



UNIVERSITY OF SOUTH CAROLINA
BEAUFORT

Public Health

Bachelor Degree Program

Internship Handbook

Department of Public Health & Human Services

University of South Carolina Beaufort

This handbook explains the requirements, policies and procedures for securing your internship site and completing the internship. Any questions should be directed to the internship Professor Dr. Diana Gill dgill@sc.edu 843-208-8316

Internship Objective

The objectives of the internship are to enable students to gain practical experience in the application of Public Health. The internship is an advanced practice experience which builds on previous coursework completed in the Public Health program. The internship will take place within an organization outside of the Public Health program with a focus on health-related topics. Students will identify an organization in which to complete their internship and work with a preceptor (an on-site teacher) and a faculty member to determine learner outcomes specific to their internship experience. Students will attain higher level skills related to health promotion and education including conducting a needs assessment, analyzing data, planning, managing, evaluating a public health intervention and disseminating program outcomes to key stakeholders.

Learning Outcomes

Students who complete the internship with a “C” or better will achieve the following outcomes:

1. Understand how to conduct, interpret, and disseminate a needs assessment.
2. Develop Public Health and education curriculum.
3. Implement Public Health and education curriculum.
4. Evaluate Public Health and education curriculum.
5. Disseminate program results to key stakeholders.
6. Develop oral presentation skills.
7. Develop advanced Public Health written communication skills, including preparing a poster presentation.
8. Establish meaningful professional relationships with supervisors, community partners, collaborator, key stakeholders and peers.

Finding your Internship Site

It is the responsibility of the student to locate potential internship opportunities; however, the Public Health program will assist students in identifying and securing the internship position. Under no circumstances may a student begin the internship without written approval by the internship professor.

Time

This is a 4 credit course. The time commitment for this 16-week semester course is 135 hours of out of classroom work per semester, or approximately 9 hours per week. **Plus one hour per week on online learning**

Internship Plan Document

An Internship plan is a document created by the student in concert with the site preceptor and the internship professor. The Internship Plan Document provides specific information about:

- a. the location of the internship site,
- b. the goals and objectives of the student's internship,
- c. the specific work that will be completed,
- d. the hours the student will be expected to work and
- e. a suggested timeline that the work will be completed

The internship plan document will be created by the student with assistance from the internship professor and the site preceptor. This plan must be approved by the internship professor.

Grading

Assignments (total 100%)

- Preceptor Check-In 5%
- Preceptor Evaluation 20%
- Discussion Posts 10%
- Resume 10%
- Cover Letter 10%
- Internship Final Paper 25%
- Internship Presentation 15%
- Final Internship Presentation Peer Critique 5%

Preceptor Check-In 5%

The student will be assigned to a preceptor in the field. The preceptor provides input on student performance, daily structure and responsibilities. Each student will ensure a phone conversation is arranged between your preceptor in the field and your instructor for the course. This must be completed before the end of the first month of the semester. If this does not occur, you will be strongly encouraged to drop the course as you need a preceptor in the field to supervise your work to pass this course.

Preceptor Evaluation 20%

The student will be assigned to an internship project preceptor. This preceptor will provide feedback on student performance based on a rubric provided by the course instructor, who will assign the final performance grade.

Discussion Posts 10%

You will have 4 discussion boards throughout the semester. Each discussion will be worth 25 points and all of the discussion combined will be worth 10% of your grade

Resume 10%

Students will update their professional resume.

Cover Letter 10%

Students will create broad cover letter for a job application.

Assignment: Internship Final Paper 30%

You will prepare a final Public Health project paper which will include; a literature review on your topic area. Discuss the planning stage, implementation and evaluation of your project. This needs to include data collected during your internship, data analysis, interpretations, discussions of your findings and your view on the implications of your findings. Prepare a reflection section which discusses your experiences and the lessons you learned from your experience during your internship. This paper should be between 25-30 pages, not including references or appendices. One appendix will include time sheet.

Assignment: Internship Presentation 20%

You will give a power point presentation of your final Public Health project in VoiceThread. The presentation will be 25-30 minutes in length. Consider this as a verbal presentation of your final paper.

This presentation will include;

- A literature review on your topic area
- Discuss the planning stage and the implementation
- Your program evaluation including finalized questions you answered
- Data collected during your internship
- Data analysis and interpretations of your results – think graphs and figures
- Discussions of your findings and your view on the implications of your findings.
- A reflection section which discusses your experiences and the lessons you learned from your experience during your internship

Final Internship Presentation Peer Critique 5%

Students will review one of their peers Final Internship Presentations and complete a thoughtful Peer Critique.

Student Responsibilities

Prior to the start of the internship the student is responsible for working closely with the internship professor and the site preceptor. Students are required to begin looking for internship opportunities during the fall of their senior year. The internship is a 16 week course and requires 135 hours of practical experience. Therefore, students must complete the internship plan and secure their site prior to the beginning of the semester in which they are completing the internship.

