



**HHP Internship Handbook
(Revised 08.15.20)**

Academic Year 2020-2021

**Health & Human Performance
Department
Austin Peay State University
Clarksville, TN 37044**

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Introduction

The Internship (6 or 12 credit hour) provides students with an opportunity to participate in an organization to apply current practices in health and wellness, engage in practical application of knowledge acquired in coursework, and experience the delivery of health services from a community, regional, state, or national perspective. This experience allows students the opportunity to develop an understanding of organizational structures and administrative functions and a chance to observe and participate in health promotion activities. Interns will have an opportunity to develop an appreciation for interagency cooperation and agency interaction with stakeholders. Through close association with health professionals, students should be better able to develop professional skills and attitudes needed in their chosen profession.

The Internship is designed as the capstone for the HHP program of study. Therefore, students may earn credit for Internship only if they have no more than 12 semester hours of coursework remaining, other than the Internship, before completing coursework for graduation. Also, only up to three (3) credit hours of online coursework may be taken concurrently with a 12-credit hour internship. Students will be permitted to take up to 9 credit hours (land or web) concurrently with a 6-credit hour internship. Students are not permitted to take any more than 15 credit hours total when enrolled in internship (6 or 12 credit hour). Students must complete the “Student Certification of Conditions for Enrollment in HHP 440I” (Appendix A) when discussing plans for Internship with their advisor and Coordinator before enrollment to identify the correct course based on their academic plan. The certification should be signed by the student, initiated by the student’s advisor, and submitted with the Internship Pre-Enrollment form as a part of HHP 4989.

The Student

Nature of the Internship

Students are permitted to earn 12 or 6 semester hours of academic credit for HHP 440I Internship during either the Fall, Spring, or Summer semesters. Specializations in Exercise Science, Public Health, Human Movement, and Health Care Management require students to participate in 360 (12 credit hour) or 180 (6 credit hour) hours onsite with a health and wellness related internship, selected jointly by the student, advisor, and university coordinator. A typical site for this experience includes, but is not limited to, a medical facility, hospital, long-term health care facility, home health care agency, health maintenance organization, third-party payment agency, a state, regional, or local health department, a health and wellness promotion program associated with a hospital, YMCA, fitness club, or a voluntary organization like the United Way, Planned Parenthood, the Red Cross, the American Heart Association, the American Cancer Society, or AIDS organization.

HHP 4989: Pre-internship and Career Seminar

Students are required to take HHP 4989 either during the Fall or Spring Term preceding the fall, spring, or summer internship. Students will notify their HHP academic advisor about an internship plan based on the student's interests and career goals. The student, along with the university Coordinator and academic advisor, will identify possible locations. The student will make the initial contact with a potential preceptor to determine if the organization will consider being an internship site. The student then can plan for an interview with the site preceptor and follow up with forming a plan (Appendix B). A format for such a plan is in Appendix B. **The Coordinator must approve the plan before the student goes on site for hours onsite to count toward Internship.**

Learning Objectives¹

The internship provides students with the opportunity to observe and participate in health services activities, thus preparing them to function more effectively as a healthcare professional. Upon completion of the experience, the **student should be able to:**

1. Write a reflection paper that summarizes at least one meaningful connection between concentration coursework and internship
2. Demonstrate competency with a score of three or better on items 1-20 (Appendix D) that reflect workplace behavior, expectations, and responsibilities
3. Create a portfolio that provides evidence of specific internship related activities
4. At each log benchmark (e.g., every 30-hours) the student will submit a log that demonstrates an increasing level of student involvement

¹ In addition to the course learning objectives, each individual HHP Concentration has designated specific objectives that internships should meet based on the student's concentration. Please [click here](#) to be directed to the HHP Concentration Specific internships.

Code of Conduct

During HHP 4989, students will review and sign the HHP 440I Code of Conduct which articulates the professional expectations of students during the internship experience. Please [click here](#) to be directed to the detailed HHP 440I Code of Conduct.

