

**BACHELOR OF SCIENCE IN PUBLIC HEALTH
INTERNSHIP/PRACTICUM
POLICIES & PROCEDURES MANUAL**

**DEPARTMENT OF PUBLIC HEALTH
PURDUE UNIVERSITY**

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PURDUE UNIVERSITY

Department of Public Health

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Internship/Practicum Overview

The internship experience is a valuable opportunity for students to apply the procedures, theories, skills, and techniques they have learned in the classroom to a professional work experience in the field. The Department of Public Health requires that each student in the Public Health major at Purdue University perform a minimum of 400 and 500 hour internship experience (1 credit) respectively, that meets the expectations of the student, the internship/internship site, and the University. 100 hours may be fulfilled from a part time job in the health related field (i.e. personal training, group fitness, health department, etc.) However you must still comply with any hourly requirements by the official organization which you finish your internship experience. (Some participating agencies/institutions may require more than 400 clock hours.) It is encouraged that students pursue internship experiences that are paid, however, it is important to understand that many opportunities are unpaid positions. Therefore, approval of the internship experience by the University is imperative to ensure the job responsibilities are in compliance with the University's degree program and expectations of the partnering organization by the University.

Internship Facilities

The following types of facilities can be considered for internship experiences within Public Health degree programs at Purdue University. A general guideline to expectations of the program based on the type of setting are noted below, acknowledging that each individual site will be different based on their particular program. Each facility must identify a preceptor to whom the student reports for the internship. The preceptor within each facility is to provide the details and expectations of the student to the student and university, assisting in helping support and direct the learning experiences for the internship.

- A. Clinical Settings. If the internship experience involves a therapeutic/clinical situation, the student should gain experience/exposures in developing public health protocols, individualized treatment plans, assessments, grand rounds, in-services charting procedures, and other matters pertaining to the treatment and care of individuals undergoing therapy. Involvement in staff meetings, where appropriate, is strongly encouraged.
- B. Community (Public Health) Setting. If the internship experience is in a public leisure service situation, the student should gain experience in dealing with public relations, attend board/commission and other community meetings, work with committees, visit individuals in the agency and community, and receive broad agency/community experience. The internship should help the student to understand the total concept of the agency through the discussion of actual problems and situations in the operation of the agency.
- C. Commercial (For-Profit) Settings. The general criteria for the internship experiences should apply equally to public and profit oriented organizations. The student should gain experience in as many aspects of the business as possible. Because of the diversity of such businesses, it is difficult to detail the types of experience which will best meet the needs of the student, however, the internship application should specifically outline the experiences which the student will receive (i.e., sport marketing, personal training, screenings, group instruction, etc.).
- D. Corporate/Worksite Wellness Settings. The general criteria for the internship experiences should apply equally to public, profit, and corporate oriented settings. The student should gain experience in as many aspects of the business as possible and the understanding of the intentions/outcomes of worksite health promotion programs. Students in worksite programs should typically be involved in a variety of experiences that emphasize health/wellness enhancement of organizational employees based on the programs relative to the specific site/organization. The internship application should specifically outline the experiences which the student will receive (i.e., sport marketing, personal training, screenings, group instruction, etc.).

Goals, Objectives, and Responsibilities within the Internship Experience

The primary goal of the internship is to provide students with a transformative work experience from the academic setting to a professional career. The internship is meant to provide the student with the following experiences:

1. Students will identify sites of professional interest, and fulfill all expectations for selection of an approved internship/internship site. The identification and selection of an approved internship site is the responsibility of the student intern.
2. Interns will develop and demonstrate professional behaviors under the guidance and evaluation of an on-site supervisor and the Internship Director (Dr. Jim Amell) and have an understanding of the structure and function of the sponsoring organization.
3. Interns will be able to demonstrate assistance in the knowledge, skills, and abilities to be applied through the internship experience within areas of:
 - Administration
 - Activity Leadership
 - Program Development/Scheduling
 - Supervising Programs
 - Agency Operations
4. Interns will demonstrate professional and ethical decision making skills, verbal and written communication skills, and an ability to work with various needs of diverse populations.
5. Interns will identify individual strengths and weaknesses in their performance and establish objectives to enhance performance weaknesses.
6. Interns will demonstrate flexibility and adaptability within their on-site experience while performing assigned duties.

7. Interns will demonstrate professional relationships that present themselves as part of the organization with staff and clientele throughout their internship experience.
8. Interns will ultimately demonstrate initiative and completion of assignments/assigned duties with direct supervision
9. Interns will complete an experiential project targeted to their internship site/program and present this project in their final summary packet.
10. Interns will fulfill all duties and responsibilities over the entire internship experience and reflect on their future role within the career field.

The agency and the University will jointly agree upon placement of a student in the agency after consultation with the student, and in consideration of the needs of the student in relation to what the agency can provide. Upon selection of the agency for placement, approval by the Internship Director, and acceptance of the student by the agency, a general plan for the student during the internship is required for official approval of a partnering relationship between the agency and university.

