Health Promotion
Appalachian State University

HP 4900
Capstone Course
Internship Manual

Revised 1/27/14; Melanie Austin

The original manual was compiled by Dr. David Nieman, Professor, HLES, Appalachian State University.

Sections of this manual were adapted with permission from the Health Education Internship Packet from Western Oregon University (objective, log, summary report).
HP4900 Internship Guidelines
Health Promotion Program, ASU

Health Promotion Director: Dr. Alan C. Utter
Phone: 828-262-3094 e-mail: utterac@appstate.edu

Internship Supervisors:
Health Promotion Lecturer: Ms. Melanie Austin
Phone: 828-262-3142 e-mail: austinm@appstate.edu

Health Promotion Lecturer: Ms. Colleen Utter
Phone: 828-262-6331 email: uttercm@appstate.edu

Internship materials (as detailed below) must be submitted to either Ms. Austin or Ms. Utter by the dates below. If you are planning to begin your internship during the:

- **Summer months:** Materials must be submitted no later than April 1st
- **Spring semester:** Materials must be submitted no later than November 1st
- **Fall semester:** Materials must be submitted no later than July 1st

Description of internship

HP4900 (Internship) is an extended experience in practical applications of health promotion skills at a cooperating public or community health agency, hospital, or worksite. During the last decade, hundreds of Health Promotion majors have successfully completed an internship experience (often the stepping stone to a job or graduate education). The most common site is the hospital, followed by the worksite and public health department (see figure).

You are not to start your internship until all academic work has been completed (or special permission from Dr. Utter has been granted).

Before the last semester of academic study, go to College of Fine and Applied Arts and arrange for a graduation check. If you desire graduate education, arrange to take the GRE. Work with Dr. Utter to clear all course substitutions or transfers.
Learning objectives

1) Apply and connect theories/concepts/perspectives from a variety of courses in the general education curriculum as well as from the Health Promotion degree major curriculum.

2) Synthesize and apply information and ideas from interdisciplinary readings to a practical setting.

3) Utilize effective written communication skills suitable to topic, purpose, and audience.

4) Collaborate effectively with others in the practical setting in shared inquiry, problem solving, and program development/implementation.

Selecting your internship site

Select your internship site about 3-6 months prior to your starting date. There are several ways to search for a site. Any of the HP faculty can assist you in getting started with the search.

There is also an internship site list of all sites that Health Promotion students have utilized since the degree program started; you are not limited to these sites, but it can give you an idea of the type of agencies students have utilized in the past. It can be accessed by going to www.hles.appstate.edu. When on the home page, click on academic programs at top; then chose health promotion. The internship manual is also at this site. You may want to check local phone books in your preferred geographic area for fitness centers, health departments, and other health promotion programs.

Site names and contact information often changes; therefore, the information is sometimes not correct. If you are interested in a listed site but cannot reach the contact person and/or the phone number is no longer available, we suggest that you try directory assistance for the agency name. If you call the agency and the contact person is no longer working at the agency, explain to the person that you are interested in an internship and ask can they direct your call to the appropriate staff person. Excellent resources for finding possible sites include:

1. WORKSITE HEALTH PROMOTION: www.welcoa.org. Click on InfoPoint in the left column. User ID is university and password is affiliate. Go to the career center. Also, you can go under Well Workplace (top of page) and look at the award winners for worksite health promotion. Location, description, and contact information is usually provided. Chances are if the company has a health promotion program they will also accept interns.

2. COMMUNITY HEALTH: www.healthycarolinians.org. There are Healthy Carolinian programs in almost every county of North Carolina and you can locate your county and get a link to their web page.

3. COMMUNITY HEALTH: http://www.ncpublichealth.com This site provides links to all public health departments in North Carolina.

5. **HOSPITALS:** [http://www.ncha.org/public](http://www.ncha.org/public) This site provides links to North Carolina hospitals, and you can check to see if they offer health promotion services. If they have these services they may also accept interns.

