

FRESNO STATE

Public Health



Undergraduate Internship Student Manual

COMMUNITY HEALTH, EOHS, HEALTH
ADMINISTRATION

Revised Fall 2023

College of Health and Human Services
Department of Public Health
559.278.4014

TABLE OF CONTENTS

COMMUNITY HEALTH, EOHS, HEALTH ADMINISTRATION	0
MISSION STATEMENT	1
COURSE DESCRIPTION AND PREREQUISITES.....	1
INTRODUCTION	2
PURPOSE OF THIS MANUAL.....	2
THE VALUE OF AN INTERNSHIP	3
RELATIONSHIP BETWEEN INTERNSHIP AND CLASSROOM KNOWLEDGE.....	3
GRADING.....	4
REQUIREMENTS	6
PLANNING FOR AN INTERNSHIP	8
ENROLLMENT PROCESS.....	9
SUPERVISION	10
INTERNSHIP COORDINATOR.....	10
SITE PRECEPTOR.....	10
EMERGENCY AND INJURY PROCEDURES	10
PROCEDURES FOR INCIDENTS INVOLVING STUDENTS (NO INJURY TO STUDENT)	11
REASSIGNMENT OF A STUDENT	12
AGENCY	14
NON PROFIT AGENCIES.....	14
FOR PROFIT SITES	15
USE OF EMPLOYMENT AS A FIELD EDUCATION SITE	15
WORKING WITH AGENCIES	15
AGENCY RIGHTS AND RESPONSIBILITIES.....	16
RESPONSIBILITIES	16
RIGHTS	16
STUDENT PLACEMENT PROCEDURES	17
UNIVERSITY RESPONSIBILITIES	18
STUDENT ROLES, RIGHTS, RESPONSIBILITIES, AND DUE PROCESS.....	19
STUDENT RIGHTS	19
RESPONSIBILITIES OF THE STUDENT INTERNSHIP	19
STUDENT RECOURSE AND DUE PROCESS	20

NONDISCRIMINATION POLICY	23
RACE, COLOR, ETHNICITY, NATIONAL ORIGIN	23
GENDER	23
SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE.....	23
AGE, RELIGION, SEXUAL ORIENTATION OR GENETIC INFORMATION.....	24
DISABILITY	24
STUDENT COMPLAINT REPORTING	25
EVALUATION	26
APPENDIX A.....	27
APPENDIX B	29
APPENDIX C	31
APPENDIX D.....	32
APPENDIX E	33
GENERAL PROVISIONS	37
APPENDIX F.....	39
APPENDIX G	40
APPENDIX H.....	42
MIDTERM EVALUATION	42
APPENDIX I	46
APPENDIX J.....	47
APPENDIX K	50

MISSION STATEMENT

The mission of the Department of Public Health is to promote, preserve, and restore health. This is accomplished by educating undergraduate and graduate students to be effective leaders and practitioners at the local, national, and international levels.

COURSE DESCRIPTION AND PREREQUISITES

This manual covers the requirements and enrollment processes for PH 175 (EOHS), 185I (Health Administration), and 188 (Community Health).

PH 175. Environmental Internship (1-3; max total 6)

Prerequisites: completion of 21 units of the health science major (Core and Environmental Option courses). Provides practical experience in environmental health. Requires a 3.0 GPA in Health Science coursework, or permission of the instructor. Permission numbers required. CR/NC grading only. (CSU liability insurance fee, \$8)

PH 185I. Fieldwork in Health (1-3; max total 6)

Prerequisite: completion of 24 units of the public health major (Core and Administration Option courses). Provides practical experience in a community work setting. Requires a 2.75 GPA in public health coursework or permission of the instructor. Permission numbers required. CR/NC grading only.

PH 188. HEALTH EDUCATION INTERNSHIP (1-3; MAX TOTAL 6)

Prerequisite: completion of 24 units of the public health major (Core and Community Health Option courses). Provides practical experience in a community work setting. Requires a 2.75 GPA in public health coursework or permission of the instructor. Permission numbers required. CR/NC grading only.

Students are required to complete a minimum of for each three units:

- 150 hours for PH 175
- 130 hours for PH 185I and PH 188.

Each class has a set number of classroom hours, for instance interns in PH 185I and PH 188 will meet for 5 hours for mandatory classes and the remaining 125 hours will be in the field.

Some agencies prefer to schedule the hours during the regular working hours while others prefer to space the hours over a longer period. In addition, some agencies may provide greater scheduling flexibility with evenings and weekends.

PH 175 is a required course for students in the EOHS option. PH 185I and PH 188 are elective courses for students in their respective options.

INTRODUCTION

The undergraduate internship in the Department of Public Health provides students an opportunity to observe, participate, and learn from practicing public health professionals, which in turn, helps to prepare them for work as a public health professional.

Most internship positions are on a volunteer basis for which students do not receive financial support.

A list of agencies with Memorandum of Understanding (MOUs) with Fresno State can be found in the Department of Public Health Learning Management System.



PURPOSE OF THIS MANUAL

This manual has been developed to inform and prepare students enroll in PH 175, PH 185I and PH 188 to fulfill the Undergraduate Internship in Health Administration, Community Health, and Environmental/Occupational Health and Safety.

This manual provides insight into the process through which students may receive university credit while gaining valuable work experience to enhance their academic course work. This manual is intended to provide students with the necessary information to secure an Internship and fulfill the university requirements for receiving academic credit for their work.

THE VALUE OF AN INTERNSHIP

An internship provides students with the opportunity to integrate educational knowledge and skills gained in the classroom to the practice of Public Health. The focus of the internship is the application of technical skills and the integration of disciplinary knowledge within the workplace and community. In addition, the Internship aids students in developing professional attitudes and strengths in their discipline.

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RELATIONSHIP BETWEEN INTERNSHIP AND CLASSROOM KNOWLEDGE

The integration of class and field learning is one of the major objectives for all public health students. The internship allows students the opportunity for experiential learning under academic supervision.

The student intern has the opportunity to explore different ideas and methods in the classroom and to take the information back to the agency.

In addition, the internship serves as a vital function for students by allowing them to:

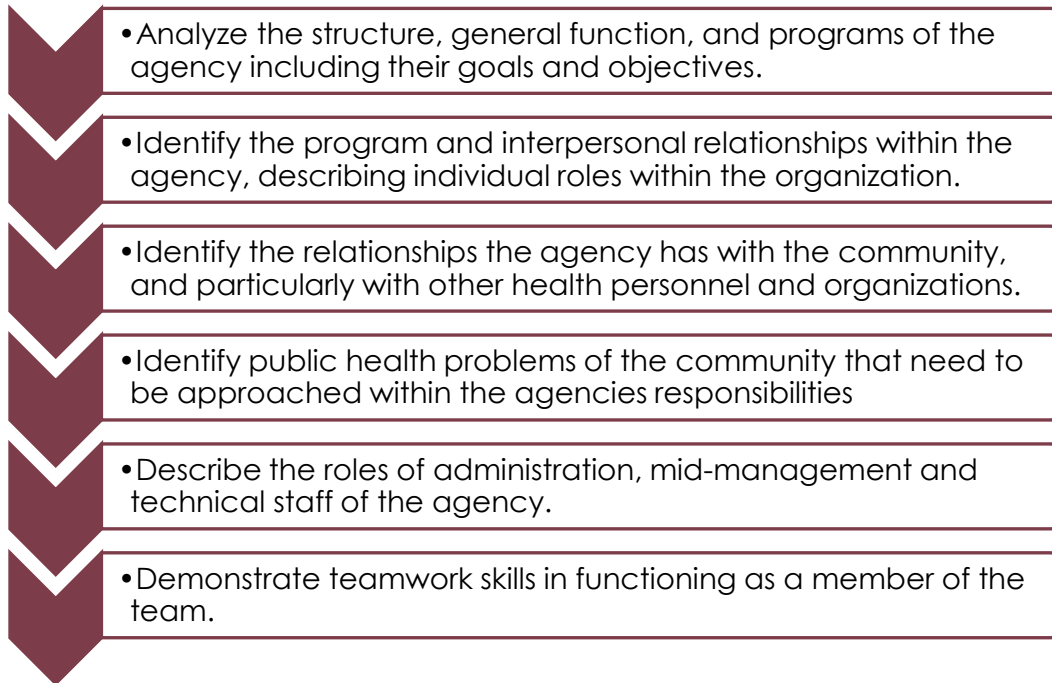
1. Develop practical skills.
2. Determine which approaches work in practice and how they must be adapted to specific situations.
3. Gain access to practical information that is not available in courses and books.
4. Clarify their own needs for further study.

