



# **HANDBOOK**

for

**Health Science Internship**

**[HS 3993, HS 3994 and/or HS 3995]**

**Bachelor of Science Program**

**University of the People**

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All University of the People students majoring in Health Science at the Bachelor's degree level are required to complete a formal, graded internship experience. It occurs near the end of their studies, generally sometime in the senior year.

Students can complete the internship on a full-time or a part-time basis. Those who can spend a minimum of 30 hours per week on their internship experience are considered to be full-time and can complete it in one term (HS 3995). Those who cannot devote 30 hours per week to the internship experience can choose to do it a) over two terms, spending an average of 15 hours per week in the internship experience (HS 3994 in term one & HS 3995 in term two), or b) over three terms, spending an average of 10 hours per week in the internship experience (HS 3993 in term one, HS 3994 in term two, and HS 3995 in term three). Six semester credit hours are awarded at the end of course HS 3995 for successful completion of all internship and course-related requirements.

The purpose of this Handbook is to help students understand the requirements

profit), the type of populations being served (age, gender, economic status, race/ethnicity), programmatic focus (tropical diseases, cancer, inoculations, clean water, medication support, etc.), location, etc., will make the inventory even more useful. When the time comes to identify a site, students would then consider this information in terms of one's personal interests, career goals, and constraints (e.g., family, time, work, distance, etc.).

The internship is an unpaid placement, and the student is responsible for all costs associated with it. This includes transportation and housing; any materials and supplies not provided by the site; personal telephone, computer, and internet needs; etc.

The internship is an essential part of the Health Science student's educational experience. It complements the theoretical, methodological, and practical instruction gained from the coursework, and provides a structured, supervised opportunity to expand that knowledge and practice new skill sets in a real-world setting.

The internship exposes students to the internal operations of an actual Health Science setting and provides a lens on organizational structures and cultures, management systems, decision making structures, policy and operations, resources, programs and services, and target populations. It develops an understanding of the broader field and the interrelatedness of the individuals and organizations that play a role in it.

The student becomes a colleague within the setting and can observe first-hand how professionals design, manage and evaluate solutions to real-

To be eligible to begin an internship, a student must:

1. Be in good academic standing (CGPA of 2.00 or above)
2. Be majoring in Health Science
3. Have completed the following items:
  - i. Earned a minimum of 80 semester credit hours in the degree program, including all core courses,
  - ii. Submitted the Proposal for the Internship Experience by the end of week 1 of the term before the beginning of the term in which they intend to start their internship, and
  - iii. Received approval for the proposal by the end of Week 9 of the term before the beginning of the term in which they intend to start their internship.

Students who do the Internship on a part-time basis over two or three terms are eligible to register for one additional UoPeople course in each of the three terms. Those doing it on a full-time basis during one term are not eligible to take additional courses in that term.

Students are responsible for identifying a suitable internship site and for making all necessary arrangements with the site for the internship experience. This includes consideration by internship candidates with disabilities and their prospective site(s) supervisor to evaluate the appropriateness of the site(s) for reasonably providing the accommodations approved by the UoPeople Disability

**As noted above, the process of identifying an appropriate internship setting begins early in a student's program. Students should be keeping a list of local Health Science professionals with whom they may have interacted or about whom they have read.**

- A student's family-

The following roles are often associated with health education, disease prevention, and community programming, and individuals serving in these roles are potential onsite supervisors.

1.                               – doctors, nurses and clinicians educate patients on the prevention and management of disease and seek to foster positive health habits within their community
2.                               – track trends in health and wellness, study the health habits of members of a community, monitor prevalence of diseases and disorders, and evaluate the impact of interventions
3.                               – prepare and distribute educational materials to raise awareness or foster desired behaviors, do outreach work in target areas, and work with individuals to monitor behaviors and encourage compliance
4.                               –



**while physically present**

completed proposal contains general contact information, goals and objectives,

8. Inviting and responding in a constructive way to feedback from the onsite supervisor
9. Covering personal costs for transportation, meals, etc., associated with the internship experience
10. Participating in other meetings and activities both within and outside of the internship site as recommended by the onsite supervisor
11. Participating in the monitoring evaluations done by the onsite supervisor
12. Participating fully in any classroom studies that may be associated with doing the internship
13. Completing a Final Report of the Internship Experience

