SYLLABUS
Internship in Public Health- Online

Course Number: PHC 6946

Credit Hours: 6 Semester hours

Course Title: Internship in Public Health

PRE-REQUISITES/CO-REQUISITES: Student must have completed ALL five MPH core courses.

COURSE FACULTY /COORDINATOR
Justice Mbizo, Dr.PH, MPH Faculty/Academic Advisor
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COURSE OVERVIEW:
A comprehensive and integrated application of the curriculum required by the MPH program which allows students to demonstrate professional competency in public health practice in a practice setting. The internship is an integral part of the MPH curriculum. It is intended to broaden the student’s public health perspectives and provide experience in applying the theory and content learned in didactic courses in public health practice. It is therefore expected that through the internship experience the student will have the opportunity to interact with public health professionals and participate in activities that constitute public health. It is further expected that the student will be exposed to various paradigms and ways to solve public health problems, with experiences that reinforce communication principles, use of relevant information technology, sensitivity to diversity and cultural issues, and enhance a student’s leadership, program planning, and systems thinking skills. Students are therefore encouraged to be creative and to keep in mind that every practicum has the potential to contribute to health promotion or disease prevention. Thus, a relevant public health experience must include at least one of the following components:

- Assessing, monitoring, or conducting surveillance of health problems/services in a population,
- Establishing health objectives and priorities,
- Conducting research on population-based health problems including biological, environmental, and behavioral issues,
- Developing and/or implementing policies and intervention strategies to meet public health needs in a population setting, or
- Studying the natural history of disease or health-related effects in a population.
COURSE DESCRIPTION: An internship in a public health agency or setting. Under supervision by an adjunct or full-time faculty member teaching in the UWF MPH program and an approved preceptor, students will work on a problem related to management, development or administration of a program in public health or related to research in public health. May not be required of students with extensive experience in the field of Public Health. A written report on the internship experience is required and the report must be defended before MPH faculty. Graded on a Satisfactory/Unsatisfactory basis only. Permission is required. See UWF catalog [ online page 521 ]

STUDENT LEARNING OBJECTIVES: Each student will:

- Identify a public health practice site which could benefit from the application of public health principles and science.
- Identify a public health practice problem/issue which could benefit from the application of public health principles and science.
- Formulate a project prospectus with measurable goals and objectives.
- Conduct needs assessment for a public health related issue.
- Develop a project work plan for that site/situation, which identifies the specific focus of the Practicum and:
  - Describes how the sciences will be demonstrated, and is acceptable to the student, the preceptor and the Internship Coordinator.
  - Describes the data collection methods, including justification for selected methods.
  - Describe and justify statistical methods used in addressing the identified public health problem.
- Carry out the public health project in a way that demonstrates the student's proficiency in public health science and competencies as articulated in the Association of Schools of Public Health, which have been adopted by the School of Allied Health and Life Sciences.
- Develop public health informatics and project management skills.
- Develop and improve health information communication skills.
- Develop cultural competency skills and apply these skills in addressing public health problems involving diverse population.
- Summarize the results of the project for a faculty review committee in a written report and either an oral presentation or poster presentation.

REQUIRED STEPS OF THE PRACTICUM PROCESS: Please read the following requirements carefully.

REQUIREMENT ONE: Complete ALL Core Courses before enrolling in PHC 6946. Additionally, a student registering for PHC 6846 must be in good academic standing with the University, that is, a student may not enroll in the practicum course while on academic probation.
**REQUIREMENT TWO:** Meet with one of the Practicum Course Faculty to discuss development of the Practicum Proposal and project timelines.

**REQUIREMENT THREE:** Preceptor and Internship Approval Forms

[1]. Complete and submit the Preceptor Approval Form along with the selected proctor’s current CV. **[The selected proctor must have at least a Masters degree in a health related field].**

[2]. Work with Preceptor and MPH Internship Coordinator to Complete Practicum Proposal Form and obtain all required signatures before registration in the course.

The **Preceptor and Internship Approval Forms MUST BE APPROVED BEFORE BEGINNING THE PRACTICUM PROJECT.** If the student does not register the following semester after proposal approval, the proposal will need to be resubmitted. Student will be approved for registration when the above three requirements have been satisfied. The student may begin work on the project before registration if the Proposal is approved.

In addition to completing the core courses, it is expected that the student will expect to incorporate Interdisciplinary competencies from each of the following domains:

- Analytic Assessment Skills
- Policy Development/Program Planning Skills
- Communication and Informatics Skills
- Cultural Competency Skills
- Community Dimensions of Practice Skills
- Basic Public Health Sciences Skills
- Program Planning and Management Skills
- Leadership and Systems Thinking Skills

**REQUIREMENT FOUR:** Complete a minimum of 180 contact hours in the practicum which enables application of knowledge and skills from MPH coursework, and demonstration of competencies in cross-cutting areas of public health science and practice.

[1]. During the course of the internship activities, students are expected to upload the weekly logs to the course, Dropbox.

[2]. Participate in discussions that are posted on the course page.