Searching for and Securing an Internship Experience

The internship experience is flexible however must provide opportunities for professional degree students to apply the knowledge and skills being acquired through their course of study. Students may complete their experience in-state or out of state, full-time, or part-time (with approval). Students entering their junior year should begin investigating the internship process as soon as they take PUBH 4900, understanding all requirements and guidelines for successful completion of the course.

It is ultimately the student's responsibility to find an internship and make the final arrangements that secure placement. Students should start planning and executing all paperwork for their internship a minimum of 3 months before it begins. Students interested in international experiences should begin planning at least 6 months before the anticipated start date.

1. See internship listings of past and current experiences and/or search potential internship listings online through identified recruitment sites. Identify 3-5 potential internship sites for application. Part-time jobs can be considered as part of the internship experience but must be based on the relationship of the job description to the internship experience.
2. Contact potential sites of interest. When making contacts with potential sponsors:
 - a. **Introduce yourself,**
 - b. **Express your interest in a potential pre-professional work experience,**
 - c. **Inquire about their particular internship application procedures.**

As part of the application process you will be responsible for providing the sponsoring organization with:

- A written letter of introduction (cover letter) *if required by the agency.
- Updated resume
- Write a letter of thanks to the sponsoring organization for having granted the interview
- When an internship is offered by a sponsoring organization, respond to that offer immediately with either a telephone call of acceptance or regret.

In searching for a professional work experience, students should first identify organizations that offer a comprehensive internship experience staffed by qualified professionals. An internship experience should allow interns to demonstrate their professional skills in the workplace and be an active member of the organization. Qualities of such organizations to consider include:

- The structure of the internship experience - Look at organizations that offer structured internship programs. The goal of the internship is to become an integral part of the organizations staff. Ensure the experience will offer the opportunity to apply your educational background within the professional setting.
- The qualifications of professionals – Seek information about the professional background and education of those you will be working with along with their roles and responsibilities, particularly the on-site supervisor.
- The organizations mission/goals – Ensure that you research the mission/goals of the site you are looking at. It is important that you are able to identify and/or adapt your own career goals to that of the organization of interest.

Approval of the Internship Experience

Each internship experience and site location must be approved prior to acceptance and completion of any agreements or preparatory work for the internship experience. Internship application information/requirements for approval status are presented in **Attachment A: PUBH 4800 Application Form**. This form must be completed to the indicated point and reviewed by the Internship Director for any potential sites of interest to the student for their internship experience prior to acceptance and completion of any additional preparatory work. The identified preceptor must also demonstrate approved qualifications for final approval of the internship experience. Upon submission of the PUBH 4800 Application Form, a copy of the identified preceptors resume may be requested by the Internship Director.

Upon approval of the internship experience, the following preparatory steps should be taken to complete the application process. Please note that ALL steps must be completed prior to the start of the practicum experience.

Preparation Work for the Internship

SUBMIT ITEMS 1a BELOW TO THE PUBLIC HEALTH INTERNSHIP DIRECTOR BEFORE THE DEADLINE (see page 6) ASSOCIATED WITH THE SEMESTER YOU PLAN TO REGISTER FOR PUBH 4800.

Completion of these requirements is essential to provide assurance that the student is fully prepared and approved to actually begin the on-site internship experience. Failing to meet this deadline may result in you NOT being allowed to register for PUBH 4800 for the desired semester. Late submissions will be reviewed by the internship director and your academic advisor on a case by case basis. Keep in mind, if a late submission is granted approval, finalizing the internship setup will be delayed and could delay the start date of the internship experience.

1a. PUBH 4800 Internship Application Form:

Parts 1 to 4 of the internship application form must be completed and submitted to the Public Health Internship Director, Dr. Jim Amell, before the deadline associated with the semester you plan to register for PUBH 4800.

ITEMS 1b and 2 BELOW MUST BE SUBMITTED TO THE INTERNSHIP DIRECTOR BEFORE YOU CAN REGISTER FOR PUBH 4800

1b. Fully completed PUBH 4800 Internship Application Form:

Parts 5 & 6 of the internship application form must be completed **after** receiving approval to register for PUBH 4800. The fully completed Internship application form will then be reviewed and approved and signed by the site preceptor to ensure accurate and complete information. **A signature of the site preceptor is required.** The student should also sign the application form and submit to the Public Health Internship Director, Dr. Jim Amell, for final signature and approval. Objectives and responsibilities will be reviewed by the Internship Director and may request resubmission if not written properly. If student is applying for backlog hours, backlog form must be signed by all parties and submitted prior to registering for PUBH 4800.

2. Liability Insurance:

Once your site has been approved and you have been offered/accepted the internship site you may purchase liability insurance.

