



H410 Public Health Undergraduate

Internship Manual

Updated June 2012

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PART I
Finding an Internship Site

Resources for Internship Selection

Information on relevant internships is available from faculty or the OSU Internship Coordinator. In addition the Career Services office offers centralized services that provide skills and knowledge to develop career life-planning processes. They periodically sponsor internship and career fairs that bring agencies and organizations to campus for students to meet. They can be found in 008 Kerr Administration Building or at the following link, <http://osu.orst.edu/career/>.

The internship can be completed locally, within the state of Oregon, or nationally. It is never too early to start looking, and it is suggested to start at least **ONE TERM** before the anticipated internship term. Please note that many agencies require **background checks and a structured application process** to determine the best candidate for the position. This can take some time, so it is best to give yourself enough time to successfully secure an internship site.

Specific Interests: Think about your career goals and how experience during your internship could help you towards these goals. Do you have a particular population you want to work with (children, women, older population, specific ethnic population, etc)? Is there a particular public health issue you are passionate about (HIV/AIDS, obesity, substance abuse, etc)? Is there a particular organization/agency you are interested in (health department, hospital, school, business, nonprofit organization, etc)? Talk with other students, your advisor, professors, and other professionals you come into contact with during your academic career.

Personal Connections:

Have you already worked in an organization/agency in your field? Use your connections, people you know in the field.

OSU Career Services:

The career services offer centralized services that provide skills and knowledge to develop career life-planning processes. They periodically sponsor internship and career fairs that bring agencies and organizations to campus for students to meet. Career services are also a good source to help you organize your resume. They can be found in 008 Kerr Administration Building or at the following link, <http://osu.orst.edu/career/>.

International Internships:

The IE3 Global Exchange Office located in 444 Snell Hall, is involved with ensuring requirements for International internships. Their website, <http://ie3global.ous.edu/>, provides a list of current internship opportunities abroad. Their requirements and application process are detailed on their website.

NOTE: You must complete their application procedures in addition to the paperwork required in this manual. The deadlines for their application submissions are listed on their website and are very early.

List of selected agencies/organizations where students have been placed: please refer to the internship site list on the website:

<http://health.oregonstate.edu/students/current/undergraduate/internships/h410-public-health-internship>



INTERNSHIP WORKSHEETS

The following two worksheets can help you to get the most out of the internship process
WORKSHEET #1:

1. Where would you like to do your internship?

Think about:

- Geographic location, do you want to be in a particular city?
- Population, is there a specific population you want to work with?
- Organization, is there a specific organization you want to be with?
- Specific health Issues, are you passionate about certain issues?

2. What actions have you or will you do related to finding an internship?

- The following can be helpful to start the internship process:
- Calling organizations to find out about opportunities
- Setting up informational interviews
- Job shadowing
- Researching organizations on internet
- Talking to professionals

3. What activities or skills would you like to develop/enhance during your internship?

Really think about the skills you want to gain.

- For HMP: assisting with managing a health clinic/facility, survey development and evaluation, strategic plan development/coordination, policy /procedure revision and development, revising/developing organizational forms.
- For HPHB: conducting needs assessments, survey developments, program planning, implementation and evaluation, outreach education, development of educational materials and presentations, coordination of health events.
- For ESH: procedure/policy development and revision, development of educational materials, employee training and education, conducting inspections, assessments, audits.

WORKSHEET #2

- 1. What do you ultimately want to do as a career? If you are not sure, explore populations you want to work with, issues, a specific skill, etc.**
- 2. What skills/qualifications do you need to get this career?**
- 3. What internship might help you get some of these skills?**
- 4. During the internship, how can you look for ways to get these skills, qualifications?**

5. Who will be your references?

6. What are additional ways you can advance professionally?

7. What actions can you continue to take to invest/reflect/improve in your professional life in the future?

The Internship Process

1. Finding an internship:

- a. Look for an Internship Site (Beyond information listed above):
 - Opportunities may be listed under internships or volunteering
 - If there is no information available, call to see if there are opportunities, just because it isn't listed, doesn't mean there isn't an internship opportunity
 - Professionalize yourself before contacting people: email, voicemail, professional goals identified

2. Contacting the potential internship site:

- If there is a volunteer coordinator or internship coordinator, contact them, asking if they provide internships, and if so, when would be a good time to discuss it with them, offering to call back at a convenient time or meeting in person.
- If there is no contact listed, call the agency/organization, asking who you would talk to about student internship opportunities, following the same procedure as above when you are connected to the person.
- If there are no internship opportunities at that site, thank them for their time.

