HEALTH EDUCATION INTERNSHIP PROGRAM

Student/Supervising Agency Manual

Department of Health Education and Promotion

East Carolina University

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This handbook is intended to provide students and internship supervising agencies with information relating to the Internship Program of the Health Education and Promotion Department. Policies and procedures related to the internship program including responsibilities of the Intern, the Agency, and the Department, guidelines for approval of internships, deadlines, and official forms are provided.

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HEALTH EDUCATION INTERNSHIP PROGRAM

STUDENT/SUPERVISING AGENCY MANUAL

I. Introduction and Orientation

The Public Health Studies undergraduate program in the Department of Health Education and Promotion within the College of Health and Human Performance (HHP) at ECU offers students the opportunity to prepare for professional careers as health professionals in worksites and community health settings through an internship course.

HLTH 4991 is an internship course that provides practical experience with an agency that provides health education as part of its organizational mission. This course is designed to provide a wide range of field experiences. Students will be required to fulfill the obligations outlined in this manual, as well as perform the duties required by the supervising agency.

While participating in an experience of this nature, it is important for students to remember that they are not only representing the Department of Health Education and Promotion and ECU, but themselves as well. Success depends upon the impressions created and the abilities and skills displayed during the internship.

The first days on the job are usually spent acquainting students with the organization. This orientation provides an introduction to the overall aspects of the agency including agency personnel, equipment and facilities, work schedules, policies and procedures of the agency, administrative procedures, etc.

A. Description of Internship Program

HLTH 4991 is a 14 week assignment (11 weeks for summer session students) in the health education field which gives students an opportunity to merge academic knowledge with practical job experiences. Students who successfully complete the internship course will receive 12 semester credit hours. The grade for the internship is based on several factors and students should become familiar with the requirements of the internship course before it begins.

Each student should work with their on-site supervisor to determine what would be an appropriate project for which the student is responsible for planning, executing, and possibly evaluating. Each student should be responsible for at least one major project and participate in several other projects for the internship organization.

An internship should be approached with the assumption that it is to be a learning experience. The on-site supervisor will assume the responsibility for the guidance and direction of the student. The student will be under the direct authority of the supervisor and will perform assignments as directed. At no time is the student to complete work at home.

B. Internship Benefits

1. Student Intern

The internship concludes the student’s education by providing “a practical work experience”. The internship allows students to acquire skills and knowledge related to career goals in a real work setting, build a network of professional contacts, and gain additional skills such as interviewing, communication and working with other team members.

2. Supervising Agency
The supervisor has the opportunity to train new professionals in their field and develop own pool of potential employees. The internship program has the added benefit of allowing the supervisor to have a trained intern with new ideas and skill sets at no cost.

C. Program Goals

The goals of the Public Health Studies Internship Program are to:

1. Prepare the student for entry-level public health employment;

2. Provide practical work experience for students who plan to pursue a public health career; and

3. Provide the East Carolina University area, as well as the remainder of the state and nation, with students who are prepared to practice health education in areas of rapid medical, social, and economic change.

II. Eligibility Requirements

A. General Criteria

In order to participate in a Public Health Studies Internship Program, you must be a degree-seeking student in good standing, have completed all required health classes. Students entering the community health concentration are required to have a minimum cumulative GPA of 2.5. Students entering the worksite health promotion concentration must possess a minimum cumulative grade point average of 2.0 and a minimum 2.5 GPA calculated on three courses: ECON 2113; HLTH 2000; PSYC 3241.

The internship work must be directly related to the health education field of study. The student intern is normally not paid by the supervising agency. The intern must complete at least 14 weeks in the fall or spring semester or 11 weeks in the summer of supervised work.

B. Specific Criteria

Specific Public Health Studies Internship Program criteria include:

1. The internship must be secured by NOVEMBER 30 for the following spring session, by APRIL 30 for the following summer session, and by JULY 30 for the following fall session;

2. An Intern Weekly Report documenting daily activities, hours worked, and accomplishments for that week should be entered into the discussion board of Blackboard;

3. By the last week of the internship semester or summer session, prepare a report that critiques your internship experience along with your Internship Notebook and submit to the Internship Coordinator; and

4. Prepare a presentation that highlights your Internship experiences. Worksite/Corporate Health students must present a fifteen minute power point presentation and community health students must present during a poster session.

C. Application Process

1. Make an appointment to see the Internship Coordinator at least one to two semesters prior to your planned registration for HLTH 4991. For summer federal government or international opportunities students must begin the process at least two semesters prior to the internship semester.
2. The student prepares a cover letter and resume and after they are reviewed by Career Services mails these to the potential supervising agency.

3. The student arranges an initial meeting or interview with the potential supervising agency to determine if the prospective placement is appropriate.

4. The potential supervising agency completes the Agency Acceptance of Intern Form (Appendix B) and forwards the form to the Internship Coordinator. The Internship Coordinator will determine internship site eligibility.

5. The student completes the Internship Agreement (Appendix D) submits the form to the Internship Coordinator.

6. If all criteria are met, the student will be registered for HLTH 4991 once registration opens.

7. If, for some reason, the first placement choice does not work out, the student works with the Internship Coordinator to locate another supervising agency before registering for HLTH 4991.

