

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



HHPH 495 Internship in Public Health
COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Internship Coordinator: Rachel Aumann
Office Hours: By appointment (in-person, phone, virtual)
Virtual Drop-in OH: Wednesdays @ 5 pm
Cell Phone: 650-776-6096 (put this in your phone)
Email Address: rachel.aumann@etamu.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.

COURSE REQUIREMENTS

BEFORE INTERNSHIP SEMESTER:

1. **Internship approval** -- must be approved one week before the semester start

The syllabus/schedule are subject to change.

date. Submitted via email to internship coordinator (Rachel Aumann) to be approved.

2. **Complete an Internship Agreement** – final version must be signed by you and your internship supervisor before you start the internship.

KEY REQUIREMENTS DURING REGISTERED INTERNSHIP SEMESTER

1. Prepare Work Plan

- a. In cooperation with your Site Supervisor and Internship Supervisor, complete a DRAFT and then FINAL Work Plan. This document will be your road map for your final project objectives, deliverables and tasks. *This should clearly also outline your selected NCHEC competencies.*

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 late mid-September, late October and early December
- b. *Be sure to submit your “Check-in Slides” presentation the day before your Check-in Meeting.*

3. Supervisor Progress Meetings: Mid-term & Final Evaluation Forms & Mid-term Evaluation Meeting (*this meeting is with your supervisor, your internship coordinator (Professor Aumann) and you*)

- a. Meet with your Site Supervisor **THREE (3)** times to discuss the progress of your internship.
- b. Attend a midterm evaluation meeting in mid-October. YOU schedule this meeting.
- c. *Your Site Supervisor must submit a mid-term and final evaluation form directly to the internship coordinator (Rachel Aumann)*

4. Final Internship Experience Report, Competency Matching & Presentation

- a. Prepare and complete the Final Internship Experience Report and Competency Mapping assignment.
- b. Prepare and present your final presentation during finals week.

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

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 may need to retake this course. Work you complete for class is INCLUDED in the 240 hours. This means the hours of your internship likely equal 200-210 hours. The coursework for the class will be 30 to 40 hours. We track hours via time sheets submitted every two weeks. Your internship supervisor MUST sign-off on your time sheets.
 - ▶ Being fired from your internship will result in failing the course.

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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.
 - ▶ If you are non-responsive for more than 72 hours (excluding weekends) the internship coordinator may give you a failing grade for this course. This is a professional experience and therefore it is expected that you maintain regular communication.
3. Always be respectful and professional in your attitude, communication, and appearance. Remember, you represent ETAMU and your internship site EVEN when you are not at school or at your internship. Social media matters.

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

Assessments/Graded Items	Pts.
Syllabus Quiz/Expectations Agreement (Module O)	45
Pre-Internship Self-Assessment (BEFORE)	20
*Work Plan DRAFT (10 pts) & FINAL (30 points)	40
*Timesheets (7 x 10 pts)	70
*Check-in Meetings/Check-in Presentations (3 x 25 pts)	75
Group Class Meetings (5 x 25 pts) (Virtual)-Attendance Discussions	125
Mid-term Evaluation Meeting & Evaluation Form	30
Final Evaluation Form	15
Professional Development Assignments (4 x 25)	100
Public Health Showcase (in Dallas; Friday 10/18 10-3 pm)	100
Post Internship Self-Assessment (AFTER)	20
Final Presentation (12/9 3:00-5:30 pm)	150
Final Internship Experience Report	40
Competency Mapping DRAFT (10 points) FINAL (20 points)	30
TOTAL POINTS POSSIBLE	860 points

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Assessments/Graded Items:

- A. Professional Development Assignments (4 x 25 pts)
- B. Internship Project Assignments:
 - a. Work Plan to outline your internship duties and deliverables; DRAFT and FINAL (1 x 40 pts)
 - b. Bi-Weekly timesheets (7 x 10 pts)
 - c. Final Internship Experience Report (40 pts)
 - d. Competency Mapping Assignment; DRAFT and FINAL (30 pts)
 - e. Final Internship Showcase Presentation & Deliverables (150 points)
- B. Internship Progress Assignments:
 - a. Virtual class meetings (5 total, including presentation showcase)---points for attending and then completing the Attendance Discussions
 - b. Check-in Meetings with internship coordinator (Sept, Oct and Dec) (3 x 25 pts)
 - i. Check-In Meeting Slides
- C. Internship Evaluations
 - a. Syllabus Quiz & Expectations Agreement (45 pts)
 - b. Pre and Post internship assessments (2 x 20 pts)
 - c. Mid-Term & Final Evaluation from your Internship Supervisor (2 x 15 pts)
 - d. Mid-term Evaluation Meeting (1 x 15 pts)
 - e. Evaluation from your Coordinator based on progress

MY Ai Policy for this Class

There may be occasion to utilize generative Ai in this course for specific assignments. If the assignment states that you may use Ai, I will give instructions on how you should use Ai and this will be directed at learning a specific skill. If the instructions say NOT to use Ai, it is expected that the work you submit reflects YOUR OWN writing or properly (APA formatted) references.

You are MORE THAN WELCOME to use Ai to help you better understand real-world applications of the public health competencies, key terms or to conduct research (however you should always verify that the sources being pulled by Ai are credible and legitimate). If you have questions about the use of Ai, please ask. You will not be penalized for asking.

If I suspect that Ai was used in the completion of an assignment where you are asked not to use it, I reserve the right to grade the assignment as a ZERO. You may be given the opportunity to redo the assignment using your own writing but you must reach out to discuss the assignment with me first.

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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

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.

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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 Procedure 13.99.99.R0.01](#).

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

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

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>

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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

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.

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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.

