

HKH 598
MISSISSIPPI UNIVERSITY FOR WOMEN
DIVISION OF HEALTH AND KINESIOLOGY
Graduate Health Education Internship Policy

Purpose of the Internship

The internship is designed to provide the student with a field-based experience and observation in the health education setting. The experiences of the internship should meet the following objectives:

1. To require an active learning experience to supplement the traditional lectures of an educational curriculum.
2. To provide an assessment of the student's development in the use of general and professional knowledge and skills.
3. To use external professionals in assessing the effectiveness of the student's performance and preparation.

Role of the Student

1. Complete all forms for placement
2. Obtain and show proof of liability insurance (if required by the site).
3. Follow the administrative policies of the internship site.
4. Obtain necessary and appropriate equipment.
5. Be responsible for arriving and reporting to the designated individual at the specified time. If the student will not be at the designated location at the specified time, s/he must notify the on-site supervisor (or designated individual) and the internship supervisor.
6. Dress appropriately for the work experience. The student will be expected to maintain a conservative and professional personal appearance at all times.
7. Complete all of the assignments specified as the requirements of this course and any other activities deemed appropriate by the on-site supervisor.
8. E-mail weekly updates of internship activities.

NOTE: If a student must be removed from a site for any reason, the highest grade a student will be able to receive will be a B. If a student must be removed twice within one semester, s/he will automatically receive a grade of F (or WF if s/he chooses to withdraw from the class).

Role of the Internship Supervisor

1. Make on-site visits or phone calls to evaluate the student's progress.
2. Conduct regular meetings on campus as deemed necessary.
3. Approve internship site placement.
4. Remove internship student from a site upon the request of the on-site supervisor.

5. Give school credit and a final grade upon completion of the program.

Role of the Onsite Supervisor

1. Orientation of the students: The first days on the job should be spent in orientation. The exchange of information should be beneficial to both parties in that the student will be given a complete introduction to the overall expectations of the on-site supervisor.
2. Participate in conference with the faculty of the University as deemed necessary and desirable concerning the program and/or the student's progress.
3. Provide facilities and resources for students' participation and/or observation as permitted by the facility.
4. Afford the student the course-related training opportunities that resemble on-the-job duties of a regular employee whenever possible.
5. Terminate any Internship placement if the student does not conform to the facility, and/or is unable or unwilling to meet the expectations and/or the requirements of the placement. However, prior to or immediately following any such termination, the Faculty Internship Supervisor must be notified.

General Internship Information

In an attempt to ensure that the internship experience is a successful experience for everyone involved, certain procedures have been designed. The student must meet and follow the correct procedures before s/he will be allowed to enroll in the internship course.

1. Overall GPA of a 3.0 or above
2. Successful completion of all course work.

Placement Procedures

1. Meet all of the prerequisites
2. Obtain permission from academic advisor to enroll in the internship course.
3. Purchase and obtain proof of professional liability insurance if required by the site.
4. Complete and return placement form and proof of liability insurance to the internship supervisor by the following dates:
 - a. Fall Semester Aug. 1
 - b. Spring Semester Dec. 1
 - c. Summer Semester April 1

Evaluation and Grading

The student's grade will be determined by the completion of the minimal required number of hours, the quality of work on the assignment, and the following evaluations:

1. On-site supervisor
 - a. Evaluation of Assignments
 - b. Complete Evaluation Form
 - c. Conference with MUW supervisor
2. Internship Supervisor
 - a. Evaluation of the student's notebook
 - b. On-site observations
 - c. Evaluation of the quality and appropriateness of assignments and presentation

Required Assignments

1. **Orientation assignment.** After the orientation with the on-site supervisor, the student will provide a detailed written summary of the orientation session. The summary should include duties, site procedures, expectations, limitations, etc. the student will have the summary signed and dated by the on-site supervisor and will be turned in to the faculty supervisor by the end of the first week of the internship experience.
2. **Notebook.** The notebook is considered an important part of the internship experience because it will serve as a record of all the things that you have accomplished at your internship site. Care should be taken to keep the notebook up to date. Notebooks will be evaluated periodically through out the semester and at the end of the semester. The notebook should be in a three ring binder and should be well organized with section dividers. The contents of the notebook should be as follows:
 - a. **Time sheet and schedules** – Time sheets can be found in the Appendix, and should be initialed by the on-site supervisor weekly. A copy of the schedule should be provided to the internship supervisor as soon as possible. Any changes to the schedule should be reported to the internship supervisor immediately.
 - b. **Special Project** – The special project should be the project itself or a typed discussion of the project. The on-site supervisor and the internship supervisor must approve projects. Projects must be above and beyond regular internship duties. The project will be presented to the HK faculty and students upon completion of the internship experience.
 - c. **Miscellaneous Materials** – Handout material, interesting articles, or other pertinent information that are received during the internship experience should be included.
3. **Presentation** – The presentation should be a 15-minute professional oral presentation of the student's special project. The presentation should be well organized and should include audio-visual materials (transparencies, Power Point, video, hand-outs, etc.)