6. [www.career.appstate.edu](http://www.career.appstate.edu). Click on students. Click on Health Education & Health Promotion to check out helpful information. Also, check out Career Gear for potential internship sites.

7. [http://www.phfr.com](http://www.phfr.com) Search for internships or full-time jobs using this national internship finder service.

8. [www.hfit.com](http://www.hfit.com) Contact the Recruitment manager for Health Fitness Corporation to find internships at their worksites. They have programs in 41 states.

9. **Question Why Youth Centers; youth advocacy centers targeting tobacco use/teens**
   Offices in Asheville, Raleigh, Durham, Charlotte, Lumberton, Winterville, New Bern, and Wilmington; Asheville contact information provided on internship list.

**Qualifications of Internship Site**

You need to make sure that the internship site meets the following criteria:

a. Provides competent supervision by an educated health/fitness professional;

b. Provides a well-rounded experience in health promotion/wellness (e.g., not just fitness, but also smoking cessation, weight management, stress management, nutritional programs, etc.);

c. Long-term record of professional service to the local community and members; and

d. Must NOT provide services of questionable scientific quality (e.g., sales of supplements, acupuncture, and other forms of quackery).

**Contacting the internship site**

Call the potential agency/site and make arrangements for an interview. Visit the site with resume in hand and/or send them the resume prior to the interview. You can also share the link to your Mahara career portfolio if you have created one (HP 4800). The Career Development Center ([www.careers.appstate.edu](http://www.careers.appstate.edu)) can be of assistance in resume writing. Be professional in appearance and demeanor. Give a copy of this internship manual to the site supervisor.

**Internship Inventory, Registration, and Contract**

1) **Meet with your potential agency** (take the internship inventory with you so that you know what information you will need to collect from agency). The inventory is posted on the HLES web page; click on Academic programs, then Health Promotion; posted with manual/site list.

2) **Complete** the internship inventory.

3) **Obtain a typed job description** from the agency supervisor.
4) Email, fax, or hand the inventory, job description, and personal resume to Health Promotion faculty no later than 2 months prior to the start of your internship.

5) You will receive an internship contract from your faculty member. You and the agency supervisor both need to sign the contract (page two) and email, fax, or hand the signed copy to your faculty member. If you email the contract you will need to scan it first. Once the faculty member completes the registration process, you will receive confirmation of registration from the Registrar’s office (or Distance Education, if you are an online student). HLES fax; 828-262-3138. Internship faculty supervisor’s (Colleen Utter and Melanie Austin) email addresses are at the top of page one.

6) The Registrar’s office will register you for the internship; you will receive an email confirmation of this registration.

Guidelines for Completing a Successful Internship

1. A minimum of 320 hours of supervised experience is required (HP4900, 6sh). Health Promotion internships must include the minimum hours of supervised experience for 6 semester hours. Count on a minimum of 8 weeks at 40 hours/week, or some other schedule suitable to your internship supervisor. The schedule/hours per week are negotiated with the agency at the interview.

2. The intern is responsible to understand and complete all required components of the internship. These are described in the next section—Expectations of learning outcomes.

3. It is critical that interns do ALL that is asked of them (no matter how menial the task) with a pleasant, cheerful, and energetic style and attitude. Even though most interns are not paid, the internship should be viewed as an actual job. Dress professionally, and act like a health professional. Nationwide, approximately 60% of interns are hired as a direct result of their internship. The connections established during the experience are invaluable. Many internship supervisors provide recommendations for a prospective jobs or applying to graduate school.

4. The internship experience should be educational. Therefore, seek as much variety as possible, attending meetings, observing difference phases of the program, and volunteering for new and demanding opportunities.

5. You are to call or e-mail your faculty member immediately if a problem/concern arises.

6. We may ask to speak with your supervisor from time to time or require e-mail reports on your progress and performance.
Expectations and Assessment of learning outcomes

You will submit materials via AsULearn course site; examples of materials are in this packet.

1. **Within two weeks**: student will develop internship learning objectives within two weeks of starting the internship and submit to faculty and agency supervisor.

