

**STEPHEN F. AUSTIN STATE UNIVERSITY
DEPARTMENT OF
KINESIOLOGY AND HEALTH SCIENCE**

INTERNSHIP MANUAL

**HSC 480
INTERNSHIP**

**A GUIDE FOR AGENCIES AND STUDENTS
PARTICIPATING IN THE HEALTH SCIENCE INTERNSHIP
(Updated August 2018)**

INTRODUCTION:

The fieldwork experience is one of the major strengths of the Health Science curriculum. Properly structured experiences compliment and reinforce the knowledge and skills acquired in the classroom and laboratory course.

HEALTH SCIENCE INTERNSHIP

1. HSC 480-Internship
 - a. This course involves supervised fieldwork in a professional setting with emphasis on administration, supervision, and program leadership.
 - b. The internship is offered during the Fall, Spring, and Summer II semesters for 3 credit hours (a total of 145 contact hours).
 - c. Students must complete their internship in an agency related to their career objectives.
 - d. Students will upload to D2L the required assignment of their internship by week 15 of fall/spring semester or week 5 of Summer II.

OBJECTIVES OF THE INTERNSHIP

1. Student Objectives
 - a. To provide an opportunity to observe, practice, and apply theories and techniques learned in the classroom.
 - b. To provide an opportunity to become acquainted with a variety of community health/health-related settings, programs, and professionals.
 - c. To provide an opportunity to recognize leadership strengths and limits and to help alleviate weaknesses through concentrated work experience.
 - d. To provide an opportunity to develop new interests in a health-related profession.
 - e. To provide an opportunity to develop insights and perspectives of self and of others.
2. Stephen F. Austin State University
 - a. To improve the educational process and enlarge the scope of the curriculum.
 - b. To provide a laboratory for application of theoretical knowledge.
 - c. To provide a continuing opportunity for evaluation of the students' needs, abilities, and progress leading to adjustments in the curriculum.
 - d. To provide an opportunity for faculty to contact professional community health leaders and agencies.
 - e. To provide for evaluation of the total Health Science Program curriculum as well as field work experiences.
 - f. To extend and improve SFA's relationships with the community.
3. Internship Sites
 - a. To provide an opportunity to assist in the preparation of future community health leaders.
 - b. To provide an opportunity to recruit trained leaders and evaluate students for later employment.
 - c. To enlarge the available staff which will allow for variations and for an increase in health activities.

- d. To provide an opportunity for the exchange of ideas between professionals and students.

ELIGIBILITY FOR INTERNSHIP/HSC 480

1. Student must be a HSC major.
2. Student must be a senior (95+ hours) in order to apply for the internship. Student must complete all other HSC course work or be currently enrolled in all the required HSC courses before enrolling in HSC 480. It is highly suggested that student complete HSC 470 prior to enrolling in HSC 480.
3. Student must have a 2.0 GPA.
4. The internship must be conducted within the last two semesters prior to graduation (exceptions *may* be made for students completing internships during summer semester outside of Nacogdoches however student must be scheduled to graduate the following May).
5. The student is responsible for securing an internship site the semester **before** the internship is conducted.
6. The Intern Coordinator must approve the selected internship site.
7. Student may only be enrolled in a maximum of 15 credit hours during the fall or spring semester (12 credit hours + HSC 480) or a maximum of 6 credit hours (3 credit hours + HSC 480) during summer semester of their internship. Student must get Intern Coordinator approval to enroll in HSC 470, 480, and 489 the same semester.
8. All paper work between SFA and the approved site must be signed the semester **before** the internship begins (see Student Responsibility Memo).
9. Failure to comply with these guidelines will result in the denial of a student's internship request and/or the removal of student from internship course, and **MAY** cause a delay in graduation.

CRITERIA FOR SELECTION OF AGENCY

Since the internship is one of the most important steps in professional preparation of students, agencies must meet the following requirements to be approved as an internship location.

