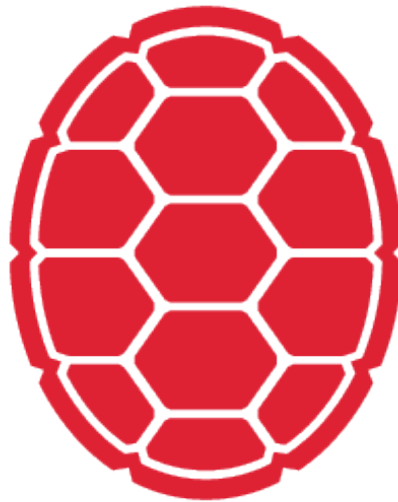




UNIVERSITY OF
MARYLAND
SCHOOL OF PUBLIC HEALTH

Department of Behavioral and Community Health

Undergraduate 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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Undergraduate Internship Overview

The purpose of this manual is to provide information to students and placement organizations concerning departmental policies and procedures regarding the community health internship. It is hoped that this information will facilitate mutual understanding and cooperation among the department, student, and placement organization.

To obtain the Bachelor of Science degree (BS) in the Department of Behavioral and Community Health (DBCH) at the University of Maryland at College Park (UMCP) students are required to complete HLTH 491 – 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. It is a time-limited, supervised period of community health activities carried out in a community/public health organization.

The internship (HLTH 491) is a 12 credit (satisfactory/fail) departmental requirement that cannot be waived. As a culminating experience, it must be completed during the final semester before graduation. By this time, all required coursework will have been completed and the only outstanding work is the internship semester. A limited number of summer internships are approved for students facing financial challenges (Summer Application link can be found under Community Health Internship at www.bch.umd.edu).

Early in the semester preceding the internship, students enrolled in HLTH 490 (a required professional prep course designed to assist DBCH majors in the search and preparation for their internship) will receive an orientation to the process of identifying and securing an internship placement site (including an introduction to the DBCH Internship Sites Database) and the requirements of the internship semester (including a review of deadlines and contracts). The internship coordinator conducts this orientation, oversees the internship program for the DBCH, and is the instructor for the seminar sessions that accompany HLTH 491.

The internship period corresponds to enrollment in HLTH 491 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 coordinator.

The internship includes a 36-hour per week minimum hourly requirement (approximately 540 hours over 15 weeks = 12 credits). 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 36 hours onsite, guaranteeing access to a preceptor or mentor assigned by the participating organization. The preceptor provides onsite advice and guidance to the intern and in addition,

provides feedback to the university internship coordinator about the intern's progress and learning opportunities.

Because the internship is a "full-time" commitment, the majority of students **do not work** during the internship semester. Some students make arrangements for very part-time work; however this employment cannot interfere with their internship commitment, or the work schedule of the host agency.

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 if classes are canceled due to inclement weather, interns are not required to go to work. However, interns are responsible for informing their preceptor about any absences, and whenever possible, the intern should negotiate absences ahead of time with the agency preceptor. Interns are encouraged to share the university calendar with their preceptor prior to the beginning of the internship (during the interview or negotiation of weekly schedule) to avoid any confusion related to course seminars, Labor Day, religious holidays, Thanksgiving, spring break etc. NOTE: The internship semester is not an appropriate time to plan a vacation or activity that will compromise the availability of the intern, making it difficult to complete all of the required hours in a timely mTracyr.

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 evaluate sites according to professional and educational opportunities provided, not solely on the remuneration involved.

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

Internship Goals and Program Competencies

Goals of the Internship

The broad goals of the internship are to enable the intern to:

- Establish, implement, and evaluate learning goals and objectives;
- Integrate academic coursework and theory with community-based practice;
- Expand on their understanding of the role of health-related agencies in the community setting;
- Analyze the role of public/community health professionals in relation to agency activities;
- Analyze the role of public/community health professionals in relation to the health of the community;
- Gain an understanding of the organization, administration, program activities, and problems of public/community health agencies;
- Improve skills and professional development through on-the-job training;
- Participate in, and assume responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s).

Undergraduate Program Competencies

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

- Identify individual and community level needs for health promotion and disease prevention.
- Identify principles of community health that are needed for the development of effective health promotion and disease prevention strategies.
- Apply statistics and research methods to accurately describe the distribution of, and examine the determinants of population health.
- Apply statistics and research methods to community health program evaluations.
- Describe how to plan, implement and administer short- and long-term community health interventions.
- Communicate and disseminate the results of community health program evaluations.
- Describe how to advocate for effective community health initiatives at the local, state and federal levels.
- Identify strategies that effectively incorporate cultural competence within health promotion and community health initiatives.
- Demonstrate competency in planning, preparing and delivering effective community health presentations.