Purdue University and most internship organizations require that all students carry student medical professional liability insurance during their internship assignments. The University Office of Risk Management automatically provides student interns with \$10,000,000 of coverage per claim. Coverage is provided for claims arising out of a real or alleged incident when the injury being claimed is the result of an act or omission while the student is performing activities related to their educational curriculum. Faculty members are responsible for notifying risk management of the students to be covered. Direct communication with the Public Health Internship Director (Dr. Jim Amell) is critical in any given situation should it occur. Liability insurance can be purchased in Matthews Hall 217. See Attachment B: Liability Insurance Application. A receipt of purchase must be given to the Public Health University Internship Director as part of the Preparation Material.

All forms are an attachment to this manual and must be typed and submitted to the University Public Health Internship Director (Dr. Jim Amell). The Student Application Form will be reviewed and if it meets the requirements along with the rest of the required paperwork, the Public Health Internship Director will sign the student into PUBH 4800 when all forms and agreement material has been completed. An email containing all preparation material for the internship will be sent to the preceptor, academic advisor and student. Student will be notified by their academic advisor when they can register for the course. Deadlines for completion are noted below. **Application forms submitted past the completion date will not be considered until the following semester.*

PUBH 4800 Internship Process Checklist

Students are responsible for submitting the following items prior to registering for PUBH 4800. Students should refer to the PUBH 4800 Internship Manual for detailed instructions.

- 1. Identify internship site
- 2. Submit PUBH 4800 application, parts 1 to 4, before deadline
 - ___ *Deadline for summer internship – March 15th*
 - ___ *Deadline for fall internship – May 15th*
 - ___ *Deadline for spring internship – October 15th*
 - ___ Site has been approved by the Internship Director
- 3. Submit PUBH 4800 application, parts 1 to 6
 - ___ Objectives are written using the S.M.A.R.T. format
 - ___ Objectives have been approved by the Internship Director
- 4. Purchase liability insurance from Public Health Business Office (i.e. Matthews 217)
 - ___ complete liability insurance form
 - ___ pay with check or money order, payable to Purdue University
 - ___ provide the Internship Director with a copy of the receipt
- 5. Obtain approval of objectives and signature from preceptor on PUBH 4800 application
- 6. Submit completed PUBH 4800 application with signatures
- 7. You may register for PUBH 4800 once you have:
 - ___ submitted a completed PUBH 4800 application with signatures
 - ___ submitted a copy of your liability insurance receipt
 - ___ submitted the backlog form (if applicable)
 - ___ received an email from Internship Director indicating you are ready to start
 - ___ received an email from your academic advisor indicating an override or approval codes have been entered

RISK MANAGEMENT OFFICE
Freehafer Hall
401 S. Grant Street
West Lafayette, IN 47907-2024
(765) 494-1690 • FAX (765) 496-1338
www.purdue.edu/Risk_MGMT

TO: See Distribution List Below
FROM: Dann VanHoosier
DATE: May 1, 2007
RE: Student Professional Liability Coverage

As in previous years, the University's liability insurance underwriter will continue to provide coverage for our student professionals who are enrolled in supervised University programs. The following policy excerpt outlines the coverage that is provided:

Any liability arising out of rendering or failure to render any Medical Services;

- 1) Arising out of rendering or failure to render any Medical Services at a dispensary, infirmary, clinic, athletic facility, or similar facility maintained by the Included Entity principally for us by the Included Entity's employees or students;
- 2) Against an Associated Medical Facility and an Insured as a result of injury caused by a student intern while participating in any supervised practicum, field work experience, clinical training, or internship program in fulfillment of course requirements in an Allied Health Program; or
- 3) Arising out of rendering or failure to render any Medical Services at the Educational Organization's (i) Audiology and Speech Language Center, or (ii) Psychology Treatment and Research Clinics, which are open to the public;...

The definition of Insured in the policy includes the following:

...at the option of the Educational Organization...student of an Included Entity while serving in a supervised internship program in satisfaction of course requirements or while acting at the direction of or performing services for or on behalf of the Educational Organization; but only while acting within the scope of their duties or obligations in their respective capacities as described above;...

It should be noted that coverage is on an "occurrence basis" and is very broad. Not only does it include coverage for students in our medical professional programs, but also those in other non-medical, supervised internship/practicum programs **taken to satisfy course or degree requirements**. The limits for this coverage are equal to the University policy limits for all classes of insureds except veterinary exposures. Those are covered at a lower limit of \$10 million due to overall cost.

The cost for the student professional coverage **will continue at \$13 per student per year**. The policy year runs from June 1 through May 31. As in the past, the cost of this coverage will be billed to the academic departments, which in turn, can collect the funds from the students.

To request coverage for student professionals, a "Request for Student Professional Liability Coverage" (Form RM17) must be completed and forwarded to Rochelle Hines in the Risk Management Office. This form can be obtained by following the FORMS link on our website at www.purdue.edu/Risk_MGMT. Risk Management should receive the request form no later than 30 days after the student begins his/her internship. Your cooperation helps ensure that claims do not occur before coverage is in place. An ID card evidencing coverage will be provided upon receipt of the RM17.

If you have any questions about this coverage, please contact Dann VanHoosier at 4-1690 or djvanhoosier@purdue.edu.

