Community Health Internship – HLTH 491 (0101)

 Semester: Fall 2018  
 Classroom and Time: Varies – See below  
 Instructor: Tracy Kennedy, M.Ed. M.P.S  
 Office Hours: By Appointment or stop by!

Office: 1234R SPH  
 Phone: 301-405-2467  
 Email: kennedyt@umd.edu

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

Letter Grade Scale

A+  96% and higher  
A   93% - 95.4% (95.5% rounded to 96%)  
A-  90% - 92.4% (92.5% rounded to 93%)  
B+  86% - 89.4% (89.5% rounded to 90%)  
B   83% - 85.4% (85.5% rounded to 86%)  
B-  80% - 82.4% (82.5% rounded to 83%)  
C+  76% - 79.4% (79.5% rounded to 80%)  
C   73% - 75.4% (75.5% rounded to 76%)  
C-  70% - 72.4% (72.5% rounded to 73%)  
Below 70% = Fail; this course must be passed by a C- or higher.

Seminar #1  Wed. August 29  
8:30-1:00 Hornbake Room 0103  
Breakfast and Lunch provided

First day  Aug. 30-Sep. 4, 2018  
First Day @ Internship (preceptor’s choice-please check)

Seminar #2  Wed. September 12  
12:00-2:50 CCC1205

Seminar #3  Wed. October 3  
9:30-2:30 Poster Session SPH Volleyball Gym (or TBA)

Seminar #4  Wed. October 31  
12:00-2:50 CCC1205

Seminar #5  Wed. December 5  
12:00-2:50 CCC1205

Last day  Tuesday, December 10  
Last Day @ Internship

Seminar #6  Wed. December 11  
11:00-12:45 SPH Student Lounge  
1:00-3:00 Stamp Atrium Graduation Luncheon

Internship Advisors (IA): Marianna Molina (mmolina2@umd.edu);  
Kaitlyn Lee (klee222@terpmail.umd.edu)
Seminars 1, 2 & 4 Small Group Discussion Locations:
CCC1205 (Kaitlyn) SPH 0302 (Marianna)

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 a minimum of 480 onsite hours (~32-36 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)
See list of required assignments under grading procedures and also on Canvas.

“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 301-405-1500.

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.

Financial Assistance
During the first two weeks of the semester, you will be asked to submit an application for a small stipend from the Maggi Bridwell fund. You will receive the application during seminar 1. 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 come up 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](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](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.

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.

First, it is always desirable to plan your absences. However, in the case of sudden illness, you can communicate absences directly with your preceptor. Please communicate work absences with your IA if you have a prolonged illness and you are in danger of not completing enough hours to pass OR if you need advice/information regarding hours, etc.

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. In the event of extended excused absences, reasonable accommodations will be made to enable students to make up the time missed at the internship; however, a minimum number of hours must be completed in order to earn the 12 credits. If the minimum hours are not obtained, the student might be required to take an incomplete in order to reach the minimum hours for 12 credits. In the case of an “incomplete”, a contract will be required and the student will have 6 weeks to meet the required hours.

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. 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, you must submit the assignment on time and secure the signature as soon as you can in order to not receive excessive late point deductions.

**Grading Procedures:**

HLTH 491 is a graded, 12-credit course. 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 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, 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.
# COURSE CALENDAR/OUTLINE

*Topics Subject to Change*

**NOTE: INTERNSHIP = Thursday, August 30 – Tuesday, December 10**

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

<table>
<thead>
<tr>
<th>SEMINAR #1</th>
<th>August 29 8:30 – 1:00; Hornbake 0103</th>
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<tr>
<td><strong>SEM:</strong> INTRODUCTION!</td>
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<tr>
<td><strong>IA:</strong> PROFESSIONALISM</td>
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<tr>
<td><strong>INTRODUCTIONS &amp; OVERVIEW</strong></td>
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<tr>
<td>Review of Syllabus, Overview Program Expectations, Requirements and other Assignments; IWP explained</td>
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<tr>
<td>Breakout Groups with Internship Advisors (*&quot;Professionalism in the Work Place&quot; game) &amp; Roster updates/contact info</td>
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<tr>
<th>SEMINAR #2</th>
<th>September 12 12:00-2:50</th>
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<tr>
<td><strong>CCC 1205</strong></td>
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<tr>
<td><strong>SEM:</strong> POSTER REVIEW, JOB SEARCH &amp; Finances/Budgets, 3 Numbers</td>
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<tr>
<td><strong>BREAKOUT:</strong> GRAD SCHOOL PRESENTATION</td>
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<tr>
<td><strong>POSTER REVIEW &amp; JOB SEARCH</strong></td>
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<tr>
<td>Job Search PowerPoint, cover letters, resumes, do’s and don’ts of interviewing, importance of networking; Financial Literacy, Salary Negotiation, 3 Numbers Activity</td>
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<td>Breakout = Graduate School presentation, IWP questions</td>
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<tr>
<th>SEMINAR #3</th>
<th>October 3 9:30 am – 2:30 pm</th>
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<tr>
<td><strong>SPH Volleyball Gym (or TBA)</strong></td>
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<tr>
<td><strong>POSTER SESSION!</strong></td>
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<td><strong>IA:</strong> INDIVIDUAL MEETINGS AS NEEDED</td>
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<tr>
<td><strong>POSTER SESSION</strong></td>
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<tr>
<td>Please dress professionally for this seminar (w/ reasonable shoes).</td>
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<tr>
<td>Practice presenting as a group</td>
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<tr>
<td><strong>No Breakout session</strong></td>
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<tr>
<td><strong>NOTE:</strong> You may have to come early or stay late if you are scheduled for an individual meeting with your IA. No breakout groups today</td>
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<tr>
<th>SEMINAR #4</th>
<th>October 31 12:00 pm</th>
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<tr>
<td><strong>CCC 1205</strong></td>
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<tr>
<td><strong>Mock Interview Questions as a group</strong></td>
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<tr>
<td><strong>BREAKOUT:</strong> Review Essay &amp; Portfolio QUESTIONS</td>
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<tr>
<td><strong>Mindfulness, Wellness, PRACTICE INTERVIEW Q&amp;As as a group</strong></td>
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<tr>
<td><strong>Halloween Party perhaps?</strong></td>
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<tr>
<td>3 Numbers Activity</td>
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<tr>
<td><strong>Breakout Groups - Review Essay Assignment &amp; Portfolio -- Questions?</strong></td>
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<tr>
<th>SEMINAR #5</th>
<th>December 5 @ 12:00 pm</th>
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<tr>
<td><strong>CCC 1205</strong></td>
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<tr>
<td><strong>Professional Panel</strong></td>
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<tr>
<td><strong>PROFESSIONAL PANEL, NETWORKING, RECEPTION, CAREERS IN COMMUNITY HEALTH</strong></td>
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<tr>
<td>Networking with practitioners, panel discussion, mix and mingle reception with colleagues and professionals.</td>
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<tr>
<td><strong>No Breakout Groups ; PORTFOLIOS TURNED IN!</strong></td>
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<tr>
<th>SEMINAR #6</th>
<th>December 11 @ 11:00 a.m.</th>
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<tr>
<td><strong>STUDENT LOUNGE</strong></td>
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<tr>
<td><strong>Graduation Luncheon,</strong> 1:00-3:00 pm</td>
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<td><em><em>FINAL PAPERWORK SUBMITTED (ORIGINAL EVAL</em> &amp; HOURS LOG SIGNED</em>)**</td>
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<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><strong>IA:</strong> Return Portfolios</td>
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### IMPORTANT DATES TO PUT INTO YOUR PLANNER (DUE DATES, SEMINARS, ETC.)

