Carroll University
Public Health Program
Internship
Handbook

Summer 2017
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</tbody>
</table>
# Public Health Program Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbra Beck, PhD</td>
<td>Associate Professor</td>
<td><a href="mailto:bbeck@carrollu.edu">bbeck@carrollu.edu</a></td>
<td>262-951-3110</td>
<td>262-524-7690</td>
</tr>
<tr>
<td>Pamela Pinahs-Schultz, PhD</td>
<td>Professor</td>
<td><a href="mailto:pschultz@carrollu.edu">pschultz@carrollu.edu</a></td>
<td>262-524-7323</td>
<td>262-524-7690</td>
</tr>
<tr>
<td>Laia Azam, PhD</td>
<td>Clinical Assistant Professor</td>
<td><a href="mailto:lazam@carrollu.edu">lazam@carrollu.edu</a></td>
<td>262-951-3111</td>
<td>262-524-7690</td>
</tr>
</tbody>
</table>

Mailing Address:
Carroll University
100 N. East Avenue
Waukesha, WI 53186
Purpose
The internship is a required component for all students in the undergraduate public health program. The purpose of a planned, supervised and evaluated internship is to provide students with the opportunity to gain practical experience in a public health setting, and apply and integrate knowledge and skills acquired in the classroom. Students participate in the internship following the completion of the majority of their coursework.

Learning Objectives
Through the completion of the internship, undergraduate public health students will be able to:

1. Integrate public health theory, knowledge and skills in a public health practice setting;
2. Experience the "realities" of public health practice – organizational structure, local and organization politics, program administration, community relationships, program coordination;
3. Complete a defined project in an area of public health practice including core public health functions and essential services, such as needs assessment, program planning and/or evaluation, policy development, professional and/or public education, social marketing, and applied research;
4. Demonstrate professionalism, teamwork, and communication skills in a public health setting.

Required Student Learning Activities
Students must complete the following activities:

1. Prior to the start of the internship, students must develop 3 – 4 learning objectives to be completed during the internship. Objectives should be developed with input from the student’s preceptor, and be approved by the faculty advisor. Learning objectives will guide the primary activities of the student, identify specific products for which the student will be responsible, and help inform final assessment of the student. The student should complete the student learning objectives template provided as Appendix B and give a signed copy to his/her preceptor and faculty advisor.

2. During the course of the internship, students must:
   a. Complete the activities listed as part of his/her learning objectives;
   b. Assist with organization activities (beyond those outlined in the learning objectives) as assigned – potentially including weekend and evening activities;
   c. Develop a professional resume and cover letter;
   d. Complete a guided reflection paper based on experiences gained during the internship.

Credit Hours
Students are required to register for PBH 480: Internship for 6 - 12 credits. Depending on the number of credits taken, number of hours in the field will vary. The following guidelines are used to determine the number of hours that need to be completed over the course of a semester:

- 6 credits = 240 hours
- 8 credits = 320 hours
• 10 credits = 400 hours
• 12 credits = 480 hours

Potential Sites
Internship site selection is a collaborative effort between the faculty advisor, student, and organization. However, students are encouraged to work closely with the faculty advisor to identify potential placement sites. There are a wide range of organizations and agencies that can provide beneficial learning experiences for students. Examples include community-based organizations, state and local health departments, clinics and hospitals, and educational institutions.

The following criteria will be considered when selecting an appropriate internship site:
• Availability of a qualified Preceptor. The site must have someone with substantial experience in public health (or a related discipline) who is willing and able to spend time with the student and provide constructive feedback and guidance.
• Appropriateness and relevance of experiences offered to students. Students should have the opportunity to engage in substantive tasks that enable them to complete the required student learning activities, meet the internship learning objectives, and continue to develop as public health professionals.
• Availability of resources. Students should be provided with resources (i.e. desk, phone, computer, etc.) necessary to complete required tasks.
• Student and agency match. It is essential that there be a good match between the student's skills and interests, and the agency's needs.
• Completion of required Internship Information Form, and Carroll University Contract.

Financial Compensation
Monetary compensation is NOT expected nor required.

Roles and Responsibilities
The success of the internship will depend on the collaboration of the student, site preceptor, and faculty advisor. Specific roles and responsibilities for each are outlined below.

