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Internship Supervisor: Pamela Schoenberg Reider
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3 Group Class Meeting Dates: 5/30, 6/27, 8/1
Location: 574 Boston Avenue, Room 204

Class Meeting Time: Wednesday, 9-10:20

1 required individual meeting & 1 or more optional individual meeting with internship supervisor/course faculty:
Dates/times TBD (student is responsible for scheduling these via doodle polls Pamela will circulate)

Description
The internship offers a unique opportunity to: 1) gain hands-on experience interacting with professionals and clients/consumers in the field of community health, 2) examine and clarify professional values and aspirations, 3) reflect on the relationship between theory and practice, and 4) develop career-building skills and strategies. Meetings and assignments are designed to provide guidance and support for community health students to maximize the benefits of the internship. All relevant documents will be posted on Canvas.

Requirements
● INTERNSHIP: 150-hour field placement arranged by student with approval of internship coordinator and supervisor.
● INTERNSHIP EVALUATION: Final evaluation to be completed by the Supervisor (85% of final grade)
● GROUP CLASS AND INDIVIDUAL SUPERVISION MEETINGS: Three mandatory group class meetings (schedule listed above): The first and second meetings of the semester will be with the entire group. The final semester meeting, also a group meeting will consist of student presentations in small groups. In addition, you will be required to participate in one required individual supervision meeting with the internship supervisor/course faculty during the semester and can choose to participate in 1 or more additional optional individual supervision meetings. Students are responsible for scheduling these via doodle polls Pamela will circulate. (Three class meetings and one individual meeting are 4% of your final grade)
● WRITTEN ASSIGNMENTS: Five written assignments and one class poster presentation (7% of final grade; 1 point for each written assignment and 2 points for the final class poster presentation)
● TIME LOG: Time Log signed by supervisor (4% of final grade)
● MIDPOINT ASSESSMENT: Students will be provided with a midpoint assessment to complete in preparation for their midpoint assessment meeting with their supervisor. This is not graded and does not need to be turned in to us. This is meant to be a conversation prompt for you. (not graded and not submitted to us)
● ADDITIONAL REQUIRED BUT NOT GRADED MATERIALS: In addition to these materials students are required to submit 1) a resume with their internship included at the end of the semester and 2) an evaluation of the internship. These two items are not graded but should be submitted to us. (not graded, submitted to us)

Assignments and Evaluation
Your grade for CH 180 is based on:
● your supervisor’s evaluation of your performance “on the job” (85%)
● five written assignments (5%) and 1 final presentation poster (2%)
● your active participation in one individual supervision meeting with the internship supervisor/course faculty (1%)
● attendance/participation in three group class meetings (3%)
● submission of a signed time log (4%)
Internship Evaluation 85%
Supervisors must fax, email or mail the standardized evaluation. This and individual supervision meetings with CH faculty are considered in the overall evaluation of the experience. Review/sign the evaluation with your supervisor.

Attendance (Group Class and Individual Supervision Meeting) 4%
Group and individual meetings provide critical supervision opportunities. Students are expected to attend and to be active participants in the three group sessions and be prepared to reflect on and discuss internship experiences (projects, goals, supervision, challenges, etc.) at each meeting. Additionally, students are required to meet with the internship supervisor/course faculty one time during the semester for individual supervision. Students can choose to participate in additional optional individual supervision meetings. These optional meetings will not be graded. Scheduling for individual supervision meetings will be via emailed calendar link. Failure to attend any of the meetings will result in the loss of 1 point from the final grade (per missed meeting). We cannot offer makeups for missed classroom meetings, however students can reschedule the missed individual supervision meeting. An individual supervision meeting that is rescheduled (following a missed meeting) will result in the loss of .5 points.

Written Assignments and In-class poster presentation 7%
During the course of the semester you will be asked to complete five written assignments and one in-class poster presentation directed at processing the internship experience, learning more about your site and related professional issues. All written assignments are 2 pages in length with the exception of the poster presentation (template will be provided). Use 12-point font, 1-inch margins, and double-spacing. Late submissions for the written assignments will result in loss of points. If the written assignment is turned in within five days of the due date, the student will lose .5 points. If the written assignment is more than five days late this will result in no credit. Similarly, a late poster, turned in within 5 days of the due date will result in a loss of 1 point, while a poster submitted more than five days late will result in no credit. In addition to these written assignments, you will be asked to submit a completed poster template on the last day of class worth two points. The instructions for this poster template are on Canvas under resources. Upload assignments on the Canvas course site by the due date.

Time Log 4%
At the end of the internship, submit a log of your hours (signed by your supervisor).

ASSIGNMENTS AND MEETING DATES

GROUP CLASS #1: INTRODUCTIONS AND OVERVIEW Date: 5/30/18 9:00am
- Internship overview, review of assignments, and evaluation criteria
- Student introductions, description of student sites, and discussion of roles/responsibilities
- Overview: workplace professionalism, ethics, negotiating roles and responsibilities, questions and concerns going into the field, making the most of your internship
- Goal-setting (personal/professional) using the SMART format

WEEK #1 WRITTEN ASSIGNMENT: Agency Analysis, Description of Internship, Readings Due: 6/1/18 11:59pm
Visit Canvas to download a worksheet to complete this assignment.

