I. GOAL OF THE INTERNSHIP PROGRAM

To offer the student a high quality professional experience which complements academic knowledge and skills. This will be accomplished by utilizing the personnel, programs, and facilities of community organizations as learning laboratories.

II. MINIMUM STANDARDS FOR INTERNSHIP PLACEMENT SITES AND LEARNING OBJECTIVES

The internship experience is an integral part of each of the options in the health science major. It offers the student an opportunity to apply the knowledge and skills learned in the classroom, to learn to function in a professional setting, and to make professional contacts.

The required internship placement (HCSV 489) must meet the following criteria:

- It must take place in an organization that provides the type of services that are the focus of the program option within the Health Science major.

- The learning objectives and the activities to be accomplished during the internship must relate to the program focus.

- It must take place at one organization; hours cannot be divided between organizations.

If one of these requirements is not met in the proposed internship placement, the student may not register for HCSV 489.

The allowable projects and activities that interns perform vary widely based on the needs of the internship organization and the skills and interests of the intern. While they are typical of the duties of an entry level employee, the level of responsibility will depend on the internship supervisor’s assessment of the intern’s skill level and work quality. The following outline describes the guidelines to be used to determine acceptable placements and projects/activities for each option. If the required projects/activities are not written in the contract and completed, the student will not receive internship credit.

A. HEALTH EDUCATION OPTION

1. Organization or Program within an Organization
   a. Primary focus is to provide health education to the general public (example: voluntary health organization)
   b. Primary focus is to provide health education to specific population groups (Example: migrant farm worker education program)
   c. Primary focus is to provide health education to specific individuals (example: diabetes education center)

2. Allowable Projects/Activities: (All internships must include “d” and “f” and at least two of the projects/activities below)
   a. Assessing individual and community needs for health education
   b. Planning effective health education programs
c. Implementing health education programs
d. Evaluating effectiveness of health education programs
e. Coordinating provision of health education services
f. Acting as a resource person in health education
g. Communicating health and health education needs, concerns, and resources

B. HEALTH SERVICES ADMINISTRATION OPTION

1. Organization or Department
   a. Provides healthcare services
   (Example: hospital, long-term care facility)
   b. Oversees or regulates healthcare services
   (Example: government regulatory agency)
   c. Pays for health care services
   (Example: HMO, PPO)
   d. Other health-related organization

2. Allowable Projects/Activities: (All internships must include must complete at least two of the following projects/activities below)
   a. Program planning and implementation
   b. Development and execution of surveys
   c. Analysis and evaluation of programs and services
   d. Other day-to-day programmatic functions, as approved

C. GERONTOLOGY OPTION

1. Organization or Program
   a. Primary focus is to provide health services to elders
      (Example: skilled nursing facilities, assisted living facilities)
   b. Primary focus is to provide social services to elders
      (Example: adult day-care center)
   c. Primary focus is advocacy for elders
      (Example: nursing home ombudsman)
   d. Primary focus is education for elders
      (Example: stroke rehabilitation program)
   e. Primary focus is working with elders and their families
      (Example: respite services)

2. Allowable Projects/Activities: (All internships must complete at least two of the following projects/activities below)
   a. Help elders and families meet their needs
   b. Initiate positive change in community setting
   c. Plan, implement and/or evaluate programs
   d. Educate elders, families and agency providers
      (assess needs, organize, implement evaluate and/or coordinate)
   e. Administer programs (budget, personnel, establish linkages)

D. ENVIRONMENTAL HEALTH OPTION

1. Assessment
a. Information Gathering: The capacity to identify sources and compile relevant and appropriate information when needed, and the knowledge of where to go to obtain the information.
b. Data Analysis and Interpretation: The capacity to analyze data, recognize meaningful test results, interpret results, and present the results in an appropriate way to different types of audiences.
c. Evaluation: The capacity to evaluate the effectiveness or performance of procedures, interventions, and programs.

2. Management

a. Problem Solving: The capacity to develop insight into and appropriate solutions to environmental health problems.
b. Economic and Political Issues: The capacity to understand and appropriately utilize information concerning the economic and political implications of decisions.
c. Organizational Knowledge and Behavior: The capacity to function effectively within the culture of the organization and to be an effective team player.
d. Project Management: The capacity to plan, implement, and maintain fiscally responsible programs/projects using appropriate skills, and prioritize projects across the employee's entire workload.
e. Computer & Information Technology: The capacity to utilize information technology as needed to produce work products.
f. Reporting, Documentation, and Record-Keeping: The capacity to produce reports to document actions, keep records, and inform appropriate parties.
g. Collaboration: The capacity to form partnerships and alliances with other individuals and organizations in order to enhance performance on the job.

