



**H410 Public Health Undergraduate
Internship Manual**

Updated September 2016

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I. Student, Coordinator, and Site Responsibilities

STUDENT RESPONSIBILITIES

<p>Identify and Secure an Internship</p>	<p>The student must identify and secure an internship that is appropriate for his/her interests, knowledge, skills, educational objectives, option (HPHB, ESH or HMP) and schedule.</p> <p>They must clarify with the site what is appropriate for them to do in terms of projects.</p>
<p>Follow the Internship Manual Guidelines and Instructions</p>	<p>It is the responsibility of the student to read all of the internship information including H407 information and the H410 Internship Manual.</p> <p>It is the responsibility of the student to know the deadlines and get the paperwork in on time.</p>
<p>Communicate throughout the internship</p>	<p>Throughout the internship, it is the responsibility of the student to manage internship hours and plan accordingly to ensure 360 hours at the end of the internship. It is also the responsibility of the student to be proactive, and participate in appropriate activities related to their option (HMP, HPHB, or ESH).</p> <p>The student should contact the preceptor and internship coordinator with any concerns/questions related to the internship requirements or activities and fulfilling all hours by the end of the term.</p>
<p>Submit Internship Paperwork by deadline</p>	<p>It is the responsibility of the student to initiate, complete and turn in the forms/requirements to the OSU Internship Coordinator at the designated times throughout the internship.</p>
<p>Send thank you email or card to internship site when the internship is completed.</p>	<p>Email the preceptor and organization's staff to thank them.</p>

INTERNSHIP SITE RESPONSIBILITIES

<p>Designate a Preceptor</p>	<p>The site should have designated at least one preceptor to the student during the entire internship process that is available to sign paperwork, meet with the student and provide mentorship and feedback on work projects.</p> <p>It is common for sites to have more than one preceptor for the student.</p>
<p>Provide Workspace</p>	<p>It is the responsibility of the site to provide the student with workspace and expectations of the work schedule and office related policies.</p> <p>Students should not be working on their own, (from home, library, etc except for minimal hours on research, reading documents, etc).</p>
<p>Meet Regularly with the student</p>	<p>The preceptor can meet regularly with the student through email, phone, and in person.</p> <p>The preceptor and student can discuss regular meeting times to receive feedback and discuss activities.</p>
<p>Complete Paperwork</p>	<p>Complete the paperwork throughout the term. Forms can be submitted early in Canvas.</p>

The organization/agency and student agree to the internship responsibilities and activities as detailed in the Internship Manual. It is not OSU policy to perform background checks on all OSU students, and OSU does not certify or vouch for the background of the students who participate in this internship. Accordingly, you must conduct your own background check or require the student to obtain a background check, if you would like to determine fitness for duty using that information.

INTERNSHIP COORDINATOR RESPONSIBILITIES

Work with students on a regular basis before and during the internship.

This will vary based on where each student is at in the internship process. The most important factor is to stay in regular contact with the Internship Coordinator, to provide support and resources as needed. The Coordinator needs to know where students are at in the process in order to help, stay in touch with the Coordinator!

Meet with students to provide input and resources on internships.

Meet to answer questions, provide feedback and input on internship sites, application process, resumes, cover letters, interviewing.

The internship coordinator needs to know if there is difficulty in finding a site, to make sure to help to secure a site.

Stay in regular communication

The internship coordinator can stay in regular contact with the student through email, phone, and in person.

Clarify and enforce internship requirements and paperwork.

Communicate with the student to make sure all internship requirements and paperwork instructions and deadlines are clear throughout the process.

The internship coordinator is a support and resource and needs to know where students are at in the internship process to ensure success for the student. Please keep the internship coordinator updated and provide any information that is helpful with the internship process.

II. Appropriate Sites and Activities for the 3 Options

Undergraduate Public Health Internship
Information for Preceptors
Health Promotion and Health Behavior (HPHB)

Examples of past projects:

- Develop/Implement or evaluate a health related program
- Develop and/or coordinate a health outreach event or health fair
- Perform a needs assessment
- Provide health related outreach education
- Develop health education material

How to have a successful experience:

- Complete Form C together and set clear expectations
- Set up a regular weekly check-in meeting
- Provide continual feedback
- Meet with your student at the end of the experience to debrief

For more information, contact:

Karen Elliott, PhD
Undergraduate
Public Health Internship Coordinator
Karen.Elliott@oregonstate.edu
541-737-3840



Undergraduate Health Promotion and Health Behavior students work on public health related issues in a variety of settings, including state, county and federal government, non-profit organizations, schools, hospitals, and other health related organizations

Internship Requirements:

- Complete 360 hours for 10 weeks or 180 hours for two 10 week terms.
- Participate in HPHB appropriate activities related to the internship competencies.

EXAMPLES OF HPHB INTERNSHIP SITES

(PLEASE NOTE: THESE ARE JUST EXAMPLES AND NOT AN EXHAUSTIVE LIST)

Health Departments (local, statewide, out of state)	Samaritan In Reach Clinic: Albany
OSU Extension Offices (Statewide)	OSU Dixon Recreation Center
Boys and Girls Clubs	American Lung Association
American Heart Association	March of Dimes
Susan G Komen	American Cancer Society
Linus Pauling Healthy Youth Program	Student Health Services
Women's Shelters and Homeless Shelters	CARDV
HIV/AIDS Organizations (VAIN, HIV Alliance, Cascade AIDS)	Employee Wellness Programs in Corporations, Businesses
Marquis Companies	Long Term Care Facilities
Senior Centers	Community Garden Education Programs
Health Insurance Companies: for Wellness Education (Cambia, Moda, etc)	Governments Agencies (veterans, senior and disability)
Hospice	Health Policy Related Sites (Upstream Public Health, Rede Group, Metropolitan Group)
Organizations on specific health issues (cancer, environmental health, infectious disease, international health, etc)	City of Portland, (and other cities)

EXAMPLES OF PAST HPHB PROJECTS/ACTIVITIES

(PLEASE NOTE: THESE ARE JUST EXAMPLES AND NOT AN EXHAUSTIVE LIST)

Develop, implement and/or evaluate a health related program in different settings (schools, shelters, community organizations, etc.)

