



# **Oregon State University**

## **College of Health**

### **Public Health**

### **Undergraduate Internship Manual**

### **2023-2024**

Internship Website:

<https://health.oregonstate.edu/internships/public-health>

## Important Changes Related to Internships

The Internship Coordinator's email is: [Karen.Elliott@oregonstate.edu](mailto:Karen.Elliott@oregonstate.edu) and **responds within 24-48 hours if there is not a holiday or out of office email**. If you do not hear back within this timeframe, **please double check the email address, it has become more frequent that the second t is left off!**

- The Pre-Internship Class (H407) has changed numbers to H419. If you have taken H407, please note that when H419 shows up as a prerequisite, you have met this prerequisite by taking H407.
- The Internship (H410) has changed numbers to be separated by option:
  - H439: The General Option Internship
  - H459: The Health Management and Policy Internship
  - H469: The Health Promotion and Health Behavior Internship
- The Internship can be:
  - 252-360 hours, 12 credits for one academic term.
  - 126-180 hours, 6 credits each term, for 2 academic terms.
  - In person, hybrid or remote.
  - The range in hours **reflects the Pass/No Pass format of the course**, if the student performs well at the internship and both the student and internship site agree upon the hours, it can range from a minimum of **252-360 total hours**. Please note that the hours are also an agreement with the internship site and what best fits their needs for the internship. Students need to discuss the internship hours with their site.
- There are Canvas assignments (final portfolio and journals) that be can be done for hours.

### Preceptor Requirements:

- There can be one or two preceptors for the student, and they need a minimum of a Bachelor's Degree in a field related to Public Health or extensive work experience in Public Health.
- Meet regularly with the student throughout the internship and provide feedback.
- Complete the paperwork throughout term.

## Student Responsibilities

### Identify and secure an internship

- Students identify and secure an internship that is appropriate for their interests, knowledge, skills, educational competencies, option (HPHB, GEN or HMP) and schedule. They must clarify with the site what is appropriate for them to do in terms of projects.

### Follow the internship manual guidelines and instructions

- It is the responsibility of the student to read all the internship information including H419 information and the Internship Manual. It is the responsibility of the student submit a signed copy of the Learning Agreement form, to know the deadlines and get the paperwork in on time.

### Creating an internship with current employer

- A current job cannot count for the internship, but students can do their internship at their worksite, the two need to be **completely separate, and not overlap in terms of projects, hours.**
- For an internship, the projects must be different from the student's job, fit the option specific activities, be outside of the hours they are working, and ideally with a different supervisor or department.

### Communication throughout the internship

- Throughout the internship, it is the responsibility of the student to manage internship hours and plan accordingly to ensure they reach the hours agreed upon with the site by the end of the internship term.
- The student needs to contact the preceptor and internship coordinator with any concerns/questions related to the internship requirements or activities and fulfilling all hours by the end of the term.

### Submit internship paperwork by deadline

- Students need to initiate and complete all requirements and turn in the necessary forms to the OSU Internship Coordinator at the designated times throughout the internship.

### Send thank you email/card to internship site

- Email the preceptor and organization's staff to thank them.

## Internship Site Responsibilities

Please also see the Internship website for more information:

<https://health.oregonstate.edu/internships/public-health>

### Designate a Preceptor

- The site should have designated at least one preceptor to the student during the entire internship process that is available to sign paperwork, meet and provide mentorship and feedback on work projects.
- It is common for sites to have more than one preceptor for the student.
- To be a preceptor, it requires at least a relevant Bachelor's degree or extensive work experience in public health, and the person must be employed with the organization (not a volunteer) and not be related to the student.

### Provide Relevant Projects

- Make sure the internship activities fit with either Health Management and Policy, Health Promotion and Health Behavior or the General Option.
- The checklist at the end of the manual has projects listed for each of the three.

### Provide Workspace If the Internship Is In Person

- Remote, hybrid and in person internships are all acceptable formats for the internship.
- If the internship is hybrid or in person, it is the site's responsibility to provide the student with workspace and the work schedule and office related policies.

### Meet Regularly with the student

- The preceptor can meet regularly with the student through email, Zoom, Teams, WebEx, phone, and in person.
- The preceptor and student can discuss regular meeting times to receive feedback and discuss activities.

### Provide sufficient hours within a 10 week term

- Internships can be 252-360 hours for one ten week term or split between two terms, 126-180 hours each term.
- These hours can include the student attending staff meetings, engaging in professional development opportunities, attending relevant committee meetings, conferences, workshops, etc.
- It can also include pre-internship trainings, orientations and meetings.

### Provide feedback to the student

- Most students will be seeking employment after their internship and it is vital that they receive ongoing feedback regarding their performance, skills, and projects.

## Complete Paperwork By Deadlines

- Complete the paperwork before and throughout the term by the deadlines. Forms **can** be submitted early in Canvas if the student and preceptor feels they have completed the requirements to properly complete the form.

## Internship site requirements: Onboarding and affiliation agreements

- Before offering an internship to a student, please **double check your site requirements** (background check, drug testing, etc.).
- **Make sure to communicate the onboarding process to the student and let them know if they are responsible for the cost and provide the expected timeline.**
- Please also address issue of payment with the student.
- If the internship is unpaid, specify that if it has not already been discussed and if it is paid, please provide the student with the full details.
- Payment is between the site and the student, many sites choose to pay hourly and some provide stipends if they are paid.
- The organization/agency and student agree to the internship responsibilities and activities as detailed in the Internship Manual. It is not OSU policy to perform background checks on all OSU students, and OSU does not certify or vouch for the background of the students who participate in this internship. Accordingly, you must conduct your own background check or require the student to obtain a background check, if you would like to determine fitness for duty using that information.

