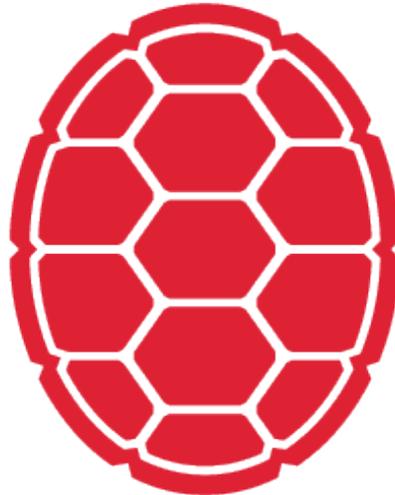# SCHOOL OF PUBLIC HEALTH

DEPARTMENT OF BEHAVIORAL AND COMMUNITY HEALTH

MPH Internship Program Manual

"I hear and I forget, I see and I remember,
I do and I understand."

Old Chinese Proverb

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Internship Overview

This manual provides information to students (interns) and internship placement sites about departmental policies and procedures regarding the BCH- MPH internship.

To obtain the Master of Public Health (MPH) in the Department of Behavioral and Community Health (DBCH) at the University of Maryland at College Park (UMCP) students are required to complete HLTH 778 – the internship semester. The internship is a culminating experience that allows students to integrate knowledge and skills developed in the classroom and apply them in a professional setting.

The internship (HLTH 778) is a 4-credit departmental requirement that cannot be waived. Students must have completed courses: SPHL 601, 602, 603, 610, 611; HLTH 665, 710 prior to internship. Internships may be completed in the summer, fall, or spring semesters only. Due scheduling and logistical restraints, internship **cannot be completed in winter term**.

The internship period corresponds to enrollment in HLTH 778 and follows the semester schedule from beginning to end. Summer internships follow the calendar for the combined Summer Session I and II terms. The internship program coordinator must approve internship sites and scope of work.

Hours

Internship is 200 hourly minimum requirement; translated to approximately 14-hour per week over 15 weeks (fall/spring) or 17-hour per week over 12 weeks (summer). The intern may choose to work more hours – exact hours should be negotiated with the site preceptor and reflected in the "Site Confirmation Contract".

Interns must adhere to agreed-upon agency work schedules and administrative policies. At the same time, interns typically follow the university calendar, observing university holidays and breaks, and school closings due to inclement weather. The intern is responsible for communicating and securing approval for any absences (e.g. spring break, Thanksgiving, other UMD holidays etc). Interns are encouraged to share the UMD academic calendar with their preceptor prior to the beginning of the internship.

Funding

Internships may be funded or non-funded by the host organization. Some organizations pay an hourly wage, offer stipends, or may not provide any financial assistance. Interns are encouraged to judge sites according to professional and educational opportunities provided, not solely on funding. It is the joint responsibility of the intern and preceptor to agree upon potential expenses and any reimbursement to the intern.

Internship Vs. Capstone, Fellowship, or Current Employment

I**nternship and Capstone**: Some students may choose to complete their internship project at the same site as their capstone. Essentially your internship duties/ activities cannot duplicate your capstone.

Instead, if completed at the same site the projects must be either preliminary, adjacent and separate or a continuation of projects from one requirement to another. For example, a student might be interning at the Maryland DOH charged with a needs assessment of the maternal and child health program; within the internship program they discover clients of the Maryland DOH are interested in a breast-feeding while working program. At conclusion of the internship, that student, during their MPH capstone project might develop a webinar focused on breastfeeding tips for working moms. Essentially, the two projects may occur over the same semester, but the hours and activities cannot be double-counted. The student must discuss and receive approval from the internship coordinator, preceptor and their capstone chair.

Internship and Current Employment: A few students worry about completing a 200 hour internship while working full time. There are a few ways for which the two may be balanced:

1. Interns may **start the internship a little earlier** than the registered semester. For example, starting actual internship hours August 1 for a Fall internship. The student must discuss and receive approval from the internship coordinator and preceptor. This adds approximately 3 weeks and translates to about 11 hrs. per week.