1. The agency must have a desire to participate in an educational program for the purpose of improving the preparation of personnel for the profession.
2. There must be evidence of a sound professional philosophy in the agency's operation of programs and services.

3. The agency must have sound administrative procedures including adequate financial budget, personnel policies, and a staff development program.
4. The agency must have adequate facilities and equipment to conduct a broad and varied program.
5. The agency must have capable staff qualified through both education and experience to supervise the student.
6. The agency should provide the student with a desk and/or workspace.

PROCEDURE FOR SELECTION OF AGENCY

1. Agencies must offer educational opportunities for SFA students.
2. The following information is needed to assist the faculty and student in selecting an internship site to fit the student's professional goals and objectives.
 - Descriptive information that will identify the type and scope of programs and services offered by the agency (i.e. programs, brochures, faculty listing, etc.).
 - Biographical material or qualifications of staff members who may serve as the Site Supervisor.
 - Description of responsibilities and assignments with which the student may become involved.
3. Information on agencies is available for students as an Excel spreadsheet and will be posted on D2L for students to access.

STUDENT PROCEDURES FOR INTERNSHIP PLACEMENT

To clarify the process for placement the sequence is outlined below:

1. During the semester prior to enrollment in HSC 480 the student is required to attend a mandatory meeting with the Intern Coordinator to:
 - a. Begin to identify their short-term and long-term career objectives (HSC 470).
 - b. Develop a professional resume and cover letter (HSC 470).
 - c. Research and select an agency that will enhance their career objectives. Students are encouraged to network, use department files, and consult with faculty members.
2. Students must contact the selected site(s) and arrange for an interview with Site Supervisor(s). Interview will include but is not limited to a discussion of:

- a. Student's personal goals and objectives for the internship experience.
 - b. The specific responsibilities of the internship position and expectations of the intern e.g. job duties.
3. After the student and agency have reached a mutual agreement, the student must complete the Affiliation Agreement by obtaining the required signatures and return it (plus any paperwork required by the internship site) to the Intern Coordinator. An MOU between the site and SFA can substitute for Appendix A - see SFA Intern Coordinator for more information.
4. Student must submit the online Student Intern Information Form found at on D2I (HSC Internship Shell) or http://sfasu.qualtrics.com/jfe/form/SV_egSvFGLZjVa7yPb
5. A permit will be required for the student to enroll in HSC 480 only after all of the required documentation is completed to the satisfaction of the HSC Internship Coordinator.
6. Liability insurance is purchased/provided by the University upon student's enrollment in HSC 480. The student may start working at the internship site after they are registered for HSC 480.

RESPONSIBILITIES FOR THE INTERNSHIP

1. Responsibilities of Agency/Site Supervisor
 - a. The agency/site supervisor serves as an agency-based teacher offering instruction and supervision to the student utilizing the agency's operation to further the student's professional competence. The agency/site supervisor should:
 - i. Challenge the student with meaningful experiences that meet both the student and agency needs.
 - ii. Design, with the student, his/her learning experiences and assignments.
 - iii. Inform the student of all relevant personnel policies and procedures.
 - iv. Interpret the internship to the agency board or controlling authority of the agency.
 - v. Monitor the student to protect and enhance the quality of the agency's services as well as the student's well-being while affiliated with the agency.

- vi. Schedule periodic conferences with the student to discuss scheduling, work performance, and future assignments.
- vii. Evaluate and review with the student his/her performance and submit the results on the form provided. (Appendix C – Evaluation of Intern)
- viii. Provide the student reasonable independence to participate in staff meetings, activities, project, and programs.
- ix. Provide an opportunity for the student to learn and, if possible, gain experience in the following areas:
 - 1. Administration of policies, procedures, legal status of agency, board-staff relations, budgeting, record keeping, personnel and supervisory practices.
 - 2. Program-planning, leadership, operation, and evaluation
 - 3. Facility and operations, long range planning, design of physical facilities, maintenance, purchasing of equipment and office management
 - 4. Public relations, citizen involvement, publicity, reporting, speaking and coordination with other agencies

2. Responsibilities of SFA

- a. Assist the student in selecting an internship site that will meet his/her career needs and interests.
- b. Keep an updated spreadsheet of agencies providing internship opportunities.
- c. Review internship assignments and give final approval.
- d. Provide information to students regarding requirements and reporting procedures.
- e. Provide agency with information concerning its responsibilities as a participant in the internship program.
- f. Supervise the student's experiences and be available for consultation with site supervisor.
- g. Be available for periodic visits and conferences with the student and the site supervisor to observe procedures and programs as needed.