Develop and/or coordinate a health outreach event or health fair.

Perform a needs assessment and/or develop a survey.

Provide health related outreach education.

Develop health education material (brochures, PowerPoint presentations, posters, flyers, etc.)

Work on a health campaign, with messaging, social media, and health communication.

Research health related information; work on health policy related activities.

Professional development activities (attending conferences, doing job shadows, observing staff/committee meetings, informational interviews)

Undergraduate Public Health Internship
Information for Preceptors
Health Management and Policy (HMP)

Examples of past projects:

- Assist with managing a health facility
- Conduct surveys and evaluate results
- Develop and/or coordinate a strategic action plan
- Revise/assist with health related policies or procedures
- Revise/develop forms for the agency/organization



How to have a successful experience:

- Complete Form C together and set clear expectations
- Set up a regular weekly check-in meetings
- Provide continual feedback
- Meet with your student at the end of the experience to debrief

Undergraduate Health Management and Policy students work in a variety of settings-state, county and federal government, hospitals, clinics, insurance industry companies, advocacy groups, and other health service organizations.

Internship Requirements:

- Complete 360 hours for 10 weeks or 180 hours for two 10 week terms.
- Participate in HMP appropriate activities related to the internship competencies.

For more information, contact:

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Undergraduate
Public Health Internship Coordinator
Karen.Elliott@oregonstate.edu
541-737-3840

EXAMPLES OF HMP INTERNSHIP SITES

(PLEASE NOTE: THESE ARE JUST EXAMPLES AND NOT AN EXHAUSTIVE LIST)

Health Departments (local, statewide, out of state)	Good Samaritan Regional Hospital
Samaritan Cancer Resource Center	OHSU
Salem Hospital	Local, Statewide, out of state hospitals, clinics
Kaiser Permanente	Insurance Companies (Cambia, Moda, etc)
Health Policy Related Sites such as Rede Group, Upstream Public Health, Metropolitan Group	Salem Health
Samaritan Health Services	Marquis Companies
Avamere	Long Term Care Facilities
Non Profit Organizations (Management/Administration) such as Susan G. Komen	American Red Cross
Low Income Clinics	Student Health Services
Corvallis Clinic	Dental Offices
U.S. Senators	Government Related Agencies (Veteran, Senior and Disability, etc)
Oregon State Hospital	Maxim Healthcare
Private Medical Offices	Virginia Garcia Memorial Health Center

EXAMPLES OF PAST HMP PROJECTS/ACTIVITIES

(PLEASE NOTE: THESE ARE JUST EXAMPLES AND NOT AN EXHAUSTIVE LIST)

Assist with administrative activities in a health facility

Conduct quality improvement surveys and evaluate results

Develop and/or coordinate a strategic action plan for a health organization

Revise/assist with health related policies or procedures at a health organization

Revise/develop forms for the health related agency/organization

Work on topic specific projects: finance, budgeting, Medicare, Medicaid, reimbursement, compliance, quality improvement, Lean

Professional Development Activities (attending conferences, doing job shadows, observing staff/committee meetings, informational interviews)

**Undergraduate Public Health Internship
Information for Preceptors**
Environmental Safety and Health Minor (ESH)

Examples of past projects:

- Develop/revise environmental safety and health procedures and policies
- Research/develop ESH related materials/education
- Revise/assist in employee training and education
- Develop and conduct ESH related inspections, assessments, and audits.

How to have a successful experience:

- Complete Form C together and set clear expectations
- Set up a regular weekly check-in meetings
- Provide continual feedback
- Meet with your student at the end of the experience to debrief

For more information, contact:

Karen Elliott, PhD
Undergraduate
Public Health Internship Coordinator
Karen.Elliott@oregonstate.edu
541-737-3840



Undergraduate Environmental Health and Safety students work on public health related issues in a variety of settings, including state, county and federal government, non-profit organizations, hospitals, and other related organizations

Internship Requirements:

- Complete 360 hours for 10 weeks or 180 hours for two 10 week terms.
- Participate in ESH appropriate activities related to the internship competencies.

EXAMPLES OF ESH INTERNSHIP SITES

(PLEASE NOTE: THESE ARE JUST EXAMPLES AND NOT AN EXHAUSTIVE LIST)

Health Departments (local, statewide, out of state): Environmental Health section	Good Samaritan Regional Hospital: Emergency Preparedness
Businesses: Occupational Safety and Health	OSU Emergency Management
OSU Environmental Health and Safety Department	Environmental Protection Agency (EPA)
Corvallis Environmental Center	American Red Cross Disaster Preparedness
Organizations on specific environmental health issues (pesticides, environmental hazards, toxins, environmental justice, land conservation, energy and sustainability)	Community Garden Sustainability Programs
Hospital, clinics: emergency preparedness	Local/State government agencies: emergency preparedness
Health Departments: Risk Management Department	Siltronic
Long Term Care Facilities: Emergency Preparedness	SAIF Corporation
Pesticide Action Network of North America (San Francisco)	Zenger Farms
City of Portland: Environmental Services	Nature Conservancy
Institute for Applied Ecology	Sierra Club, Oregon Chapter
The Environmental Center (Bend)	Oregon Environmental Council
OLCV Education Fund (Eugene)	Growing Gardens

EXAMPLES OF PAST ESH PROJECTS/ACTIVITIES

(PLEASE NOTE: THESE ARE JUST EXAMPLES AND NOT AN EXHAUSTIVE LIST)

Develop/revise environmental safety and health procedures and policies for the organization

Research/develop ESH related educational materials for the organization

Assist in employee training and education related to occupational safety

Develop and conduct ESH related inspections, assessments and audits

Participate in outreach and presentations to communities on environmental safety and health topics

Professional development activities (attending conferences, doing job shadows, observing staff/committee meetings, informational interviews)

ACTIVITIES NOT ACCEPTABLE IN INTERNSHIPS INCLUDE

Solicitation: going door to door, calling, etc.

