

Public Health Internship (HLTH 4400) Student Handbook



UNC CHARLOTTE

College of Health and Human Services

Department of Public Health Sciences

CHHS Building, Suite 335

704-687-7191

www.publichealth.uncc.edu



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Overview

The purpose of the HLTH 4400 Public Health Internship Student Handbook is to provide Public Health Majors with information and policies related to the BSPH internship experience. As a Public Health Major, you are expected to know the information in this handbook.

Course Information

The BSPH internship experience will focus on student opportunities to gain basic knowledge and skills related to working in community health settings.

HLTH 4400 Internship. (3) (W). Prerequisite: Majors only and consent of the instructor. Practical experience in a public health setting that complements students' academic and professional goals. Arranged with Coordinator. (*Summer between 3rd and 4th years*)

Prior to registering for an internship, students are required to submit documentation for:

- ♦ Good standing in the BSPH Program
- ♦ Updated immunization records & a TB test*
- ♦ A recent criminal background check (administered through CHHS)*
- ♦ A recent 12-panel drug screening test*
- ♦ Proof of liability insurance

** Students are responsible for covering the costs for the immunization records & TB test, criminal background check, and drug screening. See <https://publichealth.uncc.edu/student-resources/internship-common-administrative-requirements> for more information.*

For the internship, students are required to:

- ♦ Complete 160 hours of actual work experience
- ♦ Maintain a daily log with journal entries
- ♦ Attend a weekly 3-hour online seminar course to discuss predetermined topics related to working in community health settings (including *understanding internship experiences, knowing your agency, learning from experience, dealing with diversity in the workplace, developing ethical competences, managing your emotions and dealing with stress, troubleshooting and making mistakes, and evaluation of your internship experience*), as well as any issues that arise at internship sites.
- ♦ Submit midterm and final evaluations of the internship experience.
- ♦ Write and present a "final report" of the internship experience.

Specific information about all of the above is contained in this manual. All internship prerequisites and requirements will be worked out with Dr. Pilar Zuber beginning in March of your 3rd year, and you should complete your internship during the Summer/Fall between your third and fourth years. If you have any questions or comments, contact:

Pilar Zuber at CHHS 335E, pdelcast@uncc.edu, 704-687-1924

BSPH Internship Experience

BSPH Internship Goals and Objectives

Course Goals

The BSPH Internship experience is designed to provide structured and supervised opportunities for practical experience in a public health setting that complements students' academic and professional goals.

Course Objectives

- ♦ To provide work experience in a discipline of interest.
- ♦ To understand the structure of organizations.
- ♦ To develop interpersonal skills and learn responsibilities in the work environment.

BSPH Competencies

After completing the BSPH Internship experience, students should be able to:

- ♦ Embrace a definition of public health that captures the unique characteristics of the field (e.g., population-focused, community-oriented, prevention-motivated and rooted in social justice), and how these contribute to professional practice.
- ♦ Assess the health status of populations, determinants of health and illness, and factors contributing to health promotion and disease prevention.
- ♦ Describe the management functions of planning, organizing, leading, and controlling.
- ♦ Describe the professional responsibilities and ethical obligations for public health and health education practice.
- ♦ Apply ethical principles to the collection, maintenance, use, and dissemination of data and information.
- ♦ Utilize appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences.
- ♦ Communicate effectively both in writing and orally.
- ♦ Effectively present accurate demographic, statistical, programmatic, and scientific information for professional and lay audiences

Internship Structure

Internships are conducted at community organizations in which the University and Department have an affiliation agreement. Sites are approved by the BSPH Program Director. The persons involved in the internship experience from start to finish include the Agency Preceptor (or mentor at the internship agency), the BSPH Program Director, and the student. Students may also complete an internship with a department faculty member. If this occurs, the faculty member will be the "Agency Preceptor."

Criteria for Internship Sites

The internship site must be able to:

- ♦ Provide practical experience in one or more of the five core disciplines of public health (health behavior and promotion, epidemiology, biostatistics, environmental and occupational health, and health services administration).
- ♦ Coordinate activities that are comparable to undergraduate students' knowledge and skills.
- ♦ Offer opportunities for undergraduate students to interact with staff members and agency clients, if applicable.
- ♦ Organize time and space for student education.

Responsibilities of the Agency Preceptor

The Agency Preceptor serves as a professional mentor for the student in the internship placement. As such, the Agency Preceptor helps students to apply the knowledge and skills they learned in classes to actual work experience in professional practice. The Agency Preceptor has the following responsibilities:

- ♦ To complete required paperwork including the Agency Application for BSPH Internship (Appendix A), the Letter of Agreement (Appendix B), and a midterm and final evaluation at the end of the internship experience (Appendix C).
- ♦ To oversee the student's learning (at least 50% of the time) during the internship experience.
- ♦ To serve as a role model for the student and to advise the student routinely.
- ♦ To consult regularly with the BSPH Program Director on the student's progress.

Responsibilities of the BSPH Program Director

The BSPH Program Director serves as the liaison between the student, Agency Preceptor, and BSPH program, as well as the contact person for any and all information or questions about BSPH internships. For BSPH internships, the BSPH Program Director has the following responsibilities:

- ♦ To approve internship sites.
- ♦ To assist students in selecting internship opportunities.
- ♦ To supervise internship placements.
- ♦ To maintain regular communication with the student and the Agency Preceptor throughout the internship experience.

Responsibilities of the Student

The BSPH student will take an active role in shaping their internship experience and have the following responsibilities:

- ♦ To complete all prerequisites (see section on **Internship Prerequisites**).
- ♦ To help determine internship opportunities and assignments, including completing the Student Application for BSPH Internship (Appendix D) and a resume (Appendix E).
- ♦ To complete all internship requirements (see section on **Internship Requirements**).
- ♦ To maintain regular contact with the BSPH Program Director and the Agency Preceptor throughout the internship experience, including completing Student Evaluation of the Internship Experience (Appendix F).