III. Internship Program Questions and Answers

1. When should I apply?

You should schedule your initial meeting with the Internship Coordinator at least one to two semesters prior to your planned internship semester.

2. Will I be required to have a physical examination?

A health history and physical examination record should be on file with the University. Some sites may require that you complete a TB or drug screening prior to starting the internship. The costs for these tests are the student’s.

3. Will I be paid for my work as an intern?

Not likely, internships are normally unpaid. You will receive 12 semester credits. We do not however discourage you from seeking paid internship sites. Be aware that these are typically more competitive and you may want to have a back up site in case the original site does not accept you as their intern.

4. May I identify my own supervising agency?

Yes. You may initiate contact with a potential site. However the site must be approved by the Internship Coordinator before you can register for HLTH 4991. You may also receive help from the Internship Coordinator regarding potential placement sites.

5. May I take additional courses while in an internship?

The Department of Health Education and Promotion discourages taking courses along with the internship. However, you may get permission to take 3 additional credits along with the internship during the fall or spring semesters and only online or evening classes.

6. What forms must I submit or be submitted on my behalf prior to the internship?

.. Internship Agency Acceptance of Intern Form

.. Internship Policies and Code of Ethics Agreement Form
7. What paperwork do I have to turn in at the end of the internship period?

When you have finished the required 14 weeks (11 for summer session), you must submit the following to the Internship Coordinator:

.. All completed Intern Weekly Report forms (Appendix L); place in your Internship Notebook.

.. Your completed Intern Evaluation of Supervising Agency and Supervisor form (Appendix J); place in your Internship Notebook.

.. Answers to the Internship Notebook Questions (Appendix L); place in your Internship Notebook.

8. What happens after I turn in my Internship Notebook?

On reading day students will return to campus for final presentations. Appendix M provides detailed information on final presentation requirements.

9. What if I have problems with my internship?

If problems arise, “work them out” with the supervisor or other staff members of the supervising agency. Treat the supervisor as you would an employer. Try to “fit in” with the other staff members. If the problems cannot be resolved, contact the Internship Coordinator immediately.

IV. Roles and Responsibilities

A. Supervising Agency

1. The agency participates in an intern interview/meeting session and completes the supervising agency Interview Report (Appendix B) for submittal to the Internship Coordinator.

2. The agency provides a safe environment for the student.

3. All company policies and regulations, as well as conditions of health and safety, apply to the intern.

4. The agency provides a supervisor or mentor under which the student may work.

5. The agency accepts the student as a professional member of the staff and encourages professional growth.

6. The agency completes the Midterm Supervising Agency Evaluation of Intern form (Appendix F) and the Final Supervising Agency Evaluation of Intern form (Appendix G) and submits each form to the Internship Coordinator.

8. During the internship, the agency identifies a health education project to be planned, implemented, and possibly evaluated by the student intern; and

9. The agency notifies the Internship Coordinator of any problems or difficulties encountered during the internship period.

B. Student Intern

All policies, rights, and responsibilities pertaining to all students at ECU apply to student interns in the Health Education Internship Program. In addition, the student intern will:
1. Attend meetings with the Internship Coordinator prior to the initiation of the internship.

2. Complete all required internship forms (located in the Appendix).

3. Abide by the rules and regulations of the supervising agency.

4. Be punctual and dependable. Dress appropriately, ask about the agency’s dress policy.

5. Endeavor to establish and maintain effective professional working relationships.

6. Act in a manner commensurate with your status as a worker and as an ECU student.

7. Handle confidential information in a professional manner.

8. Recognize that the agency supervisor is responsible for the health education material to be covered and the method of instruction.

9. Keep the Internship Coordinator informed of all problems, difficulties, or delays encountered during the internship.

10. Complete all required final evaluation materials and submit to the Internship Coordinator.

11. Submit an Internship Final Summary on your internship experience.

12. Understand that neither the Internship site nor the University promise or guarantee future employment for the student.

C. Department of Health Education and Promotion

The Internship Coordinator of the Department of Health Education and Promotion will:

1. Be informed of the names and placements of student interns assigned to supervising agencies.

2. Be informed of the professional qualifications of the agency supervisor to ensure proper health education support is provided to student intern.

3. Conduct pre-internship meetings with the student intern and, if needed, the agency supervisor.

4. Make contact with each agency supervisor during the first three weeks of the semester to confirm that the student has started the internship and provide an opportunity for the supervisor to ask any questions about the internship process.

5. Assist the student intern when needed in the development of individual learning goals for the internship.


7. Make at least one additional contact with the supervising agency during the semester. In most cases, the contact will be made at midterm. The meeting should be with both the supervisor and the student intern. At the discretion of the Internship Coordinator, separate meetings may be held with the supervisor and the student intern in addition to the joint meeting.

8. Review the Intern Weekly Reports (Appendix L) which are posted in blackboard by the end of each work week.
9. Ensure all final evaluation forms are received.

