SPH 495: Public Health Internship (variable 1 – 5, max 15) Syllabus

Course Coordinator:
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Health Sciences F-361D
hinchd@uw.edu
206-221-7822

Course Description:
This is a Credit/No Credit course in which you have the opportunity to earn academic credit for integrating an internship experience with academic work. It is intended to be both practical and educational. You will match to a local, state or federal public health agency, a not-for-profit organization or a private sector company, for:

- Supervised application of public health practice
- Supervised observation and experience in public health programming

Course Objectives:
This internship is intended to provide students with an opportunity to:

- Understand the context in which public health work takes place and apply theoretical concepts of the classroom to the realities of the field
- Communicate, network, and work effectively with public health professionals
- Think critically about the role of agencies/not-for-profits/companies in defining and addressing public health problems
- Identify, analyze and effectively communicate about a public health issue

Academic Project Details
Final projects must answer an academic question that is raised by or related to the on-site experience. Each academic assignment is expected to demonstrate a similar level of effort and time invested. Students will complete the assignment during the quarter in which they are completing their internship.

Academic Project Options
This academic project can be completed in a number of ways, including:
1. An Academic Paper:
   - A review of current literature focused on a public health issue or topic of your choice.
   - Page length corresponds to number of credits (see chart below). Minimum of four primary, peer reviewed journal articles must be used.
2. An issue brief: A concise paper (two pages) summarizing research and integrating infographics to communicate to a defined audience about a specific topic. Sections would include:
   - Introduction to the issue and its impact
   - Background information and population-level data
   - Evidence of importance
   - Conclusion: Outline a recommendation for action including supporting data
   - References: Minimum of four primary, peer-reviewed journal articles must be used

3. An academic poster¹: Academic posters are a summary of what you did, how you did it, an analysis of a pertinent public health issue, and next steps. Most are divided into the following sections:
   - Overview: Where you worked, what you did, how you did it
   - Public Health Issue: Research-based overview of a public health issue relevant to the population and/or agency
   - Recommendation: What could be done, agency next steps
   - Conclusion: What you learned through the experience
   - References: Minimum of four primary, peer-reviewed journal articles must be used

4. Communication materials designed for a popular media platform. Examples include:
   - An article for the Huffington Post
   - An op-ed for the Seattle Times
   - A podcast
   - A Youtube video
   - A marketing campaign
   - Materials must integrate research, minimum of four primary, peer reviewed journal articles must be used

5. A policy analysis²:
   - Identify and provide background on a relevant public health issue
   - Identify an appropriate policy solution:
     - Describe policy options
     - Assess policy options
     - Prioritize policy options and make a recommendation
   - Develop a strategy for furthering adoption of the policy solution
   - References: Minimum of four primary, peer reviewed journal articles must be used

Canvas Discussions:
Students enrolled in SPH 495 will engage online with their peers three times during the quarter to reflect on and discuss experiences and progress towards academic goals. Discussions will take place in weeks 2, 6 and 10.

Week 2
1. Upload a 1-page document outlining your agency (mission, programs), position description and on-site internship goals
2. In a (200-250 word) discussion post, respond to the following:
   a. What are you most looking forward to most as you begin your internship?
   b. How do you think this internship is relevant to your learning as a public health student?

² http://www.cdc.gov/policy/analysis/process/analysis.html#problem
3. Comment on two other students’ discussion posts; specifically noting any similarities between the work that you will be doing at your internship site and that of your peer(s).

**Week 6**
1. Upload a 1-page outline of your final project/paper, including: intended audience, format (paper, issue brief, etc...), topic (thesis or research question to be explored), and reference list
2. Provide constructive feedback/suggestions to two of your peers around their topic and chosen format
3. In a (200-250 word) discussion post, respond to the following: which of your goals do you feel have been met, which do you think are still going to be met, and which (if any) have changed?

**Week 10**
1. Upload your final project
2. Focusing on the projects of two of your peers, respond to the following questions:
   a. After reading this project, what stands out to me is...
   b. This project expands my understanding of public health because...
3. In a (200-250 word) discussion post, reflect on the following:
   a. What public health knowledge or skills did you apply throughout your work at your site?
   b. How has this experience expanded your understanding of the concepts you have learned in the classroom?

**Grading**
In order to receive credit, you need to be an active participant in online discussions, complete an academic assignment, and fulfill your required internship hours. Hours spent on your academic project DO NOT COUNT towards your required internship hours. SPH 495 is a regular University of Washington class subject to University guidelines including, but not limited to: tuition and fees, registration policies, and grading standards.