- Read pages 13-16 in the Handbook (“Making the most of the internship”). Comment on one aspect of the reading. What questions/concerns do you have as you are about to begin your internship?
- Write a brief sketch of the organization/program describing the organization’s structure and your role in it. Identify its goals and mission. Comment on your perceptions of its strengths and weaknesses. Summarize the history of your organization. Describe the culture of the organization: dress, level of formality, physical structure of the offices, staff meeting style, the organizational structure, worker input in decision-making etc. And finally comment on why you chose this internship over other possibilities?
- Do you have any concerns or questions related to your internship at this point in time?
**WEEK #3 WRITTEN ASSIGNMENT: Goal Development and Project Detail**  
Due: 6/15/18 11:59 pm  
Visit Canvas to download a worksheet to complete this assignment.

On this worksheet you will specify 3 goals using the SMART model (Specific, Measurable, Attainable, Relevant, and Timely). Include at least one personal goal and one professional goal. In addition to presenting your goals in this assignment, describe your site projects/assignments in detail and answer the following questions: What have you not yet experienced or observed at your site that you had hoped to be exposed to? What questions about the field of community health/public health does this raise for you? What are the connections between this experience and the knowledge you have gained from your academic work and list any questions or concerns you have at this point related to your internship.

**INDIVIDUAL SUPERVISION MEETING #1:**  
Sign up between 6/18/18-6/25/18

**GROUP CLASS 2: PROFESSIONAL DEVELOPMENT**  
Date: 6/27/18 9:00 am  
- Discussion of internship experiences, how can you leverage this experience for the future? How will this internship inform what you do next?  
- Career Center presentation  
- Resume Review: Please bring 2 copies of your resume to class.

**WEEK 5 WRITTEN ASSIGNMENT: Informational Interview**  
Due: 6/29/18 11:59 pm  
Visit Canvas to download a worksheet to complete this assignment.

For this assignment you will complete and summarize an interview with a person at your site or at the site of a colleague. More details on this assignment are located in the assignment instructions. (2 pages)

**OPTIONAL INDIVIDUAL SUPERVISION MEETING 2:**  
Email Pamela to arrange a meeting

**WEEK 7 WRITTEN ASSIGNMENT: “DEAL” with a Project**  
Due: 7/13/18 11:59 pm  
Visit Canvas to download a worksheet to complete this assignment.

Choose one task, assignment or project you have completed or is in progress at your site and use the DEAL model (see below) to assess your skills development and growth related to this task. (2 pages)  
**Describe:** What was the task and why? What did I do? What did others do?  
**Examine:** Why was this task important to the project or overall assignment. What curricular learning is important to this experience? What skills did I use or lack? What did I observe about skills development, training, initiative and leadership? What might have I or others done differently  
**Articulate Learnings:** What did I learn? How did I learn this? Why is this learning important? How might this learning affect my future studies, job and experiences?

**WEEK 9 WRITTEN ASSIGNMENT: Outside Observation or Alternate options**  
Due: 7/27/18 11:59 pm  
Visit Canvas to download a worksheet to complete this assignment.

For this assignment visit a partner organization, different team/project at your site, a peer’s internship site or a program at your site which you are not directly affiliated with. Write an assessment using the prompt sheet on Canvas.
PLEASE NOTE: THIS ASSIGNMENT IS DUE BY 8AM THE MORNING OF OUR LAST CLASS.

WEEK 12 WRITTEN ASSIGNMENT: Final Assignment

Due: 8/1/18 8:00AM

Visit Canvas to download a worksheet to complete this assignment.

For your final written assignment in this course, please create a poster to reflect your experiences and highlight a case study or present a project you have completed/work on in depth. Focus on a particular case study of a patient, project, decision making process, research study including interviews/data, description or evaluation of a program, session, meeting or process, challenge, learning experience or goal.

CLASS SESSION 3: COMPLETING THE INTERNSHIP

DATE: 8/1/18 9:00am

During class you will participate in a roundtable discussion of your internship experience with others in the class using the Week 12 Written Assignment poster you have developed as a guide. Prepare a 5-7 minute talk based on your poster to present in class. This exercise is intended to provide a forum for you to share what you are working on with members of your cohort and to reflect on what happens when theory meets practice. During this session we will also revisit your initial goals and determine next steps. We will also address steps to successful completion of the internship.

ADDITIONAL DOCUMENTATION

Due 8/10/18 11:59PM

- Time Log (signed by your supervisor)
- Student’s Internship Evaluation (template on Canvas; different from Supervisor’s Evaluation)
- Revised Resume including an entry on the internship experience
- Supervisor evaluation, completed and submitted by supervisors to CH department