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Fall 2017

PUBH 4798 - Internship in Health Education and Promotion Academic Year 2017-2018

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nJiann-Ping Hsu College of Public Health
Department of Community Health Education and Behavior
PUBH 4798: Internship in Health Education and Promotion
Academic Year 2017-2018

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Purpose of the Course:

The internship in health education and promotion is a critical component of the undergraduate student's curriculum in the Health Education and Promotion major. It provides the student with invaluable experience in a professional setting and also allows them to contribute their ideas and skills to that setting. The internship is designed provide professional opportunities that allow the student to put "theory into practice" and also use their health knowledge during the course of the internship. Hopefully, it is an experience that benefits both the student and the agency and its personnel. In some cases it can also benefit clients if that is an opportunity they experience.

Description

The internship is designed to be fulltime work in a health-related agency or worksite. This is 600 hours (15 weeks) total on-the-job experience during the regular semester. The duration of the internship is planned to allow the variety of experiences that will provide the most benefit to the student. The student must follow the schedule that is typical of the agency including work hours during the day and any holidays that may fall during the course of the internship. Students may not work or take classes during the course of the internship. All coursework in the degree program **MUST** be completed prior to the internship experience. The student will assume the tasks and projects that are assigned to them by their internship site supervisor. The student should consider the internship to be a professional job and follow all the requirements of the internship placement site including dress code, communication protocols, scheduling etc.

Internship Dates for the upcoming academic year:

Fall 2017: August 14-December 1, 2017

Spring 2018: January 8 – April 27, 2018

Internship Handbook– The manual is the policy and procedures "bible" for all interning students. It has all of the forms you need to complete for your experience. This handout is an attempt to provide you with some specifics on completing the necessary forms during your internship experience. Remember 12 credit hours of grades is riding on your work this semester. I derive your grades from you meeting the following deadlines and your site supervisor assessment of the quality of your work. I am anticipating great things from each of you! If you are experiencing any type of difficulty, please let me know – the sooner, the better! The manual is available on Folio.

Handbook for Internship Supervisors. Please be sure to download a copy and email it to your internship supervisor. This explains the internship and the expectations of supervisors.

Outcomes of the Internship

The internship will offer a variety of opportunities to the individual student. With that in mind, some suggested activities that may guide the planning of the internship experience are based on the outcome competencies established for the health education specialist and directly tied to internship evaluations. The outcome competencies are based upon standards established by the National Commission for Health Education Credentialing. Additionally, the BSPH also follows public health competencies, listed below:

At the completion of the internship the student will be able to:

1. Complete public health education activities that are tied to the professional competencies of NCHCEC or the BSPH. The competencies will vary depending on the opportunities available during the course of the internship
2. Understand the structure and function of the internship agency

3. Exhibit excellence in organizational, communication, technical skills and professional ethics
4. Assess professional skills and affinity for the internship placement
5. Identify areas of continued professional growth.

BPSH Competencies

1. Identify and assess public health problems to develop appropriate public health education programs based on sound theoretical foundations of health behavior.
2. Design, implement and evaluate public health educational programs for identified health problems for at-risk populations and communities.
3. Analyze evidence-based and innovative best practices of healthy behaviors to appropriate audiences
4. Demonstrate effective communication and advocacy skills for populations.
5. Apply the basic methodology and research design, data collection and data analysis for identification of health trends and public health problems

Possible internship activities should align with the CHES/BSPH competencies:

- Conducting needs assessments
- Planning programs
- Implementing programs
- Evaluating programs
- Public Health based research, epidemiology and biostatistics
- Developing health education and other program materials
- Marketing of programs, including social marketing
- Advocating for Public Health Services and/or health education and promotion activities