3. Communication

a. Educate: The capacity to use the environmental health practitioner’s front-line role to effectively educate the public on environmental health issues and the public health rationale for recommendations.
b. Communicate: The capacity to effectively communicate risk and exchange information with colleagues, other practitioners, clients, policymakers, interest groups, media, and the public through routine activities, public speaking, print and electronic media, and interpersonal relations.
c. Conflict Resolution: The capacity to facilitate the resolution of conflicts within the agency, in the community, and with regulated parties.
d. Marketing: The capacity to articulate basic concepts of environmental health and public health and convey an understanding of their value and importance to clients and the public.

III. POLICY AND PROCEDURES

A. An internship placement, HCSV 489, is a required course for all options of the Bachelor of Science degree in Health Science. HCSV 489 includes an Internship Seminar which meets five times throughout the semester. (See schedule for exact dates/times). The internship includes a specified number of hours per week in the organization for fifteen (15) consecutive
weeks. All options require 6 unit internships. Students may enroll in up to a maximum of 12 units of internship credit.

<table>
<thead>
<tr>
<th>UNITS</th>
<th>HOURS PER WEEK</th>
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<tr>
<td>6</td>
<td>20</td>
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<td>9</td>
<td>32</td>
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<td>12</td>
<td>40</td>
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B. The final grade for HCSV 489 is Credit or No Credit based on the following criteria:

1. the mid-semester evaluation by supervisor
2. the final evaluation by supervisor
3. all written assignments—See syllabus for additional details of requirements
4. the student’s compliance with required hours and adherence to the Internship Agreement/Work Agreement
5. attendance at all Internship seminar meetings and the graduation GALA

C. The Process of Finding a Placement

1. Discussion regarding the practicum placement should be an ongoing process with the student's advisor and internship coordinator. During the semester preceding the practicum placement and before contact with an organization, the internship coordinator will discuss with the student his/her personal preferences, strengths and weaknesses concerning the field practicum placement. The student will make an appointment with the internship coordinator the semester preceding the internship placement.

2. Potential internship settings will be identified by the student and the internship coordinator based upon: (a) the resume; (b) an interview with the student; (c) recommendations by faculty members; and, (d) opportunities of the specific setting.

3. The student, with the approval of the internship coordinator, will make as many contacts as necessary to establish a suitable placement. The student will not make any local contacts without prior approval of the advisor or intern coordinator. The student will do the following:
   a. make an appointment for an interview
   b. provide a copy of your resume at each interview, whether or not one has been requested by the organization
   c. dress appropriately
   d. arrive early
   e. interview: if you feel unsure of presenting yourself or, if you have never been to a professional job interview, you are advised to attend an interview workshop at the Career Placement Center on campus to develop interview skills
      The final decision on the internship placement will be made by the organization supervisor, the student, and the internship coordinator.

4. The student and organization supervisor will work together to complete the INTERNSHIP AGREEMENT (attached). The completed, typed, and signed agreement will be submitted to the internship coordinator before the end of the previous semester of the placement. Make a copy for your/supervisor’s records.

5. All meetings between the internship coordinator, the student's organization supervisor, and the student, including on-site visitations, will be made at the discretion of the
The internship coordinator. The student or organization supervisor may request a meeting at any time during the placement.

6. Weekly logs will be submitted to the Internship Coordinator through Blackboard Learn. Logs are due before midnight each Sunday week of the semester.

7. All new internship sites (those not listed on the HCSV website) submitted to the Internship Coordinator at least TWO MONTHS prior to the start of the internship. (Agency name; Supervisor; Contact address; email; phone numbers, etc.)