Internship Prerequisites

Documentation for all of the following prerequisites **must be completed by April 6, 2018**. If documentation is not present at this time, students will not be allowed to register for HLTH 4400, and may not be able to complete an internship during that semester. **Keep a copy of ALL documents.**

1. Documentation for good standing in BSPH Program

Current GPA of 2.5 and completion of HLTH 3105 with a grade of A or B

2. Documentation for updated immunizations & a recent TB test

Students should contact UNC Charlotte Student Health Services to obtain updated immunization records for DTP/TD, MMR (2 shots), polio or poliomyelitis, Tetanus (within last 10 years), and a recent TB test (within 12 months of starting the internship), Hepatitis B (3 shots) or refusal form. If you are unable to get updated immunizations records from UNC Charlotte Student Health Services, you will not be permitted to start an internship. An immunization form from Ashley Lopez must be completed. *Additional immunizations may be required based on individual agency requirements.*

3. Documentation for a recent criminal background check*

** Students are responsible for covering the costs.* The University of North Carolina at Charlotte and other UNC universities have contracted with **Certiphi Screening Inc.** to conduct criminal background checks. No other investigation agency will be accepted. The cost for this service is \$18.50. Once you obtain your criminal background check results, you are responsible for keeping these results to prove your compliance with the internship policy.

The University of North Carolina at Charlotte has asked that you use Application Station - Student Edition to complete a background investigation. To do so, please follow the instructions below:

1. Type the following link into your browser: <http://www.applicationstation.com>
2. Enter the Code: **UNCCCHHS** in the Application Station Code field.
3. Create an account for yourself by clicking the "SIGN UP NOW" button. If you have previously created an account, simply click the "SIGN BACK IN" button to login using your Username and Password.
4. Follow the instructions on the Application Station web site to complete your background investigation order.

If you have questions pertaining to the criminal background check process, please contact Jackie Smith, Certiphi Student Screening Account Manager, by telephone at 888-260-1370, ext 2436 or via email at jsmith@certiphi.com. If you encounter technical issues with the Application Station site, please contact Application Station Support at: 888-291-1369 x2006

4. Documentation for a recent drug screening*

** Students are responsible for covering the costs.* Students may obtain the drug screening (12-Panel Drug Screening required) at a vendor/laboratory of their choice, or contact one of the sites listed here:

https://publichealth.uncc.edu/sites/publichealth.uncc.edu/files/media/Drug_Screening_Information_4.18.2017.pdf

5. Documentation for professional liability insurance

Professional liability insurance will be handled through the NC Association of Insurance Agents (NCAIA). The BSPH Program Director will submit your name to NCAIA and the Department of Public Health Sciences (PHS).

6. Bloodborne Pathogens On-line Tutorial

For the steps to complete the training, visit <http://health.uncc.edu/BPT> and click on the Nursing, Public Health, Social Work link. This link will take you to a Canvas course, where you will log in and select “Enroll in Course.”

1. Complete this on-line training by viewing the tutorial and then taking the on-line quiz (which will be graded automatically).
2. Once you’ve completed the quiz, the screen will indicate whether you passed or not. If you’ve passed (answering correctly at least 14 out of 15 questions), your score will be automatically forwarded to the appropriate office for required documentation. **Please print a copy for your records.**

7. Additional Prerequisites

Additional prerequisites may be required by the organization or agency in which your internship takes place. It is the responsibility of the student to ensure that these requirements are completed and documented prior to starting the internship.

8. A completed Letter of Agreement (Appendix B)

The Letter of Agreement is the legal agreement between UNC Charlotte College of Health and Human Services (CHHS) and the hosting agency for an internship experience. **This letter will be initiated by the BSPH** Program Director; completed by the BSPH Program Director and Agency Preceptor; and signed by the Associate Dean for Academic Affairs in the College of Health and Human Services and the Agency Preceptor or Agency Signing Authority. The information within this letter will include:

1. Student name
2. Semester registering for the internship course
3. Name and mailing address of Agency
4. Name and title of the Agency Preceptor
5. Name and title of Agency Signing Authority (if different from Agency Preceptor)
6. Planned start/end dates and approximate weekly hours to be spent on internship
7. Brief summary of planned activities/projects for internship experience
8. Other pertinent details/restrictions specific to the internship experience

Copies of all BSPH internship prerequisite materials, including a Letter of Agreement signed by all parties, must be on file with the BSPH Program Director before a student internship can begin.

Internship Requirements

Students will earn a letter grade based on successful completion of the following internship requirements:

- ♦ Complete 160 hours of actual work experience within a semester (which equates to 10-20 hours/week for 8-16 weeks) at a designated health agency or organization engaged in health-related activities and maintain a daily log with journal entries (Appendix G).
- ♦ Attend a weekly 3-hour online seminar course to discuss predetermined topics related to working in community health settings (including *understanding internship experiences, knowing your agency, learning from experience, dealing with diversity in the workplace, developing ethical competence, managing your emotions and dealing with stress, trouble-shooting and making mistakes, and evaluation of your internship experience*) and any issues that arise for students at their internship sites.
- ♦ Write and present a “final report” of the internship experience (Appendix H).