Requirements

1. Complete and submit all required paperwork on the expected due date.
2. Complete 600 hr. at the internship site placement
3. Complete all duties and tasks that are assigned to you during your internship
4. Have at least weekly consultations with your site supervisor and complete the weekly evaluation form.
5. Submit midterm and final evaluation forms to your supervisor to be submitted to GSU internship supervisor in a timely manner. Also, though it is not completely under your control, encourage/remind/facilitate your supervisor to submit the evaluation forms.
6. Conduct yourself as a public health professional and as a good representative of GSU and the Department of Community Health Behavior & Education in every respect. The following are guidelines for behavior. Failure to follow these guidelines may result in a low or failing grade.
 - a. Follow the work schedule for your agency. Arrive on time, do not leave early.
 - b. Dress professionally. Follow the rules or guidelines for your agency.
 - c. Display a respectful and positive attitude towards your supervisor and co-workers.
 - d. Be open to learning new skills and gaining experiences
 - e. Exhibit enthusiasm, perseverance and initiative for the jobs or projects you are assigned.
 - f. Meet all deadlines assigned.
 - g. Exhibit good planning and organizational skills
 - h. Do not make personal calls, text, do personal business, browse the internet etc except during assigned breaks or lunchtime.
 - i. Exhibit professional written, verbal and non-verbal communication with your supervisor and co-workers. Avoid familiarity unless it is invited, e.g. refer to people by their titles. Do not use slang or profanity
 - j. Respect the confidentiality of patient's/organization's information
7. Submit a powerpoint presentation that documents in pictures and text all that you have accomplished during the internship. This is due on or before the first day of Finals week.

Professional competencies to be accomplished:

A draft of the competencies to be performed at the internship was due with your packet. However, because these represent anticipated activities, some may be subject to change. Therefore, a more comprehensive list will be submitted using the competency planning form. These are due within ONE week of your arrival at the internship site. It is assumed that for the first week, you will be meeting daily with your supervisor to revise and/or update the competencies and plan for your time at the site.

Forms, forms and more forms

Part of the internship experience is not just about doing, but also documenting what activities are being performed at the internship site and how well the intern is performing those activities. Forms are submitted three times during the summer term. Those dates are listed below. All forms are submitted via Folio in their respective weekly dropbox. For each three week interval, the following forms will be submitted: Internship Weekly Log Form (documenting #hours worked), Weekly Evaluation forms (1 for each week for a total of 3/submission), and the Internship Planning form. A more detailed explanation of each form follows below.

Weekly Evaluation Form

It is expected that interns and their supervisor will meet weekly (either Friday or the following Monday) as a way to debrief about the week’s activities. This is an opportunity to reflect and evaluate the intern’s performance and identify areas of strength and growth. Students and supervisor will complete ONE per each week.

Internship Weekly Log Form

Keep track of your hours weekly using this form.

Internship Planning Form

This form and the activities form go hand and hand. This form serves as your guide for the week’s activities.

All forms are EXPECTED to be typed. As they are MSWord documents, they are easily adaptable to both MAC and PC machines.

FALL forms submission due dates: **SPRING** form submission due dates: *

- | | |
|----------------------|-------------------------|
| Sept 5 - Weeks 1-3 | January 29 - Weeks 1-3 |
| Sept 25 - Weeks 4-6 | February 19 -Weeks 4-6 |
| Oct 16 - Weeks 7-9 | March 12 – Weeks 7-9 |
| Nov 6 - Weeks 10-12 | April 2- Weeks 10-12 |
| Dec 1 - Weeks 13-15* | April 27 - Weeks 13-15* |

*Keep in mind that week numbers are strange due to Thanksgiving week and Spring Break. Interns are expected to work the same weeks as other employees/supervisor at their site. Although weeks matter, it is the number of hours that are amassed that is important. As stated in the handbook, interns are not permitted to work more than 50 hours/week.

Site Supervisor Mid-Term Evaluations are due via FOLIO:

Week 7 of the semester. Please encourage your supervisor to go over the midterm evaluation with you.

Site Supervisor Final Evaluations are due via FOLIO:

Last day of internship. Please encourage your supervisor to go over the final evaluation with you.

Evaluation

While there are definite requirements for the internship (see above), the final grade for PUBH 4798 Health Education and Promotion Internship will have a subjective component in addition to meeting the specified requirements of completing forms, hours on the job etc.

The subjective component includes the evaluation of the student from the site supervisor’s midterm and final evaluations and the University supervisor, including consultation with site supervisors.

