Public Health & Health Care Administration

Undergraduate Internship Experience Guide

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1. Introduction
A capstone course is required of all University of Michigan-Flint undergraduate students. In the Department of Public Health and Health Sciences, the capstone course is integrated into the required internship for the Bachelor of Science in Health Care Administration and the Bachelor of Science in Public Health programs.

2. Overview of the Capstone /Internship Experience

2.1 Purpose/Goals
The major purpose of an internship is to provide you with a professional experience outside of the classroom that is consistent with your academic program and career goals. Combined with the capstone component, it provides opportunities to integrate, synthesize and apply knowledge to enhance academic and professional development as well as provide you exposure to engage with health professionals and practice.

The goals of this experience include:
   a. to provide relevant, practical and hands on professional experiences;
   b. to enhance understanding and application of health care administration and/or public health principles, concepts, and procedures;
   c. to gain an in-depth understanding of the specific environment of your internship site;
   d. to establish a professional network within the public health community;
   e. to develop professionally through on-site experiences:
      1. to strengthen oral and written communication skills
      2. to strengthen interpersonal skills
      3. to strengthen problem solving skills
      4. to engage in personal reflection
      5. to further interactions with other professionals and interns

Internships are conducted in a professional work environment and must be approached as professional employment. The internship provides an opportunity to further critical thinking in applying knowledge to practice. If performance is outstanding, it can possibly lead to employment or securing an important professional reference for future employment.

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

The following courses must be successfully completed prior to beginning the capstone/internship course*:
BS in Health Care Administration & B.S. in Public Health majors:
1. HCR 362 (Cultural Competence in Health Care),
2. HCR 370 (Healthcare Professionalism & Leadership)
3. HCR 385 (Health Care Program Evaluation);
4. PHS 315 (Introduction to Epidemiology)

AND all of the following specific to each major:

Health Care Administration majors:
- HCR 301 (Intro to Health Information Systems for Administrators),
- HCR 304 (Ethics of Health Care),
- HCR 305 (Public Policy and Health Care),
- HCR 376 (Health Care Administration),
- HCR 377 (Health Care Human Resources Administration),
- HCR 400 (Affordable Care: Role of Health Insurance)
- HCR 410 (Health Care Strategic Planning).

Public Health majors:
- HCR 380 (Strategies in Health Education),
- HCR 384 (Issues in Program Implementation),
- HCR 386 (Media and Materials in Health Care Education)
- COM/THE 210 (Introduction to Public Speaking)
- PHS 210 (Public Health & The Engaged Citizen)

* Additional courses may be required depending upon specific internship placement.

2.3 Capstone/Internship Requirements/Activities
Generally, you will be assigned at least one project to complete at your internship site. The Field Supervisor will help you to identify an appropriate project prior to the beginning of your internship (project(s) must be described on the required Learning Contract). For Public Health students, the core foundational public health sub-domains should also be thoroughly described in the Learning Contract.

You are required to keep a journal on Blackboard, attend internship meetings, and submit a final internship paper, project materials, and evaluation forms (Student and Field Supervisor evaluations are required before a grade will be issued). These requirements are described in more detail in Section 8 and Appendix II.

2.4 Contact Hours/Credit Hours
You can opt for a 3-credit/150-hour or as much as a 6-credit/300-hour internship (as long as this can be arranged with your Field Supervisor). If you wish to obtain more experience, you may wish to increase your credit hours.

Your "contact hours" (150-300) must be completed on-site at the agency, under the supervision of a qualified Field Supervisor. 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 and travel time to required internship meetings do NOT count toward your required contact hours.

3. Planning for the 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 settings you prefer.
- Talk to other students about their internship experiences.
- Join Eta Sigma Gamma or Public Health Student Organization to discuss options with student members.
- Discuss ideas with your academic advisor and/or instructors.
- Attend ongoing internship meetings to learn from current interns (schedule of internship meetings can be found in the online course schedule for the current term).

