

Dear Student,

We have put together a packet of information to assist you with beginning an internship. The following information will give you insight to the purpose of the internship, as well as provide information for your potential worksite supervisor. You will also find instructions for the paperwork needed to register for internship credits.

Our academic advisors do their best to recommend internships and we also have a site book located in our office to help get you started, however it is ultimately the student's responsibility to secure an internship in the field.

Once a potential internship has been identified please meet with your advisor to get approval. If it is not possible to meet with your advisor please contact them via email with the following information:

- Name and concentration (school health, community health, health sciences, physical activity/exercise)
- Student ID number
- Location of internship
- Responsibilities/Duties

If your internship is approved via email you MUST bring the email along with your application/learning contract to get your ADD/DROP form stamped in the School of Community Health office (URBN 450). If you were approved in person during an advising session you MUST get a pink slip from your advisor, or have them sign your ADD/DROP form during the session.

Please also view the PHE 404 Undergraduate Internship Orientation power point on our website at www.pdx.edu/sch before registering for the internship.

Remember that it is important to make appointments early. Taking care of arrangements early will help you avoid missing deadlines.

Feel free to contact your advisor or the front desk if you have any questions.

Thank you,
Jane Mercer mercercj@pdx.edu
Belinda Zeidler zeidlerb@pdx.edu

SCH Front Desk schinfo@pdx.edu
503-725-4401 tel
503-725-5100 fax

Overview of PHE 404 Undergraduate Internship

What is the purpose of the undergraduate internship?

The purpose of the undergraduate internship is to provide students with a work-related experience designed to integrate theory and practice in an applied setting under supervision. The internship experience permits the student to demonstrate her/his ability to apply knowledge of theory and practice to specific activities in a real-world setting.

The internship provides students with a professional experience where they can apply existing and new skills and become more socialized into the field of community/public health. Existing skills are those the student brings from their life experience and previous education. New skills include those the student has gained through their educational experience. Socialization occurs through mentoring of the student in the work site and professional arena by the worksite supervisor for the internship.

Who must take PHE 404?

All Health Studies majors in the School of Community Health must complete an internship. Those in the *community health education, school health education and physical activity/exercise* concentrations must complete **8 credits**; those in the *health science* concentration must complete **4 credits**.

What does the internship experience involve?

The internship experience typically involves the student working on a health/fitness related issue confronting a public, not-for-profit or health services organization. It is an opportunity for the student to relate her/his academic experience to the issue that is the focus of the experience. Typical activities conducted by students in internship settings include health education activities at a not-for-profit, a hospital, state/county health agency, or a fitness facility.

The student should spend a minimum of 240 hours (120 hours for health sciences) of work in the internship experience. This can be conducted in one ten-week term or across more than one term, although many worksites prefer a 2-quarter commitment. During the internship, students are expected to keep a weekly journal of work-related experiences and reflections about the internship. Students should report to their faculty advisor on a periodic basis about their experience. At the end of the internship the student prepares and submits an internship summary report and an internship evaluation report.

Responsibilities of Students, Faculty Advisors and Worksite Supervisors

There is a shared responsibility in selecting, monitoring and evaluating an internship:

Students:

- Articulate the kinds of skills or experiences looking to develop or enhance as a result of the internship
- Identify possible internship sites to discuss with internship advisor
- Complete the PHE 404 Application/Learning Contract and return to faculty advisor with the worksite supervisor's signature
- Provide a copy of the Application/Learning Contract to your worksite supervisor
- Maintain weekly internship journal
- Fulfill the Learning Contract as specified
- Submit Internship Summary Report and Internship Evaluation Report to internship coordinator advisor, and the option follow-up survey
- Request that worksite supervisor complete the Student Evaluation Form and return to their faculty advisor in the School of Community Health

Internship Advisors:

- Develop internship opportunities through contacts in research, practice and service activities
- Assist student advisee in identifying appropriate internship sites
- Meet with advisee to review the PHE 404 Application/Learning Contract (note: this may require more than one meeting)
- Approve and sign off on advisee's Application/Learning Contract
- Meet or communicate with advisee periodically during their internship experience as needed
- 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 through out the internship experience; confer with the student's internship advisor as necessary
- Complete the Student Evaluation Form and return to the School of Community Health; debrief with internship advisor on student's performance

Description of the Internship Process

1. When should the internship experience occur?

Students generally are in their senior year (i.e. 135 or more credits). The credit requirement helps to ensure that students have sufficient academic experience to use their internship as an integrative and reflective activity.

