

# University of Maryland, College Park

## Department of Public and Community Health

### HLTH 785 MPH INTERNSHIP

<p><b>Instructor:</b> Anne Anderson-Sawyer, M.A.  <b>Office/Phone:</b> HHP 2369 301-405-2518  <b>Email:</b> anderson-sawyer@hotmail.com  <b>Semester:</b> Fall 2007  <b>Classroom/Time:</b> HHP 2387 Dept. of Public and          Community Health, Conference Room  <b>Graduate Assistant.:</b> 301 405-3453          Iris Allen IAllen2@umd.edu</p>	<p><b><u>OFFICE HOURS</u></b>          Seminar Evenings 5-6 pm          or by appointment</p>
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<b>Prerequisite</b>	This course is the MPH program capstone experience. All MPH courses, except HLTH 688 are prerequisites for HLTH 785.
<b>Course Description</b>	<p><u>Note:</u> Please refer to the MPH Internship Manual for a detailed description of internship purposes, roles and responsibilities, and requirements,</p> <p>The purpose of the internship is to enable students to gain practical experience as professionals under conditions conducive to educational development. The internship is a time-limited, supervised period of health education activities carried out in a health or allied health organization. The internship provides students with the opportunity to integrate and apply knowledge and skills obtained in the MPH program. Students gain practical experience in areas such as program planning, and implementation, program evaluation, public policy analysis, research, and management. Students identify their internship learning goals and select an agency that offers opportunities to achieve these goals.</p> <p>The internship includes three seminar sessions during the internship semester that are required for all students. During the seminars, interns discuss their work plan activities, progress toward achieving their goals, problems if they arise, and career development issues.</p>
<b>Course Objectives</b>	<p>The objectives of the internship experience are to:</p> <ul style="list-style-type: none"> <li>• broaden student understanding of the functioning of health related agencies in the community setting;</li> <li>• integrate and apply MPH coursework to community-based practice or research;</li> <li>• analyze the role of health education and health educators in agency activities;</li> <li>• gain an understanding of the organization, administration, program activities, and problems of community health agencies;</li> <li>• improve student skills through on-the-job training; and</li> </ul>

	<ul style="list-style-type: none"> <li>allow the student to assume specific responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s).</li> </ul>
<p><b>Course Requirements</b></p>	<p><u>Completion of On-Site and Seminar Requirements</u></p> <p>Interns will complete the required on-site time (10 hours/week for 15 weeks) and participate in the Seminar sessions. The course offers 3 credits.</p> <p><u>Internship Assignments</u></p> <ol style="list-style-type: none"> <li>Educational work plan</li> <li>Bi-weekly email with faculty supervisor (including final email #7)</li> <li>Individual presentation of portfolio</li> <li>Networking contact log</li> <li>First and final evaluations completed by site supervisor</li> </ol> <p><b>Evaluation/Grading</b></p> <p>Completion of all the on-site and Seminar assignments are required to receive a passing grade. Students must receive a minimum of “satisfactory” in each graded element to receive an overall passing grade. Interns must receive a “satisfactory” first and final evaluation by their site supervisor to receive an overall passing grade.</p> <p><b>Excellent = “A Range”, Satisfactory = “B Range”, Unsatisfactory = “C Range”</b></p>
<p><b>Course Policies</b></p>	<p><u>Completion of Seminar Assignments:</u></p> <p>All Seminar assignments must be completed in a thoughtful, thorough manner. Weekly email exchanges are an opportunity for reflection, and must demonstrate effort in applying classroom learning to the worksite.</p> <p><u>Attendance Policy and Late Arrivals:</u></p> <p>Attendance at the seminars is mandatory. Class participation is an important part of the internship grade. Lateness is disruptive to the class and unprofessional in a work setting. If a situation arises that makes it impossible for you to arrive on time to a seminar, please let the program coordinator know ahead of time.</p> <p><u>Accommodations for students with disabilities:</u></p> <p>If you have a documented disability and wish to discuss academic accommodations, please talk to me as soon as possible. You will need documentation from Disability Support Service (314-7682.)</p> <p><u>Academic Integrity:</u></p> <p>The University's code of academic integrity is designed to ensure that the principle of academic honesty is upheld. Any of the following acts, when committed by a student, shall constitute academic dishonesty:</p>