Activities That Might Be Included in Your Internship

To accomplish the objectives and competencies of the community health program, prospective internships might include, but are not limited to the following activities:

- Research:
 - Seek, write, prepare, and review grants and research funding opportunities
 - Conduct literature review
 - Conduct or assist in focus groups and interviews
 - Data entry, management, and analysis
 - Assist in the development of survey tools
- Public Health Programming:
 - Conduct needs assessments to identify community concerns and assets
 - Identification and coordination of resources
 - Assist in the development, coordination, and implementation of a community program
 - Conduct program monitoring and evaluation
- Community Outreach:
 - Create and give health presentations
 - Develop and/or evaluate health promotion/educational materials and resources
 - Translate public health materials
 - Provide health testing and screenings
 - Distribute brochures and information at community events
- Public Health Policy:
 - Coordinate with legislative or political representatives on health issues
 - Attend legislative policy meetings
 - Assist in the development of legislative testimony for public health bills
- Professional Development:
 - Attend professional meetings and conference on behalf of your organization
 - Become trained and certified in skills related to public health
 - Shadow professionals in the field
- Social Media Management:
 - Creating or maintaining organizational accounts on social media sites such as Facebook, Twitter, Pinterest, Blogs, and/or YouTube

Examples from Internship Placements:

- Provided employee wellness lectures on reducing stress and workplace friendly exercises
- Monitored and translated a website for Latino teen/young adult health information
- Conducted interviews using substance use and mental health questionnaires
- Provided HIV testing and consultations
- Created and monitored a blog on preventing bullying among DC youth

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 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/community members?
- What kind of rapport do you have with your preceptor (how did you relate during the interview)? Can you share ideas comfortably?
- Where is the internship located? Do you have reliable transportation to the organization?
- What type of networking opportunities are available to you as an intern at this site?
- 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 DBCH's undergraduate and MPH internship program, including:

- Conducting an internship orientation session at the beginning of each semester;
- As needed, meeting with students to discuss their internship site options and assess how a site will help achieve their goals;
- Updating information on available internship sites and informing students about new sites seeking interns;
- Approving new internship site requests (agencies that have never hosted a DBCH undergraduate student intern);
- Orienting new preceptors to the DBCH Internship Program (requirements and role of preceptor);
- Conducting internship seminar sessions (HLTH 491 class), reviewing internship assignments, providing an internship grade at the end of the semester;
- Maintaining regular contact with internship site by email, phone, or on-site visits;
- Providing appropriate forms, schedules, and procedural information to the intern and internship site;
- Providing 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);
- Working 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 undergraduate 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 491 seminars, syllabus, assignments, etc.);
- Identify internship learning goals and update resume for interviews with potential sites;
- Review the 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 in the DBCH Internship Sites Database (see handout for “Hosting an Undergraduate Intern for site requirements, and “Obtaining Your Internship” for step by step instructions);
- Complete an “Internship Site Confirmation Contract”, obtain preceptor’s signature, submit form to HLTH 490 instructor (internships are secured and confirmed during the HLTH 490 semester, associated deadlines will be included in the HLTH 490 syllabus);
- Complete the “Liability Insurance Information” form and email to Beverly Monis (the DBCH purchases liability insurance on behalf of each student intern).

DURING THE INTERNSHIP SEMESTER:

- Attend internship seminar sessions (six classroom sessions associated with HLTH 491), complete internship assignments, and meet requirements of the course syllabus (see example syllabus);
- Report to internship a minimum of 36 hours a week during the 15 week semester;
- Work with the preceptor to develop an “Internship Work Plan” (IWP);
- Provide preceptor with first and final performance evaluation forms (attend meetings to discuss evaluations), and bi-weekly hours log.
- Represent self and DBCH/UMCP as a professional, showing willingness to learn and provide support for the mission of the host agency.

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 Undergraduate Intern” handout);

- Identify an appropriate preceptor to supervise and act as the intern’s mentor (must have an MPH or five years experience in public/community health);
- 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 in turn set-up a phone meeting to explain the program and requirements of a host agency and preceptor;
- Discuss and sign off on “Internship 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 491);
- Provide an on-going dialogue with the intern to acknowledge his/her strengths and weaknesses and to build upon strengths and create professional growth;
- Complete first and final performance evaluation forms (provided by DBCH), and discuss evaluations with the intern;
- Sign off on bi-weekly hours log (provided by intern);
- Participate in a site visit with one of the staff members (“Internship Advisor” – staff member assigned to each intern) from the DBCH Internship Program;
- Update internship program coordinator on any changes in preceptor or contact information;
- Communicate with internship program coordinator or internship advisor 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 DBCH

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 #6 is the syllabus for HLTH 491 and is made available to each student-intern at the first HLTH 491 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 (during HLTH 490), 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 specific deadline dates during the orientation to the internship semester (held during their HLTH 490 class), and can also contact the internship program coordinator to verify dates as needed.

