

Summer Global Public Health Minor Internship Application and Deliverables:

If you are interested in pursuing a summer internship to fulfill the Global Public Health Summer Minor, you must **first** get approval from Undergraduate Program Director.

STEP ONE:

Send an email to sphug@berkeley.edu no later than the Friday of RRR week in May (11:59 p.m.)

Include in your message:

1. Your full name
2. Major(s)
3. SID
4. Description of the organization/company/location for internship
5. Your role as intern
6. How is this internship relevant to public health
7. Length of internship (dates)
8. Total expected hours

Note: Approved summer internships are expected to be at least part time (20 hours/week) and a minimum of 240 hours (example: 6 weeks 40 hours/week or 12 weeks 20 hours/week)

STEP TWO:

Enroll in PH197 (ask sphug@berkeley.edu); Session D, 3 units

STEP THREE:

Here are the deliverables you need to complete/submit to receive credit for the internship:

All of this should be returned as a single pdf with a cover sheet that includes your name, date and the name and location of the internship and name/contact info of your supervisor

- 1) Description of organization/company (200 words) Include mission statement/vision and history
- 2) Your role/job description (ex. Product Management Intern, 100 words).
- 3) Description of **each** of your projects (1 page each, single spaced) to include the following:

Project name

Motivation for the project

Approach to the project

New skills learned/skills applied

Description of outcome and any deliverables you produced

Challenges you faced for this project and how you addressed them

Contributions of others: how did you work together/collaborate on this project

Next steps (where will this go after you finish the internship)

4) Description of supervision (500 words) to include the following:

How often and in what way did this take place?

Give three examples of positive feedback and how you incorporated it into your work?

Was there any negative feedback? Explain. How did you incorporate it into your work?

5) Impact of the internship (250 words)

How has the internship prepared you for a career in public health? Has this experience changed the way you think about this particular career path? What is the single most important take home message for you from this summer experience? How was the work relevant to public health?

6) Timesheet signed by your supervisor

7) Please add your updated CV to this packet and sent to lbarcellos@berkeley.edu and sphug@berkeley.edu by/before mid August (date TBD).