Supervision

The internship site will provide a preceptor who will be responsible for coordinating the student's internship plan. The preceptor will complete a final evaluation form (identified as Appendix D of this guide), which includes a recommended letter grade for the student. The university coordinator/professor will review the placement for approval before the onsite experience is begun by the student. **Time spent onsite by a student before submission and**

approval of Appendix B information and plan by the University Internship Coordinator will not be considered hours towards the Internship requirement. The coordinator/professor shall be available for consultation with the student or preceptor and have final responsibility for the student's overall internship evaluation and grade assignment.

Evaluation

Performance of students shall include the following criteria:

- Each student shall maintain daily log's and submit them through D2L, which summarizes each day's activities. A personal self-assessment and observations of the organization and hours onsite shall be included in the daily log. Each log submitted will include the date submitted, dates of the time reported, hours on site during the period reported, and hours accumulated on site to date.
- **Logs of your activities should be kept daily and submitted within three days of completion of the hours in that period per the following schedule: #1 0-30 hours; #2 31-60 hours; #3 61-90 hours; #4 91-120hours; #5 121-150 hours; #6 151-180 hours; #7 181-210 hours; #8 211-240; #9 241-270; #10 271-300 hours; #11 301-330; and #12 331-360**
- A final report, Appendix C of this manual, must be submitted to the University Coordinator before the official end of classes by a date set by the Coordinator, whichever is earlier in the semester.
- The student shall submit a portfolio of activities conducted during the Internship. A portfolio is an organized book and includes pictures, copies of materials developed for special projects, event planning documentation, or other materials completed during the Internship. The portfolio provides evidence of the internship activities and can be an exhibit for potential employers and graduate schools. **The student shall work closely with the internship preceptor to ensure that no organizational policies or confidentiality rules or laws are violated in assembling this portfolio.** The student should discuss the creation of the portfolio in planning with the internship preceptor.
- The internship preceptor shall be asked by the student to complete his or her evaluation (identified in Appendix D of this manual) at the same time the student evaluation is completed. The student may ask the preceptor for a meeting to discuss the evaluation.
- The university coordinator may ask for a meeting with the student and coordinator for evaluation purposes.
- During the internship, the preceptor, the student, and the University Coordinator may initiate a meeting (via face to face, phone, or email) regarding the student's progress.

Student Preparation and Responsibilities

The student shall:

- **Plan to take the internship only if the student has no more than 12 hours (other than the internship course) remaining to complete for graduation.** Not ensuring that this condition is met is grounds for receiving a failing grade;
- Enroll concurrently in no more than three semester credit hours online during the semester of a 12-credit hour Internship. Unless granted an exemption failure to meet this condition is grounds for a failing grade;
- complete the Student Certification form in Appendix A, obtain the advisor's initials on the form, and submit it with the Internship Pre-Enrollment Form;
- discuss potential sites with the advisor and coordinator; then, make appropriate contact with a selected preceptor by letter, resume, and interview to confirm the site that will accept you for an Internship;
- become familiar with the functions of the internship site before the experience begins;
- complete the student and preceptor contact information form and prepare with the internship site preceptor a plan for the internship using the suggested format (Appendix B) as a guide and not go on site until this Appendix is submitted to and approved by the University, Internship Coordinator.
- assume responsibility for making plans for finances, travel, and living arrangements;
- practice effective human relationship skills by being patient, prompt, conscientious, courteous, kind, and appreciative;
- Dress appropriately and write a thank you note or letter of appreciation to the agency upon completion of the internship. If the student believes it is appropriate, he or she should request a letter of recommendation and permission to use the preceptor as a future reference.

Sponsor Initiated Affiliation Agreements for HHP Internship

Some internship sites require affiliation agreements with Austin Peay State University before a student can begin an internship. While we have an idea which sites may require these, generally larger hospital settings, the criteria and requirement are determined and initiated by the site. The university coordinators do not have standard forms and do not respond to requests from preceptors to produce one. The preceptor will need to determine if one is needed and initiate one by sending it to the university coordinator. The student may provide the coordinator's email address to the

preceptor. Additionally, the terms of the agreements may vary over time and by the site. An authorized party per APSU policy must sign an agreement after review by the APSU attorney. Proper planning will be needed to provide adequate time for this process to occur and allow adequate time for you to begin on site.

