

**TEXAS A&M UNIVERSITY - COMMERCE**  
**Department of Health and Human Performance**



**HHP Internship Courses**  
**HHPH 495 Internship in Public Health**  
**COURSE SYLLABUS: Fall 2024**

**INSTRUCTOR INFORMATION**

Instructor/Internship Coordinator: Rachel Aumann, MSW, MPH  
Office Hours: MWF 11:00am to 12:30 pm and by appointment  
Cell Phone: 650-776-6096  
University Email Address: [rachel.aumann@tamuc.edu](mailto:rachel.aumann@tamuc.edu)  
Preferred Form of Communication: Email  
Communication Response Time: 24 - 48 hours

**COURSE INFORMATION**

**Required Text:** Public Health Internship Manual

**COURSE DESCRIPTION**

**Student Learning Outcomes**

1. To broaden student understanding of the functioning of public health related organizations.
2. To integrate public health and/or health promotion theory with real life practice.
3. To analyze the role of public health and health promotion in various settings.
4. To gain an understanding of the organization, administration, program activities, and problems of public health related organizations.
5. To improve student skills through on-the-job training, by allowing the student to assume specific responsibilities for planning, implementing, administering, and evaluating a program.

*The syllabus/schedule are subject to change.*

## COURSE REQUIREMENTS

### **BEFORE INTERNSHIP SEMESTER:**

1. **Internship approval** -- must be approved one week before the semester start date. Submitted via email to faculty advisor to be approved.
2. **Complete an Internship Application/Cooperative Education Form** – final version must be signed by you, your internship supervisor before you start the internship. This will be automatically be routed to the email address you provide for your site supervisor.

### **KEY REQUIREMENTS DURING REGISTERED INTERNSHIP SEMESTER**

#### **1. Prepare Work Plan**

- a. Complete in cooperation with your Site Supervisor within two weeks of starting internship. This will be what determines your internship focus and project objectives, and it should include final project information.
- b. A final work plan must be finalized and approved (signed) by your supervisor and coordinator by the time you hit your 80-hour mark. *This should clearly also outline your selected NCHEC competencies and the final internship deliverables.*
- c. This should clearly outline your selected 3 NCHEC competencies and corresponding internship goals/ objectives. Use template provided
  - i. This will be what determines your internship focus and project objectives and will be updated/referenced throughout internship.
  - ii. Final version must be signed by your site supervisor before being turned in

#### **2. Monthly Coordinator Meetings**

- a. Meet **every month** with your Internship Coordinator to discuss progress of internship.
- b. *Be sure to submit your updated internship progress documents 24 hours prior to scheduled meeting.*

#### **3. Supervisor Progress Meetings: Mid & Final Evaluations**

- a. Meet with your Site Supervisor at least **two** times to discuss the progress of your internship and complete a midterm evaluation and a final evaluation.
- b. *Your Site Supervisor must submit these directly to the internship coordinator*

#### **4. Final Internship Experience Report & Presentation**

- a. Prepare and complete the Final Internship Experience Report and submit final showcase documents to D2L by the date provided on D2L. Be sure to follow the directions provided. This report will also provide documentation of your final project and deliverables.

***\*Be sure to look at D2L to see how these will be submitted.***

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## STUDENT RESPONSIBILITIES and Tips for Success in this Course

1. You must complete 360 hours at your internship site between the first and last days of class or you will have to retake this course.
  - Being fired from your internship is an automatic fail in the internship course and you will be required to retake the course the following semester at a new internship site.
  
2. Be responsive and stay in contact with your internship coordinator and site supervisor throughout the semester.
  - You are responsible for keeping up with your internship hours and scheduling the various check-in sessions with both site supervisor and internship coordinator.
  
3. Always be respectful and professional in your attitude, communication, and appearance.

## GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%      B = 80%-89%    C = 70%-79%    D = 60%-69%

F = 59% or Below

## GRADE BREAKDOWN

*Due dates based on internship hours & progress.*

**(Late submission of your assignments will result in a 50% grade deduction)**

**NOTE: This includes internship & class assignments**

Assessment	Pts.
<b>Pre &amp; Post Internship Assessment (10 + 10)</b>	20
<b>*Workplan &amp; Internship Plan Sheet (30 + 15)</b>	45
<b>*Timesheets (7 x 10 pts)</b>	70
<b>*Progress Reports (2 x 30 pts)</b>	60
<b>Group Class Meetings (5 x 10pts) (Virtual)</b>	50
<b>Evaluations (see D2L)</b>	
Mid-term Evaluation & Final Evaluation (15 + 15)	30
Professional Development Assignments (3 x 15 pts)	45
Project Management Reflection	50
<b>Final Internship Experience Report</b>	15
<b>Final Internship Showcase (Presentation)</b>	80
<b>TOTAL POINTS POSSIBLE</b>	<b>465 points</b>

### Assessments:

- A. Professional Development Assignments (5 x 10 pts)
- B. Project Management reflection (1 x 50 pts)
- C. Internship Project Assignments:
  - a. Workplan to outline your internship duties and deliverables

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- b. Bi-Monthly timesheets
- c. Final Internship Experience Report
- d. Final Internship Showcase Presentation & Deliverables
- B. Internship Progress Assignments:
  - a. Internship Progress Reports
  - b. Virtual class meetings (5 total, including presentation showcase)
  - c. Monthly Meetings with internship coordinator (June & July)
- C. Internship Evaluations
  - a. Pre and Post internship assessments
  - b. Mid-Term & Final Evaluation from your Site Supervisor
  - c. Evaluation from your Coordinator based on monthly progress

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## **ACCESS AND NAVIGATION**

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## **COMMUNICATION AND SUPPORT**

If you have any questions or are having difficulties with the course material, please contact your Instructor.

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## **Technical Support**

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

## **Interaction with Instructor Statement**

You are welcome to email me with questions or concerns; however, there are some caveats associated with email that you must remember:

1. A reasonable response time is 24 - 48 business hours.
2. Questions emailed on weekends may not receive a response until the next work week begins.
3. As the instructor, I reserve the right to answer emailed questions in a direct email/ D2L announcement post to everyone for the benefit of all students.
4. Please be courteous and professional in all of your interactions with fellow classmates, internship site supervisor and internship coordinator.

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Syllabus Change Policy**

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### **University Specific Procedures**

#### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

#### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

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<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)  
[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

### **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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## **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

## **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

## **A&M-Commerce Supports Students' Mental Health**

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel)

## **Mental Health and Well-Being (NEW RESOURCE)**

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

