

# University of Maryland, College Park

## Department of Public and Community Health

### HLTH 491 (0101) COMMUNITY HEALTH INTERNSHIP

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**Semester:** Fall 2009

**Classroom/Time:** See Syllabus for Seminar Schedule, Dates, and Locations (last page)

**Internship Advisors:** Jody Sheely, [jasheely@gmail.com](mailto:jasheely@gmail.com)  
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 Who is your Assigned Internship Advisor?

<b>Required Textbooks &amp; Other Readings</b>	Materials Provided
<b>Course Description</b>	The purpose of the internship semester is to enable students to gain practical experience under conditions conducive to educational and professional development. The internship is a time-limited, supervised period of community health/public health activities, carried out in a related professional organization. In addition to the internship, HTLH 491 includes a series of mandatory seminars. Students are required to return to campus for the scheduled seminar sessions, to discuss their progress, share experiences with the other interns, and to participate in career and professional development activities.
<b>Course Objectives</b>	The objectives of the internship experience are to: <ul style="list-style-type: none"> <li>• broaden student understanding of the functioning of health related agencies in the community setting;</li> <li>• integrate health education theory with community-based practice;</li> <li>• analyze the role of health educators and public health professionals in agency activities;</li> <li>• gain an understanding of the organization, administration, program activities, and problems of community health/public health agencies;</li> <li>• improve student skills through on-the-job training; and</li> <li>• allow the student to assume specific responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s).</li> </ul>
<b>Course Requirements</b>	<p>Completion of on-site and seminar requirements          Interns are required to complete 36 hours per week for 15 weeks at their internship placement, as well as attend the scheduled seminars. Students are required to earn their internship hours on-site and are not permitted to work from home.</p> <p><u>Assignments</u></p> <ol style="list-style-type: none"> <li>1. Internship work plan (IWP)</li> <li>2. Bi-Weekly emails with internship advisor</li> <li>3. Resume (updated to include internship)</li> </ol>

4. Networking Log
5. Signed Hours Log
6. Poster presentation and handout
7. Portfolio of internship experience and materials developed by the intern
8. Intern evaluation of internship experience
9. First and final evaluations completed by site supervisor

“Assignments” are homework and should not be completed at your internship site. Document (hours log) the time it takes to complete your assignments. These hours can be used towards your weekly total in the event you are short hours due to illness or other unexpected absences.

## Course Policies

### Attendance Policy:

Attendance at the seminars is mandatory, and one of the elements required to pass HTLH 491. On scheduled seminar days, attendance at the seminar takes precedence over site activities. It is the responsibility of the intern to discuss the seminar schedule with their site supervisor. You do not have to go to your internship site on seminar days unless you need to earn extra hours for example, by working a half-day prior to Seminar #2, #4 or #5. Log 8 hours in your “Hours Log” on seminar days. Similarly, you are not required to report over Labor Day (Sept. 7) or Thanksgiving (Nov. 26-27) unless you need the hours, or are being paid by your site and expected to work.

### Arriving Late to Seminar:

Lateness is disruptive to the group and is unprofessional in a work setting. In an effort to be respectful of others in the class, and to develop professional work habits you are asked to arrive at each seminar session on time and ready to begin. If there is a circumstance in which it is inevitable that you arrive late, it is your responsibility to alert your internship advisor. Be aware of the additional time it will take you to find parking.

### Completion of Assignments:

All assignments must be completed in a thoughtful, thorough and timely manner. Bi-Weekly email exchanges are an opportunity for reflection and are considered an assignment. They must demonstrate effort (complete ideas, length, correct grammar, answers to prompts). Completion of **all** assignments is required to pass HLTH 491.

### Accommodations for students with disabilities:

If you have a documented disability and wish to discuss academic accommodations please talk with your internship advisor as soon as possible. You will need documentation from Disability Support Service (314-7682.)

### Academic Integrity:

The University's code of academic integrity is designed to ensure that the principle of academic honesty is upheld. Any of the following acts, when committed by a student, shall constitute academic dishonesty:

- ✓ CHEATING: intentionally using or attempting to use unauthorized materials, information, or study aids in an academic exercise.

- ✓ FABRICATION: intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- ✓ FACILITATING ACADEMIC DISHONESTY: intentionally or knowingly helping or attempting to help another to violate any provision of this code.
- ✓ PLAGIARISM: intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise.

For more information see:

<http://www.inform.umd.edu/CampusInfo/Departments/PRES/policies/iii100a.html>

Religious Observances:

The University System of Maryland policy provides that students *should not be penalized because of observances of their religious beliefs; students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances.* **It is the student's responsibility to inform the instructor in advance of any intended absences for religious observance.**

### Evaluation/Grading

**Completion of all the on-site internship responsibilities in a professional manner, as well as, completion of all HLTH 491 assignments in an academically thoughtful and thorough manner is required to receive a passing grade. Students must also receive positive evaluations from their site supervisor and internship advisor to earn a passing grade. A passing grade for the degree requirement is a C or above (not C-). Interns are required to work 36 hours per week, each week, on-site.**

### Competencies

Please note that many of the CHES-based competencies are addressed in many internship experiences. Each intern's on-site time is specific to his/her agency, and therefore the CHES-based competencies addressed will be specific for each internship experience. Additional competencies for the Internship Seminar addressed are listed below. Interns will be able to:

- I.** Describe major internship responsibilities;
- II.** Demonstrate job search skills;
- III.** Demonstrate effective communication skills in the workplace;
- IV.** Discuss key professional development issues;
- V.** Develop a poster presentation describing their internship projects; and
- VI.** Develop a portfolio displaying writing samples and samples of community health education projects.

