



PROFESSIONAL INTERNSHIP IN HEALTH PROMOTION

HLTH 499

Dr. Annette Florence, DrPH, MPH, MCHES

Step by Step Instructions

- Step #1: **Qualify**
- Step #2: Complete **Internship Registration Form** on SharePoint
- Step# 3: Submit proof of **FA/CPR certification**
- Step #4: **Locate** potential internship sites
- Step #5: Determine if the site will fulfill **3 Areas of Responsibility**
- Step #6: Determine if the site will fulfill your **credit hours**
- Step #7: Complete each of the **3 Agreement Forms** (possibly 4)
- Step #8: Get **final approval** of site choice **DEADLINES!!!!**
- Step #9: Attend mandatory first class Dec (Spring) April (Summer & Fall)
- Step #10: Begin!

Step 1: Qualify

Step #1: In order to **qualify** for HLTH 499, you must complete the following pre-requisites:

- Be a Public Health major
- Be of senior status (juniors with all requirements met may complete HLTH 499 summer between junior and senior year)
- Have a GPA of at least 2.35
- Complete HLTH 452 (pre-clinical students **MUST** choose this as an elective)
- Complete HLTH 453
- Be up-to-date on CSERs
- Be currently adult, child, and infant CPR and First Aid certified (no online certifications- must be American Heart Association, American Red Cross, or American Safety Council)
- Attend the mandatory orientation meeting held by Dr. Annette Florence at the beginning of the semester prior to the semester when you plan to do your internship (course points are earned for attendance)

Step 2:

Internship Registration form on SharePoint

- Go to this link: <http://tinyurl.com/858w7ss>
- Complete all three sections of the form (student, internship, and academic information)
- Click “submit” at the bottom of the form
- Once you submit the form, it will be sent to Student Conduct for clearance
- Student Conduct reviews your records, approves
- Form comes back to me for final approval of registration into HLTH 499
- I will approve your registration after we meet face-to-face to discuss your internship site and the duties that you’ll complete at the internship (see step 8 below)

Step 3: Submit Proof of First Aid/CPR Certification on SharePoint

- Go to this link: <http://tinyurl.com/ldjvom6>
- The link will take you to the Internship Department Requirements SharePoint form
- Copy both sides of your CPR and First Aid certification card
- Then, scan and save the document as a PDF
- Browse, attach, and upload the PDF to the SharePoint form
- If your certification will expire before the end of your internship, or if you are not currently certified, then you will need to make arrangements to get certified as soon as possible
- You cannot begin your internship without this certification

Step 4: Locate Potential Internship Sites ~1

- What are your **interests or passions**?

Consider the major employers of *Certified Health Education Specialists*:

- *Schools* - K-12 health education
- *Colleges* - health educators in campus wellness/health centers
- *Local/state/national/global health agencies* - Lynchburg City Health Department, Virginia, State Health Department, CDC, NIH, WHO, EPA
- *Voluntary health agencies* - American Cancer Society, American Heart Assn.
- *Worksite health promotion* - companies w/health promotion programs for employees
- *Coalitions* - Live Healthy Lynchburg
- *Professional organizations* - Society of Public Health Education, American Public Health Association
- *Healthcare settings* - i.e., hospitals or clinics that provide health education/promotion
- *Private business and industry*

Locate Potential Internship Sites ~2

- Consider opportunities that:
 - could develop into a **future career**
 - can give you excellent experience and
 - help you **develop professionally**.
- Determine **geographically** where you want to (or have to) do your internship.
 - Taking residential classes?
 - Home?
 - Open?
 - States? Abroad?
 - Not bound to a certain location? Consider a broad range of locations.

Locate Potential Internship Sites ~3

- Determine whether you need or want a **paid internship**.
- You may have a paid internship, but you cannot do an internship at a site where you are already working as an employee.
- Paid internship –
 - best possible learning might diminish
 - less flexibility to ask for hands-on experiences beyond the internship's requirements at the site.
- Unpaid intern -
 - Ability to ask in advance for experience doing what you feel you need to learn, rather than doing only the tasks that needs to be done at a particular site in exchange for money.

Locate Potential Internship Sites ~4

- Based from your interests, geographical limitations, and expectations regarding paid/unpaid internships:

SEARCH THE INTERNET!

- <http://www.careersinpublichealth.net/careers>
- <http://www.vdh.virginia.gov/qihr/internship.htm>
- Read through the list on of previous Health Promotion student internship sites, found on our website:
<http://www.liberty.edu/academics/healthsciences/publichealth/index.cfm?PID=34799>

**AND DON'T FORGET
NETWORKING!**

LU Career Center

- Most employers are recruiting now for 2018-2019 and they would love to have all their needs filled this semester.
- Start dates can be any time in 2018-2019.
- LUNETWORK valuable source! Meet with a Career Counselor on how to fully utilize LUNETWORK.
- **The earlier you do this, the better opportunity they will have of finding an opportunity.**
- DeMoss room 1264 / careers@liberty.edu / 434-592-4109
- **Richard Glass**, *Director*
- **Rachel Nemeth**, Career Counselor