- h. Remove student from an agency when a different assignment would be in the best interest of the student.
- i. Serve as a resource for the cooperating agency and the student.

3. Responsibilities of Student

- a. Ask about and obtain required documentation to qualify to work at the site (i.e. criminal background check, drug tests, health records, etc.) and provide the SFA Internship Coordinator with copies of the required paperwork.
- b. Accept responsibility for duties outlined with the agency supervisor and all scheduled commitments and arrangements made during the internship program.
- c. Arrive on time and when scheduled/expected and, within reason, continue working until the completion of daily tasks or internship assignments.
- d. Become familiar with the regulations pertaining to the agency and conform to them.
- e. Accept the agency's philosophy, methods, leadership and program. Give constructive suggestions when asked for an opinion.
- f. Construct mutually satisfactory goals and objectives with the agency supervisor.
- g. Plan thoroughly and in advance for all assignments.
- h. Notify the site supervisor when it is necessary to be late or absent from work.
- i. Put away cell phones and/or other personal electronic devices and do not use them while working except as expressly permitted or encouraged by your site supervisor.
- j. Prepare for periodic conferences with site supervisor and be ready to ask questions and present constructive ideas.
- k. Dress appropriately for all assignments and maintain a well-groomed appearance.
- l. Be tactful, friendly, courteous, and respectful to everyone-project a professional image to participants and staff.
- m. Consult with the site supervisor when confronted with problems that cannot be solved independently. Contact the SFA Internship Coordinator if additional assistance is needed.

- n. Express your appreciation to the agency staff in person and in written form (letter or thank you note) for the opportunity to participate in the internship experience with them.
- o. Upload all assignments into D2L by the due dates on the syllabus.

SPECIFIC REQUIREMENTS AND ASSIGNMENTS FOR STUDENTS

Complete the Intern Information Form online - found on the D2L (HSC Internship Shell) or http://sfasu.qualtrics.com/jfe/form/SV_egSvFGLZjVa7yPb

In addition, students must provide copies of any paperwork required by the site (i.e. criminal background check, drug test results, health records) to the SFA Internship Coordinator in accordance with their site requirements. Students will not be allowed to enroll in HSC 480 or start accruing hours at the internship site until of these are submitted. Students may start accruing hours at the site upon registration into HSC 480.

- Upload Weekly Progress Reports (Appendix B). Journal entries should include:
 - a. Goals and objectives for the month
 - b. Insights gained (learning experiences, new ideas, concepts)
 - c. Any problems encountered (relate challenges or areas of concern and how the situations were handled)
 - d. Professional growth (relate learning experiences to your professional development).
- Upload signed Learning Goals (Appendix E)
- Upload Student Evaluation of Site + Typed Evaluation (see Appendix D).
- Upload, site supervisor email it to me, or you deliver it by hand to me Evaluation of Intern (Appendix C)
- Upload the Intern Site Presentation (visual aid) of your internship experience. This visual aid can be a poster, tri-fold board, PowerPoint, Prezi, or video. Be prepared to share highlights, learning experiences, professional growth, responsibilities, opportunities, application of coursework to internship, and recommendations for other students.

EVALUATION PROCEDURE

The final grade (A, B, C, D or F) will be determined by the completion of the required hours, student's performance at the internship site, written assignments, and presentation. All written assignments should be typed, grammatically correct, and reflect professionalism. All assignments must be completed by the due date. See course syllabus for grading criteria and due dates and times.