Long distance Internships

Activities not related to the specific option (HPHB, HMP, ESH)

If you are unsure whether an activity is acceptable, please check with the Internship Coordinator!

Please note: this list is not exhaustive; it is the student's responsibility to contact the Internship Coordinator with any questions about appropriate activities at the internship site.

Please also refer to the **Department of Labor** on Interns and Appropriate Activities:

<http://www.dol.gov/whd/regs/compliance/whdfs71.htm>

III. Internship Guidelines

INTERNSHIP GUIDELINES AND REQUIREMENTS

	<p>Students must register and complete a total of 12 credit hours of H410 (graded as Pass/No Pass). Hours worked during the internship equate to <u>360 hours</u> total for one term.</p> <p>It is recommended to not take additional classes while enrolled in 12 credits during the internship term.</p>
	<p>Telecommuting sites are not acceptable, the internship is meant to be an experience done at a designated site.</p>
	<p>The option of an “Incomplete” will be on case by case basis with the majority of the internship requirements completed before the consideration of assigning an incomplete.</p> <p>Please be aware that if you are graduating after the internship, an Incomplete is not possible, all requirements need to be done by due date.</p>
	<p>It is the responsibility of the student to secure an appropriate internship, with activities and projects that fit the competencies and appropriate option (HPHB, HMP or ESH).</p>
	<p>In order to Pass the internship, it is important to adhere to the paperwork deadlines, and requirements as stated in H407.</p> <p>It is the student’s responsibility to fully understand the information in the internship manual and meet with the Internship Coordinator regarding questions or clarification of requirements.</p>
	<p>It is the responsibility of the student to be aware of the H410 prerequisites and know that successful completion of the prerequisites is required before starting the internship.</p> <p>HPHB: H225, H320, H407, and H476. HMP: H407 and H436. ESH minors: H407 and junior standing.</p>
	<p>Students must</p> <ul style="list-style-type: none"> • be enrolled at OSU <i>and</i> • registered for internship credit hours <p>before the internship may begin. Under these conditions OSU will provide liability insurance for students while at their internship site.</p>

TERMINATION

During the internship, if the intern does not fulfill her/his professional obligations to the agency/organization or internship coordinator, this will result in the termination of the internship and a No Pass.

The decision for this termination will be made between the internship coordinator and/or preceptor. Please also see the link for the **Student Conduct Code** on Academic Dishonesty and Sanctions:

<http://oregonstate.edu/studentconduct/feature-stories/student-conduct-code>

If the agency/organization is unable to adequately assist the intern to meet her/his goals, the intern will transfer to a different agency/organization to complete the internship.

The decision will be made by mutual agreement between the intern and the internship coordinator.

In extreme/emergency situations, exceptions to the internship requirements will be considered on a case by case basis with the communication of the internship coordinator, the student, site supervisor, the program coordinator and additional contacts as it is deemed necessary.

H410 CHECKLIST: ONE TERM (12 credits, 360 hours)

CHECK THE FOLLOWING AS YOU COMPLETE THEM

	FORM	DUE DATE
<input type="checkbox"/>	Forms A1 and A2	No later than the Monday of Finals Week before Internship Term by 11:59 pm: Note: This will allow you to get an override to register for H410 by the start of the internship term
<input type="checkbox"/>	Form C	Friday of Week 2 of the academic term, by 11:59pm
<input type="checkbox"/>	Form D	Friday of Week 5 of internship of the academic term, by 11:59pm
<input type="checkbox"/>	Form E and Portfolio	Tuesday of Finals Week by 11:59pm.
<input type="checkbox"/>	All forms need to be uploaded directly to Canvas. (No faxing, hard copies or mailed copies)	
<input type="checkbox"/>	The deadlines are according to the academic term calendars .	
<input type="checkbox"/>	Please note: Final requirements need to be done by Tuesday of Finals Week to assign a final grade .	

H410 CHECKLIST: TWO TERMS (6 credits, 180 hours each term)

CHECK THE FOLLOWING AS YOU COMPLETE THEM

	FORM	DUE DATE
<input type="checkbox"/>	Forms A1 and A2 (First term only unless changing sites)	No Later than the Monday of Finals Week Before Internship Term by 11:59 pm: NOTE: This will allow you to get an override to register for before the start of the internship term.
<input type="checkbox"/>	Form C Both Terms	Friday of Week 2 of the academic term, by 11:59pm
<input type="checkbox"/>	Form D Both Terms	Friday of Week 5 of internship of the academic term, by 11:59pm
<input type="checkbox"/>	Form E and Portfolio Both Terms	Tuesday of Finals Week by 11:59pm.
<input type="checkbox"/>	All forms need to be uploaded to Canvas . (No faxing, hard copies or mailed copies)	
<input type="checkbox"/>	The deadlines are according to the academic term calendars .	
<input type="checkbox"/>	Please note: Final requirements need to be done by Tuesday of Finals Week to assign a final grade .	

