

University of Maryland, College Park

Department of Public and Community Health

HLTH 491 COMMUNITY HEALTH INTERNSHIP

Instructor: Anne Anderson-Sawyer, M.A.

Office/Phone: HHP 2387 / 301-405-2463

Email: anderson-sawyer@hotmail.com

Semester: Fall 2007

Classroom/Time: 1302 / See Syllabus for Seminar Schedule

Faculty Advisors: Jessica Jordan 301 405-3453, jjordan@umd.edu

Cristina Petrucci 301 405-3453, cpetrucc@umd.edu

Required Textbooks & Other Readings	TBA
Course Description	<p><u>Note:</u> Please refer to the 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. An internship seminar is conducted with all students and faculty advisors during the internship semester. Students are required to return to campus for five seminar sessions during the semester, to discuss their progress, share experiences with the other interns, and to participate in career development activities.</p>
Course Objectives	<p>The objectives of the internship experience are to:</p> <ul style="list-style-type: none"> • broaden student understanding of the functioning of health related agencies in the community setting; • integrate health education theory with community-based practice; • analyze the role of health education and health educators in agency activities; • gain an understanding of the organization, administration, program activities, and problems of community health agencies; • improve student skills through on-the-job training; and • allow the student to assume specific responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s).

<p>Course Requirements</p>	<p><u>Completion of on-site and Seminar requirements</u></p> <p>Interns will complete the required on-site time (36 hours/week for 15 weeks) and participate in the Seminar sessions.</p> <p><u>Tentative Seminar Assignments</u></p> <ol style="list-style-type: none"> 1. Educational work plan 2. Bi-Weekly email with faculty advisor 3. Resume and cover letter (updated to include internship experiences) 4. Individual presentations 5. Poster presentation 6. Portfolio of materials developed by the intern 7. Intern evaluation of internship experience 8. First and final evaluations completed by site supervisor
<p>Course Policies</p>	<p><u>Attendance Policy:</u></p> <p>Attendance at the seminars is mandatory, and is considered part of your internship workday. On scheduled seminar days, attendance at the seminar takes precedence over worksite activities. It is the responsibility of the intern to share the seminar schedule with their site supervisor. Your faculty advisor will confirm with your site supervisor that you are excused from a portion of, or all of your hours on seminar days.</p> <p><u>Arriving Late to Class:</u></p> <p>Lateness is disruptive to the class and is unprofessional in a work setting. In an effort to be respectful of others in the class, and to develop professional work habits you are asked to arrive at each seminar session on time. If there will be a circumstance in which it will be inevitable for you to be late, it is your responsibility to let the instructor know ahead of time.</p> <p><u>Completion of Seminar Assignments:</u></p> <p>All Seminar assignments must be completed in a thoughtful, thorough manner. Bi-Weekly email exchanges are an opportunity for reflection, and must demonstrate effort in applying classroom learning to the worksite.</p> <p><u>Accommodations for students with disabilities:</u></p> <p>If you have a documented disability and wish to discuss academic accommodations for test taking or other needs, 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> <ul style="list-style-type: none"> ✓ 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.**

Evaluation/Grading

Completion of all the on-site internship responsibilities in a professional manner, as well as, completion of all Seminar assignments in an academically thoughtful and thorough manner is required to receive a passing grade. Students must also receive positive evaluations from their site supervisor.

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.** Describe major internship responsibilities;
- II.** Demonstrate job search skills;
- III.** Demonstrate effective communication skills in the workplace;
- IV.** Discuss key professional development issues;
- V.** Develop a poster presentation describing their internship projects; and
- VI.** Develop a portfolio displaying writing samples and samples of community health education projects.

- S y l l a b u s -

COMMUNITY HEALTH INTERNSHIP (HLTH 491) Department of Public and Community Health Fall 2007 – Tentative Seminar and Assignment Schedule	
DATE	TOPIC
Wednesday, Aug. 29, 2007 2:00 – 5:00 pm HHP 1302	Hello! Introductions, Review of Program Expectations, Requirements and Assignments
<i>September 10</i>	<i>Email #1 Due (see Email Guidelines handout)</i>
Wednesday, Sept. 19, 2007 2:00 – 5:00 HHP 1302	Seminar and Discussion Time with Faculty Advisor Draft Educational Work Plan Due (email and hard copy) (EWP Guidelines in Undergraduate Internship Manual) Professional Presentation – Topic TBA
<i>September 24</i> <i>October 8</i>	<i>Email #2 Due</i> <i>Email #3 Due</i>
Wednesday, Oct. 10, 2007 12:30 -2:00 HHP Mall 2:00 – 5:00 HHP 1302	Career Expo (College of Health and Human Performance) Seminar and Discussion Time with Faculty Advisor Individual Presentations, Updated Resume and Cover Letter Due First Evaluation from Site- Supervisor Due (form in Manual)
<i>October 22</i> <i>November 5</i>	<i>Email #4</i> <i>Email #5</i>
Wednesday, Nov. 7, 2007 11:00 – 2:00 Location TBA 2:00 – 4:00 HHP 1302	Intern Poster Presentations (see Guidelines handout) and Career Panel Seminar and Discussion Time with Faculty Advisor
<i>November 19</i> <i>December 3</i>	<i>Email #6</i> <i>Email #7</i>
Wednesday, December 12, 2007 9:00 – 12:00 HHP 1302 12:00 – 2:00 Prince George’s Room Student Union	Departmental Exit Interviews and Seminar Due: Portfolio (see Tips handout), Networking Log, Hard copy of Final Email (#7), Site Supervisor’s Final Evaluation, Student Evaluation of Internship (find evaluation forms in manual) Graduation Luncheon - “My Internship Experience” (a brief summary for the group at the luncheon)
Important Dates:	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. The University is closed on Sept. 3, 2007 for Labor Day, and again on November 22 and 23, 2007 for Thanksgiving.