

California State University, Chico
DEPARTMENT OF PUBLIC HEALTH AND HEALTH SERVICES ADMINISTRATION (PHHA)
INTERNSHIP AGREEMENT/WORK AGREEMENT
(Must Be Typed)

1. Understanding

Although this is not a formal agreement between the University and the organization, it is an agreement in good faith concerning the internship arrangement for the PHHA student to have a work experience opportunity in the organization as outlined below. An Internship Coordinator is assigned to the student and will work with you and the student during the internship placement. The intent of the program is to benefit the organization, the student, and the profession. The standard internship is a 6-unit, 300-hour internship over the course of one semester. Internship supervisors complete a mid-semester and final student evaluation.

2. Student Information

Name: _____

Major: ___ *Health Education / Public Health* ___ *Health Services Administration*

Home Phone: _____ E-Mail: _____

3. Student Emergency Contact Information

Emergency Contact: _____

Relation: _____ Phone: _____

4. Internship Site Information

Organization Name: _____

Address: _____

Supervisor Name: _____

Supervisor Title: _____

Phone: _____ E-Mail: _____

5. Course Information

Course Number & Name: PHHA 489, Internship Faculty Name: _____

Faculty Phone: _____ Faculty E-Mail: _____

6. Internship Information

Internship Descriptive Title: _____

Start Date: _____ End Date: _____

Weekly Time Schedule (Days & Hours): _____

7. This internship is: Non-paid Paid

8. **Objectives and Projects/Activities to be achieved by the Intern:** Objectives must include those required for each option on pp. 1-2 of the Internship Packet and be in the required SMART Objective format (see sample included in table). At least two Objectives must be included. You may add additional rows if needed.

	S.M.A.R.T. Objectives	Projects/Activities to fulfill Objective
	<i>Sample: By May 15, 2018, intern will develop and deliver 3 lessons on mental health to high school students.</i>	1) Contact high school staff to coordinate lessons 2) Research existing curricula 3) Survey students and teachers to tailor lesson content 4) Develop and pilot test lessons 5) Deliver 3 lessons 6) Conduct and analyze pre / post knowledge surveys
1		
2		
3		
4		

9. Special arrangements, ADA accommodation plan, or other pertinent information:

10. Approval Signatures: (No hours may be counted until this agreement is signed and the semester has begun.)

Student Intern

(Date)

Internship Supervisor

(Date)

PHHA Internship Coordinator

(Date)

California State University, Chico
DEPARTMENT OF PUBLIC HEALTH AND HEALTH SERVICES ADMINISTRATION (PHHA)

INTERNSHIP APPLICATION PACKET
PHHA 489

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.

MINIMUM STANDARDS FOR INTERNSHIP PLACEMENT SITES AND LEARNING OBJECTIVES

The internship experience is an integral part of each of the options in the Public Health, Health Services Administration and Health Science majors. 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 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 PHHA 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.

Public Health / Health Education

You may intern at an Organization or Program within an Organization whose primary focus is to provide public health / health education services for the general public (e.g. health department, voluntary health organization), specific population groups (e.g. migrant farm worker education program), or specific individuals (e.g. diabetes education center).

Allowable Projects/Activities: (All internships must include **at least three** different projects / activity areas below)

1. Communicate public health information, in both oral and written forms and through a variety of media, to diverse audiences.
2. Locate, use, evaluate, and synthesize public health information.
3. Analyze relationships among behavioral, environmental and other factors that influence health.
4. Know how to plan, implement, evaluate, and manage public health programs.
5. Demonstrate the ability to use data to analyze and evaluate public health issues.
6. Influence policy and systems change to promote health.

Health Services Administration Option

You may intern at an Organization or Department that:

- Provides healthcare services (e.g. hospital, long-term care facility)
- Oversees or regulates healthcare services (e.g. government regulatory agency)
- Pays for health care services (e.g. HMO, PPO)
- Other health-related organization

Allowable Projects/Activities: *(All internships must include must complete **at least two** of the following projects/activities below)*

1. Program planning and implementation
2. Development and execution of surveys
3. Analysis and evaluation of programs and services
4. Other day-to-day programmatic functions, as approved

IMPORTANT POLICIES & PROCEDURES

Units & Required Hours

PHHA 489 is a required 6-unit course for the Bachelor of Science degrees in Health Science, Public Health and Health Services Administration. PHHA 489 includes a 300-hour internship placement as well as an Internship Seminar which meets four times throughout the semester (see class schedule for exact dates/times). **All 300 intern hours must occur during the semester enrolled in PHHA 489.** Students may enroll in up to a maximum of 12 units of internship credit. *Note: No hours can be counted towards your total prior to the start of the semester and without a completed Internship Agreement.*

UNITS	HOURS / WEEK (Fall / Spring)	HOURS / WEEK (Summer)
6	20	30
9	32	N/A
12	40	N/A

Grading

The final grade for PHHA 489 is Credit or No Credit based on the following criteria:

- the mid-semester & final evaluation by supervisor
- completion of required hours and adherence to the Internship Learning Agreement
- completion of required 489 assignments (see syllabus)
- attendance at all Internship seminar meetings

Finding an Internship Placement

Discussion regarding the internship placement will be an ongoing process with the student's advisor and Internship Coordinator. Potential internship sites will be identified collaboratively by the student and the Internship Coordinator based upon: (a) student's resume & interest areas; (b) recommendations by faculty members; and (c) opportunities available at specific settings.

During the semester preceding the placement, and before contact with an organization, students will:

1. Attend two required PHHA Internship Informational Meetings.
2. Schedule a meeting with the Internship Coordinator to discuss internship preferences, strengths and weaknesses concerning the internship placement.
3. Following approval of the internship coordinator, the student will contact as many potential sites as necessary (usually three) to schedule an appointment for an interview to secure a suitable placement. **The student will not make any local contacts without prior approval of the advisor or Internship Coordinator.**
4. Once granted an interview by the site, students will:
 - provide a copy of their resume at each interview, whether or not one has been requested by the organization
 - dress appropriately
 - arrive early
 - *Note: 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. **All new internship sites must be submitted to the Internship Coordinator at least TWO MONTHS prior to the start of the internship** (Include Agency name; Supervisor; Contact address; email; phone numbers, etc.)

IN SUMMARY, the process to be followed is:

1. Attend two mandatory Internship Informational Meetings the semester prior to your internship.
2. Develop a resume.
3. Discuss and receive approval for internship placements with the Internship Coordinator. See the PHHA Home Page for previous internship sites (<https://www.csuchico.edu/phha/>).
4. **After receiving approval from the Internship Coordinator**, contact one or more organizations to request and participate in an interview.
5. The internship coordinator, organization, and student will agree on final placement.

Internship Learning Agreement

Once an internship placement is secured, the student and organization supervisor will work together to complete the **INTERNSHIP LEARNING AGREEMENT (below)**.

- The completed, typed, and signed agreement must be submitted to the Internship Coordinator before the end of the semester prior to the internship, typically the last day of the week before finals. **Learning Agreements not received by the due date will result in you being unable to do your internship that semester or in a significant delay in internship start.**
- Make a copy for you/your supervisor's records.