10. Determine, with significant input from the agency supervisor, the final grade to be given to the student intern.

D. East Carolina University

ECU will:

1. Recruit quality faculty and maintain support services to assist faculty in instruction.

2. Develop private sector support for the internship program.

3. Allocate financial and physical resources to accomplish the University mission.

V. General Policies

A. Assignment

Students majoring in Health Education must choose a facility either in a public or private setting that includes in its mission the goal of providing health education. The student should choose the facility that best matches his/her future employment interests. The student should never select a site simply because it is easy, convenient, or demands little effort. A good internship experience can go a long way in helping the student find a post-collegiate job or select an emphasis area for graduate study.

B. Attendance

1. Student interns are required to work full-time during the duration of the internship period.

2. Tardiness is not permitted. Absences are also not permitted unless preapproved, or in the case of an emergency.

3. Student interns will not be excused from any student intern responsibilities in order to work, participate in a class, or take part in University activities.

C. Absences

Student interns are expected to make up all excused and unexcused absences. This does not include holidays as observed by the supervising agency.

D. Outside Commitments

Work or family/personal responsibilities cannot be excuses for failing to meet the commitments of the student internship.

E. Insurance

Student interns are accorded the same protection of the laws as are accorded health educators, and they are given the same responsibilities as health educators. Student interns are required to obtain professional liability insurance as a protective measure. This liability insurance is purchased by East Carolina University on behalf of each student registered in an internship class.

F. Conduct
Student interns must, at all times, conduct themselves in a manner that is consistent with the professional, ethical, and moral standards outlined by the Association for the Advancement of Health Education (AAHE). The AAHE Code of Ethics for Health Educators can be found in Appendix H.

G. Dress Code

The attire and grooming of student interns while at the supervising agency should conform to the accepted good practices at the agency.

H. Holidays and Vacations

Student interns must follow the schedule of the supervising agency to which they are assigned and NOT those of the University.

I. No Gift Policy

To avoid a conflict of interest, the appearance of a conflict of interest, or the need for the internship supervisor to examine the ethics of acceptance our students are actively discouraged from giving gifts to either internship faculty or on-site internship supervisors. Students are actively encouraged to extend their thanks and or recognition through cards, thank you notes or any other written form of communication.

J. Work from Home

At no time should a student be allowed to work from home.

VI. Evaluation

The evaluations by your agency supervisor, your University supervisor, and the paperwork you submit will play a large part in determining your course grade. Your grade is determined by the quality of the following:

.. Intern Weekly Report

.. Internship Notebook

.. The supervising agency midterm and final evaluations

.. Your evaluation of your supervising agency

.. Internship Final Presentation

A. Supervising Agency Evaluation of Intern

Your supervisor will conduct an evaluation of your performance at the midterm point of your internship and at the completion of the internship period. Review the forms located in Appendices F and G to give you an indication of the factors important to the performance of your assignments.

B. Intern Evaluation of Supervising Agency

Your evaluation of your supervising agency is intended to be confidential communication between you and your university supervisor (Internship Coordinator). This will be an important aspect of your experience as you review the entire period of internship. Using the form in Appendix J, consider the following points:
1. Your opinion of the program, its methods, and its leadership.

2. What you consider to be the program’s accomplishments and its shortcomings.

3. What this experience has meant to you.

4. What suggestions you have as to the overall improvement of the internship manual and your internship.

Your evaluation of your supervising agency must be submitted to the Internship Coordinator at the conclusion of the internship period.

C. Internship Notebook

One of your obligations will be to submit, at the end of your internship, a complete and up-to-date notebook with information about your supervising agency. Discussions between you and your supervisor(s) should be most helpful in assisting you with that portion of the required notebook information. See Appendix K for notebook requirements.

The notebook must be submitted to the Internship Coordinator upon the completion of the internship period, at least one week prior to the scheduled internship presentation. The notebook must contain the following:

.. Answers to the questions contained in Appendix K

.. All completed Intern Weekly Report forms (Appendix L)

.. Intern Evaluation of Supervising Agency And Supervisor form (Appendix J)

D. Intern Weekly Report

Using the form found in Appendix L, provide information to the Internship Coordinator regarding your hours worked, daily activities, and your accomplishments for the week through the Discussion Board located in Blackboard.

These weekly reports should also be included in the Internship Notebook and presented to the Internship Coordinator at the end of the internship period during the final presentations.

E. Internship Final Summary

Upon the completion of your internship, please prepare a paper reporting on, and critiquing your internship experience. Although you are free to design and organize your paper as you desire, be sure to incorporate the guidelines as noted in Appendix L. This summary should be included in your Internship Notebook.

This internship manual was prepared by Rose Haddock with input from the following sources:

Middle Tennessee State University HHP Department internship program

Southern New Hampshire University

UNC-Pembroke HHP

University of Iowa HHP internship manual

University of OHIO Internship Faculty
VII. Appendices

Appendix A

SAMPLE Internship Objectives

DIRECTIONS: Attach your own personal internship objectives to your resume and submit with the Internship Application. Use the following objectives as a guide.

