

University of Florida
College of Health and Human Performance
Department of Health Education and Behavior

HSC 4876 - Health Education Internship Experience

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I. INTRODUCTION

The internship is a **graded** practical experience in which the intern maintains a professional Health Educator workload in a community health or wellness setting. The internship course is a capstone experience designed as a culminating requirement for the Bachelor of Science in Health Education (BSHE). The internship is meant to be a time of service and innovation to the supervising agency as well as a significant learning opportunity for the intern. Only through a practical experience such as this can the efficient application of knowledge, ideas, and skills in a realistic work setting occur. With this, both the intern and agency should benefit immeasurably.

Note: Interns must complete the internship with a minimum grade of C in order to graduate (unless otherwise noted). Paid internships are permitted; however, all arrangements surrounding payment are between the intern and the site.

The major objectives for the internship experience should enable the intern to:

- ⇒ Complete tasks required of a professional in the health education field;
- ⇒ Apply the knowledge and skills attained during course studies to practical community health and/or wellness issues;
- ⇒ Develop skills and increase knowledge in areas of interest within their specialization;
- ⇒ Contribute significantly to the activities, events, and projects of the internship agency; and
- ⇒ Prepare for future employment or advanced education in the health education, or related fields.

II. INTERNSHIP GUIDELINES & INTERNSHIP RESPONSIBILITIES

The internship experience includes, but it not limited to, those agencies which employ health educators in a community/public health or worksite health promotion/wellness setting (public health units, voluntary health agencies, hospitals/clinics, hospital and corporate wellness centers, area health education centers, nonprofit health agencies).

- ⇒ Specific internship goals, objectives, and job duties will be communicated to the University Internship Coordinator via the Internship Application (due the semester prior to internship in HSC4800). Evaluation of the internship goals, objectives, and job duties will be accomplished through bi-weekly reports, as well as the midterm and final evaluations. The agency supervisor and intern will receive all necessary forms and instructions from the university supervisor prior to the beginning of the internship semester.
 - HSC4876 will be run through e-Learning in Canvas (<https://lss.at.ufl.edu/>).
- ⇒ Intern job duties should be based on the strengths, needs, and interests of the intern and agency. However, intern job duties must align with the *Responsibilities and Competencies of Health Educator Specialists* (NCHEC, 2015). The Seven Areas of Responsibility contain a comprehensive set of Competencies defining the role of the health education specialist. These Responsibilities serve as the basis of the CHES and MCHES exam.
- ⇒ It is highly encouraged that interns complete a major project, start to finish, during the internship experience.

Responsibilities and Competencies for Health Education Specialists

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RESPONSIBILITY I - Assess Needs, Resources, and Capacity for Health Education/Promotion

- 1.1 Plan assessment process for health education/promotion
- 1.2 Access existing information and data related to health
- 1.3 Collect primary data to determine needs
- 1.4 Analyze relationships among behavioral, environmental, and other factors that influence health
- 1.5 Examine factors that influence the process by which people learn
- 1.6 Examine factors that enhance or impede the process of health education/promotion
- 1.7 Determine needs for health education/promotion based on assessment findings

RESPONSIBILITY II: Plan Health Education/Promotion

- 2.1 Involve priority populations, partners, and other stakeholders in the planning process
- 2.2 Develop goals and objectives
- 2.3 Select or design strategies/interventions
- 2.4 Develop a plan for the delivery of health education/promotion
- 2.5 Address factors that influence implementation of health education/promotion

RESPONSIBILITY III: Implement Health Education/Promotion

- 3.1 Coordinate logistics necessary to implement plan
- 3.2 Train staff members and volunteers involved in implementation of health education/promotion
- 3.3 Implement health education/promotion plan
- 3.4 Monitor implementation of health education/promotion

RESPONSIBILITY IV: Conduct Evaluation and Research Related to Health Education/Promotion

- 4.1 Develop evaluation plan for health education/promotion
- 4.2 Develop a research plan for health education/promotion
- 4.3 Select, adapt and/or create instruments to collect data
- 4.4 Collect and manage data
- 4.5 Analyze data
- 4.6 Interpret results
- 4.7 Apply findings

RESPONSIBILITY V: Administer and Manage Health Education/Promotion

- 5.1 Manage financial resources for health education/promotion programs
- 5.2 Manage technology resources
- 5.3 Manage relationships with partners and other stakeholders
- 5.4 Gain acceptance and support for health education/promotion programs
- 5.5 Demonstrate leadership
- 5.6 Manage human resources for health education/promotion programs

