



# University of Maryland School of Public Health

## HLTH 491/492 – Community Health Internship

**Semester:** Spring 2020  
**Section:** 0101, SA02 and HLTH492/0101  
**Classroom and Time:** CCC 1205 & 1100  
In-Person Seminars: (1) Jan. 29 -11:00-1:50; (3) Poster Session Mar. 4, 9:30-2:00; (5) Professional Panel May 6 - 11:00-1:50; (6) May 13 -11:00-1:50  
Online Seminars (self-paced): (2) Feb. 12 – 18; (4) Apr. 1 - 7  
**Course webpage:** <https://umd.instructure.com/courses/1269153>  
**Instructor:** Tracy Kennedy  
**Office:** SPH 1234R  
**Phone:** 301-405-2467  
**Email:** kennedyt@umd.edu  
**TA:** Marianna Molina  
**Email:** mmolina2@terpmail.umd.edu  
**TA:** Kaitlyn Lee  
**Email:** Klee222@terpmail.umd.edu  
**TA:** Abbie Bridges  
**Email:** Abbie.w.501@gmail.com  
**TA:** Tomi Okanlawon  
**Email:** ookanlaw@umd.edu

**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 491/492/492 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 Pre- and Co-requisites:** HLTH 491/492 is the required capstone experience for the BCH undergraduate degree program. All other coursework for the community health degree must be completed to register for the Community Health Internship semester.

**Required:** No textbook is required. Materials provided as handouts and/or through Canvas.

### Course Learning Objectives:

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

1. understand the functioning of health related agencies in the community setting;
2. integrate health education and community health theory with community-based practice;
3. analyze the role of health educators and public health professionals in agency activities;
4. understand administration, program activities, and problems relevant to community health/public health agencies;
5. implement improved professional skills through on-the-job training; and

6. 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:**

Many of the competencies listed below will be addressed during the internship semester in HLTH 491/492, 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

**Skills Learned or Reinforced in this Course:** Students in HLTH 491/492 will build on the skills they have learned throughout the Community Health program. Projects and activities vary by internship site, therefore specific skills learned and/or reinforced will vary accordingly. Seminars will build on professional development and life/adulting skills such as finances, salary negotiation, etc.

### **Other Suggested Readings**

1. 101 Small Rules for a Big Job Search by Tony Beshara
2. The Communication Clinic: 99 Proven Cures For The Most Common Business Mistakes by Barbara Pachter and Denise Cowie
3. The 250 Job Interview Questions You'll Most Likely Be Asked by Peter Veruki

4. Why Didn't They Teach Me This In School, Too? By Cary Siegel
5. The Money Book For The Young, Fabulous And Broke by Suze Orman
6. The Total Money Makeover by Dave Ramsey

**Required Technology and Other Materials:** Students will use a computer to submit all assignments on Canvas. Microsoft Word Office Suite is the only software needed for HLTH 491/492. Internship organizations usually provide all equipment and training for the work being done onsite.

**Course Communication:** *Students must communicate ALL absences to their site preceptor and make every attempt to pre-plan absences after receiving preceptor's approval. Absences longer than one day and excessive absences must be communicated with the assigned Internship Advisor.*

**Course Requirements and Expectations:** Interns are required to complete all onsite (internship) and seminar related requirements and assignments. HLTH 491/492 Interns are required to complete a minimum of 480/360 onsite hours respectively (HLTH 491 avg. 36 hours per week for 15 weeks; HLTH 492 avg. 25 hours per week) 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 may result in reduced internship hours, so interns must plan accordingly. There is ample room in the semester schedule for students to reach the required number of hours.

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**Available Support Services:**

- *Lynda Training (now through LinkedIn Learning):* <https://www.linkedin.com/learning/me?u=41910388> (Use this resource to learn about everything from personal finance to advanced software applications!)
- *Learning Assistance Service:* <https://www.studentaffairs.umd.edu/events/learning-assistance-service-1>
- *The Writing Center:* <http://www.english.umd.edu/academics/writingcenter>
- *Library facilities/tools:* <https://www.lib.umd.edu/>
- *The Stamp:* <http://thestamp.umd.edu/>
- *Career Center:* <https://careers.umd.edu/careers4terps>
- *Technical Support:* [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**

You may be asked to submit a document describing your financial obligations for the semester, including cost of parking, public transportation, miles to internship site, self-paid rent and/or utilities, 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, or not completing your internship), please contact your IA or Instructor right away so we can develop a plan.

### **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](http://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 any academic assignment within a reasonable time that is missed due to individual participation in religious observances. **It is the student's responsibility to inform the instructor and their preceptor in advance of any intended absences for religious observance.**

#### **Absences due to illness:**

Students will receive hours missed at internship when accompanied by a valid doctor's note. Prolonged or multiple absences may require alternative arrangements for completing the 480-hour (or 360 for HLTH 492 students) 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 number of 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. If possible, an alternative assignment might be given so that the intern can make up missed points for the seminar. This is not possible for certain seminars.