1. To gain experience in the diverse aspects of Health Education.
2. To increase skills regarding health education program design, development, implementation, and evaluation.
3. To gain more experience in health education leadership.
4. To improve written and oral communication skills.
5. To assist in the assessment of individual and community needs for health education.
6. To develop a plan for coordinating health education services.
7. To act as a resource person in health education.
8. To communicate health and health education needs, concerns, and resources.
9. To effectively complete a special health education project as assigned by the supervising agency.
Agency Acceptance Of Intern
(To be completed by the Agency)

Agency Name ________________________________________________________________

Agency Address ______________________________________________________________

City ___________________________ State ______ ZIP ____________

Agency Website_____________________________________________

Phone Number ___________________________ Fax Number _______________________

E-Mail Address ____________________________________________________________

An interview has been completed with _____________________________________________
(student’s name)
on ____________________. We will accept this student for an internship placement during the
(date)
following time period:

_____ Fall Semester

_____ Spring Semester

_____ Summer Session

The tentative starting date of the internship will be ______________.

The tentative ending date of the internship will be _______________.

The intern’s responsibilities are described below or are attached to this document.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

____________________________________________________________________________
Appendix B
Page 2 of 2

What skills/certifications/licenses/vaccinations/physical exams are required for the internship position?
__________________________________________________________________________________________________
__________________________________________________________________________________________________
__________________________________________________________________________________________________
Agency Supervisor: The student intern’s Agency Supervisor will be:
Name of Supervisor ____________________________________________________________
Title __________________________ E-Mail Address ________________________________
Phone Number __________________ Fax Number _________________________________

Professional Liability Insurance

East Carolina University provides professional liability insurance for students participating in internships as a part of their academic program. Coverage includes $1,000,000 per occurrence/$3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by the student while participating in required internship programs of East Carolina University.

Does the Agency require the student to carry additional professional liability insurance?  
_____ yes _____ no

Does the Agency’s liability insurance cover interns? _____ yes _____ no

Other Benefits

Does the agency provide interns with wages, a stipend, meals, housing, parking, and/or other benefits? _____ yes _____ no.

If yes, what specific benefits are provided? _________________________________________
____________________________________________________________________________
____________________________________________________________________________
Agency Supervisor Signature __________________________ Date ________________________

Please return the completed form to Rose Haddock via email haddocr@ecu.edu or fax 252-328-1285.
Liability Insurance

Student Name: _________________________________ Banner ID# _______________________

FALL ____ SPRING _____ SUMMER ____ YEAR 20_____

The University Student Intern Insurance Program provides coverage for an insured party that becomes legally liable to pay damages because of property damage, bodily injury, or personal injury because of their participation in a university internship program to which the policy applies. This insurance will also pay those sums, which an insured party becomes legally obligated because of any act, error, or omission in the rendering of or failure to render professional services in conjunction with an internship. This program also includes a medical benefit to participants.

This program can cover students of participating Universities in the NC University System whom are engaging in paid or unpaid internships. These internships must be sponsored, authorized, or approved by the participating University and the student must be included in a list of covered students on file with the company.

Insurance Administrator: North Carolina Association of Insurance Agents (NCAIA)

Insurance Carrier: Peerless Insurance Company

Policy#: GL 8332535

Coverage Limits:
$1,000,000 each occurrence for Bodily Injury, Property Damage, or Personal & Advertising Injury claims
$3,000,000 aggregate limit (Other Than Products/Completed Operations)
$100,000 Damage to Premises Rented to You Limit
$1,000,000 each wrongful act limit for Health Occupation Training - Student Professional Liability
$3,000,000 aggregate limit for Health Occupation Training Student Professional Liability
$15,000 for covered medical expenses

Send Claim Info to:

Lisa Weatherly, NC Association of Insurance Agents
P. O. Box 1165
Cary, NC 27512
(919)863-6522

INSTRUCTIONS:

Keep a copy of this form for your records; it includes important policy information.
Appendix D

Internship Policies and Code of Ethics Agreement

Your initials and signature at the bottom of this form indicate you understand the following details as they are outlined below and agree to the requirements listed.

1. I understand ECU Department of Health Education and Promotion’s Internship Policies and Code of Ethics apply towards my behavior during any internship assignment. Initial _____

2. I understand that permissible work absences include illness or other serious circumstances. I will be responsible to notify the employer and the internship coordinator in case of absence. Initial _____

3. I understand that any changes in my internship status (layoff, cutback in hours, or dismissal) must be reported immediately to the internship coordinator. Initial _____

4. I am responsible to behave in a professional manner and to hold in professional confidence any information gained regarding the employing organization. Initial _____

5. If I feel victimized by a work-related incident (e.g. job misrepresentation, unethical activities, sexual harassment, discrimination, etc.), I will contact the Internship Coordinator immediately. Initial _____

6. I understand that due to the nature of an Internship arrangement, I may not withdraw from a placement except in severe and justifiable circumstances as determined by the Internship Coordinator in consultation with the cooperating employer. A dishonorable dismissal will nullify the internship arrangement at the risk of academic penalty and loss of tuition. Initial _____

