



HEALTH PROMOTION INTERNSHIP PROGRAM Student/Supervising Agency Manual

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HEALTH PROMOTION INTERNSHIP PROGRAM

This handbook is intended to provide students and internship supervising agencies information relating to the Department Health Promotion Internship Program. None of the information contained herein shall be interpreted to create a contract. The information included is up-to-date as of the time of printing. The University reserves the right to make changes in policy, regulations, and fees, as circumstances dictate, subsequent to publication.

HEALTH PROMOTION INTERNSHIP PROGRAM STUDENT/SUPERVISING AGENCY MANUAL

I. Introduction and Orientation

The Health Promotion undergraduate program of the Health, Physical Education and Recreation Department offers students the opportunity to prepare for professional careers as health professionals in schools, industry, and allied areas.

HLTH 4900 is an internship course that provides practical experience with a health promotion agency. This course is designed to provide you with a wide range of field experiences. As such, you will be required to fulfill the obligations outlined in this manual, as well as perform the duties required by the supervising agency to which you are assigned.

While participating in an experience of this nature, it is important to remember that you are not only representing the Health Promotion Department at UNCP but you are representing yourself as well. Your success depends upon the impression you create and the abilities you display during your internship.

The first days on the job will be spent in orientation. The exchange of information should be beneficial to both you and your supervisor. You will be given an introduction to the overall aspects of the agency for which you will be working. This will include such things as becoming acquainted with agency personnel, equipment and facilities, work schedules, policies and procedures of the agency, administrative procedures, etc. You, in turn, will have the opportunity to provide your supervisor with background information relative to your capabilities and desires.

One of your obligations will be to complete an Intern Weekly Report. In addition, you must develop an internship portfolio. Discussions between you and your supervisor should be most helpful in locating the information necessary to complete your portfolio. This portfolio information can be used in part to develop your Internship Summary Report which will be included in the portfolio. This portfolio should be as comprehensive as possible, as it will prove to be a substantial tool in providing evidence of your work to graduate schools and future employers.

A. Description of Internship Program

HLTH 4900 is a course within the health promotion field, which gives you an opportunity to merge your academic knowledge with practical job experiences. It is truly a win/win situation for both the supervising agency and the student intern. You will receive 6 semester credit hours for the successful completion of your internship. Since your grade is based on several factors, you should become thoroughly familiar with the contents of this internship manual.

Based on the judgment of your agency supervisor, you should be assigned a specific role, for which you may be assigned many tasks that will require a culmination of your academic course work.

You are to approach your internship with the assumption that it is to be a learning experience. Your supervisor will assume the responsibility for your guidance and direction. You will be under the direct authority of your supervisor and will perform assignments as directed.

B. Internship Benefits

1. Student Intern

The internship enriches education by adding the vital component of work experience for the student. The experience allows students to explore and clarify professional goals, establish post-graduation job contacts, and acquire skills and experiences related to their career goals.

By applying academic knowledge to a work environment, the student will gain invaluable practical experience prior to completing his/her degree requirements and entering the workforce. In doing so, he/she can determine areas of strength and work to improve weak areas.

2. Supervising Agency

The supervisor has the opportunity to preview and assess the potential of the intern as a possible future employee. The internship program has the added benefit of allowing the supervisor to have a trained intern with specific skills at no cost. This ultimately results in a better trained employee if that intern is subsequently hired.

C. Program Goals

The goals of the Health Promotion Internship Program are to:

1. Prepare the student for entry-level health promotion employment;
2. Provide practical work experience for students who plan to pursue a career in health promotion; and
3. Provide SE North Carolina, the state of NC and the nation with students who are prepared to practice health promotion in areas of rapid medical, social, and economic change.

II. Eligibility Requirements

A. General Criteria

In order to participate in a Health Promotion Internship Program, you must: be a degree-seeking student in good standing; have completed HLTH 2000, HLTH 3300, HLTH 4100, and HLTH 4700 with a minimum of a 3.000 GPA for those courses; and possess an overall minimum grade point average of 2.000. The Health Promotion Coordinator has the right to grant or refuse an internship request outside of those criteria.

