_\_\_

**NOTE:** If you checked the “continued internship” or “employee at site” box, you and your Field Supervisor **must** also complete and submit the Employer/Preceptor Verification of Field Practice Requirements form.

Service Learning Agreement (SLA) on file? Check list of sites:  
<https://gsph.sdsu.edu/fieldpractice/students/preparing.php>

Yes     No – If not on the list, please contact the Field Placement Advisor to begin process

### FIELD PRACTICE SITE INFORMATION

Organization/Company Name: \_\_\_\_\_

Department/Branch/Unit: \_\_\_\_\_

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

Project Name (if applicable): \_\_\_\_\_

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

Primary Working Site Address (if different): \_\_\_\_\_

Website: \_\_\_\_\_

Primary Field Supervisor and Title: \_\_\_\_\_

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

Phone and Email: \_\_\_\_\_

**INTERNSHIP INFORMATION**

**A. PROJECT DESCRIPTION** (summary of the specific project or program with key objectives, target population, intervention or project activities).

**B. PRIMARY DUTIES/RESPONSIBILITIES**

**Public health specific:**

**General office:**

**Site location where primary duties will be performed (if different than Organization/Company name above):**

**C. STUDENT LEARNING OBJECTIVES**

- 1.
- 2.
- 3.

Start Date: \_\_\_\_\_  
End Date: \_\_\_\_\_  
Expected Hours Per Week: \_\_\_\_\_

**Requires dates (mm/dd/yyyy)**

Schedule (if a set schedule during the semester)

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

**SIGNATURES:**

\_\_\_\_\_  
Field Placement Supervisor

\_\_\_\_\_  
Date

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Student

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Date