Course Description

The Public Health Undergraduate Internship Program serves as a culminating experience for students earning a bachelor’s degree in Public Health. The program is comprised of two components: field experience, which requires participation with agencies that provide public-health services, and on-campus seminars, which focus on problem-solving, experience sharing, and workplace issues.

Course Learning Objectives

The purpose of the Public Health Internship is to bridge academic and professional practice, allowing students to apply the knowledge they’ve acquired in the classroom, hone their skills, and identify areas for improvement. Upon completion of HEAL 403, students will be able to:

- Apply public health competencies relevant to the field setting
- Work independently and as a member of a team
- Demonstrate appropriate judgment and problem-solving skills
- Develop a professional relationship with supervisors and co-workers
- Demonstrate cultural sensitivity
- Communicate effectively orally and in writing
- Receive and respond to constructive criticism
- Identify areas for professional development
- Articulate attributes of professional behavior
- Demonstrate their ability to add value to the field setting
- Evaluate the quality of the internship experience

Student Evaluation & Grading

Monitoring and evaluating interns is the shared responsibility of site supervisors and the faculty coordinator.

**Site Evaluation:** It is expected that site supervisors will work with their interns in a professional manner, providing appropriate and regular supervision, mentoring, and learning opportunities throughout the internship. In addition, they will be asked to provide two formal evaluations of the intern’s performance: a midterm evaluation and a final evaluation.

*It is the intern’s responsibility to give the appropriate evaluation forms to his/her supervisor in time for the supervisor to provide thoughtful feedback to the intern and return the completed form to the school by the due dates listed on the schedule below.*

**Faculty Evaluation:** In addition to their field work performance, interns will be evaluated on how well they complete the following course requirements:

1. **Attendance:** The seminar portion of the course requires your attendance at four class sessions and two individual meetings with the faculty supervisor.

2. **Paperwork:** Interns are responsible for ensuring that the following paperwork is completed and/or distributed to their agency in a timely manner (other forms may be requested as the semester proceeds):
   - CoC Liability Release and Agreement (intern)
   - Learning Agreement (intern)
   - Midterm Site Evaluation (site supervisor)
   - Organization’s (Final) Evaluation of Intern (site supervisor)
   - Student’s Evaluation of Internship (intern)
3. **Activities Log:** Each intern will maintain a weekly log of dates, times, and tasks participated in at their site. At the end of each week, the intern must obtain the signature of their site supervisor. The Log will be submitted to the faculty supervisor according to the schedule below. (Internship Activities Log template to print and use is posted on OAKS.)

4. **Internship Reflections:** As the semester unfolds, interns will be asked to respond to various prompts/questions intended to encourage critical thinking about their experience. (See Guidelines: Internship Reflections attached and posted on OAKS)

5. **Homework/classwork:** Periodic assignments may be required to prepare for or reinforce seminar topics. These will be assigned as needed.

6. **Final Project:** The final project is designed to encourage interns to envision how they can add value to their agency. Each student will identify a facet of their organization that they would like to contribute to or enhance, and develop a program or plan to achieve those ends. (See Guidelines: HEAL 403 Final Project attached and posted on OAKS)

**Grading:** Grades are based on site evaluations and performance on seminar-related course requirements:

<table>
<thead>
<tr>
<th>Prompt/On-time 20%</th>
<th>Quality 20%</th>
<th>Hours/Attendance 20%</th>
<th>Site Evaluations 20%</th>
<th>Final Project 20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-time submission of forms, paperwork, and assignments (materials).</td>
<td>Thoroughness, neatness, professionalism of materials submitted.</td>
<td>Number of field-work hours, plus attendance at required seminars and individual meetings</td>
<td>Site supervisor’s evaluation of intern’s performance</td>
<td>Thoroughness, writing style, content, and creativity of final paper</td>
</tr>
</tbody>
</table>

Changes to the syllabus will be announced on OAKS. It is the student’s responsibility to be aware of any changes and work accordingly.

