Community Health Internship – HLTH 491 (0101)

Semester: Spring 2019  
Classroom and Time: Varies – See below  
Instructor: Tracy Kennedy, M.Ed. M.P.S  
Office: 1234R SPH  
Phone: 301-405-2467  
Email: kenedyt@umd.edu

Office Hours: By Appointment or stop by!

Please note: This course is no longer Pass/Fail. You will receive a letter grade for these 12 credits. The scale is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A+</td>
<td>96% and higher</td>
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<tr>
<td>A</td>
<td>93% - 95.9%</td>
</tr>
<tr>
<td>A-</td>
<td>90% - 92.9%</td>
</tr>
<tr>
<td>B+</td>
<td>86% - 89.9%</td>
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<tr>
<td>B</td>
<td>83% - 85.9%</td>
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<tr>
<td>B-</td>
<td>80% - 82.9%</td>
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<tr>
<td>C+</td>
<td>76% - 79.9%</td>
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<tr>
<td>C</td>
<td>73% - 75.9%</td>
</tr>
<tr>
<td>C-</td>
<td>70% - 72.9%</td>
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Below 70% = Fail; this course must be passed with a C- or higher.

Seminar #1  Wed. January 30  8:30 a.m. – 12:00 p.m. Cambridge Community Center 1205  Lunch provided

First day  Thursday, Jan. 31  First Day @ Internship (please confirm with site)

Seminar #2  Wed. February 13  12:00-2:50  ESJ 1215

Seminar #3  Wednesday, March 6  9:30-2:30 Poster Session Student Lounge/SPH Concourse

Seminar #4  Wednesday, April 3  12:00-2:50  ESJ 1215

Seminar #5  Wednesday, May 8  12:00-2:50  ESJ 1215

Last day  Tuesday, May 14  Last Day @ Internship

Seminar #6  Wednesday, May 15  11:00-12:45 SPH Student Lounge (TBA)  1:00-3:00 Golf Course Graduation Luncheon (TBA)

Internship Advisors (IA): Marianna Molina (mmolina2@terpmail.umd.edu); Kaitlyn Lee (klee222@terpmail.umd.edu)
Small Group Discussion Locations:
Seminar 1 11:00-12:00 Marianna CCC 1205; Kait SPH 1234
Seminars 2, 4 & 5 2:00-3:00 Marianna ESJ 1215; Kait ESJ B0320

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:
Many of the competencies listed below will be addressed during the internship semester in HLTH 491, but will vary by site:

1. Discuss the history and philosophy of public health as well as its core values, concepts, and functions across the globe and in society.
2. Use basic public health concepts, methods, and tools for data collection and analysis.
3. Identify the major health-related needs and concerns of populations and formulate basic processes, approaches, and interventions as possible solutions.
4. Describe the underlying science of human health and disease including opportunities for promoting and protecting health across the lifespan.
5. Examine the socio-economic, behavioral, biological, environmental, and other factors that impact human health and contribute to health disparities.
6. Demonstrate the fundamental concepts and features of project implementation, including planning, assessment, and evaluation.
7. Compare and contrast the fundamental characteristics and organizational structures of the health systems of the United States and other countries.
8. **Characterize** the basic concepts of legal, ethical, economic, and regulatory dimensions of health care and public policy.
9. **Illustrate** the basic concepts of public health-specific writing and communication.
10. **Assess and communicate** individual and community-level needs for health promotion and disease prevention.
11. **Create and apply** strategies that effectively incorporate cultural competences with health promotion and community health initiatives.
12. **Synthesize and apply** principles and theories of community health that are needed for the development of effective and evidence-based health promotion and disease prevention strategies.
13. **Promote and advocate** for effective community health initiatives at the local, state, and federal levels.
14. **Collaborate** with community organizations to **apply** public health principles in a real-world setting.

