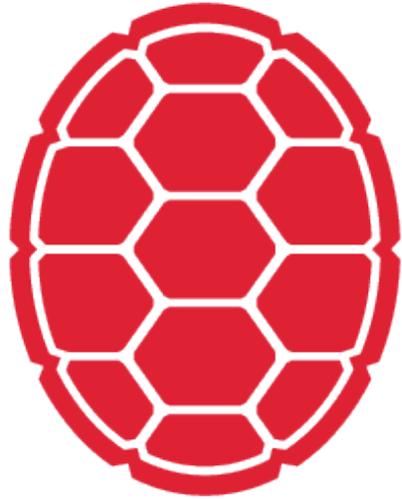




UNIVERSITY OF  
**MARYLAND**  
SCHOOL OF PUBLIC  
HEALTH

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 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 785 – 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 785) is a 3 credit departmental requirement that cannot be waived. As a culminating experience it must be completed during the semester preceding the final semester or during the final semester before graduation. By this time, required coursework will have been completed and the only outstanding work may be an elective course, and or the final capstone project or thesis. It is important to note, that the activities of the internship and the MPH project must be separate experiences and do not overlap.

In the beginning of the semester preceding the internship semester, the internship program coordinator will schedule a meeting for an orientation to the process of identifying and securing an internship placement site (including introduction to the DBCH Internship Sites database, deadlines and contracts), and the requirements of the internship semester. The internship program coordinator oversees the internship program for the DBCH, and is the instructor for the seminar sessions that accompany HLTH 785.

Due to staffing and scheduling constraints, the internship is completed during the fall or spring semesters only – **there are no summer or winter internships**. The internship period corresponds to enrollment in HLTH 785 and follows the semester schedule from beginning to end. For supervisory and quality control purposes, internships are typically completed at an agency or organization in, or near, the Baltimore-Washington metropolitan area, and are approved by the internship program coordinator.

The internship includes a 10-hour per week minimum (150 hours over 15 weeks = 3 credits) hourly requirement. Some students elect to work more than 10 hours per week at their site in an effort to gain more experience. The intern and preceptor negotiate specific hours and

days of the internship (which are reflected in a signed “Site Confirmation Contract” documenting the internship agreement).

Interns are required to work the weekly 10 hours onsite, guaranteeing access to a preceptor assigned by the participating organization. The preceptor provides onsite advice and guidance to the intern and in addition, provides feedback to the university internship program coordinator about the intern’s progress and learning opportunities.

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. However, interns are responsible for informing their preceptor about any absences, and whenever possible, the intern should negotiate absences ahead of time. Interns are encouraged to share the university calendar with their preceptor prior to the beginning of the internship (during the interview or negotiation of a weekly schedule) to avoid any confusion related to labor day, religious holidays, Thanksgiving, spring break etc.

Internships may be funded or non-funded by the host organization. Some organizations pay an hourly wage, others offer stipends and still others are unable to provide any financial assistance. Students are encouraged to judge sites according to professional and educational opportunities provided, not solely on remuneration involved.

All host organizations are expected to reimburse interns for expenses incurred in fulfilling their responsibilities (i.e. assigned travel, workshops, etc.). It is the joint responsibility of the intern and preceptor to agree upon which expenses will be reimbursed.

## **Internship Learning Objectives**

The objectives of the internship experience are to:

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

## **MPH Program Competencies**

The internship will reinforce some or all of the following competencies from the DBCH MPH program:

- Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions;
- Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions;
- Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions;
- Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions;
- Implement health education strategies, interventions and programs;
- Conduct evaluation and research related to health education;
- Administer health education strategies, interventions and programs;
- Serve as a health education resource person;
- Communicate and advocate for health and health education.