√	Task	Proof
Prerequisites		
	Register for HLTH 4400	
	Criminal background check with Certiphi, Inc.	Print copy of results & submit to Ashley Lopez (CHHS 103)
	12-Panel Drug screening Test	Print copy of results & submit to Ashley Lopez (CHHS 103)
	Immunizations <ul style="list-style-type: none"> • DTP/TD • Polio • MMR (2 shots) • Tetanus (w/in last 10 years) • TB (w/in last 12 months) • HepB (3 shots) or refusal form 	Request copy from Student Health Services Complete immunization form (see Internship email) Submit immunization form & UNCC immunization records to Ashley Lopez (CHHS 103)
	Bloodborne Pathogens On-line Tutorial	Print copy of certificate & submit to Ashley Lopez (CHHS 103)
	Professional liability insurance	
	Resume, Student Application, Career Development Plan, Internship Sites doc	Email to Dr. Zuber (1 email with all documents)
On-going		
	Mid-semester evaluation	Mid-semester
	Daily journal entries	Weekly Submissions
Culmination		
	Final evaluation, report, and poster presentation	End of internship semester

BSPH Internship Policies & Procedures

The Department of Public Health Sciences sets forth the student policies and procedures that apply to students enrolled in the BSPH Major. Because of the nature of professional public health practice, the Department of Public Health Sciences has different expectations of students than do non-professional degree programs. The standards provide clear expectations and procedures for academic and professional integrity and responsibility, and are designed to determine students' aptitudes for becoming effective public health professionals. All Public Health Major students are expected to read, understand, know, and follow the BSPH Program policies and procedures. "Not knowing" does not excuse any violations.

In addition to the BSPH Program policies and procedures discussed in this section, students are expected to know and abide by the policies outlined for the College of Health and Human Services (in the College of Health and Human Services Student Handbook 2017-2018 located at <https://health.uncc.edu/student-advising-center/chhs-major-program-information>) and the University (all university-level policies can be found at <http://www.legal.uncc.edu/policies/>). University-level policies that students should know and abide by include the following:

- ♦ **The Code of Student Responsibility** (<http://legal.uncc.edu/policies/up-406>);
- ♦ **The Code of Student Academic Integrity** (<http://legal.uncc.edu/policies/up-407>);
- ♦ **Sexual Harassment Policy and Grievance Procedures** (<http://legal.uncc.edu/policies/up-502>)

According to the University of North Carolina at Charlotte Sexual Harassment Policy (May 1998), Harassment on the basis of sex is a violation of Section 703 of Title VII, which states that: "Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when --

- ♦ Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment
- ♦ Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual
- ♦ Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

In order to report sexual harassment, a student needs to:

- ♦ Keep a written record of the time, place, person, and action
 - ♦ Discuss the offense with the Agency Preceptor and BSPH Program Director
 - ♦ If a resolution cannot be reached, the student will be removed from the placement and an alternative placement will be sought.
- ♦ **UNC Charlotte IT Services Standard for Responsible Use** (<http://itservices.uncc.edu/iso/standard-responsible-use>).

Student interns are bound by the policies and procedures for the BSPH Program, Department of Public Health Sciences, College of Health and Human Services, and UNC Charlotte, as well as to the Agency's policies and procedures and the Letter of Agreement.

Expectations for BSPH Student Interns

The faculty members of the UNC Charlotte BSPH Program have an academic, legal, and ethical responsibility to protect members of the public and of the health care community from unsafe or unprofessional Public Health practices.

Open Communication

Students are expected to keep in regular contact with their Agency Preceptor and the BSPH Program Director. Any adverse issues related to any part of the internship experience need to be discussed immediately with Agency Preceptor and/or the BSPH Program Director.

Attendance

Attendance is required and mandatory for all scheduled internship assignments. Students are responsible for keeping up with their scheduled courses and events. If a student cannot make a scheduled internship assignment, it is his or her responsibility to communicate directly with their Agency Preceptor prior to their absence. Three tardies for an internship assignment will equal one unexcused absence. Two unexcused absences for internship responsibilities will result in the lowering of the final course grade by one letter. Four unexcused absences will result in failure of the course.

Professionalism

Students should show and maintain a professional demeanor (i.e., be prepared, be responsible, and be courteous) in actions and interactions within the community. Students must know and abide by the seven responsibilities for a health educator and the six areas of ethics for a health educator. Students can be dismissed from the internship if they demonstrate behavior which conflicts with professionalism essential to Public Health practice. This may include, but is not limited to: displaying problems for which the student does not respond to appropriate treatment or counseling within a reasonable period of time; engaging in public health practice for which the student has not been authorized; displaying conduct which violates the Code of Student Academic Integrity, violating the Code of Ethics for the Health Educators, or threatening the physical, emotional, mental, or environmental health or safety of others or the student himself or herself.

Violations of Expectations

When a student may have violated one or more of the expectations for BSPH student interns in the previous section, the BSPH Program Director will determine whether the violation warrants a **warning and follow-up** or **dismissal**. The BSPH Program Director may temporarily suspend the student from further course or internship involvement pending the issuance of the written and oral warning or the outcome of the procedure for dismissal.

Warning and Follow-up

Where the BSPH Program Director determines that violation of any of the standards should be addressed through warning and follow-up, the BSPH Program Director and/or Agency Preceptor will provide the student with oral and written warnings outlining the exact nature of the behavior, standards, and changes the student needs to make. Written evaluation of necessary changes shall be carried out by the BSPH Program Director and/or Agency Preceptor and shared with and signed by the student. Should the student subsequently fail to meet any of the standards or changes stated, dismissal from the internship and/or the BSPH Program may be invoked.

Dismissal

Where the BSPH Program Director determines that the procedure for dismissal from the internship and/or the BSPH program should be invoked, she or he will provide the student with a written statement of the facts upon which the proposal to dismiss is based. The student will have the opportunity to appear before the Public Health Program Governance Committee (PHPGC) to refute the facts, offer other information, or make any other statement concerning the proposed dismissal. The BSPH Program Director and PHPGC will consider that information together with the information upon which the proposal to dismiss was based and determine whether adequate cause for dismissal has been established. The BSPH Program Director will notify the student of the decision.

