Community Health Internship – HLTH 491 (0101)

Semester: Fall 2016
Classroom and Time: Cambridge Community Center (CCC) 1205
Instructor: Ms. Anne Anderson-Sawyer, MA
Office: 2362 SPH
Phone: 301-405-2518
Email: aasawyer@umd.edu

Office Hours: By Appointment

Internship Advisors: Heather Platter (hplatter@umd.edu), Noora Kanfash (nkanfash@umd.edu), Anna Clayton (aclayto1@umd.edu)

Small Group Discussion Locations:
Cambridge Community Center (CCC) 1205 (Anna)
Computer and Space Science (CSS) 2428 (Noora)
Jull Hall (JUL) 1105 (Heather)

Course Pre- and Co-requisites:
HLTH 491 is the required capstone experience for the BCH undergraduate degree program. All other coursework must be completed to register for the Community Health Internship semester.

Required Texts and Other Readings: Materials provided as handouts and/or through Canvas.

Course Description:
The purpose of the internship semester is to enable students to gain practical experience under conditions conducive to educational and professional development. The internship is a time-limited, supervised period of community health/public health activities, carried out in a related professional organization. In addition to the internship, HLTH 491 includes a series of mandatory seminars. Students are required to return to campus for the scheduled seminar sessions, to discuss their progress, share experiences with the other interns, and to participate in career and professional development activities.

Course Learning Objectives:
Upon completing this course, the student will be able to:

• understand the functioning of health related agencies in the community setting;
• integrate health education and community health theory with community-based practice;
• analyze the role of health educators and public health professionals in agency activities;
• understand administration, program activities, and problems relevant to community health/public health agencies;
• implement improved professional skills through on-the-job training; and
• assume specific responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s)
**Program Competencies Addressed during the Community Health Internship:**
The following competencies for the BCH undergraduate degree program are addressed during HLTH 491:

- Identify individual and community level needs for health promotion and disease prevention.
- Identify principles of community health that are needed for the development of effective health promotion and disease prevention strategies.
- Apply statistics and research methods to accurately describe the distribution and examine the determinants of population health.
- Apply statistics and research methods to community health program evaluations.
- Describe how to plan, implement and administer short- and long-term community health interventions.
- Communicate and disseminate the results of community health program evaluations.
- Describe how to advocate for effective community health initiatives at the local, state and federal levels.
- Identify strategies that effectively incorporate cultural competence within health promotion and community health initiatives.
- Demonstrate competency in planning, preparing, and delivering effective community health presentations.

**Course Requirements:**
Interns are required to complete all on-site (internship) and seminar related requirements and assignments. Interns are required to complete 36 hours per week for 15 weeks at their internship placement, as well as attend the scheduled seminars. Internship hours must be accumulated by working on-site; the program does not permit working from home.

**Assignments** (Discussed during seminars, guidelines posted to Canvas – [www.elms.umd.edu](http://www.elms.umd.edu))

1. Internship work plan (IWP)
2. Bi-Weekly emails with internship advisor
3. Resume (Updated to include internship)
4. Networking Log (Continuous process, due at the end of the semester)
5. Signed Hours Log (Handed out at first seminar, tallied/signed COPY handed in at each seminar)
6. Poster presentation and handout (be sure to share your poster with your site preceptor!)
7. Portfolio Table of Contents
8. Final Program Portfolio (Binder that captures your internship deliverables and experience as well as academic core course deliverables/assignments)
9. Job and Graduate School Search Inventory
10. Interview of a Co-worker
11. Final Program Essay and GRID (Reflection paper tied to core course deliverables and internship Experience)
12. First and final evaluations completed by site preceptor
   Your internship advisor will forward an electronic copy of each evaluation to your site preceptor. It is your responsibility to return the completed and signed evaluation during seminar.

“Assignments” are homework and should not be completed at your internship site.
Course Policies:

Email – The Official University Correspondence:
Verify your email address by going to www.my.umd.edu.

