

HE 499 - COMMUNITY HEALTH EDUCATION INTERNSHIP

9 credit hours (450 contact hours)

GUIDELINE

HEALTH PROMOTION SPECIALIZATION AREA

HUMAN STUDIES DEPARTMENT

THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

BIRMINGHAM, AL 35294-1250

205-934-2446

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COMMUNITY HEALTH EDUCATION INTERNSHIP PROSPECTUS

Purpose of the Internship Experience The purpose of the undergraduate community health education internship is to provide senior level students with a job-simulated experience in a community health agency. Upon completion of the 15-week internship, students will have gained "hands on" knowledge and skills needed to function as a competent community health educator in an entry level position. Senior-level health education students are placed in an agency where an experienced health education professional can supervise them. The experience is normally scheduled for a 15-week academic term during which the student registers for Health Education 499. The student is expected to work within the normal operation hours of the agency or organization (minimum of 30 hours per week). This may sometimes include weekend or night hours as needed to complete approved activities. During the 15th week students will participate in a seminar on the UAB campus as scheduled by the UAB internship coordinator.

Students are not expected to receive compensation for work performed as part of the internship experience. Paid internships are sometimes available, but not routinely. Any wages to be earned as part of an internship are to be arranged between the student, employer, and UAB coordinator in advance. The UAB internship coordinator does have the final responsibility for student placement, however students are encouraged to investigate potential internship sites and discuss them with the UAB coordinator. Students do have some input into the final decision regarding internship site placement.

Student Eligibility Those students eligible for the internship experience must have successfully completed **all** health education major course work and all but 3 hours of their core courses.

Criteria for a Successful Internship Experience Any community agency or organization that engages in community health education efforts as its primary function could provide an appropriate setting for student interns. The types of activities that students should be involved with include the planning, implementation and evaluation of health education efforts directed at the community or individuals in a clinical setting. The student's on-site supervisor must have appropriate credentials, i.e., M.A. in health-related field at a minimum. Given this, the specific projects and activities student interns may be involved with will vary; depending on the agency they are assigned to. Sample activities might include: planning and conducting needs assessments of target populations; developing resource libraries for their assigned agency; delivering health education programs to various community groups; assisting with screenings of various types; assisting with an evaluation plan for a community program or project; development and refinement of new and existing programs; and assisting with community organization processes. This is not an exhaustive list, simply some examples of activities.

Obtaining Additional Information If your agency or organization might be interested in providing an internship experience for one or more of our students, contact Dr. Cynthia Petri at 205-934-8342. The final decisions regarding all student placements for internship rest with Dr. Petri and the Health Education Program Faculty at UAB.

INTRODUCTION TO THE DEPARTMENT and THE HEALTH EDUCATION PROGRAM

The Department of Human Studies is one of three departments that comprise the School of Education at The University of Alabama at Birmingham. The other two departments include: Curriculum and Instruction; and Leadership, Special Education, & Foundations. The School of Education employs approximately 65 full-time faculty members. Community Health Education provides training for students who are seeking Health Education careers in public, volunteer and/or private health agencies and clinics. Successful completion of the program also prepares students for graduate study in a variety of health related areas. Students completing the undergraduate program in Health Education earn a B.S. degree. Graduate programs are also available. Students should see the Department Secretary in Rm. 207, Education Building for information on these programs or visit the Health Education webpage at <http://www.ed.uab.edu/healthed/>

The Community Health Education undergraduate program requires a minimum of 121 hours of University CORE and Health Education course work. This includes courses in Health Education, Chemistry, Biology, Sociology, Psychology, Mathematics, Educational Technology, and others. Opportunities for students to **plan, implement, and evaluate** Health Education programs are emphasized. A 9-credit hour Health Education internship, which is considered a 3/4 time job-related experience in a community health setting for a 15-week term, is required of all Community Health Education majors.

