

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)