**AUGUST**  
29(W) Seminar 1 from 8:30am-1:00pm Hornbake 0103  
30-4 First Day at Internship

**SEPTEMBER**  
4(T) Email preceptor requesting meeting to discuss IWP (see IWP instructions for ex.)  
4(T) HLTH 491 Quiz Due  
6(TH) Receive BWE #1 Prompt  
9(S) Apply to Graduate for 10 points  
10(M) *University’s Deadline: Apply to Graduate 4 p.m.*  
11(T) BWE #1 Response Due  
12(W) Seminar 2 in CCC 1205 @ noon  
18(T) Hours log #1 Due  
18(T) & IWP Draft #1 emailed to preceptor, cc. IA  
20(TH) Receive BWE #2 Prompt  
20(TH) & Email IA to let them know if you’re attending IWP Workshop on 9/21  
20(TH) & IA sends Evaluation #1 to Preceptors via email (Evaluation #1 due October 9)  
21(F) IWP/Poster Workshop - SPH 1234A 3:00-4:30 - 2 hours for attending  
25(T) BWE #2 Response Due  
25(T) & IWP Draft #2 Due on canvas (no signature yet)  
25(T) & Poster Draft Due  
27(TH) Final Poster Uploaded (all interns, including pairs)

**OCTOBER**  
1(M) Site Visits Begin  
3(W) Seminar 3 Poster Session – Location TBA (Volleyball Gym) 9:30-2:00  
9(T) Evaluation #1 Due  
9(T) & IA returns IWP to you with edits – you have 1 week to resubmit for grading  
9(T) & Resume Due (internship added; other activities since 490 added)  
9(T) & Hours Log #2  
11(TH) Receive BWE #3 Prompt  
16(T) BWE #3 Response Due  
16(T) IWP Internship Work Plan Final submitted for grading  
23(T) IWP Signature Page (PDF)  
23(T) Mock Interview Questions – Due 10/23  
30(T) Hours Log #3  
31(W) Seminar 4 in CCC 1205 @ noon

**NOVEMBER**  
1(TH) Receive BWE #4 Prompt  
6(T) BWE #4 Response Due  
13(T) Final Program Essay Due  
15(TH) Receive BWE #5 Prompt  
15(TH) & Final Evaluation sent to Preceptors  
20(T) Hours Log #4 Due  

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HLTH 491 Community Health Internship, Fall 2018  
Updated 8-24-18 Kennedy
20(T) & BWE # 5 Due
20(T) & Table of Contents for Portfolio Due
27(T) PowerPoint Slides of pictures and <2 minute video Due
30(F) Portfolio Workshop – SPH 1234A 2:00-4:00

DECEMBER
4(T) Bio for Seminar 6 Due
5(W) Seminar 5 in CCC 1205 @ noon
5(W) & Final Portfolio Due (@ Seminar 5)
10(M) Last Day @ Internship
10(M) Final Hours Log Due on canvas (bring hard copies to Seminar 6 on 12/11)
10(M) & Final Evaluation Due on canvas (bring hard copies to Seminar 6 on 12/11)
10(M) Thank You Email to Site Preceptor (bcc. IA for points)
10(M) & Thank you pages from surveys uploaded
10(M) ALL Extra Credit Assignments Due (Personal Internet Presence, Interview, Job/Grad School Inventory, Networking Log)
11(T) Seminar 6 in Student Lounge (or TBA) & Graduation Luncheon (Stamp Atrium); FYI this is Reading Day, parking is free in numbered lots.

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@umich.edu) upon receipt of this syllabus.