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PREFACE

This Handbook is intended to assist Community Health Education students in planning and completing their internship experience. By using this Handbook, in conjunction with input from their advisors, University supervisors and the Internship Coordinator, students increase the likelihood of securing and completing a beneficial internship. A successful internship, in turn, assists in the transition from full-time student to community health education professional.

Roles and responsibilities of the student, the University, and cooperating agencies are discussed in this Handbook. Such information is designed to make the internship experience a successful working relationship for all participants. Students are fully responsible for all information provided in this Handbook.
The Internship in Community Health Education, occurring in a student’s final semester at Towson University, is intended to be a practical health education experience in a community setting (Appendix A). *The internship is a full time (approximately 40 hours per week), seven or 14-week (length may vary depending upon specific academic calendar) experience with work hours and assignments established by the agency of the student’s internship.* Students with a full Community Health Education concentration, who earn 12 credits for internship, must complete a minimum of 450 work hours over the duration of their placements. Students who have both a School Health and a Community Health Education concentration will complete one-half of a semester in the school setting and one-half in a community setting; thus, they will complete a minimum of 225 hours over time spent in each of their placements; dual students earn 6 credits in the community and 6 credits in the school setting. Most Community Health Education interns – whether dual or full Community Health Education students – complete more than the minimum number of hours required.

All interns are expected to follow the hours and schedule of their placement agencies. Therefore, students requesting spring internships do not have spring vacations consistent with the University schedule. Rather, spring interns follow the work schedule of their internship placement. Other holidays (e.g., Thanksgiving) likewise are contingent on the schedule of the placement agency. Because the experience is full-time, students may NOT enroll in concurrent coursework without obtaining prior written approval from the Department Chairperson and their agency supervisor. Approval of the Department Chairperson must be obtained no later than one semester (excluding summer) prior to the intended internship experience. Approval by the agency supervisor is granted on the Internship Placement Agreement form in this Handbook (see Appendix E).

The Internship in Community Health Education is graded as *satisfactory or unsatisfactory.* To achieve a *satisfactory* grade, students must complete requirements specified below. Students must also conduct themselves in a manner consistent with the University’s Code of Conduct (http://www.towson.edu/studentaffairs/policies/conduct.asp) and the Department of Health Science Professional Behavior Policy (http://www.towson.edu/healthscience/undergraduate/documents/ProfessionalBehaviorPolicy_FINAL_10-2-09.pdf).
In addition, students are expected to work with their agency supervisor to establish objectives for the internship and demonstrate appropriate skills and progress in meeting those objectives. To the extent possible, the experience will incorporate opportunities for students to display their abilities in program planning, evaluation, communication (written and verbal), understanding group process, and leadership. Students will complete all assignments required by the agency and the University in a professionally appropriate and timely manner.

**ELIGIBILITY FOR INTERNSHIP**

Only students who successfully complete all requirements and procedures for the Community Health Education Internship will be considered for an internship placement. Applicants for the internship must be in good academic, financial, and disciplinary standing with the University. Failure to uphold any of those standards will preclude a student’s registration for the Internship in Community Health Education.

Dual concentration students will not be placed until they have finalized their PRAXIS I status. Dual students who have not passed the PRAXIS I at least one semester (excluding summer) prior to their internship experience will be considered full semester Community Health Education Interns and will be required to complete a 14-week internship placement. Dual concentration students may NOT attempt the PRAXIS I during the semester immediately before or during their internship experience.

Students will be placed with only approved agencies listed on the Department’s website ([http://www.towson.edu/healthscience/healthed/internships/sites.asp](http://www.towson.edu/healthscience/healthed/internships/sites.asp)). Students who desire placements in as yet unapproved agencies must initiate the appropriate review process at least two full semesters (excluding summer) before their intended internship. Details regarding this process can be secured from the Internship Coordinator.

Summer internships will be granted only in the case of documented student hardship. Documentation must be on official letterhead and in original form (e.g., acceptance to graduate school; offer of employment). All materials must be submitted to the Department Chairperson, whose decision it will be to permit a summer internship. Requests for summer internships must be submitted at least one academic term before the desired summer experience.
No courses of any kind (e.g., General Education, Health Science requirements, courses applicable to minor) may be taken by interns during the semester of the internship without prior written permission of the Department Chairperson and agreement of the agency supervisor. Department Chairperson permission for concurrent coursework must be secured at least one semester (excluding summer) before the proposed internship. The Department understands that interns may find it necessary to seek outside paid employment during their internship experience. Although the Department has no policies prohibiting such employment, interns may not leave their internship placements early or arrive late because of outside commitments. Outside employment also may not interfere with any weekend or evening hours expected of the intern.

**STUDENT ROLES & RESPONSIBILITIES**

The internship experience is an opportunity for students to apply their undergraduate coursework to the realities of community health education, and to further develop established and new skills essential to such work. The student is thus expected to function as a staff member of the internship placement with responsibilities commensurate with his/her capabilities.

The student intern is full-time as defined by the placement agency (approximately 40 hours per week). Deviation from this policy must be discussed and approved by both the agency and University faculty supervisors. Beyond adhering to the placement’s work week, the student intern is expected to honor all policies and procedures that apply to professional and administrative staff members of the placement, including dress code policies.