Appendices

Appendix A: Affiliation Agreement

Appendix B: Weekly Progress Report

Appendix C: Evaluation of Intern

Appendix D: Student Evaluation of Site + Typed Evaluation

Appendix E: Learning Goals

Appendix F: Academic Accommodation, Academic Integrity, Withheld Grades and
Student Code of Conduct Statements

APPENDIX A AFFILIATION AGREEMENT

THIS AGREEMENT, is entered into by and between STEPHEN F. AUSTIN STATE UNIVERSITY, an institution of higher education of the State of Texas, hereinafter referred to as University, and (*name of Cooperating Agency*) hereinafter referred to as Cooperating Agency.

WHEREAS, University, in need of field instruction facilities for the teaching students enrolled in its program in *Health Science Program*, has expressed its interest in using the facilities of the Cooperating Agency.

WHEREAS, Cooperating Agency has field instruction resources appropriate for use in teaching *Health Science Program* to students in the program of the University.

NOW THEREFORE, for and in consideration of the individual and mutual promises of the parties hereinafter set forth, it is agreed as follows:

SECTION I

University agrees to:

1. Be responsible for the educational requirements of the *Health Science Program* within the field instruction of the Cooperating Agency.
2. Provide qualified faculty to monitor and evaluate the learning situations for student as related to the *Health Science Program* curriculum.
3. Provide qualified faculty to serve as Field Instructor and/or consultant in agencies or programs where a *Health Science Program* field instructor is unavailable.
4. Select University students to be placed at Cooperating Agency who have fulfilled all prerequisites, subject to approval by Cooperating Agency.
5. Establish field instruction hours for student's subject to approval by Cooperating Agency.
6. Ensure that students who participate in this program maintain or are afforded insurance coverage in the minimum amounts required by Cooperating Agency.
7. Inform University students and faculty participating in the field instruction that they are required to comply with the rules and regulations of Cooperating Agency while on the premises of Cooperating Agency and to comply with the requirements of federal and state laws and regulations regarding the confidentiality of information in records maintained by Cooperating Agency.
8. Require students to provide their own transportation, appropriate supplies, and uniforms, as applicable.
9. Be responsible for maintaining the records of students, including time sheet records, proficiency, and evaluation and counseling of students with regard to performance through faculty and the University.

SECTION II

Cooperating Agency agrees to:

1. Provide a qualified Field Instructor with sufficient time to supervise and monitor the student's field instruction and the delivery of client system services. If a *Health Science Program* Field Instructor is unavailable, University faculty is permitted to serve as such or as a consultant.

2. Provide initial and updated information to University on Cooperating Agency policies and procedures, staffing, and organization related to the field instruction, and provide orientation sessions to inform University students and faculty concerning the rules and regulations of Cooperating Agency.
3. Permit the use of Cooperating Agency material in University classroom discussions and assignments, subject to approval of the faculty member and subject to assurances by University to maintain the confidentiality of all Cooperating Agency material in compliance with federal and state laws.
4. Retain responsibility for the delivery of services to its client systems: therefore, the agency reserves the right to refuse the use of resources to any faculty member or student whom it deems is unable to provide a reasonable standard of practice or who violates the policies and procedures of the Cooperating Agency.
5. Comply with applicable state and federal workplace safety laws and regulations. If a University student is exposed to an infectious or environmental hazard or other occupational injury while in Cooperating Agency facilities, Cooperating Agency, upon notice of the incident from the student, shall provide the emergency care as Cooperating Agency provides to its employees. If Cooperating Agency does not have the resources to provide such emergency care, Cooperating Agency shall refer the student to the nearest emergency facility. University shall inform the student that the student will be responsible for any financial charges generated.
6. Allow Cooperating Agency Field Instructor/Representative to participate in the Field Instruction training conducted by **KIN & HSC Department**.
7. Provide designated physical resources for the field instruction student to carry out his/her responsibilities.
8. Provide **145** hours of field instruction experience for the student, within the dates of which define the semester, on the SFASU academic calendar for **Health Science** students, and submit in a timely manner evaluation records and other written material associated with the experience.
9. Be responsible for assisting student with field seminar related assignments.
10. Obtain and maintain all licenses required for Cooperating Agency and ensure that all Cooperating Agency personnel are appropriately licensed.