## **Activities That Might Be Included in Your Internship**

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

- Needs assessment and fact finding related to a community health problem;
- Identification and coordination of resources;
- Program coordination and administration;
- Program evaluation;
- Program-related research activities;
- Development and implementation of a community health education activity;
- Collaboration with professional staff on interdisciplinary and/or inter-agency based projects;
- Coordination with lay representatives through volunteer programs, community organizations, and committees;
- Development of pre-testing and/or evaluation of materials;
- Coordination with legislative or political representatives on health issues;
- Development of web based tools, written reports, summaries, protocols.

### **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:

- 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.
- Will this placement expand your knowledge and permit professional growth and development?
- What new skills will you develop?
- 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?
- With what specific project(s) will you be involved? Are you enthusiastic about these projects?
- Will you primarily work behind the scenes or directly with clients?
- What kind of rapport do you have with your preceptor? Can you share ideas comfortably? Will you have accessible colleagues with whom to work?
- Where is the internship located? Do you have reliable transportation to the organization?
- What type of networking opportunities are available?

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

### **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 785 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 Student Intern**

#### THE SEMESTER PRIOR TO THE INTERNSHIP:

- Meet the Department's requirement for participating in the MPH internship;

- Attend the internship orientation session. This **required** meeting is held early in the semester preceding the internship semester. Students will receive information on how to identify and secure an appropriate internship, the process and deadlines associated with approval of a new internship site (agency that has never hosted a DBCH intern), confirmation contract, and the overall requirements for the internship semester (attendance at HLTH 785 seminars, syllabus, assignments, etc.);
- Identify internship learning goals and update resume for interviews with potential sites;
- Review the available 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 interviews with several sites;
- Request a “new site approval” from the internship program coordinator (after an interview yields an offer) for an internship with an agency that is not on the DBCH Internship Sites Database (see handout for “Hosting an MPH Intern for site requirements, and “Obtaining Your Internship” for step by step instructions);
- Complete a “Site Confirmation Contract”, obtain preceptor’s signature, and submit form to internship program coordinator (by deadline given for specific semester).
- Complete the “Liability Insurance Information” form and email it to Beverly Monis at [bmonis@umd.edu](mailto:bmonis@umd.edu) (the DBCH purchases liability insurance on behalf of each student intern).

#### DURING THE INTERNSHIP SEMESTER:

- Attend internship seminar sessions (3 classroom meetings associated with HLTH 785), complete internship assignments, and meet requirements of the course syllabus (see sample syllabus);
- Report to internship a minimum of 10 hours a week during 15 week semester;
- Work with preceptor to develop an “Internship Work Plan” (IWP);
- Meet with preceptor to discuss first and final performance evaluations

## 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 years experience);
- If the organization has never hosted a DBCH intern:
  - After making an offer, wait for the student to submit a “new site approval request” to the internship program coordinator, who will follow with a phone call to review the academic requirements of the internship semester and the role of a host agency and preceptor. It is preferable that this conversation takes place between the internship program coordinator and the identified preceptor (rather than someone from HR who has helped place the student intern).
- 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 meaningful work (public and community health) 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 during the first week to identify the specific activities/responsibilities for the internship period (the intern will then develop an Internship Work Plan – the IWP is one of the intern’s assignments associated with the internship semester/course, HLTH 785);
- Provide an on-going dialogue with the intern to acknowledge his/her strengths and weaknesses and to build upon strengths and create improvement;
- Complete first and final evaluation forms (provided by the program coordinator) and discuss evaluations with the intern;
- Sign off on bi-weekly hours log (provided by intern);
- Participate in a site visit or conference call with one of the staff members from the DBCH Internship Program;

- Update internship program coordinator in the event of a change in preceptor or contact information;
- Communicate with internship program coordinator or internship advisor (staff member assigned to specific interns) regarding any concerns as needed.

## Example Handouts

The following handouts are distributed to students during orientation to the internship program, and as appropriate to preceptors either by the student during an interview, or through email from the internship program coordinator. They provide detailed instructions related to the overall program, securing an internship, and hosting an intern. The handouts in this manual do not include specific dates. Distributed handouts will have current dates that reflect a specific semester. Handout #5 is the syllabus for HLTH 785 and is made available to each student-intern at the first HLTH 785 seminar session.

