

**California State University, Fullerton
Department of Health Science**

PUBH 495: Internship in Health

**Science Syllabus
for
Fall 2019**

August 24th – Dec 13th

Faculty Advisor: Laura Chandler, DrPH, MCHES
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Office Hours: TBD

**Center for Internships &
Community Engagement (CICE)**
Hours Monday - Friday 8 am - 5 pm
Location Langsdorf Hall, Room 206
Phone (657) 278-3746
Fax (657) 278-1217
Email CICE@fullerton.edu

We prefer e-mail correspondence over telephone. You can usually expect an email response within 72 hours, Monday – Friday.

Submit all course assignments **online** or to our offices (if we are not in, there will envelopes available outside offices to leave your assignment). **DO NOT** submit assignments to the Department Office KHS-121

Course Description:

Supervised observation and field experience in community health settings as conducted by government, voluntary, professional or industrial/corporate organizations.

Prerequisites:

All Health Science core classes (except PUBH 475) and all but one track course **MUST** be complete **PRIOR** to enrolling in PUBH 495; approval of instructor; participation in Internship Orientation Meeting.

Learning Goals & Objectives:

Upon completion of this course, students pursuing an internship related to health promotion/education will be proficient in the following competencies:

- Opportunity to realistically test career objectives, clarify career goals, and provide academic motivation.
- Opportunity to develop interpersonal skills, professional work habits, self-reliance, and other career related goals.
- Opportunity to integrate classroom theory and workplace practice.
- Opportunity to improve post-graduation employment opportunities via valuable work experience and networking with potential employers.
- Opportunity to gain valuable job search skills such as career assessment, resume writing, and interviewing skills.

Required Text:

None

Please Note:

- If you are doing an **international internship**, please contact our International Experience Faculty Advisor, Dr. Joshua Yang, (jsyang@fullerton.edu) at least **six months PRIOR** to your planned internship experience. Dr. Yang will review the process with you and will provide you a supplemental syllabus with additional details/requirements.

- It is the internship faculty adviser's responsibility to facilitate placement; it is **your responsibility** to secure placement.
- Email communication is a MUST for this course as we do not meet regularly; please provide the instructor an address that you check at least weekly. **You are responsible** for all information that is emailed by the instructor and posted on Titanium.

Course Requirements:

There are **five core requirements** for successful completion of this course. A complete description of each can be found in this course packet.

Requirement	Due Date	Grade %
Learning Contract (Pg. 5)	Due on Friday by 11pm of the 4th week of the semester - Sept. 20th Late - points deducted after the 20th Will NOT be accepted after Oct. 4th	20%
Professional Development Workshops (Pg. 6)	2 out of 5 of the workshops must be completed for full credit: Both workshops are due any time on or before Friday by 11pm of the 13th week of the semester - Nov. 22nd Late - points deducted after the 22nd Will NOT be accepted after Dec. 6th	20%
Communication with Faculty Advisor (Pg. 7)	Every 30 Internship Hours Completed (Additional email notification required at 100 hours to request evaluation to be sent to site supervisor). NOT accepted all at one time.	15%
Internship Portfolio (Pg. 8-10)	On Friday by 11pm of the 16th week of the semester - Dec 13th Late - points deducted after the 13th Will NOT be accepted after Dec. 15th)	20%
Site Supervisor Evaluation	Completed by your site supervisor-however at 100 hours you need to submit an email request to me (see details on page 9). The request email from you must be received no later than Dec.2nd	25%
Please note: Dates may change due to unforeseen circumstances.		100%

Your Safety:

If you ever feel unsafe in any way at your internship site, leave the site and inform your faculty advisor immediately. Also make sure you receive an orientation at your site that reviews emergency procedures and protocol.

