PH 4900 Internship Guidelines
Public Health Program

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Internship materials must be submitted to Colleen Tarantino-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

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

Remember to have your graduation audit by contacting the Beaver College of Health Sciences. Work with your PH academic advisor to clear all course substitutions or transfers that need to be taken care of.
**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)
PH 4900 Learning Objectives

1) 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) 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 and any Public Health faculty can assist you in getting started with the search as well.

Please ask your site if they need an Affiliation Agreement. Not all sites ask for this and we have some already established and on file. If the site request an Affiliation Agreement and we do not already have one, 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 to complete. This process is also separate from the contract sent to you from the Internship Coordinator for signatures.

There will be an internship meeting scheduled each Fall semester for those students interning in the following calendar year. You can also schedule an appointment with the internship coordinator at any time to assist in securing an internship site.

Listed below are examples of internship sites students have been placed in our program. This list allows you to see the diversity of settings a PH major can intern in. You do not have to secure an internship in Boone or the state of North Carolina, however, your internship site will need to be approved by the Internship Coordinator prior to registration.
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
126 Poplar Grove Connector, Boone, NC 28607
Jennifer Schroeder / Emergency Preparedness/ jennifer.schroeder@apphealth.com / 828-264-4995
Stephanie Craven Bunch / Health Education/ stephanie.craven@apphealth.com / 828-264-4995

5) YMCA of Western NC / Community Nutrition Program
525 Vine Street Suite 150 Winston-Salem, NC 27101
Sarah Langdon / lriggsbee@ymcawnc.org / 828-575-2916

6) Maya Angelou Center for Health Equity
141 Health Center Drive, Boone, NC 28607
Sarah Langdon / 336-713-7600

7) Action Health (Wake Wellness Programs)
Medical Center Blvd, Winston-Salem, NC 27157
Gretchen Bayne / gbayne@wakehealth.edu / 336-713-8002

8) Caldwell County Health Department
2345 Morganton Blvd SW, Lenoir, NC 28645
Anna Martin / amartin@caldwellcountync.org / 828-426-8414

9) Brenner FIT / Wake Medical Center (Child Obesity Program)
3325 Silas Creek Parkway Winston-Salem, NC 27103
Casey Foster / cashicks@wakehealth.edu / 336-713-3082

10) Hospitality House (Resident Garden Program)
338 Brook Hollow Road Boone, NC 28607
Lauri Wilson / gardens@hosphouse.org / Gardens Coordinator
Listed below are some resources that may assist you in your internship search as well as provide resources for you in exploring career options:

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

2. FEDERAL INTERNSHIPS:  http://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 your materials for approval of an internship site. Internship sites need to meet the following criteria:

- Provides competent supervision by an educated/credentialed professional in Public Health or a related health field
- Provides a well-rounded experience in Public Health (including but not limited to programing in smoking cessation, weight management, stress management, nutritional, and other public health operations)
- Long-term record of professional 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, inquire about the process to secure a position and go from there. (This process is different from site to site.) Be willing to provide the site with resume / cover letter in hand and/or send them the resume prior to the interview. You can also share the link to a career portfolio if you have created one. The Career Development Center (www.careers.appstate.edu) can be of assistance in resume and cover letter writing.

Be professional in appearance and demeanor. Feel free to email a copy of this internship manual to the site supervisor. Remember that your PH faculty are available for career mentoring and can provide you with some tips in the interview and communication with your internship site. Your internship coordinator is available to provide this information as well.
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 Public Health web page; click on Beaver College Of Health Sciences, then programs and choose Public Health.

2) Complete the internship inventory. (located on our website)

3) Obtain a typed job description from the agency supervisor. (Needed to approve the site)

4) Email or hand deliver these 3 items to the Internship Coordinator for Internship approval by the dates provided:
   - Internship Description
   - Internship Inventory (located on the Public Health website)
   - Personal Resume

5) You will receive an internship contract from your Internship Coordinator. You and the agency supervisor both need to sign the contract (page two) and email, fax, or hand the signed copy to your Internship Coordinator. If you email the contract you will need to scan it first. HES fax: 828-262-3138.

Internship Coordinator Email: Colleen Tarantino-Utter uttercm@appstate.edu

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 (PH4900, 6sh). Public Health 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.

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 and act like a professional. Many interns are hired as a direct result of their internship. The connections established during the experience are invaluable and many internship supervisors provide recommendations for prospective jobs or graduate school applications.
4. The internship experience should be educational. Therefore, seek as much variety as possible by attending meetings, observing different phases of the programming, and volunteering for new and demanding opportunities. Don’t be afraid to step out of your comfort zone.

5. You are to call or e-mail your Internship Coordinator 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. **Internship Objectives**: The 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 and this is posted on the class site.

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 Internship Coordinator 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 Internship Coordinator.

**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 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 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 Hours Log and Bi Weekly Report

An Excel form will be available on the ASULearn site for you to log your hours and daily reflections. You must use this form.

You will download the Microsoft Excel form from the course site and complete this form daily. It is understood that you may not have reflections for problems/issues and concepts every day. Completion of these areas on most days will help you complete the writing of your summary report. When you post every two weeks in the Discussion Forum on the class site, you will attach your current log and do this with every post in the forum.

If you have trouble with the form please contact your Internship Coordinator for assistance.
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.
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
   b. Worked well with clients (patients)

2. Communication skills
   a. Production of written reports
   b. Ability to give oral lectures to small or large groups

3. Knowledge of subject matter
   a. Knowledge of basic concepts in relevant health/fitness areas

4. Computer skills
   a. Computer skill in preparation of reports and slides; data entry

5. Program Development
   a. Knowledge of steps in program planning and implementation
   b. Ability to locate important information and data for programs

6. Personal competencies
   a. Professional demeanor and appearance
   b. On time
   c. Organized
   d. Good attitude; motivated
   e. Innovative
   f. Self-starter
   g. High energy

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: __________________________
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

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 internship coordinator 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 a career portfolio and/or resume.