All enrolled students are provided access to the University’s email system and an email account. All official University email communication will be sent to this email address (or an alternate address if provided by the student). Email has been adopted as the primary means for sending official communications to students, so email must be checked on a regular basis. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices.

Students are responsible for keeping their email address up to date or for redirecting or forwarding email to another address (“notification” status in Canvas). Failure to check email, errors in forwarding email, and returned email (from “full mailbox” or “unknown user” errors for example), will not excuse a student from missing University announcement, messages, deadlines, etc. Email addresses can be quickly and easily updated at www.my.umd.edu or in-person at the Student Service Counter on the first floor of the Mitchell Building.

For technical support for University email: www.helpdesk.umd.edu or call 301-405-1400.

Religious Observances:
The University System of Maryland policy provides that students should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances. It is the student’s responsibility to inform the instructor in advance of any intended absences for religious observance.

Special Accommodations / Disability Support Services:
If you have a documented disability and wish to discuss academic accommodations for test taking or other needs, you will need documentation from Disability Support Service (301-314-7682). If you are ill or encountering personal difficulties, please let the instructor know as soon as possible. You can also contact Learning Assistance Services (301-314-7693) and/or the Counseling Center (301-314-7651) for assistance.

Academic Integrity:
The University’s code of academic integrity is designed to ensure that the principle of academic honesty is upheld. Any of the following acts, when committed by a student, constitutes academic dishonesty:

- **CHEATING**: intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.
- **FABRICATION**: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **FACILITATING ACADEMIC DISHONESTY**: intentionally or knowingly helping or attempting to help another to violate any provision of this code.
- **PLAGIARISM**: intentionally or knowingly representing the words or ideas of another as one’s own in any academic exercise.
For more information see: http://www.shc.umd.edu/code.html.
The Honor Pledge is a statement undergraduate and graduate students should be asked to write by hand and sign on examinations, papers, or other academic assignments. The Pledge reads: *I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.*

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit http://www.shc.umd.edu.

Inclement Weather / University Closings:
In the event that the University is closed for an emergency or extended period of time, the instructor will communicate to students regarding schedule adjustments, including rescheduling of examinations and assignments due to inclement weather and campus emergencies. Official closures and delays are announced on the campus website (http://www.umd.edu) and snow phone line (301-405-SNOW), as well as local radio and TV stations.

Course Evaluations
The University, the School of Public Health, and the Department of Behavioral and Community Health are committed to the use of student course evaluations for improving the student experience, course and curriculum delivery, and faculty instruction. Your evaluations help instructors improve their courses; help deans and department chairs decide on merit pay for faculty, renewal of contracts, and support tenure and promotion decisions; and help current and future students decide on classes. Please use www.CourseEvalUM.umd.edu to evaluate this course.

Available Support Services: [Information regarding any additional support services available to students that may be useful during the course. Examples include Learning Assistance Service programs and short courses, the Writing Center, library facilities/tools, computer facilities and helpdesk at OIT, etc. Some faculty have included a bibliography of sorts, including major peer-reviewed journals in the field that students may wish to reference, key websites with which students should be familiar, and notable books, articles or other cornerstone publications with historical significance and/or which contributed to a revolutionary or profound change in the thinking or practice of a particular field.]

Absence Policy:
In accordance with University policy if you are absent for a single (1) lecture due to illness or some form of personal or family emergency, this absence will be considered “excused” and the instructor will accept a note from you attesting to the date of the illness/incident, along with an acknowledgement that the information is true. Whenever feasible, you should try to contact the instructor in advance.