**Course Requirements:**
Interns are required to complete all on-site (internship) and seminar related requirements and assignments. Interns are required to complete a minimum of 480 onsite hours (avg. 36 hours per week for 15 weeks) at their internship, as well as attend the scheduled seminars. Internship hours must be accumulated by working on-site; the program does not permit working from home with the exception of extenuating circumstances. Seminar weeks result in reduced internship hours, which are taken into consideration for total requirement.

**Assignments** (Discussed during seminars, guidelines posted to Canvas – [www.elms.umd.edu](http://www.elms.umd.edu))
*See list of required assignments under grading procedures and also on Canvas.*

“Assignments” are considered homework and should not be completed at your internship site. One exception will be the IWP, which requires collaboration with site preceptor.

**Course Policies:**

**Email – The Official University Correspondence:**
*Verify your email address* by going to [www.my.umd.edu](http://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](http://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](http://www.helpdesk.umd.edu) or call 301-405-1500.

**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.

**Financial Assistance**
During the first two weeks of the semester, you will be asked to submit a document describing your financial obligations for the semester, including cost of parking, public transportation, miles to internship site, etc. plus any stipend or hourly compensation you are receiving from your site. We understand that the capstone semester can be a financial challenge. All interns are encouraged to create a budget/financial plan that accounts for the costs associated with completing the internship (e.g. commuting). While having a valuable internship experience on your resume can increase your starting salary considerably post-graduation, current costs are very real. If you are suffering financial hardship (e.g., in danger of eviction, lack of proper food), please contact your IA or Tracy Kennedy right away. If you are in danger of not completing your internship due to financial hardship (e.g. can't afford gas), contact us so that we can develop with a plan.

**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. Proper citation must be used where appropriate.

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 the University is closed for an emergency or inclement weather, the instructor will communicate to students regarding schedule adjustments and hours’ considerations. All assignments are turned in online, therefore, university closings should not affect assignment due dates. 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. In the event of a campus closure on the day of a seminar, the seminar will not be rescheduled; information will be posted on canvas in lieu of an in-person class. **However, if the university is closed due to the weather forecast, but we do not receive the predicted inclement weather, you are still expected to go to work at your internship site.** If your internship site is the University of Maryland, and it is closed, you are not required to go to your site unless requested by your preceptor. On occasion, a research lab is expecting participants or site inspectors and will need you even if the university closes for inclement weather that did not materialize. Obviously, safety concerns and common sense should prevail. Contact instructor or your IA if you have questions.

**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.

**Absence Policy:**

**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.**

**Absences due to illness:**
Students will receive hours missed at internship or points for a single missed seminar when accompanied by a valid doctor’s note. Prolonged or multiple absences may require alternative arrangements for completing the 480-hour internship. Intern MUST contact site supervisor regarding ALL absences. If the minimum hours are not obtained, the student may be required to take an incomplete (I). In the case of an “incomplete”, a contract will be required and the student will have 6 weeks to meet the required 480 hours.

**Personal or Family Emergency:**
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 and nature of the incident, along with an acknowledgement that the information is true. Whenever feasible, you should contact the instructor in advance.

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 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. The goal of this class is to simulate an employment setting; therefore, all late assignments will receive a reduced grade (1 point reduction per day) regardless of reason.

**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). If your preceptor is unable to sign by your due date, please still submit the assignment on time and secure the signature as soon as possible, to avoid excessive late point deductions. Staying organized and on top of due dates should prevent this from happening.

**Grading Procedures:**
HLTH 491 is a graded, 12-credit course. Completion of all internship responsibilities, as well as HLTH 491 assignments 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 minimum grade for HLTH 491 is a C-, however in a professional setting, a C- is not considered a reasonable standard and will not result in satisfactory evaluations or professional references. Interns are required to be on-site for an average of 36 hours per week during the 15-week semester and will not pass HLTH 491 if they do not fulfill the minimum 480-hour requirement. There is ample room in the schedule to accommodate unexpected emergencies, illnesses and seminar days. More will be explained at the first seminar.

