



University of Maryland School of Public Health

HLTH 778/ 785-- Internship in Public Health

Semester: Spring 2020	Dates: Jan 27 th ; March 9 th ; May 11 th
Classroom: DBCH Conference Room 1234A	Time: 6:00-8:00 pm
Course webpage: https://myelms.umd.edu/login	Office Hours: virtual and in person by appointment
Instructor: Evelyn King-Marshall, PhD	
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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. All students are required to attend three internship seminar sessions during the registered semester. During the seminars, interns discuss their progress, share experiences with their peers, and participate in career development activities.

Course Pre- and Co-requisites: HLTH665, HLTH775, and HLTH780; or permission of SPHL-Behavioral & Community Health department.

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
- 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.

Skills Learned or Reinforced in this Course:

• Written and oral communication	• Initiative	• Research skills
• Academic writing	• Critical thinking	• Time management
• Interpersonal skills	• Adaptability	• Technical Proficiency

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.

Readings:

- Cioffi, J. P., Lichtveld, M. Y., & Tilson, H. (2004). A research agenda for public health workforce development. *Journal of Public Health Management and Practice, 10*(3), 186-192.
- Lichtveld, M. Y., & Cioffi, J. P. (2003). Public health workforce development: progress, challenges, and opportunities. *Journal of Public Health Management and Practice, 9*(6), 443-450.
- Sellers, K., Leider, J. P., Harper, E., Castrucci, B. C., Bharthapudi, K., Liss-Levinson, R., ... & Hunter, E. L. (2015). The Public Health Workforce Interests and Needs Survey: the first national survey of state health agency employees. *Journal of Public Health Management and Practice, 21*(Suppl 6), S13.
- Yeager, V. A., Wisniewski, J. M., Amos, K., & Bialek, R. (2016). Why do people work in public health? Exploring recruitment and retention among public health workers. *Journal of Public Health Management and Practice, 22*(6), 559-566.

Required Technology and Other Materials: Computer access, Microsoft word, PowerPoint

Course Policies:

Course Communication: The instructor will communicate with students via *Canvas announcements, Canvas messages, Canvas email, and student email* on record regarding class cancellation, room change, or other timely announcements. 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 announcements, messages, deadlines, etc. Email addresses can be quickly and easily updated at <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 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>.

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.

Major Graded Assignments:

Internship work plan (IWP): The IWP provides a detailed picture of the proposed projects and activities that you will be participate in during your 16-week internship. The IWP requires an early discussion with your preceptor regarding the proposed projects and a plan to completing those projects. Assignment details provided via canvas. *Late Policy applies. (40 pts)*

Internship Reflection Essays: Each week (as specified in the course schedule), you are required to submit an internship reflection Essay. Each essay has a specified theme and specific reflection questions. Please provide thoughtful, well-written, and professional responses. This assignment is an opportunity to check in and reflect on areas of success and opportunities for improvement. Assignment details provided via canvas. *Late Policy applies. (6 @ 5 pts= 30 pts)*

Networking Contact Log: Aside from invaluable work experience, the MPH internship is an excellent opportunity for networking. The networking log assures that you make the point to meet with and learn from new people. Assignment details provided via canvas. *Late Policy applies. (5 pts)*

Internship Work Hours Log Part 1 and 2: ***MPH BCH Internship requires 200 hours for the term. This is an absolute requirement failure to meet these hours will result in failed internship.*** Assignment details provided via canvas. Work Hours log submitted mid-term and end of the semester reflects internship hours up to date. **(10 pts)**

Preceptor Evaluations Part 1 and 2: In addition to completed work hours, internship success requires effective and efficient performance at your internship. Midterm and final evaluations completed by the preceptor, discussed with, and cosigned by the intern must be submitted via canvas. *Late Policy applies.* **(25 pts)**

Intern’s final evaluation of experience: This is a final qualitative and quantitative assessment of your internship experience including strengths, weaknesses, opportunities and threats. Assignment details provided via canvas. *Late Policy applies.* **(15 pts)**

Portfolio: A portfolio is a collection of work that illustrates your talents as a community health professional. It is a place to store and display evidence of your knowledge and skills. Your portfolio is a structured collection of your best work and demonstrates your accomplishments and experiences during your internship. Assignment details provided via canvas. *Late Policy applies.* **(50 pts)**

Portfolio Presentation: Each intern will complete an in class presentation of your Internship Portfolio highlighting your internship experience and final product. Assignment details provided via canvas. **(25 pts)**

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.

Grading Procedures

Assignment	Points	Due Date
Introductory Assignments		
Internship work plan (IWP)	40	Feb 17 th
Internship Reflection Papers _6	30	Ongoing
Mid Term Assignments		
Hours Log _Part 1	5	March 9 th
Preceptor Evaluation _Part 1	10	March 9 th
End of Term Assignments		
Intern Evaluation of experience	15	May 11 th
Networking contact log	5	May 11 th
Hours Log _Part 2	5	May 11 th
Preceptor Evaluation _Part 2	15	May 11 th
Portfolio	50	May 11 th
Portfolio Presentation	25	May 11 th
Total: 200		

Grading Scale

LTR.	%	PTS	LTR.	%	PTS
A+	97	194 ≥	C	73	146-153
A	93	186-193	C-	70	140-146
A-	90	180-185	D+	67	134-139
B+	87	174-179	D	63	126-133
B	83	166-173	D -	60	120-125
B-	80	160-165	F	≤59	≤118
C+	77	154-159			

Course Schedule Summary			
Week	Date	Topic	Assignments
# 1	1/27	SEMINAR #1: Introductions, course expectations, readings	--
# 2	2/3	<i>On site</i>	--
# 3	2/10	<i>On site</i>	Reflection Essay_1
# 4	2/17	<i>On site</i>	IWP
# 5	2/24	<i>On site</i>	Reflection Essay_2
# 6	3/2	<i>On site</i>	--
# 7	3/9	SEMINAR #2: Entering the work force, readings	Preceptor Evaluation_1 Hours Log_1 Reflection Essay_3
# 8	3/16	<i>--Spring Break On site (Maybe)--</i>	
# 9	3/23	<i>On site</i>	--
# 10	3/30	<i>On site</i>	Reflection Essay_4
# 11	4/6	<i>On site</i>	--
# 12	4/13	<i>On site</i>	--
# 13	4/20	<i>On site</i>	Reflection Essay_5
# 14	4/27	<i>On site</i>	--
# 15	5/4	<i>On site</i>	Reflection Essay_6
# 16	5/11	SEMINAR #3: Showcase Portfolios and Presentation of Internship Experience	Portfolio Portfolio presentation Networking Log Intern Evaluation Preceptor Evaluation_2 Hours Log_2
		Graduation Luncheon Time: TBD; Location TBA	--