

HP4900 Internship Guidelines
Health Promotion Program, ASU

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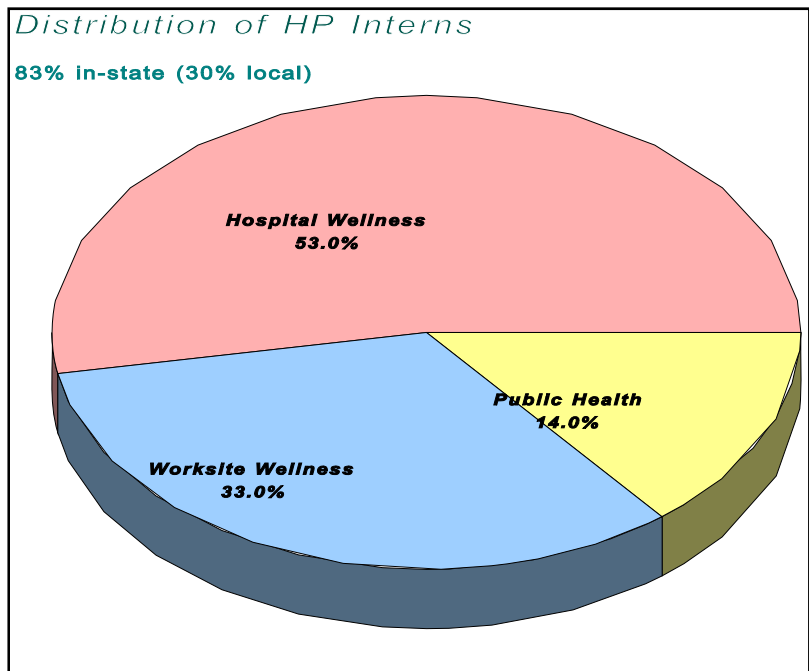
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Description of internship

HP4900 (Internship) is an extended experience in practical applications of health promotion skills at a cooperating public or community health agency, hospital, or worksite. During the last decade, hundreds of Health Promotion majors have successfully completed an internship experience (often the stepping stone to a job or graduate education). The most common site is the hospital, followed by the worksite and public health department (see figure)

You are not to start your internship until all academic work has been completed (or special permission from Dr. Utter has been granted).

Before the last semester of academic study, go to College of Fine and Applied Arts and arrange for a graduation check. If you desire graduate education, arrange to take the GRE. Work with Dr. Utter to clear all course substitutions or transfers.



Selecting your internship site

Select your internship site about 3-6 months prior to your starting date. There are several ways to search for a site. Any of the HP faculty can assist you in getting started with the search.

Internship information is posted on the bulletin board in 13C. You can also check local phone books in your preferred geographic area for fitness centers, health departments, and other health promotion programs.

There is also an internship site list of all sites that Health Promotion students have utilized since the degree program started; you are not limited to these sites, but it can give you an idea of the type of agencies students have utilized in the past. It can be accessed by going to www.hles.appstate.edu. When on the home page, click on **health promotion** when it appears in the text description of the department. Then click on **degree information and curriculum**. The internship manual is also at this site.

Site names and contact information often changes; therefore, the information is sometimes not correct. If you are interested in a listed site but cannot reach the contact person and/or the phone number is no longer available, we suggest that you try directory assistance for the agency name. If you call the agency and the contact person is no longer working at the agency, explain to the person that you are interested in an internship and ask can they direct your call to the appropriate staff person. Excellent resources for finding possible sites include:

- 1. WORKSITE HEALTH PROMOTION:** www.welcoa.org. Click on InfoPoint in the left column. User ID is university and password is affiliate. Go to the career center. Also, you can go under Well Workplace (top of page) and look at the award winners for worksite health promotion. Location, description, and contact information is usually provided. Chances are if the company has a health promotion program they will also accept interns.
- 2. COMMUNITY HEALTH:** www.healthycarolinians.org. There are Healthy Carolinian programs in almost every county of North Carolina and you can locate your county and get a link to their web page.
- 3. COMMUNITY HEALTH:** <http://www.ncpublichealth.com> This site provides links to all public health departments in North Carolina.
- 4. FEDERAL INTERNSHIPS:** <http://www.nih.gov>
- 5. HOSPITALS:** <http://www.ncha.org/public>. This site provides links to North Carolina hospitals, and you can check to see if they offer health promotion services. If they have these services they may also accept interns.
- 6. www.career.appstate.edu**. Click on students. Click on Health Education & Health Promotion to check out helpful information. Also, check out Career Gear for potential internship sites.
- 7. <http://www.phfr.com>** Search for internships or full-time jobs using this national internship finder service.
- 8. www.hfit.com** Contact the Recruitment manager for Health Fitness Corporation to find internships at their worksites. They have programs in 41 states.

