



SCHOOL OF PUBLIC HEALTH

Dear Student,

In this packet, you will find all of the information you need to successfully complete your internship requirement. This includes guidelines for securing a placement site, how to register and the required paperwork that you will need to complete both before the start of your internship as well as the completion. You will also find a list of Frequently Asked Questions.

It is very important that you read through the entire packet of material so that you know what your responsibilities are. If you have questions, please contact either Jane Mercer (mercerj@pdx.edu) or Belinda Zeidler (zeidlerb@pdx.edu).

Once a potential internship has been identified or secured, contact either Jane or Belinda via email for approval. Please include the following in your email:

- Name and major/concentration (School Health Educator, Community Health Promotion, Clinical Health Sciences, Healthy Aging, Health Services Administration, Indigenous Health, Applied Health, and Fitness)
- Student ID number
- Location of internship
- Responsibilities/Duties
- Career goals and interests
- Start and end dates and the approximate number of hours per week

To add credits, your internship must be approved and you must email your Learning Contract and Code of Conduct to the internship coordinators, either Jane or Belinda, who will then help you with registration.

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

Thank you,
Jane Mercer mercerj@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 and Applied Health and Fitness 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 so plan ahead.

Q: What does the internship experience involve?

A: The internship is an opportunity for a student to put knowledge and skills into practice in a work environment. The student should spend a minimum of 120 hours of work in the internship experience. At the end of the internship the student prepares and submits an internship summary report and a supervisor evaluation report.

Q: What if I want or 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. Many worksites prefer a two-quarter commitment. You can spread your hours across several quarters and up to a year, if needed. 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 internship coordinator with a progress report that includes how many hours you have completed and what you have left to do 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 submit 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 submit 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 either Jane or reminding them of their situation to get a grade for the term.

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 18.

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
- Student Evaluation Form - Page 14 or
- Observation Hours Verification Form (Clinical Health Science majors only)

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 discussion via email is required with an internship coordinator to get this approved. Students will be expected to get verification of their work experience from a supervisor that includes confirmation of time at the site as well as student work ethic.

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 after they have approval from an internship coordinator who will then help the student with registration. Registration is otherwise locked but internship never fills so don't worry that it shows as full in the registration schedule.

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, PSU's Career Center, Handshake, Indeed
- Sites identified in consultation with the internship coordinator
- PSU-OHSU School of Public Health website
- Searching websites for specific organizations of interest. For example: Washington County Health Department has opportunities posted on their volunteer and internship page.

Students should begin searching for internship potential internship opportunities well in advance of the term when they want to begin their internship. For example, if you want to begin your internship in spring term, you should start your search several quarters before and then email the internship coordinators for guidance as needed. 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 and approved the student will complete the Application/Learning Contract – Page 7.
- The student and the site supervisor will sign the contract.
- The student completes the Code of Conduct form. Page 12
- The student will then need to email the learning contract and Code of Conduct form to the internship coordinator who will then provide the student the registration process.

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 the internship coordinator and used to complete the Learning Contract.

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 coordinator, 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
- Identify possible internship sites to discuss with Internship Coordinator
- Complete the PHE 404 Application/Learning Contract with the Worksite Supervisor's signature and email to your internship coordinator
- Read and Sign the Internship Code of Conduct form and email to your internship coordinator.
- Submit via email your Internship Summary Report to your Internship Coordinator upon completion of your internship hours
- Request that Worksite Supervisor complete the Student Evaluation Form and return to their Internship Coordinator in the School of Public Health via email

Internship Coordinators:

- Develop internship opportunities through contacts in research, practice and service activities
- Assist student advisee in identifying appropriate internship sites
- Approve student Learning Contract and Learning Outcomes
- 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 email to the School of Public Health Internship Coordinators; debrief with student on their performance

PHE 404 UNDERGRADUATE INTERNSHIP STUDENT CHECKLIST

~IN ORDER~

- I have identified and gained approval of my internship site prior to the term that I wish to register for PHE 404 credits.
- I have a description of the experience and skill requirements for my internship.
- I have developed learning objectives for my internship.
- I have stated my career objectives in writing.
- I have completed the PHE 404 Application/Learning Contract and the Code of Conduct Form and submitted the entire application along with my e-mail approval, to my Internship Coordinator
- I have completed the necessary registration steps as directed by my Internship Coordinator
- I have requested that my worksite supervisor complete the Student Evaluation Form and submit electronically to my Internship Coordinator
- I have completed the Internship Summary and have emailed it to my internship coordinator.

