

California State University, Chico  
Department of Public Health and Health Services  
Administration

*Information for Internship Supervisors*

Chico State's Department of Public Health and Health Services Administration (PHHA) provides Fall, Summer and Spring student interns in the areas of Public Health and Health Services Administration. This flyer will provide potential internship sites with an overview of our Department's student internships.

**How much time is the student available to you?**

The final semester of their major coursework, students complete a 6-unit internship that includes a minimum of 240 internship hours. This means the student works an average of **16 hours / week for 15 weeks (Fall / Spring)** OR an average of **21 hours / week for 11 weeks (Summer)**. Internship hours must occur over *at least* 3 days / week.

**What activities can interns be involved in?**

The internship should provide opportunities for students to engage in a variety of allowable activities consistent with their major (public health / health education or health services administration) that allow students to learn more about the field and the interning organization. Examples of allowable activities are listed below.

Allowable Activities for Public Health / Health Education Students

- Communicate public health information
- Locate, use, evaluate and synthesize public health information
- Analyze relationships among behavioral, environmental and other factors that influence health
- Plan, implement, manage and evaluate public health programs
- Use data to analyze and evaluate public health problems
- Influence policy and systems change to promote health

Allowable Activities for Health Services Administration Students

- Program planning and implementation
- Development and execution of surveys
- Analysis and evaluation of programs and services

**What are the responsibilities of the Site / Internship Supervisor?**

- 1) To guide the intern through activities, projects, etc.
- 2) To complete an Internship Learning Agreement with the student that provides a plan for internship activities.
- 3) To communicate, when necessary, with the PHHA Internship Coordinator.
- 4) To complete a mid-semester and final evaluation of the intern and discuss the evaluation with the intern.
- 5) To meet weekly with the intern to assess progress toward meeting internship goals.

FOR QUESTIONS OR MORE INFORMATION CONTACT:  
DEPARTMENT OF PUBLIC HEALTH AND HEALTH SERVICES ADMINISTRATION  
CALIFORNIA STATE UNIVERSITY, CHICO  
530-898-6661 OR PHHA@CSUCHICO.EDU



## What are the responsibilities of the Department of Public Health and Health Services Administration?

- 1) To assist in the selection and placement of students.
- 2) To conduct an on-site visit mid-semester when feasible to discuss student progress and any concerns.
- 3) To stay informed about student activities and progress via weekly journals submitted by the student.
- 4) To meet with interns four times throughout the semester during the internship.
- 5) To assist students and supervisors in solving any problems associated with the internship.

## What are the responsibilities of the Intern?

- 1) To conduct themselves as a professional at all times.
- 2) To meet formally with the Internship Supervisor to check progress, and refine activities as needed.
- 3) To submit weekly journals to their PHHA Internship Coordinator.

## Internship Timeline

Student internships follow the academic semester, starting on the first day of classes and ending by the last day of classes. Students may not count hours before the semester starts and are generally provided with campus holidays off (e.g. Thanksgiving Break or Spring Break). Students begin searching for internships the semester *before* they plan to intern.

## What is required for a student to intern at a site?

Before a student can intern at a site, a **Student Placement Agreement** between the University and the site must be established. After a student has secured their internship, you will be notified if such an agreement is needed. Following this, student interns and their Internship Supervisor will work together to establish an **Internship Learning Agreement** which outlines a plan for student internship activities and projects.

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