Spring 2015 Community Health 180: Internship  
***Internships begin the week of January 12, 2015***

Course Faculty: Carolyn Leung Rubin  
carolyn.rubin@tufts.edu  
phone: 617-627-4276 or 617-636-3444

Internship Supervisor: Pamela Schoenberg Reider  
pschoenberg.reider@tufts.edu  
phone: 617-627-2349

3 Class Meeting Dates: 1/14, 2/18, and either 4/1, 4/8, or 4/15  
Class Meeting Time: Wednesdays, 8:05-9:20 a.m.

Location: Bromfield-Pearson Room 005  
2 Individual meetings: Dates/times TBD

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 Trunk.

Requirements
- 150-hour field placement arranged by student with approval of internship coordinator and supervisor.
- Three mandatory group meetings (schedule listed above): The first and second meetings of the semester will be with the entire group. The final semester meeting will be a small group meeting. For this final meeting, students will be assigned one of three meeting dates during the first session.
- Two individual meetings during the semester (arranged with Pamela)
- Supervisor Evaluation (75% of final grade)
- Five (5) written assignments and one class presentation (12% of final grade)
- Attendance/active participation in 3 class supervision meetings and 2 individual supervision meetings (10% of final grade)
- Time Log signed by supervisor (3% of final grade)

Assignments and Evaluation
Your grade for CH 180 is based on your supervisor’s evaluation of your performance “on the job” (75%), and your active participation in the two individual supervision meetings with CH faculty and attendance/participation in group meetings and course assignments (25%). The supervisor’s evaluation criteria will be discussed in class.

Attendance (Class and Individual Supervision Meetings)  
10%
Group and individual meetings provide critical supervision opportunities. Students are expected to attend and to be active participants in the three group sessions. Additionally, students are required to meet with course faculty two times during the semester for individual supervision. Scheduling for individual supervision meetings will be via emailed calendar link. Failure to attend any of the meetings will result in the loss of two points from the final grade (per missed meeting). Meetings that are rescheduled (following a missed meeting) will result in the loss of one point. Students should be prepared to reflect on and discuss internship experiences (projects, goals, supervision, challenges, etc.) at each meeting.

Written Assignments and Class Presentation  
12%
During the course of the semester you will be asked to complete five written (narrative) assignments directed at processing the internship experience and related professional issues. You will also submit a copy of your resume, and a brief evaluation of your experiences at the site. All assignments are 2 pages in length. Use 12-point font, 1-inch margins, and double-spacing. Upload assignments on the Trunk course site by the due date. Late submissions will result in loss of one point from the final grade. Assignments more than five days late result in no credit.

Internship Evaluation  
75%
Supervisors must fax, email or mail the standardized evaluation. This individual supervision meetings with CH faculty are considered in the overall evaluation of the experience. Review/sign the evaluation with your supervisor.

Time Log  
3%
At the end of the internship, submit a log of your hours (signed by your supervisor).
ASSIGNMENTS AND MEETING DATES

CLASS SESSION 1: INTRODUCTIONS AND OVERVIEW  
DATE: 1/14/15
• 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

ASSIGNMENT 1: Site Description  
Due: 1/16/15
Discuss site mission, staff roles/ training levels, funding, supervisor’s role, your role. Why is this work important?

ASSIGNMENT 2: Statement of Goals  
Due: 1/21/15
Use SMART format discussed in class. State 3-5 specific goals (professional, educational or personal) and include milestones for reaching goals. Discuss workplace issues/concerns (supervision, responsibilities, projects, work dynamics) and changes you would like to make in order to get off to a good start. (2 pages)

INDIVIDUAL SUPERVISION MEETING 1:  
Sign up for week of 1/19 and 1/26

CLASS SESSION 2: PROFESSIONAL DEVELOPMENT  
DATE: 2/18/15
• Discussion of internship experiences, supervision relationship, and making the most of the internship
• Overview of Public Health job market, job search strategies, and discussion of graduate school
• Resume Review: Please bring 2 copies of your resume to class.

ASSIGNMENT 3: One Week of Work  
DATE: 2/25/15
Describe a typical week at your site. Detail your projects, research, clinical encounters, new skills or engaging/interesting meetings, presentations or lectures. Discuss your weekly supervision meeting and how you can make the most of this relationship. Discuss the challenges, inspirations, surprises and rewards you find at your site. What more would you like to do, and how can you make this happen?

ASSIGNMENT 4: Re-evaluation of Goals  
Due 3/11/15
Re-evaluate your goals and update your progress. Describe your work during the past few weeks. Provide a detailed description of one significant project or case study. How has the internship influenced your understanding or perception of the relationship between theory and practice? What do you want to be sure not to miss before you leave? (2 pages)

INDIVIDUAL SUPERVISION MEETING 2:  
Sign up for the week of 3/8 or 3/22

CLASS SESSION 3: COMPLETING THE INTERNSHIP  
4/1, 4/8, or 4/15
• During class you will deliver a 5-7 minute presentation based on your work on site. Focus on a particular case, project, circumstance, challenge, learning experience or goal. 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.

ASSIGNMENT 5:  
Due 4/22/15
A final reflection on the entire internship experience. Address goals, progress, projects, supervisor relationship, achievements, new skills, and changes you might have made. What courses at Tufts prepared you for this experience? What might have been helpful to know going in? Discuss lessons learned, lasting impressions, and next steps.

ADDITIONAL DOCUMENTATION  
Due 4/22/15
• Time Log (signed by your supervisor)
• Student’s Internship Evaluation (template on Trunk; different from Supervisor’s Evaluation)
• Revised Resume including an entry on the internship experience
Class session 3: (Please let us know immediately if you need to switch groups)

**Group 1 (4/1):** Naomi Ali, Emily Baldi, Lily Barnard, Fariha Choudhury, Mark Farha, Gabrielle Galat, Christine Gregory, Madison Hafitz, Chelsea Hicks,

**Group 2 (4/8):** Linda Jiang, Charles Larcom, Katharine Lynch, Meaghan McGoldrick, Samantha McPeck, Katelyn Montalvo, Yirat Nieves, Danna NiSai, Maria Ordoval-Montanes

**Group 3 (4/15):** MaAbena Owusu-Prempeh, Leah Petrucelli, Yaniv Rait, Alison Schnitzer, Sophia Schoenfeld, Prachi Sharma, Emily Stein, Emma Wells, Daiva Yee, Gregory Zhang