



SCHOOL OF PUBLIC HEALTH

Dear Student,

We have put together a packet of information to assist you with beginning an internship. The following information will give you insight to the purpose of the internship, as well as provide information for your potential worksite supervisor. You will also find instructions for the paperwork which will be needed when registering.

Our academic advisors do their best to recommend internships and we also have a site book located in our office to help get you started; however it is **ultimately the student's responsibility to secure an internship in the field.**

Once a potential internship has been identified or secured, contact Jane or Belinda via e-mail to get approval. Please include the following information:

- Name and concentration (**School Health Educator, Community Health Promotion, Clinical Health Sciences, Healthy Aging, Health Services Administration, Applied Health and Fitness**)
- Student ID number
- Location of internship
- Responsibilities/Duties
- Career goals and interests

To add credits, you **MUST** bring the email that states your internship has been approved, along with your Application/Learning Contract and your signed Code of Conduct, to the SCH office (URBN 450). Your ADD/DROP form will be then be stamped for you to take to the registration office.

Taking care of arrangements early will help you avoid missing deadlines.

Feel free to contact one of the internship coordinators listed below or the front desk if you have any questions.

Thank you,

Jane Mercer mercercj@pdx.edu

Belinda Zeidler zeidlerb@pdx.edu

FAQs about registering for PHE 404

Q: What is the purpose of the undergraduate internship?

A: The internship provides students with a professional experience where they can apply skills and theory in a work place environment while becoming more socialized into the field of community/public health.

Q: Who must take PHE 404?

A: All Public Health Studies majors in the School of Public Health must complete a minimum of a 4 credit internship. Additional credits may be completed with approval from internship coordinator.

Q: When do I start the internship process?

A: It is never too early to start exploring different internship sites and opportunities. We recommend that you start thinking about sites early in your academic career. Gather information about potential sites and keep a written record of the site contact information, mission statement and projects available. Some internships require an application and interview process and can take several quarters to arrange while others can be done in a day.

Q: What does the internship experience involve?

A: The student should spend a minimum of 120 hours of work in the internship experience. This can be conducted in one ten-week term or across more than one term, although many worksites prefer a two-quarter commitment. At the end of the internship the student prepares and submits an internship summary report and a supervisor evaluation report.

Q: As a Clinical Health Science student I am only allowed to observe current professionals in my chosen pre-professional track. How do I complete the internship paperwork?

A: All paperwork is the same, except for the evaluation from your supervisor. Instead you will be required to document your observation hours at each site using the form found on page 17.

Q: What if I need more than one quarter to finish my internship?

A: It is possible for a student to use more than one quarter to finish an internship. It is also possible to pay for the internship over multiple quarters.

For example:

A student choosing to do 4 credits of internship (120 hours) can complete 2 credits over two terms, 1 credit each four terms, etc. At the end of each term you must email your advisor with a progress report that includes how many hours you have completed and what you have left to do in order to get a grade for that term. Please ask your site supervisor to send a short e-mail confirming your hours at the site. At the end of your last term of internship you must turn in your evaluation and summary report.

A student who will finish all of their hours in one term but needs to pay for the credits over multiple terms should turn in their final paperwork at the end of their first term. At the end of the subsequent terms that internship credits are registered for, the student needs to email their advisor reminding them of their situation to get a grade for the term.

Q: What do I need to submit to receive a grade for internship?

A: In order to receive a passing grade, students must submit the following after the completion of all of their hours:

- Summary Report (2 page minimum report) - See page 9 for details
- Site Information Page – Page 10
- Student Evaluation Form – Page 13

If you are missing paperwork, a grade of incomplete will be assigned until all paperwork is submitted.

Q: Can I use a “volunteer” experience as PHE 404 credits, rather than an “internship”?

A: Yes, there are 2 situations where this may be acceptable. The first is when you are, or will be doing volunteer work that is giving/will be giving you new skills and will be of benefit to you with your future professional goals. The second is when you find an opportunity that you feel would be perfect; however, it is listed with the organization as a “volunteer” position. Once again, as long as the work you will be doing will be challenging and is in-line with your future goals, we will be more than happy to allow you to use this opportunity towards internship credits. This situation also eliminates the need for the student to request that the organization agree to call the experience an “internship”. Some sites do not feel comfortable using the term “internship”.