3.2 Later Planning

Early in the semester, PRIOR to the desired start date send an email to pubhealthintern@umflint.edu to inform us that you would like to schedule a meeting with the Internship Coordinator or contact the department office. The internship application deadlines are as follows: **Semester/Year you wish to begin your internship**

<table>
<thead>
<tr>
<th>Term</th>
<th>Year</th>
<th>Application Deadline</th>
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<tbody>
<tr>
<td>Fall</td>
<td>________</td>
<td>July 10th</td>
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<tr>
<td>Winter</td>
<td>________</td>
<td>October 10th</td>
</tr>
<tr>
<td>Spring/Summer</td>
<td>________</td>
<td>March 10th</td>
</tr>
</tbody>
</table>

If you do not meet the application deadline for the semester you wish to do your internship, you may not be placed.

Come to this meeting prepared: **If you are not prepared for this meeting, you will be asked to reschedule.**

  a. Read this guide thoroughly before your meeting.
  b. Complete the online Internship Quiz
  c. Bring your updated resume to the meeting (you are encouraged to utilize the resume building resources available through the Career Center at 1001 Northbank Center).
  d. Bring a completed Internship Application
  e. Bring ideas of possible internship sites or contacts.
PUBLIC HEALTH STUDENTS ONLY: Carefully review the following foundational public health domains and sub-domains. Choose three sub-domains that will be integrated into your internship experience.

<table>
<thead>
<tr>
<th>Public Health Domains</th>
<th>Sub-Domain</th>
</tr>
</thead>
</table>
| **A. Overview of Public Health:** Address the history and philosophy of public health as well as its core values, concepts, and functions across the globe and in society | 1. Public Health History  
2. Public Health Philosophy  
3. Core PH Values  
4. Core PH Concepts  
5. Global Functions of Public Health  
6. Societal Functions of Public Health |
| **B. Role and Importance of Data in Public Health:** Address the basic concepts, methods, and tools of public health data collection, use, and analysis and why evidence-based approaches are an essential part of public health practice | 7. Basic Concepts of Data Collection  
8. Basic Methods of Data Collection  
9. Basic Tools of Data Collection  
10. Data Usage  
11. Data Analysis  
12. Evidence-based Approaches |
| **C. Identifying and Addressing Population Health Challenges:** Address the concepts of population health, and the basic processes, approaches, and interventions that identify and address the major health-related needs and concerns of populations | 13. Population Health Concepts  
14. Introduction to Processes and Approaches to Identify Needs and Concerns of Populations  
15. Introduction to Approaches and Interventions to Address Needs and Concerns of Populations |
| **D. Human Health:** Address the underlying science of human health and disease including opportunities for promoting and protecting health across the life course | 16. Science of Human Health and Disease  
17. Health Promotion  
18. Health Protection |
| **E. Determinants of Health:** Address the socio-economic, behavioral, biological, environmental, and other factors that impact human health and contribute to health disparities | 19. Socio-economic Impacts on Human Health and Health Disparities  
20. Behavioral Factors Impacts on Human Health and Health Disparities  
21. Biological Factors Impacts on Human Health and Health Disparities  
22. Environmental Factors Impacts on Human Health and Health Disparities |
| **F. Project Implementation:** Address the fundamental concepts and features of project implementation, including planning, assessment, and evaluation | 23. Introduction to Planning Concepts and Features  
24. Introduction to Assessment Concepts and Features  
25. Introduction to Evaluation Concepts and Features |
| **G. Overview of the Health System:** Address the fundamental characteristics and organizational structures of the U.S. health system as well as to the differences in systems in other countries | 26. Characteristics and Structures of the U.S. Health System  
27. Comparative Health Systems |
| **H. Health Policy, Law, Ethics, and Economics:** Address the basic concepts of legal, ethical, economic, and regulatory dimensions of health care and public health policy, and the roles, influences and responsibilities of the different agencies and branches of government | 28. Legal dimensions of health care and public health policy  
29. Ethical dimensions of health care and public health policy  
30. Economical dimensions of health care and public health policy  
31. Regulatory dimensions of health care and public health policy  
32. Governmental Agency Roles in health care and public health policy |
| **I. Health Communications:** Address the basic concepts of public health-specific communication, including technical and professional writing and the use of mass media and electronic technology | 33. Technical writing  
34. Professional writing  
35. Use of Mass Media  
36. Use of Electronic Technology |
4. Internship Site Selection

4.1 Identifying an appropriate 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 Internship Coordinator who will assist with matching your interests with available sites. The Internship Coordinator, with your input, will contact sites to set up an interview for you with a potential Field Supervisor.

