PUBH 4950: Public Health Internship & Fieldwork

Community Health Education Track
**Description:** PUBH 4950 Internship and Fieldwork is four credits and is required for all Public Health Majors. This course is a traditional internship with an additional classroom element to expose students to both fieldwork and a “senior-capstone” experience geared towards starting a career in the field of Public Health. In the past students were required to complete 200 hours at their chosen organization. Students are still required to complete 200 hours; however, 175 hours will be completed on-site, while the other 25 hours are made up of traditional classroom time (5 to 6 classes) and completion of several assignments relating to their internship and future career in the field of public health. This course is only offered in the Fall and Spring semester; **NOT DURING THE SUMMER.**

**Special Note:** Students pursuing a GERO certificate may use this course for both as long as the facility/organization specializes in treating the elderly.

**Pre-requisites:** All the PUBH CHED students MUST complete PUBH 1100 (intro), PUBH 2432 (contemporary health issues) and PUBH 3102 (CHED theory and practice) BEFORE they do their internship. Any other courses in PUBH may be taken concurrently or after the internship.

**Placement:** Students are responsible for obtaining an internship and should do so one semester before anticipate enrolling in the internship. In choosing a site that would complement their interests, students should consider the following:

- the setting in which he/she would like to work
- the health issue in which he/she are most interested
- the population group with which he/she would like to work

A list of places that students have done internship in the past and / or are willing to take future interns is located in Appendix A of this document. This list is by no means exclusive and other additional places **CAN** be approved. If students would like to complete their internship at a location not listed below, he/she need to seek faculty approval first.

Students should visit the potential sites to determine the fit each one might have with regard to the aforementioned considerations. In addition, students should discuss his/her potential responsibilities with his/her prospective site supervisor(s).

In order to fulfill the PUBH program requirements for a Community Health Education track, a student need to be involved in one or more of the following activities during his/her internship:

- development of educational program(s)
- implementation of educational program(s)
- evaluation of educational program(s)
- grant writing for health/health education services
- health counseling with supervision
- development of educational materials
- community needs assessment

**Administrative Responsibilities:** After receiving permission of instructor from the Internship Coordinator, students need to register for PUBH 4950-Public Health Internship and Fieldwork (4 credits, 210 hours). In rare cases, if a student needs to enroll for additional internship credits, he/she may do so with the approval of the faculty member and the internship supervisor. For each additional credit, an additional 50 hours of internship must be fulfilled.
Once a student registers for the internship, he/she needs to sign a **written contract with the Internship Coordinator**. This document clearly outlines the responsibilities of the student as well as the contract information regarding the internship site. Students will find a copy of the contract on page 7 of this document.

Finally, students need to also fill out page 12 of this document BEFORE they can start their internship. **Students may not begin their internship until this is done!** Information from this form will be used to draw up a legally binding contract with the internship site and Stockton College for liability purposes. **Once students fill out this form they need to return it to the Public Health Internship Coordinator;** the sooner this form is filled out and returned, the sooner this process can begin.

**PLEASE NOTE:** The actual dates that a student attends his/her internship may not necessarily conform to the academic calendar. It is important that students clearly negotiate with their site supervisor and the Internship Coordinator when they will start and finish their internship. Also, students are to become an integral part of the organization. Therefore, there may be days in which classes are not held at the College, but students would be required to report to their internship (i.e. Spring break, Friday after Thanksgiving) unless otherwise negotiated with their site supervisor.

It is understandable that students may need to maintain jobs in addition to their internships. However, it is the student’s responsibility to insure that they maintain a professional attitude and balance and fulfill both responsibilities.