Policy Appeals

A student who wishes to appeal a policy of the BSPH Program may do so by submitting a written appeal to the Department Chairperson in accordance with the "Academic Grievance Policy of the College of Health and Human Services" (in the College of Health and Human Services Student Handbook 2017-2018 located at <https://health.uncc.edu/student-advising-center/chhs-major-program-information>). This appeal will be reviewed and judgment made by the faculty of the department. Students should refer to the grievance and appeals policy in the College of Health and Human Services Student Handbook.

Post-dismissal Procedure

Upon dismissal from a course or from the BSPH Program, the student may invoke the "Academic Grievance Policy of the College of Health and Human Services" (in the College of Health and Human Services Student Handbook 2017-2018 located at <https://health.uncc.edu/student-advising-center/chhs-major-program-information>). The written grievance must be submitted within seven (7) working days of receipt of the written dismissal and be sent to of the Chair of the Department of Public Health Sciences, following steps 1 and 2 of the "Academic Grievance Policy."

Final Grade Appeal

Appeals of final grades must follow the UNC Charlotte final grade appeal procedure described at <http://legal.uncc.edu/policies/up-410>.

Internship Dates and Holidays

Work schedules, including working during the following UNC Charlotte holidays and breaks, will be worked out with the Agency Preceptor:

- ♦ Memorial Day in May
- ♦ Independence Day in July
- ♦ Labor Day in September
- ♦ Student Recess in October
- ♦ Thanksgiving break in November

Adverse Weather Policy

Students should follow the UNC Charlotte Adverse Weather and Emergency Events Policy (<http://legal.uncc.edu/policies/up-410>) for class attendance. In the case of severe weather that results in the cancellation of University classes, students are not required to report to their internship assignments. Students are responsible for obtaining information about school closings and delays. **Visit the home page at <http://www.uncc.edu/> for information about University closings or delays.**



Appendix A: Agency Application for BSPH Internship



Agency Application for BSPH Internship

DATE:

AGENCY/ORGANIZATION NAME:

PRECEPTOR NAME:

E-mail address:

Telephone No.:

Fax No.:

Duty Location (complete address):

Agency's Public Health Core Discipline:

- ☐ Health Promotion and Education
- ☐ Health Administration
- ☐ Biostatistics
- ☐ Epidemiology
- ☐ Environmental health

SEMESTER: Summer 2018 (May 29 –July 29) or Fall 2018 (September 4 – November 30)

Our undergraduate students are strongly encouraged to complete their internships during the summer semesters due to their course loads during the Fall and Spring semesters. Students are required to perform 160 actual work hours during their internships.

Please specify the preferred time period for a BSPH intern.

Start Date:

End Date:

Amount per week:

- ☐ 16 hours per week for 10 weeks (Fall only)
- ☐ 20 hours per week for 8 weeks
- ☐ 32 hours per week for 5 weeks
- ☐ 40 hours per week for 4 week
- ☐ Other: _____

Days	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Times/ Work Hours							

BSPH INTERNSHIP DESCRIPTION AND OBJECTIVES (Overall description of assignment and at least three objectives/accomplishments expected within the assignment timeframe)

Assignment Description:

Objective/Activity 1:

Objective/Activity 2:

Objective/Activity 3:

Final Product(s) or Outcome(s):

List any required skills (i.e. Excel, PowerPoint, MS Word):

(Please complete this form and send to Dr. Pilar Zuber, BSPH Program Director, email: pdelcast@uncc.edu or fax: 704-687-6144. Thank you!)

Appendix B: Letter of Agreement

DATE
NAME
ADDRESS

DRAFT

Dear NAME:

Thank you for the opportunity to provide a practical experience in population health at AGENCY during the SEMESTER/YEAR to STUDENT NAME, a student in our Bachelor of Science program. Concurrent with this internship, STUDENT NAME is enrolled in COURSE NUMBER, COURSE NAME, in the College of Health and Human Services (CHHS) at the University of North Carolina at Charlotte.

While on your premises, the student will work with PRECEPTOR NAME who has agreed to be the student's designated preceptor. The student will require a minimum of 160 hours during the semester. STUDENT NAME's hours will start on DATE and will be completed by DATE.

The roles and responsibilities of the STUDENT, the PRECEPTOR, and the BSPH INTERNSHIP COORDINATOR are outlined in the College and Program policies governing student internship activities. BSPH INTERNSHIP COORDINATOR will be responsible for overall supervision of the student. Such supervision will include several on-site visits, which will be scheduled in advance. PRECEPTOR shall directly supervise the student's on-site activities. PRECEPTOR shall complete an evaluation of the student at the end of the preceptorship.

Our procedure in preceptorships requires a signed copy of this letter in addition to the existing agency agreement, if any.

If the BSPH internship guidelines or if the Agency otherwise requires it, the student shall secure professional liability insurance coverage for participation at the facility in amounts not less than \$1,000,000 per occurrence. Evidence of the student's liability insurance coverage, a photocopy of the front page of the policy, will be on file in CHHS and available on request by the facility.

CHHS shall keep on file proof of the student's current health history, including immunizations and results of TB test. The same requirements regarding health history shall apply to CHHS faculty members if they supervise or direct any part of the student's learning experiences at the Agency.

Unless otherwise provided herein, there shall be no compensation provided to either party under this letter agreement.

CHHS shall advise the student of the importance of complying with all relevant state and federal confidentiality laws, including the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent applicable, including the need to respect the confidential nature of all information that the student has access to at AGENCY, including but not limited to personal health information provided to them orally, contained in records, or maintained on AGENCY's electronic information system. AGENCY may require the student to sign a confidentiality agreement.

AGENCY agrees to provide the student with training regarding AGENCY's policies and procedures related to HIPAA. CHHS and AGENCY acknowledge that the student may use patients' personal health information for educational purposes at AGENCY and at CHHS. To the extent practicable,

all information used for such purposes shall be appropriately de-identified so as to remove all data that may be used to connect such information back to the person to whom it relates.