3. Discussing Internship opportunities

- When you are connected to the right person, introduce yourself, saying you are a Public Health senior at OSU, ask them what student internship opportunities they have, always have your resume close by, be prepared for anything!
- Do your research, find out about what the organization does, and truly show you are interested in that site, and not just fulfilling a graduation requirement: it shows if you are just calling to get an internship, or you are calling to find out how you can get involved with the organization, because you want to, genuine interest really shows through.
- Be prepared to answer questions they have
 - They will want to know the internship requirements, you need to say the internship is 400 hours 12 credits or 200 hours for 2 terms, 6 credits each if you are doing the split

internship. You also need to tell them that there will be forms to sign, and you need to be involved in a project or projects and then turn in a major portfolio. Also, offer to provide the website address, so they can look at the requirements. The final requirement is that the activities have to be related to public health, and your specific option (HMP, HPHB, ESH)

- If they ask about liability insurance, you are covered under the University by registering for H410
- Find out the application procedure, then apply if it sounds like a good fit. Be ready to turn in a resume and cover letter at this time or before when talking to the contact person.

4. Securing an Internship Site

a. It is always a good idea to apply to at least 2 internship sites, to be able to get an internship YOU REALLY WANT.

b. The interview:

- Do additional research on the organization, to be able to discuss programs/activities you might want to be involved in, if possible during your internship.
- Come early, professional, and prepared: bring extra copies of your resume, dress professional, make eye contact.
- Practice answering questions about why you want to intern at the organization, what your future goals are, and what the internship requirements are, bring the internship manual and copies.
- Ask questions at the end: what programs will you be involved in? What does a typical internship day look like? Will you be working with others? What will be your schedule be, will you be getting hours through an independent project outside of the workplace? Can you attend/observe meetings, serve on committees, advisory boards?

c. Professional Etiquette:

- Always address a person formally: Dr, Mr, etc, or ask if you are unsure
- ALWAYS reply to calls, emails right away, if you don't have the answer, promptness and being proactive are two extremely important qualities to have.
- Maintain professionalism in all settings

d. Ask to meet with your preceptor by dead week/finals week the term before you start.

- Have A1 and A2 completed and turn them in.

- Discuss your schedule, hours each week, independent projects, other activities.
- Clarify any other details you have questions about (dress code, lunch break, holidays, parking, etc)

5. The Internship

- a.** Print out the checklist for the one or two term internship, get the forms turned in during the appropriate times
- b.** Collect information for the portfolio
- c.** Take advantage of this opportunity as a professional experience
 - Document the skills you are gaining, and how they help you for your future goals, add them to your resume
 - Look for additional opportunities to network and advance yourself professionally: ways to gain new skills
 - Get to know your preceptor or other staff for potential future references or letters of recommendation
- d.** Send a thank you letter/card when you are done, and if you made professional connections, stay in touch with them, updating them
- e.** If you are offered a job, this is the best possible outcome, OR an opportunity to stay involved with the organization.

6. After the internship:

- a.** Keep a list of your professional references, and keep them updated periodically
- b.** Look for professional organizations to belong to.
- c.** Look for additional experiences/qualifications to make you stand out/increase your options

7. Continue to strengthen your professional advancement, looking for new opportunities!

Sample Health Resume

Edward John Roberts

1543 North Green Street
Evanston, Illinois 60201
356-443-3983
eroberts@uwsp.edu

PROFESSIONAL OBJECTIVE

To gain experience related to health promotion nutrition and program development with Evanston Health Department to start my career in the area of obesity prevention.

EDUCATION

Bachelor of Science, May 2012
University of Wisconsin - Stevens Point (UWSP), Stevens Point, WI
Major: **Health Promotion/Wellness**
Minor: **Nutrition**

RELEVANT COURSES

Health Psychology	Exercise Physiology
Word Processing and Spreadsheet	Advanced Lifesaving/
Stress Management	Teaching Skills for Fitness
Independent Study: Exercise Physiology Lab	Business Writing

SKILLS AND QUALIFICATIONS

- Certified in CPR (Adult, Child, Infant), Standard First Aid, Smoking Cessation Facilitation (American Cancer Society), and Lifeguard Training.
- Experienced in designing and presenting many health promotion programs to groups of various sizes.
- Skilled in the teaching of stress management, nutrition, aerobic dance, and weight training.
- Familiar with both IBM and Macintosh with experience with various word-processing, data base, and spreadsheet programs.
- Able to develop trusting, working rapport with clients and co-workers.
- Qualified to administer tests for evaluating physical fitness.
- Capable of creatively promoting and marketing products and services.