2. How do I identify an internship location?

Sites for internships are identified in a number of ways:

- Students' own ideas and contacts
- Announcements of internships posted
- Sites identified in consultation with the internship advisor
- Undergraduate Internship Site Book, located in the

Students should discuss their prospective internship site with their faculty advisor early in the term prior to the term when they want to begin their internship. For example, if you want to begin your internship in spring term, you should meet with your faculty advisor in winter term. Students **MUST** get approval from an adviser before registering for an internship.

3. How do I register for the internship?

Once an internship site has been identified, the student will complete the Application/Learning Contract. The learning contract sets out identifying information about the site, student's learning objectives, and skill requirements. The student, the worksite supervisor, and the internship advisor sign the contract. The internship advisor sees that the signed Application/Learning Contract is placed in the student's academic advising file in the School of Community Health office. Students should provide a copy of the completed Application/Learning Contract to their site supervisor. After a student gets approval from his/her advisor and the contract is signed by the worksite supervisor, the student will need to go to the School of Community Health to get stamped into the class by using an ADD/DROP form, available in the SCH office or Neuberger Hall. If a student gets approval from an advisor via email, they will need to bring a copy of the email to the SCH office to get the ADD/DROP form stamped. If a student was approved in person by an advisor they will need to provide the pink slip signed by the advisor.

4. What do I include as the goals and objectives of the internship?

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 advising.

The goal/objective list may include:

- 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

5. What should I do once the internship begins?

As the internship experience begins, students should start a weekly journal of activities and reflections on the experience. 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 advisor, most problems can be resolved if addressed early. In rare instances, it may be necessary to find another, more appropriate placement.

6. How do I complete the internship?

At the end of the internship experience, the student requests that their worksite supervisor complete the Student Evaluation Form and send the form to the student's internship advisor.

The student's Internship Summary Report and log are submitted to their internship advisor as evidence of completion of the PHE 404 requirement by the end of the last week of classes. The report is graded on a pass/no pass basis. If students choose to fill out the optional follow-up survey they should submit it with their summary report.

FAQs about registering for PHE 404

1. Can I register for PHE 404 online?

No. Students are only allowed to register for PHE 404 using an add/drop form, which can be found in the SCH office or Neuberger Hall.

2. What if I need more than one quarter to finish my internship?

It is possible for a student to use more than one quarter to finish and internship. It is also possible to pay for the internship over multiple quarters.

For example:

A student needing to do 8 credits of internship (240 hours) can do 4 credits over two terms, 2 credits over four terms, etc. At the end of each term you must email your advisor with a progress report that includes how many hours you have completed and what you have left to do in order to get a grade for that term. At the end of your last term of internship you must turn in 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 turn in 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 their advisor reminding them of their situation to get a grade for the term.

3. Can I use current or past work or volunteer experience as my internship?

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 **meeting (not an email)** is required with an advisor to get this approved. Please bring as much information as possible about your previous work experience when meeting with your advisor.

4. Can I do my internship while traveling abroad?

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.

5. Can I do more than the required amount of internship credits?

Yes. You can take up to 12 credits and this must be approved by an advisor. The University does not allow any student to take more than 12 credits of PHE 404.

Students are responsible for scheduling appointments in advance with an advisor. Appointments fill up quickly and are often filled up to two weeks out. It is highly recommended that students call or stop in to make their appointment a couple weeks before they need to meet with their advisor.

503-725-4401

School of Community Health
College of Public & Urban Affairs
Urban Center
506 SW Mill St, Suite 450
Portland, OR 97201

Attention!!!

Students are not allowed to register for this course until their chosen site has been approved by one of the School of Community Health Undergraduate Academic Advisors. Registration must be done with an Add/Drop form. These can be picked up in the SCH office (URBN 450) or Neuberger Hall.

PHE 404 UNDERGRADUATE INTERNSHIP STUDENT CHECKLIST ~ IN ORDER ~

- 1) I have met with my faculty advisor during the term prior to that in which I wish to take PHE 404.
- 2) I have identified a site for my internship. *(If not, talk to your faculty advisor.)*
- 3) I have a description of the experience and skill requirements for my internship.
- 4) I have developed learning objectives for my internship.
- 5) I have stated my career objectives in writing.
- 6) I have completed the PHE 404 Application/Learning Contract and submitted the entire application to my faculty advisor approval.
- 7) I have registered in PHE 404 by completing an add/drop form.
- 8) I have provided a signed copy of my PHE 404 Application/Learning Contract to my worksite supervisor.
- 9) I have started my weekly internship journal.
- 10) I have requested that my worksite supervisor complete the Student Evaluation Form and submit it to my advisor once I am finished with my internship
- 11) I have turned in my summary report (parts I & II) to my advisor

Portland State University

School of Community Health

PHE 404 Undergraduate Internship Application/Learning Contract

STUDENT INFORMATION

Date of application: _____

_____ 9 _____
Last Name First Name M.I. Student ID #

_____ _____
Street Address Email address

_____ _____ _____
City State Zip Code

(Mailing Address if different from street address)

(_____) _____
Phone Concentration (community health, school health, health sciences, physical activity/exercise)

Please complete the following items.