2. **Bi-weekly log**: student will maintain a daily log that briefly describes the major activities, records hours, and reflects on any issues/problems and/or how activities relate to prior coursework in the general education and major curricula. Logs should be submitted every two weeks during the internship via a forum; any problems and/or concerns should be addressed immediately. You will complete the log form using Microsoft Excel.

3. **Bi-weekly report**: student will submit a brief bi-weekly report via the forum and interact with fellow classmates in a small group forum.

4. **Summary report**: At the end of the internship you need to submit a 4 to 6 page Summary Report. Guidelines for the content of the Summary Report are in this manual. The Summary Report will also include an annotated bibliography of at least 6 to 8 resources, research publications, textbooks, and websites that you utilized during your internship.

5. **Supervisor final evaluation**: Your supervisor should complete your final evaluation (and should review it with you). You are responsible to give the evaluation form to your supervisor; you or the supervisor will email, mail, or fax the evaluation to the faculty member at the end of the internship. The evaluation form is in this packet and posted on the course site.

6. **Midway and final student self-evaluation**: You will complete two self-evaluations: midway and final, both completed through a link provided on the course site.

7. **Midway contact with agency supervisor with faculty member**: You will arrange either an email or phone contact between your agency supervisor and the faculty member.

8. **Complete work example**: At the end of the internship you will provide at least one example of completed work such as a brochure, educational handout, incentive campaign, exercise prescription, program plan, presentation outline and/or PowerPoint slides.

9. **Materials must be turned** in by the time designated by your faculty member.

**NOTE**: Continue through the manual which describes some of the assessment of learning outcomes in more detail.
Internship Objectives

Your own personal objectives may be focused on knowledge acquired, skills used, personal growth, or career development (i.e. to develop better networking skills, etc.); however, they should relate to the main objectives listed for the internship course.

Talk with your internship supervisor to get ideas. Talk to your internship supervisor about your objectives prior to submitting them to your academic supervisor. You should develop two to four objectives and list the main course objective that our objectives addresses; the course objectives are in this internship manual (page one) and posted on the AsULearn course site.

Objective Example: Develop an incentive program for YMCA fitness participants with a focus on maintaining participation during the summer months (Course objectives # 1 and 4).

Helpful hints for writing objectives:

1) Use an action verb.
2) Specify a single, key result to be accomplished.
3) Make them realistic.
4) Make them specific and concrete.
5) Keep them simple.
6) Make sure they are consistent with agency’s objectives/mission/intern job description.
7) Make sure they are consistent with the objectives for the internship.

Your objectives (or you can post them in a word document):

1.

2.

3.

4.
### Daily Log and Reflection of Learning

<table>
<thead>
<tr>
<th>Date: (Today’s Date)</th>
<th>Daily Report</th>
<th>Issues and Concerns</th>
<th>Concept Reflection</th>
<th>Hours:</th>
<th>Daily</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: 9 Sept 2006 Thursday</td>
<td>Example: Today I was assigned to work on a press release about skin cancer. I began doing research on the prevalence of skin cancer in Utah.</td>
<td>Example: Had a problem finding information about injury prevention programs. Solved by calling the Health Division and getting information from them about injury prevention.</td>
<td>Example: Made a presentation to group; utilized skills learned in public speaking such as projecting my voice/connecting to the audience. Utilized information on writing outlines from HP 4900.</td>
<td>Example: 6.5</td>
<td>Example: 18.5</td>
<td></td>
</tr>
</tbody>
</table>

**NOTES:** You will download the Microsoft Excel form from the course site and complete this form daily. It is understood that you may not always have reflections for problems/issues and concepts. However, completing the concept reflection regularly will help you in writing your Summary Report. Send the log via the forum report every two weeks.

Please note that this should be a **running log** of your hours so that the final log reflects 320 total hours; if you have trouble with Excel please email your faculty for assistance.