2. Seek and complete a **non-traditional internshi**p: Some internships are creative in that they allow or require off hour activities. For example, some may include weekend community health fairs or an afterhours hot-line assistance program. Identify and review sites that allow activities to be completed outside the usual 9-5 time window.

3. **Internship at the Place of Employment**: Depending on the place of employment, the BCH internship can possibly be completed at a student's full time job. The internship project MUST align with BCH internship parameters (match the BCH competencies etc.) and the project must go beyond usual employment duties (see internship vs capstone). The students' day-to-day supervisor cannot serve as internship preceptor (though the two individuals may work together). The student must discuss and receive approval from the internship coordinator, preceptor and job supervisor.

Finding an Internship

Students find internships in a variety of ways.

1. **BCH Internship Database**: The database is password-protected directory of approved or pending internship sites. Only students and faculty in the BCH department have access to the internship database. These sites are entered into the database after they have received partial or full vetting by the undergraduate or graduate internship coordinator. Students can search the database on keywords, location, student level (undergrad and graduate) and type of organization. However, the database is not

reviewed every semester, therefore sites may not have active projects in a given semester, or proposed projects may have changed since logged into the database. It is the students' responsibility to inquire with potential sites, determine openings, fit, and the exact application process.

2. Networking: It is essential that an internship fit the needs of the student. Therefore, students are encouraged to reach out to potential contacts/ organizations that may offer specific training or opportunities of interest to the student. New sites must be vetted and approved by the internship coordinator.

3. Word of Mouth: Internships or opportunities with internship potential are often shared with the MPH and BCH list serv. Students on the hunt (or pre-hunt) for an internship should pay close attention to their email. Students should follow up with the sender or contact person if an announcement potentially fits their considerations for an internship.

Internship Learning Objectives

The objectives of the internship experience are to:
- o Broaden student understanding of the functioning of health-related agencies in the community setting
- o Integrate and apply MPH coursework to community-based practice or research
- o Analyze the role of health education and health educators in agency activities
- o Gain an understanding of the organization, administration, program activities, and problems of community health agencies
- o Improve student skills through on-the-job professional practice
- o Allow the student to assume specific responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s)

MPH Program Competencies

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

o Apply evidence-based approaches to the development and evaluation of social and behavioral science interventions.

Considerations for Choosing an Internship Site

In selecting an internship site, there are a number of questions for the student to consider. These include (but are not limited to) the following:

o Does the organization offer opportunities to help you achieve your learning goals? This "best fit" approach is intended to provide you with field experience and insight into the daily activities of your chosen interest area.

o Will this placement expand your knowledge and permit professional growth and development?

o What new skills will you develop?

o Who are the clients served by the organization? What type of services and programs does the organization offer? In other words, what health concerns and problems are addressed?

o With what specific project(s) will you be involved? Are you enthusiastic about these projects?

o Will you primarily work behind the scenes or directly with clients?

o What kind of rapport do you have with your preceptor? Can you share ideas comfortably? Will you have accessible colleagues with whom to work?

o Where is the internship located? Do you have reliable transportation to the organization?

o What types of networking opportunities are available?

o Is there any salary, stipend or cost reimbursement? Is there a possibility you may be hired by the organization upon completion of your internship?

Activities That Might Be Included in Your Internship

To accomplish objectives and meet competencies, prospective internships might include, but are not limited to:

o Needs assessment and fact finding related to a community health problem

o Identification and coordination of resources

o Program coordination and administration

o Program evaluation

o Program-related research activities

o Development and implementation of a community health education activity

o Collaboration with professional staff on interdisciplinary and/or inter-agency based projects

o Coordination with lay representatives through volunteer programs, community organizations, and committees

o Development of pre-testing and/or evaluation of materials

o Coordination with legislative or political representatives on public health issues

- Development of web-based tools, written reports, summaries, protocols
- Analysis of qualitative and/or quantitative data