EXPERIENCE

Fitness Specialist May 20-- - October 20--
Yellow Shoes, Salt Lake, UT

- Designed and taught, with a registered dietitian, 10 week weight loss/exercise classes called "Total Body Fitness".
- Organized off-site health education programs (health issues, CPR, first aid, blood drives and a variety of other health-related activities).
- Created HRA screenings and result sessions for over 1500 employees.
- Edited monthly newsletter.
- Created and delivered health promotion programs such as Preventative Back Care, Stress Management, and The Importance of Fitness and Nutrition.
- Organized and promoted company health fair.

EXPERIENCE

Lifestyle Assistant August 20-- - December 20--

UWSP Health Center, Stevens Point, WI

- Prepared and introduced educational programs in stress management, relaxation, and massage.
- Counseled individuals in diet and exercise.
- Developed and supervised employee walking club.
- Implemented and presented smoking cessation program.

Human Performance Laboratory Technician Fall 20--

UWSP Fitness Lab, Health Enhancement Center, Stevens Point, WI

- Performed fitness assessments, evaluated results, and suggested modes of modification with participants in a professional, personal manner.
- Developed skills for using MicroFit system.

Tennis Instructor Summers 20-- and 20--

Waterford Recreation Department, Waterford, WI

- Administered tennis lessons to children ages six to thirteen.
- Acquired skills to effectively deal with a variety of children.
- Utilized effective organizational skills in planning and implementing tennis tournaments.

PRACTICA

Fitness Counselor/Instructor – Intern January - May 20--

Better Body Fitness Center, Milwaukee, WI

- Assisted with Treadmill submax testing using ECG readings.
- Administered individual exercise programs to new members.
- Taught stretch and tone no-impact water aerobic classes.
- Organized and co-presented sport nutrition workshops for tennis players.

Personal Trainer/Counselor September - December 20--

UWSP Athletic Department, Stevens Point, WI

- Reviewed health surveys to identify medical history and personal needs.
- Developed exercise programs for employees.
- Counseled in the area of proper diet and nutrition.

VOLUNTEER EXPERIENCES

President: National Wellness conference, Stevens Point, WI July 20-- and 20--

Coordinator: Adopt-A-Grandparent Program, Stevens Point, WI June 20--

Race Co-Planner: YMCA, Stevens Point, WI October 20--

INVOLVEMENT

(This section may be very effective if you have been actively involved in a variety of community, college and/or high school activities.)

REFERENCES: Available Upon Request

Gracie E. Goodwin

PO Box 1881 • Marquette University • Milwaukee, WI 53201 • 414-288-7423 •
ggoodwin@mu.edu

March 29, 20xx

Jonathon Saunders
Human Resources Director
The Best Company in the World
1212 33rd Street, Suite #1
Omaha, Nebraska 68144

Dear Mr. Saunders:

I am writing to apply for the Health Promotion Educator Internship with the Clarke County Health Department. This position appeals to me because of my strong interest in health promotion, specifically chronic disease prevention.

I am currently a senior in Public Health at Oregon State University, with an option in Health Promotion and Health Behavior. I will be looking to complete my internship in the Summer of 2013. As a Public Health student, I have had many different experiences that qualify me for this position, through a combination of coursework, volunteering and employment. < DESCRIBE THOSE EXPERIENCES HERE >

Enclosed please find a current copy of my resume and references. I can be reached at 414-288-7423. I may also be reached by e-mail at ggoodwin@mu.edu. Thank you for considering me for this position. I look forward to hearing from you soon.

Sincerely,

Grace E. Goodwin

Grace E. Goodwin

Enclosures

Management skills	Communication skills	Clerical or detailed skills
administered	addressed	approved
analyzed	arbitrated	arranged
assigned	arranged	catalogued
attained	authored	classified
chaired	corresponded	collected
contracted	developed	compiled
consolidated	directed	dispatched
coordinated	drafted	executed
delegated	edited	generated
developed	enlisted	implemented
directed	formulated	inspected
evaluated	influenced	monitored
executed	interpreted	operated
improved	lectured	organized
increased	mediated	prepared
organized	moderated	organized
oversaw	motivated	prepared
planned	negotiated	processed
prioritized	persuaded	purchased
produced	promoted	recorded
recommended	publicized	retrieved
reviewed	reconciled	screened
scheduled	recruited	specified
strengthened	spoke	systematized
supervised	translated	tabulated
	wrote	validated

