Health Promotion Internship

Health 4860

Department of Health Promotion
& Human Performance
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COURSE DESCRIPTION
Health promotion majors prepare themselves to function professionally in a variety of settings through university courses and practical experiences. The internship must take place in a setting that is related to the degree and major area of emphasis or the career goals of the student. The types of acceptable locations include, but are not limited to, health-care settings, corporations, and community, state, and federal health agencies. The internship will provide the student with on-site work experience to assist them in developing entry-level job skills, and increased knowledge about agency operation. These experiences help prepare the undergraduate to meet the challenges of the times and to realize his/her own potential in the health promotion field. Because academic credit is awarded, faculty supervisors will require interns to complete a number of assignments (see attached). The field experience implies that the student requires minimal supervision, is self-directed, and capable of carrying out significant responsibilities. Field experience is appropriate for all internships where the student has extensive academic experience and desires to apply academic knowledge and skills.

COURSE OBJECTIVES
The student will use the internship experience to:
1. Develop goals and objectives based on health promotion concepts and skills.
2. Implement steps to meet personal goals and objectives for the internship.
3. Initiate decision-making and strategic planning for health promotion program design, implementation, and evaluation at the workplace.
4. Exhibit ability to make sound independent decisions regarding agency needs and program planning.
5. Demonstrate good time management skills for the timely completion of assignments.
6. Provide clear, concise, and thorough documentation of the internship experience.
7. Maintain effective working relationship with worksite peers and onsite supervisor.
8. Gain an understanding and appreciation of the roles, duties, and responsibilities of full-time professionals in Health Promotion.

PREREQUISITIES & REGISTRATION
Prior to being able to enroll in internship credits, students must meet a few prerequisites: (a) be in their final year of undergraduate study; and (b) successfully completed HLTH 3000, HLTH 3200, and HLTH 4150 with a minimum grade of C in each course. If you do not meet these prerequisites, then you should speak with a faculty advisor about enrolling in HLTH 2860 (Observational Experiences) or HLTH 4800 (Directed Study), rather than HLTH 4860 (Internship).
Registration for an internship or field experience involves having a faculty advisor and agency supervisor sign the appropriate forms (see attached, Forms A-C) before you can officially register. For legal liability purposes you must be registered as a student enrolled in Health 4860 to serve in an internship or field experience type agency. This means that you cannot serve in an agency before you have officially registered. One (1) hour of credit equals 60 hours of experience. Students normally register for 3 to 6 credit hours. A 6-semester hour commitment would involve 360 hours or an average of 36 hours per week for ten weeks or 24 hours per week over a 15-week semester period. If you do not complete the internship during the semester in which you registered for credits, you will receive a “T” grade, which means work in progress. Once the internship is completed, the final grade will be given.

FINDING AN INTERNSHIP
Numerous opportunities exist for internships in all settings of practice (clinical, worksite, school, and community). Some examples of previous WSU students’ internship experiences are provided below:

- American Cancer Association
- American Diabetes Association
- American Heart Association
- American Red Cross
- Arthritis Foundation
- Asthma Foundation
- Christmas Box
- Community Health Information Center (CHIC at McKay-Dee Hospital)
- Davis County Health Department
- Gold Medal Schools
- HIV/AIDS Foundation
- Huntsman Cancer Institute – Patient Outreach
- Kimberly Clark Worksite Wellness Program
- LDS Hospital
- Living Scriptures Worksite Wellness Program
- Marshall White Center
- McKay Dee Hospital Women’s Clinic
- Multiple Sclerosis Society
- National Youth Sports Program (NYSP)
- Planned Parenthood
- Primary Children’s Hospital
- Salt Lake Health Department
- Soars Foundation
- Special Olympics
- United Way of Utah
- Utah Poison Control Center
- Utah State Health Department
- Weber County Health Department
- WSU Biofeedback Lab
- WSU Employee Wellness Program
- WSU Student Health Center
- WSU Stress Management Lab
- Women, Infant and Children (WIC)
- Your Community Connection (YCC)
- Youth Impact Center