Role of the Internship Program Coordinator

- Coordinate all aspects of the Department of Behavioral and Community Health's Undergraduate and MPH Internship Program, including:
- Conduct an internship orientation session at the beginning of each semester (students attend during the semester preceding their internship semester)
- As needed, meet with students to discuss their internship site options and assess how a site will help achieve their goals
- Update information on available internship sites and informs students about new sites seeking interns
- Approve new internship site requests (agencies that have never hosted a DBCH MPH student intern)
- Orient new preceptors to the DBCH internship program (requirements and role of preceptor)
- Conduct internship seminar sessions (HLTH 778 class), review internship assignments, provide an internship grade at the end of the semester
- Maintain regular contact with internship site by email, phone, or on-site visits;
- Provide appropriate forms, schedules, and procedural information to the intern and internship site
- Provide support to preceptor and internship agency during the internship period (e.g. answer questions, address concerns, assist in resolving issues between the intern and the internship organization as necessary)
- Work with university contact responsible for professional liability insurance (certificate of insurance is sent directly to each site)

Role of the Host Agency (Preceptor)

- Meet with (interview) future intern to describe the internship site and proposed internship activities, and to determine if the student and organization will be an appropriate match (see "Hosting an MPH Intern" handout)
- Identify an appropriate preceptor to supervise and act as the intern's mentor (must have an MPH or five year's public health experience)
    - If the organization has never hosted a DBCH intern: Briefly meet with internship coordinator to discuss program requirements
- Discuss and sign off on "Site Confirmation Contract" (provided by the intern after accepting internship offer)
- Review internship manual and asks questions as needed

- Provide the intern with adequate workspace and supplies
- Provide opportunities for <u>meaningful</u> work (behavioral and community health-related) that promotes the professional growth of the intern while pursuing the goals of the organization
- Make agency staff available to the intern to provide support and mentoring
- Provide orientation and training to prepare the intern to accomplish the internship tasks for which he/she is responsible
- Meet with the intern to help review and solidify the specific activities/responsibilities for the internship period and draft the Internship Work Plan
- Monitor intern progress including
    - Regular communication and feedback as needed
    - A regular meeting schedule (weekly or biweekly) with intern to address progress, questions, or concerns.
    - Complete first and final evaluation forms and review with intern(provided by intern)
    - Review and sign off on hours log (provided by intern)
- If needed: update internship program coordinator if there's a change in preceptor or contact information
- Communicate with internship program coordinator regarding any concerns as needed.

Role of the Student Intern

- Review internship manual
- Identify and communicate questions and concerns related to the internship to the coordinator or preceptor as needed
- Be professional and courteous at the internship site
- Treat the internship position with the same respect as you would a 'professional' position
    - Arrive on time
    - Dress appropriately
    - Communicate appropriately (written, verbal, and non-verbal)
    - Ask questions and remain engaged
    - Complete quality and efficient work
- Treat the Internship course with the same diligence you would any other graduate course
    - Attend all internship seminars
    - Review internship assignment descriptions and rubrics
    - Ask questions as needed
    - Complete quality work and submit by the due date

Securing an Internship Checklist

☐ Complete internship Pre-Reqs: SPHL 601, 602, 603, 610, 611; HLTH 665, 710

☐ Attend the internship orientation session (required). Orientation is held once during Fall and Spring addresses: search process, deadlines, and internship requirements

- ○ If needed schedule a separate internship consult with the internship coordinator
- ☐ Identify internship learning goals and update resume for interviews with potential sites
- ☐ Review DBCH Internship Sites Database or identify additional agencies that are an appropriate placement (public and community health setting with accessible supervision), and will meet personal learning goals
- ☐ Schedule and complete interviews with several sites

Upon Offer – CHECK DEADLINES

- ☐ **If new site**: Complete a "new site approval"
- ☐ Complete a "Site Confirmation Contract" with required signatures and submit to internship program coordinator.
- ☐ Complete the "Liability Insurance Information" form and email it to Beverly Monis (bmonis@umd.edu) and Tracy Kennedy (kennedyt@umd.edu) (DBCH purchases liability insurance on behalf of each student intern).

