



Course Information: HLTH 4394

Instructors	Lisa Clarkson, MPH CHSS 432 SHSU Box 2194 SHSU Huntsville, TX 77341 Voice: 936-294-2664 Email: LDC010@SHSU.EDU
Office Hours	By appointment only
Class Times	<i>This class does not meet. Student reports to their internship site.</i>
Class Location	<i>This class does not meet. Student reports to their internship site.</i>
Course Description	This course provides the student with opportunities to demonstrate competencies developed in previous courses by working in an agency under the supervision of a qualified practitioner. Prerequisites: Senior standing and grade “C” or better in HLTH 4393. Credit 3 Students must earn a grade C or better in this course.
Textbooks/Materials	Population Health Internship Manual Blackboard <i>You must use your Sam email account. Emails from non-SHSU email accounts will not be acknowledged.</i>
Course Format	This is an internship where you will report to a pre-approved agency and work under the supervision of a qualified practitioner. You will complete assignments via Blackboard to earn points towards your overall grade.
Course Requirements:	See internship manual; 200 hours of internship experience are required for each 3-hour section of 4394.
If you have a concentration in Health or Wellness Management, 400 hours (or two sections of 4394) are required for graduation. The two sections may be completed in different semesters. Other majors may choose to do 400 hours, by expressing this desire to the Internship Coordinator, your program advisor, and by registering for two sections of HLTH 4394.	
Course Goal:	Successfully complete an internship <i><u>in a field related to the student’s major and/or intended career path.</u></i>

Learning Outcomes: After completing this course, the student will be able to

1. Apply knowledge learned in previous SHSU courses to professional practicum/work environment
2. Discuss the unique circumstances that shape the mission of the internship site.
3. Apply effective and professional time management skills.
4. Communicate in a professional manner.

5. Develop professional networking skills.
6. Identify employment and/or graduate school opportunities.

Course Expectations:

1. **Assignments:** Assignments are due by the end of the day (11:59PM) on the assigned date unless otherwise specified. Assignments must be submitted electronically on Blackboard unless otherwise specified. Unless you have a documented emergency, late assignments risk losing credit for each day they are late. (See assignment list below).
2. **Syllabus subject to change:** The syllabus, while a guide to provide expectations, does not and cannot cover every possible situation that may arise within a course. The instructor reserves the right to modify the syllabus should the need arise. The syllabus also does not address every possible behavior that may result in failing the course. **It is your responsibility to act in a fashion befitting an adult and college student.** Content may change in keeping with new research and literature, and events beyond the control of the instructor could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.
3. **Professional Communication: All internship students report to BOTH the SHSU Internship Coordinator and the Site Supervisor. Students are required to communicate in a professional manner at all times.** Communication about the course (general questions, questions about assignments, etc.) should be **through your SHSU email** and directed to the SHSU Internship Coordinator. When communicating via email, you must follow the etiquette below; otherwise, your message may be lost or miss directed.
 - a. Include a meaningful subject line, including your **class number (4394), which section (.01, .02, or both), and the name of your internship site, with each message.** This helps clarify what your message is about and may help prioritize the reading of your message. If you have a question, indicate that in the subject line.
 - b. Just like a written letter, be sure to open your email with a greeting like “Hi Professor Clarkson,”
 - c. Do not call me by my first name.
 - d. Use standard spelling, punctuation, and capitalization. I will comment on your email messages for correct etiquette, grammar, etc. **DO NOT TYPE IN ALL CAPS** or refer to yourself with a lower case “i” instead of “I”.
 - e. Write clear, short paragraphs and be direct and to the point; I consider your email communication as business.
 - f. Be polite.
4. **Electronic submission of assignments:** Assignments **must be submitted to Blackboard.** Assignments must conform to the guidelines below:
 - a. Submitted in the **.docx or PDF** format. Use “save as” to make sure you are saving your files in the correct format.
 - i. **Files submitted in other formats may not be graded and will receive a zero (0) if I am unable to open them.**
 - ii. **You will receive one warning about file format. After that, a zero will be recorded if I cannot open the file.**
 - iii. **DO NOT take pictures of documents with your phone and submit them.**
 - iv. **Learn to use an office scanner, and please submit multi page documents as one file, not as individual sheets.**
 - b. Check to make sure the file attachment went through. If the attachment is not there, the assignment will be considered late. If you do not see a piece of paper by your name, the file did not attach.

- c. Assignments must be presented in a visually appealing manner (meaning, easy to read and follow, and with proper grammar and spelling) on Blackboard. Points are deducted for improper grammar.

Evaluation:

All items will be available on Blackboard. **You will submit each assignment separately.**

Multiple pages of the **SAME** document may be submitted as one attachment.