Students are responsible for identifying and securing their internship placements. Members of the Health Promotion Faculty, however, have several resources for finding an internship. Staying in close contact with the Health Promotion Faculty members during your Junior and Senior years is recommended as you will be more aware of the internship opportunities available to you. Internship opportunities can be found on the
Internet including the Health Promotion Website at WSU, HEDIR, professional associations such as the Association for Worksite Health Promotion, and the Health Education Association of Utah (heau.org) which lists internship opportunities by county. **Start looking for an internship early, preferably 2-3 months before starting your internship.** If you desire to complete an internship out of state, it is in your best interest to start looking a year ahead of time. **Students should not expect to receive credit for their job or for past experiences even if they are related to Health Promotion!**

A few recommended strategies for locating an internship are provided below:

- Visit the Health Promotion website for copies of all internship materials: [http://www.weber.edu/healthpromotion/internships.html](http://www.weber.edu/healthpromotion/internships.html)
- Talk with the Health Promotion Faculty about available internships.
- Speak with the Department's Academic Advisor, Sherrie Jensen, about potential internships that will meet your interests.
- Talk to previous students/classmates about their internship experiences.
- Brainstorm a list of agencies where you would like to do an internship.
- Next, find the name and contact information of the program manager or director of the agencies you are interested in.
- Call or e-mail this person, and set up an appointment to meet with him/her in person to discuss potential internships.
- Before meeting with this person, do some background research to learn more about the agency, what they do, who they serve, etc.
- During the interview, articulate: what you want to learn in your internship, what your skills are, and how you can contribute to their agency. Also be prepared to discuss possible learning objectives (see Form C) and tangible products to be produced in order for the proposed internship to be evaluated and approved by a member of the Health Promotion Faculty.
- **Do not wait until the last minute** to contact agencies. By this time they may already have interns hired. Again, start exploring options for internships at least 2-3 months before you want to start.

**What is an appropriate internship?**

Once you think you have a potential internship opportunity, contact a Health Promotion Faculty member to discuss the goals and objectives of the internship as well as the job description. The internship **must be approved** and the paper work (Forms A-C) **MUST be filled out before** starting the internship. For an internship to be approved, the agency and internship learning objectives must (a) be related to health promotion, (b) Incorporate core health promotion responsibilities (e.g., needs assessment, surveillance, planning, implementation, health communication, community mobilization, evaluation, etc.), and (c) result in a tangible product that can be placed in your professional portfolio.
EVALUATION & BRIEF DESCRIPTIONS OF COURSE REQUIREMENTS*
(Detailed descriptions and specific instructions are provided on subsequent pages)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Description</th>
<th>Preferred Due Dates*</th>
<th>Points/% of Grade</th>
<th>Your Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form A: Supervisory Acceptance Form and Internship Contract</td>
<td>Agency placement, internship description, and site-supervisor information.</td>
<td>Semester before internship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form B: Internship Description &amp; Objectives</td>
<td>Brief overview of internship responsibilities, projects, and evaluation methods.</td>
<td>Semester before internship</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Form C: Request for Internship Form</td>
<td>Identification of perquisites and professional responsibilities inherent with internship experience.</td>
<td>Semester before internship</td>
<td></td>
<td></td>
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<tr>
<td>Assignment 1: Getting Started</td>
<td>List of goals for your internship; description of agency and population served by agency programs.</td>
<td>Week 2</td>
<td>10</td>
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<tr>
<td>Assignment 2: 1st Quarter Report</td>
<td>A summary of your activities through your first 45-hours of work.</td>
<td>Week 4</td>
<td>10</td>
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<tr>
<td>Assignment 3: Midway Self Evaluation</td>
<td>Midway summary and evaluation of your internship experiences.</td>
<td>Week 6</td>
<td>10</td>
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<tr>
<td>Assignment 4: Midway Supervisor Evaluation</td>
<td>Midway evaluation by site supervisor of your professional and personal qualities.</td>
<td>Week 8</td>
<td>10</td>
<td></td>
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<tr>
<td>Assignment 5: 3rd Quarter Report</td>
<td>A summary of your activities since your “Midway” report.</td>
<td>Week 11</td>
<td>10</td>
<td></td>
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<tr>
<td>Assignment 6: “Wrapping it Up” Assignment</td>
<td>Final summary of your internship experience.</td>
<td>Week 13</td>
<td>25</td>
<td></td>
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<td>Assignment 7: Student Evaluation of Onsite Supervisor</td>
<td>Rating and evaluation of your onsite supervisor.</td>
<td>Week 14</td>
<td>10</td>
<td></td>
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<tr>
<td>Assignment 8: Final Supervisor Evaluation</td>
<td>Questionnaire rating and final evaluation by site supervisor of your professional and personal qualities.</td>
<td>Week 15</td>
<td>10</td>
<td></td>
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<tr>
<td>Assignment 9: Exiting Internship Thank You Letter</td>
<td>Brief letter to agency and/or site supervisor to express gratitude for your internship opportunity.</td>
<td>Week 15</td>
<td>5</td>
<td></td>
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<tr>
<td>Course Grade</td>
<td></td>
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<td>100</td>
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Note. *Assignment deadlines will be based on the internship starting and terminating dates agreed upon in Forms A (Internship Contract) and C (Request for Internship). For example, Assignment 1 should be submitted no later than two weeks after the internship starting date provided in Forms A and C. Assignments not submitted by the agreed-upon due dates (see schedule above) will be penalized by 10% of the maximum assignment grade for every day (including weekends) they are late.
The agency hereby accepts the following student as an intern for the dates noted and under the specifications listed below:

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date</th>
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<tbody>
<tr>
<td>Agency Name</td>
<td></td>
</tr>
<tr>
<td>Agency Street Address</td>
<td>City</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Agency Phone</td>
</tr>
<tr>
<td>Days Intern Will Work (e.g., Mon.-Thurs.)</td>
<td>Approximate Hours (e.g., 9:00-4:00)</td>
</tr>
<tr>
<td>Internship Starting Date</td>
<td>Internship Terminating Date</td>
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General Description of Assignment:

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**General Responsibilities of the Site Supervisor:**

- Keep in contact with the WSU faculty advisor. They will be calling or emailing you occasionally to get reports on the internship student. Please voice any questions, comments, and/or concerns you may have about the student’s performance.
- Be the student’s advisor on the job site. The student should feel comfortable coming to you with their questions and concerns.
- Inform student and faculty advisors about the rules and regulations of the agency. Make sure that students are aware of the safety rules and that they are abiding by them at all times.
- Fill out all necessary paperwork and return to the student. The student will provide you with all necessary paperwork (e.g., internship objectives).
- Inform the student of your agency’s indemnification coverage for personal liability and for medical malpractice. If insurance is available to the student, allow them to fill out the necessary paperwork.
- Acquaint student with resources and materials used at the job site and allow the students to make copies for their internship notebook.

I have read and understood the responsibilities that are required of me and of the other persons involved in this internship experience. I will do what is required of me in order for this internship experience to be the most beneficial to all parties involved.

<table>
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<th>Site Supervisor Signature</th>
<th>Date</th>
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**Form B—INTERNSHIP DESCRIPTION & OBJECTIVES**

<table>
<thead>
<tr>
<th>Name of Internship Student</th>
<th>Date</th>
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</table>

<table>
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<tr>
<th>Agency Name</th>
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**Job Description:** Please describe your responsibilities for this agency while participating in your internship. (These responsibilities should be consistent with the Entry-Level Competencies for Health Educators as described by The National Commission for Health Education and can be found at: [http://www.nchec.org/](http://www.nchec.org/).)

**Internship Project:** During your internship, you will be expected to complete at least one significant project (curriculum guide; teaching presentations; media development; needs assessment; etc.). You are to function as an active participant in a professional role (not observe!). Please describe the “project” that you will complete while participating in your internship.

**Internship Objectives:** Designate 3-5 objectives specific to your job role (job description) and to the project that you plan to complete. Students should try to write objectives that directly relate to CHES competencies. A well-written objective contains an observable behavior, the conditions under which you expect that behavior to occur, and how you will judge whether you have been successful in meeting the objective. *Attach additional pages if necessary.*

1. 

2. 

3. 

4. 

5. 