Internship Program Coordinator: Tracy Kennedy, kennedyt@umd.edu, 301-405-2467

#1: Hosting an Undergraduate Intern



UNIVERSITY OF
MARYLAND

School of Public Health – Department of Behavioral and Community Health

Hosting an Undergraduate 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. **Internship placements for the ____ semester are scheduled to begin on _____ and should be completed on _____.**

Students are expected to work **36 hours a week** at their internship site. The internship follows the semester schedule; is attached to a course (HLTH 491), and is worth 12 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 the final, culminating experience of their undergraduate 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.
- Assigns routine clerical or custodial tasks only to the extent that the intern derives some learning experience from them, or is working as a team on a project that requires everyone to share in such duties.
- Provides the intern with a designated 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 (evaluations will be provided by the Internship Advisor).
- 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.).

During the internship semester, the students are required to attend a series of six Wednesday seminars at the University (four of which will impact the intern's schedule at their internship site). We ask that students be excused to report to campus on the seminar dates. The intern, prior to the beginning of the internship period, will provide the seminar schedule to you. Interns typically follow the University's schedule of holidays. Students observing religious holidays should negotiate related absences directly with their preceptor.

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 undergraduate intern. 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. 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

For more information contact:
 Tracy Kennedy, Undergraduate Internship Program Manager
kennedyt@umd.edu, 301-405-2467
www.sph.umd.edu/bch

#2: Obtaining Your Undergraduate Internship Site

Steps to obtaining your undergraduate internship:

1. Attend the Internship Orientation session with the internship program staff during HLTH 490
2. Review all handouts
3. Explore the internship database

Note: Please refer database questions to Tracy Kennedy at kennedyt@umd.edu.

Feel free to consider organizations not on the website, being mindful of the criteria for site approval. Other resources for your search include:

- Appendix A of your Doyle book lists websites for job market information and for a large number of U.S. health agencies and organizations.
 - Google "community health" and related key words in the area you would like to work to further identify potential sites.
 - Review the "Career Exploration" slides on Canvas for job search websites.
4. Using the "Internship Search Progression" form on Canvas or your own spreadsheet, organize your search process. Include the name of the organization, who the contact person is, email address, phone number, and website. Add in columns to track the various steps/dates of the search (initial contact, follow up, interview, etc.)
 5. Send out your resumes and cover letters after attending the poster session and receiving your graded cover letter and resume (make appropriate changes), making initial contact with potential internship sites of interest in the following ways:

DATABASE CONTACTS

Send resumes "cold" with cover letters explaining your interest and alerting preceptors that you will be following up within a week to inquire about their interest in an interview. **(Do not presume in your cover letter that an interview will take place. Say something like: "I will follow up within a week to confirm receipt of my resume and to inquire about a possible interview.)** At this time, you may also choose to send the **Hosting an Undergraduate Intern** form. Be sure to reference the internship in the subject line, title your resume and cover letter files clearly, and include a brief emailed message to the preceptor to say something like:

Dear Ms./Mr./Dr. _____,

I am a University of Maryland student in the Department of Behavioral and Community Health interested in a full-time (semester) internship position with [use organization name]. Please find my cover letter and resume attached.

Thank you in advance for your consideration,

[Your Name]

Note: Please do not use these exact words. This is one basic example. Showing knowledge of and/or enthusiasm for the organization would enhance this message. It should be brief, however.

NON-DATABASE CONTACTS

A good place to begin your search for new internship sites is on the web. Find out if a current internship program exists, and obtain the contact information. If an internship program exists, call as necessary to confirm that your DBCH internship start and end dates are acceptable. Apply for the internship program as required by the site. If you are selected for an interview, follow the procedures outlined below regarding interviews. If you are offered the internship, follow the instructions to **Request a New Site Approval** as outlined below (box on page 4).

For sites that do not appear to have a formal internship program, feel free to contact the Human Resources department at your site of interest and seek an appropriate contact. Also feel free to network (i.e., seek out referrals) in an effort to find program staff that may be interested in an intern. Explain that you are 1) a student at the UMD, DBCH 2) seeking a full-time internship for (semester and year), 3) that the internship is required by your program, and 4) that you would very much like to complete your internship at that organization. You may briefly explain why, but generally keep your inquiry brief and to the point. If the contact is interested, offer to send your cover letter, resume and the form: **Hosting an Undergraduate Intern**