PHE 404 Undergraduate Internship Application/Learning Contract

STUDENT INFORMATION

Date of application: _____

Student ID number _____ . Phone Number _____

Last Name

First Name

M.I.

PSU Email

Non-PSU Email (personal)

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 personal goals/objectives (minimum of 3) for the internship
(If you need to list more, please use another piece of paper and attach.)

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

FIELD INFORMATION:

Organization

Worksite Supervisor (Name & Title)

Address

City State Zip

PSU Email

Work Phone and Extension FAX

REQUIRED SIGNATURES:

Student Signature Date

Worksite Supervisor Signature Date

Guidelines for 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? Why or why not? Please explain.
4. Our undergraduate program is accredited by [CEPH](#) (Council Education in Public Health). CEPH sets the standards for best practices in public health education. Part of our requirement is assessment of student competencies and learning outcomes. You can find the list of program and concentration competencies below.

Using the list of program and concentration competencies (for your major), which competencies did your internship incorporate? Your internship may cover as few as one or several of the competencies or even a portion of one so include those if applicable. There is no required number so honestly assess your experience and how it matches up to the competencies. Please provide examples.

5. Do you feel you received adequate supervision from your worksite supervisor?
6. What feedback or recommendations do you have to improve the internship experience at this placement site?
7. Would you recommend this internship site to other students? Please explain.
8. Has this internship experience influenced your career goals?
9. Any additional comments you may want to include.

CEPH Public Health Domains -Overarching – Embedded in the Health Studies Curriculum

- Overview of Public Health
- Role and Importance of Data in Public Health
- Identifying and Addressing Population Health Challenges
- Human Health
- Determinants of Health
- Project implementation
- Overview of the Health Care System
- Health Policy, Law, Ethics, and Economics
- Health Communication

All baccalaureate students in *Public Health Studies* must attain the following core competencies:

- Demonstrate knowledge of basic concepts, analyses, methods and evidenced based approaches, health systems, and other aspects of public health.
- Identify population health challenges including social, behavioral, biological, environmental, and other factors that impact human health and contribute to health inequities and inequalities.
- Comprehend the science of human health and disease including opportunities for promoting and protecting health across the lifespan

Students in the Community Health Promotion Concentration will learn to:

- Describe the factors that influence human health and health inequities in the global and environmental context
- Demonstrate knowledge of the basic concepts of ethical, legal, economic, and regulator dimensions of health care and public health policy
- Apply fundamental concepts and features of program implementation including planning, assessment and evaluation.
- Examine the role of communications in public health, including effective and appropriate messaging and strategies for individuals, the public, policymakers and other stakeholder groups.

Students in the Healthy Aging Concentration will learn to:

- Identify the physiological and psychological health issues of aging.
- Demonstrate an understanding of the social and economic aspects of aging. 3. Apply knowledge of aging to the administration of aging services and long-term care programs.

Students in the School Health Educator Concentration will learn to:

- Demonstrate an understanding of evidence based educational strategies
- Develop health curricula for middle and high school students.

Students in the Clinical Health Science Concentration will learn to:

- Distinguish the role public health plays in the health of individuals and the population.

Students in the Health Services Administration Concentration will learn to:

- Identify the primary elements and issues related to the organization, financing, and delivery of the continuum of health services in the United States.
- Understand relevant theories and practices for effective management practice in entry-level positions
- Describe organizational needs in the design and development of operational plans for health programs and services.

Applied Health and Fitness

All baccalaureate students in *the BA/BS in Applied Health & Fitness* must attain the following core competencies:

Demonstrate knowledge of basic public health concepts, methods, and evidenced based approaches, and the role public health plays in the health of individuals.

- Assess health and fitness in individuals, and understand how the human body adapts and responds to physical activity
- Apply critical thinking skills to evaluate health and fitness research.
- Apply ethical and empirically based methods to design, implement, and evaluate programs to improve health and fitness.



SCHOOL OF PUBLIC HEALTH

Internship Code of Conduct

Every student who completes an internship for their Public Health Studies and or an Applied Health and Fitness 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- quarter and year

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

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.