9. Question Why Youth Centers

Offices in Asheville, Raleigh, Durham, Charlotte, Lumberton, Winterville, New Bern, and Wilmington (see last page for contact information). The Centers primarily act as youth advocacy centers and target tobacco use in high school settings

You need to make sure that the internship site meets the following criteria:

- a. Provides competent supervision by an educated health/fitness professional;
- b. Provides a well-rounded experience in health promotion/wellness (e.g., not just fitness, but also smoking cessation, weight management, stress management, nutritional programs, etc.);
- c. Long-term record of professional service to the local community and members; and
- d. Must NOT provide services of questionable scientific quality (e.g., sales of supplements, acupuncture, and other forms of quackery).

Contacting the internship site

Call the site and make arrangements for an interview. Visit the site with resume in hand. The Career Development Center can be of assistance in resume writing (www.careers.appstate.edu). Be professional in appearance and demeanor. Give a copy of this internship manual to the site supervisor.

Internship contract and Registration

Get the internship contract signed (see attached) by both the site supervisor and the faculty advisor. Also, request a **typed job description** from the site supervisor.

Give a copy of the **contract, job description, and personal resume to Dr. Utter** no later than **2 months prior** to the start of your internship. (Dr. Utter or Ms. Perry will be assigned as your supervisor). You must register by using the special course form (at Dept HLES) which the HP faculty member will give to you.

Guidelines & Recommendations: After the Contract is Signed

1. A **minimum of 320 hours** of supervised experience is required (HP4900, 6sh). Health Promotion internships must include the minimum hours of supervised experience for 6 semester hours (Count on a minimum of 8 weeks at 40 hours/week, or some other schedule suitable to your internship supervisor).
2. Each day, the intern must record total hours worked and provide a brief description of work accomplished in your **daily log**. This is to be turned in to Dr. Utter or Ms Perry at the end of the internship.
3. It is critical that interns do **ALL** that is asked of them (no matter how menial the task) with a **pleasant, cheerful, and energetic style and attitude**. Even though most interns are not paid, the internship should be viewed as an **actual job**. **Dress** professionally, and act like a health professional. Nationwide, approximately 60% of interns are hired as a direct result of their internship. The connections established during the experience are invaluable. Many internship supervisors provide recommendations that can be used when looking for a job or applying to graduate school.
4. The internship experience should be **educational**. Therefore, seek as much variety as possible, attending meetings, observing difference phases of the program, and volunteering for new and demanding opportunities.

5. You are to **call or e-mail Dr. Utter or Ms. Perry at the numbers/addresses listed above every two weeks** during the internship to report progress and activities accomplished. E-mail is preferred. Email should be at least a one-paragraph description of your day-to-day activities. We may ask to speak with your supervisor from time to time or require e-mail reports on your progress and performance. We will make one **site visit** near the end of your internship (summer in-state interns only).

6. At the end of the internship, you will be required to submit your **final report, daily log, and evaluation from the site supervisor**. These should be turned in by August 1 (or by the last week of the spring or fall semesters for those not interning during the summer) in order to receive a final grade. Use these guidelines for preparing your final report:
 - a. Prepare a 3-5 page typed report;
 - b. Summarize if you met the goals and objectives listed in the job description;
 - c. Outline how you spent your time on a typical day;
 - d. Describe skills and competencies developed during your internship; and
 - e. Summarize what was good and bad about your internship.

7. Your supervisor should send your **final evaluation** to Dr. Utter or Ms. Perry (and should review it with you). Please see the attached evaluation form.

INTERNSHIP CONTRACT

MINIMUM REQUIREMENTS:

1. Undergraduate student
2. Cumulative GPA of 2.0

**COLLEGE OF FINE AND APPLIED ARTS
Health, Leisure, and Exercise Science**

Student's name: _____ **Cumulative GPA:** _____

Location of internship: _____ **From:** _____ **to** _____ **(dates)**

Hrs. work/week: _____ **Sem. hrs. credit:** _____ **Compensation:** _____ **Housing?** Yes No

<i>Faculty Contact</i>	<i>Agency Contact</i>
Name: _____	Name: _____
Address: _____ _____ _____	Address: _____ _____ _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
email: _____	email: _____

GUIDELINES:

1. Internships will be 6 s. h. (minimum) to 12 s. h. (maximum). The faculty supervisor will enter the S/U grade upon completion of all internship requirements
2. Internship credit will not be granted retroactively; students must have internships approved in advance.
3. The maximum credit for an internship during one summer session will be 6 s. h.
4. All 12 s. h. internships must span an entire term; in the case of summer, this includes the entire Summer Semester.
5. All interns must have a faculty supervisor and a separate field/agency supervisor.
6. Each intern will have contact with the faculty supervisor on a bi-weekly basis (minimum) during the internship. (Phone or e-mail).
7. The faculty supervisor will visit each field placement to meet with the intern and the site supervisor at least once each summer semester, unless there are extenuating circumstances.
8. Academic credit will be based on a minimum of 40 field placement hours per semester hour credit
9. Internship written requirements set by the department (papers, journal, essays, etc.) must be completed 60 days (maximum) following the completion of the field work.
10. The provisions of this contract will be used for all College of Fine and Applied Arts undergraduate internships; each department shall determine individual written requirements and expectations.