Students may be required to meet additional requirements specific to the internship agency (e.g., securing additional insurance, a criminal background check, and specific immunizations). It is the student’s responsibility to establish whether agency-specific requirements must be fulfilled prior to the internship to assure a timely and seamless start to the experience. **Students are also required to pay a mandatory $400 University fieldwork fee, in addition to tuition, at the time of their internship.**
Fees and Expenses:
In addition to tuition and the $400 mandatory University fee, students are responsible for their own travel expenses, parking, conference fees, incurred as a result of the internship. Students are also responsible for expenses incurred to comply to the agency’s dress code policy. Questions about such fees should be discussed at the time of the student’s interview with the prospective placement. The agency may choose to reimburse the intern for some or all internship-incurred expenses. Students cannot expect the internship agency to pay these fees as they are considered part of the intern’s responsibilities.

Absence
Both the University and the cooperating agency will work with students to honor their religious commitments. It is the student’s responsibility to discuss religious holidays that entail absence from the internship with both the agency and University supervisors, and to do so within the first week of the student’s placement.

If ill and not reporting to work, it is the student’s responsibility to call the agency supervisor as early as possible on the day of the absence (if not the day before the absence). The student also must report all absences to the University faculty supervisor, in addition to communicating with the agency supervisor. Students who miss work for three consecutive work days or more must submit a doctor’s note (original document on office letterhead; fax or copy will not be accepted) to both the agency and the University faculty supervisors on the day the student returns to the internship. To the extent possible, time lost due to illness will be made up before the last day of the internship. When accommodation for missed time does not occur within the internship schedule, the student will be required to remain in the placement until providing service equivalent to the missed hours.

In the event of inclement weather, interns will maintain office hours consistent with the agency’s policy. In the case of extreme weather conditions (e.g., when offices are closed for a full week due to snow, hurricane conditions, etc.), the Internship Coordinator will work with both the student and the agency to assure adherence with University policies and expectations.
Requirements

Interns may anticipate assignments including but not limited to: needs assessment of the placement agency’s population; development of health education objectives for a specific community health education program; development, implementation, and evaluation of strategies to address an identified need; preparation of educational materials (e.g., Power Point, brochures, displays, pamphlets) appropriate to a specific community health education program or population; offering classes/presentations for clients of the placement agency.

To successfully complete the internship experience, it is the student’s responsibility to fulfill each of the following requirements and to do so in a manner consistent with policies and schedules provided to the student:

PRIOR TO INTERNSHIP

- Attend the Departmental pre-internship advising meeting (Appendix B);
- Submit mandatory documentation to establish academic preparedness for internship;
- Submit mandatory documentation (as applicable) of passing PRAXIS I examination;
- Submit Internship Intent Form (Appendix C);
- Submit Internship Site Request Form (Appendix D);
- Submit résumé and cover letter via email to Internship Coordinator by assigned date;
- Meet one-on-one with Internship Coordinator to discuss placement choices if needed;
- Arrange and complete on-site interview with prospective internship placement;
- Submit completed Internship Placement Agreement (Appendix E);
- Obtain criminal background check and immunizations specific to agency requirements;
- Pay $400 mandatory University fee; and
- Read this Handbook carefully to understand all internship expectations.

DURING INTERNSHIP

- Adhere to all policies and procedures outlined in this Handbook, and read/follow course syllabus to be presented at first campus internship seminar;
- Arrange on-site conferences with agency and University supervisors;
- Facilitate completion of the agency supervisor’s student evaluations (Appendix F);
• Submit weekly email memos to the University supervisor;
• Maintain and submit at the end of the internship, with the agency supervisor’s confirming signature, weekly log of hours worked (Appendix G);
• Participate in mandatory on-campus seminars. Students who miss one or more seminars are at risk of failing internship. Students are expected to report to their internship for that part of the business day during which the seminar is not conducted;
• Visit HLTH 315 for one full class period to discuss internship experiences with future interns;
• Submit an orientation report to the University supervisor on the course Blackboard site at a time specified by the University supervisor (Appendix H);
• Submit two projects that were completed during the internship to the University supervisor via the course Blackboard site by the date specified in the syllabus;
• Prepare a 48”x 36” poster using the templates that can be found at http://www.towson.edu/adminfinance/ots/support/scs/templates.asp describing one of the projects. This poster will be displayed either at the final internship seminar or other internship event as indicated by the Internship Coordinator.
• Submit completed Intern Evaluations (Appendices I-K) using the digital forms available on the course Blackboard site and/or the Health Science Major Community site.

To assist future interns, students also are encouraged to collect informational materials about their placement agency for inclusion in the Department’s internship files, housed in the Health Science main office. The Department recommends as well that students retain copies of those materials, in conjunction with samples of their work as interns, for future professional or personal needs.

HEALTH SCIENCE DEPARTMENT ROLES & RESPONSIBILITIES

It is the Department’s responsibility to confirm that majors’ courses required prior to the internship are offered on a regular and accessible basis. Upon the student’s participation in the pre-internship meeting and provision of documents specified at that time, the Department will verify that the student has successfully completed required coursework. No internship will be allowed in the absence of such review. Students will be ineligible for internship if their academic record and/or
behavior are not in compliance with all University and Department requirements and policies. The Department also is responsible for approval of all agencies in which internships may occur.

The Department’s Internship Coordinator will be available to assist students in selecting an internship placement to maximize the likelihood of expanding their career goals and professional competence. Once a student’s academic records are cleared for placement, the Internship Coordinator will assign the student to a tentative placement based on the student’s adherence to policy, preference, grade point average and where relevant, rationale for the placement. Final agreement to a specific placement, however, is decided by both the student and proposed internship agency.