*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.

4.2 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 Field Supervisor, 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. Two of the major disadvantages of this arrangement 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
A face-to-face interview with your potential Field Supervisor is required. The Field Supervisor will assess your interests and whether you are a good fit for the organization. You must be able to articulate your interests, and what you hope to learn and/or achieve from your internship during this interview. The information you agree upon in your interview must be reflected on your Learning Contract.

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 diverse teams. 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, departments, and specialties. This will allow you to ask informed questions and help articulate why you are interested in working with them. Field Supervisors will ask you what you are interested in learning, please be prepared for this question!
5.3 Items to discuss during your interview:

- Will I have an assigned project and related activities?
- Will I receive supervision by my Field Supervisor on a regular basis?
- Will my Field Supervisor give me feedback on my performance during my internship?
- Will I be required to report to additional persons other than my Field Supervisor?
- In the event that my Field Supervisor is unavailable, who will be authorized to assign activities to me?
- Will I be working with other interns?
- Will I be expected to work independently or as part of a team?
- When I complete my assignments, may I request additional projects?
- Will I have opportunities to attend meetings/conferences within and outside of the program or agency providing learning and networking opportunities?
- Will I have networking opportunities?
- Will I have the resources required to complete my assignments (e.g., office space, phone, fax, photocopier, computer, etc.)?
- What will be my specific hours/specific days?
- What is the procedure for requesting a change in schedule or for reporting an absence? 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 Internship Coordinator. Your internship must be in the area of your major and approved by the Internship Coordinator prior to your acceptance of an offer. Approval is based on appropriateness of the particular experience as an internship and an assessment of the match with your interests and career goals. After your offer is approved, the next step is to complete a Learning Contract. Once a Learning Contract is signed, it is expected that you will honor your commitment. **Please note that you cannot begin or register for your internship until the Learning Contract is approved and signed by the internship coordinator.**

6. Internship Learning Contract

6.1 Purpose

The purpose of the Learning Contract is to promote a clear understanding of the focus and substance of the internship. **The Student has the lead responsibility for developing the Learning Contract** in collaboration with the Field Supervisor(s) upon offer and acceptance of the internship. The Learning Contract protects all parties and can be referenced if questions arise relative to the internship https://www.umflint.edu/pubhealth/hcr-age-390
6.2 Learning Contract Information
The completed form will include a timeline, a statement of the goals and objectives (and projects). It is desirable to be on site two days per week. This provides you with minimal exposure to the agency so that you can become acquainted with the organization and personnel to maximize your learning opportunities.

6.3 Learning Objectives
The learning objectives are the foundation of the internship and the core element of the Learning Contract. The learning objectives should build upon the knowledge and skills acquired during the coursework and reflect the goals of the internship placement. Your overall interests, past experiences, and career goals, should also inform the objectives. The Internship Coordinator and the Field Supervisor are the key resources to guide you in developing the objectives. It is critically important that the expectations of the student and Field Supervisor are realistic, explicit, and agreed upon prior to the onset of the internship.

For Public Health interns, you are required to choose a minimum of three sub-domains that will be integrated into your internship experience.

Make sure each learning objective is specific, not vague and ambiguous. Avoid using phrases like “to learn” or “to understand.”

An example of a poorly written objective: To understand diabetes and BMI.

An example of a well-written objective: To identify relationships (if any) between an individual’s BMI and his likelihood for being diabetic.

Your Learning Contract must be approved prior to registering or beginning your internship.

6.4 Internship Start & End Dates
The internship is available throughout the calendar year. Internships generally begin at the start of an academic semester. However, you may start your internship after the semester begins, and your completion date may extend beyond the end of a semester. These dates should be reflected on your Learning Contract.