If further information or clarification is needed, please contact me. If you are in agreement with these terms, please sign and return one copy to my office **as soon as possible**.

Thank you again for the opportunity to participate in what should prove to be a mutually beneficial arrangement.

Sincerely,

Jane B. Neese, PhD, APRN, BC
Associate Dean for Academic Affairs
College of Health and Human Services

Accepted by: _____
Agency Authorized Signature Date

Appendix C: Preceptor Evaluation of the Internship Experience



BSPH Internship Evaluation by Preceptor

Thank you for sponsoring a BSPH intern! Please complete this evaluation form about the experience. The information will be used to help enhance the BSPH Internship experience for students and community organizations.

Date: _____

Student's Name: _____

Preceptor's Name: _____

Preceptor's Title: _____

Organization, including division/unit: _____

- I. Discuss the types of activities and tasks that the student intern was involved in at the internship site and how they contributed to the agency's overall mission, specific program goals/objectives, and the student's professional development:**

Intern Name: _____

II. Using the rating scale below, please circle the student's level of performance during the Internship experience on the criteria listed.

1 = Failed to meet expected performance level

2 = Met expected performance level

3 = Exceeded expected performance level

NA = Not applicable

Criteria	Rating			
Student met agreed-upon time commitment.	1	2	3	NA
Student was dependable and responsible in carrying out assignments and duties.	1	2	3	NA
Student functioned well within the organization.	1	2	3	NA
Student functioned well with community stakeholders and/or clients.	1	2	3	NA
Student completed internship assignments/projects in the agreed-upon time frame.	1	2	3	NA
Student's written work was completed and well prepared.	1	2	3	NA
Student had the necessary knowledge and skills for this Internship.	1	2	3	NA
Student conducted him/herself in a professional manner.	1	2	3	NA
Student worked well with others.	1	2	3	NA

III. Comments: Please provide comments on the following items:

1. Any of the criteria on which the student was rated as 1 (Failed to meet expected performance level):

2. Your overall impression of the student's work on this internship experience.

3. Any areas where the student's academic preparation for assigned work could be improved.

4. How useful the internship experience was for your organization.

5. Would you be willing to sponsor another intern from the UNC-Charlotte BSPH Program? Please explain.

Preceptor's Signature: _____

Date: _____



Appendix D: Student Application for BSPH Internship



Student Application for BSPH Internship

DATE:

STUDENT NAME:

E-mail address:

Telephone No.:

Preferred Public Health Core Discipline:

- | | |
|---|--|
| <input type="checkbox"/> Health Promotion and Education | <input type="checkbox"/> Health Administration |
| <input type="checkbox"/> Biostatistics | <input type="checkbox"/> Epidemiology |
| <input type="checkbox"/> Environmental health | |

SEMESTER: Summer 2018 (May 29 –July 29) or Fall 2018 (September 4 – November 30)

BSPH students are strongly encouraged to complete their internships during the summer semesters due to heavy course loads during the Fall and Spring semesters. Students are required to perform 160 actual work hours during their internships.

Please specify the preferred time period for a BSPH internship.

Start Date:

End Date:

Amount per week:

- | | |
|---|--|
| <input type="checkbox"/> 16 hours per week for 10 weeks (Fall only) | <input type="checkbox"/> 20 hours per week for 8 weeks |
| <input type="checkbox"/> 32 hours per week for 5 weeks | <input type="checkbox"/> 40 hours per week for 4 week |
| <input type="checkbox"/> Other: _____ | |

Days	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Times							

Certifications/Skills:

Strengths:

(Complete this form and bring it and a copy of your resume to Dr. Pilar Zuber, BSPH Program Director, CHHS 335E)



Appendix E: Sample Resume

Hilary A. Ruffles

905 Stillwater Drive * Nashville, TN 37220
(615) 121-1212 * hilary.a.ruffles@vanderbilt.edu

Education

Vanderbilt University, Nashville, TN

Bachelor of Science, May 2007

Major: Human & Organizational Development, Leadership and Organizational Effectiveness track

- **National Dean's List**, 2006
- Course work: organizational leadership theory and practice, accounting, human resources management and development, project management/strategic planning, creativity and entrepreneurship.

Experience

Human Resource Intern, Nu-kote International, Franklin, TN, June 2006-Aug 2006

- Prepared new-hire packets and Emergency Procedures Manual
- Organized employee events including the annual company picnic and the health assessment fair
- Redesigned layout of HR area and other areas in the office, contacted vendors on quotes for those areas

Event Planning & Marketing Intern, Great Connections, LLC, Nashville, TN, June 2005-Aug 2005

- Assisted in planning and execution of corporate and private events through coordination of vendor and client services
- Developed new marketing portfolio for company after performing and evaluating marketing research, client satisfaction, and data analysis

Sales Associate, Gymboree, Green Hills Mall, Nashville, TN, Oct 2002-Nov 2004

- Operated register and handled payments
- Ranked number one in sales and performance

Activities

Mission Trip, Belize, 2005

- Prepared donation letters and raised twice the amount needed for trip (\$5,000)
- Organized weekly meetings and prepared service events for the trip

Project Reflect, After School Program Volunteer, Nashville, TN, 2003-2005

- Worked as mentor and tutor in program dedicated to providing underprivileged children with individual attention and opportunities for development in academic and social skills.

Skills

Word, Excel, PowerPoint, ADP Payroll, HR Perspective, CPR, First Aid, AED training

References

Available upon request.



Appendix F: Student Evaluation of Internship Experience



BSPH Internship Evaluation By Intern

Please complete this evaluation form. The information will be used to help us enhance the BSPH Internship Program.

