Public Health & Health Sciences
Capstone/Internship Experience Guide

Effective June, 2012

3124 William S. White Bldg.
Phone: 810-762-3172
Fax: 810-762-3003
# Table of Contents

1. Introduction ........................................................................................................................................... 4

2. Overview of the Capstone/Internship Experience .................................................................................. 4
   2.1. Purpose/Goals .................................................................................................................................... 4
   2.2. Eligibility .......................................................................................................................................... 4
   2.3. Student Capstone/Internship Requirements/Activities .................................................................... 5
   2.4. Contact Hours/Credit Hours. ........................................................................................................... 5
   2.5. Internship Waiver/Exemption & Capstone Course Replacement .................................................... 5

3. Planning for the Capstone/Internship ..................................................................................................... 6
   3.1. Early Planning .................................................................................................................................. 6
   3.2. Later Planning ................................................................................................................................... 6

4. Finding a Capstone/Internship Site. ......................................................................................................... 6

5. Internship Interview ................................................................................................................................ 7
   5.1. Purpose of the Interview ................................................................................................................ 7
   5.2. Preparation for the Interview ......................................................................................................... 7
   5.3. Information to obtain during your Interview .................................................................................. 7
   5.4. Accepting an Offer ........................................................................................................................ 8

6. Capstone/Internship Agreement ............................................................................................................ 8
   6.1 Purpose ............................................................................................................................................ 8
   6.2 Agreement Form. ............................................................................................................................ 8
   6.3 Start & End Dates. ............................................................................................................................ 8
   6.4 Registering for the Capstone/Internship ........................................................................................... 9
   6.5. Changes to Agreement ................................................................................................................... 9
6.6. Expectations for Preceptor (see Appendix I) .................................................................9

7. Professional Conduct ........................................................................................................9

8. Required Capstone/Internship Materials and Meetings ..................................................10

8.1. Capstone/Internship Journal .........................................................................................10

8.2. Capstone/Internship Meetings ......................................................................................10

8.3. Project Materials ..........................................................................................................10

8.4. Research Paper (see Appendix II) ................................................................................10

8.5 Evaluation Forms ...........................................................................................................10

8.6 Receiving an Capstone/Internship Grade .....................................................................11

9. Unanticipated Situations .................................................................................................11

10. Glossary .........................................................................................................................12

11. Capstone/Internship Checklist (see Appendix III) ..........................................................13

12. Capstone/Internship Forms ............................................................................................13
1. Introduction
A Capstone course is required of all UM-Flint students who enrolled at UM-Flint Fall 2010 and later. In the Department of Public Health and Health Sciences the capstone course is integrated into the existing internship program, which is required for all students enrolled in the B.S. in Health Care Administration and B.S. in Health Education/Public Health programs as well as the M.S. in Health Education and M.P.A/Health Care Administration concentration. For undergraduate students who are exempt from the internship (see item 2.5 below), the capstone requirement is met through completion of PHS 390.

2. Overview of the Capstone /Internship Experience

2.1 Purpose/Goals
The major purpose of an internship is to provide you with professional experience outside of the classroom that is consistent with your career goals. Combined with the capstone component, it provides you opportunities to integrate and apply what you have learned in your coursework to enhance your academic and professional development.

The goals of this experience include:
- to provide relevant and practical professional experiences;
- to enhance understanding and application of health management, health education and/or public health principles, concepts, and procedures;
- to establish professional contacts within the health care community;
- to strengthen oral and written communication skills;
- to strengthen interpersonal skills; and
- to strengthen problem solving skills.

Internships conducted in a professional work environment and must be approached as professional employment. The internship gives you an opportunity to demonstrate your ability to apply knowledge to practice. If your performance is outstanding it could afford you an opportunity for either obtaining a position, or securing an important professional reference for future employment.

2.2 Eligibility
Your internship is to be completed near the end of your academic program so you can apply knowledge gained from your coursework. You must be a student in good academic standing (overall GPA of 2.0 or higher) to be placed in an internship.