Other Information:

- The University policy on academic dishonesty will be upheld as it relates to exams, assignments and papers required in this class. Hence, it is to be understood that cheating (such as copying answers, plagiarism, having others complete your work) are unethical behaviors and will result in a failing grade on the assignment/exam. It is the instructors' intent to maintain a positive learning environment for all students, free from the distraction and negative effects of unethical behavior. Please refer to the current catalog for a description of this policy. www.fullerton.edu/senate/documents/PDF/300/UPS300-021.pdf
- Students with disabilities or special needs will meet with faculty the first week of class to discuss disability-related needs and will present a list of academic adjustments, as prescribed by Disabled Student Services. www.fullerton.edu/DSS/
- Should classes be cancelled in the event of a campus emergency, students should log on to their Titanium course website to check for more information and check for further instructions by logging into the student portal. Campus Closure Information: 657-2784444
- On the last day of instruction all grades over the course of the semester are considered FINAL. This means the instructor will no longer discuss your score on an assignment and you will not be able to turn in any assignment or any portion of an assignment.

Grading:

This class may be taken for a letter grade only. Successful completion of this course for graduation means a final grade of "C" or better**. Your grade will be based on the following:

Learning Contract	20%
Professional Development Workshops	20% (10pts each)
Communication with Faculty Advisor	15%
Internship Portfolio	20%
Evaluation by Site Supervisor	25%

**The +/- grading system will not be used in this course.

Students receiving a final grade of "D" may enroll in PUBH 495 for one additional semester to attempt a final grade of "C" or better.

A student who fails to meet any of the expected responsibilities and obligations as outlined in PUBH 495: Student Responsibilities (included in course packet), as determined by your faculty advisor and agency supervisor at any time during the semester, may be given a letter grade of "F" and not allowed to continue with the internship placement.

Students who fail and/or withdraw from PUBH 495 are offered the following recourse which they must observe before again attempting to enroll in PUBH 495:

- Appear before a faculty committee (composed of health science faculty advisor and one other health science faculty member) to present their case as to why they should be reinstated into the program and allowed a second opportunity to complete the course.
- Successfully complete any prerequisites established by the faculty committee prior to enrolling in PUBH 495.
- Accept the internship placement designated by the faculty committee.

Internship Placement Process:

The Department of Health Science utilizes Cal. State Fullerton's *Center for Internships & Community Engagement* (CICE) to place students into internships. An online program is the cornerstone of this process which will be explained in detail at the orientation meeting.

For technical difficulties with this system please contact **CICE at (657) 278-3746.**

With this process the *CICE Academic Internship Placement Form*** will need to be turned into your Faculty Advisor with your Learning Contract. **See CICE website for more information <http://www.fullerton.edu/cice/>.**

Learning Contract

Purpose:

To develop a formal agreement regarding your internship activities/objectives with your agency supervisor and faculty advisor. Note: There is no template for this assignment. Simply create a document with all the required information (as detailed below).

Description:

Prior to beginning any formal activities at your internship site, work with your agency supervisor to develop learning objectives, these are the major components of your learning contract. Include:

Four learning objectives you plan to be able to accomplish during your internship. They should be **clear, specific, challenging, achievable and measurable** actions. Nonchallenging and non-measurable objectives will be rejected.

These objectives can be four projects or achievable task-oriented goals that relate your internship to your career and your education. These four learning objectives **MUST** reflect new learning and new responsibility related to your career goals. **Examples:**

- During my internship I will learn effective interviewing/surveying techniques as part of a data collection research project on tobacco use in Orange County.
- At the conclusion of my internship I will have a thorough understanding of and be able to describe three common exercise modalities used to treat knee replacement patients in a physical therapy setting.

Also include the following information:

- Agency name, address, phone number
- Agency supervisor's name, phone number, email address (mandatory)
- Faculty advisor's name (Your PUBH 495 Instructor), phone number, and email address
- Your name, phone number, email address
- Working days and hours, including start and end dates
- Four learning objectives
- General description of activities in which you will be engaged
- Signatures/Date: you and your agency supervisor

Once you have your supervisor's signature, make a copy of the document. One you will turn into faculty advisor on due date and the other you will submit with your portfolio, you may also make a copy for your site supervisor.

The following form will need to be **turned into your Faculty Advisor with your learning contract: CICE Internship Placement Form.** This form can be obtained through the CICE website as you complete the CICE process. Do not turn in one without the other.

Submit via Titanium by scanning the signed Learning Contract and the CICE placement form. **Make sure you submit BOTH the learning contract AND the CICE form. You are NOT allowed to work at a site without completing the CICE entire registration process.**

Professional Development Workshops

Purpose:

To provide the student with the skills necessary to search for and acquire a health science position and excel as a health science professional.

