

INTERNSHIP GUIDELINES

NEPAL PUBLIC HEALTH FOUNDATION

INTRODUCTION OF NPHF

Nepal Public Health Foundation (NPHF) was established in April 2010 with a mission to have concerted public health action, research, and policy dialogue for health development, particularly of the socio-economically marginalized population.

Since its establishment, NPHF has taken initiatives to raise voices and advocate the relevant public health issues at national and regional level in a short span of time.

NPHF has been able to be an umbrella organization in Nepal within a short duration. Its members have represented and participated in national as well as international forums and networks.

They have been involved in policy related dialogues and have taken lead roles in advocating public health and service access issues in Nepal, especially concentrated to urban poor and rural marginalized people with special focus on health and nutrition.

NPHF board is represented by professionals from multiple disciplines. These include academicians, public health experts, clinicians and health rights activists.

NPHF has established good linkages with academic institutions, civil society and different nongovernment organizations.

INTERNSHIP IN-DEPTH

An internship is an opportunity for a student to gain practice in a real world setting under the guidance of a knowledgeable, experienced, and successful supervisor. The internship can be established in any setting in which information is gathered, stored, managed, retrieved, and disseminated. Internships are typically completed by the student for the purpose of earning academic credit only. Internship is an important component of the program which provides first opportunity of hands-on training and exposure to the environment and functioning of the organization. In that sense, it is a valuable learning tool as well. The internship is expected to enable the student to apply learnt knowledge during the course work to a practical work situation and consolidate the learning through exposure to field situation. The internship would also aim to improve the techno managerial skills of the students on managing public health programs at an

organizational level. It will also provide an opportunity to get exposed to workplace environment and interpersonal issues to be managed in a real-life workplace scenario.

COMMON REQUIREMENTS FOR ACADEMIC CREDITS

Academic credit is granted for those internships that include the opportunity for the student to experience, as nearly as possible, the professional role of the supervisor. The student should take an active part in such activities as program planning, task analysis, program implementation, direct contact information users, attending meetings or training sessions, recommending options, and evaluating decisions.

It is expected that the student will work independently or with minimal supervision during a substantial portion of the internship.

TIME FRAMES

- Normally, the internship is for approximately 6 weeks.
- The internship is a part-time position. Actual schedules, however, are determined by mutual agreement between the supervisor and intern.

ROLE OF THE STUDENT

The student should raise the potential for an internship with his or her academic adviser early in the planning stages for the graduate program of courses leading to the master's degree or certification. Although the internship comes at the final stages of the student's academic program, course work which will best prepare the student for an internship should be determined and completed in the academic program.

A student may explore the potential for internship placement at a specific site and discuss the possibilities with a potential supervisor. There should be no commitments made however until the internship has been negotiated by the coordinator.

ROLE OF THE STUDENT'S ADVISER

It is important for the student's adviser to give guidance and recommendation as to when and where the internship should take place. The adviser is expected to help judge the adequacy of the student's academic and skill background for the internship. The internship is intended to provide some practical application of skills, and also for students to come as close as possible to "entry level" experiences for positions similar to that held by the supervisor. The internship should involve a wide variety of tasks, problems, opportunities, observations, and challenges. It is never to be a clerical or a routine experience.

PLAN FOR INTERNSHIP

All students who plan to get credit for an internship experience must complete a *Plan for Internship Form* and *Registration form*. This form will be accompanied by a Plan for Internship statement,

in which you will reflect on the purpose of the internship for which you've been selected, its relationship to your particular field of study, and your learning objectives while in the internship.

PROFESSIONAL DEVELOPMENT

NPHF coordinates a set of workshops, conference, field visits and presentations – all organized around helping you make the transition from academic studies to professional opportunities. Embedded in the academic objectives and outcomes of the school's curriculum, professional development at NPHF is designed to help you think concretely and deeply about your internship and career objectives, strategies for achieving those objectives, and specific steps toward success in the process. The NPHF will keep you informed of professional development activities as they occur, so you can take advantage of those that best serve your professional interest.

TERMS OF INTERNSHIP

Employment site: The purpose of the internship is to experience the integration your curricular studies in a professional environment. Internships must be of sufficient breadth and depth so that you may experience the full range of activities within the office.

Hours/days/weeks requirements:

For Nepali Nationals students: minimum 3 months (subject to extension based on university requirements)

For International Students: minimum 6 weeks

Payment: An internship is not a job and must be treated as a learning experience by both the host organization and the intern.

For Nepali Nationals Students: They are not charged for internship. The organization will bear the stationary cost required for the internship duration.

For International Students: They will be charged per week. The students are asked to pay **150 USD** per week. The organization will bear the stationary cost required for the internship duration.

Note: *Interns should bring their own laptop with them. Organization will only provide the workspace.*

Evaluation

The evaluation criteria and checklist may be sent by the university. NPHF will also have its separate sets of evaluation criteria which will be shared to the candidate upon the joining the institution.