The Public Health Undergraduate Internship Program is a culminating experience for students earning a bachelor's degree in Public Health. The program is made up of two components: field experience, which requires your participation with agencies and organizations that provide Public Health experiences; and online coursework, which focuses on professional development, problem-solving, experience sharing, and reflection on work-related issues.

Course Goal
The goal of the Public Health Internship program is to bridge academic and professional practice, allowing you to apply the knowledge you’ve acquired in the classroom, hone your practical skills, and identify areas for professional improvement.

Course Description
Candidates are placed in cooperating local agencies in areas of interest (public health, employee wellness, school health, fitness center, etc.). The field experience is a laboratory class that requires participation in the daily activities of an assigned agency and in on-campus or online seminars.

Course Prerequisites
To enroll in HEAL 403 students must
✦ Be a BS Public Health major with Senior standing
✦ Have successfully completed HEAL325/L
✦ Be responsible for transportation to their internship site

Learning Objectives & Student Learning Outcomes (SLOs)

Objective 1: Upon completion of HEAL 403 students will understand key attributes of professionalism.

SLO 1: As a result of participating in HEAL 403, students will demonstrate above-average competence in the following areas:
✦ Working independently and as a member of a team
✦ Developing professional relationships with co-workers
✦ Communicating effectively orally and in writing
✦ Receiving and responding to constructive criticism
✦ Problem-solving skills

Objective 2: Upon completion of HEAL 403 students will be able to apply PH skills obtained in school to improving a worksite.

SLO 2: As a result of participating in HEAL 403 students will analyze their field site for strengths and weaknesses that impact fulfillment of the site’s mission, and devise a plan to address a weakness that incorporates at least one skill or technique obtained from their PH education.

Objective 3: Upon completion of HEAL 403 students will be able to utilize their internship experience during a job interview.

SLO 3: As a result of participating in HEAL 403, students will develop responses to common interview questions that incorporate aspects of their internship experience.
Attendance Policy: There are no face-to-face class meetings for this course. The seminar portion of this course takes place online through Google Classroom (classroom.google.com). Anticipate logging into Google Classroom at least twice weekly to complete seminar coursework.

How to Reach Me
Although we do not have face-to-face class meetings, please know that I am available should you have problems regarding your Internship. Use either of the following methods to initiate contact for non-content related concerns. I will do my best to respond within 12 hours. (Questions related to content should be posted in the Google Classroom Stream.)

Email: ackermanl@cofc.edu. Use email for:
* Questions or concerns of a personal nature
* Scheduling a phone meeting. When scheduling a meeting include 3 options for your availability.

Phone: 203.858.5607, if you need an immediate response.

Course Structure
This course is organized by weeks. Each week you will be required to submit your Activity Log detailing your site hours and activities, and usually one or more assignments designed to help you process your Internship experience. Every Thursday assignments for the upcoming week will be posted in the Google Classroom Stream. Unless stated otherwise, all assignments are due on Wednesdays.

Course Requirements
Brief descriptions of the major requirements for this course are summarized below. For details see specific Assignment Guidelines in the ABOUT area of Google Classroom.

✦ Learning Agreement (LA): Developed with your site supervisor, the LA outlines goals and objectives for your internship. The LA template will be available to you as an Assignment in the Google Classroom (GC) STREAM. (See Assignment Guidelines: Learning Agreement.)

✦ Activity Logs: The Activity Log (AL) is used to track hours. Your are required to maintain a weekly log of tasks and time spent in site-related activities. The AL template can be accessed initially as an Assignment in the GC STREAM. Each day you intern, you will record the hours worked and your activities in your AL spreadsheet. At the end of the week you will review your AL with your supervisor, who will submit your hours to me. (See Assignment Guidelines: Activity Log.)

✦ Reflections: Responses to prompts designed to encourage critical thinking about your experiences. (See Assignment Guidelines: Reflections.)

✦ Discussions/Opinions: Some weeks include a thought-provoking discussion or opinion topic. You are expected to participate in and/or respond to these topics. (See Assignment Guidelines: Discussions.)

✦ Individual Meeting: While there are no face-to-face class meetings, I require that you and I meet individually once during the semester. (I am happy to meet with you anytime, but there is one required meeting.)

✦ Semester Project: An exercise in envisioning how to add value to your site. You are asked to identify a facet of your organization that needs improvement, and develop a program or plan to achieve that goal. (See Assignment Guidelines: Semester Project.)
**Evaluations:** This course requires 4 evaluations: Your supervisor is required to provide a midterm and a final evaluation, that will be sent electronically to him or her. **It is your responsibility to ensure that your supervisor completes the evaluation form in time to provide feedback to you and return the completed form to me by the due date.** At the end of this semester, you are required to provide an evaluation of your site, and a course evaluation. These last two forms will be posted as Assignments in the GC STREAM.

**Participation:** A catch-all category comprised of short assignments and general compliance with the schedule.

**Optional Items:** In addition to the above requirements, optional articles and readings relevant to your professional development will be posted. These are strictly for your benefit and will not be graded.

**Evaluation & Grading**

Monitoring, evaluating, and grading is the shared responsibility of your site supervisor and me.

