



HTW 422

Public Health Program Student Internship Handbook

Guidelines

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INTRODUCTION

The information provided in this Handbook is designed to provide students with the necessary information to successfully plan for the public health internship experience.

DESCRIPTION

The public health internship is a planned, approved, supervised and evaluated field experience in a professional agency involved in the delivery of public health related services. The internship is designed to integrate theory and practice in an applied setting under supervision. The internship experience permits the student to demonstrate the ability to apply knowledge of theory of public health practice in a real-world setting.

The public health internship placement offered by the program is generalist in nature, emphasizing the full range of roles essential to public health practice with individuals, groups, organizations, and communities. Opportunities for internship placement related to the range of generalist functions are planned for each student within the limits imposed by a given site's mission, structure, and the modes of intervention that characterize its service delivery. Internship placement is offered in a variety of organizations, businesses, and agencies throughout central New York, the state, and the region. More information about the site selection process is described on pages 4-5.

PLACEMENTS OUTSIDE OF THE SYRACUSE AREA

The public health major recognizes the value of potential internship placement opportunities outside of the Syracuse area as a means to enhance student experience and knowledge of public health. To qualify for HTW 422 internship placement outside of the Syracuse area, a student must:

- Achieve a minimum 3.00 cum GPA and a 3.25 overall GPA in HTW core courses.
- Complete HTW courses and pre-requisites sequentially.
- Submit letters of support from HTW advisor and one additional written recommendation from an HTW faculty with a class with a service learning component.
- Pursue placement at a site deemed suitable for public health experience.
- Meet regularly and timely with HTW academic advisor to plan out-of-town placement at least one (1) academic year in advance.
- Meet with internship placement coordinator in a timely manner to plan out-of-town placement at least one (1) academic year in advance.
- Placements must be finalized three (3) months in advance of start date.

NOTE: Students participating in an outside of Syracuse internship experience are required to complete all HTW 422 requirements as stated in the syllabus, including participating in the poster presentation (physical presence in Syracuse required; no 'virtual' presentation substitutions allowed)

ACADEMIC CREDIT

HTW 422 Senior Capstone Internship. This course carries nine (9) academic credit hours and includes 400 clock hours of direct practice conducted over one (1) 15-week semester or one (1) combined summer session, four (4) seminar sessions and one (1) capstone presentation.

REGISTRATION FOR HTW 422 SENIOR CAPSTONE INTERNSHIP

Registration for HTW 422 is by “permission of instructor” only. Permission will be granted to students who:

- Are designated as senior-level status (earned a minimum of 85 credits applicable to the Public Health major).
- Completed all core public health coursework with the exception of HTW 306, HTW 309, and HTW 401.
- Have attended the group meeting scheduled the semester prior to their planned internship.
- Have completed all required paperwork and secured faculty advisor signatures

Failure to meet these requirements will result in a delay in registration for HTW 422 and may ultimately delay graduation.

To allow sufficient time to complete the required hours in the internship, it is highly recommended that students limit their semester total credit registration to 12 credits (the internship (9) and one additional course (3)).

INTERNSHIP OUTCOMES

At the completion of the public health internship, the student will demonstrate competency in entry-level public health generalist skills:

As demonstrated in the practice setting:

1. Demonstrate professional workplace behavior.
2. Communicate in oral and written formats appropriate to professional and academic settings.
3. Interact with individuals, groups, and/or communities across diverse settings.
4. Participate as a member of a professional workplace team.

As demonstrated by the capstone paper:

5. Utilize conceptual frameworks, theory, and scientific evidence to shape public health practice.
6. Evaluate and synthesize public health and other scientific information to improve population level health.
7. Think critically about public health problems.

SELECTION OF INTERNSHIP PLACEMENT SETTINGS

In selecting organizations as potential settings for internship placement, the Public Health Program looks for evidence of commitment to a learning environment for public health practice. The following represents some of the criteria utilized in the selection process:

1. The acceptance of professional education for public health as part of the philosophy and practice of the organization by the board of directors, the executive, and the organization staff members.
2. The degree of congruence between the organization’s policies and procedures and the philosophy and objectives of the public health program.
3. The extent to which an organization fosters a climate conducive to student learning.
4. The availability of qualified site supervisors.
5. The willingness of the organization administration to release the site supervisor from other responsibilities to function as site supervisor to plan the student’s program, prepare for and hold supervisory conferences, and generally to supervise the student’s progress.
6. The willingness of the organization to accept the student as a learner whose assignment must be geared to learning needs rather than the scheduling demands and workload of the organization.
7. Student assignments must be flexible enough to maximize learning, neither too superficial nor too repetitive.
8. The availability of adequate physical space and provision of adequate support services, office supplies, etc.