Research skills	Technical skills	Teaching skills
clarified collected critiqued diagnosed evaluated examined extracted identified inspected interpreted interviewed investigated organized reviewed summarized surveyed systematized	assembled built calculated computed designed devised engineered fabricated maintained operated overhauled programmed remodeled repair solved trained upgraded	adapted advised clarified coached communicated coordinated developed enabled encouraged evaluated explained facilitated guided informed initiated instructed persuaded set goals stimulated
Financial skills	Creative skills	Helping skills
administered allocated analyzed appraised audited balanced budgeted calculated computed developed	acted conceptualized created designed developed directed established fashioned founded illustrated	assessed assisted clarified coached counseled demonstrated diagnosed educated expedited facilitated

forecasted managed marketed planned projected researched	instituted integrated introduced invented originated performed planned revitalized shaped	familiarized guided referred rehabilitated represented
-------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------

Source: Boston College. 2010. Resume Action Verbs.
<http://www.bc.edu/offices/careers/skills/resumes/verbs.html>

Part II
Internship Guidelines

Guidelines and Requirements

An internship in the area of Health Management and Policy, Health Promotion and Health Behavior or Environment, Safety and Health provides a way for a student to earn academic credit for experience and certain work completed for a community organization, business, governmental agency, or other organization. The College of Public Health and Human Sciences enters into agreements with selected agencies and organizations in both the public and private sectors to facilitate this important linkage in professional development

1. Students must register and complete a total of 12 credit hours of H410 (graded as Pass/No Pass). Hours worked during the internship equate to approximately 40 hours/week x 10 weeks = 400 hours total for one term. **It is recommended to not take additional classes while enrolled in 12 credits during the internship term.**
2. The option of an incomplete will be on case by case basis with the majority of the internship requirements completed before the consideration of assigning an incomplete.
3. An intern should have a good academic record to ensure the knowledge and technical skills an internship requires.
4. Students **MUST** have completed and passed their designated prerequisite classes before they start their internship. It is the responsibility of the student to be aware of this and know that this is required to start the internship. For the HPHB option, the prerequisites to the internship are: H225, H320, H407, H449, and H476. For the HMP option, the prerequisites are: H407 and H436. For ESH minors, the prerequisites are H407 and junior standing.
5. Students **MUST** be enrolled at OSU and registered for internship credit hours before the internship may begin. Under these conditions OSU will provide liability insurance for students while at their internship site.

Student Benefits

1. To supplement the student's academic program with meaningful work experience.
2. To acquire a realistic career orientation through exposure with working professionals.
3. To enhance the student's opportunities for future employment with the internship agency and similar organizations.
4. To provide the opportunity for discovering personal strengths and weaknesses, and ways to achieve improvement where needed.
5. To gain new knowledge in the field of ESH, HPHB or HMP and have the opportunity to implement this knowledge in a practical setting.
6. To gain a broad perspective on his/her chosen field through exposure to a variety of

management and technical situations and personnel within the organization.

Organization/Agency Benefits

1. Possible reduction of future recruitment and training costs if the intern is subsequently employed by the organization/agency on a seasonal, temporary or permanent basis.
2. Establishment of a mutually beneficial relationship between the organization/agency and the academic community hereby other cooperative work relationships might evolve.
3. An opportunity to provide organization/agency input into university curriculum planning and implementation in the fields of environment, safety and health, health management and policy and health promotion and behavior.
4. Completion of special projects and other internship-related tasks that enhance organization/agency productivity.

Responsibilities

An internship brings together a student, an organization/agency, and the university. Each has responsibilities. Upon the successful negotiation of an internship project Forms A1 and A2 should be completed and signed by the preceptor, student, and OSU internship coordinator. A copy of the forms should be given to each and the original filed with the OSU Internship Coordinator's records.