You **must** use the Excel form.
Guidelines

Summary Report and Annotated Bibliography

Prepare a 4 to 6 page report following business style writing format (12 point font, Times New Roman font, headings, single space with two spaces between paragraphs) and addressing the following topics:

Overview
Provide an overview of what you did during your internship.

Objectives
List your learning objectives (completed during the first two weeks of internship).
Describe to what degree you accomplished those objectives.

Professional Growth
Explain how your internship experience has contributed to your professional growth.

Problems
Identify and analyze the problems confronting you and/or the agency during this internship.
Explain what was done or could have been done to solve them.

Career Objectives
As a result of this experience, describe how you have redefined your specific career objectives.

Preparation
Describe how the internship has prepared you for a job in the health promotion field.

Knowledge/Skills/Competencies
Explain the skills or competencies you were required to use in your internship, including those that you felt prepared to use and those you felt unprepared to use.
Describe any new skills you have developed through your internship.
Describe how your courses in the general education and major affected your performance, skill, knowledge, and ability.

Training
Describe what training you would need before you would qualify as a professional staff member in this agency/organization.

Future
Explain how your internship experience will impact your future.

Annotated bibliography (separate page)
Attach an annotated bibliography of at least 6 to 8 resources, research publications, textbooks, and websites that you utilized during your internship experience. The annotation should briefly note how you utilized the resource in your internship setting. This is not included in the page requirement for the Summary Report.
Example of Work

At the end of the internship you will provide at least one example of completed work (also referred to as a product) such as a:

- Brochure
- Educational handout
- Incentive campaign
- Exercise prescription
- Program plan
- Presentation outline and/or PowerPoint slides
- Data collection and/or program evaluation

You need to discuss this requirement with your internship supervisor at the first of your internship so that he/she understands that you need an assignment that will allow you to create a product to submit. If you have difficulty with deciding on a product, please email your faculty member early so that we may discuss this with you and your internship supervisor.

Also, you may want to include this product in your learning objectives. It also would be good to include in your Career portfolio and resume.
Final Evaluation of Internship Student by the Site Supervisor

Name of Intern ........................................ Date of evaluation ____________________________

Name of Internship Supervisor .......................... Phone # of supervisor: __________________________

Note to internship supervisor: First of all, thank you very much for taking the time and effort to provide a supervised internship experience for our ASU intern. Please circle the number below that corresponds to how the student intern performed at your site.

(10 = excellent, 5 = average; 1 = poor).

1. People skills
   a. Worked well with other staff members and administrators 10 9 8 7 6 5 4 3 2 1
   b. Worked well with clients (patients) 10 9 8 7 6 5 4 3 2 1

2. Communication skills
   a. Production of written reports 10 9 8 7 6 5 4 3 2 1
   b. Ability to give oral lectures to small or large groups 10 9 8 7 6 5 4 3 2 1

3. Knowledge of subject matter
   a. Knowledge of basic concepts in relevant health/fitness areas 10 9 8 7 6 5 4 3 2 1

4. Computer skills
   a. Computer skill in preparation of reports and slides; data entry 10 9 8 7 6 5 4 3 2 1

5. Program development
   a. Knowledge of steps in program planning and implementation 10 9 8 7 6 5 4 3 2 1
   b. Ability to locate important information and data for programs 10 9 8 7 6 5 4 3 2 1

6. Personal competencies
   a. Professional demeanor and appearance 10 9 8 7 6 5 4 3 2 1
   b. On time 10 9 8 7 6 5 4 3 2 1
   c. Organized 10 9 8 7 6 5 4 3 2 1
   d. Good attitude; motivated 10 9 8 7 6 5 4 3 2 1
   e. Innovative 10 9 8 7 6 5 4 3 2 1
   f. Self-starter 10 9 8 7 6 5 4 3 2 1
   g. High energy 10 9 8 7 6 5 4 3 2 1

Comments (please comment on overall performance by intern and give your recommendation regarding a “satisfactory” or “unsatisfactory” final grade)

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Student signature __________________________ Supervisor signature __________________________

Date __________________________