Date: _____

Student's Name: _____

Preceptor's Name: _____

Organization, including division/unit: _____

I. Record how many hours you spent at the Internship site _____

Discuss the types of activities and tasks you were involved in at the internship site and how they contributed to the agency's overall mission, specific program goals/objectives, and your professional development:

Student's Name: _____

- II. Using the rating scale below, please evaluate the Internship site/organization and Internship experience you completed by circling the number that best reflects your level of agreement with the following statements (continued).

Scale: 1: Strongly Disagree 2: Disagree 3: Agree 4: Strongly Agree

Statement	Rating			
The selection of my Internship site was suited to my needs	1	2	3	4
I would have liked to spend more than 160 hours at the Internship site	1	2	3	4
Due to my schedule, I found it difficult to find the 160 hours to spend at the Internship site	1	2	3	4
The Preceptor understood the purpose of the Internship	1	2	3	4
The Preceptor took time to assist me, when necessary	1	2	3	4
The Preceptor had the skill and knowledge to assist me	1	2	3	4
Staff at the Internship site/organization understood what I was doing there	1	2	3	4
The organization willingly provided the information I needed to carry out my assignments/projects	1	2	3	4
If needed, I was provided with space in which to work	1	2	3	4
If needed, I was provided with equipment with which to work	1	2	3	4
Guidelines for the written report were clear and useful	1	2	3	4
I had the necessary knowledge and skills for this project	1	2	3	4
The Internship provided a 'real world' experience for using skills and knowledge learned in the BSPH program	1	2	3	4
Overall, the Internship experience was worthwhile	1	2	3	4

III. Please provide comments below on:

1. Any item above that needs clarification or further comment.

2. Any areas where you believe you were not well prepared for the Internship experience.

3. Any particular positive aspect of the experience, the organization, or the Preceptor.

4. Any suggestions that you may have for improving the Internship experience.

5. Would you recommend this employer for another intern from the UNC-Charlotte BSPH Program?
Please explain.

Student's Signature: _____ Date: _____



Appendix G: Journal Entry Template

Student Name:

Internship Site:

Date:

Hours worked:

Journal Entry: This journal entry serves as a daily log of your activities, professional development activities, and reflection on professional practice.

Tasks: *List the activities or tasks you participated in today*

Professional Development Activities: *Discuss how the activities and tasks you were involved in today contributed to the agency's overall mission, specific program goals/objectives, and your professional development (learn new skill, applied knowledge to practice, etc.)*

Reflections: *Draw comparisons between your academic preparation and the "real world" practices that you were involved in today.*



Appendix H: Final Report

BSPH Competencies	Element of Final Report
<ul style="list-style-type: none"> ♦ Assess the health status of populations, determinants of health and illness, and factors contributing to health promotion and disease prevention 	<ul style="list-style-type: none"> ♦ Provide an overview of the public health agency <ul style="list-style-type: none"> ○ Mission, vision, goals and objectives ○ Target population(s) being served ○ Organizational structure ○ Type of organization (non-profit, private, other) ♦ Describe the department in which you interned <ul style="list-style-type: none"> ○ Brief overview of department ○ Target population and health issues that are addressed [include statistics on the target population and health issue(s)] ○ Brief overview of the programs for the target population and health issue(s)
<ul style="list-style-type: none"> ♦ Describe the professional responsibilities and ethical obligations for public health and health education practice 	<ul style="list-style-type: none"> ♦ Describe the project(s) you worked on <ul style="list-style-type: none"> ○ Overview of your internship activities and assignments ○ Describe how specific activities and assignments related to the agency program(s) ○ Describe how specific activities and assignments related to the seven responsibilities of a health educator
<ul style="list-style-type: none"> ♦ Apply ethical principles to the collection, maintenance, use, and dissemination of data and information 	<ul style="list-style-type: none"> ○ Describe how specific activities and assignments related to the five areas of responsibility for a health educator ○ Describe how specific activities related to ethical principles for handling information or data about participants
<ul style="list-style-type: none"> ♦ Utilize appropriate methods for interacting sensitively, effectively, and professionally with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyle preferences 	<ul style="list-style-type: none"> ○ How do the program activities address the specific target population and their health issue(s)? ○ How well do you think that the program(s) or project(s) are working and why? ○ What do you think needs to be changed, added, or enhanced to improve or sustain the project now? For the future?
<ul style="list-style-type: none"> ♦ Describe the management functions of planning, organizing, leading, and controlling 	<ul style="list-style-type: none"> ♦ Describe how your agency plans, organizes, and leads programs or projects <ul style="list-style-type: none"> ○ How were their planning and implementation processes similar to those described in your courses? ○ How were their planning and implementation processes different from those described in your courses? ♦ How did your supervisory relationship impact the internship experience?

BSPH Competencies	Element of Final Report
	<ul style="list-style-type: none"> ○ What was your preceptor's role within the organization? ○ Describe the interaction between you and your preceptor ○ What did you learn from your preceptor? ○ What would you have liked to have learned?
<ul style="list-style-type: none"> ◆ Embrace a definition of public health that captures the unique characteristics of the field (e.g., population-focused, community-oriented, prevention-motivated and rooted in social justice) and how these contribute to professional practice 	<ul style="list-style-type: none"> ◆ Discuss two or three things that you enjoyed most about your internship. ◆ Discuss two or three things that you did not enjoy about your internship. ◆ How well did your courses thus far prepare you for your internship experience? <ul style="list-style-type: none"> ○ What information (and from which courses) did you utilize? ○ What other information would have been beneficial? ◆ How has the internship experience influenced your goal of pursuing public health as a career?
<ul style="list-style-type: none"> ◆ Communicate effectively both in writing and orally 	<p><i>Written and oral final report</i></p>
<ul style="list-style-type: none"> ◆ Effectively present accurate demographic, statistical, programmatic, and scientific information for professional and lay audiences 	<p><i>Written and oral final report</i></p>

Appendix I: Career Development Plan



Name:

Date:

LONG-TERM CAREER GOAL(S) (over 4 years):

1. Goals:

SHORT-TERM OBJECTIVES (1-2 years):

1. Professional Development

The opportunities listed below should be related to gaining or enhancing skills within your major or intended career. The lists need to include activities that reflect your career goal above which can be accomplished in the next 1-2 years.