6. For each scenario above, follow-up within a week to confirm receipt of the resume and inquire whether the contact is interested in an interview. An email follow up is fine and often preferred by sites.
7. Complete all “internship” related assignments in HLTH 490 (see your syllabus)
8. Schedule and attend interviews with potential sites (see Terp Guide and Canvas for interview resources)
 - a. Try to schedule your interviews as close together as possible
 - b. Do not wait until the last minute
 - c. Provide the agency with the “Hosting an Undergraduate Intern” handout
 - d. Politely ask the interviewer to complete an **Interview Evaluation Form** and to mail it in the attached, addressed, stamped envelope by the next day (at least one is due to the instructor by **(specific date for your semester)**). You will address the envelope with the following:
INSTRUCTOR’S NAME
Lecturer, Department of Behavioral and Community Health
School of Public Health
University of Maryland
2387 Valley Drive #255
College Park, MD 20742-2611

- e. Be sure to close all “communication loops” in a polite and professional mTracyr (**this includes sending a thank you email for the interview**).
 - f. After each interview, keep a record of what you liked and disliked about the internship site as well as the types of work you would be doing.
9. When offered: 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 listed in the DBCH internship database and refer to sites that meet the program requirements and have hosted a UM DBCH student intern in the past. Some sites in the database are identified as “interested”. These are sites that are interested in hosting an intern but have not done so yet. They will require a site approval. Similarly, a site that has hosted an intern in the past, but now has a **new preceptor**, will also require approval. More on getting a site approved, below.

If you are **offered** an internship at an “approved” site, you can move forward and complete an “Internship Site Confirmation” contract. **Proceed to ‘C’ (Accepting an Internship Offer) below.**

B. How to obtain an internship with a site that is ‘not approved’:

Are you interested in a site that is “NOT APPROVED”? The internship program coordinator approves new sites **AFTER** you have completed an interview and have been **OFFERED** an internship placement.

Please read the following instructions carefully to facilitate the approval of a new site. Site approvals take time, do not miss the deadline and remember, early is better!

1. Ensure your site meets all the requirements. Requirements for a host site are outlined in the Hosting an Undergraduate Intern handout, and include:
 - Ongoing mentorship and supervision
 - A preceptor with an MPH or 5 years experience in Public/Community Health
 - Enough work to fulfill 36 hours per week on-site
 - Appropriate work that reflects public/community health
 - A designated workspace.
2. If you have questions or concerns about the appropriateness of a new site, make an appointment to meet with the Undergraduate Internship Program Manager (Tracy Kennedy kennedyt@umd.edu).

3. To **Request New Site Approval**, please:
 - a. Complete interviews and receive an offer for an internship
 - b. If you want to accept the offer, explain to the preceptor that it is your responsibility to request an approval for a new site, and that you will remain in touch during the process. The Internship Program Coordinator will contact the preceptor to vet the site.
 - c. Offer the link for the Undergraduate Internship Program Manual for their review if they have questions (included on the Hosting an Undergraduate Intern handout: <http://sph.umd.edu/department/bch/community-health-internship-hlth491>).
 - d. Be sure you have shared the “Hosting an Undergraduate Intern” handout.
 - e. Establish a plan B if the site is not approved.

4. Complete a **Site Approval Request** and email to the Undergraduate Internship Program Manager (Tracy Kennedy kennedyt@umd.edu).
NO LATER THAN: (specific date for your semester)

Site Approval Request – Please follow the format below and include all of the requested information as an attachment: Subj Line: Last Name and New Site Approval Request.

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).

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 2 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.

C. Accepting an Internship Offer:

You may accept an offer from a site that is in the database and is “approved” or, once you have been informed that your site approval request has been completed/approved.

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 (specific date for your semester – typically the week prior to exams).**
2. Submit your signed contract to your HLTH 490 professor as soon as you have the necessary signature. Early is better! Be sure to **KEEP a COPY**, and give a **copy to your preceptor** for his/her records.
3. Complete a **Liability Insurance Information** form (required by the State of Maryland). This form is due **at the same time as your contract**. Complete the form electronically and email it to Beverly Monis (bmonis@umd.edu) and cc Professor Kennedy (kennedyt@umd.edu) .

NOTE: You will be administratively dropped from HLTH 491 if you have not confirmed an internship placement by the deadline above.

The Undergraduate Internship Program Manual is available through the SPH - DBCH website: www.sph.umd.edu (<http://sph.umd.edu/department/bch/community-health-internship-hlth491>)

Undergraduate Internship Program Manager: Tracy Kennedy, M.Ed. MPS

Dept. of Behavioral and Community Health, SPH Room 1234R

Email Address: kennedyt@umd.edu (best method of contact)

Phone: 301-405-2467

Mailbox – DBCH (SPH 1234R)

#4: Internship Site Confirmation Contract - *EXAMPLE*

INTERNSHIP SITE CONFIRMATION CONTRACT

Dept. of Behavioral and Community Health – School of Public Health
University of Maryland at College Park

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

Semester of Internship: _____

Beginning and end dates: _____

Student Intern: _____

Email and Phone: _____

Internship Placement Site (name of agency/organization):