Once students are cleared for internship and have selected a tentative placement, the Department will contact the prospective agency supervisor to establish the site’s interest in and willingness to supervise the prospective intern. To the extent possible, the proposed agency supervisor will interview the student at least two months prior to the start of the proposed internship. Once the student and placement agency agree to the placement (confirmed by submitting the completed and signed Internship Intent Form [Appendix C]), the Internship Coordinator will confirm that placement via email with the student and cooperating agency.

The Internship Coordinator will conduct orientation meetings for students in both the pre-internship and internship phases of their program. At those sessions, the Department will supply students with information about requirements, schedules, and other matters related to the internship placement (e.g., Appendix B). Once the internship experience is underway, the Department will provide ongoing assistance to both the student and the agency supervisor. Each student will be assigned a University faculty supervisor whose responsibility is to provide oversight, support and assistance to both the student and placement agency. Concerns about appropriateness of internship placements or problems encountered on-site will be directed to the University faculty supervisor. If warranted, the Department’s Internship Coordinator will work with the student, the agency and the University faculty supervisor to address problems or, on rare occasions, to relocate the student. Any change in internship placement must be approved and handled by the Internship Coordinator.
The student’s University faculty supervisor, the agency supervisor, and the student will meet as frequently as necessary to provide ongoing and coordinated supervision. The Department requires a minimum of two visits for all internships, one of which occurs at roughly the mid-point of the experience (i.e., week 3 or 4 for half-semester interns, week 6 or 7 for full-semester interns); the other visit occurs at the internship’s conclusion. It is at the discretion of the agency supervisor, student and University faculty supervisor whether to conduct meetings at the internship site or at another mutually acceptable location. If it is determined that more meetings among the student, agency supervisor, and University faculty supervisor are necessary to ensure the success of the student, it is also at the discretion of all parties to arrange such additional meetings.

The Department further assumes responsibility for providing on-campus seminars (on average, three per semester) for continued communication with and professional development of Community Health Education Interns. Such seminars may include but are not limited to activities such as mock interviews, professional networking, and student presentations of experiences. Unless invited directly, agency supervisors are not expected to attend these seminars.

Finally, the Department is responsible for overseeing all evaluation activities of the internship experience. The Internship Coordinator will discuss the evaluation instruments (Appendices F, I-K) with students at the first internship seminar. University faculty supervisors will be responsible for collecting on-site supervisors’ evaluations of the student. The first evaluation will be performed by the agency supervisor midway through the student’s experience (regardless of the internship’s duration). This evaluation will comprise one focal point for the University faculty supervisor’s mid-semester on-site visit. A second evaluation will occur at the internship’s conclusion, and be discussed at the corresponding on-site meeting. Additional meetings and/or telephone conversations among the University faculty supervisor, agency supervisor and student will be held as needed. Based on the agency supervisor’s evaluations and University faculty supervisor’s observations, the University faculty supervisor will submit a final grade of satisfactory or unsatisfactory for the student. All required documents (evaluation forms, student reports, etc.) must be received by the University faculty supervisor and/or Internship Coordinator before a grade will be entered for the student. Failure to submit mandatory materials by required deadlines will result in the student’s failing the internship experience.
COOPERATING AGENCY ROLES & RESPONSIBILITIES

To be an approved internship site, an agency must submit a signed Letter of Agreement. This document establishes a relationship between the agency and the Department of Health Science, and indicates the cooperating agency’s agreement to the roles and responsibilities as outlined in this Handbook. All approved placement agencies provide community health education experiences at a level consistent with the capabilities of a Bachelor’s degree-prepared student (see Appendix L for bachelor-level competencies according to the National Commission for Health Education Credentialing, Inc.). Placement agencies agree to provide the student with direct supervision by a staff member who has both educational and professional experiences appropriate to the position. The agency supervisor must have worked in the internship placement agency for at least one year.

The cooperating agency’s responsibilities include, but are not limited to:

- Providing the Department with up-to-date descriptions of the placement site and internship expectations;

- Maintaining an active Letter of Agreement and assuring the agency can meet all terms specified in the Letter of Agreement. In addition, the agency must notify the Internship Coordinator if additional terms must be met by the University, student, and/or faculty;

- Providing prospective interns with the opportunity for an on-site interview in the semester prior to internship. In this meeting, the agency will inform the prospective intern of the expected work day/week, reimbursement policies, mandatory immunizations, travel expectations, requirements regarding authorization for employment in the United States, parking, criminal background checks, drug screens, or other details specific to the internship placement;

- Providing appropriate guidance and professional supervision for the intern. To the extent possible, cooperating agencies will help the student obtain additional opportunities for learning. The on-site supervisor will orient the student to the agency. If feasible, the agency will work with students to form liaisons with other agencies;
• Providing an array of professional experiences (see Appendix L for the responsibilities and competencies that the Department of Health Science hopes to foster in interns). To the extent possible, the cooperating agency will identify opportunities for the student to perform independently as well as ones in which the student functions as part of a working group;

• Maintaining regular communication with the student’s faculty supervisor and, as warranted, Internship Coordinator. This communication includes the agency supervisor’s participation in a minimum of two visits with the student and University faculty supervisor, and completion of internship evaluations;

• Assuring appropriate work environment. The agency will provide physical facilities necessary to accommodate students (e.g., desk space, telephone, computer); and

• Confirming reimbursement policy. Consistent with agency practice, students will be reimbursed for job-related travel or other expenses according to agency policies. If no agency policy exists to reimburse for mileage, meeting attendance, parking, etc., the cooperating agency will make this known to the prospective intern during the prospective intern’s interview.