<table>
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<th>Student Signature</th>
<th>Date</th>
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<tr>
<th>Site Supervisor Signature</th>
<th>Date</th>
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<table>
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<tr>
<th>Faculty Advisor (or Internship Coordinator)</th>
<th>Date</th>
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**Form C – REQUEST FOR INTERNSHIP**

**Academic term internship is requested:** □ Summer, 20____ □ Fall, 20____ □ Spring, 20____

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**Student Name** | **Date**
---|---

**E-mail Address** | **Phone** | **Student ID (W#)**
---|---|---

**Agency Name**

---

**Agency Street Address** | **City** | **State** | **Zip Code**
---|---|---|---

As a student of Weber State University within the Department of Health Promotion and Human Performance I agree to commit to an internship with the agency listed above. I agree to complete ______ total hours, equivalent to ______ credits, which will be completed in a timely and agreed upon time frame. The internship will begin on (Month/Day/Year) ___________ and end (Month/Day/Year) ___________. I am contracting to work _____ hours per week and my assignments (e.g., 1st quarter-report, Midway Report) will be submitted in accordance with this schedule. I understand that my failure to complete the said internship will result in an unofficial withdrawal (UW) from Health 4860. It is also understood that a ‘T’ grade will be given if the internship carries over into the next semester, with the knowledge that the internship should be completed within one year from the time my internship begins. If one year expires without the completion of all the requirements, I understand that I will receive a grade reflecting the work I have completed up to that date. As a representative of WSU and the agency for which I am working, I recognize that I have a responsibility to maintain confidentiality and do the quality of work expected by the supervisor and agency. I recognize that failure to do so can result in termination of my internship experience. The Health Promotion Internship Coordinator will be the first line of contact between WSU and the agency in an attempt to solve any problems that may arise and which may affect the student’s ability to finish his/her internship. Realizing of course, that depending on the problem, there may not be anything that can be done to resolve the situation.

My signature below indicates that I meet the above academic criteria and understand the general professional guidelines that accompany enrollment in HLTH 4860 at Weber State University.

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**Student Signature** | **Date**
---|---

**Faculty Advisor (or Internship Coordinator)** | **Date**
---|---

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ASSIGNMENT 1—GETTING STARTED

Assignments will be submitted electronically using the WSU Online system (i.e., Blackboard/WebCT):
https://online.weber.edu/webct/ Complete the assignment below, first, in a word processing program (e.g.,
Microsoft Word, Word Perfect) and be sure to save a copy of the assignment. Next, go to the “My WSU Online”
website, https://online.weber.edu/webct/, and login using your Novell username and password. Then click on
“HLTH 4860” from the “Course List”. At the HLTH 4860 home page, you will find an “Assignments” folder. Click on
this and then the “Assignment 1” icon. Copy and paste your assignment into the Assignment 1 “submission box”.
PLEASE DO NOT SUBMIT YOUR PAPER AS AN ATTACHMENT!

Required Items

1. Formulate a list of goals for yourself for the field experience. In order to do this, you might ask yourself
   the following questions: How do you want to be different at the end of the experience? What experiences
   or skills do you want to acquire? Remember: Goals are very general and simplistic. You should identify
   three or more goals!

2. For each of the goals you have listed, list a few (at least 2) specific objectives. (Objectives are the
   intermediate steps necessary to achieve goals; a well written objective contains an observable behavior,
   the conditions under which you expect that behavior to occur and how you will judge whether you have
   been successful in meeting the objective.)

3. Describe your orientation to the agency/institution. Include at least three positive elements about the
   process. Also include issues of concern, if they exist. Describe your feelings about your first two weeks.

4. Describe the population served by the agency/institution.
   a. The following questions may serve as useful guidelines.
      i. What are demographics of the group (age, sex, income, etc.).
      ii. Are there any generalizations you can make about their activity preferences?
      iii. What implications do the characteristics of the group have for programming?
      iv. What are the most enjoyable characteristics of the population served? What are the least
         enjoyable?
   b. Comment on your strengths and weaknesses in working with the group.

