



INTERNSHIP PORTAL GUIDE

Resources to start your internship search.

WHAT IS IT?

The Internship Portal is a one-stop-shop for internship information. Locate internship-for-credit checklist, internship manual, important forms, and a library of past internship placements containing student recommendations and advice.

WHAT RESOURCES CAN BE FOUND?

Academic internships are facilitated within departments, and the requirements are specific to majors. The School of Public Health-Bloomington Internships Portal website houses important documents and resources helpful before, during, and after the internship experience.

Website URL: internships.publichealth.indiana.edu/

These are some of the resources and tools one might locate on Internship Portal, though some may only be available in the internship Canvas course once enrolled.

- Step-by-step instructions before internship
- Internship Deadline/Timeline Requirements
- Internship Manual/Handbook
- Agreement Forms
- Authorization/Liability Forms
- Time Logs
- Mid- and Post-Evaluations
- Portfolio Instructions

The search feature allows students to access a database of previous internship placements. Students detail their internship duties and share recommendations and advice. This feedback has been known to assist students in their own decision-making process.

NAVIGATE THE INTERNSHIP PORTAL

The Internship Portal can be accessed by navigating to: <https://internships.publichealth.indiana.edu/>

- Once located, select the student section of the site. You may be asked to login using your **IU username and password**.
- After logging in, scroll and choose the appropriate course integrated into your academic plan. If uncertain, consult your degree tabsheet or discuss with an academic advisor. It is important to select the correct course number to locate the corresponding resources and requirements.
- Once in the appropriate course, the SPH Internship Portal will display the resources accessible on the portal. If limited information is available, note resources are likely embedded into the internship course Canvas site and will be made available once prerequisite requirements have been met and the student is enrolled in the corresponding internship course.
- If fulfilling an internship-for-credit requirement, **review all information available and connect with the assigned internship coordinator**.
- Click on **Search Internship Experiences** to access a database of previous student internships. This can be very helpful when exploring internship options.