

Internship Manual: Policy & Procedures

The University of Minnesota Duluth

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INTRODUCTION OF INTERNSHIP

The HLTH 4996 Internship is a pre-professional experience which introduces undergraduate students to the people and situations they may encounter as a beginning health education professional. Students test classroom theories and techniques and are given responsibilities that help them assess their individual strengths and weaknesses in order to ascertain the most appropriate and desirable entry-level position(s).

The internship experience permits the prospective health educator the opportunity to associate with experienced professional health education colleagues in a field situation. The resulting dialogue should enable the future health educator to study firsthand the needs and trends of the field.

The above was taken from the University of Minnesota Duluth 2001-2003 Catalog pp. 87-88.

ABOUT THIS MANUAL

This manual contains a comprehensive set of guidelines regarding policy and procedures governing the internship program at the University of Minnesota Duluth. It is designed to be used in conjunction with the internship coordinator.

TERMINOLOGY

Intern: Health education (community option) major enrolled in Hlth 4996 (Internship)

Hlth 4996 Internship: A minimum of 9 credit hour course designed to provide supervised entry-level health education practical experience in hospital, worksite, voluntary, or official agencies. Number of settings is limited to two.

Sponsoring agency: A hospital, worksite, voluntary or other official entity which offers a health education component and is willing to provide a pre-professional, supervised experience for University of Minnesota Duluth interns.

Site Supervisor: Professional who has experience in health education assigned by the sponsoring agency to provide direct supervision of the intern.

Internship Coordinator: Academic professional employed by the University of Minnesota Duluth who oversees the internship and is responsible for supervision of the intern in unison with the site supervisor.

PREREQUISITES

It is preferred that students finish all coursework prior to beginning the internship. This allows the student to pursue an internship on a full-time basis as well as seek locations outside of Duluth.

If completion of all coursework is not possible prior to enrolling in the internship, the following criteria must be met:

1. Students must be admitted into the health education program and coded as a major. Criteria for admittance is:
 - a. Completion of 45 credits
 - b. GPA of 2.50 or higher
 - c. Confirmation by the internship coordinator that student is coded as a major (student must provide copy of APAS)
2. Students must have completed the following courses: Hlth 3301 (Foundations of Health Education), Hlth 3303 (Principles of Program Planning), Hlth 3305 (Community Health Methods) and Hlth 4000 (Professional Issues). Permission may be granted for a student to intern while simultaneously enrolled in Hlth 4000.
3. Students may enroll in three credits of internship (120 hours) following admission into the health education program prior to completing Hlth 3305 and Hlth 4000 while enrolled in Hlth 3301.

REQUIRED NUMBER OF INTERNSHIP CREDITS

All degree candidates for the Bachelor of Applied Science in Health Education (community option) are required to complete a minimum of nine credits of internship (Hlth 4996). One credit equals 40 hours; nine credits equal 360 hours. Hence a minimum of 360 hours need to be spent engaged in working for the internship site. Most students enroll in nine credits of internship, but occasionally some will enroll in 15 credits choosing to take their two Hlth 3XXX electives as internship credits.

EXCEPTIONS TO REQUIRED NUMBER OF INTERNSHIP CREDITS

There are exceptions to the nine credit minimum for dental hygienists, those who will student teach, and other health professionals returning to the University. For students in these circumstances, a minimum of 4 credits of internship is required.

FINDING AN INTERNSHIP SITE

There are several ways that students can locate an internship site, however, students **MUST ALWAYS** receive approval from the UMD internship coordinator prior to beginning the internship. **NO CREDIT WILL BE GIVEN IF A STUDENT FAILS TO OBTAIN APPROVAL AND COMPLETE THE CONTRACT** (Appendix B).

Information on a variety of agencies is kept on file in the internship coordinator's office. The coordinator interviews the student to ensure the best possible fit between the student's career goals and the agency's mission. This is important as quality experiences are sought for students and agencies seek quality-minded students.

