

Appalachian State University

Department of Health and Exercise Science

Public Health

PH 4900

Internship Manual

Revised: August 2019

PH 4900 Internship Guidelines

Public Health Program Director:

Dr. Adam Hege

429 Leon Levine Hall

Phone: 828-262-7102

e-mail: hegeba@appstate.edu

Public Health

Internship Coordinator:

Colleen Tarantino

426 Leon Levine Hall

Phone: 828-262-6331

e-mail: tarantinocm@appstate.edu

Internship materials must be submitted to the Internship Coordinator by the dates below:

If you are planning to begin your internship during the:

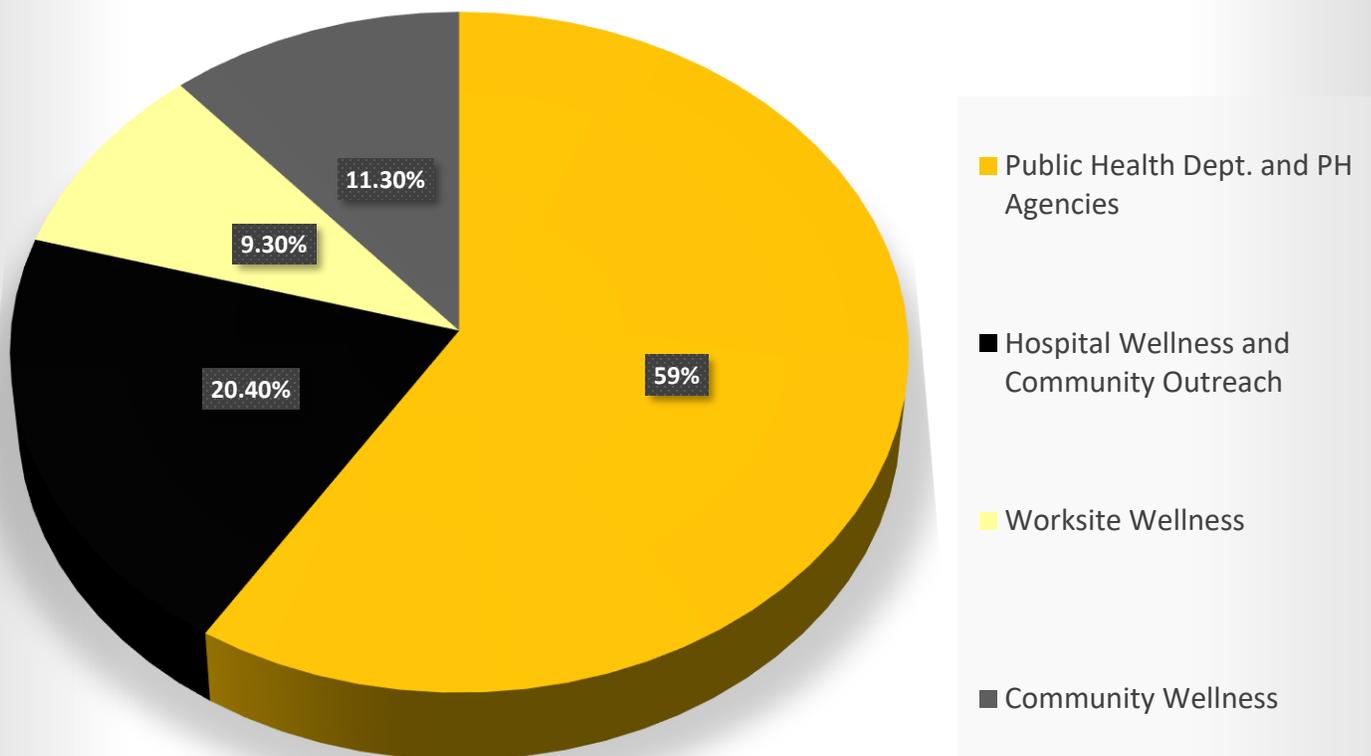
- ❖ **Summer months:** Materials must be submitted no later than ***April 1st***
- ❖ **Spring semester:** Materials must be submitted no later than ***November 1st***
- ❖ **Fall semester:** Materials must be submitted no later than ***July 1st***

Students are discouraged to start the internship before all Public Health academic coursework has been completed (or special permission from the internship coordinator has been granted).

Description of Internship

PH 4900 (Internship) is an extended experience in practical applications of public health skills and knowledge at a cooperating public or community health agency, hospital, or worksite. During the last two decades, hundreds of students in the major have successfully completed an internship experience (often the stepping stone to a job or graduate education). Currently, the most common site is a Public Health Department or Agency, followed by a hospital and Community Wellness. (See figure below)

Distribution of Public Health Interns



PH 4900 Learning Objectives

- 1) To apply and connect theories/concepts/perspectives from a variety of courses in the general education curriculum as well as from the Public Health degree major curriculum.
- 2) To synthesize and apply information and ideas from interdisciplinary readings to a practical setting.
- 3) To utilize effective written communication skills suitable to topic, purpose, and audience.
- 4) To collaborate effectively with others in the practical setting in shared inquiry, problem solving, and program development/implementation.

