

HED 499 - INTERNSHIP IN COMMUNITY HEALTH EDUCATION

Internship Application

Student Name _____ ID# _____

Semester/Year _____ Current Telephone () _____

Current Address _____

SITE SELECTION

Organization Name/Address _____

Organization Telephone () _____

Supervisor Name _____ Telephone _____

Supervisor Email _____

Days/Times When Available _____

SUBMIT NO LATER THAN THE END OF THE SECOND WEEK OF THE SEMESTER

HED 499 – Internship Checklist

- Contact with Agencies (at least 2 months prior to starting internship)
 - Pick at least three (3) possible sites
 - Interview at agencies
 - Do not commit to interning until you discuss with coordinator

- Internship Orientation Meeting (semester prior to internship)
 - Brainstorm possible sites
 - Contact persons/addresses of possible sites
 - Concerns/Questions

- Approval of Agency by Coordinator (semester prior to internship)

- Contracts Sent to Agency for Signature, if needed (semester prior to internship)

- Internship Meeting #1 at SIUE on _____
 - Bring the following:
 - List of planned internship activities (typed)
 - *Student Progress Report*

- Internship Meeting #2 at SIUE on _____
 - Bring the following:
 - *Student Progress Report*

- Poster Presentation at SIUE on _____
 - Need to bring:
 - *Agency Evaluation Form*

- Need to receive from your Agency Supervisor. These should be filled out and either mailed by your supervisor by finals week or brought to the poster presentation **in a sealed envelope** to ensure a timely grade.
 - *Time Verification*
 - *Professional Evaluation Form*

- Graduate!

How Do I Choose an Internship Site? Things to Consider

1. Research the company/agency thoroughly.
 - Talk with employees
 - Talk with past interns
 - Contact the Chamber of Commerce
2. Find out what the organization/agency's mission and goals are and how you would fit into their agency for a semester.
3. How many interns have they had in the past? Is there one person in charge of internships? Who would you report to? Are they equipped to have interns?
4. Find out organization/agency's expectations of interns—how many hours do they expect you to put in, is the scheduling flexible around your other classes, and what other responsibilities would you have?
5. How do they plan to utilize you and your skills.
 - Will you be learning new skills (key)?
 - What part of community health education will you be doing: Planning, Promoting, Implementing, Evaluating, etc.?
 - Do they provide training for you?
6. What would an average day look like for an intern in their organization/agency?
 - Hour-to-hour itinerary would help you visualize yourself there.
7. What other expectations do they have of you?
 - Research
 - Filing
 - Meetings
 - Phone calls/answering phones
8. How will you be evaluated by your supervisor at the agency?
9. What are the possible employment opportunities in the future? Do they hire interns? (This should not be the deciding factor, however.)
10. Lastly, have you visited the site? Can you picture yourself working there? Are the employees seemingly happy? Do they enjoy their jobs, etc.?

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE
DIVISION OF HEALTH EDUCATION

COMMUNITY HEALTH EDUCATION INTERNSHIP PROGRAM

INTERNSHIP ELIGIBILITY

ALL STUDENTS WHO WISH TO BEGIN THEIR INTERNSHIP MUST:

1. Be of senior standing
2. Receive departmental approval of the internship site
3. Successfully complete the following courses:

HED 490	Program Planning in Health Education
HED 491	Program Implementation and Evaluation in Health Education
HED 498	Senior Professional Seminar (may be concurrently enrolled)
4. Have a minimum 2.5 grade point average at SIUE.

When the student meets the above prerequisites, he/she may consider the professional internship for next semester. The professional internship is required of all candidates for the Bachelor of Science degree in Health Education in the Community Health option.

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE
Department of Kinesiology and Health Education

COMMUNITY HEALTH EDUCATION INTERNSHIP PROGRAM

APPLICATION SITE APPROVAL

Through discussions with students, faculty, and individuals in the community, the student should develop a list of possible internship sites. Select three sites that match your career interests and goals.

Initial contact may be made by the coordinator or the student. If the site has not been utilized previously as an internship, the student, with the approval of the coordinator, may visit the prospective agency/organization to determine the feasibility of completing an internship at that site. Official approval of a new internship site is the responsibility of the Department.

If the student has no preference, he/she will be assigned by a site by the internship coordinator.

RESPONSIBILITIES OF THE STUDENT

1. Students are expected to conduct themselves in a manner which will reflect credit to themselves and to the University. Remember, the availability of this site for future students depends, in part, on you.
2. Students must attend an internship orientation meeting prior to the internship experience.
3. Students will attend a minimum of three internship meetings during the course of the term.
4. Students will submit a list of planned internship activities they will be engaged in by the first internship meeting.
5. Students are expected to keep a daily journal and time log to assist them in preparation of their final paper.
6. Students shall spend a minimum of 300 hours with the agency/organization. It is strongly recommended that the internship be a minimum of 20 hours per week (for 15 week semester).
7. The student is expected to submit written progress reports to the coordinator for the first and second internship meetings of the semester.