It is important to note that requesting a “new site approval” and submitting an “Internship Site Confirmation Contract” are subject to **deadlines**. All paperwork associated with the approval of a new site, and the confirmation of a site, must be submitted before the end of the semester, preceding the internship semester.

In the spring semester, “new site approval requests” have an April deadline. In the fall semester, “new site approval requests” have a November deadline.

“Internship Site Confirmation Contracts” are due (on a specific date) before exam week in both spring (May) and fall (December) semesters. The “Liability Insurance Information” form is due at the same time.

Students are given exact deadline dates during the orientation to the internship semester. Students can also contact the internship program coordinator to verify dates as needed.

Internship Program Coordinator: Tracy Zeeger, [tzeeger@umd.edu](mailto:tzeeger@umd.edu) , 301-405-3453.

## **#1: Hosting an MPH Intern**



*School of Public Health  
Department of Behavioral and Community Health*

### **Hosting an MPH Intern** (An overview for the agency/preceptor)

Thank you for taking the time to interview a potential intern from the Department of Behavioral and Community Health (DBCH). **Internship placements for the \_\_\_\_ semester are scheduled to begin on \_\_\_\_\_ and should be completed on \_\_\_\_\_.**

MPH students are expected to work **10 hours a week** at their internship site. The internship follows the semester schedule, is attached to a course (HLTH 785), and is worth 3 academic credits. The University (State of Maryland) provides liability insurance coverage for each student intern.

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 all 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 preceptor:**

- Designates a qualified “preceptor” for the intern who is available to mentor and meet weekly with the student. Typically this person has an MPH degree or 5 years experience in community/public health.
- 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 and 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).

- 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.
- Makes agency staff available to the intern to answer questions and provide support when needed.
- Speaks with the university Internship Advisor (through meeting or via conference call) during the semester to discuss the internship experience and the student's progress.
- Prepares two evaluations of the intern's performance (forms provided by DBCH).
- Signs-off on intern's bi-weekly hour log (provided by the intern).
- Provides updated information and materials related to the internship (change in preceptor, new opportunities etc.).

In recent years, we have noticed that more students need to support themselves financially at the same time they are in school. While it is not a requirement that organizations pay interns, and many non-profit organizations are unable to do so, some type of stipend or reimbursement for expenses is increasingly necessary to enable students to participate in their internship. We would greatly appreciate if you could consider some amount of assistance for the intern if at all possible.

Thank you again for your interest in interviewing an MPH intern from the DBCH. We feel confident that you will find the experience of hosting an intern mutually beneficial for your agency and our student internship program. Benefits will 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 the university to collaborate, providing mutually beneficial outcomes to the community.
- An opportunity to contribute to the further development of community health/public health professionals.

**Should you have additional questions, please feel free to contact our program at:**

Tracy Zeeger, MPH  
 Graduate Internship Program Coordinator  
 Dept. of Behavioral and Community Health, School of Public Health  
 University of Maryland, College Park, Maryland 20742  
 Office location: SPH 1242K, Phone: 301-405-3453, E-mail: [tzeeger@umd.edu](mailto:tzeeger@umd.edu)

To review the MPH Internship Program Manual, go to  
<http://sph.umd.edu/department/bch/community-health-internship>

## #2: Obtaining Your HLTH785 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.
  - c. Consider your thesis or MPH project in this assessment.
4. Explore the DBCH Internship Sites Database  
*Note: Please refer database questions to Tracy Zeeger at [tzeeger@umd.edu](mailto:tzeeger@umd.edu)*
5. Schedule and attend interviews with potential sites
6. If your internship site is 'approved' - follow steps outlined in 'A' below. If your internship site is 'not approved' - follow steps outlined in 'B' below.

