

Internship Manual

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Health Education
Department of Health and Kinesiology
College of Education



Health Internship Coordinator

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Sam Houston State University

Health Education Internship

Program Rationale

An essential element in the preparation of enthusiastic health education student is the internship experience. This experience is a viable component of professional training that will prepare students for a career in Health Education within a protected and supervised environment. The goal of the Health Education internship program at Sam Houston State University (SHSU) is to enable and empower students to enter the profession of Health Education through active participation in approved work settings that will enhance skills, increase knowledge, and build networks, which will contribute to their personal growth. Basically, the internship is an opportunity for the students to translate coursework into practical experience. The Department of Health Education at SHSU is committed to ensure that each Health Education major and minor has an opportunity to participate in a meaningful internship that will enhance their professional growth and development.

This handbook has been developed so that members of Health Education internship team: the intern, agency supervisor, and internship coordinator have a clear understanding of their roles and requirements that each must perform to achieve a successful internship experience. By following these requirements, a professional alliance can be developed between the internship team. This alliance will strive to improve educational, vocational, and personal relationships between the three entities involved in the field experience program.

Definition of Terms

Agency Supervisor: professional in the field of Health Education who supervises the student intern.

Health Education internship: practical work experience in the school health, medical, community health, or worksite health setting that is supervised both academically and professionally which is sanctioned by the Society of Public Health Educators.

Internship Coordinator: Health Education faculty representative from SHSU who is responsible for the supervision of the student intern while they are in the field.

Student Intern: Health Education major or minor who is in their final semester of coursework at SHSU and has been admitted into the internship program with an approval internship site. The required hours of field experiences are as follows: major (400 hours), minor (200 hours), and graduate students (300 hours).

Internship Site Selection

Selecting an internship location is an important task for the student intern that is critical to the success of the internship experience. The internship should be conducted in a setting that the student wishes to pursue when they graduate from college. Site selection for the internship may be determined by the following considerations of the student and often their parents and/or relocation, potential employment, financial obligations, site supervision, job responsibilities, and the agency's role and reputation in the profession of Health Education.

Four broad areas of employment define the profession of Health Education – they are school health, medical or clinical health, community health, and worksite health. Approval of the agency will be made by the internship coordinator and the Coordinator of Health Education at SHSU. Students seeking Health Education internships must choose a site from an agency in one of these areas:

School Health Settings:

Health instruction, health services, and the pursuit of a healthful school environment constitute the components of comprehensive school Health Education. Pre-kindergarten through grade twelve, day-care facilities, alternative learning centers, public schools, private schools, parochial schools, as well as junior or community, college, or university setting are appropriate Health Education locations within the school health setting. In addition to traditional classroom teaching at elementary, secondary, or post-secondary level, students can assist the school nurse, help coordinate school health services, develop educational programs, or coordinate faculty, staff, and student wellness programs.

Medical/Clinical Settings:

Health Education is of increasing importance to the field of health care through its emphasis on primary prevention through early education and intervention strategies. Public and private hospitals, clinic, insurance companies, medical research laboratories, mental health facilities, geriatric centers, and private offices are several suitable locations for students wishing to pursue an internship in the medical setting. Students may be involved with patient or community education, wellness programs, physical or occupational therapy, cardiac or substance abuse rehabilitation, social services, or assist specialists with patient education. All areas of preventative medicine are included in this area with many specialized job titles and responsibilities.

Community Health Settings:

Community health is divided into two areas of service: voluntary agencies and governmental agencies. Voluntary agencies are tax exempt and rely on contribution and donations so that they may conduct research, provide direct services, and promote education. These agencies are categorized by diseases (American Cancer Society), body organs (American Lung Association), and special population (Special Olympics). Governmental agencies are supported by tax dollars and have the responsibility for the development of health programs for the protection of citizens (County and State Health Departments, Social Security Administration, and Department of Health and Human Services). Religious organization, foundations, and professional are included

in these fields of health. Students may be involved in case management, development of health prevention programs, fundraising activities, field work, public speaking, training volunteers, community activities, and research projects within this area of health education.

