

Appendix C
Weekly Report/Timesheets

WEEKLY REPORT/TIMESHEETS

This is a combination timesheet and weekly report form, which is to be emailed weekly to the site supervisor who in turn will forward to the UMD internship coordinator (gkeeney@d.umn.edu). State briefly what was accomplished throughout the week UNDER the area of responsibility that was met. For example, if every morning this week from 8:00-9:00am an hour was spent gathering information from reputable web sites in order to design brochures on various health topics, then list the following on the timesheet under area of responsibility VI. ACTING AS A RESOURCE PERSON IN HEALTH EDUCATION

“Spent 5 hours accessing on-line resources in order to design brochures on smoking cessation, stress management and cardiovascular disease.” **See next page for sample.**

If tasks are performed which do not fit under an area of responsibility, list them under the “OTHER” category.

Please note that it is NOT necessary to meet each one each week, but by the end of the internship, time should have been spent in at least four areas of responsibilities.

Upon FINAL completion of all hours, total them under each category (no narrative needed), then put the grand total at the bottom and email to the UMD internship coordinator. This will serve as the final timesheet and is necessary before credit can be given.

AREAS OF RESPONSIBILITY AND COMPETENCIES* (National Commission for Health Education Credentialing: NCHEC)

- I. Assessing Individual and Community Needs for Health Education
- II. Planning Effective Health Education Programs
- III. Implementing Health Education Programs
- IV. Evaluating Effectiveness of Health Education Programs
- V. Coordinating Provision of Health Education Services
- VI. Acting as a Resource Person in Health Education
- VII. Communicating Health and Health Education Needs, Concerns and Resources
* see Appendix E for a comprehensive listing

SAMPLE TIMESHEET

Week of 3/27/06 through 3/31/06

Area 1: Assessing Individual and Community Needs for Health Education

11 hours: Created and added statistics to an environmental health chart for use in building safer, walkable and more user friendly communities.

Total Hours: 11 hours

Area 2: Planning Effective Health Education Programs

4 hours: Collated and mailed tip sheets for the 10-Week Walking Program to participating states and partners.

3 hours: Updated state health department and step counter order charts.

2.5 hours: Collated more "Let's Talk about Meds" toolkits.

Total Hours: 9.5 hours

Area 3: Implementing Health Education Programs

4 hours: Worked on the train-the-trainer implementation plan.

Total Hours: 4 hours

Area 4: Evaluating Health Education Programs

1.5 hours: Reviewed conclusions and recommendations from the West Virginia 10-Week Walking Program Surveys

Total Hours: 1.5 hours

Area 6: Acting as a Resource Person in Health Education

3 hours: Added information and statistics to the physical activity chart.

Total Hours: 3 hours

Area 7: Communicating Health and Health Education Needs, Concerns, and Resources

3 hours: Edited and reread articles that will be placed on the web.

Total Hours: 3 hours

Other Areas:

1 hour: Meeting with the Health Promotion Team.

Total Hours: 1 hour

Total Weekly Hours: 33 hours

Total Hours Completed: 200 hours

Total Hours Remaining: 160 hours

Reminder: Timesheets are to be emailed to your site supervisor first. The site supervisor will then forward them to the UMD internship supervisor who is Dr. Georgia Keeney (gkeeney@d.umn.edu) along with brief highlights of your week.