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Fall 2019

PUBH 4798: Internship in Health Education and Promotion

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Georgia Southern University
Jiann-Ping Hsu College of Public Health

PUBH 4798: Internship in Health Education and Promotion
Fall 2019

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Course Catalog available at:
<http://em.georgiasouthern.edu/registrar/resources/catalogs/>
under Jiann-Ping Hsu College of Public Health Programs

Prerequisites: Completion of all course work in the Public Health major

FOLIO Access: <https://my.georgiasouthern.edu/portal/portal.php>

Access to course materials are available for up to one year after graduation.

Catalog Description:

This course provides the senior level Public Health majors with a practical experience in an appropriate practice setting. Students must complete all course work in the Public Health major prior to enrolling in this course.

Purpose of the Course:

The internship in the BSPH program 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 to 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 480 hours (12 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 Fall 2019

Fall 2019 University Calendar: August 19th-December 6th

Last day to withdraw without academic penalty: October 14th

Internship Handbook– This handbook outlines all policies and procedures for interns. It has copies of all of the forms you need to complete for you experience. Remember 12 credit hours of grades is riding on your work this semester. I derive your grades from you meeting the submission 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.

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

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 NCHEC 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.

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.

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 poster to Dropbox (see instructions) on the last day of class.

Assessment of Student Learning

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 four 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. Final submission will also include the following: Poster (Synthesizing Assignment) and Activities Completion Form (Final).

Internship Weekly Log Form

Keep track of your hours weekly using this form.

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. Please note- the final week of your internship you will not need to complete an evaluation form. Instead you will need to complete the Reflection Worksheet which can be found in the Dropbox.

Internship Planning Form

This form and the activities form go hand and hand. This form serves as your guide for the week's activities. It should also align with your weekly evaluation.

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

SUMMER forms submission due dates:

August 23 rd	Proposed List of Activities <u>with</u> Competencies
September 9 th	Weeks 1-3
September 30 th	Weeks 4-6
October 4 th	Site Supervisor Midterm Evaluation
October 21 st	Weeks 7-9
November 11 th	Weeks 10-12
December 6 th	Weeks 13-15 *Reflection worksheet for Week 15
December 6 th	Final Poster (Synthesizing Assignment)
December 6 th	Final Activities Completion Form
December 6 th	Final Site Supervisor Evaluation

Keep in mind that weeks may vary due to holidays (ie. Thanksgiving). 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.

Final Poster

Instructions for completing the final poster documenting aspects of the internship experience will be available in a separate document (Folio Dropbox)

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 (570-600 hrs)
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 poster 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 (540-569 hrs)
4. Student is evaluated by the internship supervisor as mostly “above average” on all criteria on the midterm and final evaluations.
5. Complete poster 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 poster with some of the required content

D grade- students will need to complete a minor (12 hours of coursework) if a grade of “D” is earned.

1. Student does not submit all forms and paperwork
2. Paperwork is often incomplete; 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. Poster is lacking in content

F grade- students will need to complete a minor (12 hours of coursework) if a grade of “F” is earned.

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 poster 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 credit hours of coursework during the following semester to complete their program of study and earn their degree.

Portfolio Inclusion

Samples of your work may be reproduced for search purposes and/or inclusion in the professor's teaching portfolio. You have the right to review anything selected for use, and subsequently ask for its removal.

Response Times

During a normal work week (i.e., Monday 9:00 AM through Friday 5:00 PM) students can expect responses as follows:

- Email: within 48 hours
- Assignment grades: within 72 hours of submission date.

Exceptions: I may not check FOLIO or GSU email over the weekends. If you send me an email after 5:00 PM on Friday, please do not expect a response until the following Monday.

All assignments will be graded promptly so that students may accurately calculate their grades at any point in time during the semester. There are times when extraordinary circumstances occur (e.g., serious illness, death in the family, etc.). In such circumstances, and/or if you need additional time to satisfactorily complete any course requirement, please consult with the instructor within a reasonable amount of time. Extensions are not guaranteed and will be granted solely at the discretion of the instructor.

Academic Misconduct

As a student registered at this University, it is expected that you will adhere to only the strictest standards of conduct. It is recommended that you review the latest edition of the *Student Conduct Code* book, as well as the latest *Undergraduate & Graduate Catalog* to familiarize yourself with the University's policies in this regard. Your continued enrollment in this course is an implied contract between you and the instructor on this issue; from this point forward, it is assumed that you will conduct yourself appropriately.

Plagiarism:

According to the Academic Dishonesty Policy of Georgia Southern University, Plagiarism includes (but is not limited to):

- A. Directly quoting the words of others without using quotation marks or indented format to identify them.
- B. Using published or unpublished sources of information without identifying them.
- C. Paraphrasing material or ideas without identifying the source.
- D. Unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material.

If you are accused of plagiarism by a JPHCOPH, the following policy, as per the Judicial Affairs website: (<http://students.georgiasouthern.edu/judicial/faculty.htm>) will be enforced:

PROCEDURES FOR ADJUDICATING ACADEMIC DISHONESTY CASES

First Offense - In Violation Plea

1. If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, the professor should contact the Office of Judicial Affairs to determine if this is a first violation of academic dishonesty. The incident will be reported via the following website: <http://students.georgiasouthern.edu/judicial/faculty.htm>
2. If it is a first violation, the professor should talk with the student about the violation. **If the student accepts responsibility in writing and the professor decides to adjudicate the case, the following procedures will be followed:**
 - a. The student will be placed on disciplinary probation for a minimum of one semester by the Office of Judicial Affairs.
 - b. The student will be subject to any academic sanctions imposed by the professor (from receiving a 0 on the assignment to receiving a failing grade in the class).
 - c. A copy of all the material involved in the case (Academic Dishonesty Report Form and the Request for Instructor to Adjudicate Form) and a brief statement from the professor concerning the facts of the case and the course syllabus should be mailed to the Office of Judicial Affairs for inclusion in the student's discipline record.

