

GLOBAL HEALTH STUDIES

GHS 590: Internship 3 to Credit Hours.

Overview

The **Internship** is an important component of the GHS program. The internship experience is designed to provide students with real world work experience in the area of global health. It provides students with opportunities to make connections between theory and the practical application of their studies in a professional work environment. GHS student internships are completed under the guidance of a GHS supervisor and a Faculty Advisor, who in consultation with the student will create a framework for learning and reflection. This experience places students in community or health- related settings to work on projects of *mutual interest* to both the organization and the student. Students are required to choose the site for the internship in such a way that it supports their academic and professional interests as they advance in their careers as global health practitioners.

Learning Outcomes

- Apply knowledge gained in the GHS major to real-world challenges in an internship environment.
- Develop professional relationships and identify a strategy for maintaining those connections
- Articulate what was learned and how it will be applied toward students' professional career goals
- Develop and enact a compelling professional vision that values diversity and inclusion in the workplace.
- Reflect on the internship experience

Checklist for Capstone:

- Complete a minimum of 24 course credits towards your BA degree
- Meet with Global Health Studies (GHS) Supervisor, to review student handbook and discuss requirements and process
- Assigned to Faculty Advisor based on your area of interest
- Meet with Faculty Advisor to develop/approve personal learning objectives, identify organization where you intend to have your internship experience
- Meet with the organization to develop list of activities/goals/objectives and complete the contract
- Submit signed Internship Learning Agreement to the GHS Advisor for approval
- Register for GHS 501: Internship
- Document hours and activities in daily time log
- Submit the Internship Report to the organization for signature
- Submit the Internship Report to the GHS Supervisor two weeks before the last day of classes. Faculty Advisor to review and assign pass/fail grade.

APPENDIX A: INTERSHIP AGREEMENT

Intern Name and UM C#:

Site Name:

Site Supervisor Name:

E-mail address:

Telephone number:

Semester:

Description of Organization and Placement:

- **A description of the internship objectives, including career goals,**
- **A description of the work/project to be performed by the intern,**
- **The learning outcomes expected from the internship, with particular attention placed on the GHS Assessment core competencies.**
- **Confirmation that the student will not be expected to perform duties that would foreseeably place the student in academic, physical, or legal harm.**
- **The expectations of the host site with respect to the intern’s schedule, location, and work rules.**
- **If the internship is a paid position, the agreement for the stipend to be paid to the intern.**

By the signature below, I confirm that I have fully read and understand the internship guidelines provided by the UM Internship Coordinator, and have provided a copy of the guidelines to the host supervisor.

Student/Intern Signature: _____

Date: _____

By the signature below, I confirm that I accept the responsibilities of the host supervisor as delineated in the Internship Protocol. I confirm that the student will not be expected to perform duties that would foreseeably place the student in academic, physical, or legal harm.

Site Supervisor Signature: _____

Date: _____

By the signature below, I confirm that I have agreed to the conditions of the learning agreement and the student has permission to enroll in GHS 501: Internship.

Internship Coordinator Signature: _____

Date: _____

APPENDIX B: TENTATIVE SCHEDULE OF ACTIVITY

(GHS Supervisor may adapt the schedule)

| Activities | Description | Deadline |
|------------------------------------|---|-----------------|
| Daily blog or journal | Describe your internship experience and identify skills being developed | |
| Organizational process | Conduct an informational interview with an individual at your organization other than your site supervisor to explore a profession of interest and summarize your findings. | |
| Midterm assignment | Identify what you have learned to date and how this will be relevant to your career goals. Establish goals for the remainder of your internship and actions to achieve those goals. | |
| Final assignment | Analyze your internship experience, reflecting on lessons learned and how your liberal arts education prepared you for the internship. Address whether the profession you learned about is still of interest (why or why not) and actions you will need to take to effectively pursue your chosen career. | |
| Submit an updated resume | Add details about your experience including new skills developed and results obtained during the internship. Submit to the Berry Career Institute and faculty sponsor. | |
| Supervisor’s assessment of student | Should be submitted directly from the site supervisor to the faculty sponsor | |

APPENDIX C

INTERNSHIP EXPERIENCE FINAL REPORT

TITLE PAGE

(1) Name of the student, (2) name of the agency or organization where the field placement was completed; and (3) the semester or semesters the placement was completed (month/year)

AGENCY BACKGROUND AND ADMINISTRATION (2 – 3 pages)

- *Agency mission and goals
- *Organizational chart of agency or organization (if available)
- *Description of agency budget and resources
- *Target audience the agency serves
- *Programs and services offered
- *Method in which your community partner supervised your experience

SUMMARY OF FIELD EXPERIENCE (4 – 6 pages)

- *Provide a brief description of your activities and assigned project(s)
- *List learning objectives and describe the degree to which each objective was met
- *Describe the contributions you made to the agency or organization
- *Relate the project activities to your academic coursework
- *Explain how the field experience contributed to your professional growth
- *Describe what new skills, knowledge and insights were acquired during the placement
- *Explain the skills or competencies you were required to use in your field experience
- *Evaluate the internship; a brief reflection on your experiences both positive and negative

The final report is to be double spaced and spiral bound or enclosed with a notebook cover. Reports must be properly written, properly punctuated, and properly spelled. Report should be submitted no later than the last day of classes of the current semester.

Evaluation of the report will be made by your Faculty Advisor, and the Director of Education. A pass or fail grade will be assigned.

**APPENDIX D
INTERNSHIP EXPERIENCE STUDENT EVALUATION FORM**

Please read the following statements and circle the level that best describes your experience and overall performance during this field experience. Your honest evaluation is greatly appreciated.

KEY: 1 = Strongly Agree 3 = Neither Agree nor Disagree 4 = Disagree
2 = Agree 5 = Strongly Disagree NA = Not Applicable

| INTERNSHIP EXPERIENCE | EVALUATION | | | | | |
|---|------------|---|---|---|---|----|
| DURING THIS INTERNSHIP: | | | | | | |
| You were given an orientation to the internship experience requirements | 1 | 2 | 3 | 4 | 5 | NA |
| Learning objectives were provided | 1 | 2 | 3 | 4 | 5 | NA |
| Expectations for the internship were provided to me by the community partner | 1 | 2 | 3 | 4 | 5 | NA |
| The internship assignments and activities were practical and useful | 1 | 2 | 3 | 4 | 5 | NA |
| You were given support and positive reinforcement by the organization | 1 | 2 | 3 | 4 | 5 | NA |
| You were given adequate and appropriate feedback | 1 | 2 | 3 | 4 | 5 | NA |
| You were given the opportunity to provide feedback | 1 | 2 | 3 | 4 | 5 | NA |
| The internship experience assignments and activities were pertinent and applicable to my global health professional education | 1 | 2 | 3 | 4 | 5 | NA |
| Performed tasks and activities appropriate for the internship | 1 | 2 | 3 | 4 | 5 | NA |
| You had adequate access to resources to fulfill the expectations of the internship | 1 | 2 | 3 | 4 | 5 | NA |
| You would recommend this organization to other students | 1 | 2 | 3 | 4 | 5 | NA |

- 1. From your perspective, what were the most challenging aspects of the internship experience?**
- 2. Was the internship guideline useful?**
- 3. At what point in the GHS program do you feel the GHS Supervisor and Graduate Programs should start preparing students for the internship experience?**
- 4. What suggestions do you have to improve the internship requirement?**