Course Description: The purpose of the internship is to enable students to gain practical experience as professionals under conditions conducive to educational development. The internship is a time-limited, supervised period of public/community health activities carried out in a health or allied health organization. The internship provides students with the opportunity to integrate and apply knowledge and skills obtained in the MPH program. Students gain practical experience in areas such as program planning, and implementation, program evaluation, public policy analysis, research, and management. Students identify their internship learning goals and select an agency that offers opportunities to achieve these goals. The internship includes three seminar sessions during the internship semester that are required for all students. During the seminars, interns discuss their progress, share experiences with the other interns, and participate in career development activities.

Course Learning Objectives:
The objectives of the internship experience are to:

• broaden student understanding of the functioning of health related agencies in the community setting;
• integrate and apply MPH coursework to community-based practice or research;
• analyze the role of health education and health educators in agency activities;
• gain an understanding of the organization, administration, program activities, and problems of community health agencies;
• improve student skills through on-the-job professional practice; and
• allow the student to assume specific responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s).

Program Competencies Addressed in this Course:
The internship will reinforce some or all of the following competencies from the DBCH MPH program:

• Choose major social, behavioral and public health theories to use with the design and evaluation of interventions.
• Build emergent themes and sub-themes within qualitative data which require re-reading of text and an aggregation and interpretation.
• Identify and use mobile/computer apps to gather information or collect data for use in the evaluation of research.
• Manage traditional and new media to communicate health information (e.g., statistics, reports) effectively.
• Build valid data collection tools to measure behavioral factors that influence community health.
• Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions.

Course Requirements:
Students must complete the required on-site minimum of 10 hours/week for 15 weeks, to pass HLTH 785.

Course/Internship Semester Assignments
1. Internship work plan (IWP)
2. Bi-weekly emails with Internship Coordinator
3. Networking contact log
4. Signed hours log
5. Portfolio and individual presentation of portfolio to HLTH 785 class/seminar
6. Intern’s final evaluation of experience
7. Satisfactory first and final evaluations completed by site preceptor

Evaluation/Grading:
Students must receive a “satisfactory” first and final evaluation by their preceptor to receive an overall passing grade for the course. Attendance at the seminars as well as meeting the hours requirement for the internship, are also required to complete HLTH 785.

Excellent = “A Range”, Satisfactory = “B Range”, Unsatisfactory = “C Range”

Grading Scale: 200 point scale

(45 pts) Internship work plan (IWP)
(15 pts) Bi-weekly emails with Internship Coordinator
(5 pts) Networking contact log
(40 pts) Meeting hours requirement (via signed Hours Log – by site preceptor)
(45 pts) Portfolio and individual presentation of portfolio to HLTH 785 class/seminar
(15 pts) Intern’s final evaluation of experience
(35 pts) Satisfactory first and final evaluations completed by the preceptor

A: 180 - 200 Excellent
B: 160 - 179 Satisfactory
C: 140 - 159 Unsatisfactory

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. 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 301-405-1400.

**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](http://www.shc.umd.edu/code.html).

**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](http://www.umd.edu)) and snow phone line (301-405-SNOW), as well as local radio and TV stations.

**NOTE:** The 3 seminars allow the internship students to reconnect with their peers and also meet with their university internship coordinator. This affords students an opportunity to share their worksite experiences,
receive guidance related to internship logistics, requirements and assignments. 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.

### HLTH 785 Seminar Schedule Spring 19 – Internship Period: Mon. Jan. 28th – Tuesday, May 14, 2019

<table>
<thead>
<tr>
<th>SEMINAR #1</th>
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<tbody>
<tr>
<td>Monday, January 28th</td>
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<tr>
<td>7:00 – 9:00 pm, DBCH Conference Room</td>
<td>Hello and introductions! Review expectations, requirements and assignments.</td>
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<tr>
<td>Sunday, February 3rd</td>
<td>Email #1 DUE (see attached “Guidelines for Bi-Weekly Emails”)</td>
</tr>
<tr>
<td>Sunday, February 10th</td>
<td>INTERNSHIP WORK PLAN DUE - Email as an attachment (IWP – body as a word doc) (w/signature page as a pdf). SUBJ: IWP Sp19 SMITH</td>
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<tr>
<td>Sunday, February 17th</td>
<td>Email #2 DUE</td>
</tr>
<tr>
<td>Sunday, March 3rd</td>
<td>Email #3 DUE</td>
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<tr>
<th>SEMINAR #2</th>
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<tr>
<td>Monday, March 4th</td>
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<tr>
<td>7:00 – 9:00 pm, DBCH Conference Room</td>
<td>First Evaluation from preceptor DUE (signed) Copy of signed Hours Log DUE Topic: Job hunt, resume writing and cover letter refresh, most favorable professional characteristics activity</td>
</tr>
<tr>
<td>Sunday, March 17th</td>
<td>Email #4 DUE</td>
</tr>
<tr>
<td>Sunday, April 7th</td>
<td>Email #5 DUE</td>
</tr>
<tr>
<td>Sunday, April 21st</td>
<td>Email #6 DUE</td>
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<th>SEMINAR #3</th>
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<tbody>
<tr>
<td>Monday, May 13th</td>
<td></td>
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<tr>
<td>7:00 – 9:00 pm, DBCH Conference Room</td>
<td>Portfolio Showcasing and Presentation of Internship to Group Copy of Networking Contacts Log DUE Student Evaluation of Internship Experience DUE Supervisor’s Final Evaluation DUE (signed) Final Signed Hours Log DUE (projected through last day of internship, Tuesday, May 14th)</td>
</tr>
<tr>
<td>Graduation Luncheon</td>
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<tr>
<td>Tuesday, May 15th</td>
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<tr>
<td>Time: TBD Location TBA</td>
<td>DUE to space constraints we regret that students cannot bring a guest to the luncheon.</td>
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</table>

**Note:** DUE (due) refers to deadlines by which assignments or documents must be completed or submitted.