IV. Internship Paperwork

Instructions:

- This form is to be completed (either typed or handwritten) by the **student**.
- Save this Form as a **pdf** (you can use other user friendly formats, please no pictures!)
- Email this Form A1, along with Form A2, to Karen Elliott at Karen.Elliott@oregonstate.edu no later than **11:59pm the MONDAY of FINALS WEEK** before the internship term.
- When the Forms are approved, you will get a **confirmation email back** and an override will be processed to allow you to go online register for H410 before the start of the term. **Upload Forms A1 and A2 to Canvas before the first week of the term of your internship.**
- Please allow **24-48 hours** after the confirmation email before going online to register for H410 (select your correct option of HPHB, ESH or HMP). Please make sure to manually change the credits from **1 (the default) to 6 or 12** or it will remain at 1!

STUDENT INFORMATION							
Last Name		First		Student ID			
Phone		ONID Email					
HMP___	HPHB___	ESH___	Fall___	Winter___	Spring___	Summer___	Year
Confirmed Internship Site							
Start Date of Internship		End Date of Internship					
Additional Information On Internship Site (Optional)							
PREREQUISITE INFORMATION							
ESH, HMP, HPHB: Complete Term and Grade Information for H407							
Fall___	Winter___	Spring___	Summer___	Year		Expected Grade or Grade Received	
HMP ONLY: Complete Term and Grade Information for H436							
Fall___	Winter___	Spring___	Summer___	Year		Expected Grade or Grade Received	
HPHB ONLY: Complete Term and Grade Information for H476							
Fall___	Winter___	Spring___	Summer___	Year		Expected Grade or Grade Received	

PROFESSIONAL INTERNSHIP CONDUCT

Read the following items and **initial** by each one to acknowledge that you have read and agree to display professional conduct throughout the internship.

____ I agree to conduct myself in a professional manner at the internship site, with timeliness, dependability, and upholding the internship site policies.

____ I understand and agree that by not following through with my internship site (showing up late, calling in sick repeatedly or with short notice, not following internship policies, etc) it can result in the termination of the internship site.

____ I understand and agree that by not following the internship manual instructions or H407/H410 information, it can result in a deduction of points to my grade in Canvas.

____ I understand and agree to abide by all internship paperwork deadlines and I agree to submit paperwork to my preceptor and the internship coordinator well before the deadlines.

____ I understand and agree to abide by the internship paperwork and instructions.

____ I understand and agree to abide by the 360 hour requirements and I am aware of the incomplete policy.

TERMS AND AGREEMENT

Please carefully read the paragraph below and initial. **Initials can be typed or handwritten.** **The specified person needs to type their initials under their area and consent to the terms of this form. Please see the Academic Dishonesty website for more information:**
<http://studentlife.oregonstate.edu/studentconduct/academic-dishonesty>

____ PLEASE INITIAL: I agree and I understand the full internship process and requirements. I understand and I agree that false or misleading information may result in the termination of the internship. I acknowledge that my information on this form is true and complete.

Date:

Instructions:

1. This form is to be completed **TOGETHER (either typed or handwritten)** by the **student and the preceptor**.
 - a. **STUDENTS:** Please don't send this form to the site asking them to complete it, the form needs to be completed TOGETHER!
2. Save this Form as a **pdf** (you can use other user friendly formats, please no pictures!)
3. Email this Form, along with Form A1, to Karen Elliott at Karen.Elliott@oregonstate.edu no later than **11:59pm the MONDAY of FINALS WEEK** before the internship term.
4. When the Forms are approved, you will get a **confirmation email back** and an override will be processed to allow you to go online register for H410 before the start of the term. **Upload Forms A1 and A2 to Canvas before the first week of the term of your internship.**
5. Please allow **24-48 hours** after the confirmation email before going online to register for H410 (select your correct option of HPHB, ESH or HMP). Please make sure to manually change the credits from **1 (the default) to 6 or 12** or it will remain at 1!

STUDENT INFORMATION															
Last Name				First				Student ID							
Address							Apartment								
City				State				ZIP							
Phone				ONID Email											
HMP	___	HPHB	___	ESH	___	Fall	___	Winter	___	Spring	___	Summer	___	Year	___
Name of Confirmed Internship Site															
Start Date of Internship					End Date of Internship										
Additional Information On Internship Site (Optional)															

PRECEPTOR 1 INFORMATION			
Last Name		First	
Organization		Position	
Address			
City		State	
Zip Code		Work Email	
Phone			

PRECEPTOR 2 INFORMATION (IF APPLICABLE)			
Last Name		First	
Organization		Position	
Address			
City		State	
Zip Code		Work Email	
Phone			

INTERNSHIP POSITION DESCRIPTION: Completed by student and preceptor

Please either describe the internship position description in the space down below or attach an internship position description.

INTERN AND PRECEPTOR COMMUNICATION PLAN: COMPLETE TOGETHER

Please specify the communication plan the intern should follow during the internship. If you are doing an international (IE3) Internship, please complete this with your IE3 Advisor.

	Main contact(s) <i>Indicate all appropriate contacts, including preceptor, staff, etc.</i>	Method (Email, phone, in person) <i>Indicate the best method, email, phone, in person, or a combination.</i>	Estimated time to allow for response/meeting <i>Indicate the amount of time the intern can expect to receive a response or the estimated amount of time for meetings.</i>
Answer basic questions <i>Who and how the intern should contact to have basic questions answered.</i>			
Address any concerns related to the internship <i>Who and how the intern should contact to address any concerns related to the internship.</i>			
Receive feedback on performance, projects, and activities <i>Who is appropriate to provide or seek out feedback on projects, activities, etc.</i>			
Dealing with Conflicts <i>Who should the intern contact with any conflicts in the internship.</i>			
Regular Progress Check-In <i>Who is responsible for regularly meeting with the intern to discuss progress.</i>			
Submission of projects, work activities <i>Discuss the plan for submitting projects and work related activities.</i>			
Other <i>Please Specify</i>			