Every effort is made to use the learning experience gained in the internship in class discussion and to structure class assignments so that they may be connected to the field. Additionally, course content from the core areas of



human behavior, policy, laws and regulations, and research is to be integrated into the student's experiences in the field and vice versa.

Objectives of the Undergraduate Internship

- 
- Analyze the structure, general function, and programs of the agency including their goals and objectives.
 - Identify the program and interpersonal relationships within the agency, describing individual roles within the organization.
 - Identify the relationships the agency has with the community, and particularly with other health personnel and organizations.
 - Identify public health problems of the community that need to be approached within the agencies responsibilities
 - Describe the roles of administration, mid-management and technical staff of the agency.
 - Demonstrate teamwork skills in functioning as a member of the team.

GRADING

PH 175 is a graded class A – F.

PH 185I is approved for CR/NC grading only.

PH 188 is approved for CR/NC grading only.

PH 175 ELEMENTS OF TRAINING

Basic program Elements of Training

1. Food protection
2. Solid waste and medical waste management
3. Liquid waste management
4. Water supply and drinking water
5. Housing, institutions/childhood lead/organized camps
6. Bathing places, rec health, beach monitoring
7. Vector control
8. Hazardous materials management
9. Underground tank program
10. Bloodborne pathogens (Body Art)

Secondary Program Elements of Training

1. Air sanitation/pollution (indoor/outdoor)
2. Safety, accident prevention and personal protection
3. Land development and use
4. Disaster sanitation/emergency response
5. Electromagnetic radiation
6. Milk and dairy products
7. Noise control
8. Occupational health
9. Rabies and animal disease control

For most current requirements for the Certification of Training and Experience for Admittance to the Registered Environmental Health Specialist Examination contact:

Environmental Health Specialist Registration Program
MS 7404, PO Box 997377
Sacramento, CA 95899-7377

REQUIREMENTS

The following must be completed no later than the first Monday in April for the upcoming Fall semester and the first Monday in November for the upcoming Spring semester for which the student is to enroll in PH 185I or PH 188. Check with the EOHS coordinator for deadlines for PH 175.

- Internship placement must be confirmed
- A qualified preceptor must have been approved by the department
- Class enrollment must take place
- All paperwork must be signed and completed,
- For PH 175 students all science courses must be completed.
- For PH 175 students must have a C or better in option courses.
- PH 175 students must be free either on a Monday/Wednesday or Tuesday/Thursday combination.

To receive the permission number for PH 175, PH 185I or PH 188 the student must follow the process and complete the required forms as well as obtain the necessary signatures:

- Appendix A: Internship Authorization Form.
- Appendix B: Student Internship Agreement and Performance Standards;
- Appendix C: Agreement to Safeguard Confidential Information;
- Appendix D: Criteria for on-site Preceptor (PH 185I and PH 188 only);
- Appendix E: Internship Learning Plan Agreement
- Appendix F: Semester Work Plan/Job Description
- Appendix G: Release of Liability.



The student must develop a set of goals and objectives. To accomplish this, the student will work with their agency preceptor and the department Internship Coordinator to develop a set of goals and objectives that are specific to the work to be completed at the agency and are based on the core competencies for public health professionals and the 10 Essential Public Health Services.

IMPORTANT DATES

Internship Period:

Fall Semester: First day of semester through last day in November
Spring Semester: First day of semester through last day in April

Planning Period

One semester prior to internship (generally the fourth semester in the program) Meet with internship coordinator

REQUIRED FORMS FOR PLACEMENT

The following documents need to be submitted prior to the start of the internship, sent to you in a Adobe Sign link after you have secured a site. Please visit bit.ly/PH185-188RequiredForms . If you don't receive your finalized copy within 5 business days, please have the student contact Claudia Ceja, University Internship Coordinator, at cceja@csufresno.edu.

- ✓ Appendix A: Internship Authorization Form*
- ✓ Appendix B: Student Internship Agreement and Performance Standards*
- ✓ Appendix C: Agreement to Safeguard Confidential Information*
- ✓ Appendix D: Criteria for onsite preceptors
- ✓ Appendix E: Internship Learning Plan Agreement *
- ✓ Appendix F: Semester Work Plan/Job Description
- ✓ Appendix G: Release of Liability*

*Cannot begin Internship if these forms are not submitted and approved.

NOTE: Some sites may require background checks, medical testing, and fingerprints. These expenses are to be covered by students.

MID-TERM EVALUATION DATES

- ✓ Fall Semester: First two weeks of October
- ✓ Spring Semester: First two weeks of March

Midterm Evaluation must be submitted to internship coordinator (Appendix H).

END OF SEMESTER DATES

- ✓ Fall Semester: First week of December
- ✓ Spring Semester: First week of May

Appendix I: Final Report

Appendix J: Final Evaluation

Appendix K: Daily Log (PH 185I there is a weekly log in Canvas replacing this form)

Appendix L: Internship Site Evaluation Form

A syllabus, distributed during the first day of class, contains details about graded assignments will be due throughout the semester that corresponds with mandatory meetings.

No permission number will be issued until all appendices have been reviewed and approved.

PLANNING FOR AN INTERNSHIP

It is critical that students start planning for their internship at least one semester prior to enrolling in PH 175, PH 185I or PH 188. Students must begin by discussing their interests with (1) their academic advisor and (2) the department's Internship Coordinator, in that order.

Students who need to be placed in an internship need to take the preliminary steps to identify and establish contact with a preferred location for their internship site. This needs to be completed at least one semester prior to the semester you plan to schedule your internship.

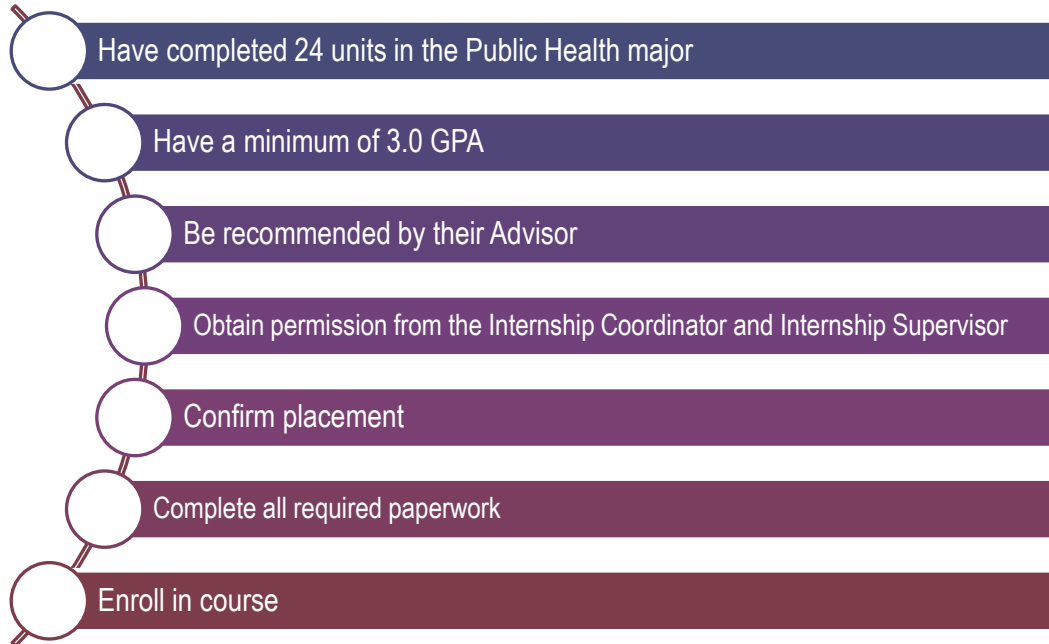
It is the responsibility of the student to schedule an interview with the contact person of the prospective organization(s).

Once the placement site has been selected, the student should:

- Work with the internship coordinator before moving to the next step;
- Contact the agency preceptor one semester before the scheduled semester for internships and schedule an interview;
- Student must become familiar with the agency (e.g., website, financial, service area) before moving to the next step;
- Develop goals before reaching out to the agency;
- Provide the agency preceptor with a résumé (this step is not optional);
- Treat the initial meeting like a job interview;
- Become as familiar as possible with the agency ahead of time;
- Complete all required paperwork;
- Become familiar with the internship objectives and endeavor to meet them through outside reading and the fullest participation in every learning opportunity;
- Enroll in the class the semester before the student takes the class;
- Assume responsibility for planning finances, travel, and living arrangements during internship.

