



POLICY AND PROCEDURE	
SUBJECT/TITLE:	Practical Experience in Public Health [Internship] Policy
APPLICABILITY:	All Staff
CONTACT PERSON & DIVISION:	Health Commissioner
ORIGINAL DATE ADOPTED:	11/6/2019
LATEST EFFECTIVE DATE:	11/6/2019
REVIEW FREQUENCY:	5 years
BOARD APPROVAL DATE:	Resolution 2019-09; 4/29/2019
REFERENCE NUMBER:	800-051

A. PURPOSE

The purpose of this policy is to provide guidelines on the provision of internship experiences for those individuals seeking a practical education experience in public health at Canton City Public Health.

B. POLICY

Canton City Public Health may provide a practical education experience for students seeking an internship under the following conditions:

- The internship is mutually beneficial for both the student and Canton City Public Health.
- The internship supports the mission of Canton City Public Health.
- Canton City Public Health has the time and resources to be able to provide a meaningful experience for the student.

C. BACKGROUND

Canton City Public Health conducts a variety of important public health programs in the community. Stark County is home to three universities and a community college that has student programs that prepares students for careers in various public health programs. In addition, northeast Ohio has several universities that have masters in public health degree programs.

Student field experiences (internships) are an important component of public health training. These experiences are beneficial both to the student and the department. Canton City Public Health desires to have strong linkages with institutions of higher learning to help prepare the public health workforce of the future. Provision of student internships also supports PHAB standard 8.1.1.

D. GLOSSARY OF TERMS

Internship: A field experience provided to a university level student requesting a practical educational experience in the field of public health.

E. PROCEDURES & STANDARD OPERATING GUIDELINES

- 1. Requests:** Students desiring a practical experience in public health (an internship) shall complete the "Request for Practical Experience in Public Health" (Form 800-051-01-F). This form is submitted to the Health Commissioner. Applications should be completed 30 days prior to the desired start of the internship period but may be accepted at any time.
- 2. Board Approval:** The Health Commissioner has been authorized by the Board of to enter into agreements with students for a practical experience in public health. No additional Board of Health approval is needed.
- 3. Approval Process:** The following process will be used to determine the approval of an internship request:



- a) The request should be completed with all requested information 30 days prior to the expected start of the internship period.
 - b) The student must be at least 18 years of age.
 - c) The request must 1) be mutually beneficial for the student and for Canton City Public Health; 2) support the mission of CCPH and 3) CCPH must have the time and resources to provide a meaningful educational experience.
 - d) The Health Commissioner will conduct an initial review the application. If the internship is denied at this point, the Health Commissioner will inform the applicant in writing or email that their application has been denied.
 - e) If the application is approved at this stage, the application will be forwarded to the DLT to see if the students request can be accommodated. If the request cannot be accommodated, then the application will be denied, and the student informed in writing or email by the Health Commissioner.
 - f) If the application is approved, the student will be informed by the Health Commissioner in writing or email with the contact information of the division to which the student will be assigned for the internship period. Future correspondence with the student will be with the assigned staff member.
4. **Compensation:** Internships with CCPH are unpaid and no compensation is provided. It is understood that students are volunteering their time to complete this service. Students do not establish an employment relationship with the agency during their internship period. [Students may receive education credit through their academic institution.](#)
 5. **Assignment of Staff:** The division leader of the area to which the student will be assigned will determine which staff person will be responsible for the internship experience. This person may be any staff member. This person will be responsible for all aspects of supervision of the student during their internship period.
 6. **Forms to Complete:** The student will be required to complete the following forms before starting their internship experience:
 - a) Form 800-051-02-F_Student MOU and Release of Liability
 - b) Form 800-051-03-F_Student Emergency Contact Form
 - c) Form 800-051-04-F_Internship Confidentially Agreement
 7. **Keys and ID:** Students will be provided with a visitor ID and a key fob for access to the front door of the building during the internship period. Access to the building will be limited to those times necessary for the performance of their duties. Access will not be permitted without other staff or supervision being present in the building. All ID badges and key fobs must be returned at the end of the internship period.
 8. **Background Checks:** A minimal background check will be completed for each student by the Health Commissioner. The check will consist of a review of Stark CJIS (Criminal Justice Information System) to identify any potential actions that may be incompatible with the internship experience. Additional background investigations may be performed if required by law or policy for the program in which the student is involved.
 9. **Discipline:** The student's internship experience at Canton City Public Health is contingent upon the student's good behavior during the internship period and adherence to the policies and work rules at Canton City Public Health. The internship period may be terminated by Canton City Public Health without notice if in the opinion of the Health Commissioner the student has not complied with any of the provisions of their internship agreement.
 10. **Evaluations:** The student will be provided a written evaluation of their internship experience within 30 days after their experience ends by the staff person assigned to the student. The student must also provide an



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evaluation of their experience to Canton City Public Health within 30 days after the end of their internship period. Evaluation forms from the student’s institution may be substituted if appropriate.

11. Recordkeeping: All files relating to the student experience will be kept on file by the Fiscal Officer for a period of 5 years.

F. CITATIONS & REFERENCES

N/A.

G. CONTRIBUTORS

The following staff contributed to the authorship of this document:

1. James Adams, Health Commissioner
2. Division Leadership Team

H. APPENDICIES & ATTACHMENTS

N/A

I. REFERENCE FORMS

- 800-051-01-F_Request for Internship
- 800-051-02-F_Student MOU and Release of Liability
- 800-051-03-F_Student Emergency Contact Form
- 800-051-04-F_Internship Confidentiality Agreement

J. REVISION & REVIEW HISTORY

Revision Date	Review Date	Author	Notes

K. APPROVAL

This document has been approved in accordance with the “800-001-P Standards for Writing and Approving PPSOGFs” procedure as of the effective date listed above.