Student:
The student participating in the internship will be responsible for the following:
• Register for PBH 480: Internship
• Maintain a work schedule agreed upon with the site preceptor, which may include weekend and evening hours
• Submit a monthly Internship Log (Appendix C)
• Develop learning objectives, activities, products and timeline with site preceptor
• Complete required student learning activities
• Complete a Midpoint Progress Report (Appendix D)
- Participate in Midpoint Progress meeting with preceptor and faculty advisor
- Complete a final evaluation of the field experience, preceptor and overall experience (Appendix E)

**Site Preceptor:**
The Preceptor at the placement site will be responsible for the following:
- Submit a Site Information Form (Appendix A)
- Ensure that an authorized representative of the placement site signs the contract with Carroll University
- Provide an orientation to the internship site. This includes reviewing the mission and vision of the organization, providing an overview of the services offered, and providing any work or safety rules and codes of conduct
- Develop a work schedule with the student
- Develop learning objectives, activities, products and timeline with the student
- Arrange regular meetings with the student to monitor progress toward completion of assigned tasks/activities and provide constructive feedback on performance
- Notify faculty advisor as soon as concerns arise
- Provide student with opportunities to fulfill required learning objectives and activities
- Sign monthly Internship Log
- Complete a Midpoint Progress Report
- Participate in Midpoint Progress meeting student and faculty advisor
- Evaluate the student's performance and overall experience (Appendix F)

**Faculty Advisor:**
The Faculty Advisor will be responsible for the following:
- Identify internship placement sites and ensure preceptors have sufficient experience to fulfill their role
- Fulfill administrative aspects of the internship such as collection of contract, student assignments, internship logs, and evaluation forms
- Orient students and preceptors to the course and its requirements
- Provide guidance to students, as needed
- Review and approve monthly internship logs
- Collect and review Midpoint Progress Reports from students and preceptors
- Conduct Midpoint Progress meeting with preceptor and student
- Respond to preceptor concerns
- Collect and review final evaluation forms submitted by student and site preceptor
- Review individual learning objective products and guided reflection paper
- Assign final grade for the internship (Appendix G)
Professional Conduct Policy

Attendance
Student interns are expected to be regular and prompt in attendance. Interns should work with their preceptor to develop a work schedule that provides the intern with the correct number of hours to fulfill his/her credit requirements, and follows the standard work hours of the placement site as closely as possible.

Absences
Generally, absences are excused only for illnesses. In the event of illness or any other unusual event that will cause the intern to miss work, s/he should contact his/her preceptor immediately and make plans to make up missed hours.

Professionalism
Student interns should practice the following:

- **Confidentiality**: Follow HIPAA guidelines to protect the confidentiality of client records and discussions.
- **Respect for Authority**: Demonstrate respect for all those placed in authority.
- **Cooperation**: Demonstrate the ability to effectively collaborate with others, giving and accepting freely the exchange of information and constructive criticism. Recognize and work within established policy, procedures and hierarchy of placement site.
- **Attentiveness**: Demonstrate alertness, attentiveness and active participation in all required classroom and placement site activities.
- **Communication**: Demonstrate effective communication in all written, verbal and nonverbal communication with clients, professional colleagues, faculty, administrators and peers.
- **Demeanor**: Demonstrate a positive, open attitude towards peers, teachers and others during the course of study; maintain a professional and respectful manner in interpersonal relations; function in a supportive, constructive and responsive manner in all situations.
- **Ethics**: Conducts self in compliance with the SOPHE Code of Ethics for the Health Education Profession (see [http://www.sophe.org/ethics.cfm](http://www.sophe.org/ethics.cfm))
- **Judgement**: Engage in decision-making that reflects the integration of personal, professional and academic conduct.
- **Maturity**: Function as a responsible, ethical, law-abiding adult.
- **Personal Appearance**: Demonstrate personal hygiene and dress that reflects the standards of a public health professional.
- **Responsibility**: Demonstrate accountability for knowing, following and meeting expectations in classroom and placement site; public health program performance is the primary responsibility.
**Misconduct**
The Public Health program adheres to the University’s general conduct rules and regulations published in the student handbook and faculty and staff manuals which are given to each student, and faculty and staff member respectively upon entrance into the University.

The program also abides with the grievance and appeal policies and procedures of Carroll University published in the current Carroll University Student Handbook and faculty and staff manuals.

Substantiated violations of professional conduct during the internship shall result in disciplinary action up to and including failure of the internship course and dismissal from the public health program.

**Final Products**
Each student is required to complete a monthly internship log, midpoint progress report, individual learning objective products, and guided reflection paper.

**Internship Log**
The Internship Log is used to document hours completed, activities undertaken, and required learning activities accomplished. Activities should describe tasks undertaken while at the organization and identify who the student worked with to complete the tasks. Specific required learning activities should be recorded when completed. Internship logs must be signed by the student and preceptor, and be submitted monthly to the faculty advisor via fax or email.

