



**Idaho State
University**

Kasiska Division of Health Sciences
College of Health
Department of Community and Public Health

**Community and Public Health Practicum
and
Master of Health Education (MHE) Internship
Handbook**

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Community and Public Health Practicum and
Master of Health Education (MHE) Internship Handbook

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Introduction

The mission of the Department of Community and Public Health is to advance health for all through collaborative learning and scholarly activities, enabling students and communities to thrive.

In keeping with that mission, undergraduate Community and Public Health program students and graduate Master of Health Education students are required to participate in a supervised field experience. The purpose of the field experience is to provide students the opportunity to apply health education academic theory, knowledge and acquired skills to community health problems by working with practicing professionals in local agencies, organizations, and businesses. For undergraduate students, the field experience is called a “practicum” For graduate (MHE) students, the field experience is an “internship.”

The Department of Community and Public Health curriculum and program requirements are designed to enable students to practice within the ‘Areas of Responsibility, Competencies and Sub-Competencies for Health Education Specialist Practice Analysis II 2020 (HESPA II 2020)’ developed by the National Commission for Health Education Credentialing (NCHEC). Program coursework builds a foundation of knowledge and skills necessary to the practice of quality health education. The practicum/internship experience allows students to apply this in a real-world setting.

A high-quality practicum/internship experience will:

- offer the student opportunities to gain further insight into health education content, theory, and application;
- build upon and enhance the student’s existing knowledge and skills;
- provide a diversity of experience within the realm of health education practice;
- facilitate growth in the major areas of responsibilities and expected competencies of health educators;
- provide opportunities to network with area health professionals;
- offer practical job experience useful for resume building and job acquisition;
- positively represent Idaho State University, the Department of Community and Public Health, the health education profession, and the student; and
- be a mutually rewarding experience for the student and the supervising organization.

Eligibility Requirements

In order to be eligible to begin a practicum/internship, students must meet the following criteria:

- Undergraduate students: enrolled in their final semester prior to graduation and approval of advisor.

- Graduate students: completion of a minimum of nine graduate credit hours and approval of advisor.
- Any exception should be submitted through the department's formal petition process. The petition and supporting documentation will be reviewed by the undergraduate faculty. A conference with the undergraduate faculty and the student may be scheduled to discuss the proposal and petition prior to a final decision being rendered.

Practicum/Internship Requirements

1. Completion and submission of all required documentation and paperwork as discussed below.
2. Selection and approval of practicum/internship site. See Form G: Practicum/Internship Approved Sites Directory.
3. Mandatory attendance at orientation, monthly meetings, practicum/internship experience presentations, and exit interview.
4. Submission of bi-weekly work logs. See Form C: Practicum/Internship Work Log.
5. Completion of required hours:
 - Undergraduate students: 4 credits - 160 hours;
 - Graduate students: 1-3 credits - 50 hours per credit.
6. Completion of electronic portfolio. See Form D: Electronic Portfolio and Student Experience Presentation Criteria.
7. Completion of student experience presentation. See Form D: Electronic Portfolio and Student Experience Presentation Criteria.
8. Completion of Practicum/Internship Student Experience Evaluation. See Form F: Practicum/Internship Student Experience Evaluation.

Practicum/Internship Procedures

Prior to Registration for the Course

1. Review the Community and Public Health Practicum/MHE Internship Handbook to gain insight into the purposes, procedures, and completion requirements.
2. Contact your major advisor to confirm eligibility.
3. Contact the practicum/internship coordinator to obtain a registration override to enable registration for the course.

Selecting a Site

1. Students must identify their own practicum/internship site.
2. Prior to the selection of a practicum/internship site, students are urged to consider future career goals and skill development needs. While it may be tempting to choose an established site that fits *immediate* needs (schedule/availability/flexibility), students must consider how the practicum/internship will help them excel in areas of health education practice in which they ultimately wish to work. The thoughtful matching of

individual career goals to site selection offers the best chance for a satisfying and rewarding practicum/internship experience.

3. Research approved practicum/internship sites (see Form G: Practicum/Internship Approved Sites Directory). Alternate sites may be selected, but must be approved by the Department of Community and Public Health. Alternate sites must support enhancement of the student's health education competencies and have a qualified site supervisor. An ISU Affiliation Agreement must be completed and approved.
4. Practicum/internships can be paid or unpaid. Current employment cannot be used to satisfy practicum/internship requirements.
5. Meet with site supervisor(s) to discuss potential activities and objectives.
6. Select a site and complete Form A: Practicum/Internship Approval, obtaining all necessary signatures.
7. Any exception to these procedures should be submitted through the department's formal petition process. The petition and supporting documentation will be reviewed by the undergraduate faculty. A conference with the undergraduate faculty and the student may be scheduled to discuss the proposal and petition prior to a final decision being rendered.

Completion of Required Documentation and Paperwork

1. Provide practicum/internship coordinator with the following documents to be placed on file:
 - Form A: Practicum/Internship Approval
 - Form B: Practicum/Internship Student Objectives - refer to the 'Areas of Responsibility, Competencies and Sub-Competencies for Health Education Specialist Practice Analysis II 2020 (HESPA II 2020)' and work with your site supervisor to develop clear and appropriate objectives for your practicum/internship.
 - Student transcripts (unofficial transcripts are acceptable)
 - Current class schedule
 - ISU Student Malpractice Insurance purchase receipt
 - Practicum/Internship Signature Packet including ISU Clinical Education Assumption of Risk, ISU Informed Consent and Release to Background Investigation, NCHEC Health Education Code of Ethics, ISU Department of Community and Public Health Professionalism Policy, Practicum/Internship Agreements, and any other documentation required. The student's signature indicates that the student has read, understands, and agrees to the standards set forth in each document.
2. Complete and pay for required background check. Allow adequate time to complete required background check, testing, and/or other orientation procedures prior to your intended start date. This process can take several weeks and must be completed before beginning work at a site. It is the student's responsibility to investigate and follow site-specific orientation guidelines in order to avoid unnecessary delays that could impair the ability to complete the practicum/internship in a timely manner.
3. Obtain an ISU-issued name badge to be worn during all practicum/internship activities.

Students may not begin work at a site until all required documentation and paperwork are complete. If you do not have all required documentation and paperwork on file by 4:30 p.m. on the first Friday of the semester you will be dropped from the course.

Throughout the Semester

1. Attend the practicum/internship orientation.
2. Attend monthly practicum/internship meetings.
3. Submit bi-weekly work logs including date, time, number of hours worked, and specific description of tasks. Work logs must be signed and dated by the site supervisor and the student to be valid.
4. Work toward completion of electronic portfolio requirements. Submit three weeks prior to the end of the semester.
5. Site supervisors will evaluate students twice (midterm and final). See Form E: Practicum/Internship Site Supervisor Midterm/Final Evaluation.
6. Students will complete a midterm self-evaluation.
7. Complete and submit current CPR/First Aid Certification.
8. Once practicum/internship hour requirements are met, complete Form F: Practicum/Internship Student Experience Evaluation.
9. Prepare and deliver a Practicum/Internship Experience Presentation.
10. Attend an exit interview with the practicum/internship coordinator.

Evaluation and Grading

1. Evaluation will be based on input from the site supervisor and the ISU practicum/internship coordinator and include review of completion of requirements.
2. Grading will be on a Satisfactory/Unsatisfactory basis.