Worksite Health Setting:

Health Education programs are an integral part of the worksite health promotion team in the corporate and industrial setting. These prevention based programs have improved employee morale and productivity, reduced absenteeism and sick pay benefits, reduced accidents, and improved employee quality of life both at the worksite and at home. Aspiring health students will be part of the health promotion team and may be involved with other professionals in the assistance programs, employee case management, or wellness programs that include stress management, safety courses, and healthy lifestyle classes.

Criteria for Selecting an Internship Site

The agency being considered as a suitable internship location for Health Education majors must be:

1. Well regarded and respected by leaders in the appropriate setting of Health Education.
2. Sincerely interested in training Health Education students during the field experience.
3. Adequately staffed with professionally qualified personnel to provide services and education experience for the students.
4. Conducting Health Education within their agency that meets the requirements of the “Responsibilities and Competencies for Entry-Level Health Educators” (See page 8)
5. Demonstrating sound principles of organization, administration, and the application of modern techniques in both new and traditional areas of health.
6. Working cooperatively with health and health related agencies organizations, schools, professional, or civic groups.
7. Able to provide as safe work environment for students.
8. Willing to provide facilities for students such as office space, secretarial support, and agency resources for students’ job responsibilities.

Criteria for Selecting the Agency Supervisor

The role of the agency supervisor is critical to the success of the Health Education internship experience. In an effort to ensure the student a valuable and beneficial internship, the agency supervisor must be:

1. Professional trained in a health related field and holds an advanced degree or certification above that of a Bachelor's degree. The internship coordinator or the Coordinator of Health Education must grant any exceptions to these criteria.
2. Professional competent in the seven responsibility areas of Health Education and has developed a Health Education internship which encompasses these seven areas. (See page 8)
3. Employed in a Health Education related field for a minimum of five years.
4. Committed to the field of Health Education and to the professional development of the student intern.
5. Well regarded and respected within their agency, the professional community, and within the field of Health Education.
6. Interested in the supervision, training, teaching, and evaluation of the student intern.
7. Willing to devote their time to the supervision and professional development of the student intern.
8. Professional in character and display the traits of leadership, integrity, and compassion.
9. Loyal to their agency and to the field of Health Education.
10. Capable of providing guidance and counseling to the student intern so that their personal and professional development will be enhanced.
11. Committed to the Health Education internship team: the agency, the student, and the University.

Health Education Internship Objectives

The student internship experience should incorporate the principles, practices, and the development of a working philosophy of Health Education. It should provide for a diverse learning experience that is designed to meet the individual needs of the student. The student intern should be given the opportunity to gain further insight into Health Education content, problems, issues, skills, and to gain a better understanding of their application to future work as a professional health educator.

With this focus in mind, the internship experience should be based on the **“Responsibilities and Competencies for Entry-Level Health Educators.”** These seven areas were developed by the Role Delineation Project and National Task Force on the Preparation and Practice of Health Educators. Undergraduate student interns are required to participate in a minimum of four of the responsibilities and graduate students are required to participate in a minimum of six responsibilities. The student intern’s job description should reflect their involvement within these areas of responsibilities:

Responsibilities and Competencies for Entry-Level Health Educators

Responsibility 1	Assessing individual and community needs for Health Education
Competency A:	Obtain health-related data about social and cultural environment, growth and development factors needs, and interests
Competency B:	Distinguish between behaviors that foster, and those that hinder, well being.
Competency C:	Infer needs for health education based on obtained data.
Responsibility 2	Planning Effective Health Education Programs
Competency A:	Recruit community organizations, resource people, and potential participants for support and assistance in program planning.
Competency B:	Develop a logical scope and sequence plan for a health education program.
Competency C:	Formulate appropriate and measurable program objectives.
Competency D:	Design educational programs consistent with specified program objectives.
Responsibility 3:	Implementing Health Education Programs
Competency A:	Exhibit competence in carrying out planned education programs.
Competency B:	Infer enabling objectives as needed to implement instructional programs in specified settings.
Competency C:	Select methods and media best suited to implement program plans for specific learners.
Competency D:	Monitor educational programs, adjusting objectives and activities as necessary.
Responsibility 4:	Evaluation effectiveness of Health Education programs
Competency A:	Develop plans to assess achievement of program objectives.