RESPONSIBILITY VI: Serve as a Health Education/Promotion Resource Person

- 6.1 Obtain and disseminate health-related information
- 6.2 Train others to use health education/promotion skills
- 6.3 Provide advice and consultation on health education/promotion issues

RESPONSIBILITY VII: Communicate, Promote, and Advocate for Health, Health Education/Promotion, and the Profession

- 7.1 Identify, develop, and deliver messages using a variety of communication strategies, methods, & techniques
- 7.2 Engage in advocacy for health and health education/promotion
- 7.3 Influence policy and/or systems change to promote health and health education
- 7.4 Promote the health education profession

III. INTERN ELIGIBILITY

Students must meet the following criteria to be cleared for internship. Eligibility requirements listed below represent UF, HHP, and HEB policies. Exceptions to these policies are extremely rare, and are subject to the discretion of the University Internship Coordinator and Department Petitions Committee.

- ⇒ **Community Health Promotion** students (as well as students in HEB catalog year 2012, or earlier) are required to complete a full-time internship (40 hours/week). Additionally, the student must complete all degree requirements prior to the internship semester. Students are not permitted to register for additional coursework (major, or otherwise) with the full-time internship.
- ⇒ **Health Studies** students have the option to complete the internship on a part-time (20 hours/week) or full-time (40 hours/week) basis. If the part-time internship is selected, the student may concurrently register for up to 9-credits of coursework with the internship. However, all HEB major and specialization coursework must be completed prior to the internship semester. If the full-time internship is selected, the student must complete all degree requirements prior to the internship semester. Students are not permitted to register for additional coursework (major, or otherwise) with the full-time internship.
- ⇒ Note: If a student does not successfully complete required coursework the semester prior to internship, they will be forced to cancel their internship and re-enroll in any unmet degree requirements.
- ⇒ Students must submit proof of current professional liability coverage (1 million/3 million), as well as Adult/Child/Infant CPR/AED and First Aid certification(s) prior to the start of the internship and by the deadline identified by the University Internship Coordinator. Additionally, students must submit a complete internship application (and the internship application must be approved) by the deadline identified by the University Internship Coordinator.
- ⇒ Students must have a UF and Upper Division GPA of 2.0 or higher, as well as a HSC coursework GPA of 2.8 or higher in order to participate in the internship. Students with grades N, NG, or I on their academic record will not be permitted to intern. Additionally, students must register for HSC4876 by the last day of the drop/add period for the semester in which they plan to intern. If a student does not meet these requirements at the start of the internship semester, they will be forced to cancel their internship.
- ⇒ If the selected internship site mandates additional requirements (including, but not limited to health insurance, immunizations, background check, fingerprinting, an affiliation agreement, University international studies clearance), the student must also submit proof of these requirements prior to the start of the internship and by the deadline identified by the University Internship Coordinator.

IV. UNIVERSITY HEALTH INSURANCE REQUIREMENT

- ⇒ All University of Florida students enrolling in a degree-seeking program for the first time during Summer B 2014 (starting on June 30, 2014) are required to show proof of health insurance. Students who do not provide proof of health insurance coverage, or submit a waiver by the published deadline, will not be eligible to remain enrolled at the University of Florida. Thus, they will be forced to cancel their internship. For more information about the Student Health Insurance requirement, contact Patient Financial Services at the Student Health Care Center: healthcompliance@shcc.ufl.edu or (352) 273-4546.