Selecting an Internship site

- There will be an internship meeting **scheduled each Fall and Spring semester** for those students interning in the following calendar year. Students can also schedule an appointment with the Internship Coordinator at any time to assist in your search for an internship site.
- Many sites require an online application and/or an interview. Please search early to insure not missing any **application deadlines**.
- Select an internship site approximately **3-6 months prior to the starting date**. (*Earlier if securing an international site*). There are several ways to search for an internship site. Begin by reading the rest of this manual for tips and potential sites, and contact any Public Health faculty for additional assistance.
- **Please ask the site if an Affiliation Agreement (AA) is needed.** Appalachian State University does not require an AA, but some internship sites do. If the site requests an Affiliation Agreement and there is not already have one in place, please provide the site with the contact information for the Internship Coordinator. This process goes through the legal offices of both parties and can take up to a month or more to complete.

Listed below are examples of internship sites students have been placed in through our program. (This is a very small sample list) This list allows students to see the diversity of settings a PH major can intern in. Students do not have to secure an internship in Boone or the state of North Carolina, however, the internship site will need to be approved by the Internship Coordinator prior to registration. Please note that some contact information may have changed in this listing without notice.

1) Appalachian Regional Healthcare / Community Outreach

210 Deerfield Road Boone, NC 28607

Candace Jones / cfjones@apprhs.org / 828-268-8960

2) WAMY Community Action, Inc.

225 Birch Street Boone, NC 28607

Emily Greer / emily@wamycommunityaction.org / 828-264-2421

3) Appalachian State University Wellness and Prevention Services

614 Howard Street Boone, NC 28608

Dr. Alex Howard / howardaf@appstate.edu / 828-262-3148

4) Appalachian District Health Department (AppHealth)

126 Poplar Grove Connector, Boone, NC 28607

Applications and deadlines for applying are available on their website

<https://www.apphealthcare.com/contact-us/opportunities/>

5) Maya Angelou Center for Health Equity

141 Health Center Drive, Boone, NC 28607

Sarah Langdon / 336-713-7600

6) BestHealth (Wake Medical Employee Wellness Programs)

Medical Center Blvd, Winston-Salem, NC 27157

Adrienne Newton / 336-713-8015 / agolding@wakehealth.edu

7) Caldwell County Health Department

2345 Morganton Blvd SW, Lenoir, NC 28645

Anna Martin / amartin@caldwellcountync.org / 828-426-8414

8) BrennerFIT / Wake Medical Center (Child Obesity Program)

3325 Silas Creek Parkway Winston-Salem, NC 27103

Contact information available on the website below

<https://www.brennerchildrens.org/Pediatric-Obesity/Volunteers-and-Interns-with-Brenner-FIT.htm>

9) Hospitality House (Resident Garden Program)

338 Brook Hollow Road Boone, NC 28607

Elena Dalton, Garden Coordinator / 828-264-1237

10) High Point University / Employee Wellness

1 S University parkway, High Point, NC 27262

Melissa Marion, Director / 336-841-4698

Listed below are a few common resources that may assist students in their internship search as well as provide resources for exploring career options.

1. **COMMUNITY HEALTH:** <https://publichealth.nc.gov>

This site provides links to all public health departments in North Carolina.

2. **FEDERAL INTERNSHIPS:** <https://www.nih.gov/>

This site provides information about government / federally funded programs

3. **HOSPITALS:** <http://www.ncha.org>

This site provides links to North Carolina hospitals, and you can check to see if they offer public health services. If they have these services they may also accept interns.

4. **ASU STUDENT DEVELOPMENT:** www.careers.appstate.edu

This site provides services and resources for internships, writing cover letters, resumes and other career related resources.

Qualifications of Internship Site

The Internship Coordinator will review materials submitted by the student for approval of an internship site. Internship sites need to meet the following criteria:

- Provide competent supervision by an educated/credentialed professional in Public Health or a related health field
- Provide a well-rounded experience in Public Health (including but not limited to program planning, implementation, and evaluation in a variety of public health areas. This can include but is not limited to areas such as weight management, food insecurity, substance abuse, community health, infant maternal health, emergency preparedness, and other public health operations)
- Long-term record of professional and credible service within the agency
- Must NOT provide services of questionable scientific quality

Contacting the Internship Site

Call or email the potential agency/site and inquire if there are any internship positions. If there are positions available, inquire about the process to secure a position. (This process can vary from site to site). Be prepared to provide a copy of your resume and cover letter to potential sites. Students can also share the link to a career portfolio if they have created one. The Career Development Center (www.careers.appstate.edu) as well as Public Health faculty can be of assistance in resume and cover letter writing.

Feel free to email a copy of this internship manual to any potential internship site. Public Health faculty are available to students for career mentoring and can provide guidance in the interview and communication process with your internship site.