## Affiliation Agreements

- Please check to see if your site requires an affiliation agreement.
- We have affiliation agreements with most major clinics and hospitals in Oregon.
- **For undergraduate Public Health Internships, if a site requires an affiliation agreement with OSU, it has to be initiated so there is plenty of time (several weeks to months depending on the complexity) to complete through the Procurement and Contract Services at OSU: <https://pacs.oregonstate.edu/pacs/contract-services>**
- **Affiliation agreements cannot be expedited, and cannot be done at the last minute.**
- An affiliation agreement can be established with a site that would like to establish a partnership and host interns regularly. We currently do not require sites to have affiliation agreements.
- **Please note: a current job cannot count for the internship, but students can do their internship at their worksite, the two need to be completely separate, and not overlap in terms of projects, hours. For an internship, the projects must be different from the student's job, be outside of the hours they are working, and ideally with a different supervisor or department.**

## **Internship coordinator responsibilities**

### **Work with students on a regular basis before and during the internship.**

- This will vary based on where each student is at in the internship process.
- The most important factor is to stay in regular contact with the Internship Coordinator, to provide support and resources as needed.
- The Internship Coordinator needs to know where students are at in the process in order to help, stay in touch with the Internship Coordinator!

### **Meet with students to provide input and resources on internships.**

- Meet to answer questions, provide feedback and input on internship sites, application process, resumes, cover letters, interviewing.

### **Stay in regular communication**

- The internship coordinator can stay in regular contact with the student through email, phone, and in person.

### **Clarify and enforce internship requirements and paperwork.**

- Communicate with the student to make sure all internship requirements and paperwork instructions and deadlines are clear throughout the process.

**The internship coordinator is a support and resource and needs to know where students are at in the internship process to ensure success for the student. There is no judgment and the internship coordinator can provide many options to ensure the process is not stressful, always reach out! 😊**

**Please keep the internship coordinator updated and provide any information that is helpful with the internship process.**

## Internship Policies and Procedures

- The option of an “Incomplete” will be on case-by-case basis with the majority of the internship requirements completed before the consideration of assigning an incomplete. Please be aware that if you are graduating after the internship, an Incomplete is not possible, all requirements need to be done by due date.
- It is the responsibility of the student to secure an appropriate internship that fits their appropriate option (HPHB, HMP or GEN).
- If you have to take courses with your internship, please plan accordingly and work out a manageable schedule with your preceptor and internship site.
- Individual faculty research with no community outreach is considered independent academic research and not an internship. It can be counted for an arranged research project, H406, please see the Internship Coordinator for more information.
- In order to Pass the internship, it is important to understand and adhere to the paperwork deadlines, and requirements on the internship website.
- Please follow the prerequisites that are listed on the internship website, and not in the course catalog (it is in the process of getting updated but it does take awhile). The required prerequisites for the internship are the following:
  - HPHB: H419, and H476.
  - HMP: H419 and H436 (exceptions provided when H436 is not offered)
  - GEN: H419

If one of the above prerequisite classes is not offered during a term, and you had planned to do your internship the following term, please contact the Internship Coordinator to discuss the option of corequisites.
- Students need to be registered for internship credit hours: **students can start their internship after they are officially registered for the internship.**
- **Students need to use their OSU email for communication and check it regularly**

## Termination

- During the internship, if the intern does not fulfill her/his professional obligations to the agency/organization or internship coordinator, this will result in the termination of the internship and a No Pass. This includes **missing paperwork deadlines, calling in sick repeatedly, leaving early or coming late repeatedly, not completing internship work on time, and not submitting forms/assignments in Canvas on time.**
- The decision for this termination will be made between the internship coordinator and/or preceptor. Please also see the link for the **information on the Code of Conduct:** <https://studentlife.oregonstate.edu/studentconduct/academicmisconduct>
- If the agency/organization is unable to adequately assist the intern to meet her/his goals, the intern will transfer to a different agency/organization to complete the internship. The decision will be made by mutual agreement between the intern and the internship coordinator.
- In extreme/emergency situations, exceptions to the internship requirements will be considered on a case-by-case basis with the communication of the internship coordinator, the student, site supervisor, the program coordinator and additional contacts as it is deemed necessary.

## Academic Misconduct Policy

- The work throughout the internship must be completed by the student.
- If the student is splitting the internship between two terms, the work between each term, including the portfolio and journals and paperwork must be entirely different.
- **Please review the Academic Misconduct Policy:** <https://studentlife.oregonstate.edu/studentconduct/academicmisconduct>
- **Any information used from websites, books, and other sources must be properly cited using APA citation.**

## FERPA

To meet a student's educational needs, it is necessary on occasion for information about the student's personal situation or academic performance to be shared between the site and the academic program which may otherwise be protected under The Family Educational Rights and Privacy Act (FERPA). More information about FERPA can be obtained at <http://registrar.oregonstate.edu/privacy-records>.

The Learning Agreement includes a section in which the student can waive their FERPA rights to assist with the internship process. The student can either initial that section to waive their rights or not initial it, with the understanding that it may affect the internship process.