ENROLLMENT PROCESS

Students need to be academically prepared for the internship placement and have met all of the following requirements:



Students who fail to complete these processes and, as a result, are unable to begin the internship as scheduled, will be allowed no more than two (2) weeks to clear requirements and begin internship. Delays beyond two (2) weeks will result in administrative withdrawal from internship.

Replacement will only be considered when the delay is due to significant, extraordinary factors that were beyond the student's control.

SUPERVISION

Each student enrolled in PH 175, PH 185I or PH 188 will have a Department Internship Coordinator and an Agency Preceptor.

INTERNSHIP COORDINATOR

The department's Internship Coordinator assists the student in completing all required paperwork and in the enrollment, process if necessary.

The department's Internship Coordinator will schedule on-site visits with each student and their agency preceptor or develop other means to maintain contact through the internship assignment. The internship coordinator will conduct at least one on-site visit during the semester.

The department's Internship Coordinator will work with the course faculty for evaluation and grade assignment of the student.

All students will maintain contact with the department's Internship Coordinator at scheduled times throughout the semester. The time, location and method will be discussed during the registration period.

SITE PRECEPTOR

Day-to-day supervision will be conducted by the agency preceptor in accordance with the agency's rules and practices.

For students enrolled in PH 185I and PH 188, the agency preceptor needs to possess supervisory or management responsibilities at their worksite, and must also possess a Master's level degree (MPH preferred). For students in PH 175 the site preceptor must be REHS.

The Agency Preceptor will coordinate the internship and give the Internship Coordinator a mid-term and a final evaluation of the student.

EMERGENCY AND INJURY PROCEDURES

LIABILITY INSURANCE

The department requires that students carry liability insurance. This insurance is obtained through the university and the cost is included in student fees.

All internship related injuries must be immediately reported to your Internship Coordinator and the chairperson of the Department of Public Health. Completion of forms will be necessary in most cases.

Medical facilities that must be used:

Fresno State Health Center

Phone: 559-278-2734

Hours of Operation 8:00 – 5:00 Mon.-Fri.

Medical assistance limited to first aid treatment

If seriousness of injury requires, call 911.

DOCUMENTATION

The Internship Coordinator will immediately contact Tracey Garza at 559-278-2125 when the injury is reported so the Student Intern, Notice of Claim form can be sent directly to the injured Student Intern.

A Supervisor's Report of Work Injury form must be completed for every injury and sent to the W/C office within 24 hours from the date the injury is reported. (This form is located at <http://www.fresnostate.edu/ehsrms/> under workers' compensation.) This form must be signed by the Department Chair.

The completed forms are returned to the Workers' Compensation Office:

Attn: Tracey Garza at Mail Stop LS140 and fax 559-278-6995.

QUESTIONS?

Contact Tracey Garza, Workers' Compensation Specialist at 559-278-2125 or if after hours contact the University Police Department. If Tracey is not available call Lisa Kao, Environmental Health and Safety at 559-278-6910. For more information about workers' compensation benefits.

Contact Tracey Garza, or access <http://www.fresnostate.edu/ehsrms/> and look under Workers' Compensation.

PROCEDURES FOR INCIDENTS INVOLVING STUDENTS (NO INJURY TO STUDENT)

All internship related incidents that are relevant to student's practice liability must be immediately reported to the department's Internship Coordinator. Depending on the nature of the incident, student may be required to provide a written report to the department's Internship Coordinator, who will apprise the University as warranted.

REASSIGNMENT OF A STUDENT

During the first three weeks of internship, a change in placements is generally permitted when:

- Conditions change at the agency and an intern can no longer be hosted;
- An unanticipated conflict of interest arises;
- Circumstances beyond the student's control prevent the student from meeting attendance or other expectations of the agency;
- Significant mismatch of student with agency and/or field instructor is identified by the field instructor, student, and field liaison and there is consensus that a change is warranted for sound educational reasons.

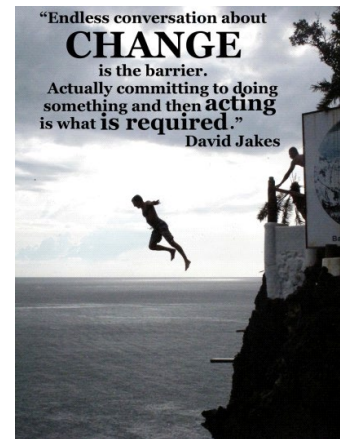
After the third week of internship: It is the practice of the Department of Public Health to avoid the switching of placements at any time after the first three weeks into the semester. However, reassignment of a student from one field site to another during an academic semester may occur for educationally sound reasons.

Students experiencing performance problems solely as a result of skill deficits will not be reassigned to a different agency. Reassignment is generally approved only when issues involving the preceptor or the agency pose obstacles to student learning, when there is doubt as to the cause of problems, and/or when an appropriate agency is available to take a student mid-semester. When there is doubt as to the cause of problems, the field students may be given the benefit of the doubt and reassigned to another placement.

The decision to reassign will be a joint one between the faculty, student, and agency representative. (Termination of an internship by the student without prior notification of the preceptor, and internship director, and failure to adhere to due process procedures constitutes abandonment. Student's status in the program will be reviewed by program faculty; consequences may range from "No Credit" in the course, up to dismissal from the program.)

The Department internship coordinator and the agency administrator will normally have been apprised of possible reassignment of the student prior to any reassignment discussions or final decision. The current preceptor will be asked to give an evaluation of the student's performance up to that point in time.

After plans for reassignment have been made, the student is expected to develop plans for termination of the original field assignment with the current preceptor and report such plans.



Any plans for termination of a field assignment should reflect the agreement reached by the student and the preceptor in regard to:

1. The date on which the student will leave the unit;
2. The timing and method to be used in terminating planned contacts with individuals and/or groups;
3. The way in which the student will fulfill other termination responsibilities— e.g., completion of summaries needed for case transfer or closing; completion of any necessary separation procedures (signing forms, returning keys and/or identification cards, etc.). Failure to fulfill termination responsibilities can result in the loss of credit for the internship work to date and an Incomplete, up to, and including, a “No Credit” (N/C) for the semester.

Students who are reassigned prior to the end of the semester will receive an “RP”, (equivalent to an “Incomplete” grade) for that current semester. The “RP” will be removed from the student’s record upon receipt of a satisfactory “post reassignment evaluation”.

All such students will be referred to their advisor for future academic planning and direction.

AGENCY

Agencies approved for instruction sites are those that have signed a Memorandum of Understanding (MOU) with the Department of Public Health. The MOU binds the agency to developing, maintaining, and staffing a field instruction program for public health students; and binds the department to placing students in that agency must meet at least the following criteria:

The policy making board and/or director, and the administrative staff, have conviction about the value of public health internship/internship placement; and accept field instruction as an appropriate function of the agency.

The policy and procedures governing the agency's operation clearly define and reflect a philosophy consistent with the values and ethics of the public health profession.

The agency develops and delivers an instructional program that provides supervision by qualified MPH personnel and the range and quality of learning experiences needed to illuminate classroom teaching and promote the student's personal and professional growth.

The agency provides for space and equipment needed by students, (i.e., desks, telephone, dictating equipment, privacy for interviews and conferences, etc.) and the use of case material and other agency data a student might need to fulfill class assignments and research provided confidentiality can be maintained for both individuals and agencies.

NON PROFIT AGENCIES

Agencies categorized as nonprofit field sites meet minimum qualifications for any non-profit organization desirous of accepting students for field instruction. These qualifications are as follows:

The agency employs an individual who possesses an MPH degree from an accredited program.

The individual possessing the MPH is willing to serve as a preceptor.

The agency will provide the student intern with time to attend field instructor training and continuing education programs.

The agency provides for a space and equipment needed by students, (e.g., desks, telephone, dictating equipment, privacy for interviews and conferences, etc.).

FOR PROFIT SITES

Agencies that have for profit tax status may occasionally be used as field sites for public health students. Those agencies must meet the minimum qualifications listed above under the nonprofit status. The following additional requirements also apply:

Students may not be placed in either individual or group private practitioner offices for field internship.