The following courses must be successfully completed, with a minimum grade of C prior to beginning the capstone/internship course):

**B.S. in Health Care Administration & B.S. in Health Education/Public Health majors:**
1. HCR 362, 385; PHS 315 **AND all of the following specific to each major:**
   a. **Health Care Administration majors:** HCR 301, 304, 305, 376, 377, 410
   b. **Health Education/Public Health majors:** HCR 380, 384, 386

**M.S. in Health Education majors:** HED 540, 541, 545, 546
2.3 Capstone/Internship Requirements/Activities

Generally you will be assigned at least one project to complete at your placement site. The project(s) will be determined in consultation with your Preceptor who will help you to identify appropriate projects. The project(s) must be referenced on the required Agreement Form.

You will be expected to keep a journal, attend internship meetings, submit a final capstone paper, project materials, and evaluation forms (Student and Preceptor).

2.4 Contact Hours/Credit Hours

You can opt for a 3-credit/150-hour or a 6-credit/300-hour capstone/Internship (as long as this can be arranged with your Preceptor). If you do seek more experience, the 300-hour capstone/Internship option is recommended.

Your "contact hours" (150-300) must be completed on site at the agency, under the supervision of a qualified Preceptor. Internship-related work performed at home does not count as "contact hours." Exceptions to this must be agreed upon by all parties, and are sometimes made for students who are employed full-time in a non-health related setting.

Attendance at internship meetings do count toward required hours.

The internship is available throughout the calendar year, although more students select Spring/Summer when fewer courses are offered.

Your internship must be in the area of your major and approved by the Capstone/Internship Program Coordinator prior to your acceptance of an offer. Approval is based on an assessment of the match with your interests and career goals.

2.5 Internship Waiver/Capstone Course Replacement

Internship waivers are only granted for those who have work experience at least comparable to that which would be obtained through the internship. Even if you have comparable work experience, you may still want to consider pursuing an internship to broaden your experience.

The process for seeking such a waiver requires a formal written request to the Capstone/Internship Program Coordinator including:

- a detailed description of:
  - your comparable work experience
  - how your work has informed your coursework
  - how your coursework has informed your work
- a current resume

Please note that a 3 credit capstone course (PHS 390) is required for those students who receive an internship waiver.
3. Planning for the Capstone/Internship Experience

3.1 Early Planning
- Consider your career goals and what type of internship experience might best help you prepare for your desired position after graduation.
- Note which courses in your program interest you the most, and which health care settings you prefer.
- Talk to other students about their internship experiences.
- Join HASO and/or Eta Sigma Gamma and discuss options with student members.
- Discuss ideas with your academic advisor and/or instructors.
- Attend ongoing internship meetings to learn from current interns (please request notification of future internship meetings).

3.2 Later Planning
- Contact our office to schedule a meeting with the Internship/Capstone Program Coordinator early in the semester, PRIOR to the desired start date (e.g., January/February for a spring semester internship). Come to this meeting prepared:
  a. Know the information included in this document.
  b. Bring your updated resume to the meeting (you may utilize the resume building resources available through the Academic Advising & Career Center at 285 UPAV).
  c. Identify your areas of interest and be prepared to discuss them with the Capstone/Internship Program Coordinator.
  d. Bring ideas of possible internship sites or contacts.

4. Capstone/Internship Site Selection

Identifying an appropriate capstone/internship site
You play an important role in identifying an appropriate site. You are encouraged to discuss preliminary ideas with your advisor and/or course instructors. Bring your ideas to your meeting with the Capstone/Internship Program Coordinator who will assist with matching your interests with available sites. The Capstone/Internship Program Coordinator, with your input, may contact sites to set up an interview for you with a potential Preceptor.

(It is possible to split your internship hours between two sites if you enroll in the 6 credit (300-hour) internship option, depending on availability).

Using your place of employment as the internship site
You can only use your place of employment as your internship site if you can document that (1) the internship assignment is distinct from your employment responsibilities and will be completed in a department or division distinct from your regular position, (2) the hours devoted to the internship are distinct from your hours of employment, (3) there is a qualified Preceptor, other than your immediate supervisor, who can supervise your work and (4)
criteria 1-3 were reviewed by your employer and your supervisor is willing to submit a written statement that the criteria are acceptable and that each will be met. The feedback on using one’s place of employment as an internship site is mixed. Two of the major disadvantages reported are role confusion and job-related interruptions. The major advantage reported is convenience.