5. Describe the program(s) offered by your agency/institution.
   a. Use the following outline to help you describe the program in your agency/institution (you may
      want to include printed materials with your report).
      i. Program Planning (e.g., How are activities chosen? How are leaders selected? How is
         scheduling done? What factors effect planning? Are there objectives for each activity?)
      ii. Program Operation (e.g., What kind of supervision is provided? How is coordination of
         various activities accomplished? What sort of record keeping is done? What safety
         precautions are utilized?)
      iii. Program Evaluation (e.g., How are programs evaluated? Who participates in the
         evaluation process?)
ASSIGNMENT 2—1st QUARTER (45-HOUR) PROGRESS REPORT

Assignments will be submitted electronically using the WSU Online system (i.e., Blackboard/WebCT):
https://online.weber.edu/webct/ Complete the assignment below, first, in a word processing program (e.g., Microsoft Word, Word Perfect) and be sure to save a copy of the assignment. Next, go to the “My WSU Online” website, https://online.weber.edu/webct/, and login using your Novell username and password. Then click on “HLTH 4860” from the “Course List”. At the HLTH 4860 home page, you will find an “Assignments” folder. Click on this and then the “Assignment 2” icon. Copy and paste your assignment into the Assignment 2 “submission box”.
PLEASE DO NOT SUBMIT YOUR PAPER AS AN ATTACHMENT!

Students are encouraged to keep a daily log of their internship activities and, after every 45 hours of work, are required to summarize these activities in formal “Progress Reports” (i.e., the “1ST Quarter Progress Report,” “Midway Self Evaluation,” “3rd Quarter Progress Report,” and “Wrapping it Up” assignments) submitted to their faculty supervisor. Some examples of key items to incorporate into your “1ST Quarter Progress Report” are provided below:

1. **Knowledge Acquired** (Refer to things you have learned during the internship)

2. **CHES Competencies Used** (Refers to the 7 responsibility areas described by the National Commission for Health Education Credentialing, Inc.)

3. **Personal Growth** (Refers to what you have learned about yourself and your attitudes, values, reaction patterns, and personality traits)

4. **Career Development** (Refer to what you are learning about the field of health and your place in it)

5. **Problems/Challenges** (Refer to any problems that you might have encountered, and whether or not you have solved them)
ASSIGNMENT 3—MIDWAY SELF EVALUATION (90-HOUR PROGRESS REPORT)

Assignments will be submitted electronically using the WSU Online system (i.e., Blackboard/WebCT):

https://online.weber.edu/webct/ Complete the assignment below, first, in a word processing program (e.g., Microsoft Word, Word Perfect) and be sure to save a copy of the assignment. Next, go to the “My WSU Online” website, https://online.weber.edu/webct/, and login using your Novell username and password. Then click on “HLTH 4860” from the “Course List”. At the HLTH 4860 home page, you will find an “Assignments” folder. Click on this and then the “Assignment 3” icon. Copy and paste your assignment into the Assignment 3 “submission box”.

PLEASE DO NOT SUBMIT YOUR PAPER AS AN ATTACHMENT!

Summarize and evaluate your experiences thus far in your internship by answering the questions below:

1. Is this experience what you expected? Explain.

2. Is this experience meeting your needs? Explain.

3. Is the supervision you are receiving adequate? Explain.

4. What contributions are you making to the agency? Please describe any noteworthy involvement or specific assignments you are working on or have completed.

5. How can the internship experience be more meaningful? What can you do to make it so?

6. What do you perceive as being your strengths at this point?

7. What do you perceive as being your weaknesses at this point?

8. From the “Getting Started” assignment, what objectives have you met?

9. From the “Getting Started” assignment, what objectives remain? Which of these do you expect to be able to meet?

10. Are there any goals you do not expect to be able to meet? Comment on these.
Site supervisors will be contacted by your faculty supervisor and asked to evaluate you on your professional and personal qualities (e.g., strengths, weaknesses, areas in need of improvement, etc.). These supervisor evaluations will include both quantitative (e.g., numeric ratings) and qualitative assessments (see question examples below) of student performance.

Examples of Site Supervisor Evaluation Questions:

1. How would you rate his/her job skills as a health educator? Job competency skills for which you could evaluate them would include but not be limited to the following: decision making, problem solving, organizational skills, productivity, initiative, ability to follow directions, etc.

2. What are your perceptions of his/her professionalism on the job? These include but are not limited to the following: personal appearance, attitude, punctuality, and dependability.