3. Execution of the Internship Memorandum of Agreement (to be handled by the Public Health Internship Director, Dr. Jim Amell)

The internship experience is a contracted agreement between the university and the partnering site/agency in identification and support of completion of identified work experiences, competencies, and objectives to allow the student to successfully complete requirements towards their degree. The contract is a binding document that identifies the site, university, and student with expectations of all parties. The agreement can take up to one month, sometimes longer to execute. Thus it is essential the approval of all relative documentation and preparatory work for the internship is completed in a timely fashion to ensure the student can begin their experience as scheduled. Once the Site/Agency Application Form (Attachment A) and the receipt of liability insurance are all presented in completion to the Internship Director, the agreement will be sent to University Contracting Services for final approval. The information in the Application and liability is reflective to the contents in the agreement, thus information included in the preparatory work must be thorough and specific to identifying the capable expectations of the student and responsibilities of the agency during the internship experience.

During the Internship

- Complete a minimum of 400 hours of work in your internship placement based on your degree requirements (See the Internship Director, Dr. Jim Amell, for requirements). Complete the duties, responsibilities, and competencies and objectives outlined in your Job Description in the official Application Form (Attachment A).
- Complete progress reports upon completion of every 80 hours of professional work experience using the Progress Reports template (Attachment D). You are required to submit a total of 5 reports by the end of your internship.
 - Prepare reports in detail, expanding on ALL duties and responsibilities completed, strengths, weaknesses, learning outcomes, and critical thinking.
 - Submit each report on the specified due dates. A copy must also be emailed to your site preceptor at the time of submission of your reports to the university.
- Identify and prepare a major project relative to your internship experience (Attachment E).
- Review Mid-term and Final Performance Evaluations with the site preceptor. Receive a hard copy of the evaluations to include in your final packet. The Internship Director, Dr. Jim Amell, will email the midterm evaluation upon receipt of the 2nd progress report. The final evaluation will be emailed upon receipt of the 4th progress report. Failure to submit reports on time may result in an inability to submit and complete the progress report.

Forms	Deadline for Spring	Deadline for Summer	Deadline for Fall
PUBH 4800 Application/Verification Form	Oct. 15	March 15	May 15
A receipt of liability insurance	Upon accepting site	Upon accepting site	Upon accepting site
Memo of Agreement (Official Contract)	Nov. 1	May 1	June 1

Expectations and Assignments for the Internship

The internship and field experience programs through the Public Health department requires a record of on-site performance be maintained throughout the student internship.

1. **Clinical Reports:** Students will be required to submit a total of 5 clinical reports that identify duties responsibilities, and objectives performed through their field experiences. This clinical log of activities performed is to be submitted to the Public Health Practicum Director (Dr. Jim Amell) no later than **2 days after performing the designated number of hours**. To calculate designated number of hours, divide your total number of internship hours by 5. For example, if you are required to perform a total of 400 hours, 400 hours/5 reports= 80 hours/report. Each report will then be due no later than 2 days after you hit 80 hours. Because every student will have different submission dates, it is the student’s sole responsibility to ensure that each report is submitted via blackboard no later than 2 days after completion of the approximate number of hours. **Late submissions for assignments will receive credit for hours performed, but will only receive ½ credit towards points given for each report toward the students’ final grade.** It is required that students utilize the outlines provided on the course content page of blackboard in assistance to complete all reports/assignments. Use the provided Clinical Report template. **Format and guidelines for reports are provided and reports must be submitted according to the outline given and submitted under the report reflected for grading (i.e. Report 1 must be submitted under Report 1).**

All students (with exception to special case scenarios that are identified prior to the internship experience) will submit all material to the Public Health Internship Director, Dr. Jim Amell, where all feedback and points for assignments will be posted. It is important to understand that your writing skills and organizational skills in your reports are part of the grading scheme for this course. Professionalism in writing is something to keep in mind and all reports should look as if you are submitting them for professional review (i.e. take out any extra white space, tables, etc.). Reports may be given to the agency preceptor of the designated site as samples of the students work. Ensure that your typing, spacing, and letter type are organized, professional, and formatted as you would also hand in a professional work document. (Each report is worth 5 points)

2. **Student Project:** Interns may be involved in many projects during the internship period; however, each intern will be responsible for one major project during their experience. A major project provides many benefits and opportunities for personal growth and individual skill development in your area of interest. The major project will be graded from the student’s PowerPoint presentation, detailed report of the project in the Final Summary, and any submitted supporting evidence of the project. The major project is worth 20 points.

Internship Focus. Developing a major project will enable you to work on a specific goal in the midst of seeming confusion, chaos and the endless array of activities that are (at least initially) so much a part of the daily routine when introduced to your first professional work experience.

Portfolio Development. Identifying, designing and completing projects provide evidence of your effectiveness as a health professional. Additionally you may use the projects as a point of discussion for future interviews that you may have with prospective employers.