V. ATTENDANCE

- ⇒ The HEB internship is offered during the fall, spring, and summer C terms. The internship officially commences on the Monday of the first week of classes at the University of Florida and will end on the Sunday of week 12 of the internship.
- ⇒ Full-time interns are required to earn 40 hours each week for 12 weeks (minimum of 480 hours) during the internship start/end dates specified by the University Internship Supervisor. Part-time interns are required to earn 20 hours each week for 12 weeks (minimum of 240 hours) during the internship start/end dates specified by the University Internship Supervisor.
 - Note: The University Internship Coordinator will assess an intern's total hours earned at the end of each bi-weekly reporting period. Interns whose total hours earned fall below the minimum hours required for that reporting period may be forced to withdraw from HSC4876 and terminate their internship. This decision will be determined by the University Internship Coordinator, as well as the Department Petitions Committee.
- ⇒ Distribution of hours worked must be agreed upon by the intern and supervisor, and be based on the requirements of the activities/projects assigned to the intern. The intern's schedule will be documented in the Verification of Placement form. Additionally, interns are required to earn internship hours during their supervisor's shift. If the supervisor is not on-site, the intern must be temporarily assigned to an appropriate colleague who is familiar with the Department internship program.
 - Note: interns are not permitted to earn hours while working off-site (i.e., home) Interns must earn all hours at the agency office, or at an agency sponsored event.
- ⇒ Requesting time off for personal reasons is strongly discouraged. If necessary, such requests should be kept to an extreme minimum, and must be approved by both the agency supervisor and the University Internship Coordinator at least 3 days prior to the absence. In addition, all personal time off must be made up by the Sunday of week 12 of the internship (last day of internship). Interns who have not earned the required minimum hours (full-time interns: 480 hours; part-time interns: 240 hours) by the last day of the internship will not pass the internship, and will be ineligible for participation in commencement ceremonies.
 - Note: requesting extended time off for personal reasons (i.e., three or more days) will not be permitted without the approval of the Department Petitions Committee. Interns must submit a petition to request the extended time off at least 3 weeks prior to the requested absence dates. Submission of a petition does not guarantee approval.
- ⇒ Missed days due to illness or unforeseen circumstances must also be made up. Documentation for unforeseen absences must be received three days after returning to work, and a make-up plan for missed hours should be developed with the agency supervisor and emailed to the University Internship Coordinator (copy internship supervisor on email).
 - Note: Interns are REQUIRED to notify their agency supervisor, as well as the university internship supervisor of all unforeseen (sudden) absences. Interns must first (and immediately!) notify their agency supervisor of the absence; afterwards, they must email the University Internship Coordinator about the absence.
- ⇒ The intern is permitted to observe nationally recognized holidays also observed by the internship agency (MLK Day, Memorial Day, Labor Day, etc.), as well as University holidays (spring break, homecoming). Although time off for National and University holidays is pre-approved by the Department, final approval for time off during these holidays is at the discretion of the internship supervisor. ***Interns must make-up all missed hours from National- and University-recognized holidays. Interns must earn the minimum hours required for HSC4876 by the last day of the internship.***

- ⇒ Under no circumstances should an outside work schedule or coursework (part-time interns only) interfere with internship hours. The internship should be considered the intern's highest priority and regarded as their first obligation.
- ⇒ Per College of Health and Human Performance Undergraduate Academic Advising Policy, students can only register and attempt to successfully complete the internship two times. If unable to successfully complete the internship after two attempts, the student may be dismissed from the program.

VI. ASSIGNMENTS

Note: All assignments must be submitted to receive a grade for the internship; to participate in commencement ceremonies; as well as to complete the degree program. All assignments must be uploaded to e-Learning Canvas in the appropriate assignment folders.

⇒ **Verification of Placement**

The Verification of Placement form confirms the contact information for the intern, supervisor and internship, as well as verifies the (approved) assigned internship projects, activities, and finalized schedule.

- ✓ This form must be typed, and include the signatures of both the intern and supervisor. The completed form must be scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **Bi-weekly Reports**

The bi-weekly reports inform the University Internship Coordinator of the intern's progress throughout the internship. For each day of the two-week period, the intern is required to write a brief log of their daily activities and hours worked. The comments section can be used to give a qualitative assessment of their progress. The reports also allow interns to report their plans for excess hours and missed hours. The intern is NOT required to share bi-weekly reports with their agency supervisor.

- ✓ This form must be typed, and then scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **Midterm and Final Evaluation**

The midterm and final evaluations are completed by the agency supervisor at the midpoint of the semester (midterm), and again at the end of the internship (final).

- ✓ These forms may be typed or hand-written; and, it must include the signatures of both the intern and supervisor.
- ✓ These forms must be scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **Internship Experience Survey**

This survey allows the intern to "grade" their internship site and provide feedback regarding the internship experience. Information contained in this survey will assist the department with recommending internship sites for future interns. The intern is encouraged to provide an honest, constructive evaluation of their experience. This form is sent directly to the university internship supervisor and, with the intern's permission, will be available to HEB pre-interns after the internship semester.

- ✓ This form must be typed, and then scanned into a PDF and uploaded to the e-Learning Canvas course website.