The internship work must be directly related to the health promotion field of study. Beginning with the fall 2009 semester, students enrolling in the Health Promotion major will be required to declare a minor/concentration, and those students' internships must be directly related to that minor/concentration. The student intern is normally not paid by the supervising agency.

B. Specific Criteria

Specific Health Promotion Internship Program criteria include:

1. The Internship Application must be submitted by **SEPTEMBER 15** for the following spring session, by **JANUARY 15** for the following summer session, and by **APRIL 15** for the following fall session;
2. Pre-internship meeting with and approval from the appropriate Health Promotion Department faculty prior to any placement interviews or meetings;
3. Pre-internship orientation meetings with appropriate Health Promotion Department faculty the first two weeks of the internship semester;
4. An Intern Weekly Report documenting daily activities, hours worked, and accomplishments for that week;
5. By the last week of the internship semester or summer session, prepare and submit a paper (Internship Final Summary) to the Internship Coordinator, reporting on and critiquing your internship experience.

C. Application Process

1. Make an appointment to see the Internship Coordinator early in the semester prior to your planned registration for HLTH 4900;
2. The student completes the Internship Application and submits the completed form to the Internship Coordinator. See Section II.B.1. for application submission dates. A resume and your internship objectives should accompany the application (sample objectives can be found at www.uncp.edu/hper).
3. The application is reviewed and assessed by Health Promotion Department faculty.
4. If accepted, the student registers for HLTH 4900.
5. A final meeting (interview) is set with the agency supervisor and the intern.
6. The potential supervising agency completes the Supervising Agency Interview Report and forwards the form to the Health Promotion Department.
7. An email is sent to the student and the supervising agency confirming the agency placement for the student.
8. The student completes the Internship Agreement and the Intern Waiver and submits the form to the Health Promotion Department.

III. Internship Program Questions and Answers

1. *When should I apply?*

You should schedule your initial meeting with the Internship Coordinator early in the semester prior to your planned internship.

Your completed application is due SEPTEMBER 15 for the following spring session: JANUARY 15 for the following summer session; and APRIL 15 for the following fall session.

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

A health history and physical examination record should be on file with the Student Health Services. However, you may have to go through any initial screening processes required by the supervising agency

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

No, this is an unpaid internship.

4. *May I identify my own supervising agency?*

Yes. You must contact your supervising agency. You may receive help from the Health Promotion Department.

5. *What forms must I submit prior to the internship?*

Internship Application

Internship Agreement

Intern Waiver

7. *What paperwork do I have to turn in at the end of the internship period?*

When you have finished completing the internship you must turn in:

- All completed Intern Weekly Report forms (Appendix L), each signed by your internship agency supervisor; place in your internship portfolio.
- Your completed Intern Evaluation of Supervising Agency and Supervisor form (Appendix J); place in your internship portfolio.
- Answers to the Internship Portfolio Questions (Appendix K); place in your internship portfolio.
- Your Internship Final Summary (see Appendix M, Guidelines); place in your internship portfolio.

8. *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.

IV. Roles and Responsibilities

A. Supervising Agency

1. The agency participates in an intern interview/meeting session and completes the Supervising Agency Interview Report for submittal to the Health Promotion Department.
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 by providing realistic work experiences.
6. The agency completes the Midterm Supervising Agency Evaluation of Intern form and the Final Supervising Agency Evaluation of Intern form and submits each form to the Health Promotion Department.
7. The agency notifies the Health Promotion Department of any problems or difficulties encountered during the internship period.