The specific duties and responsibilities of students placed in a for-profit setting must be clearly delineated. Any assignments or activities of the student that involve revenue generation must result in payment to the student of a stipend of 50% of the revenue generated.

The for profit placement site must assume responsibility for the calculation and distribution of any stipend monies owed to the student as a result of their revenue generating activities.

USE OF EMPLOYMENT AS A FIELD EDUCATION SITE

No student may be placed in an agency wherein she/he was, or is, a client or employee or an immediate family member was, or is, a client or an employee. Since the department does not ascertain client information from agencies or students, it is the responsibility of the student to decline (or not select) a placement based on conflict of interest.

Students who are found attempting to secure or who secure a placement in an agency where they, or a member of their family, are or were a client or an employee may be administratively dropped from the public health program.

WORKING WITH AGENCIES

Many health-related agencies and organizations provide opportunities for students to apply their knowledge and skills in their workplace setting. These positions provide students with a number of benefits, including valuable work related experience, and networking opportunities as well as an opportunity to apply their knowledge base. Students should not view internship experience as an extended job interview.

AGENCY RIGHTS AND RESPONSIBILITIES

RESPONSIBILITIES

Provide sufficient public health practice experiences and observational/educational opportunities for students to complete ALL of the assignments in the learning agreements in a timely fashion.

Support the employee with reduced caseloads or release time sufficient to be a competent supervisor and perform the additional responsibilities of this assignment.

Provide office space, clerical services, use of relevant case material, and other resources deemed necessary to adequately carry out the agreed upon educational plan of the student.

Provide multi-stage learning experiences where and when feasible. Learning stages begin with entry level experiences and progress to advanced practice that meet the particular needs of the individual student.

Notify the Field Coordinator immediately when serious problems with a student are indicated; and provide prompt written notification and justification for asking a student to leave, or be removed from, the agency.

Notify the Field Coordinator immediately of any injury to student while in field or incident involving the student that may have implications for his/her liability.

RIGHTS

Upon meeting and interviewing the student, agencies can refuse to accept him/her for an internship for reasons pertaining to personality conflicts or educational inappropriateness. For example, a student lacks sufficient skill and knowledge to undertake the beginning tasks of the agency. (If issues are identified after the internship has begun and there is no consensus about immediately terminating the placement, the student must be afforded due process and the opportunity to correct behaviors of concern before he/she may be withdrawn from the internship.)

Agencies can ask for the immediate removal of a student who is determined to be a danger to the consumers of the services rendered; who is disruptive to the work environment; demonstrates serious unprofessional conduct; or who breaches confidentiality.

Identification of a pattern of student conduct that is unprofessional (e.g, unexplained absences and attendance issues, showing questionable ethical decision making, apathetic performance) or shows an inability to perform in the field should first lead to consultation with the field liaison and a corrective action

plan. Documentation of a continued pattern of unsatisfactory student conduct constitutes grounds for dismissal of student from the field site.

If an agency dismisses a student from the internship due to any of the above, the student may be administratively dropped from the field sequence and possibly from the Public Health program since such acts may result in the harm to clients and are generally indicative of an inappropriate or untimely career choice on the part of the student.

STUDENT PLACEMENT PROCEDURES

The placement process starts one semester before the student is placed with an agency:

- Each student will identify career and learning objectives and interests. The Internship Coordinator will use the information provided on the application to facilitate placement selection and assignment.
- Each agency will be notified of the name of the assigned student.
- The Internship Coordinator will notify all students of their assigned field placement each year at which time, the student is instructed to contact the agency to confirm the internship, hold a courtesy interview, and determine, what, if any, prerequisites must be met (e.g., immunization records, background checks) to be ready to report to the internship on the assigned date.

UNIVERSITY RESPONSIBILITIES

The Department of Public Health will not place students at a site without a Learning Agreement being in place. A list of approved places with signed Learning Agreements can be found here

https://docs.google.com/spreadsheets/d/1zKWTb98WR_7Y9vPc1Ib2TWNtY_JeqSnJpK5OWXfz2ws/edit#gid=0 . Additional sites may be added based on student's interest or program needs.

The Department of Public Health is committed to assist the student in obtaining the best opportunities for professional growth. The Department Internship Coordinator must have a good understanding of the student's strengths and weaknesses. In order to provide the best academic experience, the student and the Internship Coordinator will meet the semester prior to the internship experience to discuss various internship options.



The Internship Coordinator is the department's representative and will have the responsibility to develop and implement the following aspects of the internship.

The Internship Coordinator will have an initial conference with the agency representative to work out practical details (e.g., work hours, dress code) of the responsibilities of the prospective internship placement.

The Internship Coordinator will meet with the student to define goals, determine interests, and clarify objectives.

The Internship Coordinator will conduct at least one visit to the site during the semester.

The Internship Coordinator will maintain appropriate contact with the student and preceptor.

STUDENT ROLES, RIGHTS, RESPONSIBILITIES, AND DUE PROCESS

STUDENT RIGHTS

1. Have performance expectations made clear.
2. Be treated with dignity, decency and professional respect.
3. Experience appropriate field instruction.
4. Be actively involved in public health work assignments in the field setting.
5. Have the opportunity to examine interrelationships between theoretical knowledge and actual social work practice.
6. Actively participate in the formal evaluation process, and receive ongoing evaluation feedback.
7. Be advised of skill and knowledge deficits as they come to the attention of the field instructor and be given a reasonable amount of time within the current semester to improve upon the identified deficits.

RESPONSIBILITIES OF THE STUDENT INTERNSHIP

1. Uses the program as an opportunity to enrich and extend the whole curriculum; all prerequisites should be met prior to requesting an internship. Students must have a 3.0 GPA in the program to participate in the field instruction program and concurrent practice classes.
2. Assume professional responsibility and appropriate accountability for assigned client services and other agency activities.
3. Participate in monthly conferences for one hour with the Department Internship Coordinator.
4. Participate in selected agency activities (e.g., staff meetings, conferences, in-service training, committee work) when these are not in conflict with campus-based courses, seminars, or other academic commitments.
5. Maintain the university schedule with regard to national and state holidays.

6. Contact the Department Internship Coordinator immediately in the event of difficulty or of an emergency necessitating absence, leave of absence or premature termination from the internship.
7. Change their learning agreement as needed using the procedure outlined in this manual.
8. Participate in evaluation of own performance and provide input for evaluation of the agency.
9. Follow steps in the directions provided in obtaining a field placement.
10. Follow the standards expected for agency employees at their internship. This includes professional dress and appearance, keeping up-to-date records of hours, assignments completed or in progress, case records and charting, completion of any required administrative responsibilities.
11. Obtain agency approval for the use of any case material or records outside of the agency and maintain accepted standards of confidentiality.
12. Share all course syllabi with the field instructor and inform the field instructor in a timely manner of classroom assignments that relate to field instruction, sharing material when relevant.
13. Make known to the Department Internship Coordinator and Department Chair any personal issues or situations which would, if the student were placed in a particular agency or with a specific population group, pose a conflict of interest or be in violation of the law governing the delivery of human services.

STUDENT RECOURSE AND DUE PROCESS

It is understood that problems may arise during the internship experience. It is, however, expected that any and all problems will be addressed explicitly, proactively, professionally, and in a timely manner. The following step-by-step process must be used when both minor and major problems arise in the field, regardless of the parties involved.

This is an administrative procedure that must be followed in order for students to be afforded due process. It must be noted that students who do not adhere to the specific responsibilities noted above or who do not follow the procedures identified below may be dismissed from the internship program.