Competency B:	Carry out evaluation plans.
Competency C:	Interpret results of program evaluation.
Competency D:	Infer implications from finding for future program planning.
Responsibility 5:	Coordinating provision of Health Education services
Competency A:	Develop a plan for coordinating health education services.
Competency B:	Facilitate cooperation between among levels of program personnel.
Competency C:	Formulate practical modes of collaboration among health agencies and organizations.
Competency D:	Organize in-service training programs for teachers, volunteers, and other interested personnel.
Responsibility 6:	Acting as a resource person in Health Education:
Competency A:	Utilize computerized health information retrieval systems effectively.
Competency B:	Establish effective consultative relationships with those requesting assistance in solving health-related problems.
Competency C:	Interpret and respond to request for health information.
Competency D:	Select effective educational resource materials for dissemination.
Responsibility 7:	Communicating Health and Health Education needs, concerns, and resources:
Competency A:	Interpret concepts, purposes, and theories of health education.
Competency B:	Predict the impact of societal value systems on health education programs.
Competency C:	Select a variety of communication methods and techniques in providing health information.
Competency D:	Foster communication between health care providers and consumers.

Internship Guidelines for Agency Supervisors

As a member of the internship team, the agency supervisor has a crucial role in the professional preparation of the future health educator. The experience that is gained by the student during the field experience may make the difference between a student who approaches their first job with confidence and enthusiasm by recognizing their own strengths and weaknesses, and a person who is insecure and confused.

Agency supervisors have a challenging responsibility to assist the student in their professional development during the practicum. In order to achieve a successful internship experience, the requirements of the agency supervisor are as follows:

1. Be a committed and dedicated team member of the internship alliance.
2. Serve as a mentor, counselor, role model and leader to the student intern.
3. Participate in a professional interview with the student intern.
4. Read the enclosed Health Education Internship Manual and refer to appropriate appendices for completion requirements.
5. Complete “Intern Contact Sheet” (Appendix I) and return the signed document to the internship coordinator. This document should be maintained by your agency during the internship period.
6. Complete and “Internship Affiliation Agreement” in work setting in which liability is an issue. This document must originate through SHSU and is usually required in the hospital setting. Students are covered with malpractice insurance.
7. Develop a detailed job description for the student intern. This document needs to be typed on the agency letterhead and signed by members of the internship team. Specific job responsibilities for the student should reflect those outlines in the “Responsibilities for the student should reflect those outlined in the “Responsibilities and Competencies for Entry-Level Health Educators.” (See page 8)
8. Read the “Criteria for Agency Supervisor” section in this manual, which describes the qualification for the agency supervisor. (See page 7)
9. Supervise the student intern’s job performance by offering support, guidance, and positive corrective feedback to the student.
10. Communicate with the internship coordinator regarding the student intern’s job performance on an on-going basis.

11. Participate in a site visit with the internship coordinator for a facility tour. The purpose of this site visit is to establish contact with the agency supervisor, meet members of the management team, and observe the daily work activities experienced by the student.
12. Complete the Health Education Student Internship Evaluation (Appendix II) upon the student's completion of 50 percent and 100 percent of their internship hours. This evaluation can be mailed or FAXED to:

Rosanne Keathley, Ph.D.
Health Education Internship Coordinator
SHSU-Health Education
P.O. Box 2176
Huntsville, Texas 77341
Phone: (936) 294-1171
FAX: (936) 294-3891
Email: HPE_RSK@shsu.edu

13. Approve the student intern's daily journal of activities and time log that will be included in the student's internship notebook.
14. Participate in the student intern's professional seminar presentation held during the end of the semester (optional).

Internship Guidelines for Students

The Health Education internship is an opportunity for students to put their theoretical knowledge into practical situations. Years of academic preparation have prepared the student for their professional internship and it is regarded as a culminating event for the degree in Health Education at SHSU. The practicum is both an integral and important part of the college experience that will translate knowledge into action. Students are often apprehensive and have questions about the requirements and site selection of the internship. It is important for the student to remember that they are an important team member of the internship alliance and that internship coordinator and site supervisor are available to assist them in their professional growth. The following sections of this manual outline the Health Education internship requirements for students.