SECTION III

It is mutually agreed upon that:

1. University and Cooperating Agency will cooperate in this undertaking and will promote their mutual interest in **Health Science** education.
2. Cooperating Agency may discontinue placement of a student who is not judged to have requisite skills, attitudes, or previous training for proper provision of assigned tasks to participate in activities at Cooperating Agency, upon communication with University.
3. A yearly joint evaluation of the program will be conducted, and, when appropriate, revise the program to meet University's curriculum requirements and the standards of the accrediting entity.
4. Each party shall provide and maintain open channels of communication relative to the field instruction through designated representatives.
5. The parties shall ensure that educational experience provided is consistent with the curriculum requirements of University and with the standards of the accrediting entity for the school or department of University in which the students are enrolled.
6. In compliance with federal and state law, including provisions of Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with

Disabilities Act of 1990, and/or University policy, University and Cooperating Agency may not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, citizenship, veteran status, sexual orientation, gender identity, or gender expression in the administration of policies, programs, or activities; admission policies; or other programs or employment.

7. This Agreement does not prevent Cooperating Agency from participating in any other program, nor does this Agreement prevent University from placing University students with other entities.
8. Either University or Cooperating Agency may remove a student enrolled in the field instruction if, in the opinion of either party, the student is not making satisfactory progress in the field instruction. Any student who does not satisfactorily complete the field instruction or any portion thereof may repeat the field instruction at Cooperating Agency only with the written approval of both parties.

SECTION IV

Term of the Agreement:

1. This agreement commences on the date of last signature and continues for five (5) years.
2. Either party may terminate this Agreement upon giving 30 days' prior written notice to the other party, except that this Agreement will remain in effect as to any University student participating in the field instruction at Cooperating Agency as of the effective date of termination for so long as such student remains in the field instruction.

SECTION V

1. For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 ("FERPA") and the field instruction, University hereby designates Cooperating Agency as a school official with a legitimate educational interest in the educational records of the students who participate in the field instruction to the extent that access to the records is required by Cooperating Agency. Cooperating Agency agrees to hold student information, including any personally identifiable student information or education records as those terms are defined under federal law, ("Confidential Data") in strict confidence and warrants to Licensee that it will use reasonable industry practices to establish and maintain adequate procedures to ensure the confidentiality and privacy of such Confidential Data from unauthorized use or disclosure in violation of FERPA and not to use or disclose Confidential Data except as permitted or required by this Agreement, as required by law, or as otherwise authorized by University in writing. Cooperating Agency further agrees not to use Confidential Data for any purpose other than the purpose for which the disclosure to Cooperating Agency was made. Cooperating Agency shall continue to maintain the confidentiality and privacy of the Confidential Data after cancellation, expiration or other conclusion of this Agreement. Upon termination, cancellation, expiration or other conclusion of this Agreement, Cooperating Agency shall return all Confidential Data to University or, if return is not feasible, destroy any and all Confidential Data. If Cooperating Agency destroys the information, it shall provide University with a certificate confirming the date of destruction of the data. Cooperating Agency shall develop, implement, maintain and use appropriate administrative, technical and physical security measures to preserve the confidentiality, integrity and availability of all electronically maintained or transmitted Confidential Data received from, or on behalf of University or its students. These measures will be extended by contract to all subcontractors used by Cooperating Agency. Cooperating Agency shall, within one day of discovery, report to University any use or disclosure of confidential information not authorized by this agreement or in writing by University. Following this report, Cooperating Agency will conduct a timely and thorough investigation in an attempt to identify: (i) the nature of the unauthorized use or disclosure, (ii) the data used or disclosed, and (iii) who made the unauthorized use or received the unauthorized disclosure. At the conclusion of this investigation, Cooperating Agency will furnish a confidential written report to University indicating the results of the investigation, what Cooperating Agency has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure, and what corrective action Cooperating Agency has taken or shall take to prevent future similar unauthorized use or disclosure.