3. Does he/she have good interpersonal skills? Please describe such skills as: client relations, respect of authority, cooperation/teamwork, friendliness, and written/verbal communication.

4. Describe some of his/her personal attributes that you have noticed thus far in the internship. Some of the main attributes might include: creativity, enthusiasm, persistence, self-motivation, and a desire to learn. What suggestions do you have for improvement?

5. What grade (A, B, C, etc.), to date, would you give the intern for his/her midway evaluation?
ASSIGNMENT 5—3rd QUARTER (135-HOUR) PROGRESS REPORT

Assignments will be submitted electronically using the WSU Online system (i.e., Blackboard/WebCT): https://online.weber.edu/webct/ Complete the assignment below, first, in a word processing program (e.g., Microsoft Word, Word Perfect) and be sure to save a copy of the assignment. Next, go to the "My WSU Online" website, https://online.weber.edu/webct/, and login using your Novell username and password. Then click on ”HLTH 4860” from the “Course List”. At the HLTH 4860 home page, you will find an “Assignments” folder. Click on this and then the “Assignment 5” icon. Copy and paste your assignment into the Assignment 5 “submission box”. PLEASE DO NOT SUBMIT YOUR PAPER AS AN ATTACHMENT!

Please summarize and evaluate the internship experiences you've gained since your "Midway Self Evaluation". Some examples of key items to incorporate into your “Progress Report” are provided below:

1. **Knowledge Acquired** (Refer to things you have learned during the internship).

2. **CHES Competencies Used** (Refers to the 7 responsibility areas described by the National Commission for Health education Credentialing, Inc.).

3. **Personal Growth** (Refers to what you have learned about yourself and your attitudes, values, reaction patterns, and personality traits).

4. **Career Development** (Refers to what you are learning about the health field and your place in it)

5. **Problems/Challenges** (Refer to any problems that you have encountered and whether or not you have solved them)
ASSIGNMENT 6—WRAPPING IT UP

Assignments will be submitted electronically using the WSU Online system (i.e., Blackboard/WebCT): https://online.weber.edu/webct/ Complete the assignment below, first, in a word processing program (e.g., Microsoft Word, Word Perfect) and be sure to save a copy of the assignment. Next, go to the “My WSU Online” website, https://online.weber.edu/webct/, and login using your Novell username and password. Then click on "HLTH 4860" from the “Course List”. At the HLTH 4860 home page, you will find an “Assignments” folder. Click on this and then the “Assignment 6” icon. Copy and paste your assignment into the Assignment 6 “submission box”.

PLEASE DO NOT SUBMIT YOUR PAPER AS AN ATTACHMENT!

The following is an overall evaluation of your completed internship experience. Please complete the questions below AND the accompanying "Agency Recommendation" material.

1. Preparedness:
   a. Did the prerequisite courses help prepare you for your internship experience? Explain which core classes were most beneficial in your internship.
   b. What would have been helpful to know before your internship?

2. Goals & Objectives:
   a. Did you accomplish the goals and objectives you identified at the onset of your internship? Comment on these.
   b. Students are expected to complete at least one significant project (curriculum guide; deliver a series of health education/promotion sessions; media development; needs assessment; etc.) during their internship. Please describe your "project" and attach to this assignment the necessary "evidence" (e.g., constructed newsletters, brochures, flyers, PowerPoint presentations, etc.) of the unique contributions you made to your internship site. This evidence is also material you will want to incorporate into your Professional Portfolio.

3. Knowledge Acquired During Your Internship:
   a. Did you feel that the assignments provided by your site supervisor were relevant, helpful, and challenging? Explain.
   b. What knowledge did you acquire or further develop during your internship?

4. Skills Developed:
   a. What types of new skills, talents, or abilities were developed through your internship experience?
   b. What skills would you like to improve on for the future?
   c. What skills were you able to develop during your internship that you feel will be most useful in your career?
5. **Personal Growth:**
   a. What have you learned about yourself, your personality, and your likes/dislikes?

6. **Career Development:**
   a. Do you feel confident going out into the job field with the experience you now have? Why or why not?
   b. What have you learned about the field of public health and your place in it?
   c. How comfortable would you feel working for this agency/organization again?