5. On-site Internship Interview

5.1 Purpose of the Interview

You must have a face-to-face interview with your potential preceptor. The Preceptor will assess your interests and whether you are a good fit for their organization. You must be able to articulate your interests during this interview. Much of the information discussed in your interview will be included on your Agreement Form.

5.2 Preparation for the Interview

Employers tell us that they are seeking interns who demonstrate professional behavior and appearance, a positive attitude toward learning, dependability, flexibility, initiative, quality work, and the ability to collaborate and work well in teams in a diverse environment. **It is essential that you demonstrate these qualities during your interview.** An interview does not guarantee that you will be accepted!

You should research the organization before the interview so you are familiar with their services, department and specialties. This will allow you to ask informed questions and help articulate why you are interested in working with them. **Preceptors will ask you what you are interested in, please be prepared for this question!**

5.3 Information to obtain during your interview:

- Will I have an assigned project and related activities?
- Will I have opportunities to attend meetings/conferences within and outside of the program or agency?
- Will I receive supervision by my Preceptor on a regular basis?
- Will my Preceptor give me feedback on my performance during my internship?
- What will be my specific hours/specific days?
- Will I have the resources required to complete my assignments (e.g., office space, phone, fax, photocopier, computer, etc.)?
- Will I be expected to work independently or as part of a team?
- Will I be working with other interns?
- Will I have networking opportunities?
- What is the procedure for requesting a change in schedule or for reporting an absence?
- When I complete my assignments can I request additional projects?
- Will I be required to report to additional persons other than my Preceptor?
• In the event that my Preceptor is unavailable, who will be authorized to assign activities to me?
• Is there any remuneration? Will there be a stipend, food or parking allowance, etc?

5.4 Accepting an Offer

Before you formally accept an internship offer, please discuss your offer (email is acceptable) with the Capstone/Internship Program Coordinator. After your offer is approved, the next step is to complete an Internship Agreement Form.

If you have tentatively accepted an internship offer (during your interview), and subsequently receive a second, more desirable offer, you can decline the first offer. However, this MUST be handled in a professional manner. You must contact the first site to explain your reason for declining. Failure to do this in a professional manner can jeopardize opportunities for future students. Once an Agreement is signed, it is expected that you will honor your commitment.

6. Internship Agreement

6.1 Purpose
The purpose of the Form is to promote a clear understanding of the focus and substance of the internship. The Agreement protects all parties and can be referenced if questions arise relative to any aspect of the Agreement. It can only be changed with the agreement and signatures of all signatories on an amended agreement.

6.2 Agreement Form

This form includes a timeline and a statement of the goals and objectives for you and for your preceptor. It is desirable to be onsite at least twice per week. This provides you with adequate exposure to the agency so that you can become acquainted with the organization personnel and to maximize your learning opportunities.

If the Internship includes a project then it should be described briefly by the Preceptor on this form (or on an additional page).

6.3 Internship Start & End Dates

Internships generally begin at the start of the term. However, you may start your internship before or after the semester begins and, your completion date may extend beyond the end of a semester. These dates should be reflected on your Internship Agreement Form. Journal entries are required for these pre-semester hours if you want them counted toward the total hour requirement.

It is common for students who engage in their internship experience during the 7-week Spring or Summer terms to continue their internship into the next term (e.g., Spring into Summer). A grade of “Y” will be entered to indicate the internship is in progress and will be replaced with the earned letter grade (A-E) when all requirements are met. You do not need to re-register for the internship if you receive a “Y” grade.
6.4 Registering for the Capstone/Internship Course

You must submit the completed Internship Agreement Form to the Capstone/Internship Program Coordinator to receive an override to register online for the appropriate course (e.g., HCR 390 or HED 590) for the number of credits approved on your Agreement Form (3-6 credits). Once the semester has begun (as online registration closes) you will need to obtain a signed add form and turn it in at the Office of the Registrar.