## **Double Degree Students: Education with Health as the content mastery and Public Health with HPHB as the option**

The policy below applies to students who are:

- In the Education Double Degree program in the College of Education with the following as their two majors:

**First Major:** Education with Health as the Content Mastery selection

**Second Major:** Public Health, with an option in Health Promotion and Health Behavior

### **Internship Requirements with Student Teaching**

- Students will be able to count half of their internship hours with the student teaching by meeting the requirements below. Coaching and PE classes cannot be counted as hours.
- Complete H476 and H419 at least one term before the student teaching begins.
- Prior to the student teaching, create a plan for distributing the internship credits that will be incorporated into the student teaching in coordination with the Public Health Undergraduate Internship Coordinator, CPHHS Advisor, COE advisor, and the school you will be placed. Determine how many credits to register for each term.
- The student will meet with their placement school at least one term before starting the internship, to complete Learning Agreement and discuss Public Health projects that will fulfill the internship requirement and learning competencies.
- The Learning Agreement will be emailed to the Public Health Undergraduate Internship Coordinator by Wednesday of Week 8, the term prior to the internship, to receive an override to register for the internship. If the projects and preceptor stay the same, the Learning Agreement does not have to be resubmitted each term. If the preceptor and projects change, the Learning Agreement will have to be resubmitted each term of the internship.
- During the student teaching hours the student will complete 2-3 write-ups total to include in the Portfolio.
- Each write-up will consist of a 2-3 page double-spaced analysis of public health evidence based programs that correlate to a specific lesson plan topic (mental health promotion, bullying, substance abuse prevention, etc. For the remaining internship hours, the student will complete Public Health projects, and the paperwork and assignments for each internship term.

## **Double Option Students:**

The policy below applies to students who are doing two of the three options (HMP, HPHB, GEN)

### **Internship Requirements for Double Option Public Health majors**

- Students will be able to complete 540 hours for the internship, 18 credits to fulfill the double option internship requirement.
- Complete prerequisites for the options at least one before starting the internship that would be split over two terms.
- Work with the Public Health Undergraduate Internship Coordinator and CPHHS Advisor to decide best option for splitting up credits and to identify appropriate internship sites.
- The student would identify an internship site that would fulfill at least 2 competencies for each of the two options listed on the Learning Competencies form. The competencies would need to relate to appropriate activities that would equate to approximately 270 hours each to equal 540 hours total.
- The student would complete the required paperwork as indicated in the Internship Manual for two terms, in addition to two Learning Competencies Forms, each term to ensure their projects and competencies are equally divided between the two options.

## Internship Site Selection Checklist

Check the following as you complete them!

- ☐ **Assess Yourself**  
Identify your career goals, populations you like to work with, skills you want to enhance, health issues you are interested in.
- ☐ **Network!**  
Go to networking events, including career fairs, and be proactive! Consider doing job shadows and/or informational interviews. Make sure you are on the Internship Listserv. Contact the Internship Coordinator if you are not.
- ☐ **Identify a Location**  
Decide if you want to do an international internship, out-of-state, in-state.
- ☐ **Research Sites**  
Spend time researching sites that match your interests. Do job shadows, informational interviews, and networking. Look at the suggested site list on the Internship Website.
- ☐ **Internship Manual Policies and Procedures**  
Review the Internship Policies and Procedures, including the section on Affiliation Agreements. Please note, we can only create an affiliation agreement with a site if they will provide internships for students in the future.
- ☐ **Application Process**  
Follow the internship site's application requirements. If you are unclear about anything on their application, call the contact listed for the process, every organization lists a contact for questions.
- ☐ **If There is No Application Process**  
Locate the volunteer coordinator or internship coordinator listed on the website; contact them by email or phone. Your initial conversation/email should be similar to a cover letter (see example on the Career Services Website or use the H407 Email Draft assignment). Make sure to include why you are interested in them, **personalize** your responses as much as possible to their specific organization.
- ☐ **Background Check, Drug Test, Etc.**  
Ask if there is a background check, drug test, and/or immunization requirements, and who covers the costs. Some sites make students pay.
- ☐ **Follow-Up**  
If you have not heard back within 3-5 business days, follow up using the mixed methods approach with a phone call or email. Sites can get busy, so following up is appropriate and important.
- ☐ **Plan In Advance**  
It is normal to apply to 2-3 internships. When choosing a site, **MAKE SURE YOU ARE CERTAIN BEFORE YOU COMMIT TO ONE!!!** When you are offered an internship, you can ask them to have time to think about it and get back to them with an answer. Do not accept an internship and then later decline it to take another one.

## Does the Internship Fit the Requirements?

### HMP Requirements

To identify if the site fits with HMP, the activities need to include at least 3 of the following:

- ☐ **Health Administrative Activities**  
Assist with administrative activities in a health facility
- ☐ **Health Surveys**  
Conduct quality improvement surveys and evaluate results
- ☐ **Strategic Planning**  
Develop and/or coordinate a strategic action plan for a health organization
- ☐ **Health Policy**  
Revise/assist with health related policies or procedures at a health organization
- ☐ **HMP Document Revision or Development**  
Revise/develop forms for the health related agency/organization
- ☐ **Content Specific Activities**  
Work on topic specific projects: finance, budgeting, Medicare, Medicaid, reimbursement, compliance, quality improvement, Lean
- ☐ **Professional Development**  
Professional Development Activities (attending conferences, doing job shadows, observing staff/committee meetings, informational interviews)
- ☐ **Other**  
Please contact Internship Coordinator for approval of other activities