- 4. Completion of the required hours** – The student must complete a minimum of 240 contact hours for the internship. Specific work times are to be arranged between the student and the on-site supervisor. The students must be prompt, reliable and professional in the internship placement. The student should not be absent or tardy to her/his internship site unless it is an extreme emergency. The student must dress appropriately for the work experience. The student will be expected to maintain a conservative and professional personal appearance at all times.

- 5. Additional assignments required by the site.**

MUW Health and Kinesiology
Graduate Health Education Internship

Internship Student should fill out the following:

Name _____ Age _____ Sex _____

Home Address _____

Phone _____ Email _____

Intended Semester of Internship _____

Preferred Site: _____

Employment History

List in Chronological order your past employment experiences(s).

No.Yrs. Experience	From Mo	Yr.	To Mo.	Yr.	Name & Address of Employer	Title/Position
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Have you ever been removed or dismissed from any position? _____ If yes,
explain: _____

What courses do you have left for graduation? _____

By signing this document, I give my consent for this document to be reviewed by the
Internship Supervisor, On-site Supervisor, and any other authorized parties.

Students Signature _____ Date _____

Faculty Advisor should fill out the following:

Overall GPA: _____

Has the student completed the pre-requisites for the internship? _____

Student Advisor _____ Date _____

Student Internship Evaluation Form

Student's Name _____ Evaluator's Name _____

Date _____ Organization where internship was conducted _____

To be completed by on-site supervisor.

Rate the student on the following items. Use a scale from 1(low, never) to 5 (high, always). If any of the questions are not appropriate to your situation, then use NA for the rating.

1. Appeared well groomed and appropriately dressed for work.
2. Was able to handle petty annoyances.
3. Was sincerely interested in clientele with whom (s)he came in contact.
4. Displayed confidence when presenting instructions or materials.
5. Acted interested and enthusiastic about work and assignments.
6. Was courteous to students, to co-workers, and to superiors.
7. Had a good speaking voice, and could be heard and understood clearly by those with whom (s)he came into contact.
8. Shared ideas and methods with co-workers and superiors.
9. Accomplished tasks and responsibilities assigned to him/her.
10. Practiced regular and punctual attendance.
11. Was dependable.
12. Displayed an open mind to new methods and techniques.
13. Followed directions without repeated instruction.
14. Supported the accepted policies of the organization without resistance.
15. Went out of his/her way to help others or to volunteer assistance.
16. Demonstrated his/her ability to write reports or follow instruction sheets.
17. Practiced grammatically correct English.
18. Possessed sufficient mastery of the basic skills connected with the teaching phase of his/her work.
19. Made an effort to add to his/her knowledge through reading materials and attending extra meetings.
20. What grade (see below) would you assign the student for his/her internship experience?

A= Excellent B= Above Average Competency C= Average Competency

D= Below Average Competency F= Failure

General Comments:

Signature of Evaluator _____

**Internship Presentation Rubric
Master of Science in Health Education**

Student's Name _____

	1	2	3	4
Organization	Not organized	Some organization	Mostly organized	Very organized
Clarity	Not clear at all	Confusing	Somewhat understood	Very easily understood
Information	Too much irrelevant information	Some irrelevant information	Generally relevant	All information Was relevant
Quality of Visual Aids/Handouts	No visual aids/handouts	Irrelevant or poor quality (hard to read)	Visual aids/handouts were relevant and of good quality	Visual aids/handouts were well prepared and creative
Overall Presentation	No enthusiasm or not well prepared	Prepared, but read the entire presentation	Prepared and presentation was not completely read	Very well prepared, creative, and enthusiastic
Application of Internship to Health Ed Theories	Not clear in specific theory used	Some relevant application in theory	Organized and relevant application revealed	Excellent referral to health education theory

Comments:

Suggested Grade: _____

(Optional) Evaluator's Name: _____