CHECKLIST FOR COMMUNITY HEALTH INTERNS

NOTE: All student internship placements MUST be approved by the undergraduate HE Internship Coordinator. Failure to follow procedures will result in a non-grade for the internship.

1. It is the responsibility of each student to schedule an appointment with the Internship Coordinator to arrange for the internship placement. At this time, possible sites for the internship experience will be discussed. This appointment must take place before the following dates:

Semester of enrollment in HE 499 & Deadline for initial appointment

Spring- September 15

Summer - January 15

Fall – March 15

2. After obtaining approval of the agency by the Internship Coordinator, each student is responsible for scheduling an interview with the agency supervisor. Upon completion of a successful interview, each student is responsible for confirming start date and time for the internship. The start date will generally be the first day of the semester. The interview must be completed no later than 4 weeks prior to the first day of the semester in which the internship is to be completed. Each student must have a resume prepared for the agency supervisor at the time of the interview. Additionally, the agency supervisor will be given a copy of this document.

3. Each student, with the assistance of the UAB internship coordinator and the agency supervisor, will submit a list of goals and objectives for the internship experience. These goals and objectives must be submitted no later than three weeks prior to enrollment in HE 499. The Contract for the Community Health Education Internship is the appropriate document for stating the goals and objectives (see Appendix C). The UAB internship coordinator will complete this form.

4. Finalize plans for the Internship placement with the UAB coordinator and discuss the grading policy.

5. The student will enroll in HE 499 for 9 credit hours before the first day of the semester.

6. The internship will involve 15 weeks of supervised activities as approved by the on-site supervisor/coordinator and your UAB coordinator.

7. During the 15-week semester, the student will provide the UAB Coordinator with bi-weekly updates of the internship experience. Additionally, during the 15th week of the semester, all students involved with the internship for that semester will meet with each other, the Internship Coordinator, and other faculty to share experiences. The UAB Internship Coordinator will schedule this meeting.

8. A final report is due no later than the last day of the semester during which the internship is being completed or as specified by the UAB coordinator. Failure to turn in this report on time will result in a penalty of one letter grade.

GUIDELINES FOR STUDENTS DURING THE INTERNSHIP

1. Be aware that you are responsible for making the internship experience meaningful. It is your responsibility to ask questions and become thoroughly oriented to the agency. It is also your responsibility to seek and initiate activities, which will benefit you as well your employer. If you are not satisfied with the activities to which you are assigned, it is your responsibility to immediately discuss the situation with your on-site agency supervisor and with the UAB internship coordinator.
2. Be aware of and comply with all policies of the agency as they apply to your duties and responsibilities.
3. Dress appropriately. You are representing your employer, yourself, and UAB. Observe how others on the staff dress and dress accordingly. If you have concerns or questions, discuss this with your on-site supervisor.
4. Be professional in all behavior - conscientious, prompt, dependable, respectful, etc. The contacts and therefore the impressions you make, may prove valuable in future employment opportunities.
5. Your Internship experience is your job for that period of time. Treat your on-site supervisor as your boss, but also as your teacher. Try to establish open communications. If however, after thoroughly discussing any matter, you disagree with your on-site supervisor regarding any aspect of your assigned duties, contact your UAB coordinator for a discussion of the situation. As much as possible, conform to the agency or organization you are working for. In the event you are asked to participate in activities that you feel you are not qualified or are unethical, contact your UAB coordinator immediately.
6. Brief weekly conferences with your on-site supervisor are recommended. It will be your responsibility to schedule these at the convenience of the on-site supervisor.
7. Be aware that the agency or organization to which you are assigned gains from your education and experience, however they also invest time in helping you to develop as a professional. This is your time to gain not only experience but valuable contacts as well. You want to make the experience a good one. Therefore, you need to walk a fine line between trying to "fit in" while making your individual and unique contributions. **If for any reason you fail to perform expected minimum requirements (as determined by the on-site supervisor and the UAB coordinator) you may be immediately terminated from the internship experience.**
8. Plan to work a minimum of 30 hours per week and a maximum of 40 hours per week. Yourself, the on-site supervisor, and the UAB coordinator will determine your schedule.
9. You are responsible for your own transportation. Be sure to inquire about transportation to potential off-site meetings and other functions during your initial interview.
10. Keep a daily record of your activities. You will submit a copy with your final report.