Appendices: Important Forms and Handouts

The following handouts are distributed to students during orientation to the internship program, and as appropriate to preceptors either by the student or the internship program coordinator. The handouts provide instructions related to the overall program, securing an internship, and hosting an intern. Also included is a sample syllabus for HLTH 778 which is made available to each student-intern at the first HLTH 778 seminar session.

Deadlines: It is important to note all required forms, the submission date, and submission process.

Internship Program Coordinator: Evelyn King-Marshall PhD, eckm@umd.edu, 301-405-2789

Appendix 1: Obtaining Your HLTH778 Internship Placement

Steps to obtaining your MPH internship:
1. Attend the Internship Orientation
2. Review all handouts
3. Review your career goals.
   a. Identify your learning objectives. What would you like to learn during your internship experience?
   b. Consider how your learning objectives support the DBCH-MPH program competencies.
4. Explore the DBCH Internship Sites Database
   Note: Please refer database questions to Evelyn King-Marshall at eckm@umd.edu
5. Schedule and attend interviews with potential sites
6. If your internship site is 'approved'- accept offer.
7. If site is not 'approved'- contact Dr. King-Marshall to gain site approval – make note of the deadlines (see appendix 3)!

Steps to accepting an Internship Offer:
1. Accept your internship offer and make arrangements to obtain the necessary signatures on your "**Internship Site Confirmation**" contract. This may require a brief meeting where you bring the completed contract to your preceptor for review and signature. It is the student's responsibility to complete the contract and obtain signatures.
2. Submit your signed contract to the Internship Program Coordinator (Dr. King-Marshall)). Early is better! Be sure to keep a copy, and give a copy to your preceptor for his or her records.
3. Complete a **Liability Insurance Information** form (required by the State of Maryland). This form is due (dates specific to given semester- always at the same time as the contract). Complete the form electronically and email it to Beverly Monis (bmonis@umd.edu).

Appendix 2: Hosting an MPH Intern

UNIVERSITY OF MARYLAND

School of Public Health
Department of Behavioral and Community Health

Hosting an MPH Intern: An overview for the agency/preceptor

Thank you for your interest in hosting an MPH Graduate Student from the Department of Behavioral and Community Health (DBCH). We are confident that you will find the experience of hosting an intern mutually beneficial for your agency and our student internship program. Some benefits include:

- □ Assistance in pursuing organizational goals from an interested and enthusiastic student with current training in community health education. Interns provide valuable work and service to the organization.
- □ Fresh perspectives, insights and ideas on a variety of projects and tasks, given that the student has just completed her/his course work in the community health field.
- □ An opportunity for your organization and UMD to collaborate, providing mutually beneficial outcomes to the community.
- □ An opportunity to contribute to the further development of community health/public health professionals.

When: Our students complete internship during the Fall, Spring, or Summer semester. We encourage students to begin the search, application, and interviewing process the semester before their intended internship semester.

What: MPH students required to work ~ **14 hours a week** at their internship site to achieve a total of 200 hours. The internship follows the semester schedule, is attached to a course HLTH 778, and is worth 4 academic credits.

The objectives of the internship are for students to integrate community/public health theory with community-based practice, to gain understanding of community/public health agencies, and to develop professional skills through on-the-job training. Interns have completed most other coursework for their degree and the internship is one of the last phases of their MPH program.