Accordingly, once an intern has determined there is an affiliation agreement required to be signed by APSU, it must be provided to the Internship Coordinator (not to your advisor or HHP Administrative Assistant) by the following due dates: For a summer or fall internship, March 15 prior to the semester of the internship, and November 15 for a spring internship prior to the semester of the internship. In the event an affiliation agreement is not disclosed to the intern by those dates or presented to the Coordinator by these dates, the student should be prepared to take the internship at a later semester or have a backup site that does not require an agreement. A grade of Incomplete does not apply to this situation.

Faculty Assistance

The university coordinator and faculty members of the Health and Human Performance Department will assess the student's interests to help the student select an appropriate organization for the Internship. The university coordinator/professor will establish a working relationship with a variety of sites. Plans also include:

- enrollment and completion of HHP 4989;
- a conference with the student to define goals, clarify objectives and determine
- special interests;
- sending a letter of agreement to the sponsoring organization confirming the student's choice of site as needed;
- periodic evaluation of the student and products the student creates; and,
- submission of a final course grade for 12 or 6 credit hours after consideration of information from consultations with the site preceptor and an exit conference with the student.

Internship Site

The Internship experience consists of orientation, observation, and participation. When possible, the on-site preceptor should help the student engage in the process of being a bystander to the participant. Activities included in the Internship depend on specific objectives, agency programs, and the student's background. Listed below are general suggestions that might be helpful in planning for the Internship:

1. **Agency orientation** – This orientation might include an introduction to agency personnel and a tour of facilities, along with providing the intern an organization chart.
2. **Community orientation** – This process might include visiting other partner or related agencies, attending community meetings conferences with community leaders or representatives from other organizations
3. **Activities** – When possible, the student should become involved with agency activities, such as:
 - a. attending and participating in regular staff meetings;
 - b. Taking part in planning sessions;
 - c. Making field visits with professionals;
 - d. Participating in program evaluations;
 - e. writing newspaper articles and radio spots, developing materials for meetings or conferences, designing bulletin boards and pamphlets, giving presentation, and reviewing audiovisual materials; and,
 - f. helping with records and reports.

Evaluation of the Student

Periodically, the internship preceptor and the university coordinator may discuss the student's progress by phone or email as well as in person. Near completion of the internship, the internship preceptor should complete the Agency Evaluation of Student Form (Appendix D) and submit it to the university coordinator or student. This process can be conducted during a face-to-face exit procedure or by email or mail or given to the student to be submitted online in the course management system like D2L. The student is responsible for ensuring that these forms are uploaded to the appropriate D2L drop box with the completed Student Final Report Form (Appendix C) and Portfolio.

Preceptor Appreciation

The Department of Health and Human Performance of Austin Peay State University appreciates the cooperation and assistance of all the preceptors who make these Internships possible.

APPENDICES

- A. Student Certification (1 page)
- B. Student and Agency Contact Information and Plan (3 pages)
- C. Student Final Report Form (3 pages)
- D. Agency Evaluation of Student Form (3 pages)

Appendix A

Advisor Verification That Student Has Met Conditions for Enrollment in HHP 440I

Student Name _____ A#: _____

Advisor Name _____

This certifies that:

- a. at the time of enrollment in HHP 440I Internship, the student will have no more than twelve (12) semester credit hours remaining to graduate beyond the twelve (12) semester credit hours for HHP 440I;
- b. If enrolling in HHP 440I (12), student will be enrolled in no more than three (3) additional semester credit hours, which can be taken only online;

OR

If enrolling in HHP 440I (6) student has the necessary upper division credits to graduate from APSU or will take up to nine (9) additional credits concurrently with HHP 440I (6)

- c. the student recognizes the consequence of violating either of these conditions may result in receipt of a failing grade for HHP 440I.

