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 their field setting
• Exhibit professional behavior appropriate to the field setting, including:
  - Working independently and as a member of a team
  - Developing professional relationships with supervisor and co-workers
  - Communicating effectively orally and in writing
  - Receiving and responding to constructive criticism
  - Demonstrating appropriate judgment and problem-solving skills
• Identify areas for professional development
• Demonstrate the ability to add value to the field setting
• Evaluate the quality of the internship experience

Student Evaluation & Grading
Monitoring and evaluating students is the shared responsibility of site supervisors and the faculty supervisor.

Site Component: 50% of your grade is based on your field performance as measured by formal evaluations and the number of hours completed in field-related activities.
1. Evaluations (25%): 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. As a reflection of those experiences, supervisors 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 forms to the school by the due dates listed on the schedule below. Evaluation forms are posted on OAKS. Supervisor site evaluations should be uploaded to Dropbox

2. Hours (25%): Interns are required to complete the following number of hours at their site or in site-related activities:
  • 6-credit interns: 210 hours/semester (approx. 15 hrs./wk.)
• 3-credit interns: 105 hours/semester (approx. 7.5 hrs./wk.)
The Activity Log (AL) is used to monitor and measure hours completed. Each intern will maintain a weekly log of dates, times, and tasks participated in at his/her site. At the end of each week, the intern must obtain the signature of the site supervisor. The AL will be submitted to the faculty supervisor via Dropbox every Friday by 5 PM.

**Seminar Component:** 50% of your grade is based on how well you complete the following course requirements:

3. Presence & Promptness (20%)
   • Attendance: The seminar portion of the course requires on-time attendance at ALL sessions and one individual meeting with the faculty supervisor.
   • Required Paperwork: Interns are responsible for ensuring that the following items are distributed to their supervisor, completed, and/or turned in on time, using the method noted on the schedule (Forms are posted on OAKS).
     - Learning Agreement (intern)
     - Midterm Evaluation of Intern (site supervisor)
     - Final Evaluation of Intern (site supervisor)
     - Student’s Evaluation of Internship (intern)

4. Coursework (30%)
   • Internship Reflections: As the semester unfolds, interns will be asked to respond to various prompts/questions intended to help process insights gained from their experience.
   • Blog Discussions: At scheduled times throughout the semester interns will be required to participate in several online discussions. These discussions are designed to encourage critical thinking about worksite issues.
   • Semester Presentation: At the end of the semester each student will give a presentation to their classmates about their experience. You may use PowerPoint or Prezi. Your presentation should be no more than 12 minutes. Topics for the presentation should include:
     - The organization where you worked: its mission, history, scope, duties, etc
     - Your day to day activities
     - Your supervisor and his/her tasks
     - 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

**Grading:** Grades are based the following components:
Grades are calculated on a percentage basis:
96 - 100% = A;
90 - 95% = A-
87 - 89% = B+;
84 - 86% = B;
80-83% = B-
77 - 79% = C+;
74 - 76% = C;
70 - 73% = C

**Important Note #1:** 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 #2:** Please know that I am available anytime should you have problems, questions, or concerns regarding your Internship. Phone and email (listed above) are the best ways to initiate contact.

**Important Note #3:** While the course does not require that you keep a portfolio of your internship experience, I strongly recommend that you do. It will be a valuable reference when you interview for jobs.
**Seminars**  We will meet *every other week* during the semester as a class and you will have 1 individual meeting with the instructor.