Internship Inventory, Registration, and Contract (Materials to be submitted)

1) **Meet with the 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 Public Health web page. <https://hes.appstate.edu/academics/public-health>

2) **Complete the internship inventory.** (<https://hes.appstate.edu/academics/public-health>)

3) Obtain a **typed internship description** from the agency supervisor on official letterhead. (Needed to approve the site)

4) Email or hand deliver the 3 items listed below to the Internship Coordinator for internship approval by the dates provided previously in this manual:

The following items need to be submitted to the Internship Coordinator to start the registration process.

- **Internship Description (on official letterhead)**
- **Internship Inventory (<https://hes.appstate.edu/academics/public-health>)**
- **Personal Resume**

5) Students will receive an internship contract from the Internship Coordinator (unless your site requires an Affiliation Agreement). The student and the agency supervisor both need to sign the contract (page two) and email, fax, or hand the signed copy to the Internship Coordinator. Emailed contracts should be in a PDF format, **no** JPEG files will be accepted. AA have to be signed in hard copy on original printed documents via mail.

Internship Coordinator Email: Colleen Tarantino tarantinocm@appstate.edu

HES fax: 828-262-3138

6) The Registrar's office will email students with confirmation of registration.

Guidelines for Completing a Successful Internship

1. **A minimum of 240 hours of supervised experience** is required (PH4900, 6sh). Public Health internships must include the minimum hours of supervised experience for 6 semester hours. Count on a minimum of 6 weeks at 40 hours/week, although most internships average 20-25 hours/week. The schedule/hours per week are decided by the agency.

2. **The internship credits may also be split over 2 semesters.** Students must work with the site supervisor to determine the structure of any multi-semester internships and have the plan approved by the Internship Coordinator.

3. The intern is responsible for understanding and completing all required components of the internship. These are described in the next section—Expectations of learning outcomes.

4. 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 a job. Dress and act professional. Many interns are hired as a direct result of their internship. The connections established during the internship experience are invaluable and many internship supervisors provide recommendations for prospective jobs or graduate school applications.

5. The internship experience should be educational. Therefore, seek as much variety as possible by attending meetings, observing different phases of programming, planning, implementation, evaluation of programs, and volunteering for new and demanding opportunities. Don't be afraid to step out of your comfort zone.

6. Students are to call or e-mail your Internship Coordinator immediately if a problem/concern arises.

7. The faculty supervisor will ask to speak with your supervisor from time to time and/or require e-mail reports on your progress and performance.

Expectations and Assessment of Learning Outcomes

Students are expected to be active on the AsULearn site throughout the internship. Students will submit assignments/materials via AsULearn as well as participate in a discussion forum as part of the internship grade. (Descriptions of assignments are provided below)

1. **Internship Objectives:** Each student will develop internship learning objectives within two weeks of starting the internship and submit to the faculty supervisor via AsULearn. It is helpful to be at the internship site and assess what opportunities are available before developing objectives. It can also be helpful to develop these with the supervisor on site.

2. **Bi-weekly log:** Each student will maintain a daily log that briefly describes major activities, records hours, and reflects on any issues/problems and/or how activities relate to prior coursework in the general education and major curriculum. Logs should be submitted every two weeks during the internship within the discussion forum. (Attached to your bi weekly posts) Students will complete the log form using Microsoft Excel and this is formatted and available to each student on the class site.

3. **Bi-weekly report** (Discussion Forum) Each student will submit a brief bi-weekly report via the discussion forum and interact with fellow classmates in the forum.

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

5. **Supervisor final evaluation:** Each student's site supervisor should complete a final evaluation (to be reviewed with the student). The student is responsible for giving the evaluation form to the site supervisor; the student or the supervisor will email or fax the evaluation to the Faculty Supervisor at the end of the internship. The evaluation form is in this packet and posted on the course site.

6. **Final student self-evaluation:** Each student will complete a final self-evaluation through a link provided on the course site.

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

8. **Completed work example:** At the end of the internship, each student 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. All materials must be turned in by the time/date designated by the Faculty Supervisor and via AsULearn unless otherwise noted.

NOTE: Continue through the manual for assignment descriptions

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 faculty supervisor. You should develop three to four objectives and list the main course objective that our objectives address; the course objectives are in this internship manual (page three) and posted on the AsULearn course site.

Objective Example: Develop an incentive program for Wake Med employees 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 objectives realistic.
- 4) Make objectives specific and concrete.
- 5) Keep objectives simple.
- 6) Make sure objectives are consistent with agency's objectives, mission, and internship job description.
- 7) Make sure objectives are consistent with the objectives for the internship.

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

- 1.
- 2.
- 3.
- 4.

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: (an example is provided on the AsULearn site.

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
- Program plan
- Presentation outline and/or PowerPoint slides
- Data collection and/or program evaluation

Students need to discuss this requirement with site supervisor at the first of the internship so that he/she understands that an assignment is needed that will allow the student to create a product to submit. If the student has difficulty with deciding on a product, please email the faculty advisor early so that a discussion with the student/ and or site supervisor can clarify the requirement.

This product could ideally fit in the student's learning objectives as well.

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 **Excellent-Average-Poor**
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
Comments:

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
Comments:

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
Comments:

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

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
Comments

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 _____

Date: _____

Supervisor signature _____

Date: _____