Each internship placement differs in the attributes/skills that should be manifest within a student's first weeks on site. Each placement likewise varies in the attributes/skills that may be important only later in a student's experience. In constructing the intern's work plan, the Department asks that each preceptor: student pair identify the attributes/skills (Appendix F) expected to be observable and evaluated in the student's midterm evaluation. To the extent they are able, the preceptor: student pair also is asked to identify entries (Appendix F) to be stressed during the latter half of the student's placement.
# APPENDICES

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<td>C</td>
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<td>L</td>
<td>National Commission for Health Education Credentialing, Inc. (NCHEC) Competencies for Health Educators</td>
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Appendix A
Definitions of Terms

Agency supervisor: individual designated by the placement agency with experience and educational background appropriate to oversee intern activities; has been oriented to the Community Health Education internship program and its requirements; provides daily supervision and guidance to intern within the agency and serves as the person to whom the intern reports; known also as on-site supervisor.

Dual concentration: undergraduate student with emphases in both Community Health Education and School Health Education; required to complete at least half-semester (6 credit) internship but encouraged to complete full semester internship.

Intern: undergraduate in Community Health Education (or dual concentrations in both School and Community Health Education); must have completed mandatory coursework and all other requirements pursuant to the major; for duration of internship, full-time staff member of the internship placement agency.

Internship: full-time experience for academic credit in a community health education setting intended as the capstone to undergraduate education in Community Health Education; may include full-semester or half-semester student commitment; known also as fieldwork.

Internship Coordinator: faculty member designated by the Health Science Department to oversee intern placement process; also responsible for interns’ continuing education, changes in placements, or other administrative matters related to the internship program; conducts all pre-internship and internship seminars; assigns and works with University faculty supervisors to confirm interns’ successful performance and to maintain current information about placements; secures new placement sites for interns.

University supervisor: faculty member designated by the Health Science Department to maintain contact with interns and their agency supervisors, and to assure students’ completion of University requirements; works with Internship Coordinator to assure Department’s maintenance of effective internship experiences; as needed, serves as liaison among the Department, the student, and the internship agency/on-site supervisor.
APPENDIX B

PREINTERNSHIP SCHEDULE
COMMUNITY HEALTH EDUCATION INTERNSHIP
(SAMPLE-Dates and locations are used for example only)

Pre-internship meetings

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>Wednesday, September 9</td>
<td>3:15-4:15 p.m.</td>
<td>Linthicum Hall Room TBD</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday, September 11</td>
<td>2:00-3:15 p.m.</td>
<td>Linthicum Hall Room TBD</td>
</tr>
</tbody>
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Students must bring their signed Academic Requirement Report with faculty memo noting the remaining academic requirements that must be fulfilled prior to official internship placement.

Students anticipating a Spring 2016 internship must attend either one of the above sessions. Prior to attending the pre-internship meeting, students must have met with their faculty advisor to obtain and review their Academic Requirements Report.

To participate in the pre-internship meeting, students must (a) bring with them their Academic Requirements Report and a note from their faculty advisor (preferably written directly on the Academic Requirements Report) establishing that the student is eligible for internship upon completion of courses in which s/he is currently enrolled and (b) review – before the pre-internship meeting – the list of internship sites available online at the Department website http://www.towson.edu/healthscience/healthed/internships/sites.asp and bring with them a list of their top three choices. Students who do not fulfill both requirements will not be guaranteed internship placement for the term requested.

Students who are "Dual" concentrations who intend on being placed in the community health setting for half of the semester MUST also bring evidence of successful passing of the PRAXIS I or evidence of PRAXIS I waiver based on SAT scores to the pre-internship meeting. Students on disciplinary or academic probation are NOT permitted to participate in a community health internship.

Note: All due dates are ‘no later than’; early reply/submission is encouraged.

Wednesday, September 9
3:15-4:15 p.m.
Linthicum Hall Room

Preinternship Meetings
Mandatory

Please review the available internship sites and bring a tentative site request form to this meeting.

Monday,
Final Site request form due to Dr. Gould
<table>
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<tr>
<th>Date and Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 14 (by noon)</td>
<td>Dr. Gould will contact (by email) prospective interns to inform them of tentative placement</td>
</tr>
<tr>
<td>Wednesday, September 30 (by noon)</td>
<td>Deadline to request agency changes based on site availability</td>
</tr>
<tr>
<td>Friday, October 9 (by noon)</td>
<td>Cover letter and résumé approved by Career Center (submitted by email) to Dr. Gould</td>
</tr>
<tr>
<td>Monday, October 13 - Friday, November 20</td>
<td>Students arrange and hold interviews</td>
</tr>
<tr>
<td>Friday, December 2 (by noon)</td>
<td>Dr. Gould authorizes (by email) contact for interview once final resume is approved</td>
</tr>
<tr>
<td>Monday, December 7</td>
<td>Students who fail courses at this point in the internship placement process are prohibited from registering for an internship for the intended semester. Placement is delayed until the student successfully completes all academic requirements. Students are required to repeat the placement process described above in the spring for placement in the following fall semester.</td>
</tr>
<tr>
<td>August 26, 2015</td>
<td>Internship begins</td>
</tr>
</tbody>
</table>