7. **Problems/Struggles:**
   a. What were some of the greatest struggles/problems you encountered during your internship? How did you overcome them?

8. **Suggestions:**
   a. What could the Health Promotion Program do to make your internship experience more successful?
   b. Overall, what have you gained most from this experience?

9. **Agency Recommendation** (this information is for the benefit of future students who may desire an internship at the agency you were with while enrolled in HE 4860):
   a. Agency Name:
   b. On-Site Supervisor Name:
   c. Would you recommend this agency to another student? (Yes or No with an accompanying explanation):
   d. Explain briefly what your internship involved:
   e. Please comment briefly about any positive and/or negative experiences you had with the agency or agency supervisor:
   f. What recommendations would you give to improve this internship?
The following evaluation is a confidential evaluation of the “On-site Supervisor.” The comments you provide will only be seen by your faculty supervisor and/or the Health Promotion Program Internship Director.

1. How would you describe your on-site supervisor in terms of job competence (i.e., decision making, problem solving, organizational skills, and leadership)?

2. What kind of an example was your on-site supervisor in the area of professionalism? Why?

3. Did you feel that your on-site supervisor was dependable and someone you could trust? Why or why not?

4. Did you feel that your on-site supervisor was supportive of you, and treated you as a member of the team? Why or why not?

5. When you were given assignments, did you receive useful feedback? Why or why not?

6. In your opinion, what are the strengths of your on-site supervisor?

7. In your opinion, what are the weaknesses of your on-site supervisor?

8. Overall, how would you rate your on-site supervisor? Would you recommend that other students do an internship with him/her? Why or why not?
ASSIGNMENT 8—FINAL SITE-SUPERVISOR EVALUATION OF STUDENT INTERN

Site supervisors will be contacted by your faculty supervisor and asked to evaluate you on your professional and personal qualities (e.g., strengths, weaknesses, areas in need of improvement, etc.). These supervisor evaluations will include both quantitative (e.g., numeric ratings) and qualitative assessments (see question examples below) of student performance.

Examples of Site Supervisor Evaluation Questions:

1. How were the intern’s job skills overall? These skills may include decision making, problem solving, organizational skills, productivity, initiative, etc.

2. Please describe how the intern performed when it came to creativity, enthusiasm, persistence, self-motivation, a desire to learn, etc.

3. What was the intern’s greatest strength?

4. What suggestions would you give the intern as a future health professional?

5. Was the intern involved in any noteworthy/specific assignments?

6. Would you like feedback from the internship supervisor about how the internship went from the student’s perspective? Yes No

7. Overall Grade: I would give the student an: A B C D F
ASSIGNMENT 9—THANK YOU LETTER TO SITE SUPERVISOR/AGENCY

Assignments will be submitted electronically using the WSU Online system (i.e., Blackboard/WebCT): https://online.weber.edu/webct/. Complete the assignment below, first, in a word processing program (e.g., Microsoft Word, Word Perfect) and be sure to save a copy of the assignment. Next, go to the “My WSU Online” website, https://online.weber.edu/webct/, and login using your Novell username and password. Then click on “HLTH 4860” from the “Course List”. At the HLTH 4860 home page, you will find an “Assignments” folder. Click on this and then the “Assignment 9” icon. Copy and paste your assignment into the Assignment 9 “submission box”. PLEASE DO NOT SUBMIT YOUR PAPER AS AN ATTACHMENT!

Please construct (& subsequently send!) a brief letter to the agency and/or site supervisor of your internship to express gratitude for your internship opportunity. A brief example of items you may wish to include is provided below.

Dear Supervisors,

Thank you so much for giving me the opportunity to have an internship with you and (name of school/and or agency). It was a very rewarding, meaningful experience, which has prepared me for working in this field of expertise. I was impressed with the level of professionalism that I experienced while I was working with you and your colleagues. It has influenced my personal philosophies about Health Education. I appreciate being allowed to work in various areas of concentration; this enabled me to receive a broad base of knowledge in this field of work. I was able to experiment with some of my other interests in order to decide what I would like to do when I graduate. I would also like to state that in my review of my internship with you, I would highly recommend your program to other students. This program far exceeded my expectations for my student internship experience. Thank you again for this very enriching experience.

Sincerely,

Student’s name