<p>PRECEPTOR AND INTERN COMMUNICATION PLAN: COMPLETE TOGETHER</p> <p>Please describe the communication plan between the internship site/preceptor and intern.</p>	
	<p>Description <i>Provide a description for each factor listed on the left.</i></p>
<p>Daily Internship Format <i>Describe the format of the internship, will it be structured, unstructured, or a combination.</i></p>	
<p>Independent or Team Centered Activities <i>Describe the Internship Format. Explain if the intern will need to be proactive in seeking out guidance, supervision or whether there will be close supervision and input.</i></p>	
<p>Supervisory Style <i>Please indicate the supervisory style the intern can expect, such as delegating, collaborative, directive, other or a combination.</i></p>	
<p>Addressing Intern Issues/Concerns <i>Describe how the intern can expect to be approached with internship performance concerns, or other internship matters.</i></p>	
<p>Other <i>Please specify</i></p>	

INTERN WORK SCHEDULE: COMPLETE TOGETHER

Please describe the intern’s work hours, holidays, vacation days, etc. Make sure the required will be completed by Finals Week to receive a grade.

Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Weekends (If Applicable)

SMART Goal(s) for Internship: To be completed by intern and shared with preceptor. Intern: please list at least one SMART goal that you will set as an outcome for your upcoming internship. Below are some examples. SMART is: Specific, Measurable, Attainable/Achievable, Realistic/Relevant and Timely. Use a separate blank page if needed for more space.

Example SMART goals:

1. Increase communication skills by delivering a health education outreach presentation at a staff meeting before the end of the internship term.
2. Gain experience in healthcare administration for graduate school by completing a project on quality improvement by the end of the internship term.
3. Understand the field of emergency preparedness by revising the current plan for the organization and receiving input from my preceptor to create a final version by end of the term.
4. To be competitive in the public health job market after graduation by successfully completing a large scale health literacy project in my internship and communicating with my preceptor about employment options in the public health field after my internship.

INTERNSHIP WORK POLICIES: COMPLETED TOGETHER Please describe the work policies down below related to the internship site.	
	Description <i>Provide a description for each factor listed on the left.</i>
Orientation/Background Check/Affiliation Agreement/Training <i>Describe any activities/actions that need to be taken before starting internship.</i>	
Workspace <i>Describe the workspace at the internship site. Please note: working from home for an extensive amount of time is not acceptable.</i>	
Dress Code <i>Please describe the proper dress code for the internship, and internship related activities.</i>	
Professional/Ethical Conduct <i>Describe who to report to first, addressing confidentiality in the workplace and professional conduct and etiquette (no texting, phones, Facebook, etc.)</i>	
Work Protocol <i>Describe the plan for taking breaks, lunch, parking, checking in and out of site.</i>	
Identification at Site <i>State if an ID badge or other type of identification will be provided. You have the option to check out an OSU ID Badge from the Internship Coordinator.</i>	
Other <i>Please Specify</i>	

OSU BACKGROUND CHECK POLICY

The organization/agency and student agree to the internship responsibilities and activities as detailed in the Internship Manual. It is not OSU policy to perform background checks on all OSU students, and OSU does not certify or vouch for the background of the students who participate in this internship. Accordingly, you must conduct your own background check or require the student to obtain a background check, if you would like to determine fitness for duty using that information.

PRECEPTOR AND INTERN TERMS AND AGREEMENT

Please **initial** in the appropriate area. **Initials can be typed or handwritten. Each person needs to type their initials and consent to the terms of this form. Please see the Academic Dishonesty website for more information: <http://studentlife.oregonstate.edu/studentconduct/academic-dishonesty>**

INTERN:

___ INITIALS: I agree and I understand the full internship process and requirements. I acknowledge that my information on this form is true and complete.

PRECEPTOR 1:

___ INITIALS: I agree and I understand the full internship process and requirements.

PRECEPTOR 2 (If applicable):

___ INITIALS: I agree and I understand the full internship process and requirements.

Date:

INTERNATIONAL (IE3) INTERNSHIPS ONLY

Please complete as much of this form as you can with your IE3 Advisor. Then when you get to your site please complete another Form A2 with your preceptor.

INTERN:

___ INITIALS: I agree and understand that I will submit another Form A2 with my internship site and preceptor by the first week of the term, completing sections that I left blank with my IE3 Advisor.

Date:

H410 Optional Weekly Hours Sheet

INTERN Weekly Hours TEMPLATE		
Please note: this template is optional to keep track of hours if the site does not have a different method and this template can be modified to best fit the needs of the internship site and projects.		
Week	Activities	Total Hours For the Week
<i>Each line below is a week, (Week 1, Week 2, etc). Dates can also be entered.</i>	<i>Briefly list or describe the activities for the week.</i>	<i>Enter the total amount of hours</i>
1.		
2.		
3.		
4.		
5.		

INTERN Weekly Hours TEMPLATE

Please note: this template is optional to keep track of hours if the site does not have a different method and this template can be modified to best fit the needs of the internship site and projects.

Week <i>Each line below is a week, (Week 1, Week 2, etc). Dates can also be entered.</i>	Activities <i>Briefly list or describe the activities for the week.</i>	Total Hours For the Week <i>Enter the total amount of hours</i>
6.		
7.		
8.		
9.		
10.		
11.		

H410 Intern Work Plan

Instructions:

- This form is to be completed and **typed or handwritten together** by the student and the preceptor.
- Save this Form as pdf (you can use other user friendly formats, please no pictures!)
- Upload this Form C to Canvas.

Learning Competencies: Select 2-4 learning competencies from the list below and complete the Work Plan listed below.