8. IN SUMMARY, the process to be followed is:
   a. Develop a resume.
   b. Discuss your internship placement with the internship coordinator. See the HCSV Home Page for previous internship sites (http://www.csuchico.edu/hcsv).
   c. With approval from the internship coordinator, the student will contact one or more organizations to request an interview. The internship coordinator, organization, and student will cooperate on final placement.
   d. Complete the Internship Agreement/Work Agreement with the organization supervisor and submit to the internship coordinator prior to the end of the previous semester of the placement start date.
   e. No hours can be counted towards your total prior to the start of the semester and without a completed Internship Agreement. (See above)
   f. Register for HCSV 489 (Internship/Seminar)

OBJECTIVES*:

To develop objectives* use the SMART technique: (Specific, Measurable, Achievable, Relevant, Time-framed):

By________/________, ________________________________________will have

(WHEN) (WHO/WHAT, include a number you can measure)

(HOW,WHY (remember to specific results)

Refer to your option when developing your internship objectives. Include all the projects/activities associated with each of your objectives in the space provided on the Internship Agreement.
INFORMATION FOR AGENCY SUPERVISORS

A. FOR WHAT AMOUNT OF TIME IS THE STUDENT AVAILABLE TO YOU?

The amount of time a student spends at the internship site or in meeting responsibilities assigned by the intern supervisor depends on the number of units being completed.

6 units: student works 20 hours/week for 15 weeks (300 hours)

9 units: student works 32 hours/week for 15 weeks (480 hours)

12 units: student works 40 hours/week for 15 weeks (600 hours)

B. IN WHAT ACTIVITIES CAN INTERNS BE INVOLVED?

The internship should provide opportunities to engage in a variety of activities ultimately serving as a short apprenticeship allowing interns to determine their “fit” within the organization and providing the organization with a chance to assess the intern’s suitability for a professional position.

C. WHAT ARE THE RESPONSIBILITIES OF THE SUPERVISOR IN THE INTERNSHIP EXPERIENCE?

1. To guide the intern through a schedule of assigned activities, projects, etc.
2. To complete an agreement (typed) with the student specifying the intern’s responsibilities, learning objectives, major project and work schedule. BE SURE THAT OBJECTIVES TO BE ACHIEVED BY STUDENTS ARE SPECIFIC AND IN BEHAVIORAL TERMS!
3. To communicate, when necessary, with the University Internship Coordinator.
4. To complete a mid-semester and a final evaluation of the intern and to discuss the evaluation with the intern.
5. To meet weekly with the intern to assess progress toward meeting goals and objectives.

D. WHAT ARE THE RESPONSIBILITIES OF THE DEPARTMENT OF HEALTH AND COMMUNITY SERVICES?

1. To assist in the selection and placement of the students.
2. To conduct an on-site visit mid-semester when it is geographically feasible. The purpose of the visit is to discuss ways to improve student learning and to clarify any concerns on departmental programs, policies, and procedures.
3. To keep informed on student activities and progress via weekly logs submitted by the student to the University Internship Coordinator.
4. To provide student evaluation forms for the supervisor through BlackBoard.
5. To meet with interns four times each semester during the internship seminar.
6. To assist students and supervisors in solving problems associated with the internship.

E. WHAT ARE THE RESPONSIBILITIES OF THE INTERN?

1. To complete all of the required steps in the “Internship Packet” and the seminar course requirements.
2. To meet formally with the internship supervisor to check progress, competency, responsibilities, and to refine learning objectives.
3. To submit weekly logs to the University Coordinator.
4. To attend the internship seminar, concurrently and complete all requirements.
5. To submit mid-semester and final evaluation forms to the Internship Supervisor and to return the completed forms to the Internship Coordinator.

For further questions, contact
Department of Health & Community Services
California State University, Chico
Chico, CA 95929-0505
530-898-6661
hcsv@csuchico.edu
SUGGESTED FORM FOR RESUME

A copy of your resume is to be submitted during your internship interview. This is a general format that the Department of Health and Community Services recommends for majors. The department also recommends that you attend a resume workshop at the Career Placement Center on campus prior to completing the resume. (Their suggested form may be different from ours.)

NAME (FIRST  MIDDLE INITIAL  LAST)

Local Address                         Permanent Address
Local Telephone                      Permanent Telephone

EDUCATION
   (Provide in reverse chronological order -- degree, major, date, school, location)

PROFESSIONAL AND RELATED EXPERIENCES
   (In reverse chronological order include job title, name of institution, organization, etc., and include dates (years only), and a brief description of duties and responsibilities. Include voluntary experience here.)

OTHER EMPLOYMENT
   (Do the same as above, but include jobs that are not professionally related.)

PROFESSIONAL SKILLS AND ABILITIES
   (List all that apply such as bilingual, computer, journalistic, etc.)

AWARDS/ACHIEVEMENTS
   (List scholastic, organizations, extracurricular activities, etc.)

OTHER