Advisor Signature

Date

Student Initials _____

Appendix B – Page 1

Student and Preceptor Contact Information

Student Information

Name _____

Email address _____

Telephone _____ - _____ - _____

Address _____

Planned semester and year of enrollment: Semester: Spring____ Summer____ Fall _____

What is your HHP Concentration: Circle one below

Applied Exercise Science

Public Health

Healthcare Management

Human Movement

Preceptor Information

Preceptor Name _____

Email for contact _____

Company Name _____

Company Address _____

Telephone _____ - _____ - _____

BE SURE TO COMPLETE PAGE 2 OF APPENDIX B

AES Internship Objectives

Students will demonstrate competency/gain exposure in the following areas:

1. Conducting basic fitness assessments on multiple populations including but not limited to general, pediatric, geriatric, and/or medical fitness *
2. Designing and implementing exercise programs for multiple populations including but not limited to general, pediatric, geriatric, and/or medical fitness *
3. Locating, reviewing, and appraising relevant research related to the field of study and the internship site
4. Actively participating and contributing to the daily responsibilities of the preceptor as allowed by individual scopes of practice

* Students should have the opportunity to observe clinical assessments and/or therapeutic exercise sessions at internship sites focused on outpatient/inpatient rehabilitation. Under normal circumstances students are not authorized to perform these skills due to the professional scope of practice; however, they should still have the opportunity to assist in any way possible.

Human Movement Objectives

Students will demonstrate competency/gain exposure in the following areas:

1. Developing coaching plans/schedules for athletes
2. Creating personalized fitness plans/programs for a variety of populations including but not limited to adaptive recreation clients, general population, and sports performance
3. Helping organize an event, e.g. 5K, wellness expo, running club and/or participating in the daily operations of a recreational facility
4. Teaching a wellness topic and/or leading wellness programs

Healthcare Management Objectives

Students will have exposure in the following areas upon completion of the internship:

1. Actively engaging/participating in the organizational structures, functions and reporting lines of the internship site including but not limited to understanding how different departments collaborate to support the mission of the healthcare organization.
2. Applying and modeling personal behaviors and interactions; such as professional dress, professional communication opportunities (meetings, networking, written communications), and observe professionals engaging in typical administrative activities.
3. Engaging professionals in the field, as well as experiencing a variety of administrative functions (if possible) and be assigned a project to either manage and/or support.

Public Health Objectives

Students will gain exposure in at least two of the following areas:

1. Assessing needs and assets of a community or target population
2. Planning health promotion programs/interventions
3. Implementing health promotion programs/interventions
4. Evaluating health promotion programs/interventions or conducting health-related research
5. Advocacy work promoting health-related issues or policies
6. Development of health promotion materials (i.e., brochures, fact sheets, web pages, social media, etc.)

Appendix C

Student Final Report Form (3 pages)

Student _____

Agency and Address _____

Dates of Internship _____

Agency Preceptor _____

I. Give a brief description of the Internship experience:

II. Discuss the extent to which you believe your concentration specific Internship objectives (page 3) and your personal objectives were met. Using these objectives, describe the strengths and weaknesses of the Internship experience. (Use the reverse side if necessary).

III. Explain how adequate your working space and equipment was to carry out the internship responsibilities. Explain how you were given adequate directions and explanations from the sponsor.

IV. How well did your academic training prepare you for this field experience? Discuss the strengths and weaknesses of your academic courses. (Give examples)

V. What are your overall thoughts and feelings about this experience?

VI. What are your suggestions for the Department of Health and Human Performance placing another HHP student at this site in the future?

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Appendix D

Agency Evaluation of Student (three pages)

Directions: For each quality, please place a check mark in the area “Exceptional” through “Needs Attention” that you believe best describes the HHP student.