6.5 Changes to Agreement

- If you are asked by your Preceptor to continue beyond the agreed upon end date, you can extend the completion date of your internship. If you accumulate contact hours beyond the registered credit hours, you can register for additional credits (up to six credits total). If you are unable to extend your commitment, you must notify your Preceptor as soon as this situation presents itself.

- If you wish to complete additional hours, you can develop an amendment to your initial Agreement. You have the option to add up to 3 additional credits (not to exceed a total of 6) for the extension. If you are offered a paid position where you are doing your internship, and you select to accept the offer, you should be prepared to fulfill all conditions of the Capstone/Internship Agreement to obtain credit for your internship experience.

- When activities stipulated on the Capstone/Internship Agreement are completed before the required hours, discuss this with your Preceptor. Since this situation is most likely to occur after you have completed a substantial portion of your hours, your familiarity with the agency and program should provide you with enough insight to create learning opportunities for yourself. There are usually many worthwhile contributions that you can make to advance the mission of the agency or program and that would be received favorably by your Preceptor. This would be a perfect opportunity to demonstrate your initiative and leadership ability.

6.6 Expectations for Preceptor (see Appendix I)

7. Professional Conduct

Code of Conduct

You must conduct yourself in a professional manner as you are a representative of the University and the organization. You must dress appropriately. Your clothing must be clean, unwrinkled and free of holes. You should keep personal telephone calls and texting to a minimum. During the winter months, the University of Michigan-Flint may designate a snow day. If your internship site is open, you are required to make an attempt to report for your assigned work period. However, if travel conditions are unsafe you should notify your Preceptor that you cannot be present.
Frequent Communication

You will be expected to communicate regularly with your Preceptor on the progress of your activities. If concerns arise and you have difficulty communicating with your Preceptor please contact the Capstone/Internship Program Coordinator directly.

8. Required Capstone/Internship Components

8.1 Internship Journal

The internship journal is a confidential and detailed account of your daily activities: a record of your Internship dates, hours and significant learning experiences, noting gaps between what you are learning and what you expected to learn. Entries may briefly summarize your day’s events including points of interest or difficulties encountered. Your log entries may include a description of meetings attended, data compiled or materials read. It is the means by which you can track your own progress and provides necessary information for the integrative capstone/internship research paper.

8.2 Capstone/Internship Meetings

Internship meetings are conducted by the Capstone/Internship Program Coordinator which are the on-campus, instructional component of the capstone/internship. The meetings provide an opportunity to exchange ideas and experiences, provide support, and engage in problem solving and explore internship and work-related issues with other interns. Such exchanges also provide a chance to refine goals and objectives, and evaluate capstone/internship progress. Meetings are scheduled according to students’ availability. Attendance is mandatory (please notify your Preceptor of upcoming scheduled meetings so you may be excused from your scheduled internship hours if needed – meeting time does not count toward your required contact hours). You will discuss strategies so you can get the most benefit from your capstone/internship experience.

8.3 Project Materials

You are expected to complete at least one project for the agency. The project will be decided in consultation with your Preceptor and referenced on the Agreement Form. Your Preceptor will familiarize you with the overall functions/activities of your placement site and help you to identify appropriate projects. Any electronic or hard copy materials produced should be shared with the Capstone/Internship Program Coordinator upon completion of your internship (these materials may be picked up once your grade has been issued).

8.4 Research Paper (see Appendix II)

8.5 Evaluation Forms

Two evaluation forms must be completed upon completion of your capstone/internship: the Student Evaluation of Preceptor/Capstone/Internship Experience Form and the Preceptor Assessment of the Intern/Internship Program Form.
Accessing Evaluation Forms

The electronic student evaluation form is located on our website at: https://formassembly.umflint.edu/forms/view/157.

An electronic link to the Preceptor evaluation form will be emailed to your Preceptor when you notify the Department that you have fulfilled your internship hours.