Multiple or prolonged absences, and absences that prevent attendance at a major scheduled grading event (like an exam, SEMINAR, or important events at the internship) will require written documentation from an appropriate health care provider/organization.
A link to pull information on the new policy covering absences from class can be found at http://www.president.umd.edu/policies/v100g.html

**Late work and Missed Exams/Assignments:**
Because the internship semester is a time of focused “professional development”, students are encouraged to follow all timelines as they would when asked to submit a deliverable in a work setting. Students will not pass HLTH 491 if they fail to submit/complete any of the required elements of the course. **NOTE:** For items/assignments that require your preceptor’s review and or signature, be sure to allow plenty of lead time. **Do not** ask for a signature at the last minute (unprofessional and can result in a late assignment).

**Grading Procedures:**
Completion of all the on-site internship responsibilities in a professional manner, as well as, completion of all HLTH 491 assignments in an academically thoughtful and thorough manner is required to receive a passing grade. Students must also receive positive evaluations from their site preceptor and internship advisor to pass HLTH 491. A passing grade for the degree requirement is a C- or above (however in a professional setting a C- is not considered a reasonable standard and will not result in satisfactory evaluations). Interns are required to be on-site for 36 hours per week during the 15-week semester and will not pass HLTH 491 if they do not fulfill the minimum hours requirement.

**Each** of the following individual “elements” of HLTH 491 must be completed at a satisfactory level to pass the internship semester as evaluated by grading rubrics. Students are also required to attend and participate in the 6 on-campus seminar sessions, and complete the minimum number of required on-site hours:
- Internship Work Plan (IWP)
- Bi-Weekly Emails
- Poster Presentation
- Portfolio
- Final Program Essay and GRID
- Required Hours (minimum must be met)
- 2 Evaluations by Site Preceptor (ratings of satisfactory or above)

**SEE COURSE CALENDAR/OUTLINE NEXT PAGE**

**NOTE:** The 6 seminars allow the internship students to reconnect with their peers and also meet with their university internship coordinator and internship advisor. This affords students an opportunity to share their worksite experiences, receive guidance related to internship logistics, requirements and assignments, and participate in professional development activities. As such, the learning outcomes for this course are not accomplished in the seminars, but rather achieved through the student on-site internship experience. The seminar sessions also provide a required supervisory element of the internship semester.