Q: Can I use current or past work or volunteer experience as my internship?

A: While we encourage students to find a new experience in the community, we understand that it can be hard to add to an already busy schedule. In some cases students are allowed to use past experiences as well as in progress experience towards their internship credits but a **meeting (not an email)** is required with an internship coordinator to get this approved. Please bring as much information as possible about your previous work experience when meeting with your advisor.

Q: Can I do my internship while traveling abroad?

A: Yes. This must be arranged with and approved by an advisor at least one full month in advance of your trip. You must be able to provide documentation of internship responsibilities and the contact information for your worksite supervisor.

Q: Can I do more than the required amount of internship credits?

A: Yes. You can take up to 12 credits but this must be approved by an internship coordinator. The University does not allow any student to take more than 12 credits of PHE 404.

Q: Can I register for PHE 404 online?

A: No. Students are only allowed to register for PHE 404 using an add/drop form, which can be found in the SPH office or Neuberger Hall.

Q: How do I identify an internship location?

A: Sites for internships are identified in a number of ways:

- Students’ own ideas and contacts
- Announcements of internships posted on PHE Undergrad list-serve
- Sites identified in consultation with the internship coordinator

- Undergraduate Internship Site Book, located in the front office
- Handshake – PSU job and internship database

Students should discuss their prospective internship site with their advisor early in the term, prior to the term when they want to begin their internship. For example, if you want to begin your internship in spring term, you should meet with an internship coordinator in winter term. Students **MUST** get approval from the internship coordinator before registering for an internship.

Q: How do I register for the internship?

A: The steps are as follows:

- Once an internship site has been identified, the student will complete the Application/Learning Contract – Page 7. The learning contract sets out identifying information about the site, student's learning objectives, and skill requirements.
- The student and the worksite supervisor sign the contract.
- The student must bring a signed Code of Conduct form.
- The student will then need to take the learning contract, Code of Conduct form, along with the coordinator's email stating site approval, to the School of Public Health office. You will be given a stamped Add Form. Complete it with the appropriate CRN information based on the number of credits you are registering for and then take the form to Admissions.

Q: What do I include as the goals and objectives of the internship?

A: The student will need to include with his/her learning contract a short list of goals and or objectives that they wish to gain from their internship experience. Some sites will provide a detailed list of the student responsibilities and can be submitted to advising.

Some sample goals and objectives are as follows:

- To participate in a health promotion program being implemented locally
- Understand how health promotion policies form and/or become law
- Understand the role fitness staff play in promoting healthy lifestyles in their clients
- Gain experience in a health classroom setting

Q: What should I do if I have problems at my internship site?

A: The internship experience is meant to provide students with a real life experience.

As in real life, sometimes there are problems at the selected site for the internship.

Students are encouraged to contact their internship advisor if there is a problem.

Working closely with the worksite supervisor and the internship advisor, most problems can be resolved if addressed early. In rare instances, it may be necessary to find another, more appropriate placement.

Responsibilities of Students, Internship Coordinators and Worksite Supervisors

There is a shared responsibility in selecting, monitoring and evaluating an internship:

Students:

- Articulate the kinds of skills or experiences you are looking to develop or enhance as a result of the internship
- Identify possible internship sites to discuss with Internship Advisor
- Complete the PHE 404 Application/Learning Contract with the Worksite Supervisor's signature and return to the SPH front desk.
- Fulfill the Learning Contract as specified
- Read and Sign the Internship Code of Conduct form and return to the SPH front desk.
- Submit Internship Summary Report and Site Information Page to Internship Coordinator
- Request that Worksite Supervisor complete the Student Evaluation Form and return to their Internship Coordinator in the School of Public Health

Internship Advisors:

- Develop internship opportunities through contacts in research, practice and service activities
- Assist student advisee in identifying appropriate internship sites
- Approve advisee's Application/Learning Contract
- Review the Student Evaluation Form and discuss internship experience with Worksite Supervisor as needed
- Be available to debrief advisee on their internship experience, to review their evaluation results and discuss future career options