**Important Note:** Although we will not be meeting regularly, please know that I am available anytime should you have problems, questions, or concerns, regarding your Internship. Phone (203.858.5607) and email (louise.ackerman@gmail.com) are the best ways to initiate contact.
# Fall 2013 Semester Schedule

<table>
<thead>
<tr>
<th>Wk</th>
<th>Date</th>
<th>Topic/Event/Assignment</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>M-F: 8/20-23, F: 8/23, 12:12-50 pm</td>
<td>Begin Internship&lt;br&gt;Seminar: Course Introduction&lt;br&gt;Student Release due</td>
<td>Site&lt;br&gt;Silcox 116</td>
</tr>
<tr>
<td>2</td>
<td>Th: 8/29</td>
<td>Reflections #1 due</td>
<td>Dropbox</td>
</tr>
<tr>
<td>3</td>
<td>M: 9/2</td>
<td>Wks 1 &amp; 2 Activities Logs due&lt;br&gt;Learning Agreement due</td>
<td>LA Mailbox (Silcox Rm 336 in Nancy Phelps’ office)</td>
</tr>
<tr>
<td>4</td>
<td>M, Th, F: 9/9, 9/12, 9/13</td>
<td>Individual Meeting #1&lt;br&gt;Wk 3 Activities Log due at meeting</td>
<td>Lightsey Ctr, 2nd fl lounge (Career Ctr)</td>
</tr>
<tr>
<td>5</td>
<td>M: 9/16&lt;br&gt;Th: 9/19&lt;br&gt;F: 9/20</td>
<td>Seminar: Field-Site Sharing: Overview (see Pt. 1 Final Project)&lt;br&gt;Wk 4 Activities Log due (bring to class)&lt;br&gt;Reflections #2 due&lt;br&gt;Give site supervisor Intern Midterm Evaluation form (due to LA by Mon. 10/7)</td>
<td>Silcox 116&lt;br&gt;Dropbox&lt;br&gt;Site</td>
</tr>
<tr>
<td>6</td>
<td>W-Th: 9/25-26</td>
<td>LA Site Visit #1</td>
<td>Site</td>
</tr>
<tr>
<td>7</td>
<td>M: 9/30&lt;br&gt;M-Th: 9/30-10/3</td>
<td>Wks 5 &amp; 6 Activities Logs due&lt;br&gt;LA Site Visit #1</td>
<td>LA Mailbox&lt;br&gt;Site</td>
</tr>
<tr>
<td>8</td>
<td>M: 10/7&lt;br&gt;Th: 10/10</td>
<td>Intern Midterm Evaluation Due to LA&lt;br&gt;Reflections #3 due</td>
<td>Mail, email, site visit&lt;br&gt;Dropbox</td>
</tr>
<tr>
<td>9</td>
<td>Oct 14-15</td>
<td>Fall Break</td>
<td></td>
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<tr>
<td>10</td>
<td>M: 10/21</td>
<td>Seminar: Problem-Solving/Troubleshooting&lt;br&gt;Wks. 8 &amp; 9 Activities Logs due (bring to class)</td>
<td>Silcox 116</td>
</tr>
<tr>
<td>11</td>
<td>M, Th, Fri: 10/28, 10/31, 11/1&lt;br&gt;Th: 10/31</td>
<td>Individual Meeting #2&lt;br&gt;Wk 10 Activities Log due at meeting&lt;br&gt;Reflections #4 due</td>
<td>Lightsey Ctr (2nd fl)&lt;br&gt;Dropbox</td>
</tr>
<tr>
<td>12</td>
<td>M: 11/4</td>
<td>Wk 11 Activities Log due</td>
<td>LA Mailbox</td>
</tr>
<tr>
<td>13</td>
<td>Th: 11/14&lt;br&gt;M-F: 11/11-15</td>
<td>Reflections #5 due&lt;br&gt;Give site supervision Org’s Eval of Intern (due to LA 12/4)</td>
<td>Dropbox&lt;br&gt;Site</td>
</tr>
<tr>
<td>14</td>
<td>M: 11/18</td>
<td>Seminar: Semester Wrap-up: Lesson’s Learned&lt;br&gt;Wks. 12 &amp; 13 Activities Logs due (bring to class)</td>
<td>Silcox 116</td>
</tr>
<tr>
<td>15</td>
<td>M: 11/25&lt;br&gt;Tu: 11/26</td>
<td>Final Project Due&lt;br&gt;Student Evaluation of Internship due to LA</td>
<td>Dropbox&lt;br&gt;LA Mailbox</td>
</tr>
<tr>
<td>16</td>
<td>M: 12/2&lt;br&gt;W: 12/4</td>
<td>Reflections #6 due&lt;br&gt;Organization’s Evaluation of Intern due to LA</td>
<td>Dropbox&lt;br&gt;Mail, email or Intern deliver to LA Mailbox&lt;br&gt;LA Mailbox</td>
</tr>
<tr>
<td></td>
<td>W: 12/4</td>
<td>Wks 14, 15, &amp; 16 Activities Logs due</td>
<td>LA Mailbox</td>
</tr>
</tbody>
</table>
# Internship Activities Log