Internship Site Enhancement. You receive education, training and an excellent experience. Your internship should also serve to benefit the participating organization. The projects you develop, especially the Major Project should help the sponsoring organization attain its institutional goals.

Evaluation of Student Internship. Your performance relative to working on projects provides the University faculty with a means of evaluating the quality of the internship site and the intern's professional skills. The evaluation of your project will be determined by the Site Supervisor and the University Supervisor.

Project Focus. The project should demonstrate your competency as a health professional. The nature of the project will be determined collaboratively by the intern, intern supervisor, and the University supervisor.

Some examples of projects and those conducted by previous interns include the following:

- Implementation and evaluation of a health awareness media strategy for residents of a retirement community in alliance with the sponsoring organization.
- Development of a marketing strategy for a health-related programs offered by the sponsoring organization.
- Development and instruction of a conditioning program for athletes.
- Coordination of a community health fair to highlight the services and programs offered by the sponsoring organization.
- Development of in-house promotional materials to encourage employee participation in existing wellness programs.
- Planning and implementation of special events that enhance employee wellness (e.g., fun runs, spirit days, nutrition demonstrations, health screening test, fitness assessments, body fat composition testing, walking competition).

Project Timeline

By Week4 (Project Plan)	*Identify project in collaboration with the Agency Supervisor *Submit the project Plan and Development Form prior to the end of the 4th week of the internship on Bb (proposal outlines will be reviewed by the Public Health Practicum Director)
Week 4-12	*Development, Implementation, and Evaluation of Project

Upon completion of the student project, a summary and reflection must be submitted through the Final Summary along with a ppt. presentation of the project at hand.

3. PowerPoint Presentation: A PowerPoint is to be developed highlighting the student’s internship experience. PowerPoint presentation must be professionally developed to reflect the following expectations. The slides must be created in a professional manner as in giving a presentation, avoid cutting & pasting paragraphs from your Final Summary. PowerPoints may be posted online (i.e. Public Health website) with the students’ permission. Any reference to your personal name or use of first person (“I”, “me”, etc.) throughout the PowerPoint must be omitted. The PowerPoint will be required as part of the final packet to be submitted upon final completion of the Internship. **The PowerPoint presentation should be submitted to Dr. Amell one week prior to the end of the internship. The PowerPoint presentation also needs to be included in the final packet.**

Overall structure:

- Title slide – Organization, City, State
- Background slide(s) – 1-2 slides describing the organization and/or specific program; type of facility, Mission, services/programs, staffing structure.
- Your position – 1 slide; briefly describe your primary role during your internship.
- Major project description – 4-6 slides describing project/program aims, activities, outcomes, & conclusions.
- Practical Field skills utilized – 1 slide
- Professional skills and characteristics gained – 1 slide

4. Final Summary: A final summary of the internship experience will be required for submission and should highlight a summary of the overall experiences of the internship and key strategies in meeting the objectives set for the internship. This report should be the most thorough of all reports completed. See page 15 for details of the Final Summary. **The final summary should be submitted Dr. Amell one week prior to the end of the internship. Due date for the Final Summary will be based on the end date which appears on the student’s Memorandum of Agreement. Late submission receives a maximum of half credit.**

5. Internship Final Packet: All final reports and materials of the internship must be submitted no later than one week upon completion of the internship experience in a portfolio packet. Due date for the final packet will be based on the end date which appears on the student’ Memorandum of Agreement. Other professional information must also be updated and included in the packet along with a statement of personal philosophy (included in the final summary) and a resume. Ensure the layout is professional, utilizing the same font in all materials

with exception of the ppt. project. All materials must be labeled (page numbers) as indicated below and/or accurately reflected on the index. The Final Packet will be submitted directly to Dr. Amell at jamell@Purdue.edu and/or to:

Jim Amell, Ph.D., MPH, MSW
Clinical Associate Professor and Practicum Director
Purdue University
Department of Public Health
221 Matthews Hall
West Lafayette, IN 47907

Format - The Internship final packet consists of:

- _____ **Cover Page: Agency, Semester and Year of Internship, Name**
- _____ **Index: Materials and Page Numbers they can be found**
- _____ **Copy of Student Application Form**
- _____ **Clinical Reports (1-5)**
- _____ **Major Project Plan and Development**
- _____ **Final Summary**
- _____ **Internship PowerPoint (no page numbers required-ensure to include in index)**
- _____ **Performance Evaluations (no page numbers required-ensure to include in index)**
- _____ **Updated Resume: including internship experience**

***Grades will be not be submitted until the total packet has been sent to the university.

Timely Progress - Interns are encouraged to assemble appropriate materials for the clinical report on a daily or weekly basis rather than waiting until the end of the semester.

Copies - Interns are encouraged to make two copies of the final packet: one to be submitted to the University Supervisor and one to keep for personal use (e.g., for job interviews).