- List at least 3 professional conferences, workshops, courses, seminar presentations that you intend to attend.
- List additional training or skills you intend to acquire (CPR, grant writing, CNA).

2. Experiential Learning:

This section should include activities that allow you to apply knowledge gained in academic courses and improve your job marketability. Below are examples of the types of activities appropriate for this section. Delete these examples and insert your own or add to this list.

- Anticipated volunteer or Independent Study opportunities:
- Undergraduate Research Fair
- Study abroad

3. Anticipated networking opportunities

Develop/maintain co-operative networks and working relationships as appropriate with supervisor/peers/colleagues within the institution and the wider research community. See examples below.

- Informational interviews
- CHHS Undergraduate Student Organizations
- Mentors (formal and informal)
- Toastmaster's

Career Development Plan Table

Using **Appendix J**, select 2-4 skills from the tasks and/or tools & technology lists that are of highest priority for the next 1-2 years. Insert them into the Career Development Plan Table below. Delete the “Example Tasks” and insert those specific to your public health core area.

	SKILL/ COMPETENCY	CURRENT PROFICIENCY	TARGET PROFICIENCY	DEVELOPMENT OPPORTUNITY	CRITERIA FOR JUDGING SUCCESS	TIME SCALE	EVIDENCE
PRIORITY No 1.	Collaborate with health specialists and civic groups to determine community health needs and the availability of services for meeting needs.	Fair	Good/Excellent	Volunteer at the Mecklenburg County Health Department for one semester or 80 hours	Actual volunteer experience	Aug-Dec 2012	A letter from the supervisor regarding my timeframe &/or hours
PRIORITY No 2.							
PRIORITY No 3.							
PRIORITY No 4.							

Appendix J: Public Health Core Areas Descriptions

Biostatisticians*

Engage in the development of mathematical theory or apply statistical theory and methods to collect, organize, interpret, and summarize numerical data to provide usable information. May specialize in fields, such as bio-statistics, agricultural statistics, business statistics, economic statistics, or other fields.

Tasks

- Report results of statistical analyses, including information in the form of graphs, charts, and tables.
- Process large amounts of data for statistical modeling and graphic analysis, using computers.
- Identify relationships and trends in data, as well as any factors that could affect the results of research.
- Analyze and interpret statistical data to identify significant differences in relationships among sources of information.
- Prepare data for processing by organizing information, checking for any inaccuracies, and adjusting and weighting the raw data.
- Evaluate the statistical methods and procedures used to obtain data to ensure validity, applicability, efficiency, and accuracy.
- Evaluate sources of information to determine any limitations in terms of reliability or usability.
- Plan data collection methods for specific projects and determine the types and sizes of sample groups to be used.
- Design research projects that apply valid scientific techniques and use information obtained from baselines or historical data to structure uncompromised and efficient analyses.
- Develop an understanding of fields to which statistical methods are to be applied to determine whether methods and results are appropriate.

Tools & Technology

Computers

Analytical or scientific software — SAS software; The Mathworks MATLAB; XGobi*; XLISP-STAT*

Data base user interface and query software — IBM DB2; Microsoft Access; Oracle software; Structured query language SQL

Data mining software — Angoss KnowledgeSEEKER; NCR Teradata Warehouse Miner; SAS Enterprise Miner

Development environment software — Common business oriented language COBOL; Formula translation/translator FORTRAN; Microsoft Visual Basic

Object or component oriented development software — C++; R; Sun Microsystems Java; Sybase PowerBuilder

Office suite software — Microsoft Office

Word processing software — Microsoft Word

* Software developed by a government agency and/or distributed as freeware or shareware.

Environmental Scientists and Specialists, Including Health*

Conduct research or perform investigation for the purpose of identifying, abating, or eliminating sources of pollutants or hazards that affect either the environment or the health of the population. Utilizing knowledge of various scientific disciplines may collect, synthesize, study, report, and take action based on data derived from measurements or observations of air, food, soil, water, and other sources.

Tasks

- Collect, synthesize, analyze, manage, and report environmental data, such as pollution emission measurements, atmospheric monitoring measurements, meteorological and mineralogical information, and soil or water samples.
- Analyze data to determine validity, quality, and scientific significance, and to interpret correlations between human activities and environmental effects.
- Communicate scientific and technical information to the public, organizations, or internal audiences through oral briefings, written documents, workshops, conferences, training sessions, or public hearings.
- Provide scientific and technical guidance, support, coordination, and oversight to governmental agencies, environmental programs, industry, or the public.
- Process and review environmental permits, licenses, and related materials.
- Review and implement environmental technical standards, guidelines, policies, and formal regulations that meet all appropriate requirements.
- Prepare charts or graphs from data samples, providing summary information on the environmental relevance of the data.
- Determine data collection methods to be employed in research projects and surveys.
- Investigate and report on accidents affecting the environment.
- Research sources of pollution to determine their effects on the environment and to develop theories or methods of pollution abatement or control.