## HPHB Requirements

To identify if the site fits with HPHB, the activities need to include at least 3 of the following:

- ☐ **Program Planning, Implementation or Evaluation**  
Develop, implement and/or evaluate a health-related program in different settings (schools, shelters, community organizations, etc.)
- ☐ **Health Outreach**  
Develop and/or coordinate a health outreach event or health fair  
Provide health-related outreach education
- ☐ **Health Surveys or Needs Assessments**  
Perform a needs assessment and/or develop a survey
- ☐ **Health Research/Policy**  
Research health related information; work on health policy related activities
- ☐ **Develop Health Education Materials**  
Develop health education material (brochures, PowerPoint presentations, posters, flyers, etc.)
- ☐ **Health Communication**  
Work on a health campaign, with messaging, social media, and health communication
- ☐ **Professional Development**  
Professional development activities (attending conferences, doing job shadows, observing staff/committee meetings, informational interviews)
- ☐ **Other**  
Please                      Coordinator for approval of other activities

## General Option Requirements

To identify if the site fits with EOH/ESH, the activities need to include at least 3 of the following:

- ☐ Public Health data collection, analysis, and/or dissemination of results
- ☐ Public health programmatic and administrative activities
- ☐ Public Health research activities
- ☐ Health Equity outreach, education, awareness activities
- ☐ Health Equity assessment, surveys
- ☐ Public Health policy activities
- ☐ Health equity education materials development and distribution
- ☐ Public Health program planning, implementation and/or evaluation
- ☐ **Professional Development**  
Professional development activities (attending conferences, doing job shadows, observing staff/committee meetings, informational interviews)
- ☐ **Other**  
Please contact Internship Coordinator for approval of other activities

## What Does Not Count for the Internship?

- **Working with faculty on campus:** Internships have to be with community partners, campus centers such as Student Health Services, OCHI, CAPS or HSRC. Working with a faculty (not extension in the community) would be considered more individualized work that would count as a project or a practicum.
- **Coaching, athletic training,** and/or anything exercise science related
- **Daycare:** only taking care of children
- Activities that are not listed under your option
- Door to door soliciting
- Clinical (CNA, taking blood pressure, vitals, working on patients, etc.)
- Paramedic/Firefighter/Police Officer/First Responder ride-alongs, medical calls, etc.

## Suggested Skills to Develop During the Internship



The following skills are just a suggested list that can make you stand out when applying for future jobs, please feel free to develop your own ideas!

1. **Certifications:** Ask your preceptor what some common certifications in your field are, and if you qualify to get certified. (Food Handler's License, First Aid, etc.)
2. **Grant writing:** Either ask your preceptor if you can get experience doing this at your internship, or find ways to pick up this skill that are at no or low cost to you.
3. **Computer skills:** Learn a new program or software, such as mastering Excel.
4. **Motivational Interviewing (HPHB only):** Try to develop this skill at no or low cost to you.
5. **Public speaking:** Ask to present at meetings or join a public speaking group.
6. **Learn about and understand:** LEAN, EPIC, ICD-10 coding and EMR (for HMP only).
7. **Join committees or professional organizations:** Be active in them!
8. **Attend city/county/health department committee meetings:** Look them up in your area, they are open to the public, free and are a wonderful way to network with professionals in the field!
9. **Second language integration:** Use or learn a second language, this could include medical terminology
10. **Conflict resolution/problem solving trainings:** See if you can find any that are free on this topic!
11. **Social media and marketing skills:** Using health communication and promotion messaging to reach populations.
12. **Learn specific health policies:** Learn ones that are relevant to your interests and possibly create policy briefs, to use as work samples during the application or interviewing process.
13. **Volunteer:** Time commitments can vary and this is a great way to pick up additional experience.



## Checklist: One Term Internship

Check the following as you complete them:

☐ **Learning Agreement**

No later than Wednesday of Week 8 before internship term by 11:59pm

**Note:** This will allow you to get an override to register for H410 by the start of the internship term.

☐ **Learning Competency Form**

Wednesday of Week 2 of the academic term, by 11:59pm

☐ **Midway Progress Report**

Wednesday of Week 5 of the academic term, by 11:59pm

☐ **Final Evaluation and Portfolio**

Tuesday of Finals Week by 11:59pm

Please Note:

- All forms need to be **uploaded directly** to Canvas.(No faxing, hard copies or mailed copies)
- The deadlines are according to the **academic term calendars**.
- **Reminder:** Final requirements need to be done by **Tuesday of Finals Week to assign a final grade**.

## Checklist: Two Term/Split Term Internship

Check the following as you complete them:

- ☐ **Learning Agreement (First term only unless changing sites)**  
No later than Wednesday of Week 8 before internship term by 11:59pm  
**Note:** This will allow you to get an override to register for the internship by the start of the internship term.
- ☐ **Learning Competency (First term, and then second term, only if there are changes)**  
Wednesday of Week 2 of the academic term, by 11:59pm
- ☐ **Midway Progress Report (Both Terms)**  
Wednesday of Week 5 of the academic term, by 11:59pm
- ☐ **Final Evaluation and Portfolio (Both Terms, first term is a rough draft)**  
Tuesday of Finals Week by 11:59pm

Please Note:

- All forms need to be **uploaded directly** to Canvas.(No faxing, hard copies or mailed copies)
- The deadlines are according to the **academic term calendars**.
- **Reminder:** Final requirements need to be done by **Tuesday of Finals Week to assign a final grade**.