**Evaluation / Assignments:** Evaluation of the internship experience will be based on the following:

1. **Internship Site (50% of grade):**
   - **Hours:** completion of the specified number of internship hours (Students will receive a grade of F if total number of hours are not completed in full).
   - **Site Supervisor Evaluation:** A standardized evaluation form will be directly sent to your site supervisor. It must be completed by your supervisor and sent directly to the Internship Coordinator -- it is not acceptable for the intern to turn the form in personally. A sample of this evaluation can be found on the last page of this packet.
   - **Internship Portfolio - Sample of Student Work:** Students MUST include all the materials the student used, created, distributed, etc. during the internship, (include letters, educational materials, surveys, etc.). They may also include any samples of work that they completed during past work experience and / or coursework that will illustrate their knowledge and skills. (This materials should be placed in a 3-ring binder and turned in all at once at the end of the internship).

2. **Administrative Duties (10% of grade):**
   - **Bi-Weekly Reports:** Bi-Weekly reports will be filled out by the student and the site supervisor. It is the responsibility of the student to submit the Bi-Weekly Reporting Sheets to their site supervisor and, once completed, to the Internship Coordinator. A copy of the Bi-Weekly Report Sheet is on page 7 of this document. You can make copies of the sheet or the Internship Coordinator can e-mail you a copy of it.
   - **E-mail update:** on the weeks that students do not meet with the Internship Coordinator, he/she is expected to e-mail the Internship Coordinator to update her on the internship and what projects / activities the student has been working on.
3. Presentation (20% of grade): At the end of the semester, you will be required to give a presentation highlighting your internship experience. Presentation will last approximately 15-20 minutes and should illustrate the skills you acquired during your internship as well as the pros and cons of your fieldwork experience. You are required to dress professional for the presentation and include the use of technology for your visual aids. Your presentation will be open to the public and many, if not all public health faculty will attend. Class time will be designated to discuss your presentation in depth and provide you with a tutorial on public speaking and presentation—both the written and verbal. Also, time will be spent in the computer lab, putting together effective visual aids for your presentation.

4. Additional Material in Internship Portfolio (20% of grade):

- **Summary Paper:** a 5 page written summary of the entire internship experience that gives the student’s personal reaction to the experience, evaluates his/her strengths weaknesses, positive and negative aspects of the internship. This summary paper must include a detailed discussion about how well the student was academically prepared for his or her internship. In other words, how well did the classroom experience prepare the student for the various tasks assigned during the internship? The student should be as specific as possible (i.e. citing specific opportunities or examples where they were able to apply what they have learned in class or were able to learn something new during the internship).

- **Resume, Cover Letter, References, and Thank You Letter:** Students should create the above items for future job search. The cover letter could be for a real or hypothetical job that you are/will be applying for. Thank you letter could be for an interview you have recently been on or could be to your internship site supervisor (sending him/her a copy is highly recommended).

**Portfolio and Paper: at the internship site students must fulfill as many of the following responsibilities. This can be accomplished by providing evidence that the students have completed the competencies that accompany each responsibility. Students should document (internship work) and reflex in your summary paper regarding as many of the following that are applicable:**

**A. Students will demonstrate effective oral and written communication skills**
- students will demonstrate effective Oral communication skills and effectively utilize electronic methods for communication
- Students will demonstrate effective Written communication skills

**B. Students will have an understanding of the principles of Public Health practice**
- understanding of fundamental techniques relevant to research in Public Health
- perform basic Computational Analysis: portfolio includes examples of student generated analysis of data for internship site projects
- an understanding of Epidemiological methodology: Students will be able to accurately describe in the epidemiological principles that are utilized in their internship experiences.
- demonstrate an understanding of basic marketing principles: students will demonstrate the ability to apply marketing principles when planning, implementing, and evaluating public health initiatives
- Students will have knowledge of Public Health in relation to social—historical, political, and/or economic contexts: demonstrate personal knowledge of the social (i.e. the influence of cultural beliefs on health care practices), historical (i.e. evolution of existing health care structure),political (i.e.
influence of governmental policies on access to health care), and economic (i.e. influence of socioeconomic status on the quality and quantity of available health care) dynamics that influence Public Health practice.

C. Students will be able to demonstrate appropriate, ethical and professional behavior when in a role as a Public Health Professional

- appropriate behavior: shows up for work consistently and on-time, follows instructions by carrying out duties, and displays professional behavior and attitude while working as a Public Health Professional.