2. This Agreement is binding only when signed by both parties. Any modifications or amendments must be in writing and signed by an authorized representative of each party.
3. This Agreement, with the rights and privileges it creates, is assignable only with the written consent of both parties.
4. Each party shall excuse any breach of this Agreement by the other which is proximately caused by government regulation, war, strike, act of God, or other similar circumstance normally outside the control of well-managed business, provided that the other party makes diligent efforts to expeditiously remedy the breach.
5. The substantive laws of the State of Texas (and not its conflicts of law principles) govern all matters arising out of or relating to this Agreement and all of the transactions it contemplates.
6. This Agreement does not create a partnership or joint venture between the parties. Neither party may bind the other or otherwise act in any way as the representative of the other, unless specifically authorized, in advance and in writing, to do so, and then only for the limited purpose stated in such authorization. Employees of either party are not employees of the other and neither party's personnel are entitled or eligible, by reason of this contractual relationship, to participate in any benefits or privileges given or extended by the other party to its employees.
7. Each provision of this Agreement is severable. If any provision is rendered invalid or unenforceable by statute or regulations or declared null and void by any court of competent jurisdiction, the remaining provisions will remain in full force and effect if the essential terms of this Agreement remain valid, legal, and enforceable.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date of last signature for the term expressed above.

STEPHEN F. AUSTIN STATE UNIVERSITY

COOPERATING AGENCY

By: Dr. Baker Pattillo

By: _____

Title: President

Title: _____

Date: _____

Date: _____

Project Administrator (Intern Coordinator)

Appendix B
HSC 480
Weekly Progress Report

Type and upload to D2L. Please use additional paper or the back of this sheet if you need more room.

Intern Name: _____

Internship Site: _____

Week #: ____

Date	Day	Time In	Time Out	Total Hours Worked
	Monday			
	Tuesday			
	Wednesday			
	Thursday			
	Friday			
	Saturday			
	Sunday			

Total hours completed this week: _____

Total hours completed to date: _____

Goals and objectives for the week:

Insights gained (learning experiences, new ideas, concepts):

Any problems encountered (relate challenges or areas of concern and how the situations were handled):

Professional growth (relate learning experiences to your professional development):

Site Supervisor Signature: _____

APPENDIX C - EVALUATION OF INTERN

Stephen F. Austin State University Health Science Program PO Box 13015 SFA Station Nacogdoches, Texas 75962-3015

Intern Name: _____

Evaluate the student on each of the following criteria as compared to other entry-level professionals you have seen and worked with. If you do not feel you have the information to evaluate any given area, check the "not applicable" (N/A) column.

	Excellent	Good	Average	Below Average	Poor	N/A
Ability to meet deadlines						
Demonstrates Initiative						
Dependability						
Follows instructions						
Works well with others						
Verbal communication skills						
Written communication skills						
Professionalism						
Health Knowledge						
Planning skills						
Implementation skills						
Small group skills						
Presentation skills						
Efficient use of time						
Imagination and creativity						
Enthusiasm						
Ability to receive criticism						
Judgment/Common sense						
Sense of humor						

Please comment on each of the following (use the backside of this form or a separate sheet of paper if you need more space):

1. Comment on the student's professionalism (dress, attitude toward profession, ethics, dependability, etc.)

2. What are the intern's strong points?

3. Identify the intern's weak points that need improvements:

4. Is this intern worthy of consideration by a future employer? Why or why not?

5. Grade Assigned (circle appropriate grade): A B C D F

Site Supervisor Signature: _____ Date: _____

Thank you for your time!

Appendix D
STUDENT EVALUATION OF SITE + Typed Evaluation
(2 pages)

Agency _____ Date _____

Name of student _____

Please rate the strengths and weaknesses of the site in terms of meeting your needs as an intern.

