

6-2014

## HHP 498.IE3: Internship

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### Recommended Citation

Kaufman, Cory E., "HHP 498.IE3: Internship" (2014). *Syllabi*. 2662.  
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## HHP 498 & HHP 598 INTERNSHIP—Summer 2013

*Faculty Internship Advisor:* Cory Kaufman *Office:* McGill 202  
*Office Hours:* Mon/Wed: 10:15am-1:30pm or via appt.  
*Email:* [cory.kaufman@mso.umt.edu](mailto:cory.kaufman@mso.umt.edu) *Credits:* 2-6 credits

<i>Grading:</i>	A	(93-100%)	A-	(90-92%)		
	B+	(87-89%)	B	(83-86%)	B-	(80-82%)
	C+	(77-79%)	C	(73-76%)	C-	(70-72%)
	D+	(67-69%)	D	(63-66%)	D-	(60-62%)
	F	(<60%)	CR	(60-100%)	NCR	(<60%)

**Your grade will be calculated as follows:** Please note that 60% of your grade is based on the reports you write. This is a measure of your ability to clearly and concisely communicate what you have learned and accomplished during your internship. Two semester reports—30%; Final report—30%; Semester progress (meeting deadlines per syllabus and at worksite)—20%; Supervisor’s final evaluation—20%.

**Hours required:** 1 credit = 45 hours; 2 credits = 90 hours; 3 credits = 135 hours; 4 credits = 180 hours. Time spent writing your reports cannot be counted towards your internship hours. If you believe you will have difficulty fulfilling the required work hours contact Cory immediately. Students who do not complete the required hours without making special arrangements with Cory will receive a failing grade.

**Resume:** It is strongly encouraged for students to revise their resumes with their new internship position. Extra credit will be awarded for students who submit a new, revised resume by the end of the semester after meeting with Dr. Cheryl Minnick at Internship Services. Dr. Cheryl Minnick, Internship Coordinator / Career Counselor at UM, holds a doctorate in career counseling and national certifications in resume writing (NCRW) and career coaching (CCMC). She is available in Lommasson 154 to help students craft resumes, write cover letters, conduct internships searches, edit writing samples and application essays, and prepare for interviews. She is well-schooled in on-line applications and how to navigate those software systems. Call 243-2815 to make an appointment.

**Reports:** Three semester reports and a final report, due dates listed below under deadlines. Details for report content and format are found on the second and third page of this syllabus

**Deadlines:** The following items should be submitted to Cory (department mailbox or email). Please do not drop off assignments at my office – if you need to meet with me regarding an assignment, please schedule an appointment with me ahead of due date.

Monday	1/26/14	Begin internship using weekly journal & hours log (on HHP Internship Website)
Monday	3/10/14	Submit Report #1: Learning Objective Update (electronic)
Monday	4/7/14	Submit Report #2: General Performance Self-Evaluation (electronic)
Monday	4/28/14	Confirm with your supervisor that they have received the electronic “ <u>Supervisor’s Evaluation of the Intern</u> ” from Internship Services and are able to access, complete and return this form by Friday, May 9th.
Friday	5/9/14	Submit Updated Resume for extra credit to Cory ( <b>hard copy only – not email</b> ) after meeting with Dr. Cheryl Minnick.
Friday	5/9/14	<b>Submit Final Report by 5pm (**hard copy only – not email)</b>

## Two Semester Reports:

Reports 1 and 2 – about 2 pages.

Reports should follow APA guidelines (double-spaced, 1” margins, font Times New Roman 12 pt). <http://psychology.vanguard.edu/faculty/douglas-degelman/apa-style/>

### Report #1; Learning Objective Update :

Include the headings below followed by content:

**Agency Summary:** a brief introduction your agency – the services they provide, their clientele, etc. This summary should serve to orient someone who is totally unfamiliar with the agency.

List each Learning Objectives. Under each objective:

- (1) **Examples:** Provide at least two examples of tasks/duties/observations you have completed that are helping you meet that particular objective.
- (2) **Challenges:** Discuss what you have found to be most challenging in meeting that objective. A challenge is defined as: “A test of one's abilities or resources in a demanding but stimulating undertaking.” If you do not list at least one challenge you will lose points on this paper.