Requirements that students **MUST** complete **PRIOR** to their internship:

1. Successful completion of HED 493 and all other HED classes.
2. Completion of all internship documents in HED 493: Intern Contact Sheet, Intern Job Description, the Application for Internship, and participation in a meeting with the HED Internship Coordinator.
 - a. Completed the “Intern Contact Sheet” (Appendix I). This form must be signed by the student, agency supervisory, and internship coordinator.
 - b. Submitted detailed job description to the internship coordinator. This job description will be developed by the agency supervisor and signed by members of the internship team.
 - c. Participated in a meeting with internship coordinator to discuss specific guidelines for the practicum concerning site selection, clientele, and student job description. This meeting is part of the course requirements and is worth 5 points of the total academic grade for HED 493 and HED 494.
3. Participation in internship seminar held during HED 493.
4. Earned an overall undergraduate GPA of 2.00.
5. Registration for the internship during the **academic school** term(s) of the final academic year.
 - Guidelines for registration are as follows:
 - Health Education Majors: HED 494.01 and HED 494.02
 - Health Education Minors: HED 494.01
 - Graduate Students: HED 697.01

6. Approval of internship site and agency supervisor by the internship coordinator. The agency must be in a health related field that employs a health educator with an advanced a degree. (Refer to pages 6 and 7 for agency and supervisor criteria.)
7. Conducted a professional interview (Appendix III) with a member of the management team of the internship site.
8. Developed a current résumé and letter of application addressed to the agency supervisor. These two documents will remain in the student's file at SHSU and will be reference at the internship site.
9. Updated student intern file that was developed in HED 493. File should include current resume, personal data sheet, and agency cover sheet.

Student Requirement during the Internship

1. Develop a professional internship portfolio that details student work experience. All entries must be TYPED, organized, and must address the questions stated in the next section of this manual. Examples of the notebook will be shown in the HED 493 class and are available for reference in the internship file area located in office 224 and in office 216.

PORTFOLIO DUE DATE: _____

2. Participate in the internship seminar that will be held for HED 493 students during the final weeks of the semester. Students will have an opportunity to share their internship experiences with other students, the Health and Kinesiology faculty, and their agency supervisors. This is a professional presentation: visuals, fact sheets, and professional dress are required. Each student's presentation should last 15 to 20 minutes. Items to be discussed in the seminar should include:
 - Agency location and description, and supervisor
 - Number of hours completed during internship
 - Major job responsibilities
 - Major projects and events completed
 - Materials developed during the experience
 - Highlights and surprises that were encountered
 - Benefits and professional experience gained
 - Recommendations for future interns

SEMINAR DATE: _____

***In the event that the internship seminar is cancelled by the internship coordinator, the student is still required to submit a power point summary of their experience or a fact sheet detailing the above criteria. Students will not be penalized if the seminar is cancelled!**

3. Develop an "Intern File Folder" that can be used as a reference for future Health Education students. This file will assist students in learning more about the internship and professional development that the site has to offer. The file should include job description, agency business cards, agency fact sheets, brochures, promotional materials, and other pertinent information regarding the agency.
4. Complete the "Student Evaluation of Internship" (Appendix IV) form and include it in the portfolio.
5. Ensure that the agency supervisor completes the "Agency Evaluation of Student Intern" form and mails it to the internship coordinator under separate cover.

Specifications for Internship Notebook

1. Signed copy of the “Intern Contact Sheet,” job description, and affiliation agreement (as needed).
2. Journal of daily activities and long time log: the log will detail the student’s activities for each day of the internship. Dates and hours worked will be included in the journal. Each entry will be typed, written in “free style format,” be at least **one** page in length, and reflect client confidentiality.
3. Weekly reflection: Reflects the process of events, activities and description of skills learned during the week should follow the journal of daily activities.
4. **Daily** and **weekly** summaries must be e-mailed to internship coordinator at the end of each week of the internship. The logs will be reviewed by the intern coordinator to determine if the intern guidelines are being followed and if the intern site is fulfilling the needs of the professional internship experience.
5. Reflection of internship experience:
 - Major job responsibilities conducted during the practicum and description of new learning experiences.
 - Highlights of activities and experiences
 - Special programs developed by or participated in by the student
6. Professional interview with agency supervisor, member of the organization’s management team, or a potential employer. Each question and response should be typed according to the schedule provided in Appendix III.
7. Materials developed during internship: Any materials that were prepared during the practicum – fact sheets, websites, letters, PSA’s, press releases, posters, banners, information packets, videos, T-shirts, curriculum guides, program plans, bulletin boards, and any other items.
8. Analyze the internship experience by answering the following questions:
 - Did you feel your assignments were important and not “busy work?” Why?
 - Did your responsibilities reflect the competency areas demonstrated by a health educator?
 - Were you given adequate supervision? Explain your rationale for the question?
 - Did the academic training you received adequately prepare you for the internship? Include suggestions and examples in your answer.
 - On a scale of 1 to 10, with 10 being the best, how would you rate your experience?
 - Did you have any surprises during the practicum? How did you handle them?
 - What suggestions do you have for future field placements?
 - What suggestions do you have for the students planning their internship?