A. The Student

1. *Identify an internship* The student must identify an internship that is appropriate for his/her interests, knowledge, skills, educational objectives, and schedule. The OSU Internship Coordinator can help identify programs and provide contacts with potential site supervisors. However, obtaining an internship depends entirely on an agreement between the student and the site supervisor. Once the student accepts an internship offer, they are committed to this site with the exception of circumstances described under the Termination section.
2. *Communication:* Throughout the internship, it is the responsibility of the student to manage internship hours and plan accordingly to ensure 400 hours at the end of the internship. The student should contact the preceptor and internship coordinator with any concerns/questions related to the internship requirements and fulfilling all hours by the end of the term.
3. *Forms A1 and A2* The student must submit to the OSU Internship Coordinator these two completed forms before beginning the internship. A1 confirms the designated internship site, and the agreement by the student to intern at the indicated organization/agency unless there is a mutual agreement to change the internship site by the student, preceptor and internship coordinator.
4. *Internship Paperwork*

It is the responsibility of the student to initiate, complete and turn in the following forms/requirements to the OSU Internship Coordinator at the designated times throughout the internship:

- a. Form B: detailing the weekly hours and internship activities. This form must be submit twice during the internship term: Week 5 and Finals Week.
 - b. Form C: An internship project outline is required and must be submitted during Week 5. This provides an overview of a project or projects, that the student will spend a large amount of hours on, which reflects the area of ESH, HMP or HPHB.
 - c. Form D: Progress Report: This form must be turned in during Week 5 to provide information about the progress of the internship activities, including the major project.
 - d. Forms E & F: These forms evaluate the internship experience, Form E is for the preceptor to complete and Form F is for the student to complete. These forms can be turned in separately from the portfolio, or with the portfolio Finals Week. HMP majors also MUST complete the HMP Survey and turn it in with Forms E & F.
 - e. Final Portfolio: The final portfolio reflects the entire internship experience and must be turned in Finals Week. See page for a description of the final portfolio
- 1.

B. Agency/Sponsor

1. Overall, the most important responsibility is the willingness to assist in the professional development of those preparing for a profession in ESH, HMP or HPHB. The cooperating organization/agency should have a sincere desire to provide meaningful, varied and representative work opportunities to the intern. The following responsibilities are suggested:
2. Provide an internship description (verbally or in writing) that clearly indicates the scope of the work expected.
3. Designate someone - this individual is usually the student's immediate supervisor - who can sign the forms and verify the student's internship activities.
4. Provide an orientation and/or training which will facilitate the smooth integration of the intern into the organization/agency's work schedule. Ideally, this orientation will include information about personnel policies and benefits, special licenses that might be required, health and safety considerations and other pertinent information.
5. Where feasible within the work schedule, permit interns to attend and take part in staff meetings, planning activities and related learning opportunities. It is understood that the intern's first responsibility is to perform the internship activities.
6. Review the intern's major project proposal and offer constructive comments and

guidance. Upon completion, review the project and offer evaluative comments.

7. Submit a final evaluation, Form E, provided by the student.

C. The OSU Internship Coordinator

Internship Site Selection. The OSU Internship Coordinator assists in providing suggestions and a list of potential internship sites. The OSU Internship Coordinator evaluates both the technical background of the student and the work to be done as an intern.

Internship Progress: The OSU Internship Coordinator supervises the internship throughout the designated term, and maintains regular communication with the student to help ensure a positive experience.

Final Grade The Internship Coordinator awards the final grade (P/NP) for the work based on the internship paperwork and final portfolio submitted by the intern. **This includes the student keeping regular communication with the Internship Coordinator and turning in the paperwork on time.**

Termination

During the internship, if the intern **does not fulfill her/his professional obligations** to the agency/organization or internship coordinator, this will result in the termination of the internship and a No Pass. The decision for this termination will be made between the internship coordinator and/or preceptor.

If the agency/organization is unable to adequately assist the intern to meet her/his goals, the intern will transfer to a different agency/organization to complete the internship. The decision will be made by mutual agreement between the intern and the internship coordinator.

In extreme/emergency situations, exceptions to the internship requirements will be considered on a case by case basis with the communication of the internship coordinator, the student, site supervisor, the program coordinator and additional contacts as it is deemed necessary.

PART III
Electronic Internship Portfolio

Internship Final Electronic Portfolio Guidelines

The final portfolio report summarizes the total internship experience (all 400 hours) and its value and significance to you. **It is due Tuesday of Finals Week.**

Its contents should be typed and attention paid to spelling, grammar, and punctuation. The following is a suggested guideline for you to organize your portfolio.

THREE SECTIONS TO BE INCLUDED IN FINAL ELECTRONIC PORTFOLIO:

1. Internship Site:

- Information on the internship site, such as description of services, etc.