A grade

1. Student is consistently prompt in submitting all forms and paperwork
2. Student completes **all** paperwork completely and clearly.
3. Student completes **95% or all** hours and duties assigned during the internship
4. Student is evaluated by the internship supervisor with a mixture of exceptional and above average on all criteria on the midterm and final evaluations.
5. Complete PowerPoint with all the required content

B grade

1. Student is often prompt in submitting all forms and paperwork
2. Student completes 90% of paperwork completely and clearly.
3. Student completes 90-94% of all hours and duties assigned during the internship
4. Student is evaluated by the internship supervisor as mostly “above average” on all criteria on the midterm and final evaluations.
5. Complete powerpoint with most of the required content

C grade

1. Student submits most forms and paperwork, but is often late and has to be reminded to submit work.
2. Paperwork is sometimes incomplete or not clear or detailed enough to understand what is occurring in internship.
3. Student completes at least 280 hours and most duties assigned during the internship
4. Student is evaluated by the internship supervisor as mostly “average” on all criteria on the midterm and final evaluations.
5. Complete powerpoint with some of the required content

D grade

1. Student does not submit all forms and paperwork
2. Paperwork is often incomplete and does not include the proper information or enough detail.
3. Student completes 250-280 hours and most duties assigned during the internship
4. Student is evaluated by the internship supervisor as mostly “needs improvement” on
5. Student is evaluated by the internship supervisor as mostly as “needing improvement” on all criteria on the midterm and final evaluations.
6. Powerpoint is lacking in content

F grade

1. Student does not complete all paperwork.
2. Student completes less than 250 hours and some duties assigned during the internship
3. Student is evaluated by the internship supervisor as mostly “needs improvement” on all criteria on the midterm and final evaluations or has emailed or spoken to the University supervisor about unacceptable behavior or performance during the internship and/or the student is removed from the placement due to their poor performance.
4. No powerpoint submitted.

NOTE:

1. Students who are NOT meeting expectations (as per the site supervisor) before or at midterm, will be placed on a performance agreement. This will require a conference either in person or via conference call/Google Hangout between the student, site supervisor and internship supervisor.
2. Failure to execute the stipulations of the Performance Agreement by the agreed upon date, maybe removed from the internship site at the request of the site Supervisor. Removal from the internship site, will result in an automatic grade of F, and the student will be required to earn the remaining 12 hours during the following semester to complete their program of study and earn their degree.

What to include in the PowerPoint Presentation about the Internship Experience?

The following guidelines represent the minimum acceptable information that should be included in the Powerpoint presentation. This presentation represents a summary of your entire internship experience and; therefore, should present a complete picture of your time on site. Typical presentations include 15-20 slides. The slides may contain pictures (Note: if you include people in your slides make sure you have their permission!), tables, graphs, and other graphic forms to enhance and clarify your experience.

1. Title slide

- a. Your name
- b. Semester, date, course name
- c. Facility name and supervisor name (Pictures of your site & your site supervisor are good)

2. General description of the site

3. Description of your daily, weekly, monthly duties and responsibilities

- a. This can be accomplished in a series of slides, including pictures of your site, places you worked, persons with whom you worked, etc. You in action and any other appropriate pictures (materials that you created, updated/revised). Use bullet points rather than text.
- b. Indicate your level of preparation for the activities performed at the internship site

4. The internship competencies

- a. Use one slide per competency and indicate whether you completed the competency
 - a. You can include electronic copies of flyers, brochures, or other materials that you produced (ok to scan in material)

5. Curriculum evaluation

- a. Courses that helped the most
- b. Courses or content you would suggest adding to the program

6. Summary slide on your opinion on the value of the internship experience, your site in particular

7. Future plans

- a. What is your next step??
- b. Did the internship change your plans?
- c. Did you get a job at the site?
- d. Are you looking for employment in the health field?
- e. Are you continuing your education, if so, where??

Remember: This Powerpoint presentation is included in your overall grade. Please email this to your University supervisor by the indicated date for full credit. Refer to the Dropbox for the due date (Last day of classes for the semester in which the internship is completed).

If you have any questions, please email or call the University Internship Supervisor.