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<thead>
<tr>
<th><strong>SEMINAR #1</strong></th>
<th><strong>SEMINAR #2</strong></th>
<th><strong>SEMINAR #3</strong></th>
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<tbody>
<tr>
<td><strong>Wednesday, August 31</strong>&lt;br&gt;Start in Cambridge Community Center 1205&lt;br&gt;1:00 – 3:15 pm</td>
<td><strong>Wednesday, Sept. 21</strong>&lt;br&gt;Start in Cambridge Community Center 1205&lt;br&gt;1:00 – 3:15 pm</td>
<td><strong>Wednesday, Oct. 5</strong>&lt;br&gt;<strong>NOTE LOCATIONS!</strong> Begin 9:30 sharp w/ set-up in SPH Volley Ball Gym (2101)&lt;br&gt;Seminar from 10:00 – 10:50 SPH Student Lounge (next to the Dean’s Office)&lt;br&gt;Poster Session follows from 11:00 – 2:00&lt;br&gt;(Clean-up will take us to ~2:30).&lt;br&gt;<strong>NOTE:</strong> You may have to come early or stay late if you are schedule for an individual meeting with your IA.</td>
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<tr>
<td><strong>Group A: Sunday, Sept. 11</strong>&lt;br&gt;Group B: Tuesday, Sept. 13</td>
<td><strong>Group A: Sunday, Sept. 25</strong>&lt;br&gt;Group B: Tuesday, Sept. 27</td>
<td><strong>Group A: Sunday, Oct. 9</strong>&lt;br&gt;Group B: Tuesday, Oct. 11</td>
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<td><strong>Email #1 Due (see attached Email Guidelines)</strong></td>
<td><strong>Email #2 Due</strong></td>
<td><strong>Email #3 Due</strong></td>
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<td><strong>SEMINAR #2</strong></td>
<td><strong>SEMINAR #4</strong></td>
<td><strong>SEMINAR #5</strong></td>
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<td><strong>Wednesday, Sept. 21</strong>&lt;br&gt;Start in Cambridge Community Center 1205&lt;br&gt;1:00 – 3:15 pm</td>
<td><strong>Wednesday, Nov. 2</strong>&lt;br&gt;Start in Cambridge Community Center 1205&lt;br&gt;1:00 – 3:15 pm</td>
<td><strong>Wednesday, Dec. 7</strong>&lt;br&gt;1:00 – 3:15 pm&lt;br&gt;<strong>NOTE LOCATION!</strong> Eppley Rec Center, Multi-Purpose Room – 2113 (ID Required!)</td>
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<td><strong>Group A: Sunday, Sept. 25</strong>&lt;br&gt;Group B: Tuesday, Sept. 27</td>
<td><strong>Group A: Sunday, Nov. 6</strong>&lt;br&gt;Group B: Tuesday, Nov. 9</td>
<td><strong>Group A: Sunday, Nov. 20</strong>&lt;br&gt;Group B: Tuesday, Nov. 22</td>
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<td><strong>Preparation for the Poster Session, Resume Refresh, Breakout = Graduate School IWP DUE - Send <strong>signed</strong> electronic copy to IA (Body = Word doc, Signature Page = pdf), Hours Log DUE - Hand in COPY of tallied and <strong>signed</strong> HOURS LOG</strong></td>
<td><strong>Discussion of Hours Range, Professional Panel, Breakout Groups w/IA (&quot;The Job Search&quot;)</strong>&lt;br&gt;<strong>Hand in</strong> Job and Graduate School Search Inventory,&lt;br&gt;Hours Log DUE - <strong>Hand in</strong> COPY of tallied and signed HOURS LOG</td>
<td><strong>Internship Showcasing and Networking Activity</strong>&lt;br&gt;**DUE – <strong>Hand in: Portfolio, Networking Log, COPY of tallied and signed HOURS LOG</strong></td>
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<td><strong>Email #5</strong></td>
<td><strong>Email #6 Due/ATTACH TO EMAIL: Portfolio Table of Contents, FINAL PROGRAM ESSAY and GRID (with words, not just check marks!)</strong></td>
<td><strong>SEMINAR #6</strong>&lt;br&gt;<strong>Tuesday, Dec. 13</strong>&lt;br&gt;<strong>NOTE LOCATION! TBA 10:00 -12:00</strong>&lt;br&gt;Graduation Luncheon, 12:00 – 2:00 pm, Stamp Student Union - Atrium**</td>
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**Hello!** Introductions, Review of Syllabus, Overview Program Expectations, Requirements and Assignments (How to Write an Internship Work Plan – IWP), Breakout Groups with Internship Advisors (“Professionalism in the Work Place”)

**NOTE:** INTERNSHIP = Thurs. Sept. 1 – Mon. Dec. 12, 2016
**Photo/Video Release Statement:** Occasionally, the Department of Behavioral and Community Health may take photographs of classroom and building activities involving our students. Photographs taken at these events may be published electronically or in print materials. If you do not wish to authorize use of such photos for these materials, please email your professor upon receipt of this syllabus.

NOTE: Don’t forget to take/share pictures of yourself at your internship (as appropriate – some settings do not allow phones/photographs to be taken). If possible use an actual camera. Send pics to Professor Zeeger at tzeeger@umd.edu. We need pictures that include in office work (meetings, collaborative work, you at your desk or with a colleague) as well as outreach activities.

Include
- **SUBJ line:** i.e. Picture HLTH 491 F16 KAISER
- **In email body:**
  - Your name
  - Site name (official correct name of the office/agency where you are an intern)
  - A sentence or two about what you’re doing in the picture

This helps us enhance our BCH website and showcases your hard work!

THANKS FOR YOUR HELP!