9. The organization's agreement to treat all information, including evaluations of students, as confidential.
10. The organization's willingness to allow the student to use the internship experience and other appropriate material, with confidentiality protected, in classroom discussions and assignments, including the capstone presentation.
11. The organization's willingness to allow the student to take part in staff meetings, in-service staff training, interagency conferences and such other education opportunities as might arise.

EMPLOYED PLACEMENT POLICY

If a student wishes to request a placement in an agency in which he/she will be simultaneously employed, the following minimal conditions must be met:

- The organization possesses an interest in an opportunity for public health practice.
- An individual must be available as site supervisor, subject to the approval of the Department of Public Health, Food Studies and Nutrition; Public Health Program. The site supervisor may not be the same individual who supervises the student in the work setting or has supervised the student in the past.
- The proposed internship placement activities and requirements must differ **significantly** from previous or current employment responsibilities in the agency.
- The proposed internship placement assignment must meet curriculum requirements.

Students who may secure an employed placement meet with the internship placement coordinator to discuss their learning interest and goals. The constraints of an employed placement are reviewed and other options available to the student are discussed. Once it is determined that an employed placement is the best option for the student, the faculty advisor and internship placement coordinator make final decisions regarding employed placements.

AGENCY'S ROLE

The agency's role is to help students develop in public health roles and skills. Progressive increases in tasks and student involvement should occur as the student's proficiency and knowledge of the agency increases. Tasks for students may involve: data collection, writing informational brochures, program planning and development, implementation assistance, evaluation of conferences or programs, and direct contact with community clients. The agency must provide meaningful work in which a student can be productive by applying skills or learning new ones, and by providing supervision and guidance consistent with a student's needs and progress. Public health interns are productive assets, capable of assuming responsibility and fulfilling tasks. The internship experience also provides the agency an opportunity to observe the student as a prospective employee in the field of public health.

All public health interns are required to design and implement a capstone project that demonstrates a contribution to the placement agency and public health. The agency must have the capability to support this requirement. The agency site supervisor, along with the internship placement coordinator, will assist in guiding the process.

It is further understood that the organization serving as the internship placement site will:

- Provide a site supervisor who possesses the knowledge, experience and skills necessary for public health placement.
- Allow the site supervisor minimum time as deemed appropriate to dedicate time to a student each week for individual supervision.
- Allow the site supervisor time to attend other meetings as requested by the student and/or the internship placement coordinator and the capstone presentation as appropriate.

SITE SUPERVISOR'S RESPONSIBILITIES

Prior to the beginning of the internship:

- Participate in the formal communication processes with the internship placement coordinator and student prior to student initiation of the experience.
- Review and sign off on the student's learning objectives.
- Prepare a schedule outlining job duties and supervision before the student begins the experience.
- Participate, if appropriate, in the students' interview process.

During the internship:

- Plan an orientation for the intern to the agency's physical setting, policies, services, and links with other service delivery systems in the local community, region, state, or nation.
- Provide clear communication to the intern regarding day-to-day expectations.
- Enrich the intern's learning opportunities through carefully selected educational experiences.
- Hold a supervisory conference (with the student) of at least one hour of "protected time" per week, in addition to "normal" interaction throughout the weeks.
- Assess regularly the intern's level of knowledge, educational needs and interest in collaboration with the internship placement coordinator.
- Review and sign the student's time sheets. (see page 9)
- Participate in the evaluation of Intern Performance:
 - Situations in which the student's performance brings into question the student's ability or willingness to meet minimally acceptable standards should be communicated to both the student the internship placement coordinator. Obvious examples are erratic attendance patterns, failure to keep appointments or other obligations, inappropriate behavior in the professional role, violation of the ethics or laws, and refusal or failure to carry out policies or procedures that are vital to the organization's functioning. It is especially crucial that any performance deficiency be brought to the student's attention as soon as it has been observed. Only in this way do the student and the site supervisor and internship placement coordinator have full opportunity to initiate timely corrective steps.
 - Provide the internship placement coordinator with a written evaluation of the intern's performance at the mid- and end of term. HTW 422 Internship Evaluation Forms will be provided in advance to the site supervisor.
 - Discuss the mid-term evaluation with the intern and internship placement coordinator at a scheduled meeting.
 - Intern activities which may be evaluated may include, but are not limited to: review of work products (brochures, education materials, literature reviews, oral presentations, participation in group meetings, fulfillment of daily responsibilities).

RESPONSIBILITIES OF THE INTERN

The intern, with the support of the internship placement coordinator, has major responsibility for his/her own learning, and is expected to actively participate in the formulation and implementation of the internship placement experience. Responsibilities center on the use of supervision, the use of organization resources and materials and participation in self-evaluation. While in placement, the intern is expected to maintain the same ethical standards and practices as the professional staff.