**Students will be pre-registered in a section of HLTH 421/422 only after submitting their completed Interview Form. The student will then be able to complete their course registration online.**

**Students who fail courses at this point in the internship placement process will receive additional academic review by the Department Chairperson. Depending upon the outcome of that review, the student may be prohibited from registering for an internship for the intended semester.**

**Faculty are responsible for planning, developing, and implementing curriculum for programs of study that are reflective of the needs of the field and the certifying and accrediting bodies of our disciplines. The Community Health Internships are part of the curriculum in the majors. The sites that participate in these Internships have been reviewed and approved for inclusion in our curriculum by the Community Health Internship Coordinator of the Department of Health Science. All sites must sign a Letter of Agreement with the Department of Health Science, a legal document that stipulates how the Internship Site will be providing an educationally appropriate setting for our students. This document can be signed by only University officials. Students are not legally allowed to enter into negotiations with potential internship sites.**
All information above relates only to Community Health Education Internships. School placements are coordinated by the School Health Coordinator and the College of Education for those participating in Student Teaching.
APPENDIX C:

COMMUNITY HEALTH EDUCATION
INTERNSHIP INTENT

Name: ____________________________________________

Student ID: _______________________________________

Home Address: ___________________________________

_________________________________________________________________

_________________________________________________________________

School Address: _____________________________________

_________________________________________________________________

_________________________________________________________________

Telephone(s) (specify if home, work, cell, etc.):

_________________________________________________________________

_________________________________________________________________

Email Addresses (list only those at which you can receive personal email):

_________________________________________________________________

_________________________________________________________________

Intended semester/year for internship: ________________________________

_____ Community Health Education concentration OR _____ Dual concentration

If Dual concentration, preferred internship: _____ block I

 _____ block II

I have been informed that both Community Health Education interns and Student Teachers must pay a lab fee of no less than $400 for their practicum semester along with regular tuition.

_________________________________________ _______________________
Signature Date

Attached are:

_____Advisor-Signed Academic Requirements Report _____Confirmation of PRAXIS status

_____ Top 3 placement choices
APPENDIX D:
COMMUNITY HEALTH EDUCATION INTERNSHIP SITE REQUEST FORM

Name: ________________________________________________________________

Student ID: __________________________________________________________

Telephone(s) (specify if home, work, cell, etc.):

____________________________________________________________________

____________________________________________________________________

Email Addresses (list only those at which you can receive personal email):

____________________________________________________________________

____________________________________________________________________

Intended semester/year for internship: ________________________________

_____ Community Health Education concentration OR _____ Dual concentration

If Dual concentration, preferred internship: ______ block I

________________________

Choice #1: __________________________________________________________

  • Rationale: _______________________________________________________

Choice #2: __________________________________________________________

  • Rationale: _______________________________________________________

Choice #3: __________________________________________________________

  • Rationale: _______________________________________________________
Appendix E:

Towson University
Department of Health Science
Community Health Education Internship
Placement Agreement

____________________________________________ has concluded an interview with me, [Student Name]
____________________________________________, regarding placement in my agency, [Agency Supervisor Name]
____________________________________________, as an intern for the [Agency Name]
____________________________________________ academic semester. I understand this internship will be for:

Please check only one:

- ______ full semester (450 hours minimum)
- ______ Block I only (225 hours minimum, to begin at start of academic term)
- ______ Block II only (225 hours minimum, to begin midway through academic term)

This placement is:

- ______ acceptable (please complete the rest of this form)
- ______ unacceptable

a. The Department of Health Science understands that workloads are unpredictable. We nonetheless are required to confirm that all placements are able to provide a minimum of 450-500 hours (full semester) or 225-250 hours (single block) internship experience.

The anticipated work week (hours/day and days/week; include evenings, if applicable) is:

___________________________________________________________________________

b. Sufficient room exists on-site for the student to have a work space appropriate for the duration and nature of the fieldwork experience.

- ______ yes
- ______ no (placements that require students to work from home will not be allowed)

If the student will be enrolled in simultaneous coursework, the student has informed me the anticipated time(s)/day(s) of this coursework will be:

___________________________________________________________________________

If the student will be enrolled in simultaneous coursework, the student has informed me the anticipated time(s)/day(s) of this coursework will be:

___________________________________________________________________________

21
d. The internship placement requires prior completion of a Criminal Background Check.
   ______ yes ______ no

   If yes, please specify (i) version required and (ii) whether agency reimburses cost.
   __________________________________________________________
   __________________________________________________________

e. The internship placement requires specific immunizations.
   ______ yes ______ no

   If yes, please list:
   __________________________________________________________
   __________________________________________________________

f. The internship placement requires student identification which verifies his/her authorization for employment in the United States.
   ______ yes ______ no

   If yes, please specify required form of documentation:
   __________________________________________________________


By signing this form, we agree that the intended placement is acceptable to both parties.