2. Internship Activities and Project(s)

- Description of Project(s)
- Copy of research materials used in developing project(s) or other related information can be scanned in or included separately as an Appendix.
- Summary of the activities you were involved with during your internship experience (meetings you attended, activities, events, programs, etc.)
- Examples of the work you were involved in producing can be scanned in, including pictures

3. Skills, Knowledge and Relevance:

- Describe how the internship prepared you for your future career pursuits and as a professional in Public Health (skills, knowledge, abilities).
- **Describe how it directly relates to your option (HMP, HPHB, ESH).**

Note: Length of the internship portfolio can vary based on the internship site. The main aspect is that the portfolio is specific, displaying depth and quality of the entire experience. Length usually varies from **8-12 pages**. If you have additional internship materials, you can attach them as a separate file, labeled Appendix and upload it in Blackboard with the portfolio.

Directions for Submitting Portfolio: The Internship Portfolio will be submitted through Blackboard under "Course Documents" in Blackboard.

After the Internship is complete:

- After you have completed your internship, write a letter of appreciation to the agency and your preceptor.

They voluntarily accepted a responsibility to contribute to your education and devoted time and effort in addition to their normal workload. A letter from you will be more meaningful than the one they receive from the university.

Electronic Portfolio Instructions:

These instructions are for you only, please delete this page when submitting your portfolio.

With this Portfolio Template:

- Submit it electronically through Blackboard on the H410 website under Course Documents.
- Each page under the 3 sections is a STARTING POINT, you can type as many pages as you need to under each section to provide adequate descriptions.
- If you have documents that cannot be included in this WORD format (flyers, agendas, pictures, etc), you can scan them together and attach as a separate Appendix.
- Be sure to personalize the first page as indicated, with your name, internship site, etc.
- The Evaluation Forms E and F will be submitted separately.
- **Portfolio is double spaced**

Oregon State | **College of Public Health
UNIVERSITY and Human Sciences**

College of Public Health and Human Sciences

Your Name Goes Here

H410 Internship Portfolio
List Your Internship Site Here

Term(s) Go Here

Section 1

Internship Information

Information on Your Internship Goes Here:

This can be a description, or information cited from their website, etc

Approximate length: 1 page

Section 2

Internship Activities/Projects

Summary of the activities you were involved with during your internship experience goes here (meetings you attended, activities, events, programs, etc.)

Examples of the work you were involved in producing: can include PowerPoints, pictures, etc.

- Description of Activities/Project: If you are doing a structured internship, just describe you normal activities in the internship.
- Copy of materials or other related information to the activities/projects can be scanned in or included separately as an Appendix.
- Summary of the activities/projects you were involved with during your internship experience (meetings you attended, activities, events, programs, etc.)
- Examples of the work you were involved in producing can be scanned in, including pictures
- Scanned Documents can be referred to and added to this portfolio as an appendix.
- **Approximate length: 3-5 pages**

Section 3
Skills, Knowledge and Relevance

- Describe how the internship prepared you for your future career pursuits and as a professional in Public Health (skills, knowledge, abilities).
- **Describe how it directly relates to your option (HMP, HPHB, ESH).**
- **Approximate length: 2-4 pages**

Appendix: this can be a separate document (PDF, etc of scanned documents not able to be included in WORD Format)

Internship Activities/Project Guidelines

- As part of the internship experience students are required to participate in activities/projects related to their option.
- Discuss activities/project ideas with your preceptor. Together determine the best activities/projects for you to complete considering your needs and capabilities as well as the organization's/agency's needs and capabilities, within the allotted time.
- Some preceptors may already have an idea of what they would like you to do as an intern. This is something you are responsible for determining prior to obtaining your internship.

Examples of HPHB Activities/Projects:

- Develop/Implement or Evaluate a Program
- Develop and/or coordinate a health outreach event/health fair
- Perform a needs assessment
- Provide health related Outreach Education
- Develop health education material
- Participate in meetings, observe coalitions, committees, etc.

Examples of HMP Activities/Projects:

- Assist with managing a health clinic/facility
- Conduct Surveys and evaluate results
- Develop and/or Coordinate a strategic action plan
- Revise/Assist with health related policies and procedures
- Revise/Develop forms for the agency/organization
- Participate in meetings, observe coalitions, committees, etc.

Examples of ESH Activities/Projects:

- Develop/Revise environment, safety and health procedures and policies
- Research/Develop environment and safety and health related materials/education
- Revise/Assist in employee training and education
- Develop and conduct environment, safety and health related inspections, assessments, and audits.
- Participate in meetings, observe coalitions, committees, etc.