7. I am aware of all applicable personal medical needs and have consulted with a medical doctor with regard to them. I have secured health insurance coverage to meet any and all needs for payment of medical costs while I participate in the Internship Program. I assume all risk and responsibility for my medical or medication needs and the cost thereof. Initial _____

8. I have provided, and will continue to provide ECU with all medical data and any other personal information necessary for a safe and healthy internship experience. There are no physical or mental health-related reasons or problems that preclude or restrict my participation in the Internship Program. I assume full responsibility for any undisclosed physical, mental or emotional problems that might impair my ability to complete the internship experience. Initial _____

9. I understand that the Internship Coordinator may take actions he/she considers to be warranted under the circumstances to protect my health and safety and/or to guard the integrity of the Internship Program, including termination of the internship experience. Initial _____

10. I will respond to internship offers in the time frame specified by the internship site. After accepting one offer, I will not continue searching for other internships or accept other offers. Initial _____

11. I will not change my internship work schedule without obtaining permission from my site supervisor and the Internship Coordinator. Initial _____

_______________________________________  ________________
Student Signature                          Date
Health Education Internship Learning Contract

Intern Contact Information
Name: 
Phone: 
Email: 

Intern Supervisor Contact Information
Name: 
Agency: 
Phone: 
Email: 

Process to Developing Your Learning Objectives

First, review the The National Commission on Health Education Credentialing (NCHEC)’s seven areas of responsibility and competency for entry-level health educators. Select at least two, but no more than four, responsibilities.

Develop an objective for each of your selected responsibility. Your portfolio and poster session will be related to these objectives, so give serious thought to your selection.

Make sure that your objectives are considered SMART objectives meaning they are:
1. Specific – Objectives should specify what you want to achieve.
2. Measurable – You should be able to measure whether you are meeting the objectives or not.
3. Achievable - Are the objectives you set, achievable and attainable?
4. Realistic – Can you realistically achieve the objectives with the resources you have?
5. Time – Can you achieve the objective within the time period of the internship?

Next, complete the table below. Write in the objectives, the steps that you will use to realize your objectives, and the answer to the question: How will you know you have accomplished the objective.

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<th>Health Education Responsibility</th>
<th>Objective</th>
<th>Steps</th>
<th>Evaluation</th>
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| Example: Serve as a Health Education Resource Person | By the end of the summer 2009 internship develop education materials which evidence competencies in the following areas by creating an informational brochure for the XYZ Health Department on the subject of H1N1 Flu | 1. Research topic of H1N1 Flu  
2. Collect materials on H1N1 Flu.  
3. Develop an indexed notebook for collected materials.  
4. Attend meetings with health department response team for H1N1 Flu.  
5. Keep copies of agendas and minutes of Flu Response team meetings. Make notes which indicate how the agendas/minutes contribute to the project of | 1. Keep copies of suggestions and corrections for draft brochure and to compare with future drafts or final copy. These copies will show progression from start of project to final copy.  
2. Finalization of the brochure will indicate that the objective has been met. |
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relationships. developing the educational materials.
6. Create draft copies of a brochure suitable for dissemination to the general public on the topic of H1N1 Flu
7. Submit draft brochures to H1N1 Flu Response Team for comments/suggestions
8. Revise draft brochures according to suggestions and requirements from the Flu Response Team.
9. Submit finalized copy of brochure to internship supervisor.

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<th>Steps</th>
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Intern: I concur with all components of this learning contract and agree to accomplish the objectives of the contract promptly and to the best of my ability.

Intern Signature:___________________________ Date:__________________

Site Supervisor: I have read this learning contract and attest that its components meet the standards and expectations for an internship with my agency/organization. I agree to conduct an evaluation of the Intern and to participate in an evaluation call or visit.

Site Supervisor Signature:___________________________ Date:__________________
This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to university supervisor.

Based on the intern’s performance and the written assignment during this report period, please place the appropriate number (1-4) in the space provided for each of the criteria statements below.

1 = Unsatisfactory: Needs Improvement  
2 = Satisfactory: Meets Minimum Criteria  
3 = Good: Surpasses Expectations  
4 = Excellent: Shows High Competence

Knowledge/Skills

1 = Critical Thinking/Problem Solving: Intern is able to identify, conceptualize, analyze, and synthesize information and address problems.

2 = Clinical, Technical & Technological Skills: Intern demonstrates competency in the performance of necessary clinical procedures, the use of technical tools and computer systems/technology.

3 = Project Development: Demonstrates effective program development skills through the application of the health promotion process (assessment, planning, implementation and evaluation).

4 = Academic Preparation/Application: Intern relates experiences to coursework/classroom training and can adequately research topics when necessary.

5 = Creativity: Intern is innovative and demonstrates the ability to develop new ideas, programs, and/or projects and creatively approach problems.

General Comments/Observations:

Interpersonal Competencies

1 = Teamwork: Intern functions as a productive member of the staff and works toward shared goals.

2 = Verbal, Written & Nonverbal Communication: Intern demonstrates the ability to read, speak, write, edit, listen and make presentations and interpersonal relations.

3 = Diversity/Respect: Intern values the uniqueness of each individual and works well with clients from a variety of backgrounds.