<table>
<thead>
<tr>
<th>Site Component: 50% of your grade</th>
<th>Coursework Component: 50% of your grade</th>
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<tbody>
<tr>
<td>Evaluations (25%): Grade based on your site supervisor's evaluation.</td>
<td>Reflections (15%): Responses to prompts aimed at helping you process your experience</td>
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<tr>
<td>Hours (25%): You’re required to complete the following number of hours in site-related activities:</td>
<td>Discussions/Opinions (10%): Engagement and sharing with peers in class</td>
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<tr>
<td>✦ 3 credit interns: 105 hrs./semester (approximately 7.5 hrs/wk)</td>
<td>Semester Project (15%): Analysis of your site’s operation with suggestions for improvement</td>
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<tr>
<td>✦ 6 credit interns: 210 hrs./semester (approximately 15 hrs./wk)</td>
<td>Participation (10%): Overall compliance with schedule, assignments, meeting, etc.</td>
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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-
- 67 - 69% = D+
- 64 - 66% = D
- 60 - 63% = D-

**Academic Integrity Policy**

Cheating and plagiarism are violations of the college’s Honor Code. This is no different in an online class. Students who engage in either offense will be subject to the Penalties (Sanctions) for Violations of the Honor Code. See The Student Handbook at [http://studentaffairs.cofc.edu/honor-system/](http://studentaffairs.cofc.edu/honor-system/)

**Roles And Responsibilities**

The nature of this course requires you to be an active participant both at your site and online. It is essential and expected that you share ideas, information, insights, and knowledge as you go through your internship and prepare for your future.
Your Responsibilities:

✦ Monitor your site hours. For maximum credit, you must complete the required hours by the end of the semester. How you achieve that is up to you and your supervisor; there may be some weeks where you intern more and others where you intern less. It’s your job to update your Activity Log weekly, ensure that your hours are submitted accurately, and monitor your progress as the session unfolds so that you can adjust your work schedule as needed.

✦ Log into Google Classroom a minimum of 2 times per week. Look at Announcements, Questions, and Assignments on the STREAM. You should anticipate spending about 1 to 3 hours per week online for this course.

✦ Complete assignments on time. Unless specified otherwise, assignments must be submitted by the end of the day on Wednesday of each week, though you may submit assignments early. If you’re unable to meet a deadline due to an illness or emergency, contact me to make alternative arrangements within 24 hours of the due date. If that does not happen, late assignments will be penalized.

✦ Access the PH Internship Manual (dept. website) for questions about the Internship Program.

My Responsibilities:

✦ Ensure accessibility: If you need modifications or have information affecting your participation online, email me immediately. (See Accessibility Statement below.)

✦ Respond in a timely manner:
  - Contact me via email (ackermanl@cofc.edu) with concerns of a personal nature; In an emergency you can also reach me by phone (203.858.5607); I will do my best to get back to you within 12 hours.
  - Post general questions related to the course or specific questions related to assignments as Posts or in Add Class Comments in the Google Classroom STREAM so that everyone has access to the answers. Interns are encouraged to answer each other’s questions. If others have not provided adequate feedback, I will respond in 24-48 hours.
  - For written assignments, expect feedback within 7-10 working days of submission.
  - Unless it is a personal or emergency situation, do not expect to hear from me on weekends or during school holidays.

Our Responsibilities:

✦ Practice online etiquette. Given the nature of the topics we will explore in online discussions, it’s critical to remain respectful of differing viewpoints and opinions contrary to your own. Keep in mind that online communication is open to misinterpretation and misunderstanding. It is expected that all of us will:
  - Choose our words carefully to avoid misinterpretation and misunderstanding.
  - Think before posting. Once you click “post” your words can’t be taken back.
  - Use appropriate language (no profanity, derogatory or offensive terms, highly charged language). Posts containing offensive language will be removed from the discussion area.
  - Be constructive. Critique the idea—not the person.
  - Be sensitive, kind, and forgiving.
Accessibility Statement
The College makes reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services/SNAP located in Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.

Required Tools & Technology
The primary portal for this course is Google Classroom (GC). Make sure you are familiar with the functions listed below.

- **Announcements** on your GC STREAM for weekly coursework, updates, and general information
- **Assignments** on your GC Stream for submitting work
- **Questions** on GC STREAM for discussions
- **ABOUT** for the Syllabus, Assignment Guidelines, Tutorials, other Resources

Although GC allows for grade feedback on individual assignments, it does not have a Gradebook function. To monitor your grades for the semester, access the OAKS Gradebook for this class.

**Schedule for Fall Semester: Aug. 22 - Dec. 4, 2017**
The full schedule for the semester is posted separately in ABOUT.
The weekly schedule will also be posted in your GC STREAM every Thursday. It's critically important that you keep up with the assignments as there are significant grade penalties for submitting work late.

**Helpful Tech Support**
*Computer problems are no excuse for late work. It's critical to resolve technical issues promptly!*

- **Hardware/Software Problems:** Call the Student Computing Desk at 843.953.5457, or access studentcomputingsupport@cofc.edu
- **Tutorials:** Tutorials are located in the ABOUT section of GC.
- **GC Tech Help:** Mendi Benigni in TLT (begninim@cofc.edu)

**Required Technology**
1. Desktop or Laptop Computer with high-speed internet access and external speakers or headphones.
2. Any web browser other than Internet Explorer
3. PDF Reader (Adobe Acrobat or Preview)
4. Access to your CofC Google Account
5. Access to TED Talks
6. Access to VoiceThread

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