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; however, all materials are due within two weeks of completion of your contact hours. If you are graduating the same term you anticipate completing your internship, check the submission date on the blackboard announcement page for the final date to turn in your internship paper, evaluations, and project materials in order to meet the graduation deadline.
6.5 Registering for the Internship Course
You must submit the completed Learning Contract to the Internship Administrative Assistant to receive an override to register online for the appropriate course (e.g., HCR 390 or HCR 490) for the number of credits approved on your Learning Contract (3-6 credits).

6.6 Changes to the Learning Contract

- The Learning Contract can only be changed if all signatories are in agreement.

- If you are asked by your Field Supervisor to continue beyond the agreed upon end date, you have the option to add up to 3 additional credits (not to exceed a total of 6) for the extension. If you are unable to extend your commitment, you must notify your Field Supervisor as soon as possible.

- If you are offered a paid position where you are doing your internship, and you select to accept the offer, you must fulfill all conditions of the Learning Contract to obtain credit for your internship experience.

- When activities stipulated on the Learning Contract are completed before the required hours, discuss this with your Field Supervisor. 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 Field Supervisor. This would be a perfect opportunity to demonstrate your initiative and leadership ability.

6.7 Expectations for Field Supervisor (see Appendix I)

7. Professional Conduct

7.1 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. Please check agency policy regarding dress code, tattoos and body piercings. You should keep personal telephone calls and texting to a minimum and only in emergency situations. Responsible behavior regarding attendance and interest in the agency’s activities are expected. 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 Field Supervisor that you cannot be present.

7.2 Frequent Communication
You will be expected to communicate regularly with your Field Supervisor on the progress of your activities. If concerns arise and you have difficulty communicating with your Field Supervisor, please contact the Internship Coordinator directly.
8. Required Internship Components and Internship Grade

There are six (6) required components to the Internship experience: Internship Journal, Internship Meetings, Project Materials, Internship Paper, Student and Field Supervisor Evaluations of the Internship experience (all six components must be received by our office to obtain a grade).

8.1 Internship Journal

An important component of your internship is to reflect upon your experience critically and to document your insights and reflections on Blackboard (using the Journal link). The internship journal is your record of your internship dates, hours, and significant learning experiences; a detailed account of your daily activities (description of meetings attended, data compiled, points of interest or difficulty, or materials read, etc.), noting gaps between what you are learning and what you expected to learn, and communications with others. It allows you to track your own progress and provides necessary information for your integrative Internship Paper. You must journal every 15 hours or once per week, whichever comes first. Do not wait until the end of your internship to submit journal entries. Journal entries must be submitted each week or every 15 hours, whichever comes first.

8.2 Internship Meetings

a. Internship Meetings are a valuable component of your internship experience.

b. Internship Meetings are conducted by the Internship Coordinator and are the on-campus instructional component of the Internship.

c. The Internship Meetings are interactive and designed to maximize your internship experience. Full participation is expected.

d. **Attendance is mandatory once you begin your internship and until all of your requirements have been submitted (or a minimum of four meetings if you are completing your Internship within 2-3 months).** Please notify your Field Supervisor 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.

**Specifically, at the Internship Meetings you will:**

- Discuss how you are applying what you have learned during your coursework (theory, skill development) related to the internship experience.
- Discuss and share internship experiences, including relevant and common topics, challenges of the internship experience, and explore solutions to issues that may occur at the internship site.
- Discuss networking experiences and opportunities.
- Review and discuss relevant and timely health care issues, such as the Affordable Care Act, electronic medical records, health disparities, health literacy, computer applications skills, and quality improvement, etc.
- Assess and build character attributes such as integrity, ethical conduct, and respect for diversity.
- Prepare for your future non-internship job through assistance with resume.
preparation (critiquing samples), cover letters, interviewing skills, assessing areas for improvement, and developing soft skills, such as good written and oral communication, networking and building partnerships, navigating co-worker and supervisor relationships, critical thinking and problem solving skills and conflict resolution, strategies for job seeking.

