

**Public Health Program**

**Internship Manual**

**Internship Overview**

This manual provides information to students (interns) and internship placement sites regarding The College of New Jersey internship requirements.

**Goals of the Internship**

The broad goals of the internship are to enable the intern to:

• Gain an understanding of the organization and policy issues, administration, research, funding sources, program activities and evaluation, and challenges faced by community health organizations;

• Expand an understanding of the role of health-related agencies in the community setting;

• Analyze the role of public health and health education in agency activities;

• Integrate public health theory with community based practice

• Analyze the role of public health and health education in the health of the community;

• Improve communication and professional skills through on-the-job training; and

• Assume specific leadership roles and responsibilities for planning, implementing, administering, and/or evaluating some specific part of the agency's program(s).

**BA Program Competencies**

The internship will reinforce some or all of the following Public Health competencies:

• Implement public health strategies, interventions and programs;

• Administer health education strategies, interventions and programs;

• Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions;

• Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions;

• Apply evidence-based approaches in the development and evaluation of social and behavioral science interventions;

• Identify and understand stakeholders involved in the planning, implementation and evaluation of public health programs, policies and interventions;

• Conduct evaluation and research related to health education;

• Serve as a public health resource person;

• Communicate and advocate for health and health education.

**Activities That Might Be Included in Your Internship**

To accomplish the objectives and competencies, prospective internships might include, but are not limited to:

• Needs assessment and fact finding related to a community health problem;

• Identification and coordination of resources;

• Program coordination and administration;

• Program evaluation;

• Program-related research activities;

• Development and implementation of a community health education activity;

• Collaboration with professional staff on interdisciplinary and/or inter-agency based projects;

• Coordination with lay representatives through volunteer programs, community organizations, and committees;

• Development of pre-testing and/or evaluation of materials;

• Coordination with legislative or political representatives on health issues;

• Development of web based tools, written reports, summaries, protocols.

**Considerations for Choosing an Internship Site**

In selecting an internship site, there are a number of questions for the student to consider. These include

(but are not limited to) the following:

• Does the organization offer opportunities to help you achieve your learning goals? This "best fit" approach is intended to provide you with field experience and insight into the daily activities of your chosen interest area.

• Will this placement expand your knowledge and permit professional growth and development?

• What new skills will you develop?

• Who are the clients served by the organization? What type of services and programs does the organization offer? In other words, what health concerns and problems are addressed?

• With what specific project(s) will you be involved? Are you enthusiastic about these projects?

• Will you primarily work behind the scenes or directly with clients?

• What kind of rapport do you have with your site supervisor? Can you share ideas comfortably?

Will you have accessible colleagues with whom to work?

• Where is the internship located? Do you have reliable transportation to the organization?

• What type of networking opportunities are available?

• Is there any salary, stipend or cost reimbursement? Is there a possibility you may be hired by the organization upon completion of your internship?

**Role of the Internship Program Coordinator**

• Coordinate all aspects of the TCNJ Internship Program, including:

• Conduct an internship orientation session at the beginning of each semester (students attend during the semester preceding their internship semester);

• As needed, meet with students to discuss their internship site options and assess how a site will help achieve their goals;

• Update information on available internship sites and informs students about new sites seeking interns;

• Approve new internship site requests;

• Orient new site supervisors to the internship program including the role of site supervisor;

• Conduct internship seminar sessions, review internship assignments, provide an internship grade at the end of the semester;

• Maintain regular contact with internship site by email, phone, or on-site visits;

• Provide appropriate forms, schedules, and procedural information to the intern and internship site;

• Provide support to site supervisor and internship agency during the internship period (e.g. answer questions, address concerns, assist in resolving issues between the intern and the internship organization as necessary);

• Work with university contact responsible for professional liability insurance (certificate of insurance is sent directly to each site).