Be aware that some sites may require additional paperwork to be completed. Additional tasks may include; criminal background checks, physical screenings or vaccination or shot records and other approvals before the student can begin the internship. It is the student's responsibility to ask the site preceptor if additional paper work or any of the additional tasks are required. Being prepared ahead of time is very important and will help ensure that your internship can begin on time.

Where to Begin?

Here are some ideas to help you begin the process of identifying your internship site;

- Start by thinking about what you want to do after you graduate. What area of Public Health do you think is most interesting? What type of job would you love to have? What is your passion?
- The internship is an opportunity for you to try something new, to learn new skills, to network within your community.
- Talk to other students who have completed an internship and ask for their insight and direction.
- Meet with your faculty advisor and ask for guidance.
- Make a list of the areas within the Public Health field which you have found most interesting. Research local community organizations which work within the field you are most interested in. Contact them to see if they have internship opportunities. Share your progress with the internship professor. Ask for feedback and guidance.

- Prepare a list of goals that you would like to get from your internship experience, this will help guide you in the process of identifying a rewarding internship experience.
- Prepare your resume

You have determined where you want to do you internship, now what?

Once your internship site is identified you will work with the internship professor and the site preceptor to prepare the Internship Plan.

During the internship it is the student's responsibility to:

- Report to their internship preceptor for assignments, work schedule, guidance, and evaluation.
- Communicate effectively with both the internship preceptor and the internship professor regarding their progress and to address any concerns in a timely manner.
- Follow the standards, rules and regulations of the internship site, be receptive to both their internship preceptor and internship professors' feedback.
- Be professional and represent the Public Health program and USCB with the highest level of ethics and professionalism.

Professional Expectations of the Student

Students are required to:

- Attend all scheduled internship sessions.
- Arrive on time and stay the entire time to all scheduled internship sessions.
- Notify the internship site and internship professor prior to any absence.
- Dress professionally according to requirements.
- Maintain appropriate demeanor (e.g. shows respect; maintains positive attitude toward learning; abides by ethical principles, returns from breaks on time; stays awake).
- Seek assistance and guidance when needed.
- Identify own strengths and limitations.
- Complete all assigned learning activities or assignments by specified date.

Dress Code for Internship Sites

The dress code is designed to protect the personal safety of students while in the internship site and to project a professional image. Although this dress code is congruent with the majority of health care agencies in the Lowcountry region, some agencies have more restrictive dress codes. Thus, it is necessary for students to follow the code of the agency where they are working and to check with the instructor prior to the first day of internship at a particular site.

Professional Attire

All professional attire should be neat, clean, opaque (unable to see through), wrinkle free, and properly fitting with appropriate undergarments that are not visible.

Many community agencies require students to wear professional attire. Attire must adhere to USCB standards as well as the agency's policy where the student is placed. Acceptable dress includes: dresses, skirts or slacks, blouses, and shirts with collars. Dresses and skirts must be no shorter than 2 inches above the knees. Shorts are not appropriate. Fully enclosed, non-canvas shoes are required. All shoes must be kept clean and polished (if necessary). No flip-flops or sandals may be worn.

Student ID

Picture ID must be worn as provided by internship agencies.

Hair

Hair should be tucked behind the ear to avoid contaminating the work environment. Hair, shoulder length or longer, should be pulled back and secured with neutral elastic. Hair decorations, such as bows and ornate barrettes are not acceptable. Hair should conform to natural hair colors and non-extreme styles. For infection control purposes, moustaches and beards must be neatly groomed and close to the face.

Personal Hygiene

All students are required to maintain high standards of personal cleanliness.

- Any scent with a strong odor is not permitted, including cigarette smoke. Deodorant, make-up and hair products must be non-scented.
- Perfumes or colognes are not acceptable due to the potential for patient and staff sensitivity.
- Makeup should be minimal and conform to general body tones.

- Nails should be clean, well kept. Due to their potential to harbor fungus and bacteria, **artificial nails may be requested to not be worn.**

Enforcement of Dress Code and Responsibility

By choosing to be a Public Health student in the USCB Department of Public Health & Human Services, each student has the responsibility to maintain a professional, neat, and clean image in compliance with this dress code policy. Preceptors at the internship site will observe the appearance of their students on a daily basis and insure compliance with standards. A student not in compliance may be asked to leave the internship site and will be considered absent and unexcused for the day.

Internship Safety Policy

A student may be required to withdraw from an Internship course before the term is completed. Circumstances that will precipitate withdrawal from an Internship course include but are not limited to the following: 1) the student does not continue to perform skills, which were previously tested and passed, in a satisfactory manner; 2) student has endangered life or actually caused harm; 3) falsification of records; 4) confidentiality or other ethical violations; 5) failure to honor role boundaries (e.g. functions outside scope of practice, makes contact outside the Internship setting without instructor's knowledge or prior approval); and 6) demonstrates a lack of integrity, responsibility or accountability; 7) failure to comply with the regulations & standards of behavior of the University and public health program.

The student will be required to withdraw with a failing grade if it is past the deadline for withdrawal without a "WF." If before the deadline, the student may withdraw with a "W" subject to the instructor's discretion.