- Review all components of the Internship Paper and grading rubric.

If you miss a meeting, you are required to submit an assignment (contact the Internship Coordinator immediately for instructions). Not attending meetings and not completing assignments for missed meetings will reduce your final grade.

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 Field Supervisor and should be referenced on the Learning Contract. Your Field Supervisor will familiarize you with the overall functions/activities of your placement site and help you to identify appropriate projects. Any electronic or hard copy of your materials produced should be shared with your Internship Coordinator upon completion of your internship (hard copies of any materials may be picked up once your grade has been issued).

8.4 Internship Paper (see Appendix II)

8.5 Evaluation Forms
Two evaluation forms must be completed upon completion of your internship: the Student Evaluation of Field Supervisor Internship Experience Form and the Field Supervisor Evaluation of the Intern/Internship Program Form. The electronic student evaluation form is located on our website at: https://www.umflint.edu/pubhealth/hcr-age-390.

Email pubhealthintern@umflint.edu to notify us that you have fulfilled your internship hours and include your Field Supervisor’s email address and your last date of attendance at the site. This will prompt us to email a link to the Assessment of the Intern/Internship Program Form to your Field Supervisor.

8.6 Receiving a grade for the Capstone/Internship
Within two weeks of completing your capstone/internship contact hours*, upload your required materials to the Internship Organization in Blackboard (HCR 390). This includes your: remaining journal entries, project materials, research paper; and the student and Field Supervisor evaluation forms referenced above.

If the internship paper is not submitted within 2 weeks of completion of your hours, there will be a full letter grade deduction. (i.e., if your paper received an A but was submitted late, the grade would now be a B). If you require an extension (due to extenuating circumstances) for the submission of the internship paper beyond two weeks, you must make this request to the internship coordinator who will either approve or deny your request.
**If you are graduating the same term you will be finishing your internship**, check the submission date on the Blackboard Announcement page for the last date your materials may be submitted to meet the final graduation deadline for the term.

9. **Unanticipated Situations Can Arise**

9.1 **Activities not specified on the Internship Learning Contract**
As it is impossible to anticipate every internship activity, you will probably be asked to perform functions not specified on the Learning Contract, but that are 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 stuffing envelopes. Your willingness to help with these tasks demonstrates your flexibility and teamwork. However, as important as these activities are to the operation and success of any agency or program, they should not constitute the majority of your internship. If many of your assignments are inconsistent with the activities agreed to on the Learning Contract, you should discuss the matter with your Field Supervisor and Internship Coordinator so this can be resolved as soon as possible.

9.2 **Activities that compromise your personal or professional values or beliefs**
In the unlikely situation that you are requested to perform a duty that compromises your personal or professional values or beliefs, you need to use your discretion to determine an appropriate course of action. You should discuss the issue with your Field Supervisor, or, if he or she is the source of the conflict, you must call the Internship Coordinator right away. 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.

9.3 **Discrimination/Harassment**
As in any employment setting, 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 wellbeing is in imminent danger. If the behavior does not cease, then you should discuss the matter with your Field Supervisor or other appropriate agency person. You should also notify the Internship Coordinator who may intervene upon your request.

9.4 **Termination from the 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. **This action can prevent you from receiving your degree.**

If you are dismissed from your internship, you will be required to locate an internship without the assistance of the Internship Coordinator. However, you will still need to have all forms approved by the Internship Coordinator.

10. **Internship Checklist (Appendix III).**
11. Internship Forms
The following internship documents are available on the Public Health and Health Sciences Department webpage:
https://www.umflint.edu/pubhealth/hcr-age-390

   a. Learning Contract
   b. Student Internship Evaluation Form

The Field Supervisor Evaluation Form will be provided electronically to your Field Supervisor when you notify the department that you have completed your internship contact hours (email: pubhealthintern@umflint.edu).
APPENDIX I

Expectations for Field Supervisors

Internship Coordinator Contact Information:
Molly L. Brennan, MPH (mollybre@umflint.edu)
Department of Public Health and Health Sciences
Phone: (810) 762-3172
Fax: (810) 762-3003

Intern Preparation/Prerequisites
Students are required to complete a series of courses before beginning their Internship/Capstone requirement. Please contact the Internship Coordinator to verify that a potential intern has met these requirements.