**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, most 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.
# COURSE CALENDAR/OUTLINE

*Topics Subject to Change

**Note:** INTERNSHIP = Thursday, January 31 – Tuesday, May 14

Note: See Canvas and Important Dates Below Course Calendar for Specific Due Dates

<table>
<thead>
<tr>
<th>Seminar #1</th>
<th>Semester 1 Overview</th>
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<tbody>
<tr>
<td>January 30 8:30 am – 12:00 pm - CCC 1205</td>
<td>Review of Syllabus, Overview Program Expectations, Requirements and other Assignments; IWP explained</td>
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<tr>
<td><strong>Breakout:</strong> Marianna stays; Kait SPH1234A</td>
<td><strong>Breakout Groups with Internship Advisors</strong> (“Professionalism in the Work Place” game) &amp; Roster updates/contact info</td>
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<tr>
<th>Seminar #2</th>
<th>All About Money</th>
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<tr>
<td>February 13 12:00 pm - 2:50 pm ESJ 1215</td>
<td>SEMINAR: Posters; Finances, Salaries, Savings, Investing &amp; Budgets, 3 Numbers</td>
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<tr>
<td><strong>Breakout:</strong> Marianna stays; Kait ESJ B0320</td>
<td>**Breakout = Graduate School presentation, IWP Q&amp;A, Applying to Graduate School; resume and cover letter review/clinic; bring resume</td>
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<tr>
<th>Seminar #3</th>
<th>Poster Session</th>
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<tr>
<td>March 6 9:30 am – 2:30 pm</td>
<td>Please dress professionally for this seminar (w/ reasonable shoes). Practice presenting 1 at a time in front of the group</td>
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<td><strong>Student Lounge:</strong> 10:00 am for Seminar 3</td>
<td><strong>No Breakout Session:</strong> You may have to come early or stay late if you are scheduled for an individual meeting with your IA.</td>
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<td><strong>Poster Session:</strong> in SPH Concourse 11-2</td>
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<tr>
<td><strong>Group 1 Record Video Clips 8:30</strong></td>
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<tr>
<th>Seminar #4</th>
<th>Job Search Refresher</th>
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<tr>
<td>April 3 12:00 pm – 2:50 pm ESJ 1215</td>
<td>Job Search PowerPoint, do’s and don’ts of interviewing, importance of networking; Discuss Mock Interview answers as group</td>
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<tr>
<td><strong>Breakout:</strong> Marianna stays; Kait ESJ B0320</td>
<td><strong>Breakout Groups</strong> - Review Essay Assignment &amp; Portfolio – Questions?</td>
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<tr>
<td><strong>Group 2 Record Video Clips 10:30</strong></td>
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<tr>
<th>Seminar #5</th>
<th>Professional Panel, Networking, Careers in Community Health</th>
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<tr>
<td>May 8 @ 12:00 pm- 2:50 pm ESJ 1215</td>
<td>Networking with practitioners, panel discussion, mix and mingle reception with colleagues and professionals.</td>
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<td>If breakout: MM ESJ 1215; Kait ESJ B0320</td>
<td><strong>Group 2 Record Video Clips 10:30</strong></td>
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<tr>
<th>Seminar #6</th>
<th>Final Paperwork Submitted (Original Eval &amp; Hours Log Signed)</th>
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<tr>
<td>May 15 @ 11:00 a.m.- 2:50 pm</td>
<td>*You must bring your original for credit; copy must be scanned and submitted on canvas; Close Out Activity/Bios needed, see assignments – Parents, family invited; Complete Exit Survey</td>
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<tr>
<td>11:00 am-1:00 pm <strong>Student Lounge</strong> (subject to change)</td>
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<td>1:00 pm - 3:00 pm Graduation Luncheon</td>
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IMPORTANT DATES TO PUT INTO YOUR PLANNER (DUE DATES, SEMINARS, ETC.)