It is the Course Coordinator’s responsibility to submit the student’s grade. The Course Coordinator will not submit the student’s grade until a satisfactory academic assignment is completed and the site supervisor has confirmed satisfactory internship performance.

**Credits**
You are eligible to earn 1-5 credits of SPH 495 per quarter (repeatable up to 15 credits) and may apply a maximum of five credits of SPH 495 towards your Public Health Major.

Determine how many credits should be earned based on the number of hours you will be working at your internship site and the length of academic paper/project you plan to complete. **If choosing to do a final project in lieu of a paper, exact requirements will be discussed with course coordinator.** Additionally, the Course Coordinator is available to help students discuss drafts and help with revisions.

*Minimum requirements for credit based on a 10-week quarter*

<table>
<thead>
<tr>
<th>Credits</th>
<th>Weekly Hours</th>
<th>Total Hours at Internship</th>
<th>Academic project option</th>
<th>Final Paper</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>3</td>
<td>30</td>
<td>Any one project</td>
<td>5 pages</td>
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<tr>
<td>2</td>
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<td>3</td>
<td>9</td>
<td>90</td>
<td>Any 2 projects</td>
<td>7-10 pages</td>
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<td>4</td>
<td>12</td>
<td>120</td>
<td>Any 2 projects</td>
<td>7-10 pages</td>
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You, the Course Coordinator, and Your Site Supervisor

You: You are responsible for securing an internship, organizing a plan with the Course Coordinator, finding a Site Supervisor, and communicating the SPH 495 expectations to both parties. You are also responsible for completing your required internship hours, submitting an academic assignment that meets your Course Coordinator’s expectations, and maintaining correspondence with both your Course Coordinator and Site Supervisor.

Course Coordinator: The Course Coordinator will be available and able to help you process your internship experience and shape your academic assignment. They will be reviewing your academic assignment and submitting your credit to Academic Records. It is your responsibility to schedule meetings with the Course Coordinator and ensure that you understand their expectations. It is also your responsibility to ensure that the Course Coordinator and Site Supervisor are in contact with each other.

Site Supervisor: Your Site Supervisor should be the person who directly oversees your work at your internship. You and your Site Supervisor should be making explicit arrangements concerning overall goals, projects, duties, hours, and other expectations. Your Site Supervisor will need to verify that you have completed your required hours by confirming this with the Course Coordinator.

What is the purpose of the Academic Project?

According to University of Washington policy, students cannot earn credit for internship hours alone. Instead, you earn credit for using your internship to deepen your academic learning as you draw connections between the classroom and your field experiences. You can think of your internship as the textbook for SPH 495. You don’t get credit for reading the textbook; you get credit for what you do with it in your academic project. The academic project is the equivalent of the exams, essays, and other assignments that you would be expected to complete in a UW course.

How do I register?

Completed Learning contract must be turned in to the Public Health Major, Health Sciences F-332. Once approved, staff will register you. Turning in SPH 495 paperwork after the 5th day of the quarter will result in a University-assigned fee of $20. The absolute deadline to submit your application and signed learning contract is the third week of every quarter.

How do I get credit?

SPH 495 is a Credit/No Credit course. You will receive credit after the Course Coordinator receives your satisfactory academic project and confirms with your site supervisor that you have satisfactorily completed your internship. If you have questions about your grade after the date that grades are posted (as designated on the UW Academic Calendar), please contact the Course Coordinator. on the UW Academic Calendar, please contact the Course Coordinator.
SPH 495: Public Health Internship
Site Supervisor Guidelines

Thank you for taking the time to sponsor a University of Washington student. SPH 495: Public Health Internship is one option for University of Washington students interested in earning academic credit for work based around internships. These guidelines were created to clarify the Site Supervisor’s responsibilities to the student and SPH 495. Please review these guidelines and contact us if you have any questions.

What am I required to do?
As a Site Supervisor for SPH 495, you have five key responsibilities:
1. Meet with the student prior to the internship to outline position description and goals
2. Meet with the student regularly to monitor progress towards internship goals
3. Verify that the student completes the correct amount of hours according to the number of credits they are registered for
4. Keep in contact with the student’s faculty sponsor throughout the quarter if you have any questions or concerns about your student intern
5. Complete an evaluation of the student’s experience and share with both the student and the faculty sponsor

How many hours is the student required to complete?
The following chart details how many hours a student intern must complete in order to receive internship credit for SPH 495:

<table>
<thead>
<tr>
<th>Credits</th>
<th>Weekly Hours at Internship</th>
<th>Total Hours at Internship</th>
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<td>15</td>
<td>150</td>
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How do I contact my student intern’s faculty sponsor?
At the beginning of the quarter, your student intern should provide you with contact information for his or her Course Coordinator. You will also receive correspondence from the Course Coordinator at the end of the quarter asking you to evaluate the student’s internship performance. If you have questions or concerns about your intern throughout the quarter, you should contact the Course Coordinator.