**Midpoint Progress Report**
The report is designed to facilitate discussion between the student and preceptor regarding the student’s progress, strengths, and areas for improvement. Approximately halfway through the internship, the student and preceptor will complete a Midpoint Progress Report. After an initial draft is completed, the student and preceptor will meet to review and discuss their forms. The student will revise the progress report based on preceptor feedback. Both the student and preceptor will sign the final Midpoint Progress Report and submit it to the Faculty Advisor for review and approval.

**Individual Student Learning Objective Products**
Students are required to complete their individual learning objective products in the specified timeframe. If extenuating circumstances arise, and with preceptor agreement, timeframes may be altered. If this should occur it is the student’s responsibility to notify the faculty advisor of the change.

**Guided Reflection Paper**
Students will complete a guided reflection paper based on their experiences in the field. Some items to be address include the following: how well the student met the needs of the organization; how the student dealt with success and failure; areas where the student excelled and areas where the student needs improvement; and extent to which the student met the required learning objectives. See Appendix H for questions to guide the reflection paper.
Evaluation
Student performance is based on the preceptor's evaluation of the student using a standard form provided by the program as well as the faculty advisor's assessment of the internship logs, Midpoint Progress Report and meeting with preceptor and student, individual student learning objective products, and guided reflection. The final grade is determined by the faculty advisor with input from the preceptor (Appendix G). A breakdown of the grading is as follows:

- Preceptor Feedback 30%
- Internship Log 15%
- Midpoint Evaluation Report 15%
- Individual Learning Objectives 20%
- Guided Reflection 10%
- Preceptor and Site Evaluations 10%

At the completion of the internship, students are also required to submit an evaluation of the preceptor, site and internship.
Appendix A: Internship Site Information

General Information

Name of Organization: ________________________________________________________________

Type of Organization: ______________________________________________________________

Address: __________________________________________________________________________
    ______________________________________________________________________________
    ______________________________________________________________________________
    ______________________________________________________________________________

Phone: ___________________________ Fax: ____________________________________________

Email: ___________________________ Agency Website: ________________________________

Preceptor Information

Preceptor Name and Title: _____________________________________________________________

Preceptor Phone: ___________________________ Email: _________________________________

Number of years with organization: __________________________________________________

Preceptor has experience precepting undergraduate students: Yes _____  No _____

If yes, indicate type of students precepted and number of years precepting: ________________
    ______________________________________________________________________________
    ______________________________________________________________________________
    ______________________________________________________________________________
Project Information

Please provide a brief description of the types of public health projects/activities in which you envision the student being involved.

Please list any special skills or qualifications (i.e. languages spoken, specific computer skills) you require of a student.
### Appendix B: Student Learning Objectives Template*

<table>
<thead>
<tr>
<th>Objectives</th>
<th>Activities</th>
<th>Products/Evidence</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>List and number objectives</td>
<td>Briefly describe the activity that will be completed in order to achieve the learning objective. There needs to be a clear association between the objective and the activities that student and preceptor have planned or identified.</td>
<td>Describe the products you generated, or evidence that demonstrates you achieved your learning objectives.</td>
<td>Provide a date when the products/evidence will be submitted. It is recommended that the dates be spaced throughout the internship. Date changes require preceptor approval and should be negotiated prior to the original date the product was due.</td>
</tr>
<tr>
<td><strong>Example:</strong> Acquire proficiency in focus group facilitation.</td>
<td><strong>Example:</strong> Co-facilitate two focus group and independently facilitate one focus group.</td>
<td><strong>Example:</strong> Summary report describing results from the focus group. Reflection paper on experience co-facilitating/facilitating focus groups and skills learned.</td>
<td><strong>Example:</strong> Summary report due October 15, 2012.</td>
</tr>
</tbody>
</table>

To help with development of your learning objectives, review the list of verbs adapted from Bloom's Taxonomy.*