## Weekly Hours Sheet

Due Tuesday of Finals Week

INTERN WEEKLY HOURS TEMPLATE		
<p>Please note: This template can be modified to best fit the needs of the internship site and projects. HOURS SPENT ON INTERNSHIP FORMS AND PORTFOLIO CAN BE COUNTED AS INTERNSHIP HOURS, ALONG WITH INTERNSHIP TRAININGS, MEETINGS, ETC.</p>		
Week	Activities	Total Hours For the Week
<i>Each line below is a week, (Week 1, Week 2, etc). Dates can also be entered.</i>	<i>Briefly list or describe the activities you engaged in during each week.</i>	<i>Enter the total amount of hours</i>
1.		
2.		
3.		
4.		
5.		

6.		
7.		
8.		
9.		
10.		
11.		

# Professional Portfolio

## Instructions:

- This is an example, replace the current information with your own. **Remove all template instructions and rubric, as well as the optional professional development section if you did not complete it.**
- Expand on the sections, and make it thorough, with detail.
- You can go all out and design it in a more professional way. Your time on your portfolio counts as internship hours.
- The intent of the portfolio is for it to help you in the future, so you can show it at job interviews, career fairs, etc. so make sure to make it your own and something that will be helpful to you.
- It is due the **Tuesday of Finals week** in Canvas.
- If you are **splitting your internship between two terms**: the first term is a draft that is submitted Week 11, and the second term is the final draft of the portfolio, submitted Week 11. When the draft is submitted the first term, you do not need to meet the page requirements listed for the sections, those will be for the final draft in the second term.

## PORTFOLIO GRADING RUBRIC

	<b>Exemplary (25 pts)</b>	<b>Good (20 pts)</b>	<b>Acceptable (15 pts)</b>	<b>Unacceptable (10 pts)</b>
<b>Criteria &amp; Requirements (25 points possible)</b>	Student completed all required sections to the full extent as stated in directions for each. All required pieces of the portfolio are present. Student properly documented professional development hours (if applicable).	The majority of the requirements were met. There are some minor errors with required sections. Most of the directions were followed.	More than half of the requirements were met. There are some errors with required sections and documentation.	Less than half of the requirements were met. There were significant errors with required sections and documentation.
<b>Ideas &amp; Content (25 points possible)</b>	Language and ideas are visibly different from those of the portfolio template. Original thoughts and documents added by the student.	Most of the language and ideas are visibly different from those of the portfolio template. Original thoughts and documents added by the student.	Some of the language and ideas are visibly different from those of the portfolio template. Thoughts and ideas added by student are mostly their own.	Very little difference between language and ideas from portfolio template and student's portfolio. Few thoughts and ideas are the student's own.
<b>Organization &amp; Professional Appearance (25 points possible)</b>	The ideas are arranged logically according to the portfolio template and all sections are in order. Details added by the student fit logically in the section in which they are provided. Can be followed easily by the reader. Professional appearance, ready to present for a job interview.	Most of the ideas are arranged logically in each section according to the portfolio template. There may be some minor issues with appearance and details, provided by the student and which section they are placed in. Can mostly be followed by the reader.	More than half of the portfolio consists of ideas that are arranged logically according to the portfolio template. There may be issues with appearance and details provided by the student and the order of details. Can mostly be followed by the reader.	Less than half of the portfolio consists of ideas that are arranged logically according to the portfolio template. There are issues with appearance and details provided by the student and the order of the details. The reader has trouble following. There are many unclear details.
<b>Writing Process (25 points possible)</b>	Free of basic errors in grammar, punctuation and spelling. Evidence of proof-reading, proper editing and APA format.	The portfolio has minimal grammar, punctuation and/or spelling errors. Potential lack of proof-reading, adherence to APA format or editing to correct such areas.	The portfolio has a moderate amount of grammar, punctuation and/or spelling errors. Potential lack of proof-reading, adherence to APA format or editing to correct such areas.	There are significant issues with APA format, grammar, punctuation and/or spelling errors. Lack of proof-reading or editing to correct such areas is evident.

**Total: /100**



# Oregon State University

## College of Health

Professional Portfolio

YOUR NAME HERE

YOUR INTERNSHIP TERM HERE

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## **Section I:**

### **Professional Resume (Including your internship)**

## John Health

555 student Drive, Portland, Oregon 97374

(541)555-555

[student@onid.orst.edu](mailto:student@onid.orst.edu)

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<b>Education</b>	<i>Oregon State University</i>	<i>Corvallis, OR</i>
	Bachelor of Science	2011-2015
	<ul style="list-style-type: none"><li>▪ Public Health with Option in Health Management and Policy</li></ul>	
<b>Relevant Courses</b>	Introduction to Health Care Management Introduction to the Health Care System Introduction to Health Policy Health Care Marketing Advanced Topics in Health Care Management	
<b>Skills</b>	Proficient in Spanish HIPAA Compliant Proficient in Microsoft Excel, Word, PowerPoint ICD-9 Proficient CPR/First Aid Certified (2011-current)	
<b>Experience</b>	Program Assistant	2011-2013
	<i>Health Information Management Co.</i>	<i>Tangent, OR</i>
	<ul style="list-style-type: none"><li>▪ Provided high quality service to customers.</li><li>▪ Trained new and prospective employees.</li><li>▪ Developed office patient protocol for office.</li><li>▪ Created a strategic planning manual.</li></ul>	

Cashier	2009-2011
<i>Market of Choice</i>	<i>Eugene, OR</i>

Received payment by cash, check, credit cards, vouchers, or automatic debits.

