

Tips For Finding an APEx

Internship Resources

- Consult your concentration faculty advisor.
- Research organizations in your community (non-profits, hospitals, clinics, health departments, etc.)
- Network with public health professionals and colleagues.

Contacting Field Organizations

- Prioritize your list of internship options. Who do you want to contact first? Second? Third? It's ok to speak to several field organizations before securing an APEx.
- Start searching and contacting sites early. It may take people a while to respond to your email or to set up a meeting/interview. There's never a guarantee that organizations have an opening for an intern or can accommodate your schedule so allow yourself time to hear 'no's', have multiple conversations, and find the right fit for you.
- Organizations may decline, but don't hesitate to inquire whether they accept collaborative assistance, especially if it is an organization in which you are personally invested. Keep the subject line simple. Don't be too vague or specific – it can as simple as "Inquiry about [semester] internship/collaboration opportunities."
- Personalize the email – don't send out a general "template email" to multiple sites. State why you are interested in the organization/experience.
- Ensure that your email is professional and free of spelling and grammatical errors. Briefly provide information about who you are (e.g., MPH student in the Master of Public Health program at ACHE).
- If you were referred to the organization/individual by a mutual connection, mention that in your email (e.g., "I met with my faculty advisor, Dr. Smith, who indicated that you would be a great person to contact for opportunities in xxx").
- Attach a resume (and include any other information listed on the website in the email).
- Make a direct request for a meeting to discuss opportunities further if the organization/individual is open to taking a student intern, and if the experience sounds like a good fit for you based on your interests and career goals. Acknowledge that people are busy, thank them for their time, and be accommodating with their schedule when setting up a time to meet.
- People are busy and sometimes miss emails. Give someone at least seven days to respond and then follow-up.

Meeting/Interviewing with Field Organizations

- Meetings with field organizations may be more casual or they may be a formal interview, depending on the organization and their process. Approach both professionally – do your research on the organization, prepare questions, be in a quiet meeting space with a good Wi- Fi connection and your camera on (if meeting online), and be on time.
- Be prepared to speak about the APEx requirements (120 hours, products, competencies, etc.)
- Prepare any specific questions you have about the organization beforehand. You may ask about schedule, format (in-person, hybrid, or remote), how you will be supervised and by who (preceptor), or projects you will work on.
- End the meeting by thanking the individual(s) for their time and confirming the next steps. If you are still in the process of speaking with other field organizations or need time to make a decision, be transparent with the organization and provide a reasonable timeline for when you will provide them with a decision.
- If you choose not to pursue an organization you met with, politely decline the opportunity and thank them for taking the time to meet with you. Do not “ghost” an organization.

Selecting a Field Organization

- Don’t be afraid to “go with your gut”. Who made a great impression during the meeting/interview? Who did you feel most comfortable with?
- Consider logistics. What field organization works best with your schedule or offers an environment/format you work best in (e.g., on a team vs. independent, remote vs. in-person).
- Consider professional development. Which organization offers a preceptor who can be available/responsive and who has knowledge/experience to provide mentorship and project guidance? Which organization offers projects that will help you develop or strengthen the skills you need for a job after graduation? Which organization offers projects that are meaningful and interesting to you?