Following an instructor conference and signing of a written progression contract, the student has until the end of the semester to improve performance and earn a grade at the satisfactory level (Appendix A, Progression Contract Template). If, at the end of the semester evaluation, the

student is not meeting all Internship/course objectives, the student will receive a failing grade. Once in place, progression contracts are applicable to all subsequent courses in the major.

Internship Safety: Exempting Students from Internship Assignments

Students with the following conditions: confirmed pregnancy, diagnosed immunological deficiencies, and/or any infectious process, may be excused from direct Internship interactions with clients as deemed fit by the Internship faculty and the Chair of the Department of Public Health & Human Services. The decision to exempt a student from Internship experience will be made on a case-by-case basis by the faculty responsible for the Internship course. Decisions about longer exemptions (more than one Internship session) will be made in consultation with the student's health care provider and appropriate USCB faculty/administrators.

Internship Sites Transportation Policy

Students are responsible for transportation to their Internship sites each semester. Sites used for student experiences are usually confined to within 50 miles of the USC Beaufort Hilton Head Gateway (HHG) Campus. For some courses, students may find it efficient to car pool. Some courses require the student to provide care within the home environment, thus, individual transportation is needed. It is the obligation of students to provide their own vehicle collision and/or bodily injury liability insurance for their personal vehicles. Neither the Department of Public Health & Human Services nor the University of South Carolina Beaufort is responsible for any vehicle occurrences.

Internship Insurance

Liability Insurance will be provided through USCB. USCB will assess a \$20 fee for the semester in which the internship is completed. For additional information regarding the Liability Insurance please contact the Public Health program coordinator.

Internship Professor Responsibilities

The Internship professor will begin assisting the student in the semester prior to their internship. The Internship professor will help the student determine where they would like to complete their internship. While it is the responsibility of the student to determine which sites they would like to contact, when possible the internship professor will offer assistance in this process. After the student has identified a potential internship site and made the initial contact with the site preceptor, the internship professor will be in contact with the site preceptor to ensure the student is able to complete the requirements of the internship course at that site. It is then the responsibility of the student to complete the internship plan document, along with the site preceptor. This document will then be approved by the internship professor. No internship work can begin until the internship professor has approved the internship plan.

Internship Preceptor Responsibilities

The internship preceptor will be responsible for overseeing the student's internship experience. In conjunction with the internship professor, the internship preceptor is responsible for planning, conducting, and evaluating the student's internship experiences. The internship preceptor should provide any documents that can be used to prepare for the internship, such as:

- Contact information for the preceptor including name, title, telephone and e-mail
- Agency organizational chart with names and titles of key personnel, as available
- Community assessment
- Program plans
- Job description related to the work the student will be completing.

During the internship it is the responsibility of the site preceptor to;

- Arrange for student work space
- Provide an orientation to the site
- Supervise and coordinate daily activities
- Create and review assignments for the internship work
- Work with the student to create and review and approve the internship plan document which is then sent to the internship professor
- Provide feedback and evaluation of the student's work during the internship
- Provide an overall evaluation at the end of the internship

Internship Final Paper

You will prepare a final Public Health project paper. You will include a literature review on your topic area (preferable to expand on literature review from HPRO 360 if applicable). Discuss the planning stage and the implementation. Data collected during your internship, data analysis, interpretations, discussions of your findings and your view on the implications of your findings. You will prepare a reflection section which discusses your experiences and the lessons you learned from your experience during your internship. This paper should be between 25-30 pages, not including references or appendices. It will be organized into 5 chapters outlined below.

The 5 chapters to be completed by all students are:

- **Chapter 1, “Introduction,”**

Introduce the internship site, explain in detail the services they offer and who they serve. Describe the sites organizational structure. Describes the student’s goals and objectives for the experience and how the paper is organized.

- **Chapter 2 “Literature Review”** on the topic related to the internship experience.

- **Chapter 3 “Methods”** The description of the project completed.

- **Chapter 4 “Results”**

Provide an In depth description and explanation of any evaluation tools utilized during your internship. Present any data that was collected and analyzed.

In rare situations, a student may not have an evaluation component. This must be approved by the internship professor so an alternative chapter 4 can be determined. .

- **Chapter 5 “Conclusions and Reflections”**

This chapter will include; your interpretation of the result, implications for future practice, a reflection in which you discuss how your experience has impacted your career trajectory, your recommendations for future students, site preceptors, and faculty. These recommendations will be used by the Public Health program to inform identification of future internship sites.

Appendix I Program that was created or implemented

Appendix II Evolution tools that were created and or used to measure outcomes

Appendix III Field Notes taken during the duration of the internship

Internship Presentation

You will give a presentation of your final Public Health project. The presentation will be 25-30 minutes in length.

This presentation will include;

- Discuss a literature review on your topic area
- Discuss the planning stage and the implementation
- Discuss your program evaluation final draft which will include finalized questionnaires (when applicable)
- Data collected during your internship (when applicable)
- Data analysis and interpretations of your results
- Discuss your findings and your view on the implications of your findings.
- Discuss your experiences and the lessons you learned from your experience during your internship