

University of Delaware
College of Health Sciences
Department of Behavioral Health and Nutrition

Internship Manual

for

Health Behavior Science Majors

BHAN 464: Internship in Health Behavior Science

2014-2015

Preface

The following manual is prepared to enable students in Health Behavior Science to achieve the maximum benefits from their internship experiences. The internship serves as a vehicle to facilitate the transition from classroom theory to the practical application. This manual is intended to enable effective communication among interns, cooperating agency supervisors, and the University Internship Coordinators. Responsibilities of these roles are outlined in following sections. The policies and procedures contained herein are guidelines to assist with the placement, supervision, and evaluation of the students.

As a student in the Health Behavior Science degree program you have invested countless hours to arrive at this point. Strive to obtain the best internship experience possible; it culminates your academic performance. This manual is designed to support you to receive the most from your internship; ***please read it carefully.***

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Section I: Introduction

BHAN 464, *Internship in Health Behavior Science* is a full time experiential course, of nine (9) credits, lasting for a **minimum of 12 - 15 weeks**. This experience satisfies the University requirement for a “Direct Learning Experience.” Students must plan on a **minimum of 360 hours** to meet University requirements and complete the internship experience. It is designed to offer students an opportunity to enter into a professional service position so as to learn through experience and apply theory gathered during their undergraduate studies.

Eligibility

Students applying for the internship must have a minimum Academic index of **2.0** in the major.

Students must have completed **all** courses in the Major Core

Agency Search

It is the primary responsibility of the student to locate the most suitable type of agency or location. Of concern is an agency that provides the desired outcomes to be gained by the student. Students are encouraged to seek additional sites where they feel comfortable and/or in a similar site where they may seek employment after graduation

A listing of acceptable community wellness and fitness, health promotion, corporate wellness, public health and community health agencies, where the student is likely to gain a beneficial experience, currently exist. Make an appointment for review of potential agencies with your advisor or internship coordinator.

All internship placements must be approved by the student's internship coordinator prior to being registered for BHAN464. Application for the internship **must** be received at the end of the semester prior to beginning the internship (December 1st for Spring Internship, May 1st for Summer Internship).

Section II: Description of the Internship Experience

The internship is that part of the pre-professional program in which the prospective student spends full time working in a cooperating agency with a supervising health professional. The period of the internship is a vital phase of the student's professional preparation. It is during this time that the student is able to make practical use of principles, methods, knowledge, and skills that have been developed during their academic career.

The internship student will be supervised and guided by a full-time professional at the selected agency site. The student intern will have opportunity to make observations regarding many different facets of the agency's operation. This may include general and specific programs sponsored by the agency, attending conferences and meetings, and assisting in a part-time leadership role. During the internship experience, an increasing responsibility for working with individuals and groups is assumed by the student through gradual involvement in the organization.

Guidelines for Agency Placement

In approaching the selection of an agency for your field experience, seek a placement that will afford the greatest opportunity for professional growth. Expect more exposure, greater requirements, increasing responsibilities and additional work time than has been previously experienced in other practical experiences.

As a student you should be searching for some particular qualities in an internship site. It is suggested you consider the following points:

1. The agency or organization should be a **year-round operation**. Some agencies operate a seasonal program, such as summer camps, but planning and preparation should be maintained on a year-round basis.
2. The agency should have a comprehensive long-range program. Facilities and equipment should be up-to-date, all helping you to achieve your goals and objectives.
4. **Seek agencies with established staffs**. Consider those agencies that have at least two full-time professionally prepared staff members. If the agency experiences staff turnover, it indicates there may be instability. Finally check whether the agency has previously had interns, or gain some assurance they will acknowledge the importance of your educational experience.
5. Establish that the agency has a **commitment** to insuring you a quality experience which will be educational for you.
6. Of less importance, seek an agency that may have some **potential for employment** at the conclusion of the internship.

Section III: Internship Experience Areas

Exposure for the student during their internship is best when a cooperative effort between agency supervisor and student is flexible. A tentative schedule of learning activities should be planned with consideration to specific responsibilities. This schedule should be fitting with agency objectives, with student objectives, and the internship coordinator.

A variety of experiences should be considered in order to acquaint the student with all agency divisions and/or specific roles depending upon the internship planned.

Consider some of the following experiences:

- A. Organization and Administration (policies, procedures, mission, goals of program, organizational chart)
- B. Facilities and Equipment (scheduling, purchases, contracts)
- C. Program (services, evaluation, staffing)
- D. Public Relations and Publicity
- F. Finance (budget, fees)

Section IV: Responsibilities

A. The University Internship Coordinator will:

1. Determine and approve eligibility of students for the internship experience.
2. Approve cooperating internship agencies.
3. Officially request to place the student, if necessary, after application is completed.
4. Provide a copy of the Internship Manual to the student and guidelines to the agency.
5. Discuss student, agency, and University responsibilities.
 - a. Objectives
 - b. Tentative Schedule
 - c. Reporting by Student
 - d. Agency Reports
 - e. Progress Reports
 - f. Special Project
6. Prepare student by discussing expected experiences, reports, their conduct at the agency, and evaluation.
7. Make official contact with representative agency. If required, a University Field Experience Contract will be forwarded to agency by the coordinator.

