

# Environmental Health Sciences Internship Handbook

## 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:

### Example of Outline for EHS 400 Report

**Abstract:** Typically < 250 words; summarizes the goals of the project, the work conducted, and the results of the work.

**Introduction:** Identify your internship organization, your internship title, timeframe, your research question/hypothesis/independent work.

**Setting:** Briefly describes the internship organization, its mission, your internship responsibilities

**Background:** Provide a clear description of the motivation for the project. Summarize relevant literature pertaining to the research question.

**Methods:** Detailed, technical description of site/subject selection; sources of existing data (if applicable); how each experiment was conducted (if applicable); data analysis methods. 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 your findings and how they answer your research questions.

**Conclusion/Summary:** Synthesis, recommendations and next steps as appropriate.

**Personal Learning:** How this internship contributed to your graduate training and/or career trajectory.

**References:** Any discussions of published work either yours or someone else's should be referenced with a citation that refers to a detailed reference listed at the end of the paper. Any standard reference style may be used (e.g. APA, Harvard, Vancouver) but must be consistent.

*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 MPH Internship program guidelines and objectives*

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

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