## **P C H P r o g r a m R e l a t e d C o m p e t e n c i e s**

Some or all of the competencies listed below will be reinforced during HTLH 491 (internship).

- Recognize public health problems pertinent to various populations;
- Describe the characteristics of a population-based public health problem;
- Describe the scientific underpinnings of the field of public health;
- Illustrate the interdisciplinary character of public health and the contributions of a range of disciplines and professions of improving the public's health;
- Explain the basic principles of epidemiology, especially the factors that influence the incidence, distribution, determinants and control of health-related states or events in population;
- Describe appropriate descriptive statistical methods for summarizing public health data;
- Epidemiologic methods to clinical and basic science as well as public policy;
- Explain how public health can utilize health information and health communication to improve the health of populations;
- Social and behavioral interventions to improve the health of populations;
- Explain how public health can utilize health policy and law to improve the health of populations;
- Explain the impact of the environment and communicable diseases on the health of populations;
- Explain the burden of chronic diseases on morbidity and mortality and approaches to prevention and early detection;
- Identify the health status of populations and their related determinants of health and illness, including the factors contributing to health promotion and disease prevention, and the use of health services;
- Identify the roles of public health in addressing the needs of vulnerable populations and health disparities;
- Describe how globalization has changed the patterns of the spread of disease and the methods needed to control disease;
- Discuss how social and cultural factors can affect a society's vulnerability to morbidity and mortality and its approaches to prevention and control;
- Discuss the potential for science and technology to contribute to the improvement in health;
- Explain the organization and functions of the public health care delivery systems;

**COMMUNITY HEALTH INTERNSHIP (HLTH 491)**  
**Department of Public and Community Health**  
**Fall 2009**  
**Seminar and Assignment Schedule**

DATE	TOPIC
<b>SEMINAR #1</b> Wednesday, Wed. Sept 2 1:00 – 3:00 pm SPH 1302	Hello! Introductions, Review of Syllabus, Overview Program Expectations, Requirements and Assignments (How to Write an Internship Work Plan – IWP), Discussion Groups
Monday, Sept. 14	Email #1 Due (see attached Email Guidelines)
<b>SEMINAR #2</b> Wednesday, Sept. 23 1:00 – 3:00 pm SPH 1302	More on Workplace Etiquette and Professional Expectations, Resumes – How To, Preparing for the Poster Session, Discussion Groups (Sign up for individual meeting with internship advisor - meetings held during Seminar #3) Hand in IWP (signed) Hand in COPY of signed HOURS LOG
Monday, Sept. 28	Email #2 Due
<b>SEMINAR #3</b> Wednesday, Oct. 7 9:00 am – 2:45 pm Location TBA	Poster Session with brief seminar following (What time are you scheduled to meet with your site supervisor?), Brief Seminar Hand in FIRST EVALUATION from site supervisor (signed) Hand in COPY of signed HOURS LOG
Monday, Oct. 12	Email #3 Due
Monday, Oct. 26	Email #4 Due
<b>SEMINAR #4</b> Wednesday, Nov. 4 1:00 – 3:00 pm SPH 1302	Portfolio – How To, Professional Presentation –“Transition into the Professional World”, Discussion Groups Hand in Updated RESUME Hand in COPY of signed HOURS LOG
Monday, Nov. 9	Email #5 Due
Monday, Nov. 23	Email #6 Due
<b>SEMINAR #5</b> Wednesday, Dec. 2	Discussion Groups – Presentation of Portfolios Hand in PORTFOLIOS
<b>Seminar #6 and PCH Exit Interviews</b> Friday, Dec. 11 9:30 – 12:00 SPH 1302	Departmental Exit Interviews and Seminar Hand in: NETWORKING LOG, FINAL SIGNED HOURS LOG, Site Supervisor’s FINAL EVALUATION (signed), STUDENT EVALUATION OF INTERNSHIP (guidelines will be provided)
<b>Graduation Luncheon</b> 12:00 – 2:00 pm Location TBA	Graduation Luncheon (With regret we can only accommodate our students. Please do not bring a guest.)

**NOTE: You are not expected to go to your internship on seminar days unless you need to earn additional hours or can easily work a half-day (applies to Seminar #2, #4, and #5) prior to the seminar. Those mornings can be used for interviews or other appointments that are hard to schedule while interning full time. You are not required to report on Labor Day or during Thanksgiving break, unless you need additional hours, or are paid by your site and are expected to work. BE SURE YOU HAVE SHARED THIS SCHEDULE WITH YOUR SITE**