Address: _____
Street

City

State

Zip

Phone Number: _____
Area Code Number

Fax Number: _____
Area Code Number

Web Address: _____

Intern's Preceptor: _____

Job Title: (include Dr, Ms, Mr., Mrs. etc.) _____

Phone Number: _____
Area Code Number

Email Address: _____

Having discussed your role as an intern with your preceptor, describe the potential activities in which you will participate as an intern at this site (these activities must reflect a public/community health focus):

Weekly Schedule (agreed upon intern work schedule, include the possibility of any night time or weekend hours for special events etc.): NOTE: Undergraduate interns from the Department of Public and Community Health are required to work 36 hours each week, on-site, during their internship semester, and typically follow the University’s schedule for closings. Student interns are also required to attend a series of “Internship Seminars” during the semester. Seminars are held on Wednesdays at the University of Maryland and cause the intern to miss a portion of, or all of that particular workday (dates for your semester included here).

Are there any requirements the intern needs to fulfill before beginning work (clearance forms, security check, medical requirements)? **Yes (Please explain)** **No**

Are you currently employed at this site? **Yes** **No**

Does your site pay interns? **Yes** **No**

Signature of Preceptor:

Date

Signature of Student Intern:

Date

Submit Original to: Health 490 class instructor

Deadline to submit site confirmation is _____

Don’t forget to email your Liability Insurance Information form to Bev Monis (bmonis@umd.edu)

Questions or concerns may be directed to: **Tracy Kennedy**, M.Ed. MPS, Undergraduate Internship Program Manager

Dept. of Behavioral and Community Health

SPH Bldg. Room 1234R

University of Maryland, College Park, Maryland 20742

Email: kennedyt@umd.edu, Phone: 301-405-2467, Dept. Phone: 301-405-2463, DBCH Fax 301-314-9167

#5: Liability Insurance form

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

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

Following the example format below (exactly), please also include the following for your internship site:

- The name of your site
- The address of your site
- Attention: Preceptor's name
- The preceptor's title
- The preceptor's phone number
- The preceptor's email

#6: Health491 Syllabus

Community Health Internship – HLTH 491 (0101)

Semester: Fall 2017
Classroom and Time: **Cambridge Community Center (CCC)
1205**
Instructor: Tracy Kennedy, M.Ed. M.P.S **Office Hours: By Appointment**
Office: 1234R SPH
Phone: 301-405-2467
Email: kennedyt@umd.edu

Internship Advisors (IA): Heather Platter (hplatter@umd.edu), Noora Kanfash (nkanfash@umd.edu), Anna Clayton (aclayto1@umd.edu)

Small Group Discussion Locations:

Cambridge Community Center (CCC) 1205 (Heather)
ATL 2316 (Noora), ATL 2330 (Anna)

Course Pre- and Co-requisites:

HLTH 491 is the required capstone experience for the BCH undergraduate degree program. All other coursework must be completed to register for the Community Health Internship semester.

Required Texts and Other Readings: Materials provided as handouts and/or through Canvas.

Course Description:

The purpose of the internship semester is to enable students to gain practical experience under conditions conducive to educational and professional development. The internship is a time-limited, supervised period of community health/public health activities, carried out in a related professional organization. In addition to the internship, HLTH 491 includes a series of mandatory seminars. Students are required to return to campus for the scheduled seminar sessions, to discuss their progress, share experiences with the other interns, and to participate in career and professional development activities.

Course Learning Objectives:

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

- understand the functioning of health related agencies in the community setting;
- integrate health education and community health theory with community-based practice;
- analyze the role of health educators and public health professionals in agency activities;
- understand administration, program activities, and problems relevant to community health/public health agencies;
- implement improved professional skills through on-the-job training; and
- assume specific responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s)

Program Competencies Addressed during the Community Health Internship:

The following competencies for the BCH undergraduate degree program are addressed during HLTH 491:

- Identify individual and community level needs for health promotion and disease prevention.
- Identify principles of community health that are needed for the development of effective health promotion and disease prevention strategies.
- Apply statistics and research methods to accurately describe the distribution and examine the determinants of population health.
- Apply statistics and research methods to community health program evaluations.
- Describe how to plan, implement and administer short- and long-term community health interventions.
- Communicate and disseminate the results of community health program evaluations.
- Describe how to advocate for effective community health initiatives at the local, state and federal levels.
- Identify strategies that effectively incorporate cultural competence within health promotion and community health initiatives.
- Demonstrate competency in planning, preparing, and delivering effective community health presentations.

Course Requirements:

Interns are required to complete all on-site (internship) and seminar related requirements and assignments. Interns are required to complete 36 hours per week for 15 weeks at their internship placement, as well as attend the scheduled seminars. Internship hours must be accumulated by working on-site; the program does not permit working from home.

