

EAST TEXAS A&M UNIVERSITY
Department of Health and Human Performance



HHP Internship Courses
HHPH 495 Internship in Public Health
COURSE SYLLABUS: Summer I/II 2025
*Note that this course is 10 weeks (the full summer)

INSTRUCTOR INFORMATION

Internship Coordinator: Rachel Aumann
Office Hours: By appointment (in-person, phone, virtual)
Cell Phone: 650-776-6096
Email Address: rachel.aumann@tamuc.edu
Preferred Form of Communication: Email
Communication Response Time: 24 - 48 hours

COURSE INFORMATION

Required Text: None

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 Agreement/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 40-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. Coordinator Meetings

- a. You will meet with your Internship Coordinator 1:1 to review progress towards your final project. These meetings are called “Check-in Meetings”
These meetings will occur in mid-June and again in mid-July
- b. *Be sure to submit your “Check-in Package” presentation the day before your Check-in Meeting.*

3. Supervisor Progress Meetings: Mid & Final Evaluations (*these meetings are with your supervisor, your internship coordinator (Professor Aumann) and you*)

- 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, Competency Matching & Presentation

- a. Prepare and complete the Final Internship Experience Report and Competency Matching assignment 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.***

The syllabus/schedule are subject to change.

STUDENT RESPONSIBILITIES

Tips for Success in this Course

1. You must complete 240 hours OVERALL between the first and last days of class or you will have to retake this course. The work you complete for class is INCLUDED in the 240 hours. This means that the hours of your internship will likely be 180-200 hours for the summer and the work for the class will be 40 to 60 hours.
 - ▶ Being fired from your internship is an automatic fail in the internship course.
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.

NOTE: This includes internship & class assignments

Assessment	Pts.
Syllabus Quiz/Expectations Agreement (Module O)	45
Pre & Post Internship Self-Assessment (10 + 10)	20
*Workplan	30
*Timesheets (5 x 10 pts)	50
*Check-in Meetings/Check-in Presentations (2 x 25 pts)	50
Group Class Meetings (5 x 10pts) (Virtual)-Attendance Discussions	50
Mid-term & Final Evaluations (15 + 15)-Meeting & Forms	30
Professional Development Assignments (3 x 25)	75
Project Management Reflection (LinkedIn Learning)	50
Final Presentation	150
Final Internship Experience Report	25
Competency Mapping Assignment	25
TOTAL POINTS POSSIBLE	600 points

Assessments:

- A. Professional Development Assignments (3 x 25 pts)
- B. Project Management reflection (1 x 50 pts)
- C. Internship Project Assignments:
 - a. Workplan to outline your internship duties and deliverables (1 x 30 pts)

The syllabus/schedule are subject to change.

- b. Bi-Weekly timesheets (5 x 10 pts)
 - c. Final Internship Experience Report (25 pts)
 - d. Competency Mapping Assignment (25 pts)
 - e. Final Internship Showcase Presentation & Deliverables (150 points)
- B. Internship Progress Assignments:
 - a. Virtual class meetings (5 total, including presentation showcase)
 - b. Check-in Meetings with internship coordinator (June & July)
 - i. Internship Progress Presentations
- C. Internship Evaluations
 - a. Syllabus Quiz & Expectations Agreement
 - b. Pre and Post internship assessments
 - c. Mid-Term & Final Evaluation from your Site Supervisor
 - d. Evaluation from your Coordinator based on progress

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

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.

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 ETAMU 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.

Technical Support

The syllabus/schedule are subject to change.

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>

ETAMU 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>

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

The syllabus/schedule are subject to change.

Academic Integrity

Students at East Texas A&M University 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

East Texas A&M University

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

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

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

Nondiscrimination Notice

East Texas A&M University 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

The syllabus/schedule are subject to change.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University 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 East Texas A&M University 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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M University- Supports Students' Mental Health

The Counseling Center at East Texas A&M University, 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

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.