Student _____ Agency _____

Field Supervisor _____ Date _____

Dates of Internship _____

I. PROFESSIONAL QUALITIES

	Exceptional	Above Average	Average	Needs Attention
1. Professional Attitude toward:				
Host Agency:	_____			
The University:	_____			
Profession:	_____			
Comments:	_____ _____			
	Exceptional	Above Average	Average	Needs Attention
2. Knowledge of:				
Public Health or Health Care:	_____			
Exercise Science or Human Movement:	_____			
Host Agency:	_____			
Community:	_____			
Comments:	_____ _____			
3. Special aptitude, if any, in Health Studies	_____ _____			

II. WORK PERFORMANCE AND PERSONAL CHARACTERISTICS

Directions: Please place a check mark in the area “Exceptional” through “No Chance to Observe” that you believe best describes the HHP student for each of the 20 items.

On-Site Observations	Excellent (5)	Very Good (4)	Average (3)	Fair (2)	Poor (1)	No Chance to Observe
1. Works well with professionals						
2. Works well with the public						
3. Leads groups effectively						
4. Respects others’ ideas						
5. Accepts suggestions or criticism						
6. Organizes and budgets time						
7. Accepts responsibility						
8. Plans wisely						
9. Follows through on assignments						
10. Makes decisions objectively						
11. Exhibits good judgment						
12. Uses imagination and creative thinking						
13. Exceeds minimal requirements						
14. Can be depended upon						
15. Works efficiently						
16. Appearance is appropriate as indicated by the site.						
17. Uses professional language skills						
18. Meets deadlines						
19. Behavior reflects a positive attitude						
20. Overall improvement in knowledge						

III. Summary

Directions: Please complete a through c below.

a. What was the overall quality of the student's performance?

b. Please check one

_____ The student has completed 360 hours or more on site

Or

_____ The student has completed 180 hours or more on site

Or

_____ The student has completed all the required hours substantially and is expected to complete the remaining hours

Please print name _____

Please sign name _____

Date _____

CODE OF PROFESSIONAL AND ETHICAL CONDUCT FOR HHP STUDENT INTERNS

General Statements

As an HHP intern, you are representing not just yourself, but the university, the HHP department, and your fellow students, both current and future. As a student intern, you are expected to adhere to your internship sites policies, practices, procedures, dress code, and standards of conduct. It is recommended that you obtain clarification regarding such matters from your internship preceptor when you begin your assignment.

The student intern is required to maintain the established work schedule and meet internship obligations as set forth by the internship preceptor. Absences, excused or not, do not absolve a student from the responsibility of completing all assigned work promptly. Students who miss assignments or deadlines due to excused absences will be allowed to make up the work in a manner deemed appropriate by the Internship Coordinator.

Specific Statements

As an HHP Intern, I will conduct myself professionally which includes but is not limited to:

- 1) Reporting for the internship on-time. Maintaining required internship schedule
- 2) Following all rules and policies as required by the internship site
- 3) Maintaining strict confidentiality regarding information obtained on any clients, members, customers, patients, employees, and products or services associated with the internship site.
- 4) Using appropriate written and oral communication in all interactions with all supervisors, employees, clients and university staff.
- 5) Observing all established safety rules and avoiding unsafe work practices.
- 6) Demonstrating honesty, cooperation, integrity, courtesy, and a willingness to learn.
- 7) Engaging in positive, ethical, and legal behavior.
- 8) Accept responsibility and accountability for decisions and actions taken while at the internship site.
- 9) Treat all customers, clients, supervisors, and fellow employees with dignity and respect.
- 10) Provide a two-week written notice and thank you card to the site preceptor if intending to resign your position as an intern before completing the required hours at your site.

I understand and agree with the professional standards of the internship program as listed. I understand if any facet of the code of conduct is violated, I may be at risk of losing academic credit/tuition and will be subject to the disciplinary process outlined in the HHP 440I course syllabus. Specifically, the first offense of the conduct policy will result in a meeting with the HHP Internship Coordinator and could result in removal from my internship. A second offense will result in a meeting with the HHP Department Chair and could be grounds for course dismissal.

Name (print): _____

Signature: _____ Date: _____