- Use of Supervision - The intern is expected to prepare for and participate in regular conferences with the site supervisor, focusing on the student's learning and application of public health concepts. In an effort to foster the integration of theory to practice, the student may share relevant materials and syllabi with the site supervisor in addition to appropriate classroom discussions and experiences. The intern uses this professional relationship as a constructive toll in his/her total educational program.
- Use of Organization Material - There should be a clear understanding among the organization, the intern and the department about the student's use of an organization's material in the classroom. In some cases, the organization may require the intern to sign a "non-compete" clause that prohibits the student from sharing proprietary materials outside of the internship site.
- The Intern as a Member of the Organization - The intern takes responsibility for becoming a part of the placement setting and participates as a responsible member of the staff. Attendance at meetings and conferences in the organization and community encouraged. The student should take advantage of appropriate opportunities to broaden the learning experience within the setting consistent with educational and service obligations. Students need to understand and accept the importance of planning their time, keeping appointments, maintaining office routine, and of maintaining professional demeanor. Variations in schedule are worked out between the intern and the site supervisor, with the internship placement coordinator being kept informed.
- Use of Collaborative Problem Solving - The public health program respects the right of the intern to raise and pursue issues regarding his/her placement. Such concerns should be brought by the intern to the internship placement coordinator. The first step in most cases involves the internship coordinator coaching the student on possible ways to resolve the problem him/herself. The process of problem solving on one's own behalf is an important part of professional development. If this fails, the intern, internship placement coordinator and site supervisor initiate a joint meeting to further assess and enact problem resolution strategies.
- Protection of Confidentiality - Interns will protect the confidentiality of all individuals seeking services within the assigned internship setting. A confidentiality form will be signed by the student, site supervisor, and internship placement coordinator. These forms will be kept on file at Syracuse University.

FACULTY ADVISORS ROLE

- Mentor advisee throughout academic career to help identify interest areas that will help shape internship placement.
- Review professional resume.
- Act as consultant to internship placement coordinator.
- Approve the placement sites suggested by the student and internship placement coordinator.

INTERNSHIP PLACEMENT COORDINATOR ROLE

- Mentor student throughout academic career to achieve career goals and provide guidance and support relative to the students' potential.
- Develop internship opportunities through contacts in research, practice and service activities.
- Assist students with drafting learning objectives.
- Arrange for placement of students with agencies congruent with student career and/or academic interests, and ability level.
- Serve as a liaison among the student, the internship site and academic advisor.

- Conduct periodic internship site visits.
- Meet or communicate with the student intern throughout planning and placement to facilitate a successful and productive placement experience.
- Evaluate students' attainment of internship objectives.
- Grade student portfolios and capstone projects.
- Instruct HTW 422 seminar classes.

INTERNSHIP PLANNING TIMELINE

February	Orientation meeting for Summer, Fall and following spring internships.
March	Meeting with academic advisor. Internship application due to PH Administrative Assistant, 344 White Hall. See sample on pages 10-11.
April	Confirmation of eligibility for Summer and Fall registrants. Follow-up meeting with internship placement coordinator scheduled for all Summer and Fall internship students. Agency interviews completed.
May (Summer) August (Fall) January (Spring)	Internship placements confirmed and communicated to student intern, administrative assistant, director of UG programs.
October	Follow-up meeting with internship placement coordinator scheduled for all Spring internship students. Agency interviews completed.

INTERNSHIP TIMESHEET

Intern Name: _____ Semester/Year: _____

Intern Site: _____

Week One	Date	Hours Worked
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Week Two	Date	Hours Worked
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Signature of Site Supervisor

Date

Signature of Student

Date

NOTE: The Time Sheet is due on the Monday following the two-week period being reporting. These reports will be used to keep track of the number of hours worked by the student. It is recommended that the student retain copies of their time sheets and monitor the number of hours worked.

Students will not receive credit for hours that are not included in the time sheet. The site supervisor must sign Time Sheets.

Copies of time sheets are to be delivered in person to Susan Scholl on a bi-weekly basis as directed in the syllabus. Students must keep the original signed time sheet and submit as part of their portfolio.

HTW 422 Internship Application form.

The online fillable form can be found at: <http://falk.syr.edu/pfn/public-health/forms-information/>



HTW 422 - Internship Application

Department of Public Health, Food Studies, and Nutrition: Public Health Program

****STUDENT MUST ATTACH RESUME AND ADVISING TRANSCRIPT****

Complete form; make an appointment with your academic advisor to review your resume and obtain his/her signature; submit form to the Public Health Administrative Assistant; make an appointment with Susan Scholl for placement.