Students may pursue their own internship locations, however, the site desired **MUST** be approved by UMD's internship coordinator. It would serve the student well to become familiar with the site supervisor's responsibilities to the intern and to the UMD internship coordinator (See pg. 4). Even if the student is certain the site would meet these qualifications, **FINAL APPROVAL MUST BE GRANTED BY THE INTERNSHIP COORDINATOR.**

Regardless of how the desired internship site is found, **ALL STUDENTS MUST MEET WITH THE INTERNSHIP COORDINATOR PRIOR TO STARTING AN INTERNSHIP.**

WHEN TO BEGIN LOOKING FOR AN INTERNSHIP

Typically students begin to look for an internship site after completing the following courses: Hlth 3301 (Foundations of Health Education), Hlth 3303 (Principles of Program Planning), and Hlth 3305 (Community Health Methods). However, students are welcome to look for potential internship opportunities anytime after they have been admitted to the health education program, providing that they understand they cannot intern until the requirements have been met.

The latest students should seek an internship site is during the midterm of the semester prior to when they plan to intern. For example, if a student plans to intern in the Spring, by midterm of the Fall they should be consulting with the internship coordinator to secure a site.

STUDENT RESPONSIBILITIES AFTER SITE SELECTION, BUT PRIOR TO BEGINNING THE INTERNSHIP

1. Students will formulate 5-7 expected measurable outcomes of the internship experience (please type).

Here are some examples:

- a. Gain experience in analyzing needs assessment data
- b. Organize an in-service training for volunteers
- c. Develop age-appropriate brochures for a variety of health topics

Students will meet with UMD's internship coordinator to:

2. Turn in expected outcomes (keep a copy) and discuss them.
3. Complete the "Student Data Information Sheet" (see Appendix A).
4. Obtain internship materials: syllabus (see internship coordinator), letter of agreement (see Appendix B), weekly report/timesheets (see Appendix C), evaluation forms (Note: All evaluation forms are identical—see Appendix D). Students may photocopy these forms for use from this manual providing they have met with the internship coordinator.
5. Schedule an on-site visit* with student, site-supervisor, and internship coordinator to have the letter of agreement signed, evaluation procedures reviewed, and roles and responsibilities of all involved discussed.
6. Obtain course permission number to register for Hlth 4996 from internship coordinator.

*phone call if site cannot be visited by internship coordinator

STUDENT RESPONSIBILITIES DURING THE INTERNSHIP

1. Become aware of the agency purposes, its services which are provided to the community, the populations who are served, etc. This should be documented and turned into the internship coordinator at the mid-term meeting.
2. Document how the expected outcomes of the internship experience were met and turn them in to the internship coordinator upon completion of the internship.
3. Email weekly reports along with weekly timesheets {organized according to the National Commission for Health Education Credentialing (NCHEC) responsibilities: See Appendix E } to the site supervisor, who will review for accuracy and in turn forward to the internship coordinator.
4. Complete midterm evaluation which is to be discussed on-site with the agency site-supervisor (who also completes the same form) and the internship coordinator.

5. Attend scheduled meetings with UMD internship students from other sites*. Meetings will be held on the campus of UMD and will vary depending on the semester in which students are enrolled.
6. Create a final project that demonstrates mastery of the NCHEC responsibilities. As an outcome assessment, this project is meant to be a “stand-alone” piece that showcases the major accomplishments of the internship experience and is to be presented to peers and professionals. Discuss the details with the internship coordinator.
7. Complete the final evaluation which is to be discussed on-site with the agency site-supervisor (who also completes the same form) and the internship coordinator at the end of the internship.
8. Email the final timesheet with all hours totaled under each area of responsibility and the grand total of all hours spent at the internship.
9. Check syllabus during semester of internship for further information.

*phone conferencing available for those in remote sites

EVALUATION CRITERIA

Students will be assessed through emails of weekly summaries and timesheets, midterm/final evaluations, and through on-site visits and/or conversations with agency supervisors. In addition, students are required to attend scheduled meetings with other interns on UMD’s campus (provisions made for those in remote sites). Students will also create a final project that demonstrates mastery of the NCHEC responsibilities. As an outcome assessment, this project is meant to be a “stand-alone” piece that showcases the major accomplishments of the internship experience and is to be presented to peers and professionals. Discuss details with the internship coordinator. In order for a credit to be given for the internship, all of these criteria must be met.

SITE SUPERVISOR’S RESPONSIBILITY TO THE INTERN AND TO THE UMD INTERNSHIP COORDINATOR

Prior to beginning the internship, students will have formulated 5-7 expected measurable outcomes that they desire to achieve through the internship experience. The site supervisor should use available resources to help facilitate the desired outcomes.