Description:

You must complete at least **2 out of the 5** Workshop options; however you are welcome to do more. **The 2 workshops do NOT need to come from different options.**

WORKSHOP OPTIONS:

- Option 1 - Résumé Critique
- Option 2 - Mock Interview
- Option 3 - PUBH Pre-Scheduled Workshops
- Option 4 - Career Center Workshop
- Option 5 – Informational Interview

Option 1 - Résumé Critique:

This is actually an individual workshop where you will present a draft of your resume (hard copy) to a walk-in counselor at the Career Center (LH 208, 657-278-3121). The counselor will provide you feedback and their signature on this draft. You will then make any revisions and submit via Titanium to your faculty advisor both the draft and the final version of your resume for credit (turn in separate from your portfolio). Please note that you do not need to make an appointment for this service, however to alleviate a back-up at the Career Center do NOT wait until the last week before it's due.

Option 2 - Mock Interview

An individual workshop where you will go online at <http://fullerton.interviewstream.com/> and follow the directions to complete a mock interview. During the step of sharing your interview, email your interview to Elizabeth Munoz at elmunoz@fullerton.edu for feedback and also submit via Titanium a summary of the experience and what you gained. Again, to alleviate a back-up at the Career Center do NOT wait until the last week before it's due.

Option 3 – PUBH Pre-Scheduled Workshops/Webinars (Not always available during summer)

Pre-scheduled workshops for PUBH Internship Students such as Interviewing Basics and Professional Etiquette and Job Search Skills and Strategies will be offered by the Career Center specifically for PUBH Internship Students. Workshop Dates are TBA. Please make sure you submit a summary of this workshop (approximately 200 words) to your faculty adviser via Titanium to receive credit.

Option 4 – Career Center Workshop

Attend any other workshop held by the Career Center. Simply go on to the Career Centers' Website - <http://campusapps2.fullerton.edu/Career/> and there will be a list on the right hand side of all the workshops the Career Center is offering. After completing a workshop you must submit a summary of this workshop via Titanium (approximately 200 words) to your faculty adviser to receive credit.

Option 5 – Informational Interview

An informational interview is an appointment you schedule with an individual in a particular career or industry in which you would like to obtain information. You will be able to get an "insider" point of view, which can help you identify or refine your career path. It is important to note that an informational interview is not a job interview and should be utilized for the purpose of obtaining information. See link for details at <http://www.fullerton.edu/career/students/careerguide/interviewing/InformationalInterviews.asp> (e.g. who to interview, questions to ask, etc.). Afterward summarize the interview, provide the name and title of the person you interviewed and submit a summary to your faculty adviser for credit via Titanium.

Communication with Faculty Advisor

Purpose:

To provide your faculty advisor with an update of your activities, as well as any problems that need to be resolved and activities that could be observed.

Description:

At approximately **every 30 hours** of your *Internship* you are to contact your faculty advisor via **email (or Titanium depending on the instructor)** to provide them with an update on your experience. Therefore you will be submitting 4 updates over the semester. Embed your update into your email - Do NOT email as an attachment.

Please **put PUBH 495, your name and site in the subject line (Ex: PUBH 495 John Smith “Campfire USA” Update #1).**

Include the following:

- an update of your activities (in bullet format -provide depth and detail)
- changes made to your Learning Contract (if any)
- challenges
- highlights
- dates of any activities that would be of interest to your advisor

You will not receive full credit if all the above information is not included in each update. Updates begin once you have secured an internship site and end once you have complete all 120 hours of your internship. You **MUST** submit updates periodically as you complete hours. You may **NOT** submit all updates at the end of your hours.

****See *Sample Update* attached (this is the degree of thoroughness that is expected – less detail equates to lower points).**

Site Supervisor Evaluation

Evaluation Request At 100 hours:

At approximately 100 hours (95-105 hours) you need to send an email to your faculty adviser to request an evaluation form be sent to your site supervisor. This email should include your supervisor's full name and email address. This must be a SEPARATE email from your update. Failure to send this request jeopardizes your ability to complete the course successfully and on time as your supervisor's evaluation of you is 25% of your grade.