### **Grading Procedures:**

HLTH 491 is a graded, 12-credit course (492 – 9 credits). Completion of all internship responsibilities, as well as HLTH 491/492 assignments is required to receive a passing grade. Students must also receive positive evaluations from their site preceptor and internship advisor to pass HLTH 491/492. A minimum grade for HLTH 491/492 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 (40 per week during summer, 25 for HLTH 492) and will not pass HLTH 491/492 if they do not fulfill the required hours. There is ample room in the schedule to accommodate unexpected emergencies, short illnesses and seminar days. More will be explained at the first seminar.

### **Major Graded Assignments:**

Assignments are discussed during seminars, and are posted on 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.

### **Letter Grade Scale**

A+	96% and higher
A	93% - 95.9%
A-	90% - 92.9%
B+	86% - 89.9%
B	83% - 85.9%
B-	80% - 82.9%
C+	76% - 79.9%
C	73% - 75.9%
C-	70% - 72.9%

Below 70% = Fail; this course must be passed with a C- or higher.

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**While the HLTH 491/492 instructors aim to provide extensive feedback on written work through suggestions, comments and track changes in order to help students become stronger writers, your grade will reflect the initial work that was submitted. For example, IWP #2 will be returned with suggestions and edits for you to consider. If any version of your IWP is submitted with spelling and grammatical errors, you will lose points. Proofread your work several times, both onsite at your organization and for class submissions.**

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**Seminars:** The 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. Plus, we love to see you!

While seminars are not mandatory, there is a 25-point participation grade per seminar that cannot be earned if you do not attend. Seminar participation cumulatively constitutes 15% of your grade. For excused absences (doctor's note) an alternative assignment may be provided, when possible.

#### **University Course Related Policies:**

All University of Maryland-approved course policies are provided at the following website:

<http://www.ugst.umd.edu/courserelatedpolicies.html>

Policy descriptions, resources, and links to official policy documents are provided for:

**Academic Integrity:** What is cheating? What is plagiarism? What is the Honor Pledge?

**Code of Student Conduct:** What behavior is prohibited?

**Sexual Misconduct:** What to do in case of sexual harassment or sexual assault.

**Non-Discrimination:** Procedures to prohibit discrimination, complaints about discrimination, harassment, and retaliation.

**Accessibility:** Information about disability support services (DSS) and accommodations.

**Attendance, Absences, or Missed Assignments:** The student must notify the instructor in a timely manner (typically first week of class). Read this prior to Schedule Adjustment date.

**Student Rights Regarding Undergraduate Courses:** What should I find in the course syllabus? Am I allowed to see my exams after they are graded?

**Official UMD Communication:** Use of email, communication with faculty, communication about cancelled class meetings, and weather-related or other urgent notifications.

**Mid-Term Grades:** Provided for 100 and 200 level courses, and all student athletes.

**Complaints About Course Final Grades:** Questions about course grades should first be addressed to the course instructor.

**Copyright and Intellectual Property:** Who owns the work that I produce in class?

**Final Exams:** Final exams are scheduled by the University.

**Course Evaluations:** The School of Public Health is committed to the use of student course evaluations for improving the student experience, course and curriculum delivery, and faculty instruction.

**Campus Resources:** ELMS, counseling, learning workshops, tutoring, writing help, questions about graduation, adding or dropping classes, withdrawing from the semester, etc.

#### **Course Procedures and Policies:**

##### **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.

Inclement Weather / University Closings / Emergency Procedures:

In the event that the University has a delayed opening or 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.

### Course Outline

Interns who do not have a parking permit for the semester will need to park in designated meters. Please put ample time on your meters for the full seminar. Arriving late or leaving early by more than 10 minutes will result in lost participation points (5 points for every 10 minutes).

Session Outline	
<b>Session 1</b>	<b>Welcome and Introductions</b> <span style="float: right;"><b>Jan. 29, 11:00-1:50</b></span>
Room CCC 1205 Topic: Course and Semester Expectations, Professional Etiquette  Review of Syllabus, Overview Program Expectations, Requirements and other Assignments; IWP explained in-depth.  Breakout Group (2:00-3:00) Rooms CCC 1100 and 1205 with IA: complete rosters, conduct contracts, introductions	
<b>Session 2</b>	<b>Finances</b> <span style="float: right;"><b>ONLINE Feb. 12 – 18</b></span>
Online Topic: All About Money  Finances, Salary negotiations, Salary requirements, Investing, Budgets, Credit scores and usage  Online Breakout Poster creation, Graduate School, IWP	
<b>Session 3</b>	<b>Poster Session</b> <span style="float: right;"><b>Mar. 4, 9:30 – 2:00</b></span>
Poster Session Set-Up 9:30 Location <b>TBA (Concourse requested)</b> , Seminar 3 10:00-11:00 Location <b>TBA (Student Lounge requested)</b> – Group 1 records in studio at 9:30 am  Please dress professionally for this seminar (w/reasonable shoes). Create and practice your poster presentation script (see FILES on ELMS). We will practice scripts (<90 seconds) aloud in seminar. Preceptors invited. You will be graded on your presentation during the poster session (~3-5 minutes).  No breakout today	
<b>Session 4</b>	<b>Job Search</b> <span style="float: right;"><b>ONLINE Apr. 1 – 7</b></span>