Assignments (Discussed during seminars, guidelines posted to Canvas – www.elms.umd.edu)
See list of required assignments under grading procedures and also on Canvas.

“Assignments” are homework and should not be completed at your internship site.

Course Policies:

Email – The Official University Correspondence:

Verify your email address by going to www.my.umd.edu.

All enrolled students are provided access to the University’s email system and an email account. *All official University email communication will be sent to this email address* (or an alternate address if provided by the student). Email has been adopted as the primary means for sending official communications to students, so email must be checked on a regular basis. Academic advisors, faculty, and campus administrative offices use email to communicate important and time-sensitive notices.

Students are responsible for keeping their email address up to date or for redirecting or forwarding email to another address (“notification” status in Canvas). Failure to check email, errors in forwarding email, and returned email (from “full mailbox” or “unknown user” errors for example), will not excuse a student from missing University announcement, messages, deadlines, etc. Email addresses can be quickly and easily updated at www.my.umd.edu or in-person at the Student Service Counter on the first floor of the Mitchell Building.

For technical support for University email: www.helpdesk.umd.edu or call 301-405-1400.

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.

Financial Assistance

We understand that the capstone semester can be a financial challenge. All interns are encouraged to come up with a budget/financial plan that accounts for the costs associated with completing the internship (e.g. commuting). While having a valuable internship experience on your resume can increase your starting salary considerably post-graduation, current costs are very real. If you are suffering financial hardship (e.g., in danger of eviction, lack of proper food), please contact your IA or Professor Kennedy right away. If you are in danger of not completing your internship due to financial hardship (e.g. can't afford gas), contact us so that we can come up with a plan and connect you with resources on campus.

Academic Integrity:

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

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

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

The Honor Pledge is a statement undergraduate and graduate students should be asked to write by hand and sign on examinations, papers, or other academic assignments. The Pledge reads:

I pledge on my honor that I have not given or received any unauthorized assistance on this assignment/examination.

The University of Maryland, College Park has a nationally recognized Code of Academic Integrity, administered by the Student Honor Council. This Code sets standards for academic integrity at Maryland for all undergraduate and graduate students. As a student you are responsible for upholding these standards for this course. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism.

For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://www.shc.umd.edu>.

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. 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.

Course Evaluations

The University, the School of Public Health, and the Department of Behavioral and Community Health are committed to the use of student course evaluations for improving the student experience, course and curriculum delivery, and faculty instruction. Your evaluations help instructors improve their courses; help deans and department chairs decide on merit pay for faculty, renewal of contracts, and support tenure and promotion decisions; and help current and future students decide on classes. **Please use www.CourseEvalUM.umd.edu to evaluate this course.**

Available Support Services: *[Information regarding any additional support services available to students that may be useful during the course. Examples include Learning Assistance Service programs and short courses, the Writing Center, library facilities/tools, computer facilities and helpdesk at OIT, etc. Some faculty have included a bibliography of sorts, including major peer-reviewed journals in the field that students may wish to reference, key websites with which students should be familiar, and notable books, articles or other cornerstone publications with historical significance and/or which contributed to a revolutionary or profound change in the thinking or practice of a particular field.]*

Absence Policy:

In accordance with University policy if you are absent for a single (1) lecture due to illness or some form of personal or family emergency, this absence will be considered “excused” and the instructor will accept a note from you attesting to the date of the illness/incident, along with an acknowledgement that the information is true. Whenever feasible, you should try to contact the instructor in advance.

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

Multiple or prolonged absences, and absences that prevent attendance at a major scheduled grading event (like an exam, **SEMINAR**, or important events at the internship) will require written documentation from an appropriate health care provider/organization.

A link to pull information on the new policy covering absences from class can be found at <http://www.president.umd.edu/policies/v100g.html>

Late work and Missed Exams/Assignments:

Because the internship semester is a time of focused “professional development”, students are encouraged to follow all timelines as they would when asked to submit a deliverable in a work setting. Students will not pass HLTH 491 if they fail to submit/complete any of the required elements of the course. **The goal of this class is to simulate an employment setting, therefore, all late assignments will receive a reduced grade 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).**

Grading Procedures:

Completion of all the on-site internship responsibilities in a professional manner, as well as, completion of all HLTH 491 assignments in an academically thoughtful and thorough manner is required to receive a passing grade. Students must also receive positive evaluations from their site preceptor and internship advisor to pass HLTH 491. A passing grade for the degree requirement is a C- or above (however in a **professional setting** a C- is not considered a reasonable standard and will not result in **satisfactory evaluations**). Interns are required to be on-site for 36 hours per week during the 15-week semester and will not pass HLTH 491 if they do not fulfill the minimum hour requirement.