B. Student Intern

All policies, rights, and responsibilities pertaining to all students at UNCP apply to student interns in the Health Promotion Internship Program. In addition, the student intern will:

1. Complete and submit the Internship Application.
2. Attend the orientation meetings prior to the initiation of the internship.
3. Complete all required internship forms.
4. Abide by the rules and regulations of the supervising agency.
5. Be punctual and dependable. Dress appropriately.
6. Endeavor to establish and maintain effective professional working relationships.
7. Act in a manner commensurate with your status as a worker and as an UNCP student.
8. Handle confidential information in a professional manner.
9. Recognize that the agency supervisor is responsible for the Health Promotion material to be covered and the method of instruction.
10. Keep the Health Promotion Department informed of all problems, difficulties, or delays encountered during the internship.
11. Complete all required final evaluation materials and submit to the Health Promotion Department.
12. Submit an Internship Final Summary on your internship experience.

C. Health Promotion Department

The Health Promotion Department 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 Promotion support is provided to student intern.
3. Conduct pre-internship orientation meetings with the student intern and, if needed, the agency supervisor.

4. Make regular telephone contact with each agency supervisor to provide an opportunity for the supervisor to ask any questions or express any concerns about the internship process.
5. Assist the student intern in the development of individual learning goals for the internship.
6. Ensure the preparation of the Midterm Supervisor Agency Evaluation of Intern form.
7. Ensure the Intern Weekly Report forms are completed and received at the end of the internship.
8. Ensure all final evaluation forms are received.
9. Determine, with significant input from the agency supervisor, the final grade to be given to the student intern.

D. University of North Carolina at Pembroke

UNCP will:

1. Provide student support services that create a student internship environment conducive to learning and practical work experience.
2. Recruit quality faculty and maintain support services to assist faculty in instruction.
3. Develop private sector support for the internship program.
4. Allocate financial and physical resources to accomplish the University mission.

V. General Policies

A. Assignment

Students majoring in Health Promotion must choose an off-campus facility either in a public or private setting. 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 hours deemed by their internship agency.
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.

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 strongly encouraged to obtain some form of professional liability insurance as a protective measure.

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 Promotion (AAHE).

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.

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:

- Your signed clock hours
- Intern Weekly Report
- Internship portfolio
- The supervising agency midterm and final evaluations
- Your evaluation of your supervising agency
- Internship Final Summary

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 to develop 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 UNCP supervisor. This will be an important aspect of your experience as you review the entire period of internship. When completing the form, 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. Your evaluation of your supervising agency must be submitted to the Internship Coordinator at the conclusion of the internship period.

C. Internship Portfolio

One of your obligations will be to develop a complete professional portfolio including all the work you have done during your internship (e.g. health education materials, brochures, posters, etc). Your portfolio should also include your completed weekly reports as well as your supervisor reports (emailed to you after they have been reviewed by the university supervisor). The intention for this portfolio is for it to be proof of the quality of your work in health promotion. This is your opportunity to develop a tool to show your talents to graduate schools and future employers. Put a great deal of energy into the creation of your portfolio.

D. Intern Weekly Report

Using the form found in Appendix L, provide information to the Health Promotion Department regarding your hours worked, daily activities, and your accomplishments for the week.

REMEMBER, YOUR AGENCY SUPERVISOR WILL CONFIRM ALL HOURS AS SUBMITTED!!

E. Internship Final Summary

Upon the completion of your internship, prepare a professional, five-page paper reporting on and critiquing your internship experience. This summary should be included in your internship portfolio. Use APA citation style throughout your paper.

Incorporate the following in your internship summary:

1. Identify the supervising agency, the period of internship, and summary references to the nature of the internship.
2. Discuss in general terms the routine work you did for your supervisor, as well as the special projects you handled. Indicate the approximate percent of your work hours you spent on work in each category. Elaborate on the extent of your involvement in each activity and assess its benefit to the agency. Tell about any future use, by the agency, of your productive efforts completed during the internship.
3. Describe the nature and extent of the learning that took place and its personal and career applications in your behalf. What activities helped to make the internship experience most beneficial to you?
4. What aspects of your internship experience could have been improved to make it more enjoyable and useful to you? Identify specific points your supervisor and the Health Promotion Department could improve to enhance your internship experience.
5. 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 an additional course might have been? In what ways? Would you recommend the internship experience to others? Why or why not? What are some of the advantages and disadvantages of internships that influence your opinion?