Making an Offer for an Internship Opportunity
Interns must have an internship offer approved by the Internship Coordinator prior to acceptance of an offer. Once an offer has been approved and accepted, a Learning Contract must be completed and signed before the intern may begin working.

Learning Contract
The Learning Contract 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 on the Learning Contract (or on an additional page). The content of the Learning Contract should promote a clear understanding of the focus and substance of the internship.

Changes to Learning Contract
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 Learning Contract. All signatories of the original Learning Contract must sign the amendment. Interns may accept an offer for a paid position but must still fulfill all conditions of the internship Learning Contract 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 Learning Contract. It is understood that interns may be asked to perform functions not specified on the Learning Contract if consistent with the general expected duties of any internship.

Journaling/Meetings
Interns are required to keep a journal of their experience and to attend internship meetings on campus (schedule varies by semester) as part of their grade. Please encourage interns to reflect on 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) up to a 6-credit (300-hour) internship, as is arranged with you, as Field Supervisor.

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

It is usually best when interns can be on site at least twice per week. This provides you with substantial exposure to the agency so that you may become acquainted with agency personnel and to maximize your learning opportunities.

**Field Supervisor Responsibilities/Expectations**
- Be able to make the necessary time commitment to provide needed guidance for intern.
- Develop meaningful, challenging, and appropriate experiences relating to the intern’s academic and career goals as per Learning Contract.
- 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 Field Supervisor 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, the Field Supervisor will assure that internship activities will be different from 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**
Provide interns with a copy of the agency’s policy on discrimination and harassment.

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

I. Internship Paper
This paper is a culmination/synthesis of your academic coursework, professional volunteer experiences, and your formal internship. It should demonstrate your knowledge of current issues facing the health care field. In doing so, you must 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 Internship Grading Rubric.

FOR PUBLIC HEALTH STUDENTS ONLY: Please review the subdomains located on page 6.
APPENDIX III
Internship Planning Checklist

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

Planning your Internship:
- Prepare updated resume (make an appointment with the Career Development Center if you need resume building assistance).
- Complete the Internship Application.
- Complete the Internship Quiz.
- Schedule an appointment with the Internship Coordinator (bring resume and completed application).
- Attend an internship meeting(s) to familiarize yourself with other interns’ experiences (dates and times listed in the online course schedule).
- Interview for and accept an 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 Learning Contract with the Field Supervisor (be certain entire form is completed).
- Return completed Learning Contract by fax 810-762-3003, email: pubhealthintern@umflint.edu or by dropping off at the department office for Internship Coordinators approval and signature.
- Upon approval of completed the Learning Contract, you will be given an override will be entered into SIS which will allow you to register for the appropriate internship course (HCR 390, HCR 490) and agreed upon number of credits (3-6 credits depending upon hours agreed upon with the Field Supervisor).

Requirements for obtaining a grade
- Keep a detailed journal of internship activities & hours for sharing at the internship meetings and for entering in the Journal area in Blackboard every 15 hours.
- Work the days and times agreed upon with the Field Supervisor (notify your Field Supervisor if you will be absent).
- Attend the required 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 Internship Coordinator should any problems or concerns arise.
- Upload the following into the Internship Organization in Blackboard:
  - Your internship paper as per guidelines (your paper will be graded using the attached rubric).
  - Submit any remaining journal entries in Blackboard.
  - Complete the electronic Student Evaluation of the Internship Form (Student Evaluation Form available online at: http://www.umflint.edu/pubhealth/Forms.html).
- Send email to pubhealthintern@umflint.edu that you have completed your internship contact hours along with your Field Supervisor’s name and email address and an electronic evaluation form will be emailed to your Field Supervisor for completion.
- The Internship Coordinator will submit your grade once all materials have been submitted (including the electronic Field Supervisor Evaluation of Intern Form).