LU Send

- If you already have an internship in mind, they will help you register with the university and receive international health and travel insurance
- If you do not have a specific internship in mind, they can help you find one that will meet Health Promotions standards for credit
- Call 434-582-7761
- Email Rene Close, rclose@liberty.edu

International Education & Internships

- International Studies Abroad -
<http://studiesabroad.com/>
- BCA Study Abroad (Bridge Connect Act) -
<http://BCAstudyabroad.org/>
- Council on International Educational Exchange (CIEE)
<https://www.ciee.org/study-abroad/>
- Veritas Christian Study Abroad –
<http://www.veritasabroad.com/>

Global Health

- The World Health Organization (WHO) directory of Collaborating Centres around the world - search by location and subject

<http://apps.who.int/whocc/Search.aspx>

- Specific country: A national Public Health institute (NPHI) is a science-based governmental institution that provides national leadership and expertise for a country's efforts to protect and improve health.
- National Public Health Institute (NPHI) part of the International Association of National Public Health Institutes (IANPHI) :

<http://www.ianphi.org/whoweare/members/fullmemberlist.html>

Global Health continued

- International Internships (search by field):
<http://www.international-internships.com/>
- UAB Sparkman Center for Global Health (International Health Internships): <http://www.uab.edu/sparkmancenter/internships-abroad>
- Global Placement source for international internships:
<http://globalplacement.com/>
- Clinton Foundation:
<http://www.clintonfoundation.org/about/internships/internships-available#strat-health>
- Bill & Melinda Gates Foundation:
<http://www.gatesfoundation.org/Who-We-Are/General-Information/Leadership/Global-Health>

YOUR RESPONSIBILITY:

- Once you have located a potential internship site it is **your responsibility** to contact the site and determine if they accept interns.
- Make sure to have a resume, cover letter, or whatever other information the internship site might require for applying for their internship

Step #5: Areas of Responsibility:

- Determine if the potential internship will fulfill at least 3 of the 7 **Areas of Responsibilities**
- See the PDF of the Areas of Responsibility on our website
- The internship site may be unaware of the Areas of Responsibility ~ You may have to educate them about the major skills associated with each Area of Responsibility.
- **If the internship will not fulfill at least 3 Areas of Responsibility, then you will not be able to complete your internship at that site**

Areas of Responsibility

- **Area I:** Assess Needs, Resources and Capacity for Health Education/Promotion
- **Area II:** Plan Health Education/Promotion
- **Area III:** Implement Health Education/Promotion
- **Area IV:** Conduct Evaluation and Research Related to Health Education/Promotion
- **Area V:** Administer and Manage Health Education/Promotion
- **Area VI:** Serve as a Health Education/Promotion Resource Person
- **Area VII:** Communicate, Promote, and Advocate for Health, Health Education/Promotion, and the Profession

Step 6: Credit Hours

- 60 hours of hands-on experience earns 1 credit of HLTH 499
- Required 3 credit hours for HLTH 499, requires a total of 180 hours of hands-on experience
- You may split the internship hours: complete 2 credits in a semester and 1 credit in another semester
- You may not complete half credits
- You may obtain all 3 credits at a single site, or divide among different sites: Separate paper work required for each site
- You may obtain more than 3 credit hours - up to a total of 6 credits for HLTH 499 (in at least 1 credit increments and during any semester or summer term)

Step 7: Complete Agreement Forms

- If the potential internship site fulfills at least 3 Areas of Responsibility and the number of required credit hours, then ask your site supervisor to help you complete/sign 2 forms: the “Site Supervisor Agreement” form and the “Internship/Practicum Agreement Addendum” (see the documents on our website)
- The “**Site Supervisor Agreement**” is a form for the site supervisor to read and sign. It’s a list of duties that the site supervisor agrees to regarding their duties for helping you to have a meaningful, successful internship experience.
- The “**Internship/Practicum Agreement Addendum**” is a form that you and your site supervisor will complete together.


Agreement Forms Continued

- Next, by yourself, complete the “**Undergraduate Student Internship/Practicum Agreement**” form. This form is an agreement between you and Liberty University regarding appropriate behavior during your internship.
- If the site you select requires a **Memorandum of Agreement (MOA)** from Liberty, you must bring that to me as soon as you know about it. Processing these documents through the university takes time and you will not be permitted to begin your internship until that is completed. Ask during your first contact or interview with your supervisor if the organization requires a signed Memorandum of Agreement, and obtain a copy and email it to me.
- **If your internship site requires any immunizations, TB testing, or background checks, it is your responsibility to obtain and pay for those items.**

Step 8: Get Final Approval

- Print a copy of your most recent DCP course audit from ASIST
- Complete and sign/obtain signature for each form described, and make two copies – one for you and one for LU:
 - “Site Supervisor Agreement”
 - “Internship/Practicum Agreement Addendum”
 - “Undergraduate Student Internship/Practicum Agreement”
- Complete steps #2 and #3 above
- Complete everything on the internship checklist
- Make an appointment to meet with me for site approval: amflorence@liberty.edu