8. Review a tentative schedule for the student with agency supervisor, and make changes if necessary.
9. If the student is experiencing major difficulties that may hinder their completion of the internship experience the internship supervisor will observe when possible, or confer with the student and agency supervisor and make changes in the experience when necessary.
10. Evaluate the student's internship performance based student reports and agency supervisor progress reports.
11. Present to the student an evaluation of their strengths and weaknesses noted during the internship.

B. The Agency should:

1. Interview and select students in conjunction with the University guidelines.
2. Interpret the internship program to the agency staff and help the students gain acceptance as a member of the staff.
3. Orient, introduce, and identify the student as a staff member and thus place them in a position in which they may expect courtesy, consideration, and respect from his/her colleagues and the clientele of the agency.
4. In consultation with the University Coordinator, assign a qualified staff member to serve as the agency internship supervisor for each student.
5. Help each student develop a sound plan and schedule of study and experiences to meet his/her individual needs as well as contribute to the agency.
6. Assist in planning and implementation of a mutually beneficial special project.
7. Provide additional objectives for the student.
8. Complete mid-semester and final progress report.
9. Assist in periodic evaluation activities with University Personnel to improve the internship program.

10. Evaluate student progress regularly highlighting strengths and weaknesses.
11. Provision of remuneration is the option of the agency. In-kind services such as room, board, or transportation may be acceptable in lieu of salary.
12. Being essentially a voluntary type of experience agencies are not to exploit students as inexpensive help or labor during their internship period. The most important consideration during the internship is that the student must receive the most beneficial learning experiences available through the selected agency.
13. Provide the intern with a quality experience that serves to challenge, develop, and enhance the students skills and knowledge. Ask yourself, if I were an intern at our agency would I benefit from this experience?

C. The Student will (includes timeline):

1. **Develop a resume** and forward to likely agencies; consent to an interview with the agency.
3. **Interview!** Be prepared by doing homework on agency.
4. Consult with the University Internship Coordinator, **secure placement** in an approved internship agency. **Make formal application** for the Internships in Health Behavior Science (see Appendix for form A) so that the Internship Coordinator can enroll you in BHAN 464. You cannot register for BHAN 464 on your own.
- 5 Carry-out responsibilities in a professional manner: be well-groomed and appropriately dressed, participate in training sessions, and closely follow a work schedule similar to other full-time employees.
- 6 Allow agency supervisor to review weekly reports prior to submitting to the University.
- 7 Consult with agency supervisor when problems or questions arise.
- 8 Complete and **mail initial report (email or postal)** as soon as possible upon arrival.
9. Meet **with agency supervisor** to develop tentative work schedule for the internship experience.
10. **Keep University informed** of major experiences and present written report of experiences as per the schedule of reports.

11. Develop and **complete a special project** in accordance with parameters agreed upon in "Special Project Report".
12. **Prepare a Resource Notebook** includes: copy of a final report (will be retained by University for agency file), notes from discussions with agency supervisor, seminars, meeting, agendas, policy statements, forms, brochures, work sheets, records (including weekly logs), reports (including special project report), outlines, and other pertinent information.

Section V: Policies of the Internship Experience

It is the intention for the internship to be experiential and academic. The student will meet the same expectations as those of other professionals in the agency. Plan to work the same number of hours as other professionals, probably not less than 35 hours per week. The preparation of reports required by the College are not included as a part of the work week; however special project and agency description development and evaluation conferences may be included within the regular work week.

Other Courses/Employment

Each student intern is expected to perform the duties and responsibilities of the internship without expectation for monetary compensation. Although not a requirement, a student may receive monetary compensation for their internship time at the discretion of the internship agency. Because of the nature of the field experience students may enroll in one additional non-major course.

Length

The length of the internship is to be designed for a minimum of twelve weeks. This provides longitudinal involvement with the agency. The University minimum requirements for nine credit hours are approximately 360 hours. Interns will agree to fulfill those hours normally assigned to any other professionals with the agency. An intern may apply up to a maximum of 40 hours per week toward their internship hours.

Absences

Absences due to illness, personal days (including spring break), or outside appointments are to be made up by working days off or by extending the length of the internship. Plan on following the agency's policy in regard to absences. Any time off must be discussed with the agency supervisor.

Lateness

Interns will conduct themselves in a professional manner. Appropriate professional demeanor demands not being tardy for work assignments and appointments.