4 = Rapport/Empathy: Intern connects well with, can motivate and displays empathy toward clients.

General Comments/Observations:
Workplace Competencies

_____ Time Management/Responsibility: Intern is able to organize and complete tasks in a timely manner and demonstrates desirable work habits.

_____ Initiative: Intern proactively seeks out tasks/opportunities and sets/progresses toward appropriate goals.

_____ Flexibility/Adaptability: Intern adjusts to new and/or changing situations, environments and responsibilities.

_____ Attitude & Behavior: Intern has a positive approach, is open to learning and follows worksite guidelines and norms.

_____ Autonomy/Support: Intern asks thoughtful/appropriate questions while also being able to work independently.

_____ Materials Created: Intern produces well edited and high quality materials.

General Comments/Observations:

Professional Competencies

_____ Enthusiasm: Intern enthusiastically approaches roles and tasks and is enjoyable to have as a member of the organization.

_____ Judgment: Intern is able to assess situations and take appropriate actions in accordance with the values, mission and goals of the agency.

_____ Constructive Criticism: Intern accepts and responds to constructive feedback.

_____ Supervision: Intern keeps supervisor informed and works well under the style and guidance of the internship supervisor.

_____ Ethics/Integrity: Intern follows ethical guidelines of the profession and acts with integrity.

General Comments/Observations:
Please write your responses to the questions below.

**Discuss the primary strengths you have observed in the intern so far:**

**Discuss areas needing improvement:**

Based on the intern’s work during the first half of the semester, please circle the number below that best rates the student’s overall performance.

1 = Unsatisfactory: Needs Improvement
2 = Satisfactory: Meets Minimum Criteria
3 = Good: Surpasses Expectations
4 = Excellent: Shows High Competence

Please note any additional comments, examples or questions:

________________________________________
Supervisor __________________________
(signature) __________________________
(date)

________________________________________
Intern ________________________________
(signature) __________________________
(date)
Agency Supervisor’s Final Evaluation of Intern’s Progress

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to university supervisor.

Based on the intern’s performance and the written assignment during this report period, please place the appropriate number (1-4) in the space provided for each of the criteria statements below.

1 = Unsatisfactory: Needs Improvement
2 = Satisfactory: Meets Minimum Criteria
3 = Good: Surpasses Expectations
4 = Excellent: Shows High Competence

Knowledge/Skills
_____ Critical Thinking/Problem Solving: Intern is able to identify, conceptualize, analyze, and synthesize information and address problems.
_____ Clinical, Technical & Technological Skills: Intern demonstrates competency in the performance of necessary clinical procedures, the use of technical tools and computer systems/technology.
_____ Project Development: Demonstrates effective program development skills through the application of the health promotion process (assessment, planning, implementation and evaluation).
_____ Academic Preparation/Application: Intern relates experiences to coursework/classroom training and can adequately research topics when necessary.
_____ Creativity: Intern is innovative and demonstrates the ability to develop new ideas, programs, and/or projects and creatively approach problems.

General Comments/Observations:

Interpersonal Competencies
_____ Teamwork: Intern functions as a productive member of the staff and works toward shared goals.
_____ Verbal, Written & Nonverbal Communication: Intern demonstrates the ability to read, speak, write, edit, listen and make presentations and interpersonal relations.
_____ Diversity/Respect: Intern values the uniqueness of each individual and works well with clients from a variety of backgrounds.
_____ Rapport/Empathy: Intern connects well with, can motivate and displays empathy toward clients.

General Comments/Observations:
1 = Unsatisfactory: Needs Improvement
2 = Satisfactory: Meets Minimum Criteria
3 = Good: Surpasses Expectations
4 = Excellent: Shows High Competence

Workplace Competencies
_____ Time Management/Responsibility: Intern is able to organize and complete tasks in a timely manner and demonstrates desirable work habits.
_____ Initiative: Intern proactively seeks out tasks/opportunities and sets/progresses toward appropriate goals.
_____ Flexibility/Adaptability: Intern adjusts to new and/or changing situations, environments and responsibilities.
_____ Attitude & Behavior: Intern has a positive approach, is open to learning and follows worksite guidelines and norms.
_____ Autonomy/Support: Intern asks thoughtful/appropriate questions while also being able to work independently.
_____ Materials Created: Intern produces well edited and high quality materials.

General Comments/Observations:

Professional Competencies
_____ Enthusiasm: Intern enthusiastically approaches roles and tasks and is enjoyable to have as a member of the organization.
_____ Judgment: Intern is able to assess situations and take appropriate actions in accordance with the values, mission and goals of the agency.
_____ Constructive Criticism: Intern accepts and responds to constructive feedback.
_____ Supervision: Intern keeps supervisor informed and works well under the style and guidance of the internship supervisor.
_____ Ethics/Integrity: Intern follows ethical guidelines of the profession and acts with integrity.

General Comments/Observations:
Please write your responses to the questions below.

**Discuss the primary strengths you have observed in the intern so far:**

**Discuss areas needing improvement:**

Based on the intern’s work during the final half of the semester, please circle the number below that best rates the student’s overall performance.