Each of the following individual “elements” of HLTH 491 must be completed at a **satisfactory** level to pass the internship semester as evaluated by grading rubrics.

1. Complete all assignments with a minimum passing score.
2. Attend six on-campus seminar sessions
3. Complete the minimum number of required on-site hours
4. Receive two evaluations with satisfactory or higher rating

All requirements are on CANVAS under “Assignments” including attending seminars. All are scored using a rubric. The entire semester is made up of approximately 325 points. While each individual assignment must receive a passing grade, you must obtain at least 220 points overall to pass the semester.

SEE COURSE CALENDAR/OUTLINE NEXT PAGE

NOTE: The 6 seminars allow the internship students to reconnect with their peers and also meet with their university internship coordinator and internship advisor. This affords students an opportunity to share their worksite experiences, receive guidance related to internship logistics, requirements and assignments, and participate in professional development activities. As such, the learning outcomes for this course are not accomplished in the seminars, but rather achieved through the student on-site internship experience. The seminar sessions also provide a required supervisory element of the internship semester.

Course Outline / Course Calendar: NOTE: INTERNSHIP = Thursday, August 31 – Monday, December 11

<p>SEMINAR #1 Wednesday, August 30th Start in Cambridge Community Center</p>	<p>INTRODUCTIONS & OVERVIEW Review of Syllabus, Overview Program Expectations, Requirements and</p>
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1205 1:00 – 3:15pm SEM: INTRODUCTION! IA: PROFESSIONALISM	Assignments; (How to Write an Internship Work Plan – IWP) Explain Pictures & short video assignment; supply fee \$5 binder, \$15 poster Conduct Contract Breakout Groups with Internship Advisors (“Professionalism in the Work Place” game) & Roster updates/contact info
Group A: Sunday, Sept. 10 th Group B: Tuesday, Sept. 12 th	Email #1 Due Re: Schedule, Short bio, list of potential IWP activities Read: IWP instructions and Portfolio instructions
SEMINAR #2 Wednesday, Sept. 20th Start in Cambridge Community Center 1205 1:00 – 3:15 pm SEM: POSTERS & POSTER SESSION OVERVIEW! BREAKOUT: GRAD SCHOOL PRESENTATION	HOW TO CREATE YOUR POSTER Poster Session overview – script – slides: Draft due: 9/24 If choosing to print poster, please give IA (\$15) or pay at window Breakout = Graduate School
Group A: Sunday, Sept. 24 th Group B: Tuesday, Sept. 26 th	Email #2 due Acclimation to professional world, reflection on self-audit, workload Final Poster slide for printing option ONLY due 9/26 (\$15)
SEMINAR #3 Wednesday, Oct. 4 th NOTE LOCATIONS! Begin 9:30 sharp w/ set-up in SPH Volleyball gym! Poster Session follows from 11:00 – 2:00 (Clean-up will take us to ~2:30). POSTER SESSION! IA: INDIVIDUAL MEETINGS AS NEEDED	POSTER SESSION Please dress professionally for this seminar (w/ reasonable shoes). Review: How To Create Your Final Program Portfolio Review: Final Essay & Competencies Table Practice presenting in pairs time permitting NOTE: You may have to come early or stay late if you are schedule for an individual meeting with your IA. No breakout groups today
Group A: Sunday, Oct. 8 th Group B: Tuesday, Oct. 10 th	Email #3 Re: Evaluation #1 reflection, Poster reflection NOTE: Upcoming assignment: interview a co-worker. Be sure to put the interview on your calendar.
SPH Career Expo Tuesday, Oct. 10, 2:00-5:00 SPH Volleyball Gym, 2101?	If you are interested in attending the Career Expo, ask your preceptor for permission. You will receive 2.5 hours towards your hours that day.
Group A: Sunday, Oct. 22 nd Group B: Tuesday, Oct. 24 th	Email #4 Re: Reflect on experience with preceptor, trainings?, Networking log reflection
SEMINAR #4 Wednesday, Nov. 1 st Start in Cambridge Community Center 1205 1:00 – 3:15 pm BREAKOUT TBD	MOCK INTERVIEWS 1:1 with group observation/rotate students You do <u>not</u> need to dress professionally for this seminar. Job Search presentation, salary negotiation 3 Numbers Activity Breakout Groups - TBD
Group A: Sunday, Nov. 5 th Group B: Tuesday, Nov. 7 th	Email #5 Re: Hours check, any problems?, questions for panelists at Sem 5. Read: How to Develop a Portfolio
Group A: Sunday, Nov. 19 th Group B: Tuesday, Nov. 21 st	Email #6 Talk about the internship program
SEMINAR #5	NETWORKING ACTIVITY WITH FIELD PROFESSIONALS, OTHER INTERNS