Travel

Weekly reports require each intern to account for time spent in different areas. The travel category reflects that travel time necessary to get from facility to facility, to meetings and conferences, and meeting other appointments. **Travel time from residence to work is not to be included in total number of hours of the internship.**

Form A: Internship Agency Designation Form

This form will be typed and submitted to the internship coordinator upon receiving official notification from the desired internship agency. Changes in the student's Internship agency or semester enrollment must be made in consultation with the Internship Coordinator and Agency Supervisor.

Name:

University ID#:

E-Mail :

Current Address:

Current Phone:

Permanent Address:

Permanent Phone:

Internship Agency:

Agency Address:

Agency Supervisor:

Agency Phone:

Tentative Start Date:

I have notified other agencies of my decision: Yes
(must be done before submitting form)

This is to certify that I have completed an interview with appropriate personnel from the above agency and they have accepted me (verbally or in writing) for placement during the semester specified above.

Signature of Student: _____ Date: _____

Signature of Agency Supervisor: _____ Date: _____

Form B

**UNIVERSITY OF DELAWARE
INTERNSHIP INITIAL REPORT**

Instructions: To be completed by the student and returned to the University Advisor as soon as possible upon reporting to the host agency:

Date _____

Student's Name _____

Living Address _____

Tele. (incl. area code) _____ **E-Mail:** _____

Agency Assigned _____

Agency Address _____

Agency Tele (incl. area code) _____

Agency Director's Name _____

Agency Supervisor's Name _____

Brief description of Initial Orientation by agency:

Tentative Schedule of Internship Experience:

Specific Duties Assigned:

Student's signature

Agency supervisor's signature

Form C

Weekly Internship Report

Complete each week, review and discuss progress with Agency Supervisor and return to the University Supervisor.

Student _____

Report No. _____ **For the Week of** _____

Total hours for the week: _____ **Total Hours of the Internship:** _____

Description of responsibilities, tasks, learning experiences:

Concerns:

Student's Signature _____ Date _____

Agency Supervisor's Signature _____

Date _____

Form D

Internship Visitation Report

Instructions: complete after visitation and return to University Advisor (Rec: one every fourth week)

Student _____ **Report No.** _____

Agency/Site Visited _____

Classification of Agency _____

Agency Address:

Contact Person:

Description of Agency:

Interesting Qualities:

Perceived Problems or Situations:

Personal Impression of the Agency

Form E

Outline for Final Report

Instructions: submit Final Report describing the evaluation the field experience. The University Advisor will review the report. A copy of the report will be entered in the agency file. Include the following:

Title Page: Name of student, Name of Agency, Agency Supervisors name, Date of Internship

Table of Contents:

Description of the Agency: objectives, administrative organization, facilities, personnel, budget, policies, procedures, etc.

Description of the Agency Population Served: include any of the following factors if pertinent: social, economic, political, religious, ethnic, behaviors, etc.

Description of Significant Experience: a complete and thorough description of the most significant experiences of the internship.

Student Self-Evaluation: goals & objectives, accomplishments, strengths, shortcomings, future career interests, etc.

The Final Report will be included in your final resource notebook. To complete the Internship you **MUST** turn in **all** of the following as part of that notebook:

1. Final Report
2. Special Project Report
3. Copy of all weekly logs
4. Agency information, materials, brochures, etc. (This is a portfolio of what you did over the course of the internship)
5. Three (3) site visitation reports

In addition you **must** have completed:

1. A minimum of 360 hours.
2. Received at least one evaluation from your agency supervisor (midterm and/or final—Form F), preferably both.

6. Form F

University of Delaware

Internship Progress Form

Instruction: To be completed by agency supervisor at internship mid-point and at completion of internship experience

Student Name _____ Date _____

Agency Supervisor _____ Report No. _____

Position _____

Complete if Applicable	Poor	Below Average	Average	Above Average	Superior
Work Ethic	<input type="checkbox"/>				
Professionalism	<input type="checkbox"/>				
Appearance	<input type="checkbox"/>				
Can Accept Criticism	<input type="checkbox"/>				
Cooperativeness	<input type="checkbox"/>				
Dependability	<input type="checkbox"/>				
Emotional Stability	<input type="checkbox"/>				
Growth in Knowledge	<input type="checkbox"/>				
Growth in Skills	<input type="checkbox"/>				
Initiative	<input type="checkbox"/>				
Interest in Field	<input type="checkbox"/>				
Leadership	<input type="checkbox"/>				
Poise	<input type="checkbox"/>				
Potential for Development	<input type="checkbox"/>				
Reliability	<input type="checkbox"/>				
Ability to get along with others	<input type="checkbox"/>				
Teaching Skills	<input type="checkbox"/>				
Communication Skills-- Written	<input type="checkbox"/>				
Communication Skills-- Oral	<input type="checkbox"/>				

Other Skills: (please list)

Additional Comments: (please complete)

Name of Person Completing Form: _____

Agency: _____

(It is recommended that agency supervisors submit under separate cover any recommendations for improvement of internship and forward to student's faculty internship advisor)