

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

**INTERNSHIP APPLICATION PACKET - for Student Use**  
**PHHA 489**  
**REVISED: September 2023**

**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 your 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 (revised December 2021): (*Internships must include **at least three** of the different 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. Assess factors that influence community and individual health.
4. Plan and implement public health activities in a community health setting.
5. Examine public health issues through a health equity framework.
6. Explain ways to influence systems and policy to promote public health.

### **Health Services Administration**

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: (*Internships must include **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 minimum 240-hours of internship, occurring over at least 3 days / week
- an Internship Seminar which meets four times throughout the semester (see class schedule for exact dates/times)

### Other important notes:

- It is the student's responsibility to find their own internship that meets all the required PHHA 489 requirements.
- The minimum internship unit requirement for all PHHA majors is 6-units.
- **All 240 (minimum) internship hours must occur during the semester enrolled in PHHA 489.**
- PHHA 489 must be taken during your final semester of major courses OR after all major courses are completed.
- Students may enroll in up to a maximum of 12 units of internship credit. *Each additional unit of 489 requires 40 additional hours of internship.*

- No hours can be counted towards your total prior to the start of the semester and without a completed Internship Learning Agreement.
- Once an internship is accepted, students cannot change internships.

UNITS	Total Hours Required	HOURS / WEEK over 15 weeks <i>(Fall / Spring)</i>	HOURS / WEEK over 11 weeks <i>(Summer)</i>
6	240	16	22 (approx)
7	280	18.7 (approx)	25.5 (approx)
8	320	21.3 (approx)	29 (approx)
9	360	24	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.

**Students must work with the Internship Coordinator for their Major on this process.**

**Internship Coordinator for Health Services Administration majors:**

Amy Castelluccio, MPA

**Internship Coordinator for Public Health and Health Education majors:**

Patti Horsley, MPH

Internship Search Process Summary (to be completed by students the semester prior to internship)	
1	<p><b><u>ATTEND PRE-INTERNSHIP INFORMATIONAL MEETINGS</u></b> Attend two mandatory Pre-Internship Informational Meetings. Students are given copies of the meeting materials and are responsible for knowing and understanding the information presented at the meeting.</p> <ul style="list-style-type: none"> <li>● Students who do <u>not</u> attend both mandatory meetings are <u>not eligible</u> to intern the following semester.</li> <li>● Students who miss a meeting may submit a <u>formal appeal</u> to the PHHA Department Chair to be allowed to intern the following semester. Students may only appeal attendance at one meeting. If the appeal is approved, missing any other mandatory meetings or deadlines will make the student ineligible to intern the following semester. For more information on the appeal process, contact the Internship Coordinator for your major.</li> </ul>
2	<p><b><u>SUBMIT APPLICATION TO INTERN</u></b> Read the Internship Packet and submit the “Internship Application” on Canvas.</p>
3	<p><b><u>RESEARCH POTENTIAL INTERNSHIP SITES</u></b> Research potential places to intern (recommended: 3 potential sites). If you are unsure of where to start, schedule a meeting with your Internship Coordinator to discuss internship preferences, strengths and weaknesses concerning the internship placement.</p> <p><b>Note: Your current job typically will not be approved for your PHHA 489 internship. Students who wish to appeal this or ask questions may contact their Internship Coordinator.</b></p>
4	<p><b><u>GET APPROVAL TO CONTACT SITES</u></b> Complete and submit the “Site Approval Request Form” on Canvas. <i>Students cannot begin contacting sites until approval is given first.</i></p>
5	<p><b><u>DEVELOP RESUME AND COVER LETTER</u></b> Develop a resume and a cover letter; tailor your cover letter to each site. <i>For more support on resumes and cover letters, contact the Chico State Career Center.</i></p>
6	<p><b><u>CONTACT POTENTIAL INTERNSHIP SITES</u></b> <u>Following approval of the internship coordinator</u>, contact the sites (usually via email) to indicate your interest in interning with them. If contacting by email, include a resume and cover letter as an attachment to the email.</p> <p>If additional sites are required, you will need to contact your Internship Coordinator to receive approval for any additional sites you would like to contact.</p> <p><b>Do not make any local contacts without prior approval of the advisor or Internship Coordinator.</b></p>

<b>Internship Search Process Summary (to be completed by students the semester prior to internship)</b>	
7	<p><b><u>INTERVIEW WITH POTENTIAL INTERNSHIP SITES</u></b>            Interview w/sites. Provide a hard copy of your resume at each interview. <i>For more support on interviews, contact the Chico State Career Center.</i></p>
8	<p><b><u>ACCEPT AN INTERNSHIP PLACEMENT</u></b>            The PHHA Internship Coordinator, the organization, and student must agree on final placement. <i>Once an internship is accepted, students cannot change internship locations (barring extenuating circumstances out of the student's control).</i></p>
9	<p><b><u>STUDENT PLACEMENT AGREEMENTS FOR NEW INTERNSHIP SITES</u></b>            All <u>new</u> internship sites will require a Student Placement Agreement between the University and the site. To initiate this Agreement, submit to the Internship Coordinator <b>at least TWO MONTHS prior to the start of the internship</b> (Include Agency name; Supervisor; Contact address; email; phone numbers, etc.).</p>
10	<p><b><u>INTERNSHIP LEARNING AGREEMENTS</u></b>            Work with Supervisor at the Interning Organization to complete the Internship Learning Agreement together. Agreements must be typed and signed by the student and supervisor prior to being submitted to your PHHA Internship Coordinator. Make a copy for you/your supervisor's records.</p> <p>It is the student's responsibility to ensure that Learning Agreements meet the requirements for the major (e.g. activities are allowable, Objectives are in SMART format, etc). Learning Agreements not meeting all requirements will need to be revised prior to starting Internship.</p>
11	<p><b><u>SUBMIT REQUIRED PAPERWORK TO PHHA</u></b>            Submit by the due date provided at the Pre-Internship Informational Meeting:            1) Completed, typed and signed Internship Learning Agreement            2) Any other required forms (e.g. COVID-19 Liability Waiver, tracking forms, etc.)</p> <p><b>NOTE: 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.</b></p>