JANUARY
30(W)  Seminar 1: in CCC 1205 from 8:30am-12:00pm
31(TH)  First Day at Internship

FEBRUARY
5(T)  Email preceptor requesting meeting to discuss IWP (see IWP instructions for ex.)
5(T)  HLTH 491 Quiz Due
7(TH)  Receive BWE #1 Prompt
7(TH)  Apply to Graduate for 5 points
8(F)  University’s Deadline: Apply to Graduate 4 p.m.
12(T)  BWE #1 Response Due
13(W)  Seminar 2: in ESJ 1215 @ noon
19(T)  Hours log #1 Due (hours through 2/17)
19(T)  & IWP Draft #1 emailed to preceptor, cc. IA
26(T)  Poster Draft Due
28(TH)  Receive BWE #2 Prompt
28(TH)  & IA sends Evaluation #1 to Preceptors via email (Evaluation #1 due March 12)
28(TH)  & Final Poster Uploaded
28(TH)  Email IA to let them know if you’re attending IWP Workshop on 3/1

MARCH
1(F)  Site Visits Begin
1(F)  IWP Workshop - SPH 1234A 2:00-4:00- 2 hours for attending
5(T)  IWP Draft #2 Due on canvas
5(T)  BWE #2 Response Due
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HLTH 491 Community Health Internship, Spring 2019

Updated 1-14-19 Kennedy
6(W) Seminar 3: 9:30 Set up SPH Concourse, 10:00-11:00 SPH Student Lounge, Posters 11:00-2:00

12(T) Evaluation #1 Due
12(T) & Hours Log #2 (hours through 3/10)
12(T) & Mock Interview Questions

17 – 24 Spring Break – Do you need to make up hours during this time?

19(T) IA returns IWP to you with edits – you have 1 week to resubmit for grading

26(T) Final IWP Internship Work Plan signed - submitted for grading
26(T) & IWP Signature Page (PDF)
26(T) & Resume Due (internship added; other activities since 490 added)
28(TH) Receive BWE #3 Prompt

APRIL

2(T) BWE #3 Response Due

3(W) Seminar 4: in ESJ 1215 @ noon

9(T) Final Program Essay Due
9(T) & Hours Log #3 (hours through 4/7)

11(TH) Receive BWE #4 Prompt

16(T) BWE #4 Response Due
23(T) Hours Log #4 Due (hours through 4/21)
23(T) & Table of Contents for Portfolio Due

25(TH) Receive BWE #5 Prompt

25(TH) & Final Evaluation sent to Preceptors

30(T) PowerPoint Slides of pictures
30(T) & BWE # 5 Due

MAY

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HLTH 491 Community Health Internship, Spring 2019

Updated 1-14-19 Kennedy
2(TH) Let your IA know if you are coming to the Portfolio Workshop on May 3
3(F) Portfolio Workshop – SPH 1234A 3:00-4:30
7(T) Bio for Seminar 6 Due
7(T) Final Portfolio Due
8(W) **Seminar 5: in ESJ 1215 @ noon**
14(T) **Last Day @ Internship**
14(T) Final Hours Log Due on canvas (bring hard copy to Seminar 6 on 5/15)
14(T) & Final Evaluation Due on canvas (bring hard copy to Seminar 6 on 5/15)
14(T) Thank You Email to Site Preceptor (bcc. IA for points)
14(T) & Thank you pages from surveys uploaded
14(T) ALL Extra Credit Assignments Due (Personal Internet Presence, Interview, Job/Grad School Inventory, Networking Log)

15(W) **Seminar 6: in Student Lounge (or TBA) & Graduation Luncheon (Golf Course-subject to change); FYI this is Reading Day, parking is free in numbered lots – check DOTS website for confirmation.**

**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 me (kennedyt@umd.edu) upon receipt of this syllabus.**