The Final Report is the culminating activity of the internship experience and provides an opportunity to analyze what transpired and evaluate one's accomplishments. The report is a graded exercise and should discuss the "what" and "how" of the learning goals and objectives and the internship tasks and activities that had been defined for the internship. It should cite the contributions that the student was able to make and discuss any challenges and barriers that may have been encountered and how those were addressed. It should describe how the student was able to apply the theories and concepts s/he had previously learned in his/her academic program and discuss any additional knowledge and skills that might have been acquired along the way. It should discuss how the internship experience helped to shape the student's future personal, professional and educational goals. The document should be 8-10 pages in length and be constructed as a formal written product. It must be submitted to the course instructor by the end of Week 8 of the term in which the student is registered for HS 3995.

A final grade is issued at the completion of the term in which the student has registered for HS 3995. The Course Instructor assigns the grade based on the



**Regardless of whether the internship is done on a part-time or full-time basis, the remaining 30 hours of active engagement would be devoted to course-related activities and preparation of the Final Report.**

**This form a) describes the proposed internship experience, b) ensures that all parties understand their roles and responsibilities, and c) provides a touchstone against which the Intern and the Site Supervisor will evaluate the outcome of the experience.**

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**(see below for guidance)**

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**(see below for guidance)**

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**(see below for guidance)**

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**UoPeople Official**

**Date**

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**This should be a brief list of what the intern would like to achieve as a result of completing the internship.**



3. Explains the work rules and procedures of the organization and discusses the time and attendance policies with which the student must conform
4. Serves as the student's professional mentor
5. Provides routine feedback throughout the course of the internship
6. Ensures the availability of any resources, data, equipment, and facilities that are

This form is to be completed by the site supervisor only for students completing the internship experience on a part-time basis.

The information in this form should be discussed with the student intern and both the

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**10. Other comments or recommendations**

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**11. What is your overall assessment of the student intern's performance at this point in her/his internship experience?**

Excellent\_\_\_\_\_Above Average\_\_\_\_\_Average\_\_\_\_\_Below Average\_\_\_\_\_Poor \_\_\_\_\_

Site Supervisor's Signature:\_\_\_\_\_Date: \_\_\_\_\_

Supervisor's Print Name: \_\_\_\_\_

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**This form is to be completed by the site supervisor at the end of the student's internship experience, that is, at the end of the term in which the student is registered for HS 3995.**

**The information in this form should be discussed with the student intern and both the student intern and the site supervisor must sign it. The supervisor is responsible for emailing it to the UoPeople Course Instructor.**

Student's Full Name: \_\_\_\_\_

Site: \_\_\_\_\_

: Please place an X in the box that best matches the intern's knowledge and performance on the listed elements. See below for Guidance on Completing the Final Evaluation of the Student Intern and the definitions of the scaling.

<u>Element</u>	<u>5</u>	<u>4</u>	<u>3</u>	<u>2</u>	<u>1</u>	<u>n/a</u>
Understands the social and biological causes of health and illness						
Human anatomy and physiology						
Most common forms of morbidity (i.e., illness or other health disability), their prevalence, causes and treatments						
Read, analyze and interpret health data						
Social and behavioral determinants of physical health						
Microbiological and molecular bases of human disease and its transmission						
Holistic view of the determinants of mental health and psychopathology						
Knowledge and skills needed to perform effectively within the context of disease prevention and the promotion of health						

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- utilize team building skills to lead and/or co-lead collaborative projects to accomplish group goals
- apply the basic principles of organizational theory to the relationship between health care and health
- Develops an understanding of the role of policy, ethics and resources in the management of prevention programming and health service delivery.  
Graduates should be able to:
  - demonstrate how health policies can leave a lasting effect on society and how some portions of society may be differentially affected
  - design ways to overcome stigma related to health conditions
  - analyze ethical issues encountered in fostering disease prevention and the promotion of health as they can affect individuals as well as communities
  -

**This**



**k. Overall assessment of the experience**

**B. The report should meet the following formatting requirements.**

- **12-point type; Times New Roman**
- **double-spaced**
- **number the pages**
- **flush left (not centered or right-and-left justified)**
- **APA style manual for references/citations (provide reference even if you have rewritten something in your own words)**
- **use titles,**