1. Term(s) of registration of internship credits: _____

2. Please state your specific career objectives.

3. Please list your learning goals/objectives (minimum of 3) for the internship to your contract.

1)

2)

3)

(if you need to list more please use another piece of paper and attach)

4. Estimated term (i.e. Fall, 2008) of completion for all requirements, including summary report, survey and evaluation report: _____

5. FIELD INFORMATION:

Organization

Worksite Supervisor (Name & Title)

Address

Work Phone and Ext

City

State

Zip

Fax

Email

REQUIRED SIGNATURES:

Student Signature

Date

Worksite Supervisor Signature

Date

Internship Advisor Signature

Date

For office use only

Date: _____

Approved by: _____

of credits: _____

Term: _____

Guidelines for Internship Summary Report

- **Section I.** Fill out 'Site Information Page' and attach it to your answers from Section II.
- **Section II.** Evaluation of Learning Objectives

Answer the following questions (one page minimum):

1. 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?
2. Were you able to accomplish your learning objectives?
3. Do you feel you received adequate supervision from your worksite supervisor?
4. What feedback or recommendations do you have to improve the internship experience at this placement site?
5. Would you recommend this internship site to other students? Please explain.
6. Has this internship experience influenced your career goals?
7. Any additional comments.

- **Also include your weekly logs.**

SITE INFORMATION PAGE
SECTION I OF INTERNSHIP SUMMARY REPORT

Name _____ Date _____

Concentration (circle one): CH HS SH PAE

Internship Site _____ Supervisor's Name _____ Phone _____

Type of organization (e.g., government agency, not-for-profit, school)

List major objectives of the organization you worked with:

Provide a general overview of your duties and responsibilities at your internship

Would you recommend this internship to another student? Yes No
(you may use the back of this or attach an additional sheet if you'd like to provide explanation)

This is only section one of your summary report. You must type up a one page minimum paper to complete section two.

These forms go into our Undergraduate Internship Site Book for other students to look at when deciding on an internship.

Please check this box if you do NOT want your name shown in the book

To Prospective Worksite Supervisors

Purpose of Internship work-related Experiences

All School of Community Health 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 an 8-hour credit course which means students are expected to participate in worksite activities until a total of 240 hours have been completed. Health Science majors must complete at least a 4-credit hour course which would be equivalent to 120 hours total.

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 mercercj@pdx.edu
Belinda Zeidler 503-725-5104 or zeidlerb@pdx.edu

Student Evaluation Form

Name of Student

Term of Placement

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?

Poor Fair Good Very Good Excellent

(circle one)

Student Evaluation Form Continued

Please provide narrative comments to the following questions

1. Describe the student's strengths.

2. Describe suggested areas for improvement for the student.

3. Please provide any additional comments.

Worksite Supervisor Signature

Date

Worksite Supervisor name (printed)

Please return completed form to:

Internship Advisor Name: _____

School of Community Health

Portland State University

P.O. Box 751

Portland, OR 97207

PHE 404 INTERNSHIP FOLLOW-UP SURVEY

Do not put your name on the survey

- 1. Prior to beginning the internship experience, did you schedule and appear at an appointment with a PHE advisor to discuss the internship requirements?**

YES or NO

- 2. If your answer to the first question was yes, did your advisor do a thorough job of explaining all requirements for the internship?**

Not at all Somewhat Completely

- 3. Do you feel that your choice of internship site was directly related to your health career goals and/or interests?**

Not at all Somewhat Completely

- 4. Do you feel that you were able to apply information acquired during content courses to your internship?**

Not at all Somewhat Completely

- 5. If so, which courses do you feel were the most helpful? Please list.**

- 6. As part of your internship, did you plan and evaluate programs to promote health at the individual, community or policy level?**

YES or NO

7. Do you feel that the internship was valuable use of your time?

YES or NO

8. Did you meet the goals and objectives that you stated for yourself at the beginning of the internship?

YES or NO

9. Can you think of any courses taught within our School or any Department at PSU that would have been beneficial to have taken prior to your internship? If yes, please list these courses.

10. Where was your internship completed?

11. Did you find your internship site with the help of an advisor or on your own?

12. If you found it on your own, was it via: Internship Site List, Yellow Pages, Workplace, Word of Mouth, other.

13. If you were to go back and redo your entire internship, would you do anything differently?