Please **put PUBH 495, your Name and EVALUATION REQUEST in the subject line (Ex: PUBH 495 John Smith EVALUATION REQUEST).**

Your faculty adviser will then send an email to your site supervisor (and copy you) which will ask them to complete the evaluation form via a link to an online format.

Please note, faculty will often send these emails out in batches so it may be approximately 2 weeks before the evaluation is sent to your site supervisor. You will be copied in the email so you can confirm it was sent.

Remember it is your responsibility to ensure your supervisor receives the evaluation link, completes it. You will lose points if the request from you is not received in time.

Internship Portfolio

Purpose:

To document your field experiences, both for your faculty advisor to use in determining your grade, as well as for use in your search for employment.

Description:

Your Internship portfolio is a culmination of your Internship Experience, including information on your agency, the work you have completed, a self-evaluation, and a report on your experience (See pages below for details on what is needed to be included in your portfolio). You must do this as an Electronic-Portfolio. **We are NO longer accepting hard portfolios.**

E-Portfolio: The E-Portfolio is an electronic portfolio where you provide your Internship experience via a scanned and emailed pdf document (one document). You will then provide this pdf document to your faculty adviser via Titanium.

Description:

Throughout your internship experience, you need to collect samples of your work for inclusion in a portfolio. At a minimum, the portfolio needs to include the following items:

- p Cover Page include name, course, site, semester/year, etc
- p Resume
- p A profile of your agency which includes the following items:
 - mission statement/goals
 - source of funding
 - organizational chart (google if you are not clear what this is)
 - summary of services/programs offered and target populations served
- p Learning Contract (A copy of the one you submitted at the beginning of the semester that was signed by you and your site supervisor).
- p Monthly log, typed, of your activities, including days/hours worked, and signature of your agency supervisor (see attached sample; a blank form will be posted on Titanium for use throughout the semester.) **You WILL need more space than the sample form indicates.**
- p Sample products developed or used through your internship (e.g. flyer, curriculum, pamphlet, blank medical intake form, etc.). Make sure to include a note on the item telling **your part** in creating, editing, etc. May not be relevant to all types of sites.
- p Please use photos to highlight your experience, we ask that in addition to any prints, you also include a digital CD of the photos so that we may use them in the future to promote the university and/or the Health Science department. Attached is a photo release that is needed for anyone in the photo(s). Photos are not mandatory as some sites do not permit photos to be taken.
- p A three to five page summary of your experiences which includes the following:
 - a list of objectives accomplished (this may include items other than those included in your Learning Contract)
 - a list summarizing the activities in which you were involved
 - 2-3 highlights from your experience

- a brief description of how your internship has better-prepared you for a career in the health science field
 - a brief evaluation of your internship site, including quality of supervision, activities, and work environment
- p Capstone Assessment: In order to assess your skills, knowledge and abilities attained throughout the health science degree program, you will be required to complete an assessment component as part of your portfolio. Additional directions for this section will be provided in the month prior to the end of the semester. **You MUST ALSO SUBMIT the CAPSTONE ASSESSMENT as an attachment via email. The subject line of the email should include your name and CAPSTONE ASSESSMENT.**
- p Internship **Self**-Evaluation Form (completed by you; a copy is in this Course Packet and on Titanium).
- p Exit Survey – Toward the end of the semester you will be provided a link to take an exit survey via Qualtrics. Print out the final completion page and include this in your portfolio.
- p Thank You Letter - professionally written and addressed to your Site Supervisor p Memos, if any, from Site Supervisor regarding observations.

PUBH 495: Internship Student Responsibilities

An Internship is considered to be a pre-professional experience to acquaint you with settings in which health-related services are conducted. Accordingly, you are expected to adhere to the standards of the agency just as a paid employee would. It is expected that you will meet the dress standards, the code of conduct, the job requirements, and the professional requirements of the agency to which you are assigned. If at any time you are uncertain of your responsibilities and obligations, immediately arrange a joint appointment with your academic advisor and agency supervisor.

The following policy statement outlines the responsibilities that the Dept. of Health Science at California State University, Fullerton expects of its health science students. These are considered to be minimum responsibilities and you are strongly encouraged to exceed them.