<table>
<thead>
<tr>
<th>Date of Week</th>
<th>Start time - End time</th>
<th>Activities/Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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Supervisor’s signature _______________________________  Date ________________
Guidelines: Internship Reflections

Periodically throughout the semester students will be asked to reflect on their internship experience by writing a response to a specific prompt. The purpose of this assignment is to encourage you to think critically about your experience—what you’re learning, how it fits in with your PH coursework, how it impacts your career plans, etc. You'll be evaluated on how thoughtful your responses are, and how well you articulate them.

Following is a list of the Prompts and their Due Dates:

<table>
<thead>
<tr>
<th>Ref #</th>
<th>Prompt</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>What are your initial observations of your site (persons, place, thoughts, feelings, hopes, etc.)?</td>
<td>Thurs 8/29</td>
</tr>
<tr>
<td>2</td>
<td>Identify one action you can take now to get more out of this internship, and explain the steps you’d need to take to get that done.</td>
<td>Thurs 9/19</td>
</tr>
<tr>
<td>3</td>
<td>Based on this experience, what do you think are the 5 most important attributes of professional behavior? Explain why you chose each.</td>
<td>Thurs 10/7</td>
</tr>
<tr>
<td>4</td>
<td>What have been the greatest satisfactions and the biggest disappointments about your internship to date?</td>
<td>Thurs 10/31</td>
</tr>
<tr>
<td>5</td>
<td>What do you need to improve in order to become a more productive PH practitioner?</td>
<td>Thurs 11/14</td>
</tr>
<tr>
<td>6</td>
<td>What has this experience taught you about yourself, and how will it impact your career plans?</td>
<td>Mon 12/2</td>
</tr>
</tbody>
</table>

Format

Each of your Internship Reflections should be no longer than 2 pages (unless you really have a lot to say; shorter is fine if you've said all you have to say. Remember: I’m looking for quality—not quantity.)

Your responses must be submitted to me via dropbox by the end of the due dates noted on the schedule.

Each entry must be typed, double spaced, in a standard 10- or 12-point font. (e.g. Arial, Times Roman, etc.) and include:

- Your name
- Date
- Agency name
- Page title should be the reflection # and prompt (e.g. Reflection #4: What have been the greatest satisfactions and the biggest disappointments about your internship to date?)