Below is an overview of the primary responsibilities of a host agency/intern supervisor:

- □ Designate a qualified "preceptor" for the intern who is available to **mentor** and meet regularly with the student. Typically, this person has an MPH degree or 5 years' experience in community/public health.
- □ Works with the intern and the BCH Internship Director to complete the MOU process prior to the intern's start date.
- □ Provides **meaningful work** that promotes the professional growth of the intern in the field of community/public health while pursuing the goals of your organization.
- □ Provides an orientation or training program for the intern, similar in quality to that provided to new employees. This includes orienting the student to the background, structure, regulations, and operations of the agency.
- □ Works with the student to develop an **Internship Work Plan** (an overview of activities or projects in which the intern is likely to participate – an academic assignment written by the intern).
- □ Offers a **range of opportunities** for learning (such as staff meetings, conferences, public hearings, etc.) whenever possible.
- □ Provides the intern with **adequate workspace** and supplies. Interns from the DBCH are required to work on-site.
- □ Makes agency staff available to the intern to answer questions and provide support when needed.
- □ Communicates with the University Internship Coordinator during the semester to discuss the internship experience and the student's progress.
- □ Prepares **two evaluations** of the intern's performance (forms provided by intern).
    - □ Signs-off on intern's **bi-weekly hours log** (provided by the intern).
    - □ Provides updated information and materials related to the internship (change in preceptor, new opportunities etc.).
- □ While not required, compensation either hourly or stipend is appreciated and increasingly necessary for many students to meet living requirements.

For More Information Contact: Evelyn C. King-Marshall, PhD, MPH

BCH Internship Program Coordinator

eckm@umd.edu 301-405-2789

Appendix 3: Site Approval Request

MPH Site Approval Request
Required for all NEW sites
PLEASE PRINT THE FOLLOWING INFORMATION NEATLY
It is the <u>student's</u> responsibility to complete this form and obtain approval prior to the deadline.

Semester of Internship: _____   Intern Name: _____

Email: _____   Phone: _____

Internship Placement Site: _____   Internship Placement Address
(Include name of organization and specific office)   Street: _____

City:_____ State:_____ Zip:_____

Agency Phone Number: _____   Web Address:_____

Preceptor Name ^(include credentials): _____   Job Title:_____

Email: _____   Direct Phone: _____

Brief description of preceptors public health background:_____

_____

1. Brief description of agency mission and services:
_____
_____
_____
_____
_____
_____
_____
_____

2. List of potential internship Activities/Projects you identified during interview:
_____
_____
_____
_____
_____

Signature of Intern:

Date: _____

_____
Submit Signed Site Approval Request to Internship Program Coordinator- Dr. King-Marshall eckm@umd.edu.
Fall Intern Deadline April 15th; Spring & Summer Intern Deadline Nov. 15th

Appendix 4: MPH Internship Site Confirmation Contract

MPH Internship Site Confirmation Contract
PLEASE PRINT THE FOLLOWING INFORMATION NEATLY
It is the <u>student's</u> responsibility to complete this form and obtain signatures.

Semester of Internship: _____

Email: _____

Internship Placement Site: _____
(Include name of organization and specific office)

Intern Name: _____

Phone: _____

Internship Placement Address

Street: _____

City:_____ State:_____ Zip: _____

Internship Phone Number: _____

Preceptor Name ^(include credentials):_____

Email: _____

Web Address:_____

Job Title:_____

Phone: _____

Proposed Activities/Projects:	Brief description
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

Anticipated Weekly Schedule:			Internship Logistics:		
Day	Start-End Time	Hours	Is the intern currently employed at this site?	□Yes	□No
e.g. Tuesday	12-5pm	5 hours	Will the intern be paid or receive compensation?	□Yes	□No
Click here to enter text.	Click here to enter text.	Click here to enter text.	Are there any clearance requirements?	□Yes	□No
Click here to enter text.	Click here to enter text.	Click here to enter text.	Please explain if checked yes to any of the previous questions.Click here to enter text.		
Click here to enter text.	Click here to enter text.	Click here to enter text.			
Click here to enter text.	Click here to enter text.	Click here to enter text.			
Click here to enter text.	Click here to enter text.	Click here to enter text.			
Click here to enter text.	Click here to enter text.	Click here to enter text.			
Click here to enter text.	Click here to enter text.	Click here to enter text.			