Throughout the internship experience, it is asked that the sponsoring organization:

1. Together with the intern, assist the student in completion of the Internship Application Form.
2. Complete the Agency Application Form and Memo of Agreement and submit to the Public Health Internship Director prior to the start of the student's experience.
3. Assist the student in designing and implementing an experience that provides the intern with an opportunity for participation in a variety of tasks and relationships common to the activities of health professionals at the internship site.
4. Provide the intern with the physical facilities and supplies necessary to accomplish his/her on site responsibilities (desk space, computer access, telephone, office supplies, and other essential services).
5. Provide the student with an orientation to the organization at the beginning of the internship experience to familiarize the student with the organization and individual whom they may be working with.
6. Provide an opportunity for students to gain professional experience in the furtherance of their education and training that is academically oriented for their benefit.
7. Provide students an opportunity to learn to act in real-life situations with educational experiences unobtainable in a classroom setting.
8. Do not hold the intern responsible for funding for their experience that is outside of the primary means of the student's job description. (i.e. mandatory conference fees, etc. that the organization may wish to seek the intern to participate).
9. Provide the intern with regular and specific feedback about his/her performance throughout the internship period.
10. Provide mid-term and final evaluations of the intern's performance.
11. Maintain communication with the Public Health Internship director (Dr. Jim Amell); frequency and methods of communication will be mutually agreed upon by the sponsoring organization and the Public Health Internship Director.

PUBH 4800 Application Form (Please type all information)

Part 1: Student & Agency Information

Student Name:
Telephone (during practicum):
Email:
Academic Advisor:
Anticipated Graduation Date: Major:

Agency Name:
Address:
City, State, Zip Code:
Website:
Agency Supervisor: Supervisor's
Telephone #: Supervisors Email:

Start Date (mm/dd/yyyy):
End Date (mm/dd/yyyy):
Number of weeks:

Total hours to be completed:
Is the internship a paid position?
If paid, indicate per hour or total stipend given:

Part 2: Site Description

1. Mission of the Organization (this can usually be found on their website)
 2. Type of Facility (Community, Commercial, Clinical, Corporate)
 3. Provide a detailed description of the program and services offered from the Agency
-

Part 3: Job Description

Job description (Summarize and Bullet the experiences/responsibilities that can be expected of the student throughout the practicum experience. Ensure you submit this section in thorough detail for initial approval). The job description must be re-typed on this form and cannot be added as an attachment for review of the expectations by the student.

Part 4: Relevance of Practicum

Describe how the particular practicum/practicum experience is of personal and professional career interest.

****Complete and email the above information only to the Public Health Internship Director, Dr. Jim Amell, for site approval. This should be done BEFORE inquiring or accepting an interview/position.**

Application Due Dates:

Spring semester internship – October 15th
Summer semester internship – March 15th
Fall semester internship – May 15th

Part 5: Learning Experiences

Identify two objectives of knowledge, skills, or abilities that you wish to obtain by the end of your practicum experience (These must be specific and have the **ability to be measured** at the end of your practicum). A. B.

Part 6: Learning Experience Competencies.

Explain in detail the competencies and steps that will be taken to reach these objectives during the internship.

A. B.

****Please ensure your objectives are reviewed by the Public Health Internship Director PRIOR to obtaining all required signatures.**

Part 7: Signatures

Student Signature

Date

Agency Preceptor Signature

Date

Public Health Internship Director Signature

Date

STUDENT LIABILITY INSURANCE REQUEST FORM

**STUDENTS - Type in the highlighted boxes only, include details as required by the form.
Return to Roann Riggins-Keller, Lambert Room 101 with a check or money order only made payable
to Purdue University. No cash, credit or debit accepted.**

Fees: \$13 up to July 31st, \$26 if continuing past July 31st.

Date of Request:

Return To:

Roann Riggins-Keller
Health & Kinesiology
Lambert Business Office
Room 101
x43176

**Student Name & Address
To Mail Insurance Card**

PUID #

Students Active Email

Facility Name & Address

Activities to be Performed by Student during this externship - PLEASE BE SPECIFIC

***State below if you will pick-up the card (LYLE or LAMB) or if you request it to be mailed via USPS.**

Do blood borne pathogens considerations apply?

Yes No

Do other medical/infectious disease considerations apply?

Yes No

Coverage to be Effective:

Start Date:

End Date:

Business Office & RM Only

Fund/CC to Charge: 21010000 / 4013008000

MEMORANDUM OF UNDERSTANDING
between PURDUE UNIVERSITY on behalf of its
Department of Public Health

and

x

THIS AGREEMENT, entered into this x day of x 2015 by and between Purdue University, West Lafayette, Indiana, on behalf of its Department of Public Health hereinafter called "University" and x, hereinafter called "Facility", either or both of which may also hereinafter be referred to respectively as a "Party" or the "Parties" to this Agreement.

WHEREAS, the University recognizes the many valuable benefits that students receive through an in-depth fieldwork experience. Students who are preparing to enter a career in Public Health are enrolled in a program of study that includes required service learning experience as an on-site intern in a recognized and approved public health.

WHEREAS, the Facility recognizes the potential benefits of student interns in terms of personnel and programmatic contributions that are provided by the qualified upper level program applicant.