1. Participate in the planning and implementation of messages and programs to promote health **(HPHB only)**
2. Understand the methods by which public health identifies potential causes of population health status, and identifies potential targets for intervention.
3. Describe the fundamental roles of public health and how those roles are operationalized in public health organization, funding, workforce, and regulations.
4. Demonstrate the importance of public health data in understanding health and disease in populations.
5. Explain the foundations of public health.
6. Identify environmental health hazards and their potential effects on human health.
7. Describe how behavioral factors contribute to specific individual and community outcomes.
8. Differentiate the relationship between local, state, and federal public health systems and their roles in the US public health system.
9. Identify the main components and issues of the organization, financing, and delivery of health services in the U.S
10. Apply the appropriate principles and metrics to address performance issues within and between healthcare organizations.
11. Evaluate the sociocultural determinants of health behavior across the lifespan in diverse populations

INTERN WORK PLAN TEMPLATE

**Please note: this template can be modified to best fit the needs of the internship site and projects.
YOU DO NOT NEED TO SELECT 5 ACTIVITIES: It is completely up to you and your preceptor.**

<p>Competency</p> <p><i>List the Competency you have chosen from page 1 down below.</i></p>	<p>Project/Activity</p> <p><i>List the project or activities you will participate in to achieve this competency</i></p>	<p>General Timeframe</p> <p><i>Please either list approximately how many hours to will spend on this and/or a projected due date</i></p>
1.		
2.		
3.		

<p style="text-align: center;">INTERN WORK PLAN TEMPLATE Continued</p> <p style="text-align: center;">Please note: this template can be modified to best fit the needs of the internship site and projects.</p>		
<p>Competency</p> <p><i>List the Competency you have chosen from page 1 down below</i></p>	<p>Project/Activity</p> <p><i>List the project or activities you will participate in to achieve this competency</i></p>	<p>General Timeframe</p> <p><i>Please either list approximately how many hours to will spend on this and/or a projected due date</i></p>
4.		
5.		

<p>PRECEPTOR AND INTERN TERMS AND AGREEMENT</p>
<p>Please initial in the appropriate area after reading the following paragraph. Initials can be typed or handwritten. Each person needs to type their initials and consent to the terms of this form. Please see the Academic Dishonesty website for more information: http://studentlife.oregonstate.edu/studentconduct/academic-dishonesty</p>
<p>INTERN:</p> <p>____ INITIAL: I agree and I understand the full internship work plan on this Form C.</p>
<p>PRECEPTOR 1:</p> <p>____ INITIAL: I agree with the internship work plan described on this Form C.</p>
<p>PRECEPTOR 2 (If applicable):</p> <p>____ INITIAL: I agree with the internship work plan described on this Form C.</p>
<p>Date:</p>

Instructions:

- This form is to be typed or handwritten and completed by the **student and the preceptor**.
- 6. Complete the form and **upload in Canvas as a pdf** (you can use other user friendly formats, please no pictures!)
- The Form is due **Friday at 11:59pm by Week 5 in Canvas**.

INTERNSHIP INFORMATION			
Preceptor's Name		Date	
Organization			
Intern's Name			
Total Internship Hours To Date			

Intern's Professional Conduct					
Please rate the intern's professional conduct.					
	Excellent	Quite Satisfactory	Satisfactory	Poor	N/A
Professionalism and ability to work in a public health setting					
Ability to analyze professional strengths and weaknesses					
Ability to achieve improvement where needed					
Understanding of the agency/organization					
Ethical Behavior					
Personal appearance (as appropriate for job)					

Intern's Work Performance					
Please rate the intern's work performance.					
	Excellent	Quite Satisfactory	Satisfactory	Poor	N/A
Ability to learn					
Ability to analyze problems					
Ability to organize and plan work					
Quality of work					
Ability to meet deadlines					
Ability to understand and apply related health concepts, messages, principles and or practices					
Ability to deal with criticism					
Ability to utilize and apply academic knowledge					
Ability to communicate orally					
Ability to write clearly, accurately					
Ability to work independently					
Interest and enthusiasm					
Ability to work with health professionals					
Ability to work with others					
Asks appropriate questions					

1. **Student and Preceptor:** Please briefly describe how both of you have discussed the internship and expectations. How has it been going for the first five weeks? What are some goals/expectations for both of you for the final five weeks of the internship term?

2. Additional Comments:

SMART Goal(s) for Internship: Provide your updated SMART goal (from Form A2) down below. It can be the same, completely revised or modified. If you used a past version of Form A2, below are examples of SMART goals. SMART is: Specific, Measurable, Attainable/Achievable, Realistic/Relevant and Timely.

Example SMART goals:

1. Increase communication skills by delivering a health education outreach presentation at a staff meeting before the end of the internship term.
2. Gain experience in healthcare administration for graduate school by completing a project on quality improvement by the end of the internship term.
3. Understand the field of emergency preparedness by revising the current plan for the organization and receiving input from my preceptor to create a final version by end of the term.
4. To be competitive in the public health job market after graduation by successfully completing a large scale health literacy project in my internship and communicating with my preceptor about employment options in the public health field after my internship.

TERMS AND ACKNOWLEDGEMENT

Please **initial** below. **Initials can be typed or handwritten. The specified person needs to type their initials under their area and consent to the terms of this form. Please see the Academic Dishonesty website for more information:**

<http://studentlife.oregonstate.edu/studentconduct/academic-dishonesty>

INTERN:

____ INITIAL:I agree and I acknowledge that the information on this form is true and complete.

PRECEPTOR 1:

____ INITIAL: I agree and I acknowledge that the information on this form is true and complete.

PRECEPTOR 2 (If applicable):

____ INITIAL:I agree and I acknowledge that the information on this form is true and complete.

Date:

Instructions:

- This form is to be completed and **typed or handwritten** by the **preceptor and the student**.
- Complete the form TOGETHER and **upload in Canvas as a pdf** (you can use other user friendly formats, please no pictures!)
- The Form is due 11:59 pm **Tuesday of Finals Week, uploaded in Canvas**.