- the use critical thinking in professional decision making: A proficient critical thinker employs not only logic but broad intellectual criteria such as clarity, credibility, accuracy, precision, relevance, depth, breadth, significance and fairness, when making decisions or during problem solving.


- Students will demonstrate Cultural competence when working in the Public Health Sector: “Cultural competence is a set of congruent behaviors, attitudes, and policies that come together in a system, agency, or among professionals that enables effective work in cross-cultural situations”


- Students will develop the ability to demonstrate leadership when applicable: Leadership is a process whereby an individual influences a group of individuals to achieve a common goal (Northouse, 2007).


D. Assess individual and community needs for health education

- Access existing health-related data
- Collect health-related data
- Distinguish between behaviors that foster and hinder well-being
- Identify factors that foster or hinder the process of health education
- Infer needs for health education from obtained data

E. Plan health education strategies, interventions, and programs

- Involve people and organizations in program planning
- Incorporate data analysis and principles of community organization
- Formulate appropriate and measurable program objectives
- Develop a logical scope and sequence plan for health education practice
- Select appropriate strategies to meet objectives
- Assess factors that affect implementation

F. Implement health education strategies, interventions, and programs

- Initiate a plan of action
- Demonstrate a variety of skills in delivering strategies, interventions, and programs
• Use a variety of methods to implement strategies, interventions, and programs

G. Conduct evaluation and research related to health education
   • Develop plans for evaluation and research
   • Review research and evaluation procedures
   • Design data collection instruments
   • Carry out evaluation and research plans
   • Interpret results from evaluation and research

H. Administer health education strategies, interventions, and programs
   • Exercise organizational leadership
   • Manage human resources

I. Serve as a health education resource person
   • Use health-related information resources
   • Respond to requests for health information
   • Select resource materials for dissemination
   • Establish Consultative Relationship

J. Communicate and advocate for health and health education
   • Analyze and respond to current and future needs in health education
   • Apply a variety of communication methods and techniques
   • Promote the health education profession individually and collectively
   • Influence health policy to promote health

The above are the 7 areas of responsibility as outlined by the National Commission for Health Education Credentialing for entry level Health Educators. These are also the criteria utilized to certify health education specialists (CHES).

PLEASE NOTE: All materials must be received by the Internship Coordinator at least one week prior to the end of the semester in order to receive a grade for the internship. Failure to complete any of the above requirements will be grounds for failure. Final grades are assigned based on the fulfillment of the appropriate number of internship hours, quality and timeliness have the work received throughout the semester, the final portfolio, and the site supervisor evaluation.
Tentative Semester Schedule

Week 1:  Class Meets on 1/19 @ 4:30-5:50
By the end of week one MUST contact Internship Coordinator
• Provide Internship Coordinator with Internship Information:
  Name of Place & Contact Person
  Address, Phone Number, e-mail address, etc…
  Weekly Schedule – typical hours that you will be working
• Have all paperwork complete with the Public Health Internship Coordinator
• Start internship
• Getting Started: Introductions, Requirements, Assignment, Administrative Duties, and Questions and Answers – Handbook Chapter 1: Preparation

Week 2-4:  Internship and work on assignments – weekly e-mail update

Week 5:  Class meets on 2/16 @ 4:30-6:00
• Internship and work on assignments
• Check-in: Discussion on both the internship and assignments; time for students to ask questions and/or deal with problems and discuss with other students about the pros and cons of their internship/fieldwork experience thus far – Handbook Chapter 2 & 3: Getting Started & Ethical & Legal Issues

Week 6-8:  Internship and work on assignments – weekly e-mail update

Week 9:  Class meets on 3/22 @ 4:30-6:00
• Guest Speaker – Career Services regarding resumes and cover letters
• Internship and work on assignments
• Check-in: Discussion on both the internship and assignments; time for students to ask questions and/or deal with problems and discuss with other students about the pros and cons of their internship/fieldwork experience thus far – Handbook Chapter 4 & 5: Supervision & Working with Diversity