- Conduct yourself in a professional manner at all times.
- Serve a minimum of 120 hours in the agency to which you are assigned.
- Enroll in no more than 12-15 total units during the semester in which you enroll in PUBH 495.
- Keep outside work to a minimum in order to enable you to make the most of your internship experience. If outside work is necessary, it should be scheduled so that it does not interfere with normally scheduled internship hours.
- Maintain regular contact with your agency supervisor as to the nature of activities to be undertaken, your work schedule, and the quality of your activities.
- Maintain regular contact with your academic advisor, as stated in the course syllabus and related assignments.
- Maintain a portfolio of your internship experiences as stated in the course syllabus and related assignments.
- Notify your academic advisor immediately if there is a problem that cannot be resolved with your agency supervisor.
- Once you complete approximately 100 hours, email your Faculty Advisor with your site supervisor's full name and email address and note how many hours you have completed. This allows us to send out the evaluation for your site supervisor to complete.
- It is **YOUR** responsibility to make sure your supervisor has received the evaluation form and completes it and submits it back to us. We cannot calculate your grade without this; therefore you cannot complete the course without this.

**PUBH 495: Internship
Criteria for Selection of Internship Locations**

The Department of Health Science uses several criteria to select agencies as possible sites for internships. These include the following:

- The agency supervisor will have a masters degree (or equivalency) in health science or a related field, and be capable of implementing programs founded in the principles and theories of health science.
- The agency supervisor is willing to work with the student to develop a learning contract that will be used to guide the student's activities.
- The agency supervisor is willing to provide a written evaluation of the student at the conclusion of the semester.
- The agency is willing to allow the academic advisor to observe internship activities with prior approval.
- The agency will provide professional experiences for the student that are directly related to the competencies of the field.
- The agency will, at a minimum, provide opportunities for interns to attend both internal and external meetings, and develop and implement at least one healthrelated presentation, OR develop a health –related program piece (marketing tool, evaluation instrument, etc) OR a special project previously approved by the site supervisor and faculty advisor.
- **The agency is willing to register and complete a Learning Agreement with the Center for Internships and Community Engagement (CICE) before the student begins hours at their location.**

PUBH 495: Internship Guidelines for Internship Interview

This is a professional interview. Take it seriously and be prepared. Below are some guidelines to help you prepare for the interview.

- Do your homework on the organization/agency. Learn as much as you can about the agency BEFORE the interview (i.e., mission, vision, goals, target populations, programs offered, budget issues, key people, etc). A good way to do this is check to see if they have a website. If not, try talking to others in the field, picking up a brochure, etc.
- Call the day prior to your interview to confirm your appointment.
- Prepare your wardrobe. Plan to wear something professional.
- Write down:

Any questions you would like to ask during the interview. Some questions you might want to consider include the following:

Who will be my supervisor?

What will be my hours of work?

What types of activities will I be involved in?

What skills will be enhanced as a result of the internship?

Who else will I be working with?

What is the goal of your agency?

What's the potential for finding a paid position here once the internship has been completed?

The skills and experiences you have that you would like to make apparent during your interview

The skills you would like to develop as a result of the internship (e.g., policy development, needs assessment, presentations, data collection, survey development, program planning, grant writing)

- The day of the interview, bring with you a pen and pad of paper on which to write notes, as well as a resume and the questions, experiences, and skills discussed above.

CSUF, Dept of Health Science
Student Internship Evaluation/Assessment SELF-Evaluation

Name of Student: _____

Semester of Internship: Fall Spring Summer Year: 20 _____

Agency Name:

Supervisor's Name and Title:

Directions:

The assessment process is critical to student growth and development. Your time and detailed feedback is greatly appreciated.

To assess the skill level for each criterion area, please use the performance evaluation ratings listed below by placing a check mark in the appropriate column. Please support your ratings with comments.