INTERNSHIP INFORMATION			
Preceptor's Name		Date	
Organization			
Intern's Name			
Total Internship Hours To Date			

Intern's Professional Conduct (this section to be completed by preceptor)					
Please rate the intern's professional conduct.					
	Excellent	Quite Satisfactory	Satisfactory	Poor	N/A
Professionalism and ability to work in a public health setting					
Ability to analyze professional strengths and weaknesses					
Ability to achieve improvement where needed					
Understanding of the agency/organization					
Ethical Behavior					
Personal appearance (as appropriate for job)					

FORM E Page 2

Intern's Work Performance (this section to be completed by preceptor)					
Please rate the intern's work performance.					
	Excellent	Quite Satisfactory	Satisfactory	Poor	N/A
Ability to learn					
Ability to analyze problems					
Ability to organize and plan work					
Quality of work					
Ability to meet deadlines					
Ability to understand and apply related health concepts, messages, principles and or practices					
Ability to deal with criticism					
Ability to utilize and apply academic knowledge					
Ability to communicate orally					
Ability to write clearly, accurately					
Ability to work independently					
Interest and enthusiasm					
Ability to work with health professionals					
Ability to work with others					
Asks appropriate questions					
Confidence in abilities					
Overall Performance					

Preceptor/Internship Site Evaluation (to be completed by the student)					
<i>Evaluate the preceptor according to the following:</i>	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
Served as a mentor and role model					
Was readily available for clarification or questions					
Gave adequate feedback on projects/assignments					
Was skilled in your option (HMP, HPHB, EHS)					
Gave a sense of ownership in projects and assignments					
Demonstrated effective administrative methods and techniques					
Encouraged participation in departmental meetings/programs					
Was able to meet with me on a weekly basis					
Made sure I was oriented to the work environment					
Allowed me to make creative contributions to projects					
Employees at site worked as a team					
The site had an atmosphere of acceptance and friendliness					
I was able to “network” with others in the field via this position					
The projects assigned to me utilized my practical knowledge					

Preceptor/Internship Site Evaluation (to be completed by the student)					
<i>Evaluate the preceptor according to the following:</i>	Strongly Disagree	Somewhat Disagree	Neutral	Somewhat Agree	Strongly Agree
I learned a great deal from the activities and project(s) I completed					
Working in this organization gave me an appreciation for the field.					
I would recommend this site to other interns					
This position helped me to make maximum use of my academic training.					
I was able to effectively demonstrate the ability to work in professional setting.					
I was able to analyze my professional strengths and weaknesses effectively in the internship.					
I was able to effectively find ways to achieve improvement where needed.					
By the end of the internship term, I had a comprehensive understanding of the internship site/organization.					

- 1. Preceptor and Intern:** please describe how you both discussed the overall internship, performance, evaluations and expectations.

- 2. Comments:**

SMART Goal(s) for Internship: Provide your updated SMART goal (from Form D) down below. It can be the same, completely revised or modified.

SMART Goal (s) from Form D:

Briefly provide an update regarding achieving this goal (s).

TERMS AND ACKNOWLEDGEMENT

Please **initial** below. **Initials can be typed or handwritten. The specified person needs to type their initials under their area and consent to the terms of this form. Please see the Academic Dishonesty website for more information:**
<http://studentlife.oregonstate.edu/studentconduct/academic-dishonesty>

INTERN:

____ INITIAL:I agree and I acknowledge that the information on this form is true and complete.

PRECEPTOR 1:

____ INITIAL: I agree and I acknowledge that the information on this form is true and complete.

PRECEPTOR 2 (If applicable):

____ INITIAL:I agree and I acknowledge that the information on this form is true and complete.

Date:

V. H410 Professional Portfolio

Instructions:

- This is an example, replace the current information with your own.
 - Expand on the sections, and make it thorough, with detail.
7. It is due **Tuesday of Finals week**, by uploading it as a pdf in Canvas (you can use other user friendly formats, please no pictures!)



College of Public Health and Human Sciences

Portfolio of Experience

John Health

Spring 2017

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Section I:
Professional Resume

John Health

555 student Drive, Portland, Oregon 97374

(541)555-555

student@onid.orst.edu

Education *Oregon State University*

Corvallis, OR

Bachelor of Science 2011-2015

- Public Health with Option in Health Management and Policy

Relevant Courses Introduction to Health Care Management

Introduction to Health Care System

Introduction to Health Policy

Health Care Marketing

Advanced Topics in Health Care Management

Skills

Proficient in Spanish

HIPAA Compliant

Proficient in Microsoft Excel, Word, PowerPoint

ICD-9 Proficient

CPR/First Aid Certified (2011-current)

Experience

Program Assistant

2011-2013

Health Information Management Co.

Tangent, OR

- Provided high quality service to customers.
- Trained new and prospective employees.
- Developed office patient protocol for office.
- Created a strategic planning manual.

<p>Cashier <i>Market of Choice</i></p> <p>Received payment by cash, check, credit cards, vouchers, or automatic debits.</p> <p>Answered customers' questions, and provide information on procedures or policies as well as resolving customer complaints.</p> <p>Calculated total payments received during a time period, and reconcile this with total sales.</p> <ul style="list-style-type: none"> ▪ Monitored checkout stations to ensure that they have adequate cash available and that they are staffed appropriately. 	<p>2009-2011 <i>Eugene, OR</i></p>
--	--

Volunteer Experience

<p>Clinic Volunteer <i>Health Team Clinic</i></p> <ul style="list-style-type: none"> ▪ Assist with patient check in ▪ Provide translation of forms into Spanish for patients. ▪ Manage new intake patient forms. ▪ Organize and maintain patient medical records. 	<p>2011-Current <i>Corvallis, OR</i></p>
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References

Available Upon Request

Section II:
Overview of Coursework

**Academic Coursework in
Health Management and Policy**

Introduction to Health Care Management

Economic Issues in Health and Medical Care

Health Care Law and Regulation

Advanced Topics in Health Care Management

Financial Management of Health Care Organizations

Reimbursement Mechanisms

Fundamentals of Accounting

Managing Organizations

Section III:
Internship Experience

Summary of Public Health Internship

INTERNSHIP RESPONSIBILITIES AT ABC CLINIC

CORVALLIS, OREGON

Developed a strategic plan during internship at ABC Clinic.