VII. GRADING SCALE

Assignment	Points	Grading Scale		
Verification of Placement	40	A	372-400	93% - 100%
Bi-weekly Reports	120	A-	360-371	90% - 92.99%
		B+	352-359	88% - 89.99%
Internship Experience Survey	40	B	332-351	83% - 87.99%
		B-	320-331	80% - 82.99%
Midterm Evaluation	100	C+	312-319	78% - 79.99%
		C	292-311	73% - 77.99%
Final Evaluation	100	C-	280-291	70% - 72.99%
		D+	272-279	68% - 69.99%
Total	400	D	252-271	63% - 67.99%
		D-	240-251	60% - 62.99%
		E	0-239	≤ 59.99%

VIII. COURSE POLICIES

Special Accommodations: Students requesting accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Please provide documentation to the instructor no later than the Friday of the first week of classes.

Academic Honesty: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of this class.

Grade adjustments: It is unethical and in direct violation of the UF Student Honor Code to request an unjustifiable grade adjustment ([UF Student Honor Code](#): “Conspiracy to Commit Academic Dishonesty”). Under no circumstances will I ever ‘round up’ a student’s grade (a 89.99% is a B+), nor will I offer extra credit. Additionally, I only discuss grades face-to-face (never via email or phone) to protect student privacy. *Note: If a grade input error occurs, students are strongly encouraged to notify me as soon as possible. I will examine the e-Learning Canvas grade to determine whether a calculation error has occurred. If an error occurred, the grade will be adjusted.*

Assignments: Students are expected to complete work of the highest quality. Assignments must be submitted in the format requested, following the rules and guidelines as outlined in the *Publication Manual of the American Psychological Association* (6th Edition), when applicable. Assignments must also include the student’s name and be submitted by the assigned due date.

Excused Absence Policy: Per University of Florida policy, excused absences include medical appointments and illness (with doctor's note), deaths in the family (with documentation) and school events (with documentation on school letterhead). Additional absences require documentation of medical excuses or extenuating circumstances, and must be received three days after returning to work. Note: A make-up plan for missed hours should be developed with the agency supervisor and emailed to the University Internship Coordinator (internship supervisor must be copied on the email).

Online Course Evaluation Process: Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

IX. Additional Student Resources:

Online Computing Help Desk- e-Learning Support Services: <http://helpdesk.ufl.edu/>

The UF Computing Help Desk is available to assist students when they are having technical issues.

Online Library Help Desk: <http://guides.uflib.ufl.edu/content.php?pid=86973&sid=686381>

The help desk is available to assist students with access to all UF Libraries resources.

Disabilities Resource Center: <http://www.dso.ufl.edu/drc/>

If you have a physical, learning, sensory or psychological disability, please visit the DRC.

Counseling and Wellness Center: <http://www.counseling.ufl.edu/cwc/>

If you need to speak to a counselor about a problem that you are having, visit the counseling and wellness center (3190 Radio Road). Phone: (352) 392-1575

U Matter, We Care: <http://www.umatter.ufl.edu/>

U Matter, We Care provides students in distress with support and coordination of the wide variety of appropriate resources. Phone: (352) 294-CARE

X. HSC4876 Student Learning Outcomes (SLO's):

SLO 1. Identify and apply theories-based strategies for assessing individual and community needs for health education/promotion.

SLO 2. Identify and utilize appropriate theory-based models for planning effective health education/promotion programs.

SLO 3. Identify and apply a variety of theories, models and strategies for implementing health education/promotion programs.

SLO 4. Identify and apply methods and procedures appropriate for evaluating the effectiveness of health education/ promotion programs.

SLO 5. Coordinate the provisions of health education/ promotion services.

SLO 6. Describe and employ methods to obtain and disseminate health education/promotion information.

SLO 7. Demonstrate understanding of the major concepts and principles related to nutrition, substance abuse, emotional health, human sexuality and environmental health.

SLO 9. Select health education/promotion programs and services based on best-evidence.

SLO 10. Communicate health needs, concerns and resources to identified clients and consumers.

SLO 11. Communicate health concepts and health information using a variety of channels to individuals, families and groups from diverse backgrounds in various settings.

XI. INTERNSHIP AGREEMENTS

The Student (Intern) Agrees to:

- ⇒ Conduct him/herself as a professional; and, dress appropriately. Uphold University of Florida Student Conduct Code.
- ⇒ Consider him/herself as an integral part of the agency and follow the rules and regulations of the agency.
- ⇒ Prepare thoroughly for and conscientiously conduct each task related to the internship.
- ⇒ Consult with the agency supervisor on a regular basis and in any situation in which he/she is unsure of the appropriate measures to be taken.
- ⇒ Complete and submit all assignments to the University Internship Coordinator by the given deadline.
- ⇒ Contact the University Internship Coordinator if a problem should arise that is not satisfactorily resolved.
- ⇒ Read and adhere to all policies and procedures contained in the HSC4876 syllabus. Register for HSC4876 using the section number provided to you by the University Internship Coordinator.
- ⇒ Make sure that your internship site has all of the materials that they require of you (i.e., proof of vaccinations, certifications) to begin experience.
- ⇒ Become familiar with all HEB required forms and the due dates, as indicated on the internship website. Make sure that your site supervisor is also aware of these forms and their due dates.
- ⇒ Arrange advance meetings with your site supervisor to complete and discuss all forms.
- ⇒ Regard your relationship with your site supervisor in the same manner as your relationship with university faculty. Expect your site supervisor to guide, correct, and advise you on a regular basis.
- ⇒ Demonstrate personal characteristics appropriate for a professional (including, but not limited to) voice, speech, reliability, manner, confidence, enthusiasm, and rapport with others.
- ⇒ It is the responsibility of the intern to review and abide by specific guidelines/policies in place the selected internship site.
- ⇒ Assume the responsibilities and obligations of the other professional employees. (Some limitations of responsibilities will be necessary because of your limited experience and technical authority.) Follow the same calendar and daily schedule required of staff.
- ⇒ Sign in and out if required. Be punctual. Work the entire number of hours at the times agreed upon by you and your site supervisor. Notify your supervisor if you are unable to attend as planned and follow appropriate agency procedures (see Attendance section).
- ⇒ Respect the confidentiality of the workplace, its clients and its workers.
- ⇒ Discuss your performance of assigned duties with the site supervisor on a regular basis. Evaluate yourself on the strong and weak parts of your performance. Take the initiative to ask the site supervisor for feedback concerning your performance.
- ⇒ Be positive and enthusiastic about the internship. Offer to assist in all organizational activities.
- ⇒ Should patients, clients, and/or subjects request additional attention, clear such requests with the site supervisor.

The Agency Supervisor Agrees to:

- ⇒ Familiarize him/herself with the materials provided by the university before the start of the internship.
- ⇒ Provide on-site experience through the Agency which is pertinent and meaningful for students enrolled in the Health Education & Behavior Department at the University of Florida, and that includes job duties aligned with the responsibilities and competencies of health educators.
- ⇒ Ensure that 85%, minimally, of an intern's work day consists of job duties aligned with the responsibilities and competencies of health educators. No more than 15% of an intern's work day may consist of job duties outside of the responsibilities and competencies of health educators.
- ⇒ Provide the intern with a complete orientation to the site including an overview of the organizational structure, operations, and facilities along with a detailed explanation of all policies and procedures. Inform the student of any known risk or safety issues surrounding his or her work environment or duties.
- ⇒ Keep the Department informed regarding the level of education each student receives, as well as the student's level of performance and to notify and consult with the Department in the event that the student fails to make satisfactory progress.
- ⇒ Make sure the intern clearly understands all responsibilities and expectations.
- ⇒ Provide a planned instructional program that reflects sound learning experiences for the intern. Share with the intern the on-going program plan.
- ⇒ Conduct frequent evaluative sessions with the intern based on regular observation. Discuss and review all reports and evaluations with the intern. Offer suggestions for improvement.
- ⇒ Communicate progress of the intern with the University Internship Coordinator (Bi-Weekly Comments Sheets; Midterm Evaluation; Final Evaluation).
- ⇒ Maintain regular communication with the University Internship Coordinator including when help is needed or a problem arises that requires a solution.
- ⇒ Inform the University Internship Coordinator of an intern's lack of attendance, punctuality, or any problems that occur.
- ⇒ Sign all forms which require your signature, and submit by the published due dates.

The Department of Health Education and Behavior at the University of Florida Agrees to:

- ⇒ Recommend for placement only those students who have earned a satisfactory record and have met the minimum requirements established by the Department.
- ⇒ Provide the agency with pertinent internship information including, but not limited to, course outline, student preparation information, and evaluation forms prior to the start of the internship.
- ⇒ Have representatives of the Department available to the Agency for assistance and consultation as the need arises (University Internship Coordinator).

This Agreement May Be Terminated During the Experience for the Following Reasons:

- ⇒ For any illness or other unexpected events that would necessitate the student's absence for a time which is detrimental to the internship experience.
- ⇒ For any illness or other unexpected events that would necessitate the supervisor's absence for a time which is detrimental to the internship experience.
- ⇒ For any action by the Agency that is detrimental to the student or the Department.
- ⇒ For any action by the student or the Department that is detrimental to the Agency.