CHECKLIST

- ☐ You are a Public Health major
 - ☐ You are a senior
 - ☐ Your GPA is at least 2.35
 - ☐ You completed HLTH 452
 - ☐ You completed HLTH 453
 - ☐ You are up-to-date on CSERs
 - ☐ You are adult, child, and infant CPR and First Aid certified
 - ☐ You attended the mandatory orientation meeting
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CHECKLIST continued

- ☐ You completed the Liberty University Internship Registration form on SharePoint (<http://tinyurl.com/858w7ss>)
- ☐ You copy, scanned, and uploaded as a PDF both sides of your adult, child, and infant CPR and First Aid cards (<http://tinyurl.com/ldjvom6>)
- ☐ You spent several hours searching the internet and praying about potential internships sites
- ☐ You met with a potential internship site and determined that it would fulfill at least 3 Areas of Responsibility
- ☐ You met with a potential internship site and determined that it would fulfill 180 hours of hands on experience in the Areas of Responsibility
- ☐ You completed and printed each of the agreement forms
- ☐ You printed a copy of your most recent DCP course audit from ASIST
- ☐ You have the agreement forms and the course audit ready for our meeting

Final Approval Continued

- When you come to the meeting, bring the copies requested on the previous slide. If you come to the meeting without copies, with incomplete forms, or any items on the checklist not completed, I will cancel our meeting until you have completed each of the instructions above.
- When we meet, I will review everything and determine if your internship fulfills the requirements listed above. If so, and if Student Conduct has approved you for an internship, then I will sign your forms and complete your SharePoint registration form and you will be registered for HLTH 499. If your internship does not fulfill the requirements, you will have to locate an internship that will fulfill the requirements.

DEADLINES!!!

There are 2 **deadlines** for registering for HLTH 499:

- (1) a *departmental* deadline that involves a registration fee and
- (2) a *Registrar* deadline that allows/not allows you to be enrolled

- **For Spring Internships:**

- Departmental: November 30th
- Registrar: Last day of add/drop week, by 4PM

- **For Summer & Fall Internships:**

- Departmental: APRIL 30th
- Registrar: Last day of add/drop week, by 4PM

DEADLINES continued

- If you want to complete your internship in the **spring semester**, then the *departmental* deadline for completing all of the forms is **November 30**. Failure to do so will result in a \$100.00 Late Application fee. No exceptions. The *Registrar* deadline for completing all of the forms is the last day of the add/drop week of the spring semester by 4PM. Failure to do so will result in not being able to register for HLTH 499 for the spring semester. No exceptions.
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- If you want to complete your internship in the **winter semester**, then the *departmental* deadline for completing all of the forms is **November 30**. Failure to do so will result in a \$100.00 Late Application fee. No exceptions. The *Registrar* deadline for completing all of the forms is the day before the winter semester begins. Failure to do so will result in not being able to register for HLTH 499 for the winter semester. No exceptions.
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- If you want to complete your internship in the **summer semester**, then the *departmental* deadline for completing all of the forms is **April 30**. Failure to do so will result in a \$100.00 Late Application fee. No exceptions. The *Registrar* deadline for completing all of the forms is two days before graduation. Failure to do so will result in not being able to register for HLTH 499 for the summer semester. No exceptions.
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- If you want to complete your internship in the **fall semester**, then the *departmental* deadline for completing all of the forms is **April 30**. Failure to do so will result in a \$100.00 Late Application fee. No exceptions. The *Registrar* deadline for completing all of the forms is the last day of the add/drop week of the fall semester by 4PM. Failure to do so will result in not being able to register for HLTH 499 for the fall semester. No exceptions.

NOTE DEADLINES!

- Failure to meet the departmental deadline will result in a \$100.00 Late Application fee. No exceptions.
- Failure to meet the registrar deadline will result in not being able to register for HLTH 499 for the desired semester. No exceptions.

Step 9: Attend Mandatory ‘First Class’

- During the semester prior to your internship, there will be a mandatory ‘first class’ meeting. During the meeting, I will review the syllabus, assignment information, and course expectations. This is worth points towards your course grade.
- Under no circumstances are you to begin accumulating internship hours until the first day of classes for the semester that you are registered to begin your internship.
- If your internship site has a required orientation for you and others prior to that date, please accommodate and attend the orientation, but it cannot be counted as internship hours. Working hours must occur within the dates of the semester.

For Spring Internships: November or December

For Summer & Fall Internships: April or May

Step 10: Begin!

- Once the semester begins that you are registered for HLTH 499, you may begin your internship.
- During your internship, you will be required to submit report, reflections, complete daily notes/log, and to take part in two mandatory face-to-face/WebEX class meetings. You will complete and submit an assignment prior to each meeting. In addition, at the end of the internship, you will submit a 5-10 page paper that summarizes both your internship experience and your undergraduate experience at Liberty University, as well as the impact your college career has had on your Christian walk.
- Represent Jesus Christ as you go out into the community as a Liberty Student Intern. Professionalism, integrity, respect for others, responsibility and accountability are some of the qualities to which you are expected to aspire. You are not expected to know everything you will be doing; that is part of the internship purpose, but you are expected to know your scope of practice, be on time, in acceptable dress, and willing to work.