9. Summarize the entire internship experience concerning professional growth and development.

10. Notes:

Grade Scale Requirements

Students will have an opportunity to earn 100 points during the internship. Grades will be determined in the following manner:

- Internship Portfolio 35 points
- Evaluation from Agency Supervisor 50 points
- Seminar Presentation 10 points
- Meeting with Internship Coordinator 5 points

Total points **100 points**

- A 90-100 points
- B 80 -89 points
- C 70-79 points
- D 60-69 points
- F 59 points or less

Top 10 Questions asked by Students Regarding the Internship

1. *Can I get paid during my internship?*

Yes! Compensation is allowed if an agency offers the student an hourly wage or stipend at the end of their internship hours. Please do not ask about wages, agencies usually mention their ability to pay students during the initial interview. The internship coordinator can assist in locating a paid internship.

2. *May I divide my internship between two agencies?*

Yes! Students who wish to divide their internship between two agencies may do so with approval of the internship coordinator. Two sets of notebooks, journal of activities, and evaluation are required. This practice is recommended for students who wish to pursue an advanced degree in Physical Therapy or other medical fields.

3. *Does HED 494.01 and HED 494.02 meet at specified times during the summer semesters?*

No! These two classes are arranged for internship hours. Each course is worth three semester hours and requires 200 hours of internship activity. Students are required to meet at the end of the Summer II semester to present their internship experiences during the seminar. This is the only required obligation.

4. *Does my internship have to be finished by the end of Summer II?*

HED 494 students are required to complete their 200 hours by the end of the Summer II session. Health Education majors who are required to enroll in HED 494.01 and HED 494.02 must complete a minimum of 300 hours by the end of the summer semesters and can conclude their hours during the following fall semester. Any exception to this deadline will be made by the internship coordinator and the Coordinator of Health Education. All seniors' graduating in August MUST complete all their hours by the end of Summer II.

5. *Who will supervise me during the internship?*

Dr. Hyman, Ms. Stone, Ms. Boaz, and Dr. Keathley divide the students by geographic location for supervision. Dr. Keathley will send interns an e-mail stating who their site supervisor will be for the internship.

6. *Can I still work my regular job and conduct internship hours?*

Yes! The scheduling requirements for the internship should agree upon by the student and the agency supervisor. Most areas of Health Education evolve 24 hours a day and seven days a week, so there is a great opportunity for students to work and conduct their internship hours.

7. *When may I begin my internship?*

When HED 493 is successfully completed, the agency is approved, the agency supervisor has been contacted by the internship coordinator, and approved job description is on file, the "Intern Contact Sheet" is approved, and the student has met with the internship coordinator for a pre-internship meeting. There are **NO** exceptions to these requirements.

8. *Does travel time count for internship hours?*

No! Traveling to and from the internship site each day cannot be counted as professional hours. However, if a student is at work and conducts home visits, attends conference, or travels during daily work hours, then the hours do count.

9. *Do hours count that I spend at home working on internship related activities?*

Yes! If the agency supervisor allows work to be taken home or to be developed at home, then the hours do count. This determination is made by the agency supervisor. Students are often asked to use their computer expertise and generate websites, fact sheets, and other resources on their personal computers.

10. *What happens if I get hurt while I am conducting internship hours?*

Several options are available in this situation:

- HED interns are covered with a blanket liability policy while enrolled in the HED 493 and HED 494 course.
- Maintain enrollment of parent's health insurance coverage during the semester.
- Enroll in the health insurance program that is available for SHSU students during this semester.