Performance Evaluation Ratings

- 1 - Substantially Exceeded Requirements – Clearly and consistently exceeded many requirements
- 2 - Exceeded Requirements – Clearly exceeded some, and met all other requirements
- 3 - Met Requirements – Clearly met all requirements, or balance minor need for improvement in one area with exceptional performance in another
- 4 - Met Some Requirements – Met some requirements, but clearly needs to improve in one or more areas to fully meet requirements
- 5 - Did Not Meet Requirements – Clearly needs significant improvement in one or more areas to fully meet requirements

Criterion	Rating					Comments
	1	2	3	4	5	
Interpersonal Relationships (Interacts with others in a helpful and informative, manner, adaptability, appreciation for diversity)						
Work Quality (high standards for work quality, work is accurate, complete, thorough and well organized)						
Work Quantity (productive, proficient, utilizes time well, completes assigned work in a timely fashion)						
Professionalism (demonstrates integrity, dependable, reliable, good attendance, promptness, professional personal appearance)						
Initiative (works independently, self-directed, resourceful, motivated)						
Problem Solving (ability to make decisions, ability to recognize and resolve routine problems/needs, apply appropriate and creative solutions)						
Communication Skills (Listens effectively and responds clearly and directly, oral and written communication is clear and easy to understand)						
Attitude (Displays drive, energy and a positive attitude in completing assigned tasks)						

Average rating (grade):

1 (A) 2 (B) 3 (C) 4 (D) 5 (F)

Student's Signature: _____ **Date:** _____

SAMPLE
Monthly or Weekly LOG
for
PUBH 495: Internship

Name: _____

Month: _____

Date	# of Hours	Description of Activities

Student's Signature

Date

Agency Supervisor's Signature

Date



Visual/Audio Image Release Form

I grant permission to California State University, its employees and agents, to take and use visual/audio images of me. Visual/audio images are any type of recording, including but not limited to photographs, digital images, drawings, renderings, voices, sounds, video recordings, audio clips or accompanying written descriptions. CSU will not materially alter the original images. I agree that CSU owns the images and all rights related to them. The images may be used in any manner or media without notifying me, such as university-sponsored web sites, publications, promotions, broadcasts, advertisements, posters and theater slides, as well as for non-university uses. I waive any right to inspect or approve the finished images or any printed or electronic matter that may be used with them, or to be compensated for them.

I release CSU and its employees and agents, including any firm authorized to publish and/or distribute a finished product containing the images, from any claims, damages or liability which I may ever have in connection with the taking of use of the images or printed material used with the images.

I am at least 18 years of age and competent to sign this release. I have read this release before signing, I understand its contents, meaning and impact, and I freely accept the terms.

Printed Name

Telephone or email address

Signature

Date

Parent or Guardian if under 18 years of age

Address (optional)

Project name:

Photographer name/signature/contact information/notes.

30-hour Update

Example

Name

"CSUF Research Assisant: Jie Weiss" Update #2

Ransons, Alysia [aransons@Exchange.FULLERTON.EDU]

Sent: Monday, November 30, 2009 6:01 PM

To: aransons@fullerton.edu

Hello Alysia,

My name is [REDACTED] and I am emailing you with my second update for my internship.

During the past weeks this is what I have been working on and will continue to participate in:

- 1) Research Assistant training, this was to ensure that when I went to data collection sites I would know the protocol and understand more about the projects I will be working on.
- 2) I have helped with data entry and data collection for several projects which are "Power Play" dealing with childhood obesity and one focusing on College Lifestyles.
- 3) For a separate project I have helped with the pilot study/testing of the palm pilots to be used in the study. In addition, I am currently working with Dr. Weiss and her team to make any necessary correction to the questionnaires and instruments before beginning data collection on the new project.
- 4) I have also helped with administrative tasks to help ensure that our project would run smoothly, this included updating our roster sheets, and making questionnaire packets for data collection.
- 5) I am also getting acquainted with some grant writing with Dr. Weiss that will begin within the next few weeks.

So far, I have not made any changes to the learning contract.

Problems that I have encountered with the internships during data collection are people not wanting to participate or low return rates for the second portion of the study. This is pretty normal though since people do not want to take time out of their busy schedules.

My highlights of my internship is getting more involved with working with Dr. Weiss and now being a Lead Research Assistant. I love the internship so far and have really learned a lot about what it is to conduct research. Since the start of my internship I have also looked into applying for the MPH program after graduation.

I have completed 59 hours so far. I am scheduled to work more closely with the research project and well on my way finishing my hours.

Sincerely,

[REDACTED]