<table>
<thead>
<tr>
<th>Knowledge</th>
<th>Comprehension</th>
<th>Application</th>
<th>Analysis</th>
<th>Synthesis</th>
<th>Evaluation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquire</td>
<td>Convert</td>
<td>Apply</td>
<td>Analyze</td>
<td>Arrange</td>
<td>Appraise</td>
</tr>
<tr>
<td>Define</td>
<td>Describe</td>
<td>Compute</td>
<td>Associate</td>
<td>Combine</td>
<td>Assess</td>
</tr>
<tr>
<td>Distinguish</td>
<td>Discuss</td>
<td>Demonstrate</td>
<td>Classify</td>
<td>Create</td>
<td>Conclude</td>
</tr>
<tr>
<td>Identify</td>
<td>Explain</td>
<td>Generalize</td>
<td>Compare</td>
<td>Develop</td>
<td>Critique</td>
</tr>
<tr>
<td>List</td>
<td>Illustrate</td>
<td>Plan</td>
<td>Determine</td>
<td>Expand</td>
<td>Deduce</td>
</tr>
<tr>
<td>Name</td>
<td>Review</td>
<td>Prepare</td>
<td>Diagnose</td>
<td>Integrate</td>
<td>Evaluate</td>
</tr>
<tr>
<td>Record</td>
<td>Transform</td>
<td>Present</td>
<td>Differentiate</td>
<td>Organize</td>
<td>Rank</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Solve</td>
<td>Estimate</td>
<td>Produce</td>
<td>Revise</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Utilize</td>
<td>Examine</td>
<td>Propose</td>
<td>Select</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Inspect</td>
<td>Specify</td>
<td>Test</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Investigate</td>
<td>Write</td>
<td>Verify</td>
<td></td>
</tr>
</tbody>
</table>

Appendix C: Internship Log

Student Name: ___________________________  Internship Placement Site: ___________________________
Hours Completed this Month: _________________  Total Hours Completed for Field Experience: _________________

<table>
<thead>
<tr>
<th>Week (Date)</th>
<th>Total # of Hours Completed</th>
<th>Specific Activities Completed</th>
<th>Learning Objectives Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
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</tr>
</tbody>
</table>

_________________________________________________________    _______________________________
Student Signature       Date

_________________________________________________________     _______________________________
Preceptor Signature       Date
Appendix D: Midpoint Progress Report

Student Name: ________________________________________________________________

Site Preceptor Name: __________________________________________________________

Date of Midpoint Review: _____________________________________________________

Instructions for Students, Preceptors, and Faculty Advisors

The student and preceptor are to complete this form and then meet to review and discuss the report. After meeting, the student will revise based on his/her discussion with the preceptor. A revised report, signed by both the student and the preceptor, is to be sent to the faculty advisor via fax or email.

Midpoint Progress Report

Accomplishments

1. Describe your progress meeting your defined learning objectives. What have you accomplished? What skills have you acquired?

2. Are you on track to complete your learning objectives on time? Yes No If “no”, what revisions do you need to make, and why?

3. Consider what you have accomplished thus far. What has been your greatest achievement? Please explain.
4. What have you learned during your internship thus far – about the organization, yourself, and/or the field of public health? What, if anything, has surprised you?

Opportunities for Improvement

5. Reflect on the activities you've undertaken thus far. What has been your greatest challenge?

6. What have you done to address this challenge? What else could you do to address this issue?

7. Describe other areas where you could improve.

Required Signatures

Student: ____________________________ Date: ____________________________
Preceptor: __________________________ Date: ____________________________
Faculty Advisor: __________________________ Date: ____________________________
Appendix E: Student Evaluation of Internship and Site Preceptor

Please complete this evaluation of your internship and preceptor and submit it to your faculty advisor via email or fax.

Student : ________________________________________________________________

Internship Placement Site: ________________________________________________

Site Preceptor: __________________________________________________________

Faculty Advisor: _________________________________________________________

Please use the following key to respond to the statements listed below.

SA = Strongly Agree      A = Agree      D = Disagree      SD = Strongly Disagree      N/A = Not Applicable

<table>
<thead>
<tr>
<th>My internship...</th>
<th>SA</th>
<th>A</th>
<th>D</th>
<th>SD</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided me with the opportunity to fulfill my learning objectives and required activities</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Provided the opportunity to gain new knowledge and skills</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Required skills I did not have</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Please list:</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Challenged me to work at my highest level</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Served as a valuable learning experience in public health practice</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Contributed to my development as a public health professional</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Was a beneficial component of the public health curriculum</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
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</table>

Would you recommend your placement site to other students? Yes _____ No _____

Please explain.
<table>
<thead>
<tr>
<th>My preceptor...</th>
<th>SA</th>
<th>A</th>
<th>D</th>
<th>SD</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Provided sufficient orientation regarding the site's policies and procedures</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Assisted me in achieving my learning objectives and completing my required learning activities</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Was accessible to me</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Communicated with me and provided feedback throughout the experience</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
<tr>
<td>Assisted me in developing as a public health professional</td>
<td>SA</td>
<td>A</td>
<td>D</td>
<td>SD</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Would you recommend your Preceptor to future interns? Yes _____  No _____  
Please explain.