The ability to communicate clearly is important in the workplace. Use this opportunity to showcase your written communication skills: clarity and correct spelling, grammar and punctuation will be rewarded.
Guidelines: Health 403 Final Project
Due: Nov 25, 2013
(Submit electronically to louise.ackerman@gmail.com)

As you’ve no doubt learned this semester, in every organization there’s room for improvement. As public health practitioners your value in the work place is partially derived from your ability to identify problems and find solutions. The purpose of this project is to engage you in a problem-solving exercise based on your internship experience. Specifically, this project is designed to:

• Demonstrate your ability to assess the strengths and weaknesses of your agency/organization
• Identify a particular deficit or barrier to success within the agency/organization
• Develop a creative solution to address the problem

Assignment
Each student must identify an organizational problem at her internship site and propose a solution to address it. Organizational problems refer to how the agency is set up and run (examples include systems, policies, organizational structure [departments, chain of command], funding/sustainability, community outreach, programs, leadership development, evaluation, etc.)

Deliverable
A paper approximately 8 pages in length, double spaced, and written in a narrative format (complete sentences and paragraphs). Use the section headings and bulleted subheadings below to organize your paper. Suggested page length for each section appears in parentheses, however this should be used only as a guideline--you’re paper will not be judged by length.

1. Overview of agency/organization (1 page)
   • Name of agency/organization
   • Brief history (when and why was the agency/organization established)
   • Mission/vision of agency/organization
   • Primary goals and objectives of agency/organization
   • Population served (approximate number, age range, gender, ethnic, socioeconomic, and cultural backgrounds)
   • Funding source (e.g. Federal, state, or local funds, grants, fees for service, donations, etc.)
   • Range of services offered
   • Service/program that you worked with

2. Strengths & Weaknesses (2 pages)
   • Select 3 aspects of your site that contribute positively to success. Explain each and how they contribute to meeting the organization’s goals
   • Select 3 aspects of your site in need of improvement. Explain each and how they impede success

3. Specific Problem (2 pages)
   • Based on your analysis of the strengths and weaknesses, select one weakness that you believe should be addressed immediately in order to enable the organization to more effectively achieve it’s goals and objectives
   • Justification (in-depth explanation of why it’s a problem, including evidence to support your choice)

4. Solution (2 pages)
   • Proposed solution (If you were running the agency, what would you do to address the problem/improve the situation?)
   • Justification (How will your proposed solution impact the organization?)
   • What do you anticipate would be most difficult barrier to implementing your idea

5. Evaluation Plan (1 page)
   • How will you determine if your solution results in the improvement you set out to achieve? What method(s) do you suggest using to measuring the effectiveness of your solution.

Grading
The grade you receive on this paper is worth 20% of your final grade. Your paper will be evaluated on the thoroughness of your responses (completeness of each section), how well you articulate your point of view (clear and cogent writing style; correct grammar, punctuation, etc.), and the appropriateness of your proposed solution (does it address the problem, and can it realistically be implemented?). Finally, be creative!
Internship Portfolio

Although creating a portfolio of your internship is not a requirement for this course, it is recommended that you develop some way to document your experience. A portfolio enables you to:

- Portray what you learned and did during your internship to potential employers
- Reference specific experiences/accomplishments during an interview
- Keep track of skills, knowledge, etc to create an accomplishments-oriented resume, rather than a task-oriented resume
- Access samples of work completed

Portfolio Contents

In putting together your portfolio, be as creative as you want, however, keep in mind that the information you’re providing should be easily accessible to the recipient. Whether you create an online portfolio or a hard copy, following is a list of suggested items to include:

- Resume
- Site overview (use information from section of final project)
- 1-2 paragraph description of your experience including
  - Accomplishments (focus on positive, measurable outcomes)
  - Skills used and acquired
  - Course learning (reference course names (e.g. Health Promotion, Global Health, etc) and specific knowledge applied (e.g. Conducted focus groups, used Precede-Proceed to assess population needs, etc.)
- Letter of Recommendation from site supervisor
- Site Supervisor Evaluations
- Samples of work you created (flyers, brochures, form letters, etc)
- Activity logs (you’ll need to keep a copy of those you turn into me as I also need to keep a copy)

Portfolio Organization

Regardless of the format you use, your portfolio must be organized in such a way that the user can access what they need quickly. Both a hard copy and an electronic version should include:

- Cover sheet
- Table of Contents
- Clearly labeled sections
- Appendices