Answered customers' questions, and provide information on procedures or policies as well as resolving customer complaints.

Calculated total payments received during a time period, and reconcile this with total sales.

- Monitored checkout stations to ensure that they have adequate cash available and that they are staffed appropriately.

## **Volunteer**

### **Experience**

Clinic Volunteer	2011-Current
<i>Health Team Clinic</i>	<i>Corvallis, OR</i>

- Assist with patient check in
- Provide translation of forms into Spanish for patients.
- Manage new intake patient forms.
- Organize and maintain patient medical records.

## **References**

Available Upon Request

## **Section II:**

### **Reflection of Term Specific Internship Experience**



## **Reflection of Public Health Internship Experience**

**LIST THE TERM HERE**

**INSTRUCTIONS: FOR THE FIVE SECTIONS BELOW, PROVIDE HEADINGS FOR EACH SECTION, LABELED ACCORDING TO THE WORDS IN CAPS.**

**NOTE:** IF YOU ARE SPLITTING YOUR INTERNSHIP BETWEEN TWO TERMS, THE FIRST TERM IS A ROUGH DRAFT AND THE SECOND TERM IS A FINAL DRAFT. IF YOU ARE DOING TWO DIFFERENT SITES, YOU STILL DO THE PAGE REQUIREMENTS STATED DOWN BELOW AND IT IS UP TO YOU HOW MUCH YOU WANT TO DISCUSS BOTH SITES IN THAT PAGE LIMIT.

- 1. INTERNSHIP ANALYSIS:** Provide a detailed analysis of your overall internship experience, what you liked the most about it, what was challenging and the overall lessons you learned from the experience. **At least two full pages, double spaced.**
- 2. DESCRIPTION OF INTERNSHIP PROJECTS:** Select at least two projects/activities, provide a description of both and the skills you obtained from each. (One of these projects/activities will be the one you upload in Section III as your internship example of work). **At least two full pages, double spaced.**
- 3. APPLICATION OF COURSEWORK:** Discuss two examples of how you applied your coursework to your internship. **At least two full pages, double spaced. If you use information from a textbook or other source, please site the source using APA format.**
- 4. BENEFITS OF INTERNSHIP:** Discuss how your internship experience relates to your future career/professional goals and the benefits of the internship with your plans after graduation. **At least one full page, double spaced.**
- 5. REFERENCES:** Include sources such as the organization's website, academic textbook or other professional sources using APA format.
- 6. For the entire portfolio, please review the Academic Misconduct Policy:**  
<https://studentlife.oregonstate.edu/studentconduct/academicmisconduct>

**Make sure to count the hours you spend on your portfolio in your total on the Final Evaluation Form!**

### **Section III:**

#### **Internship Example of Work**

## Internship Example of Work Instructions

- Each student must include **at least** one example of their work from their internship that they would like to use to showcase their skills. If you are doing two sites, you can still upload just one example from one site or you can choose to upload two, one from each site.
- Please do not include an example that is confidential and that contains sensitive patient/personal information.
- This sample should be something that the student feels is the best representation of what they have learned, includes some of their best research, and is something that they are proud of.
- **This example you choose will be described in Section II.**

### TWO WAYS TO INCLUDE YOUR EXAMPLE:

1. **Insert (copy and paste) your selected work sample(s) in place of this section of the portfolio. If your example is an event and you are uploading a picture, please make sure it was thoroughly described in Section II and you had a major role in the event.**
2. **Save it as a separate file and upload to Canvas with your portfolio.**

## **Section IV:**

### **CliftonStrengths Internship Analysis**





## CliftonStrengths Internship Analysis Instructions

- Reflect on your strengths from the CliftonStrengths assessment (you can go to the Gallup website to retrieve your strengths report if you completed it in H407/H419 or you can purchase the book or access code online).
- Each student must select **at least two** of their strengths to analyze. If you are splitting your internship between two terms, you must choose different strengths each term.
- For each strength complete the following **(1-2 full pages double spaced per strength)**:

1. Strength #1: \_\_\_\_\_

2. Definition of the strength (in your own words):

3. How you have continued to develop and enhance this strength during your internship (use specific examples).

1. Strength #2: \_\_\_\_\_

2. Definition of the strength (in your own words):

3. How you have continued to develop and enhance this strength during your internship (use specific examples).

<b>CliftonStrengths Evaluation</b> Please rate your experience with the CliftonStrengths during this internship experience					
<b><i>Evaluate CliftonStrengths according to the following:</i></b>	<b>Strongly Agree</b>	<b>Agree</b>	<b>Neutral</b>	<b>Disagree</b>	<b>Strongly Disagree</b>
It has allowed me to appreciate my unique strengths					
It helped me with identifying an appropriate internship site					
It has allowed me to further understand and explore my real talents during my internship					
It has allowed me to gain more awareness and confidence in my abilities during my internship.					
It is helping me to identify jobs that fit with my strengths					
It has helped me with clarifying my professional goals					

**Section V:**

**Optional Professional Development Section**

**If you did not complete any professional development hours during your internship this term, remove this section.**

**There is not an hours limit for this section**



## **Professional Development Option**

Below is an extensive list of professional development related activities that you can do for additional hours. Make sure to choose ones that will be most beneficial to you and your long-term and short-term professional goals.