Please share your thoughts and feedback, including suggestions for improvements related to your faculty advisor, site preceptor, and placement site. (Use another sheet if needed.)

Student Signature: ____________________________________  Date: ___________________________

Preceptor Signature: __________________________________  Date: ___________________________
Appendix F: Preceptor Evaluation of Student and Internship Experience

Student Name: ________________________________________________________________________

Internship Site: ___________________________________________________________________

Preceptor Name: _______________________________________________________________________

Faculty Advisor Name: __________________________________________________________________

Part I: Student Performance

Please evaluate the student's performance during the Internship using the following rating scale.

1 = Excellent     2 = Good     3 = Satisfactory     4 = Unsatisfactory      N/A (if didn’t observe or not relevant)

<table>
<thead>
<tr>
<th>Work Habits:</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was dependable (punctual)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was motivated and demonstrated initiative</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worked independently</td>
<td></td>
<td></td>
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<tr>
<td>Worked effectively within the organization</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Worked effectively with the preceptor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Completed projects in a timely manner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhibited a professional demeanor</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Skills and Knowledge:</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrated ability to problem solve</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectively communicated orally and in writing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrated organizational skills</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Effectively used available resources</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Had or acquired the level of knowledge necessary to perform required tasks</td>
<td></td>
<td></td>
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<table>
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<tr>
<th>Internship Requirements:</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulfilled student learning objectives</td>
<td></td>
<td></td>
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<tr>
<td>Completed required internship learning activities on time</td>
<td></td>
<td></td>
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<table>
<thead>
<tr>
<th>Final Assessment of Student's Overall Performance</th>
<th>Rating</th>
<th>Comments</th>
</tr>
</thead>
</table>
1. In what areas of professional growth do you think the student improved during the internship?

2. What recommendations do you have for the student to further develop skills and experience that would strengthen his/her career potential in public health?

Part II: Internship Process and Outcomes

Please comment on the overall internship.

1. Did you receive sufficient support from the public health program in the planning and implementation of the internship?

2. Was the Faculty Advisor helpful in responding to questions you and/or the student may have had?
3. Was this a mutually beneficial experience for your agency and the student? If it wasn’t, what could have been done to improve the experience?

4. Please share any additional feedback and/or suggestions related to students, faculty advisor, agency placement, or overall experience.

Thank you for your feedback and participation in the internship.
Appendix G: Faculty Advisor Student Evaluation

Student Name: 

Internship Site: 

Preceptor Name: 

Faculty Advisor Name: 

Part I: Communication

1. How many times did you have communication with the student?

2. How many times did you have communication with the site preceptor?

Part II: Student Performance

Please review and assess the following components of the internship using the following rating scale.

1 = Excellent  2 = Good  3 = Satisfactory  4 = Unsatisfactory  N/A (if didn’t observe or not relevant)

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<tr>
<th>Value</th>
<th>Rating</th>
<th>Comments</th>
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<tbody>
<tr>
<td>Feedback from Preceptor</td>
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<tr>
<td>Submission of internship monthly log</td>
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<td>Completion of Midpoint Progress Report</td>
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<td>Presentation of poster to peers, program faculty, and preceptors</td>
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<td>Completion of summary paper</td>
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<td>Completion of guided reflection paper</td>
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Overall Grade for Internship
Appendix H: Guided Reflection

The purpose of this paper is to reflect on your experiences during the internship and describe the meaning of this experience to you as a student and future public health professional. Specifically, reflect on and write about the following three aspects of your experience in PBH 480:

1) **Organizational needs:** What have I learned about the needs of my placement site and what role did I play in meeting these needs? Consider the following questions:
   a. What were the staffing and resource needs at my placement site? How easy or difficult was it for the organization to meet these needs?
   b. What contributions did I make to the site?
   c. What additional training and/or experience would have helped me to contribute more to the organization?

2) **Student-learner needs:** What did I want to accomplish during PBH 480, and how successful was I? Consider the following questions:
   a. What were my personal and professional goals at the start of this experience?
   b. In what ways did I meet my goals? In what ways did I fall short?
   c. How can I interpret these successes and failures as I move forward with my public health training?
   d. What do I intend to do differently as a result of this experience?

3) **Future in public health:** What did I learn from this experience that will influence my future as a public health professional? Consider the following questions:
   a. How did this experience influence the way I understand public health? How did it influence how I understand the world?
   b. How will this experience influence my future public health career choices?
   c. What classroom experiences prepared me well for this internship?
   d. What coursework or experiences do I need to continue my career preparation?