**Role of the Student Intern**

**THE SEMESTER PRIOR TO THE INTERNSHIP:**

• Meet with the Program Coordinator to discuss ideas for the internship;

• Attend the internship orientation session. This **required** meeting is held early in the semester preceding the internship semester. Students will receive information on how to identify and secure an appropriate internship, the process and deadlines associated with approval of a new internship site, confirmation contract, and the overall requirements for the internship semester;

• Identify internship learning goals and update resume for interviews with potential sites;

• Review the available DBCH Internship Sites Database (see handout on use of database) or identify additional agencies that are an appropriate placement (public and community health setting with accessible supervision), and will meet personal learning goals;

• Schedule interviews with several sites;

• Complete TCNJ forms for internship including site contact, preceptors signatures, TCNJ site contracts; TCNJ Public Health Goals and Objectives;

**DURING THE INTERNSHIP SEMESTER:**

• Register for the Capstone Internship course and attend internship course, complete internship assignments, and complete all paperwork for setting up and completing the internship;

• Report all hours completed to the Capstone Internship course instructor on a weekly basis;

• Work with site supervisor to develop Goals and Objectives and complete these within the first week of on-site internship activities;

• Provide site supervisor with mid-term and final evaluation forms and attend meetings to discuss evaluations.

• Implement and evaluate activities outlined in the Goals and Objectives.

• Complete at least one project with a tangible outcome (e.g. health education brochure, survey, data collection and analysis, or other as agreed to in your Goals and Objectives).

• Complete the Capstone Experience paper.

**Role of the Host Agency (Site Supervisor/Preceptor)**

• Meet with (interview) future intern to describe the internship site and proposed internship activities, and to determine if the student and organization will be an appropriate match;

• Identify an appropriate site supervisor to supervise and act as the intern’s mentor;

• Complete TCNJ internship contract and students’ Goals and Objectives;

• Review internship manual and asks questions as needed;

• Provide the intern with adequate workspace and supplies;

• Provide opportunities for meaningful work (public and community health) that promotes the professional growth of the intern while pursuing the goals of the organization;

• Make agency staff available to the intern to provide support and mentoring;

• Provide orientation and training to prepare the intern to accomplish the internship tasks for which he/she is responsible;

• Meet with the intern during the first week to identify the specific activities/responsibilities for the internship period;

• Provide an on-going dialogue with the intern to acknowledge his/her strengths and weaknesses and to build upon strengths and create improvement;

• Complete mid- and final evaluation forms (provided by intern), and discuss evaluations with the intern;

• Sign off on weekly hours log (provided by intern);

• Participate in a site visit or conference call with the TCNJ Program Coordinator;

• Update internship program coordinator in the event of a change in site supervisor or contact information;

• Communicate with internship program coordinator or internship advisor (staff member assigned to specific interns) regarding any concerns as needed.

Work sheet for Goals and Objectives:

For the following competencies, describe the activities that the intern will expect to complete at your site. Please note that this agreement does not constitute a guarantee that said activities are obligated to be completed. For areas not covered, please designate with “NA”:

• Implement public health strategies, interventions and programs (e.g. attend health fairs and distribute health education information or conduct community surveys);

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• Administer health education strategies, interventions and programs (e.g. Participate in intervention activities such as health education sessions for diabetes or school physical activity programs);

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• Identify individual, organizational and community concerns, assets, resources and deficits for social and behavioral science interventions (e.g. conduct a community needs assessment at a health fair);

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• Describe steps and procedures for the planning, implementation and evaluation of public health programs, policies and interventions (e.g. Observe and document a strategic planning event);

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• Summarize and review evidence-based approaches in the development, implementation and evaluation of social and behavioral science interventions (e.g. Conduct a literature review of evidence-based programs or collect information about programs available from best-practice websites);

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• Identify and understand stakeholders involved in the planning, implementation and evaluation of public health programs, policies and interventions (e.g. Observe and document a meeting of the agency and community);

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• Conduct evaluation and research related to Public Health education or intervention programs (e.g. Conduct surveys at a health clinic);

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• Serve as a public health resource person (e.g. Provide assistant at agency events like passing out materials at a health fair);

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• Communicate and advocate for health and public health programs (e.g. Review and summarize policy or advocacy materials).

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THE COLLEGE OF NEW JERSEY:

Brenda F. Seals, PhD, MPH, MA Date

Program Coordinator, Public Health, School of Nursing, Health, & Exercise Science

INTERNSHIP AGENCY:

Name and Title of Authorized Agency Representative

Signature of Authorized Agency Representative Date

Agency Contact Information: Address, email, phone