________________________________________
Student Signature			Date

________________________________________
Agency Supervisor Signature		Date

Should it be necessary to modify the intended placement, please contact:
   Dr. Kathleen Gould
   Coordinator, Community Health Education Internship Program
   Towson University Department of Health Science
   kgould@towson.edu (email)

Completed forms must be returned to Dr. Kathleen Gould by the date specified at the Preinternship Meeting. Forms may be returned via mail or fax (410.704.4670) sent care of Dr. Kathleen Goulds’ attention.
APPENDIX F:
AGENCY SUPERVISOR
EVALUATION OF INTERN

Agency Supervisor’s Name: ________________________________________________
Agency Name: __________________________________________________________
Student’s Name: _________________________________________________________
Date: ______________________________
Evaluation type (check one): Midterm _________ Final _________

Each internship placement differs in the attributes/skills that should be manifest within a student’s first weeks on site. Each placement likewise varies in the attributes/skills that may be important only later in a student’s experience. In constructing the intern’s work plan, the Department asks that each preceptor: student pair identify the attributes/skills (Appendix F) expected to be observable and evaluated in the student’s midterm evaluation. To the extent they are able, the preceptor: student also are asked to identify entries (Appendix F) to be stressed during the latter half of the student’s placement.

Please use the following scale when completing the evaluation:
- 5 = HIGHLY ADVANCED for an entry level health educator
- 4 = SLIGHTLY ADVANCED for an entry level health educator
- 3 = ACCEPTABLE/TARGET for an entry level health educator
- 2 = SLIGHTLY DEFICIENT for an entry level health educator
- 1 = SERIOUSLY DEFICIENT for an entry level health educator
- NA = NOT APPLICABLE/NOT OBSERVED

<table>
<thead>
<tr>
<th>GENERIC PROFESSIONAL SKILLS</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>NA</th>
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<tbody>
<tr>
<td>1. Able to access, use, evaluate current/reliable health resources</td>
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<td>2. Able to read, interpret and use research information</td>
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<td>3. Demonstrates problem solving skills</td>
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<td>4. Develops appropriate educational materials</td>
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<td>5. Uses technology skillfully and appropriately</td>
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<td>6. Demonstrates teaching skills</td>
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<td>7. Demonstrates promotional/publicity skills</td>
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<td>8. Applies knowledge of different learning styles, as appropriate</td>
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<td>9. Displays sensitivity to individual differences</td>
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<td>10. Able to refer others for appropriate support within organization</td>
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<td>11. Develops a professional network</td>
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<td>12. Demonstrates willingness to work beyond minimum expectations</td>
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13. Displays professional appearance appropriate to the organization
14. Conforms to negotiated work hours
15. Demonstrates word processing skills
16. Exhibits grant writing skills

**COMMENTS:**

<table>
<thead>
<tr>
<th>ORGANIZATIONAL SKILLS</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>NA</th>
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<tbody>
<tr>
<td>17. Develops goals and objectives before beginning a project</td>
<td></td>
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<td>18. Uses effective and appropriate strategies to meet objectives</td>
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<td>19. Develops/selects appropriate evaluation and assessment plans</td>
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<td>20. Completes tasks in timely fashion</td>
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<td>21. Establishes priorities for completion of responsibilities</td>
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<td>22. Realistically estimates time needed to complete tasks</td>
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<td>23. Executes effectively-organized presentations</td>
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**COMMENTS:**

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<tr>
<th>COMMUNICATION SKILLS</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
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<th>NA</th>
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<tbody>
<tr>
<td>24. Demonstrates appropriate writing skills</td>
<td></td>
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<td>25. Follows appropriate email etiquette</td>
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<td>26. Adheres to instructions</td>
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<td>27. Displays positive/accepting body language</td>
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<td>28. Responds appropriately to questions from clients/students</td>
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<td>29. Responds appropriately to questions from staff/peers</td>
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<td>30. Initiates conversation/interaction with clients/students</td>
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<td>31. Initiates conversation/interaction with staff/peers</td>
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<tr>
<td>32. Participates effectively in small/large groups as member</td>
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</tbody>
</table>
33. Participates effectively in small/large groups as leader

COMMENTS:

<table>
<thead>
<tr>
<th>PERSONAL ATTRIBUTES</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
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<th>NA</th>
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<tbody>
<tr>
<td>34. Exhibits appropriate level of confidence in professional ability</td>
<td></td>
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<tr>
<td>35. Interacts appropriately with all audiences (clients/students/colleagues)</td>
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<td>36. Interacts in nonjudgmental manner with diverse audiences</td>
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<td>37. Shows tact</td>
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<td>38. Demonstrates dependability</td>
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<td>39. Responds appropriately to constructive criticism</td>
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<td>40. Uses appropriate organizational resources (e.g., supervisors, materials, technology)</td>
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<td>41. Demonstrates ability to be self starter</td>
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<td>42. Takes appropriate level of risk</td>
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<td>43. Identifies work opportunities and tasks to accomplish</td>
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<td>44. Demonstrates creativity</td>
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<td>45. Demonstrates ability to operationalize ideas</td>
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<td>46. Demonstrates positive/appropriate attitude</td>
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</table>

COMMENTS:

<table>
<thead>
<tr>
<th>NCEHC RESPONSIBILITIES</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>NA</th>
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<tbody>
<tr>
<td>47. Assesses needs, assets and capacity for health education</td>
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<td>48. Plans health education</td>
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<td>49. Implements health education</td>
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<td>50. Conducts evaluation and research related to health education</td>
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<td>51. Administers and manages health education</td>
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<td>52. Serves as a health education resource person</td>
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<td>53. Communicates and advocates for health and health education</td>
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COMMENTS:
Concluding Comments