Tools & Technology

Air samplers or collectors — Atmospheric deposition collectors; Lead air sampling kits; Mercury monitors; Particulate samplers

Radiation detectors — Digital survey meters; Field radiological measuring devices; Geiger meters; Scintillation probes

Soil core sampling apparatus — Bottom dredge samplers; Core samplers; Hand held augers; Soil probes

Water analyzers — Coliform testing systems; Comparator water test kits; Drop count industrial water test kits; Multiparameter water quality instruments

Water samplers — Automatic samplers; Groundwater monitoring systems; Lead water sampling kits; Rain water samplers

Analytical or scientific software — ADMS pollution modeling software [*](#); SPSS software; TANKS [*](#); Wolfel IMMI

Compliance software — Ecotech WinAQMS; Emissions tracking software; Material safety data sheet MSDS software; MIRS Compliance

Data base user interface and query software — DataPipe software; Microsoft Access; Smart Data Solutions RS Solutions; Tucows ChemBase

Graphics or photo imaging software — Adobe Systems Adobe Illustrator; Corel CorelDraw Graphics Suite; Graphics software

Map creation software — ESRI ArcView; Geomechanical design analysis GDA software; Golden Software Surfer; RockWare ArcMap

Epidemiologists*

Investigate and describe the determinants and distribution of disease, disability, and other health outcomes and develop the means for prevention and control.

Tasks

- Monitor and report incidents of infectious diseases to local and state health agencies.
- Plan and direct studies to investigate human or animal disease, preventive methods, and treatments for disease.
- Communicate research findings on various types of diseases to health practitioners, policy makers, and the public.
- Provide expertise in the design, management and evaluation of study protocols and health status questionnaires, sample selection and analysis.
- Oversee public health programs, including statistical analysis, health care planning, surveillance systems, and public health improvement.
- Investigate diseases or parasites to determine cause and risk factors, progress, life cycle, or mode of transmission.
- Educate healthcare workers, patients, and the public about infectious and communicable diseases, including disease transmission and prevention.
- Conduct research to develop methodologies, instrumentation and procedures for medical application, analyzing data and presenting findings.
- Identify and analyze public health issues related to foodborne parasitic diseases and their impact on public policies or scientific studies or surveys.
- Supervise professional, technical and clerical personnel.

Tools & Technology

Computers

Analytical or scientific software — SAS software; SPSS software; TerraSeer ClusterSeer; World Health Organization HealthMapper

Data base user interface and query software — Centers for Disease Control and Prevention CDC WONDER; Microsoft Access; Structured query language SQL

Data mining software

Internet browser software

Map creation software — ESRI ArcInfo; ESRI ArcView

Spreadsheet software — Microsoft Excel

Word processing software — Microsoft Word

Health Administrators*

Plan, direct, or coordinate medicine and health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

Tasks

- Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting.
- Direct, supervise and evaluate work activities of medical, nursing, technical, clerical, service, maintenance, and other personnel.
- Maintain communication between governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning.
- Review and analyze facility activities and data to aid planning and cash and risk management and to improve service utilization.
- Plan, implement and administer programs and services in a health care or medical facility, including personnel administration, training, and coordination of medical, nursing and physical plant staff.
- Direct or conduct recruitment, hiring and training of personnel.
- Establish work schedules and assignments for staff, according to workload, space and equipment availability.
- Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and financing options.
- Monitor the use of diagnostic services, inpatient beds, facilities, and staff to ensure effective use of resources and assess the need for additional staff, equipment, and services.
- Develop and maintain computerized record management systems to store and process data such as personnel activities and information, and to produce reports.

Tools & Technology

Accounting software — e-MDs Bill; Intuit QuickBooks; NDCLytec software

Analytical or scientific software — DxCG RiskSmart; Expert Health Data Programming Vitalnet; Relative Values for Physicians software; SPSS software

Categorization or classification software — American Medical Association CodeManager; ColorSoft AutoMatch; Yost Engineering CodeSearch Pro

Data base user interface and query software — Database software; Microsoft Access; Structured query language SQL

Document management software — Current Professional Terminology CPT software; e-MDs DocMan; Nuance PaperPort Professional

Medical software — IMPAC Practice Management; Kodak Dental Systems Kodak SOFTDENT Practice Management Software; Misys Healthcare Systems Misys Tiger; Misys Healthcare Systems software

Health Educators*

Promote, maintain, and improve individual and community health by assisting individuals and communities to adopt healthy behaviors. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating programs designed to encourage healthy lifestyles, policies and environments. May also serve as a resource to assist individuals, other professionals, or the community, and may administer fiscal resources for health education programs.

Tasks

- Document activities and record information, such as the numbers of applications completed, presentations conducted, and persons assisted.
- Develop and present health education and promotion programs, such as training workshops, conferences, and school or community presentations.
- Develop and maintain cooperative working relationships with agencies and organizations interested in public health care.
- Prepare and distribute health education materials, including reports, bulletins, and visual aids such as films, videotapes, photographs, and posters.
- Develop operational plans and policies necessary to achieve health education objectives and services.
- Collaborate with health specialists and civic groups to determine community health needs and the availability of services and to develop goals for meeting needs.
- Maintain databases, mailing lists, telephone networks, and other information to facilitate the functioning of health education programs.
- Supervise professional and technical staff in implementing health programs, objectives, and goals.
- Design and conduct evaluations and diagnostic studies to assess the quality and performance of health education programs.

- Provide program information to the public by preparing and presenting press releases, conducting media campaigns, or maintaining program-related web sites.

Tools & Technology

Computers

Overhead projectors — Overhead display projectors

Personal digital assistant PDAs or organizers — Personal digital assistants PDA

Photocopiers — Photocopying equipment

Data base user interface and query software — Centers for Disease Control and Prevention CDC WONDER; Microsoft Access

Graphics or photo imaging software — Adobe Systems Adobe Photoshop software

Office suite software — Microsoft Office

Presentation software — Microsoft PowerPoint

Word processing software — Microsoft Word

*Source: Occupational Information Network, US Department of Labor, <http://online.onetcenter.org/>.