1 = Unsatisfactory: Needs Improvement
2 = Satisfactory: Meets Minimum Criteria
3 = Good: Surpasses Expectations
4 = Excellent: Shows High Competence

Please note any additional comments, examples or questions:

______________________________
Supervisor __________________________
(signature)  
(date)

______________________________
Intern ______________________________
(signature)  
(date)
Appendix H

Suggested Activities for Supervising Agencies

1. Discuss your agency policies and procedures at the beginning of the internship period.
2. Weekly/Biweekly meetings between the intern and his/her supervisor provide greater opportunity to learn.
3. Job rotation enhances the learning experience.
4. The assignment of a health education project will allow the student intern to gain experience with all phases of a health education program.
5. Provide informal feedback on observations on a continuous basis.
6. Help the student intern develop a variety of strategies and plans for teaching adults and for accessing community health resources.
7. Prepare formal midterm and final evaluations and submit them to the University Internship Coordinator.
Association for the Advancement of Health Education (AAHE)

AAHE Code of Ethics for Health Educators

Article I – Responsibility To The Public

Health educators’ ultimate responsibility is to educate people about health in order to promote wellness and quality of life. Health educators recognize that decisions about health are made at the individual, family, peer, community, societal, and global levels. When there is a conflict of interest among individuals, groups, agencies, or institutions, health educators consider all issues and give priority to the principles of responsibility and freedom of choice.

Section 1. Health educators support the right of individuals to make informed decisions regarding their own health.

Section 2. Health educators encourage actions and social policies that support the best balance of benefits over harm for all affected parties.

Section 3. Health educators accurately communicate the potential benefits and consequences of services.

Section 4. Health educators act on conditions that can adversely affect the health of individuals and communities.

Section 5. Health educators are truthful about their qualifications and the limitations of their experience and provide services consistent with these qualifications and limitations.

Section 6. Health educators are committed to providing professional services equitably to all people.

Section 7. Health educators respect the rights of others to hold diverse values, attitudes, and opinions.

Section 8. Health educators protect individuals’ privacy and dignity.

Article II – Responsibility To The Profession

Health educators are responsible for the reputation of their profession. Their professional behavior is consistent with the Code of Ethics. When appropriate, they consult with colleagues in order to promote ethical conduct.

Section 1. Health educators maintain their professional competence through continued study and education.

Section 2. Health educators treat all individuals equitably in professional actions (e.g., hiring, promotion, retention, work assignments, and admission policies) regardless of age, gender, race, ethnicity, national origin, religion, sexual orientation, disability, socioeconomic status, or any basis prescribed by law.

Section 3. Health educators encourage and accept critical discourse in order to improve the profession.

Section 4. Health educators contribute to the development of the profession by sharing program components they have found to be effective.

Section 5. Health educators do not manipulate or violate others’ rights in sexual, emotional, financial, or other ways.

Section 6. Health educators are aware of possible conflicts of interest and exercise integrity in these situations.

Section 7. Health educators give appropriate recognition to students and colleagues for their professional contributions.
Appendix I, Page 2 of 3

Article III – Responsibility To Employers

Health educators recognize the boundaries of their professional competence. They provide services and programs for which they are qualified by education and experience, and they are accountable for their professional activities.

Section 1. Health educators accurately represent their own qualifications and the qualifications of others they recommend.

Section 2. Health educators use current professional standards, theory, and guidelines as criteria when accepting consultations, when delegating health education activities, and when making referrals.

Section 3. Health educators accurately represent potential program outcomes to employers.

Section 4. Health educators make known competing commitments, conflicts of interest, and endorsement of products when the quality of health education delivered could be adversely affected by these activities.

Section 5. Health educators openly communicate to employers when expectations or job-related assignments conflict with professional ethics.

Article IV – Responsibility In The Delivery Of Health Education

Health educators promote integrity in the delivery of health education and respect the fundamental rights, dignity, confidentiality, and worth of all people by adapting strategies and methods to the needs of different populations.

Section 1. Health educators are sensitive to the variety of cultural and social norms.

Section 2. Health educators promote the right of individuals and groups to be actively involved in all aspects of the educational process.

Section 3. Health educators use educational strategies and methods that reflect the Code of Ethics and applicable laws. If neither law nor the Code of Ethics provides guidance in resolving an issue, health educators consider other professional standards as well as their own personal standards of ethical behavior, and consult other health educators.

Section 4. Health educators implement strategies and methods that enable individuals to adopt healthy lifestyles through choice rather than by coercion.

Section 5. Health educators conduct regular evaluations of program effectiveness.

Section 6. Health educators provide educational interventions that are grounded in a theoretical framework and supported by empirical evidence.

Article V – Responsibility In Research And Evaluation

Health educators contribute to the health of the population and to the profession through research and evaluation activities. When planning and conducting research or evaluation, health educators do so in accordance with federal and state laws and regulations, organizational and institutional policies, and professional standards.

Section 1. Health educators conduct research in accordance with recognized scientific and ethical standards.
Appendix I, Page 3 of 3

Section 2. Health educators ensure that the consent of participants in research is voluntary and informed.