Items to Remember During the Internship

1. One grade will be issued at the end of each section of HED 494. All requirements of the HED 494 listed in the manual must be completed by the end of the semester that you are enrolled in the course. Students are no longer eligible to receive an “In Progress” grade at the end of the semester.
2. Internship notebooks and the agency evaluation of the student are due on the day of the professional seminar. Graduating seniors are required to submit notebooks and evaluations one week prior to the senior grade deadline.
3. If a student encounters a problem with their internship location, agency supervisor, or internship coordinator immediately for mediation. Students should remember that they first represent themselves as a future Health Education professional and they next represent SHSU.
4. The internship may be divided between two separate agencies per permission of the internship coordinator. Two separate notebooks and journals will be developed by the intern.
5. The internship coordinator, Dr. Keathley, will conduct site visits throughout the summer school session. Please try to call her in the morning or leave a voicemail at SHSU (936) 294-1171, FAX (936) 294-3891, or contact the department administrative assistant (936) 294-1160, Ms. Stone (936) 294-1168, Dr. Fisher (936) 294-1165, or Ms. Boaz (936) _____.

Internship Guidelines for Graduate Students

Students pursuing a Master's Degree in Health Education at SHSU are required to complete a 300-hour internship that is to be conducted during the last phase of their degree program. Master's level students should follow the undergraduate requirements outlined in the previous section with the following modifications:

1. Enroll in HED 697 after successful completion of HED 696
2. Conduct a minimum of six of the seven areas of responsibilities during the internship experience.
3. Submit a professional proposal to the internship coordinator requesting the internship site location, major responsibilities, agency supervisor, work schedule, and program development. This proposal must be approved by the internship coordinator and the coordinator of Health Education.
4. Develop a program plan for the sponsoring agency that encompasses all of the components of health planning. This plan can be requested by the agency supervisor or assessed by the student intern. The plan should be included in the intern notebook and discussed during the seminar.
5. Perform internship hours in a professional and academically prepared manner. Graduate students should be qualified to take an assignment and complete it without relying on a great amount of direction from their supervisors.

Guidelines for Internship Coordinator

The internship coordinator is responsible for organized the Health Education internship program at SHSU. The coordinator serves as a liaison between SHSU and the internship site, agency supervisor, and the student. This individual is the instructor of the pre-internship course, HED 493: Community Organizations and Development. As a committed member of the internship alliance, the internship coordinator will:

1. Ensure that the Health Education student has fulfilled required coursework and internship requirements prior to the initiation of the internship.
2. Approve the site selection and agency supervisors for Health Education internships.
3. Mail the internship orientation letter (Appendix V) to agency supervisor detailing the program at SHSU.
4. Maintain contact with the agency supervisor on a regular basis to discuss the student intern's work progress while conducting internship hours. If a problem exists, the internship coordinator will contact the student intern to discuss resolve the issue.
5. Conduct a site visit with the agency supervisor and the student intern during the internship.
6. Meet with the student intern prior to their initiation of their internship hours. During this meeting, the coordinator will discuss the specifics about the internship and prepare the student for their internship experience.
7. Maintain student intern file with their current résumé, approved "Intern Contact Sheet", and job description.
8. Discuss the placement of the student's intern's with Coordinator of Health Education and develop an intern placement log for students currently enrolled in HED 494 and HED 492.
9. Contact the student interns on a regular basis to determine their progress and performance during the practicum.
10. Assign a grade for student interns upon successful completion of HED 494 and HED 492.
11. Update the Health Education internship file.
12. Send a letter of appreciation to the agency supervisor and members of the organization's management team.

APPENDIX I
Health Education Intern Contact Sheet

**SAM HOUSTON STATE UNIVERSITY
HEALTH EDUCATION
Intern Contact Sheet**

DIRECTIONS: Students must complete the following form prior to the initiation of their internships. This document must be typed and submitted to:

Rosanne Keathley,
Ph.D., Internship Coordinator
HPE_RSK@shsu.edu
SHSU-Health Education
P.O. Box 2176
Huntsville, Texas 7341
Phone: (936) 294-1171
FAX: (936) 294-3891

Intern Name	Phone number		
Address	City	State	Zip
Required Internship Hours:	200	300	400
Internship Site: Click here to enter text.			
Agency Supervisor: Click here to enter text.			
Title Agency Supervisor: Click here to enter text.			
Mailing Address of Agency: Click here to enter text.			
FAX Number of Supervisor: Click here to enter text.			
Agency Phone Number: Click here to enter text.			
Agency Supervisor's E-mail Address: Click here to enter text.			
Starting Date of Internship: Click here to enter text.			
Proposed Work Schedule: Click here to enter text.			