	Excellent	Good	Average	Below Average	Poor
Acceptance of you as a functional member of staff; willingness to integrate you into all appropriate levels in activities, programs and projects					
Provision of relevant experiences in administration, supervision, and leadership					
Cooperation of agency staff to provide professional growth experiences through training programs, seminars, and similar activities					
Provision of assistance in helping you meet your personal and professional goals and objectives					
Possession of resources essential to the preparation of professionals (computer equipment, supplies, etc.)					
Employment of qualified, professional staff with demonstrated capability to provide competent supervision					
Adequate scheduling of conferences with you and ongoing evaluation of your performance					
Allowance for relating classroom theory to practical situations					
Willingness to listen to whatever suggestions/recommendations you might offer and to discuss them with you, explaining the rationale for their response					
Professional conduct by all staff members you have worked or come into contact with; effective demonstration of worksite professionalism					
Overall rating of internship site.					

Were you offered a paid position by your internship site? Yes No

If yes, did you accept the position? Yes No

Comments to justify your ratings:

Please COMPLETE next page.

Please answer (typed) the following questions on a separate sheet of paper and submit your responses with your Student Evaluation of Site.

- a. Description of the contributions you made during your internship (e.g. programs developed, materials written or designed, activities initiated, assistance in in-service training, job analysis, etc.)
- b. General overview of the types of tasks you performed and the opportunity you had for administrative, supervisory, programming, and activity leadership involvement at the site.
- c. Discussion of the problems or difficulties you encountered, personal and other. Describe approaches you tried to alleviate averse or problematic situations.
- d. Self-analysis of personal and professional growth, development of competencies, surfacing of strengths and limitations, emerging attitudes and values, facility to career objectives, change in confidence and assertiveness, satisfaction/dissatisfaction with internship/career choice.
- e. Recommendations and suggestions for improving the Health Science Program and fieldwork experience.

Appendix E
Learning Goals

Please upload the signed Learning Goal (LG) document and supporting documentation showing your completion of the LG (include both in one document and upload that one document). If a LG is not appropriate for your site you and your supervisor can replace it with a more appropriate or relevant task that requires a similar amount of effort and time as the original LG. You and your supervisor must agree upon the replacement. After determining the replacement please submit a written statement to the SFA Internship Coordinator summarizing the changed LG and replacement assignment(s).

All assignments must be uploaded to D2L by the due date and time.

Learning Goal #1

Be a Staff Member

Training Activities

1. Read the program's employee policy manual.
2. As appropriate, interview the program manager and determine his or her major responsibilities (see assignment #1 below)
3. Meet with another employee and ask for help in creating an organizational chart
4. Meet and memorize the names of all the employees in your program.
5. Attend at least two (2) staff meetings.
6. Review Learning Goal (LG) #7 and discuss it with your supervisor.

Assignments

1. Write a description of the primary job responsibilities of the manager and of at least three (3) additional key employees.
2. Include the organizational chart you created
3. Write a rough draft description of your Internship Project (LG #7) and share it with your supervisor. Identify at least one project goal and two project objectives.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern Signature

Date

Site Supervisor Signature

Date

Learning Goal #2 Emergency Procedures

Training Activities

1. Read and attach a copy of the emergency procedures.
2. Obtain a copy of an accident report from your internship site. Where are these kept? When are they filled out? Where are they submitted?

Assignments

1. Complete and submit a sample accident report.
2. Write a description of the normal procedures for minor injuries.
3. Identify where supplies are kept for minor injuries.
4. Describe the procedure that should be followed in the event of a serious accident or injury.
5. Describe what types of resident, client, or employee emergencies you might encounter.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern Signature

Date

Site Supervisor Signature

Date

Learning Goal #3

Effective Communication

Training Activities

1. Learn the telephone system. You should know how to place a caller on hold, transfer a call, how to answer the phone courteously, and how to schedule appointments.
2. Schedule an appointment with one of your co-workers to become familiar with general office communication tools (i.e. text, email, instant messaging, etc.) and procedures (this includes computer networks).
3. Read several examples of memos, letters, and emails to learn the format and style of each.
4. Become familiar enough with the office computer to write letters, memos, and emails.