Section 3. Health educators implement standards to protect the rights, health, safety, and welfare of human research participants.

Section 4. Health educators maintain confidentiality and protect the privacy of research participants in accordance with law and professional standards.

Section 5. Health educators take credit, including authorship, only for work they have actually performed and give credit to the contributions of others.

Section 6. Health educators who serve as research or evaluation consultants discuss their results only with those to whom they are providing service, unless maintaining such confidentiality would jeopardize the health or safety of others.

Section 7. Health educators report the results of their research and evaluation accurately and in a timely fashion.
**Intern Evaluation of Supervising Agency and Supervisor**

DIRECTIONS: Please rate the supervising agency and/or your site supervisor. Return the completed form to the University Internship Coordinator at the completion of your internship period. Include the evaluation in your Internship Notebook.

Supervising Agency: __________________________________________________

Supervisor: _________________________________________________________

Circle the number that best describes your internship experience.

1 = failed to meet your expectations

2 = somewhat below your expectations

3 = met your expectations

4 = somewhat above your expectations

5 = well above your expectations

NA = not applicable

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<tr>
<th>I. Interest in you as a student</th>
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<td>2. Willingness to discuss concerns</td>
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<td>3. As an educator</td>
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<td>4. Flexibility</td>
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<td>5. Professionalism</td>
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<td>6. Nurturing work environment</td>
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<td>7. Leadership</td>
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8. Organizational skills

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9. Acceptance as a functional staff member

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10. Provision of relevant work experience

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11. Cooperation to provide relevant work experiences

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12. Provision of assistance to meet objectives

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13. Possession of resources to meet objectives

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14. Employment of competent staff for supervision

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15. What is your overall evaluation of the employer agency?

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16. What is your overall evaluation of your supervisor?

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Check your opinion of the supervising agency as an internship experience for students.

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<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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Should we continue to utilize this agency for internships? Yes No

If no, why not?

With the present supervisor? Yes No

If no, why not?
Note the strengths of this supervising agency.

Note the problems/concerns about this employer agency.

________________________________________

Student’s Signature

c____________________

Date
Internship Notebook Questions

DIRECTIONS: Through the course of the internship, talk to your site supervisor and ascertain the following information about your supervising agency. Submit your notebook information to the Internship Coordinator, along with other required paperwork, at the completion of the internship.

THE INTERNSHIP NOTEBOOK MUST CONTAIN:
Your weekly reports; your evaluation of your supervising agency; your final internship summary; and answers to the following questions.

1. What is the supervising agency name and location?
2. What is the purpose or mission of the agency?
3. What is the agency’s long-range master plan . . . its basic goals and objectives and schedule of implementation?
4. Outline the supervising agency’s personnel policies and practices. Obtain copies of personnel policies and practices including: probationary periods, hours of work and leave, working conditions, health benefits, promotions, assignments and transfers, retirement plans, professional development, disciplinary action, personnel evaluation, etc.
5. Include an organizational chart of the agency, showing the key positions and exactly where you fit into the organization.
6. What were your job duties? Discuss in general terms the routine work you did for your supervisor, as well as special projects you handled. Tell about any future use, by the agency, of your productive efforts completed during the internship.
7. Include examples of programs and projects you participated in over the course of your internship.
8. Evaluate your internship experience in terms of your original expectations. Evaluate your internship experience in relation to your total college experience. Was it more valuable than additional courses might have been? In what ways? Would you recommend this internship experience to others? Why or why not? What are some of the advantages or disadvantages of internships that influence your opinion?
Intern Weekly Report

Enter all completed reports into the Discussion Board of Blackboard by the following Sunday of that work week. Include copies of these in your Internship Notebook.

Student Name: _____________________________________________

Week Ending: __________________________________________________________________

Hours Worked: __________________________________________________________________

Cumulative Hour Total: __________________________________________________________________

Daily Activities:

______________________________________________________________________________

Weekly Accomplishments:

______________________________________________________________________________

Challenges:

______________________________________________________________________________
Appendix M

Final Presentations Descriptions

Worksite/Corporate Health Final Presentation

Directions: Prepare a fifteen (15) minute powerpoint presentation that includes:

A. A description of the:
   1. Company and its organizational structure
   2. Purpose of the company's health promotion program
   3. Divisions of the program and major functions of each
   4. Major sources of funding for the program
   5. Major and minor projects that student was involved with

B. An analytical overview of the internship, including insights about:
   1. Being a health educator in a worksite setting
   2. Major benefits of the internship (to your professional growth, self confidence, etc.)
   3. Suggestions for how the worksite health promotion curriculum and/or faculty could improve future internship experiences
   4. How the worksite might improve future internship experiences

Community Health Poster Presentation/Session

Directions: Prepare a tri-fold poster board that highlights the work involved in the internship. The poster presentation can highlight the major project only or the entire internship experience. Students can utilize materials or photos that were used or developed through the course of the internship.

All Students

Students participating in worksite and community health final presentations are expected to be punctual and dressed professionally. Students should expect to be in place for the entire duration of the presentations. Any deviation from this requirement can and will effect the final grade.