- Professional skills development including needs assessments, literature reviews, grant writing, cultural competency trainings, data analysis trainings, software, website design trainings, Excel trainings, etc.
- Online free courses that relate to your public health interests or are related to transferrable skills (Coursera has some great free courses on leadership and other topics: <https://www.coursera.org/browse/personal-development> ).
- Tulane University also has many wonderful free courses on leadership and other topics: <https://pace.tulane.edu/ephoc/content/course-bundles>
- Trainings, workshops or webinars on structural racism, cultural competency, social justice, racial justice, etc.)
- Life-career planning activities to help with transition and goals after graduation (workshops on developing strong resumes, cover letters, interviewing skills, workshops on graduate school preparation, career assessments, workshops on career identification, job shadowing, informational interviews, etc.)

- Networking activities and events
- LinkedIn Profile creation or updating
- Mental health awareness, skill training, and support
- Reading career/public health related books (send title and author to Internship Coordinator for approval first, it can be Ebooks, Audiobooks, paperback, etc.

### **Optional Professional Development Section Instructions**

**Include the following with each professional development activity you do:**

- Provide a description of what you did.
- Include website links, or additional information, which can be copies of agendas, schedules, etc.
- This section needs to be **at least one page double spaced for each activity.**

**Hours Completed:** put the total amount of hours here



# Midway Progress Report

## Instructions:

- This form is to be completed by the **student and the preceptor**. Even if you are splitting your internship, the forms need to be completed and uploaded every term!
- Complete the form and **upload it in Canvas by the Wednesday of Week 5 at 11:59 pm.**
- Please make sure completed documents are clear and easy to read.
- **Don't forget that the preceptor and intern need to initial the form at the end!**

INTERNSHIP INFORMATION			
Preceptor's Name		Date	
Organization			
Intern's Name			
Total Internship Hours to Date*		*Including time spent on paperwork and professional development so far.	

1. **Student and Preceptor:** Please briefly describe how both of you have discussed the internship and expectations. How has it been going for the first five weeks? What are some goals/expectations for both of you for the final five weeks of the internship term?

## Intern's Work Performance (this section to be completed by preceptor)

Please rate the intern's work performance.

	Exceeds Expectations	Meets Expectations	Developing	Does Not Meet Expectations	N/A
Ability to work in a team					
Problem-solving skills					
Written Communication skills					
Strong Work Ethic					
Verbal Communication Skills					
Leadership skills					
Shows initiative					
Analytical/Quantitative skills					
Flexibility/Adaptability					
Detail-oriented					
Interpersonal skills					
Computer skills					
Organizational skills					
Planning skills					
Professionalism					
Quality of work					
Overall Performance					

**Preceptor/Internship Site Evaluation (to be completed by the student)**

Please rate your preceptor(s) and site experience.

<b><i>Evaluate the preceptor and the site according to the following:</i></b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Developing</b>	<b>Does Not Meet Expectations</b>	<b>N/A</b>
Provides me with adequate training and resources.					
Provides challenging and beneficial work assignments					
Gives adequate and timely feedback on projects/assignments					
Is readily available for clarification or questions					
Is able to meet with me on a weekly basis and discuss areas of improvement					
This position is helping me to make maximum use of my academic training					
Allows me to effectively demonstrate my ability to work in professional setting					
Encourages professional development opportunities					
Is providing a comprehensive understanding of the internship site/organization					

### Optional Zoom Midway Meeting

Since it is now halfway through the term, there is the option to schedule a short Zoom meeting between



the **Preceptor(s), Student and Internship Coordinator.**

**Would you like to schedule a Midway Zoom Meeting?**

\_\_\_\_ Not at this time but if it changes, we will reach out to you!

\_\_\_\_ Yes, that would be great to check in and discuss the internship so far!

Below are specific days and times (PST) in the next week that we could do a short Zoom meeting. (Please specify if you would like a **15, 30 or 45 minute meeting**)

**TERMS AND ACKNOWLEDGEMENT**

Please **initial** below. **Initials can be typed or handwritten. The specified person needs to initial in the proper space and consent to the terms of this form. Please see the Academic Dishonesty website for more information: <http://studentlife.oregonstate.edu/studentconduct/academic-dishonesty>**

**INTERN:**

\_\_\_\_ INITIAL: I agree and I acknowledge that the information on this form is true and complete.

**PRECEPTOR 1:**

\_\_\_\_ INITIAL: I agree and I acknowledge that the information on this form is true and complete.

**PRECEPTOR 2 (If applicable):**

\_\_\_\_ INITIAL: I agree and I acknowledge that the information on this form is true and complete.

**Date:**



**Weekly Hours Sheet**

### INTERN WEEKLY HOURS TEMPLATE

Please note: This template can be modified to best fit the needs of the internship site and projects.  
HOURS SPENT ON INTERNSHIP FORMS AND PORTFOLIO CAN BE COUNTED AS INTERNSHIP HOURS, ALONG  
WITH INTERNSHIP TRAININGS, MEETINGS, ETC.

Week	Activities	Total Hours For the Week
<i>Each line below is a week, (Week 1, Week 2, etc). Dates can also be entered.</i>	<i>Briefly list or describe the activities you engaged in during each week.</i>	<i>Enter the total amount of hours</i>
3.		
4.		
3.		
4.		
5.		