Online	
Topic: Job Search Refresher, Do's and Don'ts of interviewing, importance of networking, mock interview questions and answers	
Breakout Group Online with IA: Final Essay and Portfolio Refresher	
<b>Session 5 Professional Panel</b>	<b>May 6, 11:00 – 1:50</b>
Room CCC 1205 – Group 2 records in studio at 9:30 am Topic: Community Health Professional Panel, Network, Refreshments	
Former BCH graduates and professionals in the community health field will be invited to spend a few hours with us talking about their career paths, give advice to us as new professionals and job seekers and answer questions.	
No breakout today	
<b>Session 6 Close Out &amp; Luncheon</b>	<b>May 13 Time TBA</b>
Room TBA, Time TBA (9:00 or 10:00 a.m.) – Group 3 records in studio at 9:30 am Topic: Recognition and Celebration	
Recognition and Celebration of interns work and future plans, faculty, staff, friends, family invited Graduation luncheon – time and location TBA, immediately follows seminar 6	
Breakout: Locations TBA; turn in original copies of hours log and evaluation; close out with group	



## Course Calendar

### JANUARY

- 29(W) **Seminar 1 @ 11:00 a.m. -1:50 p.m., Location CCC 1205**  
30(TH) First Day at Internship (hours between Jan. 2 – Feb. 2 = bonus hours)

### FEBRUARY

- 4(T) HLTH 491/492 Seminar 1 Quiz Due  
6(TH) *Receive BWE #1 Prompt*  
7(F) University's Deadline: Apply to Graduate 4 p.m. 5 points  
11(T) Email preceptor requesting meeting to discuss IWP (see IWP instructions for ex.) & BWE #1 Response Due  
12(W) **Seminar 2: Released online. Quizzes due in one week.**  
18(T) Hours log #1 Due (hours through 2/16) & Email IWP Draft #1 to preceptor, cc. IA & Quizzes for Seminar 2 due  
25(T) Poster Draft Due; Email IA if you need 1:1 IWP help  
27(TH) Final Poster Uploaded in PPT and PDF versions, saved with name & phone # & *Receive BWE #2 Prompt & IA sends Evaluation #1 to Preceptors via email (Evaluation #1 due 3/10)*  
28(F) Last day for 1:1 IWP help.

### MARCH

- 3(T) IWP Full Draft #2 Due on canvas & BWE #2 Response Due  
4(W) **Seminar 3: 9:30 Set up Concourse, 10:00-11:00 Loc TBA, Posters 11:00-2:00; Group 1 records time TBA**  
10(T) Evaluation #1 Due & Hours Log #2 (hours through 3/8) & Resume Due (error-free, internship added; other activities since 490 added)  
13(F) *IA returns IWP to you with edits – you have until 3/31 to resubmit with signature for grading*  
16(M) Spring Break – 36 hours given (25 for HLTH 492); add hours worked on top of hours given, if applicable  
19(TH) *Receive BWE #3 Prompt, due 3/24*  
23(M) Return from Spring Break; Site Visits with IA begin

- 24(TH) BWE #3 Response Due & Mock Interview Question assignment due
- 31(T) Final IWP Internship Work Plan signed - submit for grading & Hours Log #3 (hours through 3/29)

## **APRIL**

- 1(W) Seminar 4: Released online. Quizzes due in one week.**
- 7(T) Quizzes for Seminar 4 Due & Final Program Essay Due
- 9(TH) *Receive BWE #4 Prompt & IA sends Final Evaluation to Preceptors*
- 14(T) BWE #4 Response Due
- 21(T) Hours Log #4 Due (hours through 4/19); Email IA for appointment if you need 1:1 Portfolio help
- 28(T) PowerPoint Slides of pictures due (w/ textbox incl. your name/site)

## **MAY**

- 5(T) Bio for Seminar 6 Due & Portfolium link due
- 6(W) Seminar 5: 11:00 a.m. -1:50 p.m., Location CCC 1205, Group 2 records videos at 9:30 am & Final Portfolio Binder Due**
- 12(T) Last Day @ Internship unless short on hours; notify your IA & Final Hours Log Due on canvas (bring hard copy to Seminar 6) & Final Evaluation Due on canvas (bring hard copy to Seminar 6) & Thank You Email to Site Preceptor (bcc. IA for points) & Thank you pages from surveys uploaded & ALL Extra Credit Assignments Due (See assignments)
- 13(W) Seminar 6: Time and Location TBA & Graduation Luncheon (Golf Course subject to change); FYI this is Reading Day, parking is free in numbered lots – check DOTS website for confirmation. Group 3 records videos at 9:30 am (if necessary)**

**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.**