Assignments

1. Type a memo, email, or letter. Have this approved by your supervisor.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern Signature

Date

Site Supervisor Signature

Date

Learning Goal #4 Programs and Services

Training Activities

1. Review the details of all programs and services including but not limited to special events, exercise classes, seminars, workshops, or screenings.
2. Observe at least two program or service orientations or activities (not an equipment orientation).

Assignments

1. Describe the details of how people are able to access the organization's programs and/or services. The description should include targeted populations, costs, features, restrictions, and benefits.
2. Describe the details of at least two programs offered through your internship site with which you are familiar.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern Signature

Date

Site Supervisor Signature

Date

Learning Goal #5 Marketing

Training Activities

1. Read all program brochures, flyers, website, social media, and other marketing material that is available (within reason).
2. Review all marketing materials for events held over the past two years including flyers, posters, press, releases and social media.
3. Speak to a staff member at your internship who is responsible for program marketing about the principles of writing an effective marketing plan.

Assignments

1. Under the direction of your supervisor or another appropriate staff member, write a marketing plan for a specific program, activity, or your project (LG #7).
2. Under the direction of your supervisor or another appropriate staff member, use a computer to make a web page, brochure or flyer for your program/project. Include this in your notebook.
3. Under the direction of your supervisor or other staff member, create a poster, bulletin board, newsletter, or at least one week's worth of social media posts.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern Signature

Date

Site Supervisor Signature

Date

Learning Goal #6

Presentation Skills (not the Intern Site Presentation)

Training Activities

1. Attend at least two separate presentations. These can be any type of presentation for any type of purpose. Take notes on the presentation and write down any reactions you have regarding the effectiveness of the presentation as well as ways to improve the presentation.

Assignments

1. Under the direction of your supervisor create two separate presentations using PowerPoint, Prezi, or Keynote.
2. Present the presentations you wrote to an audience. Write a summary of where you presented the presentation, any interactive activities you did during the presentation to get the audience engaged, how many people were in the audience, any assessment you did to evaluate the effectiveness of the presentation, and what you would change if you were to do the presentation again.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern Signature

Date

Site Supervisor Signature

Date

Learning Goal #7 Internship Project

Training Activities

1. Discuss project opportunities with your internship supervisor by the end of the second week of your internship. Some possibilities might include some type of marketing or promotion, research, or evaluation project.
2. With the signed approval of your site supervisor and the internship coordinator complete your project and type a summary (maximum five pages) of what you did and how you did it. The written summary should include:
 - a. the rationale for the project
 - b. description of the target population
 - c. the goals and objectives of the project
 - d. marketing strategies
 - e. implementation plan
 - f. evaluation method and results
 - g. how one could improve the program or changes needed to make it more successful

Assignments

1. Submit the summary (above).
2. Provide supporting documentation of your project (e.g. anything you created and used for your project).

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern Signature

Date

Site Supervisor Signature

Date

Appendix F

Academic Accommodation, Academic Integrity, Withheld Grades and Student Code of Conduct Statements

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6

To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/>.

Student Academic Dishonesty: Policy 4.1

Abiding by university policy on academic integrity is a responsibility of all university faculty and students.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:

- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment; and/or;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one's own. Examples of plagiarism include, but are not limited to:

- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source; and/or,
- incorporating the words or ideas of an author into one's paper or presentation without giving the author credit.

Penalties for Academic Dishonesty

Penalties may include, but are not limited to reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university

Student Appeals

A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5

At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy [i.e., Active Military Service (6.14)]. If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4

Classroom behavior should not interfere with the instructor's ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the iCare: Early Alert Program at SFA. Information regarding the iCare program is found at <https://www.sfasu.edu/judicial/earlyalert.asp> or call the office at 936-468-2703.