8.6 Receiving a grade for the Capstone/Internship

When you have completed your capstone/internship contact hours, submit your materials within two weeks, to include: capstone/internship journal, project materials, research paper, and the Student Evaluation of Preceptor/Capstone/Internship Experience Form (all materials will be returned to you) no later than two weeks after completion. Notify the Department when you have fulfilled your internship hours so your Preceptor can be provided with a Preceptor Assessment of the Intern/Internship Program Form. Upon receiving all of the components of your portfolio, materials will be reviewed and a letter grade will be submitted.

9. Unanticipated Situations Can Arise

Activities not specified on the Capstone/Internship Agreement Form

As it is impossible to anticipate every internship activity, you may be asked to perform a function that was not specified on the Agreement Form, but that is within the general expected duties of any internship. Certain tasks are common practice for most internship placements including, photocopying, answering telephones, data management, letter-writing, delivery of documents, and, on occasion, stuffing envelopes. However, as important as these activities are to the operation and success of any agency or program, they should not constitute the substance of your internship. If many of your assignments are inconsistent with the activities agreed to on the Agreement, you should discuss the matter with your Preceptor and the Internship Program Coordinator so this can be resolved as soon as possible.

Activities that compromise your personal or professional values or beliefs

In this unlikely situation, you would have to use your discretion to determine an appropriate course of action. You should discuss the issue with your Preceptor, or, if he or she is the source of the conflict, you must call the Internship Program Coordinator. If you are unsure of what to do, it might be prudent to delay compliance until you can discuss your objection with an appropriate party.

Discrimination/Harassment

As in any job you obtain, you should secure a copy of the agency’s policy on discrimination and harassment. Although policies may vary, generally, you should first verbally inform the individual of his or her unacceptable behavior, unless your well being is in imminent danger. If the behavior does not cease, then you should discuss the matter with your Preceptor or other appropriate agency person. You should also notify the Internship Program Coordinator who may intervene upon your request.
**Termination from the Capstone/Internship Program**

Conducting yourself in a professional manner with the highest standards of personal ethics is an absolute requirement. Violations of professional conduct and/or generally accepted standards of ethical behavior will be grounds for termination from the internship with assignment of a failing grade.

**10. Glossary**

**Affiliation Agreement:** A formal Affiliation Agreement established between UM-Flint and your internship site – is only required by some agencies. It describes issues related to liability, scope of responsibility among other issues. If required, this inter-institutional agreement must be in place prior to the internship start date.

**Co-op:** An experience similar in purpose to the internship, but usually extends over a longer period of time, and often requires you to work at the co-op site full-time. A co-op may be elected in place of the internship, but must be arranged through the Academic Advising/Career Development Center (285 UPAV), rather than through the PHHS Department. The co-op experience is paid, whereas the internship is unpaid.

**Capstone/Internship Program Coordinator:** A faculty member in the Department of Public Health and Health Sciences who serves as the instructor for the Capstone/Internship in Health Care. The Capstone/Internship Program Coordinator advocates for your internship by facilitating the internship placement process, interacting with the Preceptor on your behalf, processing Affiliation Agreements, conducting capstone/internship meetings, helping to resolve conflicts, and evaluating overall Intern performance.

**Preceptor:** An appropriately credentialed and experienced health practitioner, who is employed full-time by a health agency and who serves as your on-site Internship Preceptor and mentor. Ideally, your Preceptor should possess a graduate degree with specialized training and experience in his/her chosen field. Other individuals who possess extensive experience, but without advanced degrees may also be approved as a Preceptor. The Preceptor is responsible for supervising your projects, duties and performance, completion of your evaluation, notifying Internship Program Coordinator if problems are encountered during the internship period.
11. Capstone/Internship Checklist (see Appendix III).

12. Internship Forms:

The following Internship Forms are available on our Department webpage:
http://www.umflint.edu/pubhealth/

1. Capstone/Internship Agreement

2. Student Capstone/Internship Evaluation

The Preceptor Evaluation Form will be provided electronically to your Preceptor when you notify the department that you have completed your internship contact hours.
APPENDIX I
APPENDIX I

Expectations for Preceptor

Internship Program Coordinator
Contact Information:
Name: Suzanne Selig
Department of Public Health and Health Sciences
Phone: (810) 762-3172
Fax: (810) 762-3003
Email: sselig@umflint.edu

Making an Offer for an Internship Opportunity
Interns must have any internship offer approved by the UM-Flint Internship Program Coordinator prior to acceptance of an offer. Once an offer has been approved and accepted, an agreement form must be completed and signed.