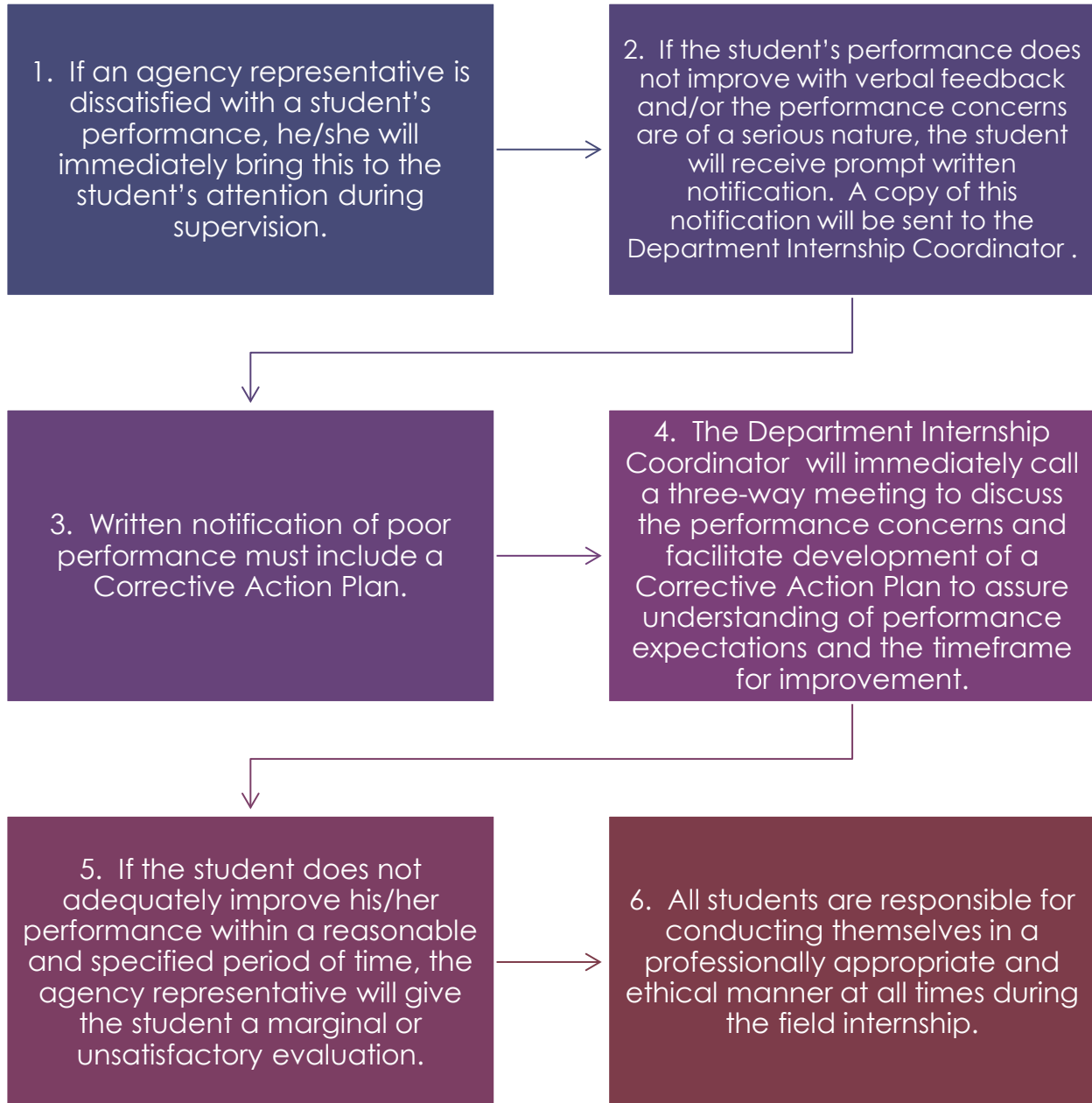
PROBLEM SOLVING PROCEDURE:

1. Student and agency representative discuss the problem constructively and in an issue oriented fashion in an effort to achieve a mutually agreeable resolution. If the problem is not resolved to the student's and/or agency representative's satisfaction, the student should proceed to the next step.

Note: In rare circumstances, it may not be appropriate for problem resolution to begin between the student and agency representative, i.e. student is being sexually harassed by the field instructor. In such circumstances, the student will begin Step 2 of the Problem Solving Process.

2. Student immediately advises the Department Internship Coordinator of the problem. The Department Internship Coordinator will facilitate problem resolution in a manner deemed appropriate by the faculty member. If the solution is not amenable to the student, she/he should proceed to step number 3.
3. If the problem is not satisfactorily resolved, the student must request a meeting between her/himself, the agency representative, and Department Internship Coordinator. A three-way meeting between the student, agency representative, and Department Internship Coordinator will ensue in order to discuss and attempt to resolve the problem.
4. If the problem is still not resolved, the student may request a meeting with the Department Internship Coordinator. The Department Internship Coordinator will attempt to facilitate problem resolution—inclusive of calling a meeting between the student, agency representative, faculty liaison, agency director. This step of the process will render a decision and problem solution.
5. The decision/solution achieved in step 4 may be appealed by the student. An appeal must be in writing and addressed to the Department Internship Coordinator with copies to the chair of the department. The Chair of the department will render a final decision.
6. Students wishing to appeal decisions rendered in step 5 may do so through the university grievance procedure.

ALL STUDENTS NOTE



NONDISCRIMINATION POLICY

California State University, Fresno is committed to a program of equal opportunity for all. The California State University does not discriminate in the educational programs or activities it conducts on the basis of race, color, national origin, gender, age, marital status, religion, mental or physical disability, sexual preference, pregnancy, or special disabled veteran status (Vietnam era or other covered veteran status).

California State University, Fresno's Policy Statement (in the Equal Employment and Education Opportunity Plan and the Equal Opportunity Plan for Individuals with Disabilities, Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans) addresses equal opportunity in employment, admissions, recruitment, financial aid, placement counseling, curricula, and housing for students. These are recognized by the university as basic to our equal opportunity goals.

RACE, COLOR, ETHNICITY, NATIONAL ORIGIN

The California State University complies with the requirements of Title VI and Title VII of the Civil Rights Act of 1964, as well as other applicable federal and state laws prohibiting discrimination. No person shall, on the basis of race, color, ethnicity, or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program of the California State University.

The California State University does not discriminate in the educational programs or activities it conducts on the basis of race, color, national origin, gender, age, marital status, religion, mental or physical disability, sexual preference, pregnancy, or special disabled veteran status (Vietnam era or other covered veteran status).

GENDER

The California State University does not discriminate on the basis of sex, gender, pregnancy or marital or parental status in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972 and certain other federal and state laws prohibit discrimination on these bases in education programs and activities operated by California State University, Fresno. Such programs and activities include admission of students and employment.

SEXUAL HARASSMENT, INCLUDING SEXUAL VIOLENCE

The California State University, Fresno, strongly prohibits sexual harassment, a form of sex discrimination, against student employees and other participants in university programs and activities. Sexual harassment includes unwelcome sexual

advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education, unreasonably interferes with a person's work or educational performance or creates an intimidating, hostile or offensive working or learning environment.

AGE, RELIGION, SEXUAL ORIENTATION OR GENETIC INFORMATION

The California State University does not discriminate on the basis of age, religion, sexual orientation, or genetic information.

DISABILITY

The California State University does not discriminate on the basis of disability in admission or access to, or treatment or employment in, its programs and activities. Federal laws, including sections 504 and 508 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, and various state laws prohibit such discrimination. The ADA Coordinator and Associate Vice President for Human Resources has been designated to coordinate the efforts of California State University, Fresno to comply with all relevant disability laws.

Inquiries concerning compliance may be addressed to the Associate Vice President for Human Resources, Joyal Administration Building, Room 211, phone 559.278.2364.



If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need course materials in alternate formats, immediately notify your course instructor or Janice Brown, Director of Services for Students with Disabilities, 559.278.2811. Reasonable efforts will be made to accommodate your special needs.

The Associate Vice President of Human Resources, Janice A. Parten, has been designated to coordinate the efforts of California State University, Fresno to comply with Title IX. Inquiries concerning compliance may be addressed to her at Joyal Administration Building, Room 211, 559.278.2364 or jparten@csufresno.edu. See further information in Fresno State's sex discrimination prevention and education statement, which includes facts and myths about sexual violence at <http://www.fresnostate.edu/titleix/students>.

STUDENT COMPLAINT REPORTING

Students or student applicants, who believe they are victims of discrimination, harassment, or retaliation, should contact Brittany Grice, Institutional Compliance Administrator, at 5150 N. Maple Avenue, M/S JA41, Joyal Administration Building, Room 245, Fresno, CA 93740, 559.278.5013, or bgrice@csufresno.edu. Other resources include the deans and associate deans who are trained to respond to such concerns. Additional information is available at:

<http://www.fresnostate.edu/adminserv/hr/eeo-diversity/index.html> and
<http://www.calstate.edu/eo/EO-1074.pdf>.



Further inquiries concerning the application of these laws to programs and activities of California State University, Fresno may also be referred to:

Janice A. Parten, Title IX and Section 504/Title II Coordinator, Joyal Administration Building, Room 211, 559.278.2364; or

Dr. Carolyn Coon, Assistant Vice President for Student Affairs and Dean of Students, Joyal Administration Building, Room 262, 559.2782541; or

U.S. Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105, 415.486.5555.