- ✓ CHEATING: intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.
- ✓ FABRICATION: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- ✓ FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another to violate any provision of this code.
- ✓ PLAGIARISM: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

For more information see:

<http://www.inform.umd.edu/CampusInfo/Departments/PRES/policies/iii100a.html>

Religious Observances:

The University System of Maryland policy provides that students *should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances.* **It is the student's responsibility to inform the instructor in advance of any intended absences for religious observance.**

**Competencies**

Please note that many of the CHES-based competencies are addressed in many internship experiences. Each intern's on-site time is specific to his/her agency, and therefore the CHES-based competencies addressed will be specific for each internship experience. Additional competencies for the Internship Seminar addressed are listed below. Interns will be able to:

- I.** Write a detailed work plan describing their educational and career goals and major internship projects that will help them achieve these goals;
- II.** Synthesize relevant MPH coursework as it applies to their internship responsibilities;
- III.** Demonstrate professional behavior and effective communication skills in the Seminar;
- IV.** Develop oral presentations and a professional poster presentation describing their internship projects;
- V.** Write an internship project report including the following sections: description of the public health problem they addressed, project goals/objectives, project approach, project findings, significance and application of findings, and project evaluation; and
- VI** Evaluate the internship experience as a means of achieving their career and learning goals.

**MPH INTERNSHIP (HLTH 785)  
Fall 2007  
TENTATIVE SYLLABUS**

DATE	TOPIC
<b>SEMINAR #1</b> Wednesday, August 29, 2007 6:00 – 8:00 pm Department Conference Room HHP 2387	<b>Hello and introductions! Review of expectations, requirements and assignments.</b>
Monday, Sept. 10 <sup>th</sup>	Email #1 Due (see attached “Guidelines for Bi-Weekly Emails”)
Wednesday, Sept. 19 <sup>th</sup>	Draft Educational Work Plan Due – Email as an attachment
Monday, Sept. 24 <sup>th</sup>	Email #2 Due
Monday, October 8 <sup>th</sup>	Email #3 Due
<b>SEMINAR #2</b> Wednesday, October 10, 2007 6:00 – 8:00 pm Department Conference Room HHP 2387  Career Expo 10:00 am – 2:00 pm, HHP Mall	Guest Speaker: Blakely Pomietto, MPH, CHES   Coordinator, MPH Programs First evaluation from site supervisor Due Final Educational Work Plan Due – Bring hard copy  Dept. of Health and Human Performance This is an <u>optional</u> opportunity. If you attend, count the hours towards your internship. Please document attendance by picking up brochures etc.
Monday, October 22 <sup>nd</sup>	Email #4 Due
Monday, November 5 <sup>th</sup>	Email #5 Due
Monday, November 19 <sup>th</sup>	Email #6 Due
Monday, December 3 <sup>rd</sup>	Email #7 – Final Email Due (Send email now, bring final hard copy to Seminar #3)
<b>SEMINAR #3</b> Wednesday, December 5, 2007 6:00 – 8:00 pm Department Conference Room HHP 2387	Individual Presentation of Portfolio Networking Contact Log Due Supervisor’s Final Evaluation Due Hard Copy Final Email (#7) Due
Wednesday, December 12, 2007 12:00 – 2:00 pm Prince George’s Room Student Union	<b>Graduation Luncheon</b> – “My capstone experience...” (A brief summary for the group at the luncheon)
<p><b>NOTE:</b> Your internship extends from August 29, 2007 through December 12, 2007. Your site work schedule should follow the University schedule for classes, holidays, and weather related closings (if you are employed by your site you may have to report to work even when the University is closed). UM is closed on Sept. 3, 2007 for Labor Day, and again on November 22 and 23, 2007 for Thanksgiving. Please inform your site supervisor of your seminar and luncheon schedule to avoid date conflicts.</p>	