WHEREAS, the Facility also recognizes the need for on-site practicum experience in the pre-professional preparation of future personnel who will be assuming responsible positions in the field.

THEREFORE, both Parties wish to cooperate in making desirable practicum experiences available to Public Health Promotion or Health and Fitness students at the University and the following articles are mutually agreed upon and accepted by the Parties:

1. The University will:

- A. Recommend to the Facility for its approval, only those qualified students that are appropriate to its stated needs and expectations based on the job description provided.
- B. Maintain communication with the Facility with regard to the work and progress of the student.
- C. Provide consultation, guidance, and other appropriate University resources for the student and to his/her Facility supervisor, as necessary and consistent with the experience.

2. The Facility will:

- A. Conduct an orientation interview regarding the Facility's needs, expectations, and qualifications of the student.
- B. Provide on-site experience related to the student's field of study which is of appropriate level and difficulty in order to supplement, enhance and utilize the student's background, skills and competencies.
- C. Place the student under the direct supervision of a qualified staff member who can provide effective guidance and counsel for participation in appropriate Facility activities and programs.
- D. Maintain communication with the University regarding the work and progress of the student.
- E. Provide feedback regarding student performance on a regular basis.

3. The University will inform the student of the following experiential expectations:

- A. Provide a minimum of x hours of service to the Facility over a x week period, beginning x, 2015 and ending x, 2015.
- B. Comply with all policies and operating procedures of the Facility.

- C. Be prompt, act and dress in a professional manner, keep commitments, and notify the Facility if unable to appear or perform.
- D. Keep a log and send regular progress reports of activities, including any readings or non-Facility meetings related to the placement, and personal impressions of the practicum experience.

4. Joint Understanding:

- A. It is understood that the Facility and University have a right to request, for cause if necessary, the termination of a student after consultation between the Facility and the University.
- B. Upon request the University shall provide the Facility evidence of insurance coverage for both general and professional liability.
- C. Each Party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by the law.
- D. Should medical care be necessary during the student experience the student will be responsible for providing their own health insurance. A student requiring emergency medical care while at the Facility will be treated as would an employee of the Facility.
- E. Students of the University shall not be deemed to be employees of the Facility, nor should this agreement imply the creation of any employee, employer, agency relationship between the University and Facility.
- F. This agreement may be amended by written agreement between the Parties.
- G. This memorandum shall be effective upon its execution and remain in effect through the period of study ending **x**, 2015.

IN WITNESS WHEREOF, the parties hereto have caused the Agreement to be executed by their respective authorized officers as of the day, month and year as stated in the first paragraph of this Agreement.

FACILITY:

PURDUE UNIVERSITY:

By: _____
 Agency Preceptor Name/Title (Signature)

By: _____
 Public Health Internship Director

Date: _____

Date: _____

PUBH 4800 Project Plan and Development

Student Name:
Project Topic/Title:
Target Population:

1. Discuss how the project topic was identified. What is the purpose of the project?
2. Identify 2 educational/behavioral objectives that identify the anticipated outcome of the project. These objectives should directly correlate to how you plan to evaluate the impact of the project itself. A. B.
3. Identify how the project will be evaluated (note: planning and evaluation of your project should be based on the objectives identified in # 2).
4. Identify what resources will be needed in development of the project
5. Bullet out the specific steps in the development and plan of the project/program week by week (Example) Week 1: research and identify specific exercises for low back health Week 2:
6. Discuss the layout of how the project will be delivered / implemented. What role will you play in implementation and delivery of the project? Who else will be involved? What will this entail?
7. How did you decide on the project concept and layout/evaluation measures? Did you research to see what the best methodology/most successful methods for implementation of a similar project are, target populations, etc.? (This is important because you don't want to just guess as to what "might" work but has been shown to work in similar projects or programs). Please discuss how your came up with the basis of your project below to enhance the potential outcome.

PUBH 4800 Clinical Report

The internship and for-credit field experience programs in the Department of Public Health require a record of on-site performance be maintained throughout the student experience. The following format should be used as a template that provides guidelines to be used in the submission of your journal entries.

Section 1: Submission Information

Name: (Student):

Setting: (Name of Organization/Site)

Dates: (Length of Experience)

Report Number: (Number of report being submitted 1-5)

Hours performed: (Number of hours worked during this reporting period)

Total Hours Accumulated/Total Hours Required: (Total number of hours worked/total number of hours required)

Section 2: Daily Log

In detail, identify activities, responsibilities, and duties performed each day throughout your 50-100 hours for submission to keep a thorough record of what is being accomplished through your practicum/internship experiences. This section is meant to help identify as many activities/responsibilities that can be recognized in section 3.