### Report #2; General Performance Self-Evaluation:

For the skills listed below, give at least one example of an internship task, project or experience that has contributed to your mastery of that skill. Include the skill headings below followed by content:

- (1) Written communication
- (2) Oral communication
- (3) Planning and organization
- (4) Teamwork
- (5) Problem solving

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/AS/APSA/index.cfm/page/1321>.

### Final Report:

Items 1-5 should be 5-7 pages min/max. This includes Agency Summary, Internship Summary, Lit Review, KSAs, Self-evaluation. An abstract is not necessary. Each appendix should be on a separate page with heading.

Grading - total value **100** points as follows:

- (1) **15 points—Agency Summary.** Assume you are writing to an audience who has no familiarity with your agency. Provide an overview of your internship site that will orient them to the overall operation. What services do they provide? Who do they provide services to? What aspects of their services were you most involved in? This should be more in-depth than the brief agency summary turned in from “report 1”
- (2) **15 points—Internship Summary.** Present an overview of your basic internship responsibilities and duties.
- (3) **30 points—Literature Review (four summaries).** A literature review is a summary and analysis of current knowledge about a particular topic or area of inquiry. The literature you review should focus on the primary services/functions your agency provides. The literature should address the importance of those services/functions as they promote healthy behaviors/lifestyles or contribute to quality of life. This is a brief literature review containing 4 article abstracts.

**Literature** means the major writings - especially **scholarly** writings - on the topic. This can include: journal articles, books, published essays, conference proceedings, government reports, etc. The important thing is that "the literature" is the body of scholarly, professional information that is used by professionals working in that area. If you locate information about your topic using a Web search, you'll want to be certain the information is reliable. It is important to critically evaluate every resource you locate on the open Web. Please review and summarize four pertinent sources.

#### Template

1 inch margins, 12 pt. Times New Roman Font

½ page, single space

Include headings below:

**Title of journal article, book, essay, report, etc.:**

**Type of literature** – ex. review article, experimental study, chapter from book, essay, etc.

**Citation of source:** see <https://owl.english.purdue.edu/owl/resource/560/10/>

**Why you chose this piece:** Briefly what led you to picking this piece?

**Methods (if research):** *general outline* including: design, subjects, variables and outcomes measured if applicable.

**Results/Key Points (most important):** Main results or key points from the study, essay, book, etc.

**Impact (most important):** How will this new knowledge benefit your professional future? Will you implement your findings and how do you plan to do so? Provide some reflection on the literature. For example, an intern at a physical therapy clinic may have read a research article outlining a superior rehab protocol for tendinitis. I would expect that student to briefly talk about how they may integrate that rehab protocol into their future practice. Or if not practicing, suggest the protocol to his/her physical therapist.

- (4) **20 points—Self-evaluation** of your internship. Discuss the following:
- Highlights and challenges. Challenges, by definition, are not problems but a test of one's abilities or resources in a demanding but stimulating undertaking.
  - How your work as an intern contributed to the development or improvement of healthy behaviors/lifestyles or quality of life of the clientele your agency serves.
  - What the agency could do to improve the internship for future interns
  - What the internship coordinator could do to improve the internship experience for future interns.
- (5) **10 points—Format**
- Items 1-4 (agency summary, internship summary, literature review, self-evaluation) should be 4-6 pages. No page limit on item 6 (appendices).
  - Submit in 3-hole punched folder, *small* 3-ring binder, or other organized manner. The presentation should be clean and tidy – not as if a feral cat gnawed the holes for the 3-ring binder in a random fashion and the pages were crammed in during a catnip high. In other words, this is a professional report and should be a stunning end to your internship
  - Reports should follow APA guidelines (double spaced, 1" margins, 12 point font Times New Roman, in-text citations, and reference list
- (6) **10 points**—appendices including (1) weekly journal & hours log ([http://coehs.umt.edu/departments/hhp/assets/documents/internship\\_documents/weekly\\_hour\\_log](http://coehs.umt.edu/departments/hhp/assets/documents/internship_documents/weekly_hour_log)) signed by your supervisor and (2) supporting material from your internship including items created for your agency such as newsletters, flyers, charting, record keeping, training/dietary logs, samples of work, etc.