First Offense - Not in Violation Plea (student does not admit the violation)

If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, the professor should contact the Office of Judicial Affairs to determine if this is the first or second violation of academic dishonesty. The student will be charged with academic dishonesty and the University Judicial Board or a University Hearing Officer would hear the case. If the student is found responsible, the following penalty will normally be imposed:

- a. The student will be placed on Disciplinary Probation for a minimum of one semester by the Office of Judicial Affairs.
- b. The student will be subject to any academic sanctions imposed by the professor.

Second Violation of Academic Dishonesty

If the professor and the Dean of Students agree that the evidence is sufficient to warrant a charge of academic dishonesty, and if it is determined this is the second violation, the student will be

charged with academic dishonesty and the University Judicial Board or a University Hearing Officer would hear the case.

If the student is found responsible, the following penalty will normally be imposed:

- a. Suspension for a minimum of one semester or expulsion.
- b. The student will be subject to any academic sanctions imposed by the professor.

NOT RESPONSIBLE FINDING

When a student is found not responsible of academic dishonesty, the work in question (assignment, paper, test, etc.) would be forwarded to the Department Chair. It is the responsibility of the Chair to ensure that the work is evaluated by a faculty member other than the individual who brought the charge and, if necessary, submit a final grade to the Registrar. For the protection of the faculty member and the student, the work in question should not be referred back to the faculty member who charged the student with academic dishonesty.

In the case of a Department Chair bringing charges against a student, an administrator at the Dean's level will ensure that the student's work is evaluated in an appropriate manner.

CONFIDENTIALITY

In accordance with provisions of the Family Educational Rights and Privacy Act of 1974 and the Georgia Open Records Act, any information related to a violation of academic dishonesty or the outcome of a judicial hearing regarding academic dishonesty, is prohibited and must be treated as confidential by members of the faculty."

Accommodations for Individuals with Disabilities

In compliance with the Americans with Disabilities Act (ADA), Georgia Southern University will honor requests for reasonable accommodations made by individuals with disabilities.

Students must self disclose any disability for which an accommodation is being sought to the Student Disability Resource Center (SDRC) before academic or other accommodations can be implemented. For additional information, please call the Director of EEO and Title IX at (912) 478-5136 / TDD (912) 478-0273 or the SDRC Director at (912) 478-1566 / TDD (912) 478-0666. The TDD phone numbers are intended for individuals with hearing impairments.

University Calendar for the Semester

The University Calendar is located with the semester schedule, and can be found at:

<http://em.georgiasouthern.edu/registrar/resources/calendars/>

One Final Note

The contents of this syllabus are as complete and accurate as possible. The instructor reserves the right to make any changes necessary to the syllabus and course material to ensure better student learning. The instructor will announce any such changes in class. It is the responsibility of the student to know what changes have been made in order to successfully complete the requirements of the course.

This syllabus, my lecture notes, and all materials distributed and presented during this course are protected by copyright law. You are authorized to take notes in this class but that authorization extends to only making one set of notes for your personal use and no other use. You are not

authorized to sell, license, commercially publish, distribute, transmit, display, or record notes from this class unless you have my written consent to do so.

STUDENT CONDUCT CODE

The Student Conduct Code is the official University publication governing student conduct and behavior. It is the responsibility of each student to become familiar with the rules and regulations governing student life. Student conduct procedures, appeal procedures, and disciplinary sanctions are found in the Student Conduct Code at <http://students.georgiasouthern.edu/conduct>. I acknowledge that I have read and understand this statement referencing the Student Conduct Code.

ACADEMIC DISHONESTY

The University goal is to foster an intellectual atmosphere that produces educated, literate people. Because cheating and plagiarism are at odds with that goal, they shall not be tolerated in any form. Students are expected to adhere to the rules and regulations as set forth in the Student Conduct Code. Therefore, all work submitted by a student must represent that student's own ideas and effort; when the work does not, the student has engaged in academic dishonesty. Plagiarism occurs when a person passes in another person's work as his or her own, borrows directly from another person's work without proper documentation, and resubmits his or her own work that has been previously submitted without explicit approval from the instructor. For example, academic dishonesty occurs whenever a student participates in any of the following: Cheating submitting material that is not yours as part of your course performance; using information or devices that are not allowed by the faculty; obtaining and/or using unauthorized materials; fabricating information, research, and/or results; violating procedures prescribed to protect the integrity of an assignment, test, or other evaluation; collaborating with others on assignments without the faculty's consent; cooperating with and/or helping another student to cheat; demonstrating any other forms of dishonest behavior. Plagiarism directly quoting the words of others without using quotation marks or indented format to identify them; using sources of information (published or unpublished) without identifying them; paraphrasing materials or ideas without identifying the source; self-plagiarism - resubmitting work previously submitted without explicit approval from the instructor; unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic material. NOTICE: The list above is intended only to provide general guidelines for recognizing and avoiding common types of academic dishonesty. It is in no way an exhaustive or comprehensive list of all the types of academic dishonesty. For more information about academic honesty, see the Student Conduct Code at <http://students.georgiasouthern.edu/conduct>. I acknowledge that I have read and understand the Academic Dishonesty Policy.

I have read the syllabus and understand the contents and course requirements.

Student Name (print)

Student Signature

Date