Application deadline, Friday, March 30, 2018.

<u>Student Contact Information (Please print or type)</u>	<u>Undergraduate Academic Progress Section</u>
Name: _____	Major: _____
SUID Number: _____	Minor/Concentration: _____
Current Address:	Number of hours completed toward degree: _____
Street: _____	Cumulative Grade Point Average: _____
City: _____	Have you completed the Public Health program Requirements? Yes _____ No _____ (this includes all HTW core course Requirements with the exception of HTW 306, 309 & 401)
State: _____ Zip Code: _____	Do you have a car? Yes _____ No _____
Phone/Cell Number: _____	
SU Email (REQUIRED): _____	

If you have not completed the Required Program HTW courses below, you may NOT enroll in the internship.
(Registration is by permission only and will be granted only after grades have been posted.)

Course	Semester	Grade
HTW 121 Personal and Social Health		
HTW 221 Health Promotion Across the Lifespan		
HTW 302 Influencing Healthy Behavior		
HTW 303 Community and Environmental Health		
HTW 304 Community Health Education		
HTW 307 Culturally Competent Health Care		
HTW 311 Health Literacy		
HTW 402 Implementing & Evaluating Health Program		
HTW 403 Community-Based Health Policy and Research		

➤ Have you developed your: Resume Yes _____ No _____ Cover Letter Yes _____ No _____

➤ Beyond graduation, what type of work and what content areas are you interested in working?

➤ Geographically, where would you like to be for your internship (note: out of area internships require a 3.25 GPA)?

List some of the types of organizations that you are interested in pursuing an internship with (if you have contact names, please list them to the right):

Name of Organization	Contact Information (if site is not on the existing list)

TO BE COMPLETED BY YOUR ACADEMIC ADVISOR:

First semester/year that this student is eligible to register for HTW 422:

SEMESTER	INSTRUCTOR
Fall _____	Susan Scholl
Spring _____	Susan Scholl
Summer _____	Lisa Olson-Gugerty

Having met with this student and reviewed the information provided herein, they are approved to initiate the development of their capstone experience.

HTW Academic Advisor

Date

I understand that participation in HTW 422 Capstone Internship is predicated on my successful completion of all required HTW core courses (listed on page 1.)

Student Signature

Date

SUMMARY

Step 1: Complete the HTW 422 Internship form - link is below. Type in the fields on the application as indicated and print out a copy. This is a fillable PDF and cannot be saved or sent.

<http://falk.syr.edu/pfn/public-health/forms-information/>

Step 2: Prepare or update a resume that is grammatically correct and free of spelling errors.

Step 3: Make an appointment to meet with your advisor to discuss your eligibility for HTW 422, your resume, your interests and your plans post-graduation. This discussion will help guide internship possibilities. Your advisor will sign your application.

Step 4: The signed application, your resume and academic advising transcript (an official transcript from the Registrar's Office is not necessary) should then be turned into Judi Emmi, Administrative Assistant, in suite 344 White Hall. Your application will be checked for pre-requisite classes.

Step 5: Email Susan Scholl, Internship Placement Coordinator, at sascholl@syr.edu to make an appointment to discuss potential internship sites. Because this is a permission only class, you will be notified by email when you may do so. You will not be able to register without permission.

Below is the link to the HTW 422 Internship Handbook

<http://falk.syr.edu/pfn/public-health/forms-information/>

Grades will be checked after they are posted to ensure that all students who have applied for HTW 422 have passed all required courses. At that time students will be permissioned to register and notified by email.

If you do not follow the above steps you will not be able to register for HTW 422. No application - no HTW 422.

PUBLIC HEALTH FACULTY/STAFF CONTACT INFORMATION

Syracuse University
Falk College
Department of Public Health, Food Studies and Nutrition
Public Health Program
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Syracuse New York 13244

Main Office: 315-443-2141

Staff Contacts:

Judi Emmi	Administrative Assistant	443-2141	jpemmi@syr.edu
Susan Scholl	Internship Placement Coordinator	443-8436	sascholl@syr.edu
Mel Stoffel	Office Coordinator	443-9233	mstoffel@syr.edu

Faculty Contacts:

Dessa Bergen-Cico	Associate Professor	443-0250	dkbergen@syr.edu
James R. Byrne	Assistant Dean - Student Services	443-	jrbyrne@syr.edu
	Professor of Practice - Public Health		
Luvenia Cowart	Professor of Practice	443-9808	lwcowart@syr.edu
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	Director, Graduate Programs in Public Health		
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	Director, Undergraduate Programs in Public Health		