**SMART Goal(s) for Internship: Provide your updated SMART goal down below. It can be the same, modified, or completely revised. A SMART goal is: Specific, Measurable, Attainable/Achievable, Realistic/Relevant and Timely.**

**Example SMART goals:**

1. Increase communication skills by delivering a health education outreach presentation at a staff meeting before the end of the internship term.
2. Gain experience in healthcare administration for graduate school by completing a project on quality improvement by the end of the internship term.
3. Understand the field of emergency preparedness by revising the current plan for the organization and receiving input from my preceptor to create a final version by end of the term.
4. To be competitive in the public health job market after graduation by successfully completing a large-scale health literacy project in my internship and communicating with my preceptor about employment options in the public health field after my internship.



**Oregon State University**  
**College of Health**

**Final Evaluation Page 1**

# Final Evaluation

**Instructions:**

- This form is to be completed by the student and the preceptor.
- Complete the form and **upload it in Canvas by the Tuesday of Finals Week at 11:59pm**. Even if you are splitting your internship, the forms need to be completed and uploaded every term!

Revised 3/21/24

- Please make sure the form is saved as a pdf, doc, or docx.
- **Don't forget that the preceptor and intern need to initial the form at the end!**

INTERNSHIP INFORMATION			
Preceptor's Name		Date	
Organization			
Intern's Name			
Are you splitting your internship?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list the terms:		
Total Internship Hours to Date*		*Including time spent on paperwork, portfolio, optional professional development, and optional journals.	

**Preceptor and Intern:** Please describe how you both discussed the overall internship, performance, evaluations and expectations.

<b>Intern's Work Performance (this section to be completed by preceptor)</b> Please rate the intern's work performance.					
	Exceeds Expectations	Meets Expectations	Developing	Does Not Meet Expectations	N/A
Ability to work in a team					
Problem-solving skills					
Written Communication skills					

Strong Work Ethic					
Verbal Communication Skills					
Leadership skills					
Shows initiative					
Analytical/Quantitative skills					
Flexibility/Adaptability					
Detail-oriented					
Interpersonal skills					
Computer skills					
Organizational skills					
Planning skills					
Professionalism					
Quality of work					
Overall Performance					

<b>Preceptor/Internship Site Evaluation (to be completed by the student)</b> Please rate your preceptor(s) and site experience.					
<b><i>Evaluate the preceptor and the site according to the following:</i></b>	<b>Exceeds Expectations</b>	<b>Meets Expectations</b>	<b>Developing</b>	<b>Does Not Meet Expectations</b>	<b>N/A</b>
Throughout the entire internship, the site provided me with adequate training and resources.					
Provided challenging and beneficial work assignments					

Gave adequate and timely feedback on projects/assignments					
Was readily available for clarification or questions					
Was able to meet with me on a weekly basis and discuss areas of improvement					
This position helped me to make maximum use of my academic training					
Allowed me to effectively demonstrate my ability to work in professional setting					
Encouraged professional development opportunities					
By the end of the internship term, I had a comprehensive understanding of the internship site/organization					

**What are your plans after graduation?**

## INTERN WORK PLAN

Please provide an update on your projects from the Work Plan on the Learning Competency Form and how these projects and activities corresponded to the competencies you selected. The competencies, projects, and/or activities must be the same as those listed on the Learning Competency Form.

Competency	Project/Activity	Project Outcomes
<i>List the competencies you selected from Form C down below.</i>	<i>Describe the project or activities you participated in to achieve this competency.</i>	<i>Please describe the status of this project (For example: If it was an event, when was it held? If it was a program, was it implemented?)</i>
1.		
2.		
3.		

INTERN WORK PLAN Continued		
Competency	Project/Activity	Project Outcomes
<i>List the competencies you selected from Form C down below.</i>	<i>Describe the project or activities you participated in to achieve this competency.</i>	<i>Please describe the status of this project (For example: If it was an event, when was it held? If it was a program, was it implemented?)</i>
4.		
5.		

<p><b>SMART Goal(s) for Internship: Provide your updated SMART goal (from Midway Progress Report) down below. It can be the same, modified, or completely revised.</b></p>
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**SMART Goal(s) from Midway Progress Report:**

Briefly provide an update regarding achieving this goal(s).

#### TERMS AND ACKNOWLEDGEMENT

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**PRECEPTOR 2 (If applicable):**

\_\_\_\_ INITIAL: I agree and I acknowledge that the information on this form is true and complete.

**Date:**



**Oregon State University**  
College of Public Health  
and Human Sciences

## Weekly Hours Sheet

### INTERN WEEKLY HOURS TEMPLATE

**Please note: This template can be modified to best fit the needs of the internship site and projects.  
HOURS SPENT ON INTERNSHIP FORMS AND PORTFOLIO CAN BE COUNTED AS INTERNSHIP HOURS, ALONG**

Revised 3/21/24

WITH INTERNSHIP TRAININGS, MEETINGS, ETC.		
<b>Week</b> <i>Each line below is a week, (Week 1, Week 2, etc).            Dates can also be entered.</i>	<b>Activities</b> <i>Briefly list or describe the activities you engaged in during each week.</i>	<b>Total Hours For the Week</b> <i>Enter the total amount of hours</i>
5.		
6.		
3.		
4.		
5.		
INTERN WEEKLY HOURS TEMPLATE Continued		
<b>Week</b> <i>Each line below is a week, (Week 1, Week 2, etc).            Dates can also be entered.</i>	<b>Activities</b> <i>Briefly list or describe the activities for the week.</i>	<b>Total Hours For the Week</b> <i>Enter the total amount of hours</i>

6.		
7.		
8.		
9.		
10.		
11.		