APPENDIX A

Final Oral Presentation

Final Written Report

FINAL ORAL PRESENTATION

Expect to return to campus and provide an oral presentation of your internship experience. The presentation will be given to an audience of fellow internship students, faculty members, and other interested students. This presentation is a requirement for completion of the internship. The following topics should be addressed in your presentation:

1. the organization for which you worked
2. what you did, in general, at the organization
3. 1 or 2 major projects or activities that you were responsible for
4. what did you learn about yourself?
5. what did you learn about being a Health Educator "in the real world?"
6. do you feel your UAB course work prepared you for your internship?

You will be asked to speak for 15-20 minutes. You should prepare examples of your work and incorporate handouts and audio/visuals in your presentation. This is to be taken seriously, so dress accordingly. A PowerPoint (presentation software) slide show is a requirement.

Submit an electronic copy of your final oral report to the UAB coordinator.

FINAL WRITTEN REPORT

- 1.. Cover page
2. Philosophy of Health Education (1-1.5 pages)
3. Goals and objectives of the Internship
4. Relationship of goals and objectives to CHES
5. Description of activities during the internship (what did you do?)
6. Personal strengths and weaknesses (1.5-2 pages)
7. Evaluation of the internship (strengths, weaknesses, recommend to others?) (2-3 pages)
8. Summary of the internship experience
 - *What did you learn about practicing health education? (2-3 pages)
9. Appendices
 - a. Diary of activities (include time on task)
 - b. Examples of materials
 - c. Description of the agency or organization
 - d. Your resume

The final report grade will be based on content inclusiveness and accuracy, neatness, grammar, and spelling.

The final written report must be submitted in electronic format.

APPENDIX B
ON-SITE SUPERVISOR EVALUATION FORMS

THREE, SIX, NINE, TWELVE AND FIFTEEN -WEEK EVALUATION FORM

DUE DATES: TBA

Student Name:

Agency Supervisor:

Phone:

Please evaluate the student intern according to the scale below. Extra space is provided for comments.

A = excellent B = very good C = satisfactory D = unsatisfactory

(shows initiative)

("just gets by")

1. Personality (works well with clients, peers, and supervisors) A B C D

2. Attendance/Punctuality (including daily attendance, staff meetings, etc.) A B C D

3. Personal Appearance (follows dress code as specified) A B C D

4. Interest/Attitude (shows initiative, receptive to criticism, industrious) A B C D

5. Ability to accept responsibility (resourceful, carries tasks through to completion) A B C D

6. Courtesy and cooperation (with both clients and staff) A B C D

7. Understands and complies with agency policies A B C D

8. Demonstrates knowledge and skills at a level compatible with job assignments. A B C D

Comments:

APPENDIX C
CONTRACT FOR THE COMMUNITY HEALTH EDUCATION INTERNSHIP

CONTRACT FOR THE COMMUNITY HEALTH EDUCATION INTERNSHIP

DATE:

STUDENT NAME:

HOME ADDRESS:

HOME PHONE: EMAIL ADDRESS:

AGENCY:

SUPERVISOR/TITLE:

ADDRESS:

PHONE: E-MAIL: FAX:

DATES OF EXPERIENCE: BEGIN: END: WORK HOURS:

FINAL PAPER DUE: ORAL PRESENTATION: GOALS:

The overall goal of this internship is two-fold. _____ will: 1) become familiar with the operations of the programs under the jurisdiction of _____ and 2) gain experience as an entry-level Health Educator.