**Part IV:
Internship Paperwork**

**H410 Internship Agreement Form A1
DUE BY FRIDAY, WEEK 10 of the TERM BEFORE the INTERNSHIP
(Completed by Student and OSU Internship Coordinator)**

Name: _____

Option: _____

Graduation Term: _____ Term of Internship: _____

Anticipated Start Date: _____ Anticipated End: _____

Confirmed Internship Site _____

Verification that you have completed and passed the designated prerequisites

Term(s) Completed: (list for each prereq)

HPHB H225, H320, H407, H476 _____

HMP: H407 and H436 _____

ESH: H407 _____

By signing below, the student indicates that the information provided is accurate and they have thoroughly read the Internship Manual and agree to their responsibilities with a complete understanding of the requirements and procedures of the internship as detailed in the Internship Manual. This includes the termination policy, internship paperwork requirements and the project/activity/portfolio requirements.

Student Signature Date

OSU Internship Coordinator Signature, Karen Elliott, PhD Date

FORM A1

H410 Internship Agreement Form A2
DUE BY FRIDAY WEEK 10 of the TERM BEFORE the INTERNSHIP
(Completed by Student and Preceptor)

Student Information:

 Name: First M Last Student ID #

 Street (Local address during internship period)

 City State Zip

 Home Phone Internship Site Phone

 E-mail

Preceptor Information:

 Name of Organization

 Name of Supervisor Title

 Mailing Address

 City State Zip

 Supervisor Phone E-mail

Hours per week: _____

Start Date: _____ End Date: _____

The organization/agency and student agree to the internship responsibilities and activities as detailed in the accompanying Internship Manual.

 Preceptor Date

 Student Signature Date

FORM A2

**Weekly Time Log Form B1
DUE BY FRIDAY OF WEEK 5**

Name: _____

Week #	Summary of Activities During Week	Total Hours For Week	Preceptor's Signature
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
TOTAL HOURS			

FORM B1

**Weekly Time Log Form B2
 DUE TUESDAY OF FINALS WEEK**

Name: _____

Week #	Summary of Activities During Week	Total Hours For Week	Preceptor's Signature
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
TOTAL HOURS			

FORM B2

**H410 Outline of Internship Activities/Projects
Form C
DUE FRIDAY OF WEEK 5**

Name: _____

Part 1. Describe the learning objectives for your internship experience (see H410 syllabus for examples). List approximately 2-4 objectives.

Part 2. Briefly list and describe the activities/projects you will be involved in during your internship. Provide a tentative timeline for the activities/projects, when you will start and complete them.

APPROVAL _____
Preceptor Date

FORM C, 2 OF 2

**H410 Midway Progress Report
Form D
DUE BY FRIDAY OF WEEK 5
(To be completed by Preceptor)**

Student Name: _____

Internship Organization: _____

Address: _____

Preceptor: _____ Phone: _____

Reporting Dates: _____ through _____.

Description and Evaluation of internship activities, projects, internship progress, performance:

Preceptor: _____ Date: _____

This form can be sent to Karen Elliott, Internship Coordinator at 410 Waldo Hall, Corvallis, Oregon 97330 or scanned and emailed: Karen.Elliott@oregonstate.edu

Thank you for your time, this information is very beneficial to the internship process.

FORM D

H410 Final Progress Report and Evaluation Form E
DUE BY Tuesday of Finals Week
 (To be completed by Preceptor)

Student's Name: _____

Internship Organization: _____

Address: _____

Preceptor: _____

Reporting Dates: _____ Total internship hours to date: _____

Please provide your assessment of the student at the completion of the field experience by processing the following form. It would be helpful if you would emphasize the unique strengths and/or areas needing improvement for this student and provide a short verbal explanation of the evaluation with the student prior to the last day.

In this section please assess the student according to the following scale: Excellent; Quite Satisfactory; Satisfactory; Poor; N/A (for any item you have not had the opportunity to observe). Please note by placing a star next to the rating if you have observed improvements since the beginning of the student's internship experience.

A. Functions related to work performance

	Excellent	Quite Satisfactory	Satisfactory	Poor	N/A
Ability to learn					
Ability to analyze problems					
Ability to organize and plan work					
Quality of work					
Ability to meet deadlines					
Initiative					
Ability to deal with criticism					
Ability to utilize and apply previously gained knowledge					
Ability to communicate orally					

	Excellent	Quite Satisfactory	Satisfactory	Poor	N/A
Ability to write clearly, accurately					
Ability to work independently					
Interest and enthusiasm					
Ability to work with health professionals					
Ability to work with others					
Asks appropriate questions					

B. Functions related to professional role

	Excellent	Quite Satisfactory	Satisfactory	Poor	N/A
Professionalism in manner and work performance					
Interest in operations of agency					
Confidence and pride in self and work					
Ethical behavior					
Personal appearance (as appropriate for job)					
Ability to evaluate self and own work					

C. Overall

	Excellent	Quite Satisfactory	Satisfactory	Poor	N/A
Overall performance					
Potential in professional field					

D. Please comment on any special strength the student possesses:

H410 Evaluation of Preceptor and Agency Form F
DUE BY Tuesday of Finals Week
 (To be completed by Student)

This is a tool to help us evaluate internship sites for future internships. It is to be completed at the end of the internship. This evaluation does not need to be shared with your supervisor.