Worksite Supervisors:

- Sign the student's Application/Learning Contract and ensure that the learning contract is fulfilled
- Supervise the student throughout the internship experience; confer with the student's Internship Coordinator as necessary
- Complete the Student Evaluation Form and return to the School of Public Health; debrief with student on their performance

PHE 404 UNDERGRADUATE INTERNSHIP STUDENT CHECKLIST

~IN ORDER~

- 1) I have identified and gained approval of my internship site prior to the term that I wish to register for PHE 404 credits.
- 2) I have a description of the experience and skill requirements for my internship.
- 3) I have developed learning objectives for my internship.
- 4) I have stated my career objectives in writing.
- 5) I have completed the PHE 404 Application/Learning Contract and submitted the entire application along with my e-mail approval, to the SPH office.
- 6) I have signed the Code of Conduct form and submitted it to the SPH office.
- 7) I have registered for PHE 404 by completing an add/drop form.
- 8) I have requested that my worksite supervisor complete the Student Evaluation Form and submit it to my advisor once I am finished with my internship
- 9) I have completed the Internship Summary Report and Site Information Page and have submitted it to my internship coordinator.

PHE 404 Undergraduate Internship Application/Learning Contract

STUDENT INFORMATION

Date of application: _____

Student ID number _____

Last Name

First Name

M.I.

Email

Phone number

Please complete the following items.

Concentration (community health promotion, school health educator, clinical health sciences, healthy aging services, health services administration, applied health fitness)

Terms of Registration for Internship.....ONLY the quarters that you are actually registered for credits

	Year	Quarter	Number of Credits
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Please state your specific career objectives.

Please list your learning goals/objectives (minimum of 3) for the internship to your contract.

- A. _____
- B. _____
- C. _____

(If you need to list more please use another piece of paper and attach.)

FIELD INFORMATION:

Organization

Worksite Supervisor (Name & Title)

Address

City State Zip

Email

Work Phone and Extension FAX

REQUIRED SIGNATURES:

Student Signature Date

Worksite Supervisor Signature Date

Guidelines for Internship Summary Report

- **Section I.** Fill out 'Site Information Page' and attach it to your Summary Report.
- **Section II.** Internship Summary Report

Answer the following questions (two page minimum):

1. Provide a brief overview of your internship responsibilities and activities (you can cut and paste this to your site information page).
2. Did this internship provide you with a good overall learning experience? Why or why not? What experiences were the most helpful? Why? What experiences were the least helpful? Why?
3. Were you able to accomplish your learning objectives?
4. Do you feel you received adequate supervision from your worksite supervisor?
5. What feedback or recommendations do you have to improve the internship experience at this placement site?
6. Would you recommend this internship site to other students? Please explain.
7. Has this internship experience influenced your career goals?
8. Any additional comments.

SITE INFORMATION PAGE

SECTION I OF INTERNSHIP SUMMARY REPORT

Concentration (community health promotion, school health educator, clinical health sciences, health services administration, healthy aging, applied health and fitness)

Internship Site

Supervisor's Name

Phone or e-mail contact

Type of organization (e.g., government agency, not-for-profit, school)

List major objectives of the organization you worked with:

Provide a general overview of your duties and responsibilities at your internship

Would you recommend this internship to another student?

Yes

No

(You may use the back of this or attach an additional sheet if you'd like to provide explanation)

These forms go into our Undergraduate Internship Site Books for other students to look at when deciding on an internship.



SCHOOL OF PUBLIC HEALTH

Internship Code of Conduct

Every student who completes an internship for their Public Health Studies degree must remember that you are representing PSU and our School of Public Health. This means adhering to a number of “common sense” practices and behaviors.

Please read the following list of expected behaviors. Sign at the bottom and bring a hard copy of this form to Andrew at our front desk when wanting to register for your internship credits.