(Example)

Date: **Hours Worked:**

Today we had a meeting with the Global Director of Wellness for Johnson & Johnson. We benchmarked her well-known wellness program. Her program has been running since 1979. It was almost a bit embarrassing knowing that we were just getting started with the wellness craze. She reassured me that she was just lucky that her ideas and her program were so very well received, and that's what has kept the program running for so long. She says the program changes every year to fit the needs of the employees. They have HRA's, biometrics, smoking cessation, web portal, walking programs, wellness seminars, etc. She was quite an inspiration. Especially since she started off at J&J as an intern, and has made it this far just by trying new things. The phone call was very informative and I am so glad I was able to benchmark her wellness program. Whitney and I helped Sue Chalupnik out by making posters for BYCTWD.

Section 3: Attainment of Practicum Program Competencies (Objectives)

Using your application form, individually identify which professional competencies (objectives) were developed and explain to what extent/how each was accomplished over the period of the current progress report. If the objective was not addressed during the time of submission for this report, identify it below and indicate Not Addressed underneath.

Objective 1: Upon completion of the internship, I will be able to perform a full assessment including BP, BC, VO2, Flexibility, and Posture without supervision.

- The past few weeks I have worked on practicing BP and BC and my accuracy in efficiently taking measurements. I have found that I am now able to confidently assess the 7 sites in BC and am still working towards hearing the diastolic reading in blood pressure.

Objective 2: Upon completion of the internship, I will be able to identify 5 major barriers to access to health for women and children in the Greater Lafayette community.

- Not Addressed

Section 4: Critical Thinking Experiences

Provide an overview of one activity/experience that you encountered. Journal about the experience below describing what you did/what happened, why, what you felt during the experience, what you feel could be done better (if anything), what you took away from the experience, what you did well on, how others involved responded/were affected, what you might do differently next time.

PUBH 4800 Final Summary

Name:

Organization:

Total Hours Accumulated:

Provide a detailed overview of how your time on the internship was actually spent based on the following areas below. Utilize your clinical logs. Your major activities should be outlined according to the identified objectives under each main heading below with overall successes/accomplishments in each. Be objective in what you indicate. This means you want to demonstrate numbers/factual information that states the extent to what you did whenever applicable or appropriate. This is a report, not a clinical log so this should be very detailed in content about key experiences. Headings to be discussed of your involvement include areas under: Administration, Program Services, Planning and Facilities, Maintenance, General Experiences. What were your responsibilities? What did you accomplish? What did you learn? What were your strengths to each? What could you improve on? Highlight your experiences and skills. If an area does not apply to your experiences, please do not delete it, but leave it as a blank letter topic and indicate Not Applicable.

A. Administration

A1. Planning/Development of Programs:

Lunch and learn program have been a major part of the internship experience at Kimberly-Clark. One of the tasks I was given to develop was a series of lunch and learn workshops focusing on topics including nutrition, fitness, ergonomic health, financial management, and stress relief. I established 5 distinct lunch and learn programs that now run 3 times a week for 15 weeks. Each program assesses participant knowledge base on key objectives and then re-evaluates their ability to identify and apply the information learned through the workshops upon completion of the 15 weeks. I was able to implement and conduct 2 of the 5 workshops developed during my time spent at Kimberly-Clark and worked with 2 other Fitness Specialists who now oversee the programs for the company. I was also involved in etc.

A2. Facility Management/Supervision:

Part of the daily responsibilities as a student intern was to open or close the facility with another team member. Opening the facility involved.....As part of closing the facility, weI was also in charge of monitoring the fitness floor 3 days a week, assisting members in exercises, administering orientations, cleaning equipment and maintenance of the fitness facility, etc.

A3. Assistance/Observation in Administrative Responsibilities:

Not Applicable

B. Programs/Services

B1. Performance of Health Screenings/Physical Assessment/Exercise Testing:

B2. Consultations/Health Education:

B3. Application of Exercise Principles:

B4. Application of Public Health/Health Promotion/Education Principles: B5.

Other:

C. Supervision and Facilities C1. Facility Supervision:

D. Marketing

D1. Development/Distribution of Marketing Materials:

E. General Duties/Expectations

E1. Self Education:

E2. General Tasks/Responsibilities as Assigned:

Project Summary:

Provide a detailed summary of your project including the following information:

- project title,
- target population,
- purpose for the project,
- project objectives,
- strategies used in planning and development/implementation of the project,
- an overview of the delivery of the project,
- evaluation of project objectives (i.e. were they met), and,
- strengths and weaknesses in planning and delivery of the project.

Also include what you feel you took out of the project planning and development process that you feel enhances your professional experience in the field.

Learning Objectives:

At the beginning of the semester you established 2 learning objectives on your application form relative to what you wanted to take out of the internship experience. Identify what those learning objectives are (1 and 2). Identify if the objective was completed, and explain what you did during the internship to work towards the learning objective identified. If the learning objective(s) were not completed, indicate specifically why it/they were not completed as part of the expectation of the internship.

Personal Philosophy:

Upon completion of the internship experience, you will have developed a sense of strengths, weaknesses, likes, and dislikes of the profession in various ways. Summarize your philosophy of the field, including your personal and professional beliefs that you feel you will take with you as a full time professional.