EVALUATION

In an effort to ensure a high quality experience, students enrolled in PH 175, PH 185I or PH 188 Health will complete several evaluations as part of their internship experience. The final evaluation and grade will be based on the student's stated goals, and internship competencies. In addition the student is expected to provide the following:

1. Daily Log (See Appendix K): Each student will keep a daily log, including an assessment of personal and professional activities/experiences.
2. Student Midterm Evaluation (See Appendix H): Each preceptor will complete the Student Midterm Evaluation at the midpoint of the internship experience to ensure that students are on track to meeting their set goals and objectives.
3. Final Report Guidelines (See Appendix I). The student will write a final report summarizing the internship experience. The student will include if they met the goals and objectives they have set for the internship, and how they were met.
4. Agency Evaluation of Student (See Appendix J): After the student has completed their internship, the agency preceptor will complete a final evaluation of the students' experience. The evaluation is confidential and the student will not have access to it.
5. Site Visit/Mid-Term Evaluation with Preceptor: The department's Internship Coordinator will conduct at least one on-site visit during the semester to discuss the progress of the internship and discuss the goals and objectives that the student established at the beginning of their internship experience.
6. Final Presentation: Students will meet to present on their Internship experience to department faculty and members of the community. These presentations will be held during the first week of December for the Fall Semester and the first week of May for the Spring semester. Check for assigned dates during registration.
7. If available, any materials (written pamphlets, program plans, videos, etc.) the student produced during the internship should be submitted required for the class.

APPENDIX A

INTERNSHIP AUTHORIZATION FORM

Type all information in this form. Do NOT handwrite.

Semester: _____ No. of Units: _____ Schedule No.: _____ Permission No.: _____

Student Information

Name: Click here to enter text.	Student ID: Click here to enter text.
Address: Click here to enter text.	Phone Number: Click here to enter text.
	Email: Click here to enter text.
Undergraduate Option: Click here to enter text.	Other: Click here to enter text.

Agency Information

Name: Click here to enter text.	
Address: Click here to enter text.	Website: Click here to enter text.
	Email: Click here to enter text.
Preceptor: Click here to enter text.	Phone: Click here to enter text.

Goals – Briefly list what you expect to accomplish during your Internship experience. Be specific with regard to particular knowledge and skills you want to gain.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Special needs / Interests – Indicate any special needs or interests (educational or personal) which may be relevant to your field training placement.

1.

2.

3.

Student Advisor Signature

Date

Internship Coordinator's Signature

Date

Student Information

Student Name: Click here to enter text.	Student ID#: Click here to enter text.
Address: Click here to enter text.	Phone Number: Click here to enter text.
	Email: Click here to enter text.

Agency Information

Name: Click here to enter text.	
Name of Preceptor: Click here to enter text.	
Office Phone: Click here to enter text.	Ext. #: Click here to enter text.

Student will:

1. Submit a midterm and final evaluation using the forms provided to the student.
2. Attend work during scheduled work hours except for cases of illness or legitimate emergency.
 - a. Student will seek approval by the assigned Preceptor for any other absence.
 - b. Understand that tardiness is unacceptable and that you must arrive each day at the time specified by your assigned Preceptor.
 - c. Understand that it is the student’s responsibility to communicate any exceptions of this policy to the assigned Preceptor as soon as possible.
3. Show the ability to accept suggestions and/or criticisms expressed by the assigned Preceptor and Internship Coordinator, and subsequently make an effort to overcome the identified weaknesses or deficiencies.
4. Willingly accept assignments and demonstrate the initiative to complete the objectives of the Department of Public Health internship experience. The student will direct any questions regarding their assignments to their assigned Preceptor.

5. Adhere to a standard for professional ethics and student code of conduct as listed below:
 - a. All information, regarding or related to the Agency and or placement site’s clients, is kept confidential
 - b. Display a high regard for each participant, show enthusiasm for each work area and assigned duties
 - c. Always be sympathetic and courteous towards all participants
 - d. Set a good example to your assigned placement site in every way-physically, mentally, socially, and ethically
 - e. Refrain from imposing your religious or political beliefs upon participants, clients, co-workers, or staff. Exhibit a broad, tolerant attitude toward other groups and individuals
 - f. Dress in a manner that is exemplary and professional that well represents the Department of Public Health

6. Each student will keep a log of hours worked and activities performed. The form will be signed by the preceptor and submitted to the Internship Coordinator.

Failure to adhere to any of these expectations will result in the following outcomes:

1. First occurrence: The student and Internship Coordinator will meet to discuss expectations
2. Second occurrence: The Internship Coordinator will convene a meeting with the student and the assigned Preceptor to discuss expectations
3. Third occurrence: The student will receive “NC” (No Credit) for the units for the semester. Student may also be removed from the program.

Student Signature

Date

Preceptor Signature

Date

APPENDIX C

AGREEMENT TO SAFEGUARD CONFIDENTIAL INFORMATION

I, _____, student intern for _____, do certify my understanding that any and all information to which I have access as part of my prescribed duties at my place of internship shall be treated as confidential. Any breach of confidentiality will result in the immediate termination and may result in civil or criminal prosecution.

It is a breach of professional ethics to reveal confidential communications without the express consent of the person/patient.

I have read and agree to abide by the professional Code of Ethics in my chosen discipline as well as the confidentiality rules of my placement agency.

_____ Date: _____
Student Intern

_____ Date: _____
Preceptor for the Community Organization

_____ Date: _____
Internship Coordinator

APPENDIX D

CRITERIA FOR ON-SITE PRECEPTOR

- Preceptor must possess a Master's level degree or higher (a degree in public health is preferred).
- Preceptor must be in a supervisory position for a period of no less than five years.
- A job description must be on file for every student with both the preceptor and the department
- Preceptor must provide a learning environment for student during internship experience.
- Preceptor and student must relate the student's internship experience to the 10 Essential Public Health Services and the Entry Level Competencies for Health Educators.
- Preceptor is to complete a mid-term evaluation of the student which is to be signed by the student and given to the Internship Coordinator.
- Preceptor is to complete a final evaluation of the student which is to be given directly to the Internship Coordinator.
- Preceptor must adhere to campus policies regarding sexual harassment. These policies can be found at <http://www.fresnostate.edu/catoffice/current/policies.html>

_____ Date: _____
Preceptor for the Community Organization Signature

_____ Date: _____
Student Intern Signature

_____ Date: _____
Internship Coordinator Signature

APPENDIX E

INTERNSHIP LEARNING PLAN AGREEMENT

Semester/Year _____ Course Number _____

Instructor _____ Number of Units Enrolled

Student's Name _____

Student's Email _____ Phone # _____

Fresno State Student ID Number _____

Internship Site Supervisor's Information:

Name _____ Title _____

Email _____ Phone # _____

Internship Site Agency/Organization _____

Department _____

Name of Department Manager _____

Business Address _____

Phone (including area code) # _____

Internship Job Title: _____

Position Description:

Check One:

Paid Internship Salary \$ _____ per _____

Unpaid Internship

Number of Hours of Internship Service Per Week _____

Length of Internship: Starting Date _____ Ending Date _____

Page 2 (Internship Learning Plan Agreement)

In addition to the position description provided above, in the matrix below state what you (the student) hope to learn from your internship experience. Also, state what activities or projects you (the student) will be participating in during your internship that will allow you to achieve your learning objectives. The student will work collaboratively with their internship course faculty and the internship site supervisor to develop these objectives and projects.