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE
DIVISION OF HEALTH EDUCATION

COMMUNITY HEALTH EDUCATION INTERNSHIP PROGRAM

SUGGESTED INTERN ACTIVITIES

The suggested activities are for guidance purposes only and are not required.

1. Conduct a needs assessment for health education for a particular area or population served by the agency.
2. Plan a health education program in response to determined needs.
3. Assist with the implementation of a planned health education program.
4. Assist in designing an evaluation tool for a program.
5. Develop health education media such as brochures, flyers, posters, slide-tape presentations, news releases, etc.
6. Participate in the organization of health fairs and exhibits.
7. Develop a resource file or directory.
8. Assist with research projects and data collection.
9. Evaluate health education and information programs and make recommendations for improvement.
10. Act as liaison with other professionals, agencies, and community organizations used by health educators.
11. Attend appropriate staff and administrative meetings.

Department of Kinesiology and Health Education
Attn: Erin VanderBunt, VC 1030
Southern Illinois University
Edwardsville, IL 62026-1126

STUDENT PROGRESS REPORT

Date _____

Name: _____ Student ID No. _____

Agency: _____

Agency Address: _____

(City)

(State)

(Zip)

Supervisor's Name and Title: _____

Supervisor's Phone Number: () _____

The student is expected to submit progress reports to the Internship Coordinator during the first and second internship meetings.

Using the space provided, discuss your progress to date. Briefly describe the activities in which you are engaged (use the back if needed).

I concur with the above. _____

Supervisor's Signature

Department of Kinesiology and Health Education
Attn: Erin VanderBunt, VC 1030
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STUDENT PROGRESS REPORT

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AGENCY EVALUATION FORM

Date _____

Your Name _____

Your Supervisor _____

Agency _____

Date You Started _____ Ended _____

Semester (Circle): Fall Spring Summer

Average time per week that you worked _____

1. How would you rate your experience with this agency as a learning experience? Circle one.

Excellent Good Average Fair Poor

Explain:

2. List what you feel are the agency's strengths and weaknesses.

3. List what you feel are the supervisor's strengths and weaknesses.

4. Additional comments. (Use back of sheet if necessary.)

SOUTHERN ILLINOIS UNIVERSITY AT EDWARDSVILLE
DIVISION OF HEALTH EDUCATION

COMMUNITY HEALTH EDUCATION INTERNSHIP PROGRAM

Community Health Education Internship Grades

Students are expected to conduct themselves in a manner which will reflect credit to themselves and to the University. Non-attendance at meeting and late assignments and paperwork will result in a reduction in grade. As such, grades will be based on the following:

Field Experience Rubric

Paperwork **40 points**

- Attendance Internship Meetings 15 points _____
- Student Progress Report #1 5 points _____
- List of Concerns #1 5 points _____
- Student Progress Report #2 5 points _____
- Agency Evaluation 10 points _____

Poster Presentation **20 points**

- Highlighted your internship experience.
 - *Minimum of three projects*
- Lettering was simple, bold, and
 - easily legible from a distance of four feet
- Spelled out acronyms in their entirety
- Used color to enhance your pictures, diagrams, etc.
- Included contact information of site
- Was creative yet professional in your presentations

Resource File **10 points**

- Timely, updated information in files
- Variety of different topics and data sources
- Organized and easy to look through
- Included brochures, fact sheets, journal articles
- Put effort and time into organization/filing of documents

Professionalism **30 points**

- Supervisor's Evaluations

A=90-100 points

B=80-89 points

C=70-79 points

D=60-69 points

E=0-59 points

Attendance at internship meetings is mandatory. Those missing meetings will receive a deduction in grade. *(Note: Those who are interning out of the area will be expected to set up telephone meetings with Internship Coordinator.)*

Note:

Intern hours **must** be completed during the semester. Those not finished with 300 internship hours by the end of the semester will receive an incomplete.

Late assignments are docked 10 percent per day they are late.

Poster Presentation Guidelines

Date of Presentations:

- ❑ Poster Presentations serve as an effective forum for exchange of information and a means to communicate your internship experience, ideas, research, and any major projects you completed or were a part of during the internship semester.
- ❑ The Poster Presentation should highlight your internship experience. You should display internship projects, programs you conducted or designed evaluations you conducted or any other related activity or experience.
- ❑ You should highlight at least a *minimum of three projects* you completed during the 300 hours.
- ❑ To present the information it is recommended that you use a tri-fold poster board, which can be purchased at Office Max, the bookstore, or any discount or hobby store.
- ❑ You may display your projects in the form of narrative text, graphs, diagrams, pictures, any data you collected, or any promotion flyers or announcements from your projects. Lettering should be simple, bold, and easily legible from a distance of four feet.
- ❑ Other tips:
 - ❑ Spell out acronyms in their entirety
 - ❑ Use color to enhance your pictures, diagrams, etc
 - ❑ You may want to include information regarding the internship site so prospective interns may take the contact names and phone numbers.
 - ❑ Be creative yet professional in your presentations.
- ❑ During the assigned time period, participants will informally discuss their internship experiences with other interns, professors, and future student interns. The poster sessions will last for approximately 45 minutes.