Week 10-11:  Internship and work on assignments – weekly e-mail update

Week 12:  Class meets on 4/12 @ 4:30-6:00
• Internship and work on assignments
• Presentation Workshop: Public Speaking & Presentation tutorial; work in computer lab on visual aids for presentation

Week 13:
• Internship and work on assignments – weekly e-mail update or one-to-one office meeting to discuss any assignments or final presentation

Week 14:  Class meets on 4/24 & 4/26 @ 4:30-6:30
• Final Presentations & All Assignments Due

* At the end of the semester, the Internship Coordinator will place follow-up phone calls & send thank you notes to Site Supervisors
Internship Contact

Student’s Name ____________________________________________________________

Student Address
(during internship) _______________________________________________________

Phone ____________________________ e-mail _________________________________

Internship site (organization) ______________________________________________

Internship Address _______________________________________________________

Site Supervisor __________________________________________________________

Site Supervisor phone ________________________ e-mail ________________________

Start date ___________________________ end date _____________________________

Number of credits registered ___________ Number of hours to complete _________

Responsibilities that intern will undertake at internship site:


I ___________________________ have read and understand the evaluation criteria as described in the internship guidelines. Final evaluation will be based on the following criteria:

1. completion of specified number of hours
2. submission of bi-weekly reports
3. e-mail updates on off weeks (weeks we don’t meet)
4. portfolio
5. end of semester presentation
6. site supervisor evaluation

I also understand that all of the aforementioned criteria must be submitted in order to receive a grade for the internship. Failure to successfully complete any of the criteria is grounds for failure. All materials must be submitted at least ONE WEEK prior to the end of the semester in order to received a grade.

I understand that the college expects, and it is each student's obligations to conduct him or herself at all times in accordance with the college's code of conduct, all students to abide by the laws of the State of New Jersey, or any other state, including all applicable motor vehicle laws, failure to do so can be sole reason for failure of the internship course.

Student signature                      date   Internship Coordinator                              date
RICHARD STOCKTON COLLEGE INTERNSHIP PROGRAM

Bi-Weekly/Weekly Progress Report

Student Name: ____________________________  Faculty Sponsor: _________________________

Stockton “Z” Number: ____________________  Date: _________________________________

For Period Ending: ________________________  Number of Hours: ___________

Activities: _________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Employer Comments: _________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

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___________________________________________________________________________

Employee Response: ___________________________________________________________

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______________________________________________  _____________________________

Student Name          Internship Supervisor
PUBLIC HEALTH
STUDENT INTERNSHIP
EMPLOYER'S EVALUATION FORM

Student's Name ___________________________ Fall _______ Spring_________ Year _________

Student's Job Title ___________________ Program Track ____________________________

Employer Supervisor ______________________________________________________________ 

Name and Address of Organization ________________________________________________ 

Total Number of Hours ___________________________ Telephone # ____________________

*************************************************************************************

DIRECTIONS: For each item below, indicate your grading of the student who works for you.

THE STUDENT I SUPERVISE:

1. has adequately prepared for this job in terms of previous college course work.............. A B C D F
2. attends regularly and is punctual................. A B C D F
3. works well with other employees.................. A B C D F
4. exhibits a positive attitude toward his/her work...... A B C D F
5. maintains appropriate professional appearance.... A B C D F
6. communicates clearly orally.......................... A B C D F
7. communicates clearly in writing...................... A B C D F
8. carries out assigned duties efficiently .............. A B C D F
9. does careful and thorough work..................... A B C D F
10. works well independently............................. A B C D F
11. takes initiative................................................ A B C D F
12. shows an aptitude for this kind of work............. A B C D F
13. has been an asset to this organization............... A B C D F
14. displays leadership skills .......................... A B C D F
15. displays ethical behaviors ......................... A B C D F
16. demonstrates cultural competencies .............. A B C D F
17. would receive the overall letter grade from me… A B C D F

******************************************************************************
ADDITIONAL COMMENTS: Please provide a candid assessment of this student's performance in areas which
may or may not have been covered in the above questions.