Name: _____

A. Preceptor Evaluation

<i>Evaluate the preceptor according to the following:</i>	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
Served as a mentor and role model					
Was readily available for clarification or questions					
Gave adequate feedback on projects/assignments					
Was skilled in areas of health promotion and education					
Gave a sense of ownership in projects and assignments					
Demonstrated effective administrative methods and techniques					
Encouraged participation in departmental meetings/programs					
Was able to meet with me on a weekly basis					
Made sure I was oriented to the work environment					
Allowed me to make creative contributions to projects					

FORM F, 1 OF 2

B. Organization Evaluation

<i>Evaluate the organization according to the following:</i>	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
Employees at site worked as a team					
The site had an atmosphere of acceptance and friendliness					
I was able to “network” with others in the field via this position					
The projects assigned to me utilized my practical knowledge					
<i>Evaluate the organization according to the following:</i>	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
I learned a great deal from the major project(s) I completed					
Working in this organization gave me an appreciation for the field.					
I would recommend this site to other interns					
This position helped me to make maximum use of my academic training.					

C. Has this experience helped you grow professionally? YES NO
Please explain:

D. What is your overall rating of your internship experience?

- _____ Excellent
- _____ Good
- _____ Average
- _____ Below Average
- _____ Would not Recommend

E. Comments

F. What are your immediate plans after graduation?

FORM F, 2 OF 2

**FOR HMP STUDENTS ONLY: GO TO
BLACKBOARD, COURSE DOCUMENTS,
PRINT, COMPLETE AND TURN IN THE
HMP SURVEY BY TUESDAY OF FINALS
WEEK.**

**PART V:
HELPFUL DOCUMENTS**

It is strongly encouraged to use the checklist below to help with turning the forms in at the appropriate times.

H 410 CHECKLIST: ONE TERM (12 credits, 400 hours)

INTERNSHIP PAPERWORK

- ❑ Forms A1 & A2: Friday of Week 10 the term before internship
- ❑ Forms B1, C & D: Friday of **Week 5** of internship
- ❑ Forms B2, E & F: Tuesday at 5pm of Finals Week
- ❑ HMP majors only: Tuesday 5pm of Finals Week
- ❑ Final Electronic Portfolio: Tuesday 5pm of Finals Week in Blackboard, under Course Documents

For all forms you have the following options to turn them in:

- * place them under my office door, Waldo 444
- * scan and email them to me
- * Mail the forms to me using the following address:
- *FORMS **WILL NOT BE ACCEPTED** IF TURNED INTO MY MAILBOX OR FAXED.

Karen Elliott, PhD
School of Social and Behavioral Health Sciences
Oregon State University
Waldo Hall 410
Corvallis, Oregon 97331

It is strongly encouraged to use the checklist below to help with turning the forms in at the appropriate times.

H 410 CHECKLIST: TWO TERMS (6 credits each term and 200 hours each term=400 hours total and 12 credits)

INTERNSHIP PAPERWORK: TERM 1

- Forms A1 & A2: Friday of Week 10 the term before internship
- Forms B1, C & D: Friday of Week 5 of internship
- Form B2: Tuesday at 5pm of Finals Week

INTERNSHIP PAPERWORK: TERM 2

- Do not need to turn in A1 and A2 if staying in the same site
- Forms B1, C, D: Friday of Week 5 of internship: Turn in Form C **ONLY IF** you didn't turn it in during Term 1, or you switched sites.
- Forms B2, E & F: Tuesday at 5pm of Finals Week
- HMP majors only: Tuesday at 5pm of Finals Week
- Final Electronic Portfolio: Tuesday at 5pm of Finals Week
Blackboard, under Course Documents

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Internship Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1						
Week 2						
Week 3						
Week 4						
Week 5					Forms B1, C and D Due	
Week 6						
Week 7						
Week 8						
Week 9						
Week 10 Dead Week						
Week 11 Finals Week		Forms B, E, F, and Portfolio Due				