Course Coordinator:
Deb Hinchey, Senior Lecturer | Health Sciences F-361D | hinchd@uw.edu | 206-221-7822
SPH 495 Public Health Internship Application

- Please type or print neatly and **fill out application entirely**
- Make an appointment to meet with the Course Coordinator to review the application
- Submit completed form and learning contracts to the Public Health Major, Health Sciences F-332
- Public Health Major Advisers will register you for SPH 495
- Turning in paperwork after the 5th day of the quarter will result in a registration late fee
- Students who wish to drop the course must contact the Public Health Major Program Office

**Personal Information**

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<th>Quarter:</th>
<th>Student #:</th>
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<th>First Name:</th>
<th>Last Name:</th>
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<th>Other Names Used:</th>
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<tr>
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**Organization Information**

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<th>Name of Supervisor:</th>
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<tr>
<th>Supervisor Email:</th>
<th>Supervisor Phone:</th>
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**Additional Internship Information**

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<th>Number of Hours per week at site:</th>
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<td><strong>You must spend at least 3 hours per week for each credit you plan to earn.</strong></td>
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<th>Number of Credits to be earned (1-5):</th>
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<th>Position is:</th>
<th>Volunteer</th>
<th>Paid at the rate of:</th>
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**Signature:**

In signing this form, I certify that the statements I have made are complete and true to the best of my knowledge.

*SPH 495 is subject to all University of Washington Guidelines, Including but not limited to Tuition and Fees, Registration, and Grading Standards.*
SPH 495 Public Health Internship Learning Contract
To be completed by: Student and Site Supervisor

<table>
<thead>
<tr>
<th>Student First Name:</th>
<th>Last Name:</th>
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Number of Hours per week at site:

**Learning Goals:** What will the student intern learn as a result of this internship experience? How will these goals relate to the student’s academic work in the School of Public Health at the University?

**Job Description:** What are the student intern’s responsibilities working with this organization? What public health issue/problem will be explored and how will their internship contribute to the community/work of your agency?

**Site Supervision:** How will the student intern and the Site Supervisor evaluate the student’s work and progress?

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**By signing below, both the Student and the Site Supervisor confirm that they have discussed these items.**

<table>
<thead>
<tr>
<th>Student signature:</th>
<th>Date:</th>
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*I have read and I understand this Learning Contract, as well as the SPH 495 Course Guidelines.*

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<tr>
<th>Site Supervisor signature:</th>
<th>Date:</th>
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*I have read and I understand this Learning Contract, as well as the SPH 495 Site Supervisor Guidelines provided to me by the student.*
SPH 495 Public Health Internship Learning Contract

Student and Course Coordinator

Student First Name: ___________________________ Last Name: ___________________________

Number of Hours per week at site: ___________________________

1. Academic Guidance: Based your learning goals, what are two or three potential topics or public health problems that you would like to explore for a final paper or project? Note: these topics should be areas of interest that are relevant to or raised through your experience at your site.

2. Final assignment: What format do you intend to pursue (paper, issue brief, poster, etc...)?

3. Sources: What are some potential sources that you would consult in order to complete your academic paper or project? Reminder: for all assignments, you must consult a minimum of four peer-reviewed journal articles.

By signing below, both the Student and the Course Coordinator confirm that they have discussed these items.

Although reasonable steps to provide the student with trained and skilled supervisors, it should be understood this internship is not without risks. In signing this learning contract, the student acknowledges inherent hazards and risks, including but not limited to physical injury and death, and assumes those beyond control of the University staff. In case of emergency, I, the student, give my consent for emergency medical treatment and agree to pay for any charges not covered by my personal health insurance.

Student signature: ___________________________ Date: ___________________________

I have read and I understand this Learning Contract, as well as the SPH 495 Course Guidelines.

Course Coordinator signature: ___________________________ Date: ___________________________

I have read and I understand this Learning Contract, as well as the SPH 495 Course Coordinator Guidelines.

SPH 495 students: please provide a copy of your signed, completed learning contract to the Course Coordinator, site supervisor, and keep a copy for yourself. Turn in the original signed forms to the Public Health Major, Health Sciences F-332.