Agreement Form
The agreement form includes a timeline (estimated start and end dates) and a statement of the goals and objectives for the agency and the intern. If the Internship includes a project, then it should be described briefly by the Preceptor on the agreement form (or on an additional page). The content of the agreement form should promote a clear understanding of the focus and substance of the internship.

Changes to Agreement Form
If you would like the intern to continue beyond the agreed upon end date, the end date may be extended by developing an amendment to the original agreement form. The amendment must be signed by all signatories of original agreement.
Interns may accept an offer for a paid position but must still fulfill all conditions of the internship agreement to obtain credit for their internship experience.

Intern Site Requirements/Activities
Projects and Activities
Any assigned project(s) and regular activities should be referenced on the Agreement Form. It is understood that interns may be asked to perform a function that was not specified on the Agreement Form, if it is consistent with the general expected duties of any internship.

Journaling/Meetings
Interns are required to keep a journal and attend monthly capstone/internship meetings on campus (schedule varies by semester) as part of their grade. Please encourage interns to journal their activities and experiences and allow them to adjust their internship hours to attend these meetings whenever possible.

Contact Hours/Credit Hours
Students may opt for a 3-credit (150-hour) or a 6-credit (300-hour) capstone/internship, as is
arranged with you, as Preceptor.

Contact hours (150-300) must be completed on site at the agency, under supervision of the Preceptor. Internship-related work performed at home does not count as "contact hours."

It is usually best when interns can be onsite at least twice per week. This provides them with substantial exposure to the agency so that they can become acquainted with agency personnel and to maximize their learning opportunities.

**Preceptor Responsibilities/Expectations**

- Develop meaningful and challenging experiences relating to the intern’s academic and career goals as per Agreement Form.

- Provide the intern with appropriate orientation to the organization, work environment, and organization policies and procedure including expected performance standards; office etiquette and attire; work hours; telephone manners; availability of supplies; confidentiality; and process for resolution of ethical dilemmas.

- Define the role of the intern and communicate this role to the intern and relevant staff.

- If possible, schedule activities that allow the intern to gain broad exposure to the professional field as well as to develop proficiency at more narrow tasks.

- Provide oversight of Intern’s projects, duties, and performance.

- Schedule regular supervisory meetings with the intern to enable the intern to ask questions, resolve problems, report on his/her progress, receive training and instructions, and receive advice related to his/her future career plans.

- At the end of the internship, an exit interview should be conducted with the intern to discuss the Preceptor Evaluation Form (link for evaluation form will be emailed upon completion of interns contact hours).

- Notify the Internship Coordinator immediately of any problems or if you have questions or suggestions.

- If internship is conducted at place of employment, Preceptor will assure that internship activities will be different than Intern’s job duties/activities and not conducted during paid working hours.

**Expectations of Intern’s Professional Conduct**

All interns must conduct themselves in a professional manner (dress, personal hygiene, and minimal use of personal electronic devices). During the winter months, the University of Michigan-Flint may designate a snow day. If the internship site is open, interns are required to make an attempt to report for their assigned work period. However, if travel conditions are unsafe they should notify you that they cannot be present.
Discrimination/Harassment
Interns should be provided a copy of the agency’s policy on discrimination and harassment.

Termination from the Capstone/Internship Program
Please contact the Internship Program Coordinator immediately in the event of violations of professional conduct and/or generally accepted standards of ethical behavior.
APPENDIX II
APPENDIX II

Capstone/Internship Research Paper Requirements

The purpose of this paper is for you to describe your internship experience, and discuss how your experience relates to larger issues and challenges facing the health care system. This paper should demonstrate an application of knowledge gained from your coursework to your internship activities and should be included in your professional portfolio!