Supervisor’s signature
SCHOOL OF HEALTH SCIENCES
Student Affiliation Agreement Request

*REQUIRED FIELDS

*PROGRAM (circle one or more) DPT  MSOT  NURS  MSN  PUBH  SPAD  GENERIC (ALL)

*TRACK: Community Education Environmental Administration

*PERSON REQUESTING CONTRACT

*DATE CONTRACT NEEDED

*FACILITY/Corporation

*CONTACT ADDRESS: 

*STATE, CITY, ZIP:

*CONTACT NAME: 

*CONTACT PHONE: ____________________ FAX PHONE: ____________________

*CONTACT E-MAIL: ____________________

FACILITY WEBSITE:  

OTHER SITE ADDRESSES INCLUDED IN CONTRACT:  

______________________________

IF APPLICABLE

1. STUDENT NAME ______________________ STUDENT PHONE ______________________

STUDENT Z#: ______________________ STUDENT EMAIL ______________________

2. STUDENT NAME ______________________ STUDENT PHONE ______________________

STUDENT Z#: ______________________ STUDENT EMAIL ______________________

(Use back for additional students)

______________________________

FOR OFFICE USE ONLY

CONTRACT # ______________________

Date Contract # Requested ____________

Date Contract # Received ______________

Date Contract Sent _________________

Date Contract Resent if Necessary ______

Date Signed Contract Received __________

Date Fully Signed Contract Returned to Facility ______________________

Date Office of Staff Counsel Notified of Signed Contract ______________________

DATE FOR RENEWAL ______________________

12
Grading Sheet for Internship Presentation

Name_______________________    Internship Site___________________

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<tr>
<th></th>
<th>Proficient</th>
<th>Not Proficient</th>
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<tr>
<td><strong>INTRODUCTION (20)</strong></td>
<td></td>
<td></td>
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<tr>
<td>captures audience attention</td>
<td>5</td>
<td>4</td>
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<tr>
<td>clear purpose statement</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>establish credibility</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>provides clear preview or road map</td>
<td>5</td>
<td>4</td>
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<tr>
<td><strong>ORGANIZATION (20)</strong></td>
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<tr>
<td>key ideas explained</td>
<td>5</td>
<td>4</td>
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<tr>
<td>internal summaries &amp; clear transitions</td>
<td>5</td>
<td>4</td>
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<tr>
<td>clear organizational pattern</td>
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<td>4</td>
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<tr>
<td>within time limit</td>
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<td>4</td>
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<tr>
<td><strong>SUPPORTING MATERIAL (15)</strong></td>
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<td>highlights internship</td>
<td>5</td>
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<tr>
<td>provide example/explanation of project(s)</td>
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<td>4</td>
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<td>credible &amp; appropriate sources if applicable</td>
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<td><strong>LANGUAGE (5)</strong></td>
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<td>clear, concise, colorful,</td>
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<td>4</td>
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<tr>
<td>creative, culturally sensitive</td>
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<td><strong>DELIVERY (20)</strong></td>
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<td>vocally expressive, conversational style</td>
<td>5</td>
<td>4</td>
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<td>adequate eye contact</td>
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<td>avoided nervous mannerisms</td>
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<td>generally effective and extemporaneous</td>
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<td>4</td>
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<tr>
<td><strong>CONCLUSION (10)</strong></td>
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<tr>
<td>reviewed major points</td>
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<td>4</td>
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<td>provided memorable, creative conclusion</td>
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<td>4</td>
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<tr>
<td><strong>VISUAL AIDS (25)</strong></td>
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<tr>
<td>effective use of technology</td>
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<tr>
<td>communicates idea visually</td>
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<td>4</td>
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<tr>
<td>simple and uncomplicated</td>
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<td>professional quality</td>
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<tr>
<td>visually appealing</td>
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<td><strong>TOTAL_____/115</strong></td>
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