1. **Paperwork: 35 points (17.5% of grade)**
 - a. Internship Application from student: 5 points
 - b. Job description from internship site: 5 points
 - c. Affiliation Agreement with Site: 5 points
 - d. Student Grade Check: 5 points
 - e. Site Supervisor’s current resume/credentials: 5 points
 - f. Department Agreement from student: 5
 - g. Independence: student is able to complete paperwork without constant reminders from Internship Coordinator, Site Supervisor, or involvement of parents: 5 points
2. **Assignments: 85 points (42.5% of grade)**
 - a. Logs: 5 pts./week; 15 weeks = 75 points
(If you complete your hours prior to the end of the semester, you must submit, “Hours finished” or similar on Blackboard each of the remaining weeks to receive credit.)
 - b. Mid Semester Evaluation: 5 points
 - c. Professional interview: 5 points
3. **Summary Assignments: 80 points (40% of grade)**
 - a. Student Power Point Presentation: 20 points
 - b. Student Evaluation of site: 10 points
 - c. Site Supervisor Evaluation of Student: 50 points
(A: 50-45, B: 44-40, C: 39-35, D 34-30, F 29 or less)

The Site Supervisor

Maximum number of possible points: 200

I do NOT average grades.

Grade Cut-Offs:

- A: 180-200 points
- B: 160-179 points
- C: 140-159 points
- D: 120-139 points
- F < 119 points

Course Topics, Readings, Assignments and Dates Spring 2018

Course Outline by Week:

Week	Assignment	Due Date
1:	Watch the “Watch this first” video. All Paperwork due on Blackboard, start internship, weekly log due (orientations can be included in the log)	Jan 21
2:	Continue internship, weekly logs due	Jan 28
3:	Continue internship, weekly logs due	Feb 4
4:	Continue internship, weekly logs due	Feb 11
5:	Continue internship, weekly logs due	Feb 18
6:	Continue internship, weekly logs due	Feb 25

7:	Continue internship, Mid Semester Evaluation and weekly logs due	March 4
8:	Continue internship, Professional Interview and weekly logs due	March 11
9:	Continue internship, weekly logs due (Spring Break)	March 18
10:	Continue internship, weekly logs due	March 25
11:	Continue internship, weekly logs due	April 1
12:	Continue internship, weekly logs due	April 8
13:	Continue internship, weekly logs due	April 15
14:	Continue internship, weekly logs due	April 22
15:	Final logs due Student Power Point Presentation Student Evaluation of site Site Supervisor Evaluation of Student	April 29
16:	Submit any outstanding assignments	May 11

You may submit assignments before the due dates on Blackboard.

University Policy and Guidelines

1. **Attendance:** Your schedule and attendance will be coordinated with your internship location. You must complete 200 hours of internship experience per 3 hours of academic credit.
2. **Academic Dishonesty:** (AP 810213) All students are expected to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action. The University and its official representatives may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including but not limited to, cheating on an examination or other academic work that is to be submitted, plagiarism, collusion and the abuse of resource materials. For a complete listing of the university policy, go to:
<http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>
3. **Academic Grievance Procedures for Students** (AP 900823). Most issues can usually be resolved by first contacting the instructor. Practice professional communication at all times, and explain the situation. The full policy may be viewed at: <http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>
4. **Students with Disabilities** (AP 811006): if the student requires special accommodations please contact the SHSU Office of Services for Students with Disabilities located in the Lee Drain Annex. The student should inform the internship coordinator and internship site to make arrangements so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired. The full policy may be viewed at: <http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>
5. **Student Absences on Religious Holidays (AP 861001): Please discuss with your Site Supervisor any schedule modifications for religious holidays.** A student who would need time off from the internship in order to observe (a) religious holy day(s) shall present to the instructor and site supervisor involved a written statement concerning the religious holy day(s). The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed. For a complete listing of the university policy, see: http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf

6. **Use of cellphone and social media** (AP 100728): students are to use their cell phones and social media during business hours ***only*** if it directly pertains to the benefit of their internship site. For a complete listing of the university policy, see: http://www.shsu.edu/~vaf_www/aps/documents/861001.pdf

7. **VISITORS:** Only registered HLTH 4394 students may participate at the internship site. You are to act professionally and not have personal visitors. If you have an occasional guest, you must seek permission of the site supervisor first. In all cases, visitors must not present a disruption to the student or the internship site.

8. **SEXUAL HARASSMENT:** If you experience any type of inappropriate conduct at your internship site, please let a university representative know. Your wellbeing is important to us. If there is an imminent threat, call 911 or get yourself to a safe location. Contact the Population Health Internship Coordinator 936-294-2664 or the Title IX Coordinator Jeanine Bias Nelson 936-294-3080 or JBias@shsu.edu. For more information go to the SHSU Title IX website: <http://www.shsu.edu/titleix/>