In addition, students are required to gain experience in the NCHEC responsibilities (see Appendix E). Since a major purpose of the internship is to introduce students to the people and situations they may encounter as a beginning health education professional, it is required that students gain experience in four out of the seven responsibilities for entry level health

educators. Competencies and sub-competencies under the seven broad responsibilities help clarify their meaning. The NCHEC responsibilities are intentionally broad to fit with the generalists' nature of the health education profession. Another purpose of the internship is to enable students to ascertain the most appropriate and desirable entry-level position in the health education field which matches their own career goals and expectations. Therefore, it is recommended that students gain experience in at least four of the content specific areas (see Appendix F).

In addition to the above, site supervisor's roles are as follows:

1. Provide supervision of the intern.
2. Provide a wide experience of community health education problems and programs, as is possible within the agency's limitations.
3. Provide the opportunity for the intern to experience an over-all orientation to the agency, which will include its purposes, what services it provides, populations served, etc..
4. Notify the college immediately (within the first two weeks if possible) in the event of any emergency or problems which may threaten the successful completion of the intern's assignment.
5. Review weekly electronic timesheets submitted by the intern for accuracy and verify by forwarding these timesheets to the internship coordinator. Comments can be added regarding the intern's progress.
6. As necessary, plan with the intern coordinator and implement appropriate learning experiences aimed at the achievement of the objective of the internship program.
7. Provide an evaluation of the intern's performance midway through the internship and at the end.
8. Agree to meet with the student to discuss midway performance prior to meeting with internship coordinator.
9. Meet with internship coordinator & student to discuss midway performance. It is preferred to do this in person on-site, however, if this is not possible, phone, email or fax will suffice.
10. Agree to meet with the student to discuss final performance prior to meeting with internship coordinator.
11. Meet with internship coordinator & student to discuss final performance. It is preferred to do this in person on-site, however, if this is not possible, phone, email or fax will suffice.
12. Agree to fill out a survey about their agency's internship program which is to be kept on file in the coordinator's office for future students to assess.

UMD INTERNSHIP COORDINATOR'S RESPONSIBILITY TO THE SITE SUPERVISOR OF THE AGENCY

1. Meet with the site supervisor and intern on-site* for an initial set-up of the intern, sign the contract, review necessary forms, review student's measurable outcomes, and to answer any questions.
2. Give an overview of the purpose of the internship, policy and procedures, etc. if the site supervisor is unfamiliar with such.
3. Forward intern's weekly reports/timesheets to UMD coordinator with comments by site supervisor to verify hours and communicate on the intern's progress.
4. Set up an on-site* visit midway through the intern's hours and again at the end of the internship to discuss evaluations with site supervisor and student.
5. Meet briefly with site supervisor only to discuss midterm and final evaluations (conducted on same day/time as on-site visit).
6. Maintain relations in such a way so that site supervisor feels comfortable consulting with coordinator should the need arise (e.g. student conflict, policy conflict, etc.)
7. Offer any necessary support to facilitate a continuation of intern hosts within the scope of the resources provided by the University of Minnesota Duluth.
8. Fulfill the role of internship coordinator as stated throughout this manual.

*phone conferencing available for those in remote sites

UMD INTERNSHIP COORDINATOR'S RESPONSIBILITY TO THE STUDENT

1. Conduct an interview with the student to determine career goals, experiences desired, etc. This is done during the initial meeting that the student sets up with the UMD coordinator prior to securing an internship.
2. Inform the student of any revisions or updates to this manual as well as ensure that students know what is expected of them during the internship.
3. Be informed of interns' progress through weekly/biweekly contact with site supervisor, interns' emailed timesheets/weekly reports, midterm and final evaluations, scheduled group meetings with other interns and final project.
4. Conduct an on-site* visit at midterm and at final to discuss progress with student and supervisor together.
5. Maintain relations in such a way so that student feels comfortable consulting with coordinator should the need arise (e.g. site supervisor conflict, policy conflict, etc.)
6. Coordinate and schedule meetings with other interns during the semester.
7. Evaluate final project.
8. Issue Pass/Fail grade to student upon completion of requirements stated in this manual.
9. Fulfill the role of internship coordinator as stated throughout this manual.

*phone conferencing available for those in remote sites

Summary

It is hoped that this manual has made clear the policies and procedures of the internship process as well as the responsibilities of students, agency site supervisors and the UMD internship coordinator. If any further questions arise, please do not hesitate to contact the UMD internship coordinator (information provided below):

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