1. Always be mindful of the fact that you are representing PSU and our SPH. You are also gaining valuable experience that can be added to your resume or application to grad school. If you do not behave in an appropriate and professional manner, it reflects poorly on our School and we may lose that site as a future option for other interns. In addition you will not receive a positive evaluation nor have someone who would write a future letter of recommendation for you.
2. You will share the entire Internship Packet with your supervisor so that he/she will have the opportunity to view all requirements and expectations of this experience.
3. At all times you will present yourself and act in a professional manner. This includes wearing appropriate attire for the site.
4. You will be polite and ask questions as needed
5. Excellent communication skills will be practiced at all times! You will work well with all who work in the department to which you are assigned.
 - Communication with your supervisor is your key responsibility. If you are running late, you will text or email immediately.
 - If you are sick, you will text or email immediately.
 - If something is not working as you had hoped or if anything is bothering you, you will request a meeting with your supervisor right away.
 - If your required 120 hours will be finished prior to you completing a project you are working on, you will remain at the site and complete the project or speak with your supervisor with plenty of advance notice to see if another volunteer/employee can finish it for you.
 - **Never, ever leave your supervisor/site in the lurch!** It is not appropriate that they would then have to scramble to find someone to complete your work.

I have read all of the above information and agree to meet all expectations listed.

Signature of Student Intern

_____ Date

To Prospective Worksite Supervisors

Purpose of Internship Work-related Experiences

All Public Health Studies students are required to complete an internship to connect and integrate theory with specific activities in a 'real' environment under supervision. This is a demonstration by the student of his/her ability to apply knowledge of teaching and learning, to specific activities in a work-related environment. The work-related experience ties together content, methodology, people, activity, learning environment and supervision.

The internship is a 4 credit (minimum) course, which means students are expected to participate in worksite activities until a total of 120 hours have been completed. Your student will know how many hours and credits they need to complete.

Since the idea of the internship is to apply skills and knowledge learned in the classroom to the workplace, it is entirely appropriate to give the student as many meaningful experiences as you feel he/she is qualified to handle. The intent is to involve them extensively in agency duties, responsibilities, activities and operations.

Please review the internship material. If it meets your needs and your agency would like to participate, we welcome you as a cooperating Work-Related Agency.

Welcome and thank you!

Jane Mercer 503-725-5104 or mercerj@pdx.edu
Belinda Zeidler 503-725-5119 or zeidlerb@pdx.edu

Student Evaluation Form

Name of Student

Terms of Placement

Internship Site Name

DIRECTIONS: Please comment on the student's performance at your organization by completing the following questions.

1. How would you rate the student's **attitude** toward the following?

	Poor	Fair	Good	Very Good	Excellent
a. Work					
b. Learning					
c. Responsibilities					

2. How would you rate the student's **job performance** on the following dimensions?

	Poor	Fair	Good	Very Good	Excellent
a. Organizational skills					
b. Preparation for assignments					
c. Flexibility					
d. Initiative					
e. Punctuality					
f. Completeness of assignments					

3. How would you rate the student's **quality of work**?

	Poor	Fair	Good	Very Good	Excellent
a. Clarity					
b. Thoroughness					
c. Professional presentation					

4. How would you rate the student's **communications skills**?

	Poor	Fair	Good	Very Good	Excellent
a. Written					
b. Oral					
c. Confidence					
d. Sensitivity					

5. How would you rate the student's **interpersonal relations**?

	Poor	Fair	Good	Very Good	Excellent
a. Public					
b. Fellow employees					
c. Supervisor					

6. **Overall**, how would you rate this **student's performance** at your organization (circle one)?

Poor Fair Good Very Good Excellent

Student Evaluation Form Continued

Please provide narrative comments to the following questions

1. Describe the student's strengths.

2. Describe suggested areas for improvement for the student.

3. Please provide any additional comments.

Worksite Supervisor Signature

Date

Worksite Supervisor name (printed)

Please return completed form to:*

Internship Coordinator Name: _____

Please email this evaluation to the appropriate Internship Coordinator.

Jane Mercer merceroj@pdx.edu

Belinda Zeidler zeidlerb@pdx.edu

Clinical Health Science Observation Hours Verification Form

	Name of Site	Hours	Verification Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			

The number of sites used to complete your observation hours may vary. For example: you may split your hours between 2 or 3 sites, or complete them all at one site. If you have more than 7 sites, feel free to add additional lines.