Student Intern	Date
Agency Supervisor	Date
Internship Coordinator	Date

APPENDIX II
Health Education Internship Agency Evaluation

**SAM HOUSTON STATE UNIVERSITY
HEALTH EDUCATION
Internship Agency Evaluation**

Student Name: _____

Agency: _____

Agency Supervisor: _____

Date: _____

DIRECTIONS: Please circle the letter grade, which reflects your evaluation of the student's performance using degrees of the following criteria:

- A = Exceptional
- B = Above Average
- C = Average
- D = Below Average
- N/A = Not applicable at this time

I. WORK PERFORMANCE: (Student Intern)

Works well with colleagues:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Works well with the public:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Respects others ideas:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Receives suggestions or criticism well:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Demonstrates ability to organize and budget time:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Demonstrates understanding value and use of reports and statistics:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Accepts responsibility:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Demonstrates ability to follow through on projects and assignments:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Demonstrates a sense of timing:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Makes objective decisions:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Uses common sense:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Demonstrates imagination and creative thinking:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Works toward accuracy:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A

Completes work in timely manner:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Has a sense of humor:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Uses verbal communication accurately:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A
Uses written communication effectively:	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	N/A

II. PROFESSIONAL QUALITIES

A. Professional attitude toward:

Cooperating agency: A+ A A- B+ B B- C+ C C- D+ D D- N/A

Health education: A+ A A- B+ B B- C+ C C- D+ D D- N/A

B. Knowledge of:

Health content: A+ A A- B+ B B- C+ C C- D+ D D- N/A

Cooperating agency: A+ A A- B+ B B- C+ C C- D+ D D- N/A

The community: A+ A A- B+ B B- C+ C C- D+ D D- N/A

C. Special strengths of the student:

D. Special weakness of the student:

E. Additional comments:

III. ACADEMIC PREPARATION

- A. Please make comments and recommendation regarding the scholastic preparation that the student demonstrated during the internship.

- B. Please list any topic of subjects the Department of Health Education can incorporate into their course content to better prepare for the internship.

IV. OVERALL STUDENT PERFORMANCE:

I would give the student a final grade of _____

I went over this evaluation with the student: _____ Yes _____ NO

X

Supervisor

Return to: Rosanne Keathley,
Ph.D., Internship Coordinator
HPE_RSK@shsu.edu
SHSU-Health Education
P.O. Box 2176
Huntsville, Texas 7341
Phone: (936) 294-1171
FAX: (936) 294-3891

APPENDIX III
Professional Interview of Agency Supervisor

Professional Interview of Agency Supervisor

1. What is your specific job title?
2. Explain the various tasks that your agency performs.
3. What services does your agency offer:
 - a. Specific populations:
 - b. Specific income levels:
 - c. Specific education levels:
4. What barriers does your agency face while attempting to perform specific services:
 - a. Political barriers:
 - b. Economic barrier:
 - c. Geographic barriers:
5. What agencies in the community do you refer clients to when you cannot satisfy their immediate needs?
6. How does your agency receive funding to operate:
 - a. United Way (partial or whole)
 - b. Governmental or voluntary agency:
7. What is the agencies approximate annual budget?
8. In respect to employees:
 - a. Number of paid staff:
 - b. Number of volunteer staff:
9. What role do volunteers play in the agency?
10. What are the employment opportunities available in your agency to Health Education majors/minors?
11. What courses do you recommend a student taking while in college?
12. What do you project to be the future of your agency in respect to the field of health?
13. How long have you worked in the field of health?
14. How long have your worked in your present capacity?
15. Explain the career path that prepared you for this position. I don't think there is a career path that would prepare you for this position
16. How satisfying is your job in respect to self-fulfillment?