54. Overall evaluation (where 5=most favorable): 5  4  3  2  1

55. If a position were available, would you consider hiring this student?

 _____Yes  _____Maybe  _____No

56. What additional suggestions do you have for preparing this student for a position in community health?

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Thank you for completing this evaluation.
APPENDIX G:
COMMUNITY HEALTH EDUCATION
INTERNSHIP WORK HOURS LOG*

Please print or type legibly

Intern __________________________________________     Term ________________________________________

Internship Site ___________________________    Agency Supervisor __________________________

<table>
<thead>
<tr>
<th>Week Beginning</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
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<th>Saturday</th>
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*complete to the nearest half-hour unit; lunch is excluded unless required work was conducted (e.g., lunch meeting)

Total Hours Worked: ____________    I verify that the hours listed above are accurate

Intern’s Signature____________________________________________________     Date________

Agency Supervisor’s Signature__________________________________________     Date________
APPENDIX H:
COMMUNITY HEALTH EDUCATION
INTERNSHIP REPORTS

ORIENTATION REPORT
Submitted approximately three weeks into the semester at a date stated on the syllabus this report is a minimum of 4 pages typed. No page limit exists for agency-prepared materials which students may include as needed. The content is to be an AGENCY REVIEW and PROJECT PROPOSAL. In this orientation paper, the student should:

A. Identify, define, and describe the internship agency in terms of its purpose, goals, objectives and activities.

B. Describe the internship agency in terms of an organizational flow chart. The flow chart should be constructed to illustrate communication patterns within the organization, as well as key personnel, their job titles and descriptions of their duties.

C. Identify where the intern “fits” into the agency. State how and with whom the intern communicates for supervision, guidance, etc. (i.e., critical communication pathways for the intern).

D. Describe the intern’s goals, objectives, and responsibilities within the placement agency. These should be clear, specific, and measurable to the extent possible and should be determined in conjunction with the agency supervisor and student prior to submitting this report.

F. Propose a project or projects, in consultation with the site supervisor, which results in the production of one (dual) or two (community health) examples of work completed during your internship. These examples may include but are not limited to needs assessments or evaluation surveys, pamphlets, social media messaging, PowerPoint presentations, public service announcements, newsletters and/or informational videos. See the table below for additional examples. The proposed examples(s) will be approved by the faculty supervisor and will be presented by the intern at the final internship seminar. The examples(s) should demonstrate an entry level proficiency in one (dual) or two (community) of the seven NCHEC Responsibilities listed in the table below and further detailed in Appendix L of the Internship Handbook.
<table>
<thead>
<tr>
<th>NCHEC Responsibilities</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assess Individual and Community Needs for Health Education</td>
<td>Needs assessment or evaluation survey</td>
</tr>
<tr>
<td>Plan Health Education Strategies, Interventions, and Programs</td>
<td>Program plans/ program implementation documentation</td>
</tr>
<tr>
<td>Implement Health Education Strategies, Interventions, and Programs</td>
<td>Sample implementation materials (presentations, educational materials prepared for the target audience)</td>
</tr>
<tr>
<td>Conduct Evaluation and Research Related to Health Education</td>
<td>Evaluation surveys and/or analysis examples</td>
</tr>
<tr>
<td>Administer Health Education Strategies, Interventions, and Programs</td>
<td>Health Program reports and/or Training Manuals</td>
</tr>
<tr>
<td>Serve as a Health Education Resource Person</td>
<td>Pamphlets, brochures, PSA video, education packages, presentations, newsletters</td>
</tr>
<tr>
<td>Communicate and Advocate for Health and Health Education</td>
<td>Social media messaging samples; legislative briefs on public health issues</td>
</tr>
</tbody>
</table>

**ORIENTATION REPORT DEADLINE**

The Orientation Report is due to the intern’s University supervisor on a date provided by your faculty supervisor. The faculty supervisor will determine whether the report is written in appropriate professional language and responds to all report requirements. The faculty supervisor will also determine whether the project and examples proposed to meet the NCHEC competencies selected are appropriate to pursue. It is at the discretion of the University supervisor to require revisions until the report and proposed project/examples are deemed acceptable.

**FINAL NCHEC COMPETENCY PROJECT/EXAMPLES AND PRESENTATION**

**Full Community Health Internship (maximum 12 credits)**

Using **two** of the seven NCHEC Responsibilities for Health Educators listed below, the intern will create **two** examples during the semester that demonstrate an entry level proficiency in these responsibilities. A proposal of these examples and how they meet the NCHEC responsibility chosen is due as described above in the Orientation Report. The faculty supervisor will approve or request revision of the proposals after submission of the orientation report. Once approved the student will develop the examples for submission two weeks prior to completion of the internship (due date as indicated on syllabus or as revised by faculty supervisor). These examples will be presented to the
internship class at Seminar #3 at the conclusion of the internship experience and/or at another venue/event deemed appropriate by the department chair and internship coordinator.

**Poster Presentation (required)**
In order to effectively present at least one of the completed projects, the intern is required to complete a 48”x36” poster describing the project. This poster should include a statement about the need for the project, how the project fits into the NCHEC competencies, the project itself and an evaluation of the project. The student should utilize Student Computing Service to complete this poster. Information about these services and templates that must be used to complete this poster are available at [http://www.towson.edu/adminfinance/ots/support/scs/templates.asp](http://www.towson.edu/adminfinance/ots/support/scs/templates.asp).