** MPH interns from the Department of Behavioral and Community Health are required to work a minimum of 14 hours on-site each week during their internship semester, and typically follow the University's Academic schedule for closings. Student interns are also required to attend 3 \"Internship Seminars" during the semester (Mondays on week 1, 7, 16)

Signature of Preceptor: _____ Date: _____

Signature of Intern: _____ **Date: _____**

Submit Signed Contract to Internship Program Coordinator- Dr. King-Marshall eckm@umd.edu. Fall Intern Deadline May 1st; Spring Intern Deadline Nov. 1st

Appendix 5: Liability Insurance form

MPH Internship Professional Liability Insurance Information Form
PLEASE PRINT THE FOLLOWING INFORMATION NEATLY
It is the <u>student's</u> responsibility to complete this form and obtain signatures.

Semester of Internship: _____

Intern Name: _____

Email: _____

Phone: _____

Agency Full Name: _____
(Include name of organization and specific office)

Agency Address Street: _____
City:_____ State:_____ Zip: _____

Agency Phone Number: _____ **Agency Fax Number:** _____

Supervisor Name (include credentials):_____

Job Title:_____

Email: _____ **Direct Phone:** _____

Signature of Preceptor: _____ **Date:** _____

Signature of Intern: _____ **Date:** _____

Submit Signed Contract to Internship Program Coordinator- Dr. King-Marshall eckm@umd.edu. Fall Intern Deadline May1[s]
Spring & Summer Intern Deadline Nov. 1st

Last Updated: 11/11/2020

Appendix 6: Sample Syllabus – HLTH 778

HLTH 785-- Internship in Public Health

Semester: Fall XXXX
Classroom: DBCH Conference Room
Course webpage: *https://myelms.umd.edu/login*
Instructor: Evelyn King-Marshall, PhD
Office: 1234E SPH
Phone: 301-405-2789
Email: eckm@umd.edu

Dates: Aug 26th; Oct 7th; Dec 9th
Time: 7:00-9:00 pm
Office Hours: virtual and in person by appointment

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 150 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
Internship work plan (IWP)	40	Sept 16th
Internship Reflection Papers _5	30	Ongoing
Mid Term Assignments		
Hours Log _Part 1	5	Oct 7th
Preceptor Evaluation _Part 1	10	Oct 7th
End of Term Assignments		
Intern Evaluation of experience	15	Dec 9th
Networking contact log	5	Dec 9th
Hours Log _Part 2	5	Dec 9th
Preceptor Evaluation _Part 2	15	Dec 9th
Portfolio	50	Dec 9th
Portfolio Presentation	25	Dec 9th
Total: 200		

Grading Scale

LTR.	%	PTS	LTR.	%	PTS
A+	97	194 $\geq$	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	$\leq$59	$\leq$118
C+	77	154-159			

**Course Schedule Summary**
Week	**Date**	**Topic**	**Assignments**
# 1	8/26	**SEMINAR #1**: Introductions, course expectations, readings	--
# 2	9/2	*On site*	--
# 3	9/9	*On site*	Reflection Essay_ 1
# 4	9/16	*On site*	IWP
# 5	9/23	*On site*	Reflection Essay_2
# 6	9/30	*On site*	--
# 7	10/7	**SEMINAR #2**: Entering the work force, readings	Preceptor Evaluation_1 Hours Log_1
# 8	10/14	*On site*	Reflection Essay_3
# 9	10/21	*On site*	--
# 10	10/28	*On site*	Reflection Essay_4
# 11	11/4	*On site*	--
# 12	11/11	*On site*	--
# 13	11/18	*On site*	Reflection Essay_5
# 14	11/25	*On site*	--
# 15	12/2	*On site*	Reflection Essay_6
# 16	12/9	**SEMINAR #3:** Showcase Portfolios and Presentation of Internship Experience	Portfolio Portfolio presentation Networking Log Intern Evaluation Preceptor Evaluation_2 Hours Log _2
	12/10	**Graduation Luncheon** Time: TBD; Location TBA	--