OBJECTIVES:

During the course of this internship experience _____ will:

PROPOSED ASSIGNMENTS:

During the course of this internship experience _____ will:

Agency Supervisor

Cynthia J. Petri- UAB Coordinator

Student Intern

APPENDIX D

REQUIRED STUDENT FORMS

HE 499 COMMUNITY HEALTH EDUCATION INTERNSHIP

Term:

Bi-weekly update due dates: Due dates TBA

Instructor: Cynthia J. Petri, Ph.D., CHES

Date of this Report:

- 1. In two or three words, How would you describe your internship so far?**
- 2. Describe your activities so far.**
- 3. How do you feel about your supervisor?**
- 4. Any concerns or questions you have at this time?**

HE 499 Community Health Education Internship Term:

Instructor: Cynthia J. Petri, Ph.D., CHES

The purpose of the internship is to provide an opportunity for senior-level students to apply knowledge and skills they have been exposed to during course work. Another purpose is to provide this opportunity under the leadership of an experienced health-related professional.

In addition to the guidelines provided in the HE 499 Handbook, students are required to:

Provide the instructor with bi-weekly feedback in the format provided (will be sent via email). It is vitally important that you provide a currently used and frequently checked email, phone number or fax.

Make sure your on-site supervisor receives a copy of the evaluation form prior to the date it is due to me. You need to make a copy of the sheet. Arrange for no less than two site observations by the instructor. Provide at least one week notice prior to date offered.

Appropriate activities for observations include, but are not limited to:

- presentations, such as lectures, course, or seminar**
- patient education**
- client/patient feedback from risk appraisal**
- other types of activities may be appropriate**

NOTE: YOU CANNOT EARN AN “A” FOR HE 499 IF YOU FAIL TO COMPLETE AND FILE WITH ME ALL DOCUMENTATION ASKED FOR.

It can not be emphasized enough that this is YOUR TIME to shine. Networking is so important and your internship experience is a great time for this to happen! Your on-site supervisors may invite you to organizational meetings, community meetings, and /or training seminars.

Ethical and professional behavior is expected at all times. If at any time, the UAB instructor feels there is a problem, you can be terminated from the internship and asked to re-enroll in a future semester.

Grading criteria:

85% agency supervisor evaluations and other related work performance as indicated via UAB and agency supervisor observations.

15% required documentation including: signed contract, bi-weekly updates, “invitation to observe form,” signed copy of this document, oral final, and written final. Note: oral and written finals will be reviewed for completeness, proper grammar and spelling, and content.

I _____ have read and understand the above criteria and expectations.

Student

Student

UAB email

HE 499 Community Health Education Internship

Instructor: Cynthia J. Petri, Ph.D., CHES

Invitation to Observe Activities

Date:

Time:

Location with address and directions:

Type of activity taking place:

HE 499 Health Education Internship

Checklist of Documents

- Signed Syllabus
- Signed Contract

Supervisor Evaluation Forms Due dates TBA

Bi-Weekly Reports Due dates TBA

Invitation to Observe

**The University of Alabama at Birmingham
School of Education, Health Education Program
HE 499 Community Health Internship**

Deadlines and Guidelines

Please read and follow these directions carefully:

It is ESSENTIAL to keep in close contact with your academic advisor! One semester prior to planning for your Internship, meet and discuss your interests with your advisor.

Deadlines for contacting Dr. Petri regarding placement:

Fall internship:	March 15
Spring internship:	January 15
Summer internship:	September 1

Prior to discussing your interest in internship placement with Dr. Petri, you *must receive clearance* from your academic advisor. This means that you must meet with the advisor so they can fill out the “permission to enroll in HE 499 (Internship)” form (see page 2). This form must be signed by the student AND academic advisor.

You must bring a copy of this form with you to the meeting with Dr. Petri.

Failure to complete any of the above steps could result in a delayed placement.