#### A. How to obtain an internship with an 'approved' internship site:

"Approved" sites are marked as such in the database and refer to sites that have hosted DBCH student interns in the past. If your site is already approved, please **proceed to 'C' (Accepting an Internship Offer)**.

#### B. How to obtain an internship with a site that is 'not approved':

Sites that do not appear in our database or are identified in the database as "interested" are considered "NOT APPROVED". Are you interested in a site that is "not approved"?

The internship program coordinator approves a new site AFTER you have completed an interview and want to accept an offer. Please read the following instructions carefully to facilitate approval of a new site.

1. Complete interviews and receive an offer from an internship placement.
2. Complete a **Site Approval Request** (on the next page) and email to the Graduate Internship Program Coordinator (Tracy Zeeger, [tzeeger@umd.edu](mailto:tzeeger@umd.edu)) by the deadline established for your semester.

**It is your responsibility to be sure the internship program coordinator has received your site approval request.** Time is limited for site approvals. Be sure to stay in touch with the internship program coordinator until you know that your site has been approved. It can take several weeks to complete the site approval process. No new site approval requests will be accepted after the deadline. Keep the preceptor advised of this process.

**Site Approval Request** – Please follow the format below and include all of the requested information as an attachment:

1. Your name, phone number, and email address
2. Site contact information:
  - a. Name of agency/organization
  - b. Address of agency
  - c. Preceptor’s name and job title (include Dr., Ms., Mr., Mrs.) (the preceptor must have a background in public and community health)
  - d. Preceptor’s phone number and email address
3. Brief description of agency mission/services (type this out; do not refer to attachments or a web address)
4. A list of potential (be specific) internship activities that you have identified during your interview (these activities must be community/public health in focus).

*NOTE:* Your request for a site approval will NOT be processed if you do not provide ALL of the information requested above (#’s 1 – 4).

### **C. 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. The completed “Internship Site Confirmation” contract is due (dates specific to given semester).
2. Submit your signed contract to the Internship Program Coordinator (Tracy Zeeger). 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](mailto:bmonis@umd.edu)).

**Graduate Internship Program Coordinator:** Tracy Zeeger, MPH

Dept. of Behavioral and Community Health, SPH Room 1242K

Email Address: [tzeeger@umd.edu](mailto:tzeeger@umd.edu) (best method of contact)

Phone: 301-405-3453, Mailbox – DBCH (SPH 1234)

**#4: MPH Internship Site Confirmation Contract**

**MPH INTERNSHIP SITE CONFIRMATION**

Department of Behavioral and Community Health  
School of Public Health  
University of Maryland

**PLEASE PRINT THE FOLLOWING INFORMATION NEATLY – It is the student's responsibility to complete this form and obtain signatures.**

**Semester of Internship:** \_\_\_\_\_

**Student Intern:** \_\_\_\_\_

**Email and Phone:** \_\_\_\_\_

**Internship Placement Site (name of agency or organization):**

\_\_\_\_\_

**Address:** \_\_\_\_\_  
Street

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Phone Number:** \_\_\_\_\_  
Area Code \_\_\_\_\_ Number \_\_\_\_\_

**Fax Number:** \_\_\_\_\_  
Area Code \_\_\_\_\_ Number \_\_\_\_\_

**Web Address:** \_\_\_\_\_

**Intern's Preceptor:** \_\_\_\_\_

**Title:** (include Dr, Ms, Mr., Mrs. etc.) \_\_\_\_\_

**Phone Number:** \_\_\_\_\_  
Area Code \_\_\_\_\_ Number \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Briefly (but include specifics) describe the potential activities in which you will participate as an intern at this site:**

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**Weekly Schedule (hours of agency operation and intern’s proposed schedule, include the possibility of any night time or weekend hours for special events etc.):** NOTE: MPH interns from the Department of Behavioral and Community Health are required to work a minimum of 10 hours on-site each week during their internship semester, and typically follow the University’s schedule for closings. Student interns are also required to attend 3 “Internship Seminars” during the semester. Seminars are held in the evening at the University of Maryland. The seminar schedule should be made available to the preceptor prior to the beginning of the internship period to avoid any scheduling conflicts.