Prepare three goals based on the 10 Essential Public Health Services
<http://www.cdc.gov/nphpsp/essentialservices.html>

LEARNING OBJECTIVES	ACTIVITIES/PROJECTS
Objective No. 1	
Objective No. 2	
Objective No. 3	
Objective No. 4	
Objective No. 5	

Page 3 (Internship Learning Plan Agreement)

STUDENT PARTICIPATION GUIDELINES

1. I (Student) will devote _____ hours per week towards completion of the learning objectives listed in my learning plan for a total of _____ **internship service hours**, effective from _____ to _____. I agree to complete any paperwork and orientations required by my professor or site supervisor as part of this learning activity.
2. I understand and acknowledge that there are potential risks associated with this internship, some of which may arise from **(a)** my assigned tasks and responsibilities, **(b)** the location of the learning activity, **(c)** the physical characteristics of the Internship Site, **(d)** the amount and type of criminal activity or hazardous materials at or near the location of the Internship Site, **(e)** any travel associated with the Internship, **(f)** the time of day when I will be present at the Internship Site, **(g)** the criminal, mental and social backgrounds of the individuals I will be working with or serving, and **(h)** the amount of supervision I will receive. I further understand and acknowledge that my safety and well-being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. Being aware of the risks inherent in this Internship, I nonetheless voluntarily choose to participate in this Internship. I understand that I may stop participating if I believe the risks become too great.
4. While participating in this Internship, I will **(a)** exhibit professional, ethical and appropriate behavior; **(b)** abide by the Internship Site's rules and standards of conduct, including wearing any required personal protective equipment; **(c)** participate in all required training; **(d)** complete all assigned tasks and responsibilities in a timely and efficient manner; **(e)** request assistance if I am unsure how to respond to a difficult or uncomfortable situation; **(f)** be punctual and notify the Internship Site if I believe I will be late or absent; and **(g)** respect the privacy of the Internship Site's clients.
5. While participating in this Internship, I will not **(a)** report to the Internship Site under the influence of drugs or alcohol; **(b)** give or loan money or other personal belongings to a client; **(c)** make promises to a client I cannot keep; **(d)** give a client or representative a ride in my personal vehicle; **(e)** engage in behavior that might be perceived as harassment of a client or Internship Site representative; **(f)** engage in behavior that might be perceived as discriminating

against an individual on the basis of their age, race, gender, sexual orientation, physical and/or developmental or intellectual capacity or ethnicity; **(g)** engage in any type of business with clients during the term of my placement; **(h)** disclose without permission the Internship Site's proprietary information, records or confidential information concerning its clients; or **(i)** enter into personal relationships with a client or Internship Site representative during the term of my placement. I understand that the Internship Site may dismiss me if I engage in any of these behaviors.

6. I agree to contact the University's Administrator of Environmental Health and Safety, Risk Management & Sustainability at (559) 278-6910 if I believe I have been discriminated against, harassed or injured while engaged in this Internship. Please call Campus Police after hours 278-8400.
7. I understand and acknowledge that neither the University nor the Internship Site assumes any financial responsibility in the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such injury or illness. I acknowledge that the University recommends that I carry health insurance.

Page 4 (Internship Learning Plan Agreement)

GENERAL PROVISIONS

1. The Internship Site agrees to provide an orientation that includes a site tour; an introduction to staff; a description of the characteristics of and risks associated with the Internship Site's operations, services and/or clients; a discussion concerning safety policies and emergency procedures; and information detailing where students check-in and how they log their time. They will also provide applicable training and safety equipment that may be necessary.
2. The University will provide all students enrolled in an Internship Course with Student Academic Field Experience for Credit Liability Insurance (SAFECLIP). This insurance coverage provides professional and personal general liability coverage for students enrolled in Internship Course sections for which they are receiving academic credit. Proof of such coverage will be provided upon request to the Internship Site.
3. The Internship Site should notify the University as soon as is reasonably possible of any injury or illness to a student participating in a learning activity by calling (559) 278-6910 or (559) 278-8400.

4. The Internship Site and the University will meet upon request or as necessary to resolve any potential conflicts and to facilitate a mutually beneficial experience for all involved. If it is determined that the internship placement fails to be in the best interest of the scholar, internship site, and/or California State University, Fresno, either party (the university or the internship site) may terminate this particular internship upon giving written notice as soon as reasonably possible to the other party.
5. The Internship Site may dismiss a student if the student violates its standards, mission or goals. The Internship Site will notify the University as soon as reasonably possible of the student's dismissal.

I have read, understand and agree to comply with these guidelines.

Student

Date

Internship Site Supervisor

Date

Internship Course Faculty or Department Chair

Date

SEMESTER WORK PLAN/INTERNSHIP JOB DESCRIPTION

Instructions: Use this form to develop a job description for your internship experience. Be sure to have it approved by your site preceptor before turning it to the Department's Internship Coordinator.

Student Name:	Click here to enter text.	Start Date:	Click here to enter text.
Title:	Click here to enter text.	Agency:	Click here to enter text.
Supervisor:	Click here to enter text.	Supervisor phone:	Click here to enter text.
Address:	Click here to enter text.	Supervisor email:	[i.e.: full-time, part-time, job share, contract, intern]
Student email:	Click here to enter text.	Date posted:	Click here to enter a date.
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>[Type a description of the essential roles, responsibilities and activities a candidate can expect to assume in this position, using the Details style. For bullets, use the Bulleted List style.]</p> <ul style="list-style-type: none"> • [Bulleted list item] • [Bulleted list item] <p>[For a numbered list, use the Numbered List style.]</p> <ol style="list-style-type: none"> 1. [Numbered List item] 2. [Numbered List item] <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>[Type a description of the work experience and educational background that a candidate should have when applying for position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]</p> <p>PREFERRED SKILLS</p> <p>[Type a description of any additional skills or experience that would be considered favorable for a candidate who is applying for this position. Use the Details, Bulleted List, and/or Numbered List styles as needed.]</p> <p>ADDITIONAL NOTES</p> <p>[Type any additional notes if needed.]</p>			
Reviewed By:	Click here to enter text.	Date:	Click here to enter a date.
Received By:	Click here to enter text.	Date:	Click here to enter a date.

APPENDIX G

RELEASE OF LIABILITY

California State University, Fresno

Off Campus Event Policy Form 2

FOR ACADEMIC OFF-CAMPUS EVENT PARTICIPATION

Name of Event: _____ (hereinafter “Event”)

Date of Event: _____

This is a legally binding release, waiver and assumption of risk made by me _____ (hereinafter “I” or “Participant”), to California State University, Fresno (hereinafter the “University”). I wish to participate in the above Event on the date(s) indicated above and I hereby agree as follows:

1. I acknowledge and understand that as part of my participation in this Event there are dangers, hazards and inherent risks to which I may be exposed, including the risk of serious physical injury, temporary or permanent disability, and death, as well as economic and property loss. The dangers, hazards and risks may arise from my own actions, inactions, or negligence as well as from the actions, inactions or negligence of others, or the condition of the premises. I also acknowledge and understand that there may be other dangers, hazards or risks not presently known or reasonably foreseeable. Participation in the Event may include travel to and from the Event.
2. To the extent that I engage in activities that are not a part of the Event and from which I may sustain personal injury or other damage to myself or property, or cause others to be injured or sustain other damage, including damage to their property, I understand that the University and its employees, agents, volunteers and/or assigns will not be held responsible.
3. In consideration of the right to participate in the Event, I agree to assume all dangers, hazards and risks arising from my participation in the Event. This agreement is binding on my heirs and assigns.
4. I agree that in connection with my participation in the Event, to adhere to all of the policies and procedures of the University, jurisdictional laws and ordinances, laws of the State of California and of the United States government. If I fail to adhere to the above-stated policies, procedures, and/or ordinances and laws, I will be responsible for any injuries and/or damages that may result. Further, if I fail to adhere to the above-stated policies, procedures, and/or ordinances and laws, this failure may result in my dismissal from the Event.
5. In the event of an accident or serious illness, I hereby authorize the University to obtain medical treatment for me and on my behalf. I hereby hold harmless and agree to indemnify the University from any claims, causes of action, damages and/or liabilities, arising out of or resulting from said medical treatment.
6. I hereby release, indemnify and hold harmless the University, and their officers, trustees, employees, volunteers, assigns, successors, and/or agents, from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that I may suffer, for which I may be liable to any other person, that may or does arise out of my participation in the Event.
7. I acknowledge that prior to signing this release, waiver and assumption of risk, I have had an adequate opportunity to read it and any questions I had were directed to the University and have been answered to my satisfaction.

Signature of Participant

Date

Printed Name of Participant

If Participant is under 18 years of age:

I am the parent or legal guardian of the Participant. I have read and understand the foregoing release, waiver and assumption of risk (including such parts as may subject me to personal financial responsibility); I hereby consent to Participant's participation in the Event; I am and will be legally responsible for the obligations and acts of Participant as described in this release, waiver and assumption of risk; and I agree to be bound by the terms of this release, waiver and assumption of risk.