**REQUIREMENT FIVE:** Write a report of the Practicum activities and demonstration of public health competencies, which will be submitted to the **Director, School of Allied Health and Life Sciences**, at least one week prior to the oral presentation. The practicum report is a formal, professional, written document. The report should thoroughly and completely describe your practicum
experience. The final report should be submitted to the faculty advisor no later than two weeks following the conclusion of the internship. The final report should include the following content. For an outline of the Internship Report, see the Internship Guide.

**REQUIREMENT SIX:** Present an oral presentation of the Practicum project/experience to a Faculty Committee (details of outline below). During the oral defense of the internship report, the student must be prepared to professionally address questions regarding stated learning objectives, activities, outcomes, attained competencies, and lessons learned. A general guideline for summarizing your report in PowerPoint form prior to questioning would be:

1. **Introduction/Statement of the Problem**
   - Public Health Significance of the Project: Include brief summary of literature review
2. **Methods:** Must address the following questions: who / what / when and methodology used to collect data and methods for data analysis
3. **Results:** Highlight major findings and unexpected outcomes
4. **Discussion/Conclusion:** Must briefly state conclusions and recommendations based on the findings. Must also address lessons learned about public health practice from the experience.

**EVALUATING THE PRACTICUM EXPERIENCE COURSE**
Students and Preceptors are asked to complete a post-Practicum evaluation. The student is responsible for distributing the evaluation forms to his/her and Preceptor. See the UWF MPH Internship Guide on the program site.

**COURSE GRADING CRITERIA**
The Practicum Experience will be graded as “Satisfactory” or “Unsatisfactory” by the Course Instructor based on feedback from the Preceptor, Internship Coordinating Committee and presentation/poster reviewers. Factors included in the determination are the quality of the written report, the oral or poster presentation and the Practicum work, and the extent to which the Faculty committee deem the stated practicum goals to have been met.
EXPECTATIONS FOR ACADEMIC CONDUCT/PLAGIARISM POLICY:

- Academic Conduct Policy [Web]
- Plagiarism Policy [PDF]
- Student Handbook [PDF]

It is the philosophy of The University of West Florida that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, and the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

In addition, any behavior that interferes with the conduct of a class is classified as disruptive behavior and will not be tolerated. Although not exhaustive, examples of disruptive behavior would include: inappropriate or threatening online postings or e-mails, etc.

QUALITY ASSURANCE:

This course is reviewed during the semester and in an ongoing basis for quality by assessment personnel within the School of Allied Health and Life Sciences (SAHLS) to meet national standards established by the Southern Association of Colleges and Schools, the Council on Education for Public Health, and/or to address quality enhancement initiatives of SAHLS. Student feedback is also vital to this process. When reviewing our programs, our accrediting partners expect to see 100% participation in the State-of-Florida mandated SUSSAI (State University System Student Assessment of Instruction) evaluations. Thus, at the end of the semester, we need to hear from the folks that enjoyed the class and from the folks that have suggestions for improvement (ok, and from the folks that want to fill out the survey as quickly as possible with no comments to share!). BUT, we do need to hear from each and every student in this class, and we value your input.

When SUSSAI evaluations are ready for you to complete, you will see a News posting in the course. Please take a few minutes to complete this anonymous, brief web-based evaluation on this course.

Need help? Contact Connie Works at (850) 474-3080 or cworks@uwf.edu for assistance!

Please be assured that all evaluations that are completed online are of a confidential matter. Your name, student number, and e-mail address will not be revealed to your instructor, department, or college. Only one evaluation per
course per student can be submitted. Please do not delay completing the evaluation when the time approaches. **Due to the significance of this information, I will not be able to pre-release grades in eLearning if we are not close to the 100% participation goal before finals week. Thank you!**

**ONLINE TEST TAKING GUIDELINES:**

Please do not begin any timed, online exam in the course that may overlap with the eLearning maintenance window. The eLearning maintenance window runs 3:00-6:00 am CST (Central Standard Time) each day. If you initiate an exam that overlaps with this time and experience any technical errors, your recorded score is likely to be close to 0 for such an attempt. There are no exceptions to this policy.

If you experience any other technical problems or errors during any timed exam that does not overlap with the eLearning maintenance window, you are required to notify the Helpdesk immediately at helpdesk@uwf.edu or (850) 474-2075. Failure to contact the HelpDesk to report the problem will result in a grade of 0 automatically being assigned. If you are unable to get immediate assistance from the HelpDesk during the exam, but have documented the problem in an email or voice mail, you may attempt to restart the exam using the same browser, or attempt to re-enter the exam with another browser. If you are still unable to restart the exam and continue with saving, please note that for your final submitted score to be recorded, you MUST still prove that you documented the original technical problem with the HelpDesk via helpdesk@uwf.edu or (850) 474-2075. Failure to do so will result in an automatic grade of 0 being assigned.

**ASSISTANCE:**

Students with special needs who require specific examination-related or other course-related accommodations should contact Disabled Student Services (DSS), dss@uwf.edu, (850) 474-2387. DSS will provide the student with a letter for the instructor that will specify any recommended accommodations.

Every effort will be made to accommodate the special needs of disabled students. Please inform the instructor privately during the first week of class to indicate your particular needs. All such accommodations are officially arranged through the Office for Disabled Student Services and a letter from this office must accompany your request.