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<b>Are you currently employed at this site?</b>	<b>Yes</b>	<b>No</b>
<b>Does your site pay interns?</b>	<b>Yes</b>	<b>No</b>

**Internship semester (include begin and end dates):** \_\_\_\_\_

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**Signature of Preceptor:** \_\_\_\_\_ **Date** \_\_\_\_\_

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**Signature of Student Intern:** \_\_\_\_\_ **Date** \_\_\_\_\_

Submit Original to: Tracy Zeeger, Coordinator,  
Graduate Internship Program, Dept. of Behavioral and Community Health  
**Deadline for site confirmation is (TBA)**  
**If the site confirmation is being faxed or sent through the mail, it is the responsibility of the student to confirm that the form has been received.**  
Provide a copy to your preceptor and keep a copy for your files.  
**Questions or concerns** may be directed to: **Tracy Zeeger, MPH.**  
Dept. of Behavioral and Community Health, Room 1234 SPH  
University of Maryland  
College Park, Maryland 20742  
Email: [tzeeger@umd.edu](mailto:tzeeger@umd.edu) Phone: 301-405-3453  
Dept. Behavioral and Community Health – Phone: 301-405-2463, BCH Fax: **301-314-9167**

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#5: Liability Insurance form

**Liability Insurance Information Form**  
**Dept. of Behavioral and Community Health**

<b>STUDENT INTERN CONTACT INFO</b>  <b>Name</b>  <b>Best Phone Number</b>  <b>Best Email Address</b>	<i>(Type information on this side)</i>
<b>AGENCY NAME</b> (Internship Site)	
<b>AGENCY ADDRESS</b>	
<b>AGENCY TELEPHONE NUMBER</b> (General "front desk" number)	
<b>AGENCY FAX NUMBER</b> (State of MD requires a fax number)	
<b>PRECEPTOR'S NAME</b> (Include Mr., Ms, Dr...)  <b>and JOB TITLE</b>	
<b>PRECEPTOR PHONE NUMBER</b> (Direct line)	
<b>PRECEPTOR E-MAIL ADDRESS</b>	

## #6: *Sample Syllabus – HLTH 785*

### **Dept. of Behavioral and Community Health** **HLTH 785 MPH INTERNSHIP** **SAMPLE**

**Semester:** Fall 2014  
**Classroom and Time:** DBCH Conference Room, 7:00 – 9:00 pm  
**Instructor:** Tracy Zeeger, MPH **Office Hours:** By appointment  
**Office:** SPH Room 1242K  
**Phone:** 301-405-3453  
**Email:** tzeeger@umd.edu

**Text:** No text required. Materials will be provided as needed.

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

#### **Course Learning Objectives:**

The objectives of the internship experience are to:

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

### **Program Competencies Addressed in this Course:**

The internship will reinforce some or all of the following competencies from the DBCH MPH program:

- Identify critical stakeholders for the planning, implementation and evaluation of public health programs, policies and interventions;
- Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions;
- Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions;
- Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions;
- Implement health education strategies, interventions and programs;
- Conduct evaluation and research related to health education;
- Administer health education strategies, interventions and programs;
- Serve as a health education resource person;
- Communicate and advocate for health and health education.