This is a formal paper. It must be double-spaced and must cover all of the items in the outline below:

I. **Overview of the Agency/Organization**
   a. Brief history and mission.
   b. Overview of services provided.
   c. Organizational chart and identification of your internship placement within the organization.
   d. Company policies that affected your placement.
   e. Required knowledge, skills, and attributes to be successful working in this setting.

II. **The Healthcare Environment**
   a. What are the major issues facing the current health care environment?
   b. Discuss how these issues are impacting the organization/agency where you completed your internship.
   c. How is the organization/agency responding to these challenges?
   d. In what way was the focus of your internship related to these issues?

III. **Description of internship activities including procedures and responsibilities**
   a. Describe the major activities/projects that you completed or contributed to during your internship.
   b. What types of computer applications were utilized?
   c. Describe data compiled, materials reviewed, and work produced (where relevant).
   
   d. How did your activities/projects contribute to the organization’s mission?
   e. How did the organization benefit from your projects/output?

IV. **Activities log summary**
   Include a written, detailed account of daily/ongoing activities including number of hours, and meetings attended.
   
   i. Identify points of interest and/or difficulties experienced.
   ii. Describe inconsistencies/consistencies between what you learned in
specific classes and what you experienced during your internship.

V. Internship Assessment
   a. Employment and orientation process to the internship site – was this adequate? What was good/missing?
   b. Self-evaluation of internship.
   c. Co-worker relationships.
   d. Supervisor relationships.
   e. Benefits gained through Internship experience.

VI. Assessment of Preparation for Internship
   a. Which classes best prepared you for your internship and why?
   b. Identify coursework or activities you wish you had prior to your Internship.
   c. Suggested changes that would have strengthened your Internship experience.
APPENDIX III
APPENDIX III

Capstone/Internship Planning Checklist

Remember each capstone/internship opportunity is unique. These steps provide an overview of the process needed to enhance your academic and professional development experience.

Planning your Capstone/Internship

 preparated updated resume (make an appointment with the Career Development Center if you need resume building assistance) to bring to your appointment with the Capstone/Internship Program Coordinator. Be prepared to discuss interests and goals to inform selection of a placement site.

☐ The Capstone/Internship Program Coordinator may submit your resume and career goals to prospective Preceptors who may contact you for an interview.

☐ Attend a PHHS capstone/internship meeting to familiarize yourself with other interns’ experiences

☐ Interview for and accept a capstone/internship position (you may not be offered an internship at the time of the interview). At your interview, articulate the types of experiences you would like to have and demonstrate flexibility and desire to be an asset to the organization. Conduct yourself professionally.

☐ Complete Agreement Form with Preceptor - approval of your planned experiences/projects

☐ Obtain all signatures

☐ Return completed Agreement Form to Capstone/Internship Program Coordinator for approval and signature

☐ Approval will be given for you to register for the appropriate internship course (HCR 390, 590; HED 590; or PHS 590) and agreed upon number of credits (3-6 credits depending upon hours agreed upon with Preceptor)

Requirements for obtaining a grade

☐ Keep a detailed log of capstone/internship activities and hours for capstone/internship meetings as you will be required to submit your log to the Capstone/Internship Program Coordinator upon completion of capstone/internship experience.

☐ Work the days and times agreed upon with Preceptor (notify your Preceptor if you will be absent)

☐ Attend monthly capstone/internship meetings on campus and be prepared to discuss your progress

☐ Conform to the regulations of the organization in which you are working

☐ Notify the Capstone/Internship Program Coordinator should any problems or concerns arise

☐ Submit the following to Angie Spade:
  o Your capstone/internship research paper as per guidelines. Your paper will be graded using the attached rubric
  o Log of your detailed activities and hours
  o Complete the electronic Student Evaluation of the Capstone/Internship Form (Student Evaluation Form available online at: http://www.umflint.edu/pubhealth/Forms.htm).

☐ Notify the Department that you have completed your capstone/internship contact hours along with your Preceptor’s name and email address so an electronic evaluation of the Preceptor Evaluation of Intern and Capstone/Internship experience will be emailed to your Preceptor for completion.

☐ The Capstone/Internship Coordinator will submit your grade once all materials have been submitted (including the electronic Preceptor Evaluation of Intern Form).