RESPONSIBILITIES OF THE UNIVERSITY:

1. Provide the student with a pre-internship orientation.
2. Participate in developing the learning objectives and the methods of evaluation for the internship.
3. Provide a supervised internship experience through site visits, email, telephone contact and written communication with a faculty supervisor on a bi-weekly basis.
4. Provide the participating agency with appropriate instruments for evaluating the student.
5. Assist the student in developing topics for appropriate research projects, readings, and written papers relating to the agency and the internship experience.

RESPONSIBILITIES OF THE PARTICIPATING AGENCY:

1. Assign a supervisor to work directly with the student to achieve the educational goals of the internship by assigning appropriate work duties.
2. Provide the student with an orientation to the work-site duties, hours, and agency expectations.
3. Schedule regular meetings with the student, and provide an appropriate evaluation of the student's performance.
4. Provide a safe, secure workplace at which the student can meet his/her educational objectives.

RESPONSIBILITIES OF THE STUDENT:

1. Complete all of the departmental prerequisites of the internship program.
2. If requested, provide the agency with a resume and any other necessary documents.
3. Meet with the faculty supervisor and the agency to develop appropriate learning objectives.
4. Abide by the personnel policies of the agency; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.
5. Perform all of the duties and responsibilities of the position in a professional manner.
6. Maintain confidentiality with regard to sensitive information gained in the work environment.
7. Participate openly and honestly in the evaluation process.
8. Complete all of the written assignments, and submit them to the faculty supervisor within the time-specified guidelines; all work shall be submitted no later than 60 days following the completion of the internship.
9. Maintain contact on a bi-weekly basis with the faculty supervisor, and assist in arranging site visits.

This agreement is subject to the specified educational objectives, duties, learning outcomes, and evaluation methods on the accompanying page(s). The agreement may be terminated by any party with two weeks notice. The University or the Agency has the right to terminate a student's experience if either party feels the student is not performing satisfactorily.

Signatures

Student _____	Date: _____
Faculty _____	Date: _____
Agency Supervisor: _____	Date: _____

NOTE:

This contract must be accompanied by a Student resume and a job description for the internship.

Copies of this completed form should be given to the participating agency, the student, and the faculty supervisor.

Final Evaluation of Internship Student by the Site Supervisor

Name of Intern _____

Name of Internship Supervisor _____

Date of evaluation _____ Phone # of supervisor: _____

Note to internship supervisor: First of all, thank you very much for taking the time and effort to provide a supervised internship experience for our ASU intern. Please circle the number below that corresponds to how the student intern performed at your site. (10, 9=excellent; 8, 7=good; 6, 5=average; 4, 3=fair; 2, 1=poor).

1. People skills

Excellent-Average-Poor

- | | |
|--|----------------------|
| a. Worked well with other staff members and administrators | 10 9 8 7 6 5 4 3 2 1 |
| b. Worked well with clients (patients) | 10 9 8 7 6 5 4 3 2 1 |

2. Communication skills

- | | |
|---|----------------------|
| a. Production of written reports | 10 9 8 7 6 5 4 3 2 1 |
| b. Ability to give oral lectures to small or large groups | 10 9 8 7 6 5 4 3 2 1 |

3. Knowledge of subject matter

- | | |
|---|----------------------|
| a. Knowledge of basic concepts in relevant health/fitness areas | 10 9 8 7 6 5 4 3 2 1 |
|---|----------------------|

4. Computer skills

- | | |
|--|----------------------|
| a. Computer skill in preparation of reports and slides; data entry | 10 9 8 7 6 5 4 3 2 1 |
|--|----------------------|

5. Program development

- | | |
|--|----------------------|
| a. Knowledge of steps in program planning and implementation | 10 9 8 7 6 5 4 3 2 1 |
| b. Ability to locate important information and data for programs | 10 9 8 7 6 5 4 3 2 1 |

6. Personal competencies

- | | |
|---|----------------------|
| a. Professional demeanor and appearance | 10 9 8 7 6 5 4 3 2 1 |
| b. On time | 10 9 8 7 6 5 4 3 2 1 |
| c. Organized | 10 9 8 7 6 5 4 3 2 1 |
| d. Good attitude; motivated | 10 9 8 7 6 5 4 3 2 1 |
| e. Innovative | 10 9 8 7 6 5 4 3 2 1 |
| f. Self-starter | 10 9 8 7 6 5 4 3 2 1 |
| g. High energy; alert | 10 9 8 7 6 5 4 3 2 1 |

Comments (please comment on overall performance by intern and give your recommendation regarding a "satisfactory" or "unsatisfactory" final grade)

Student signature _____ Supervisor signature _____

Date _____