APPENDIX IV
Health Education Student Internship Evaluation

**SAM HOUSTON STATE UNIVERSITY
HEALTH EDUCATION
Student Internship Evaluation**

Student Name:

Agency:

Agency Supervisor:

Date:

Please complete the following survey regarding your internship. Results from the survey will assist the Health Education faculty evaluate the student internship program in respect to academic preparation and knowledge gained from experience. (Results of the survey will remain in the department)

DIRECTIONS: Please rate your internship experience by circling the numbers after each statement with “5” being the highest rating decreasing to “1” as the lowest rating.

1. I would recommend this internship site for future field participants.
5 4 3 2 1
2. My supervisor treated me in a respectful manner.
5 4 3 2 1
3. I was given quality supervision to enable me to complete my job tasks.
5 4 3 2 1
4. I was treated like a “team” member by the employees of the agency.
5 4 3 2 1
5. The job tasks I was given related to the discipline of Health Education in terms of importance and was not just busy work.
5 4 3 2 1
6. The types of job responsibilities that I completed during my internship are what I would like to do as a career choice.
5 4 3 2 1
7. The courses I took at Sam Houston State University prepared me for the internship.
5 4 3 2 1
8. The job responsibilities that I completed during the internship focus on the “Seven Competency Areas of Health Education.”
5 4 3 2 1
9. I made professional contacts with other agencies and professionals during the internship.
5 4 3 2 1
10. I would give my internship experience an overall rating of:
5 4 3 2 1

DIRECTIONS: Please complete the following statements by circling YES or NO.

11. I was offered a job by the agency after I completed my internship.

YES NO

12. I was given a performance evaluation upon completion of my internship.

YES NO

13. The job responsibilities I completed during my internship were focused on which of the following competency areas of Health Education:

Conducting needs assessments: YES NO

Program planning: YES NO

Program implementation: YES NO

Communication techniques: YES NO

Coordinating health services: YES NO

Acting as a resource person: YES NO

14. I was compensated for my time while I conducted the internship.

YES NO

15. I was permitted to work independently on projects during the internship.

YES NO

DIRECTIONS: Please write your reactions in the space provided after each statement.

16. List five topics that you feel that the Health Education Department could have better prepared you for before you conducted the internship. (Please list the topics in descending order of importance with the number "1" being the most important!)

17. Please write any additional information and recommendations that you may have regarding your internship.

18. Please write any additional comments and recommendations that you have regarding the academic courses that you took to prepare you for this internship.

APPENDIX V
Health Education Internship Orientation Letter



Sam Houston State University
A member of Texas State University System
DEPARTMENT OF HEALTH AND KINESIOLOGY

February 5, 2010

Ms, Angela Vanek M.A., CCC-SLP
Speech Pathologist
1488 Town Plaza
3600 FM 1488
STE 120
Conroe, Texas 77384

Dear Ms. Vanek:

Health Education majors and minors at Sam Houston State University are required by the Society of Public Health Educators to complete an educational field practicum. The requirements for the field of practicum include:

- 200 hour practicum for health minors
- 400 hour practicum for health majors
- Completion of hours in a health related setting
- Job description, training, supervision, and evaluation by the worksite supervisor

The field experience provides students with a basic understanding of agency operation, budget procedures, staff allocations, and program planning. Students are not required to receive a salary – most work as volunteers during the field experience. In the past, students have complete internships in the following settings: Baylor College of Medicine, University of Texas Medical Branch, Tri-County MHMR, hospitals, YMCA, American Red Cross, American Heart Association, March of Dimes, Department of Health and Human Services, Texas Department of Corrections, city and county health departments, fitness centers, public and private schools, day-care centers, and other individualized settings.

I hope that you and your agency will be able to grant interested students an interview and a possible worksite position. Upon decision to participate in the program, a formal job description needs to be developed and signed by you, the student, and myself. After the practicum is approached, the student will provide you with a packet for agency supervisors.

I am looking forward to working with your agency during the field experience and will contact you on a regular basis to evaluate the student's progress while under your supervision. The student interns are protected with a medical professional liability occurrence insurance policy through Chicago Insurance Company.

If you have any additional questions concerning the health education internship program, please contact me at (936) 294-1171. Thank you for your time and cooperation in our effort to provide students with a valuable field experience.

Sincerely,

Rosanne Keathley, Ph.D.
Associate Professor-Health
Internship Coordinator
(936) 294-1171
hpe_rsk@shsu.edu