### **Course Requirements:**

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

### Course/Internship Semester Assignments

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

Evaluation/Grading:

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

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

Grading Scale: 100 point scale

(20 pts)	Internship work plan (IWP)
(5 pts)	Bi-weekly emails with Internship Coordinator
(5 pts)	Networking contact log
(20 pts)	Signed hours log
(20 pts)	Portfolio and individual presentation of portfolio to HLTH 785 class/seminar
(10 pts)	Intern’s final evaluation of experience
(20 pts)	Satisfactory first and final evaluations completed by the preceptor

A:	90 – 100	Excellent
B:	80 - 89	Satisfactory
C:	70 – 79	Unsatisfactory

**Course Policies:**

**Email – The Official University Correspondence:** Verify your email address by going to [www.my.umd.edu](http://www.my.umd.edu). All enrolled students are provided access to the University’s email system and an email account. *All official University email communication will be sent to this email address* (or an alternate address if provided by the student). Email has been adopted as the primary means for sending official communications to students, so email must be checked on a regular basis. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices. Students are responsible for keeping their email address up to date or for redirecting or forwarding email to another address. Failure to check email, errors in forwarding email, and returned email (from “full mailbox” or “unknown user” errors for example), will not excuse a student from missing University announcement, messages, deadlines, etc. Email addresses can be quickly and easily updated at [www.my.umd.edu](http://www.my.umd.edu) or in-person at the Student Service Counter on the first floor of the Mitchell Building.

For technical support for University email: [www.helpdesk.umd.edu](http://www.helpdesk.umd.edu) or call 301-405-1400.

**Religious Observances:** The University System of Maryland policy provides that students should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed DUE to individual participation in religious

observances. **It is the student's responsibility to inform the instructor in advance of any intended absences for religious observance.**

Special Accommodations / Disability Support Services: If you have a documented disability and wish to discuss academic accommodations for test taking or other needs, you will need documentation from Disability Support Service (301-314-7682). If you are ill or encountering personal difficulties, please let the instructor know as soon as possible. You can also contact Learning Assistance Services (301-314-7693) and/or the Counseling Center (301-314-7651) for assistance.

Academic Integrity: The University's code of academic integrity is designed to ensure that the principle of academic honesty is upheld. Any of the following acts, when committed by a student, constitutes academic dishonesty:

- ✓ CHEATING: intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.
- ✓ FABRICATION: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- ✓ FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another to violate any provision of this code.
- ✓ PLAGIARISM: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

For more information see: <http://www.shc.umd.edu/code.html>.

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.

**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.

**See Course Schedule Next Page**

<b>HLTH 785 Seminar Schedule Fall 2014</b>	
<b>SEMINAR #1</b> Monday, September 8, 2014 7:00 – 9:00 pm, DBCH Conference Room	Hello and introductions! Review expectations, requirements and assignments.
Sunday, Sept. 21	Email #1 DUE (see attached “Guidelines for Bi-Weekly Emails”)
Friday, Sept. 26	INTERNSHIP WORK PLAN (IWP) DUE (w/signature page). Email as an attachment
Sunday, Oct. 5	Email #2 DUE
<b>SEMINAR #2</b> Monday, Oct. 6 7:00 – 9:00 pm, DBCH Conference Room	First Evaluation from preceptor DUE (signed) Copy of signed Hours Log DUE Topic: Job hunt, resume writing and cover letter refresh, most favorable professional characteristics...
Sunday, Oct. 19	Email #3 DUE
Sunday, Nov. 2	Email #4 DUE
Sunday, Nov. 16	Email #5 DUE
Sunday, Dec. 7	Email #6 DUE
<b>SEMINAR #3</b> Monday, Dec. 8 7:00 – 9:00 pm, DBCH Conference Room	Individual Presentation of Portfolio to Group Copy of Networking Contact Log DUE Student Evaluation of Internship Experience DUE Supervisor’s Final Evaluation DUE (signed) Final Signed Hours Log DUE (project through last day of internship, Thursday, Dec. 11)
<b>Graduation Luncheon</b> Friday, Dec. 12 12:00 – 2:00 Stamp Union Atrium	MPH Graduates are asked to give a 3 minute overview of their project/thesis, and future plan(s). DUE to space constraints we regret that students cannot bring a guest to the luncheon.

## **Important Contacts**

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University of Maryland  
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