Section IV:
Skills, Qualifications and Professional Development

Skills, Qualifications and Professional Development

Strong medical terminology skills to work in various healthcare settings and with medical records.

Proficient with ICD-9 and HCPCS

HIPAA compliant and strong understanding of healthcare policies and regulations

Culturally sensitive, and experience with working with diverse populations

Strong understanding of patient centered care

Section VI:

OPTIONAL SECTION

**You can do this section if you need extra internship hours
You can do some or all of the suggested activities and include this section
with your portfolio that you upload by Tuesday of Finals Week.**

OPTIONAL: Professional Development Opportunities

- If you need additional internship hours you can receive up to 40 additional hours by completing additional professional opportunities.
- Go online and identify and complete health/career related trainings, workshops, webinars, courses, etc.
 - Include in this section a description of each one you completed, the amount of hours and proof (either the website information, a certificate of completion, etc)

Example of how to put it in the portfolio:

Completed: Online course, entitled: “High Performance Collaboration: Leadership, Teamwork, and Negotiation.

Course Description: “Are leaders born or made? Learn the essential skills to develop and expand your leadership repertoire, design teams for collaboration, and craft win-win negotiation strategies. High Performance Collaboration: Leadership, Teamwork, and Negotiation focuses on leadership, teamwork, and negotiation. Students will engage in self-assessments to analyze their leadership style, develop team charters to optimize their groups, and develop a game plan for effective negotiation. Recurring course sessions repeat every 2 weeks on Monday with an enrollment period of 5 days”

Coursework Outline: WEEK 1

Introduction to the Organizational Leadership Specialization

This course is the first in Northwestern's Organizational Leadership Specialization which represents a collaboration between four of Northwestern’s schools. Watch these videos with four of Northwestern’s deans for their perspectives on leadership and what yo...

2 videos

Leadership

Learn how to cultivate your leadership skills and coach others.

11 videos, 6 readings

Graded: Leadership Development

WEEK 2

Teamwork

Learn how to optimally design a team for success.

10 videos, 1 reading

Graded: Building Your Team

WEEK 3

Negotiation

Learn how to negotiate in a collaborative fashion in large and small business situations.

10 videos, 1 reading

Graded: Preparation and Leverage

Course Website: <https://www.coursera.org/learn/leadership-collaboration#syllabus>

Total Hours Completed: 20 hours

OPTIONAL: Internship Journal

- For additional internship hours you can keep a journal of your internship experience.
- The minimum length is 1-2 pages per week.
- For each week, **2 hours will be counted** towards the 360.
- Your journal needs to clearly be labeled by week, and then you can choose to add daily headings or keep just the weekly heading.
- It can include perceptions, reflections of the internship.
- Please note, this document will be kept strictly confidential by the Internship Coordinator.
- The journal is double spaced, 12 font, Times New Roman

OPTIONAL: Internship Reflection

This is for students who loved their site, and whose internship deeply impacted them. If you ended up doing work that has influenced your academic or career goals, please let us know about it! These reflections will be used in promotional OSU materials to alumni and donors. We know you've been doing some amazing work, and we'd love to be able to share your stories with the greater OSU community.

What we need from you:

- A short write-up (between 500-1000 words) explaining how your internship has been influential in your life. This can be broad! You can share any meaningful insights you've learned along the way, and how you think they will impact your trajectory moving forward.
- Submitted on Canvas by the last day of Finals Week.
- Any pictures from your internship that can accompany the reflection.
- A signed Model Release Form (attached below)



Model and Information Release — Oregon State University

I authorize Oregon State University (OSU), and those acting pursuant to its authority to:
Record my name, likeness, voice, participation, comments and/or appearance; in audio/visual
media, including, but not limited to, video, sound and photographic still imaging; or written
material; on or around this date; on the following topic: _____

These recordings, statements and written material may be disclosed to the general public for the
purpose of publicizing and promoting OSU; in any medium, present or future, including but not
limited to print, Internet, social media networks, direct public presentations, speeches, video or
audio.

The institution may use these materials even if they may include reference to such personal
matters as:

- ___ Academic performance
- ___ Health and behavioral issues
- ___ Personal biographic material
- ___ Other: _____

The institution may further release, exhibit, authorize the use of and distribute such recordings
and materials, in whole or part, without restrictions or limitation throughout the universe, for any
educational or promotional purpose until revoked, which Oregon State University and those
pursuant to its authority deem appropriate. I waive any right to inspect and/or approve the
finished product, or the use to which it may be applied. I recognize and authorize that release of
such materials may often be made to, and used by the public news media or other entities over
which Oregon State University has no control; and for which the institution bears no
responsibility. I understand that Oregon State University is not responsible for the unauthorized
use of my name, likeness, voice, printed or biographical material by these third parties,
including, but not limited to the news media; web sites; downloading of images and videos from
the Internet or social media networks such as YouTube, Facebook or Flickr; or other distribution
networks that may be developed; now or in the future. I represent that I am at least 18 years of
age and that I have read and fully understood the above paragraphs, and am knowingly and
voluntarily executing this release without compensation to myself.

Signature: _____ Date: _____

Name (printed): _____

Telephone (optional): _____ E-mail (optional): _____

Parent/Guardian signature (if under 18): _____