<p>Wednesday, Dec. 6th 1:00 – 3:15 pm NOTE LOCATION! Eppley Rec Center, Multi-Purpose Room – 2113 (ID Required!) IA: NO BREAKOUT</p>	<p>& (HOPEFULLY) DEAN Please dress professionally for our guests (similar to poster session) Networking with practitioners, panel discussion, mix and mingle reception with colleagues and professionals.</p>
<p>SEMINAR #6 Tuesday, Dec. 12th 10:00 am – 12:00 pm NOTE LOCATION! STUDENT LOUNGE Graduation Luncheon, 12:00 – 2:00 pm, Stamp Student Union – Atrium</p>	<p>FINAL PAPERWORK SUBMITTED (ORIGINAL EVAL* & HOURS LOG SIGNED*) *You must bring your original for credit, but it will be returned so you may keep for your records. A copy must be scanned and submitted on canvas. Graduation Practice Complete Internal Program Eval (Yellow) In Seminar IA: Return Portfolios, Close Out Activity</p>

#7: Developing a Final Program Portfolio-

What is a 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 and undergraduate program.

Your portfolio should:

- ▶ Accurately illustrate your skills and experiences as an intern and graduate from the DBCH
- ▶ Be held together in a three ring binder (No page covers!)
- ▶ Include a cover page: DBCH – SPH – UMCP – Internship Site and Your Name
- ▶ Include a table of contents (first item will be your IWP – sets the tone)
- ▶ Include anything you developed or created during your internship, as well as projects/activities/events in which you participated (identifying your specific role within larger projects)
- ▶ Include a brief written explanation of your role in each project (this is a paragraph that acts as an introduction to each section – and sometimes to individual items, making the portfolio easy to navigate)

- ▶ Include “experiences” (attendance at meetings, shadowing opportunities etc.) which are captured by a one-page description/reflection)
- ▶ Include an Academic section with deliverables (assignments) from your core courses as a DBCH undergraduate (see list below)
- ▶ Include (optional) a “Personal” section with your resume and any certificates or awards you’ve earned
- ▶ Include an “Academic” section with the required “deliverables” from your BCH coursework (see list below)
- ▶ Include labeled dividers to create organization between activities and projects
- ▶ Be visually pleasing, unified in appearance, and well organized (easy for a potential employer to navigate)
- ▶ Be grammatically correct, and without spelling errors

Examples of different items that might be included in a portfolio:

- ▶ Newsletters
- ▶ Health promotion brochures and handouts
- ▶ Press releases
- ▶ Curricula for educational programs
- ▶ Health education material
- ▶ Grants
- ▶ Outline/plans for wellness events (community and worksite)
- ▶ Flyers and event advertisements
- ▶ Podcasts
- ▶ Web pages (screen shots or disk)
- ▶ Summaries of a meeting or experience (i.e.: a congressional hearing, focus groups, committee meetings, an event...)
- ▶ Literature review, and other documentation of a research project
- ▶ Needs assessment or evaluation tool
- ▶ Protocols for health screening
- ▶ Examples of communications (emails and other correspondences as appropriate)
- ▶ Resource lists
- ▶ Reports
- ▶ Photographs of you in action or photos of your work, e.g.: bulletin boards, health fair set-up etc.

Academic Section – Include the following assignments:

- ▶ HLTH 200 Survey research project proposal and pilot
- ▶ HLTH 300 Critique of public health statistics/research
- ▶ HLTH 301 Analysis of a screening instrument
- ▶ HLTH 391 Community Intervention Paper (Fall 2015 and beyond)
- ▶ HLTH 420 Unit Plan
- ▶ HLTH 490 Grant Proposal
- ▶ Other? Additional assignment(s) that you would like to include

Note: The academic section reflects the core courses you have taken and related assignments. You can include a clean original copy, the graded returned assignment, or a revised edition after receiving your teacher's comments.

Important Portfolio Tips:

- ▶ Make your portfolio easy to follow. A reader (potential employer) should understand each piece with just a glance. Highlight your specific role.
- ▶ Include pictures, brochures and color because they add interest and encourage your reader to keep looking (as appropriate given your site).
- ▶ Select items that represent your experiences and skills.
- ▶ Try and highlight different specific skills you have acquired (writing, research, communication, website development, grants etc. etc.)
- ▶ Keep in mind that everyone's portfolio is different. It is a reflection of you and should be unique within the guidelines provided.
- ▶ Neatness and careful organization are essential, check all pieces for grammatical and typographical errors.
- ▶ **DO NOT USE PLASTIC PAGE COVERS FOR EACH, INDIVIDUAL PAGE.** They are only appropriate for something you cannot hole punch (e.g., a tri-fold brochure).

Important Contacts

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DBCH Undergraduate Internship Program Manager
SPH Room 1234R
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