Signature of Minor Participant's Parent/Guardian

Date

Minor Participant's Name

APPENDIX H

MIDTERM EVALUATION

Student Name: _____ Semester/Year: _____

Site Name: _____ Preceptor: _____

List the three selected 10 Essential Public Health Services:

1. _____
2. _____
3. _____

This evaluation is to be completed by the site preceptor. Midterm evaluation may be given at any time (more than once, if desired) up to the last month of the semester, and serve as a guide for the rest of the semester. You may attach any comments to this form. All evaluations and scores given are to be discussed with the intern.

Strongly Agree=4; Agree=3; Neutral=2; Disagree=1; Strongly Disagree=0; Does Not Apply= N/A

Attendance						
Follows the schedule without unexcused absences	4	3	2	1	0	N/A
Arrives promptly and did not leave early	4	3	2	1	0	N/A

If score is 2 or below, please explain:

Professionalism (dress, conduct, manner, etc.)						
Presents a professional manner with other staff	4	3	2	1	0	N/A
Presents a professional manner with clients	4	3	2	1	0	N/A

If score is 2 or below, please explain:

Abilities						
Shows the ability to get along with others in a team environment	4	3	2	1	0	N/A
Shows the ability and willingness to learn new things and be critiqued	4	3	2	1	0	N/A

If score is 2 or below, please explain:

Job Preparedness						
Possesses fundamental understanding of public health applicable to internship.	4	3	2	1	0	N/A
Possesses the ability to carry out the duties and responsibilities of the internship.	4	3	2	1	0	N/A

If score is 2 or below, please explain:

Experience						
Seems to gain from internship.	4	3	2	1	0	N/A
Making a noticeable contribution to the department.	4	3	2	1	0	N/A

If score is 2 or below, please explain:

Competencies						
Strategies for integrating with persons from diverse backgrounds are being incorporated into this internship	4	3	2	1	0	N/A
Student is incorporating the selected 10 Public Health Essential Services into the practice of public health sciences	4	3	2	1	0	N/A
Opportunities for establishing mentoring, peer advising, coaching, or other personal development opportunities are being incorporated into this internship.	4	3	2	1	0	N/A

If score is 2 or below, please explain:

Please provide specific examples of the integration of strategies used with diverse populations:
Please provide specific examples of the opportunities for mentoring, peer advising, coaching, or other personal development opportunities:
Please provide specific examples regarding the integration of the 10 Essential Public Health Services:

<i>If score is 2 or below, please explain:</i>
Elaborate on the projects on which the intern is currently working, and describe the quality of work.
What areas of instruction or skills does this intern need to improve?
List anything that the university should provide at this juncture to make the intern more valuable as a potential employee.
Additional Remarks

This report has been discussed with the student intern: Yes ___ No ___

Preceptor for the Community Organization

Date: _____

Student Intern

Date: _____

FINAL PAPER GUIDELINES

Use the following guidelines for your final report must be in APA

Student Name: Click here to enter text.	Student ID#: Click here to enter text.
Agency: Click here to enter text.	Preceptor: Click here to enter text.
Preceptor Contact Info:	Preceptor Phone:

Section A

1. Describe the community agency in which you worked including budget, number of sites, populations served, and geographic area. This section should not exceed three pages.
2. Provide a brief “job description” of the internship experience and your position.

Section B

1. List your internship objectives and discuss the extent to which you feel each was met.
 - a. Include a description of the strengths and weaknesses of the experience, in relation to the objectives.
 - b. What if anything would you do differently?
2. Write a narrative describing how well you feel you became proficient in the various public health competencies.
 - a. Be sure to give specific examples of internship activities to support your self-assessment.
 - b. You must provide samples of the work you completed for the agency during the internship experience.
 - c. Include a sample of the work you completed during the internship.

Section C

1. How well did your academic training prepare you for internship experience? Provide two strengths. Provide two weaknesses. (Give examples.).
 2. How did the internship help you prepare for your career objectives in public health?
 3. What professional development opportunities evolved as a result of your internship?
-

APPENDIX J

AGENCY FINAL STUDENT EVALUATION

Student Name: Click here to enter text.	Semester/Year: Click here to enter text.
Agency: Click here to enter text.	Preceptor: Click here to enter text.

This evaluation is to be completed by the site preceptor at the conclusion of the internship experience. You may attach any comments to this form. This form is confidential and should be mailed directly to the Department of Public Health:

Department of Public Health
 California State University, Fresno
 Attn: Internship Coordinator
 2345 E. San Ramon Ave M/S MH 30
 Fresno, CA 93740-8031

The scale is on a 4.0 scale similar to the standard 4-point GPA scale.

Strongly Agree=4; Agree=3; Neutral=2; Disagree=1; Strongly Disagree=0; Does Not Apply= N/A

Attendance						
Follows the schedule without unexcused absences	4	3	2	1	0	N/A
Arrives promptly and did not leave early	4	3	2	1	0	N/A

If score is 2 or below, please explain:

Professionalism (dress, conduct, manner, etc.)						
Presents a professional manner with other staff	4	3	2	1	0	N/A
Presents a professional manner with clients	4	3	2	1	0	N/A

If score is 2 or below, please explain:

Abilities						
Shows the ability to get along with others in a team environment	4	3	2	1	0	N/A
Shows the ability and willingness to learn new things and be critiqued	4	3	2	1	0	N/A
<i>If score is 2 or below, please explain:</i>						
Job Preparedness						
Possesses fundamental understanding of Public Health applicable to internship.	4	3	2	1	0	N/A
Possesses the ability to apply and carry out the duties and responsibilities of the internship.	4	3	2	1	0	N/A
<i>If score is 2 or below, please explain:</i>						
Experience						
Seems to gain from internship.	4	3	2	1	0	N/A
Making a noticeable contribution to the department.	4	3	2	1	0	N/A
<i>If score is 2 or below, please explain:</i>						

Competencies						
Strategies for integrating with persons from diverse backgrounds are being incorporated into this internship.	4	3	2	1	0	N/A
Opportunities for establishing mentoring, peer advising, coaching, or other personal development opportunities are being incorporated into this internship.	4	3	2	1	0	N/A
Student is incorporating the selected 10 Public Health Essential Services into the practice of public health sciences.	4	3	2	1	0	N/A
<i>If score is 2 or below, please explain:</i>						
What areas of instruction or skills, if any, does the student need to improve?						
Was the student able to accomplish the goals and objectives determined at the start of semester? If the student was not able to, please explain.						
Would you recommend this student for employment with your agency? <input type="checkbox"/> Yes <input type="checkbox"/> No	Overall performance of student: <input type="checkbox"/> Outstanding <input type="checkbox"/> Very good <input type="checkbox"/> Average <input type="checkbox"/> Marginal <input type="checkbox"/> Unsatisfactory					
Additional Remarks						

Preceptor for the Community Organization

Date: _____

APPENDIX K

DAILY LOG

You will need to create a spreadsheet of your internship hours.

Include the following:

1. Your name;
2. The name of your agency;
3. The name of your preceptor;
4. The date, number of hours and a brief description of activities for each day.

You will need to have your preceptor sign your daily log monthly before you submit it to the Internship Coordinator.

Name: _____

Agency: _____

Preceptor: _____

Date	# of Hours	Brief Description of Activities

Preceptor Signature: _____ Date: _____

Student Signature: _____ Date: _____

APPENDIX L

INTERNSHIP SITE EVALUATION FORM

INSTRUCTIONS

This form is designed to give interns a chance to evaluate the internship site at the conclusion of their internship. Before answering any individual item, take just a second to review the entire form to see all of the items that will be addressed. Please answer all the items, and feel free to include any additional information that you think is important.

Placement Name:

Placement Address:

Supervisor Name:

SITE DESCRIPTION

Please describe, in your own words, the key services provided by this setting.

Please describe the clients served by this setting. Include age ranges, presenting concerns, socioeconomic status, ethnicities, and so on.

Please describe, objectively but in your own words, the physical qualities of the setting. Be sure to mention the size, age of facilities, level of upkeep, aesthetic qualities, and so on.

OVERALL IMPRESSIONS

Supervisor: Please give a brief description of your experiences with your supervisor. Be sure to mention strengths, areas of concern, and any suggestions for ways to improve the supervisory experience.

Staff: Please describe the overall impressions of staff other than your supervisor. Include qualifications, professionalism, relationships with clients, and receptiveness to interns.

Clients: Please describe your experience of the clients in this setting. Include overall client attitudes, motivations, receptivity to working with interns, as you observed them.