**Dual Community Health and School Health Internship (maximum 6 credits)**
Using one of the seven NCHEC Responsibilities for Health Educators listed below, the intern will create one example during the semester that demonstrates a level of proficiency in this responsibility. A proposal of this example and how it meets the NCHEC responsibility chosen is due as described above in the Orientation Report. The faculty supervisor will approve or request revision of the example proposal after submission of the orientation report. Once approved the student will develop the example for submission two weeks prior to completion of the internship (due date as indicated on syllabus or as revised by the faculty supervisor). This example will be presented to the internship class at Seminar #3 at the conclusion of the internship experience.

**Late or Incomplete Reports/Projects**
Late or incomplete reports and projects will not be accepted. The faculty supervisor will determine whether the report/project is written in appropriate professional prose and responds to all requirements. It is at the discretion of the faculty supervisor to require revisions if the report or projects are deemed unacceptable.
This evaluation form is to be completed by the student intern. It will be placed in the corresponding Department file for the purpose of evaluating the agency for future internship placements.

Date: ________________________________________________________________

Intern’s Name: _______________________________________________________

Agency Supervisor: ____________________________________________________

Agency: ______________________________________________________________

Check one: Block I _____ Block II _____ Full _____

Check one: Fall _____ Spring _____

Average #hours/week: _____________________________________________________

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

Excellent   Good   Average   Fair   Poor

Why?

What are the agency’s strengths as an internship placement?

What areas deserve further development to improve the internship placement?
What are the agency supervisor(s)’ strengths?

What changes do you recommend to improve agency supervision of the intern?

What agency experience(s) was most valuable to you as an intern?

What experience(s) do you wish you had as an intern with this agency?

Other comments:
## APPENDIX J: COMMUNITY HEALTH EDUCATION
### INTERN EVALUATION OF AGENCY SUPERVISOR

Agency Supervisor’s Name: __________________________________________________________

Agency Name: ___________________________________________________________________

Student’s Name: _________________________________________________________________

Date: ____________________________

Please check the most appropriate box for each item.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>4</th>
<th>Average</th>
<th>3</th>
<th>2</th>
<th>Poor</th>
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</thead>
<tbody>
<tr>
<td>Agency supervisor discussed the agency at the time of the interview</td>
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<tr>
<td>Agency supervisor provided written information on the agency at the time of the interview</td>
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<tr>
<td>Intern assignments/projects were discussed by intern &amp; supervisor</td>
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<td>Intern assignments/projects were agreed upon by both intern &amp; supervisor</td>
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<td>Agency supervisor offered constructive advice in completing assignments</td>
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<td>Agency supervisor offered appropriate support for intern projects</td>
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<td>Agency supervisor was willing to enhance intern’s existing skills and/or develop new skills</td>
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<td>Agency supervisor was willing to listen to intern</td>
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<td>Agency supervisor encouraged intern to work independently</td>
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<td>Agency supervisor provided professional role model</td>
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<td>Agency supervisor aided intern in transition from student to professional role</td>
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<td>Agency supervisor was available for guidance</td>
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<td>Overall effectiveness of agency supervisor</td>
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Additional comments:
__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________
COMMUNITY HEALTH EDUCATION
INTERN EVALUATION OF DEPARTMENTAL CONTRIBUTIONS

DO NOT SIGN YOUR NAME

University supervisor: ______________________________ Date: __________________

**Directions**: Circle the number that represents the degree to which you agree with each statement. Please use the following scale in your responses:

- 5 strongly agree
- 4 agree
- 3 neither agree nor disagree
- 2 disagree
- 1 strongly disagree
- NA not applicable

*Completed forms will be returned to the Internship Coordinator at the final seminar of the semester.*

**University Supervisor**

1. University supervisor remained in sufficient contact with intern and agency supervisor throughout the experience
   5 4 3 2 1 NA

2. On-site agency conferences were productive
   5 4 3 2 1 NA

3. University supervisor offered constructive advice
   5 4 3 2 1 NA

4. University supervisor understood problems encountered by the intern
   5 4 3 2 1 NA

5. University supervisor was professional in his/her relationship with the intern & agency supervisor
   5 4 3 2 1 NA

6. Each on-site conference was of sufficient duration
   5 4 3 2 1 NA

7. University supervisor was supportive of the intern’s efforts to assume responsibility within the placement site
   5 4 3 2 1 NA

8. On-site conferences were of sufficient number to enable the University supervisor to understand project(s) underway
   5 4 3 2 1 NA

9. University supervisor encouraged the intern to contact him/her when necessary and was available when needed
   5 4 3 2 1 NA
Internship Coordinator

10. Internship Coordinator provided clear and timely direction throughout agency placement process  
   5 4 3 2 1  NA

11. Internship Coordinator provided timely response to questions/problems throughout the internship  
   5 4 3 2 1  NA

Additional Comments for University Supervisor:

___________________________________________________________________________  
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Additional Comments for Internship Coordinator:

___________________________________________________________________________  
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

___________________________________________________________________________
APPENDIX L:

NATIONAL COMMISSION FOR HEALTH EDUCATION CREDENTIALING, INC. (NCHEC) COMPETENCIES FOR HEALTH EDUCATORS

The 2015 Competencies for Health Educators may be accessed at the following link:

http://www.nchec.org/assets/2251/h espa_competencies_and_sub-competencies.pdf

Please refer to these competencies when proposing and preparing your internship projects for the Orientation Paper and the Final Paper/Project Report.