

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



**HHP Internship Courses**  
**HHPH 537 Applied Practice Experience**  
**COURSE SYLLABUS**

**INSTRUCTOR INFORMATION**

Instructor/Internship Coordinator: Dr. Elizabeth Wachira, Associate Professor  
Office Location: Dallas Northpark Site (Room 2068)  
Office Hours: Virtual Appointment - Scheduled Appointments\*  
Office Phone: 903-886-5349  
Office Fax: 903-886-5365  
University Email Address: [Elizabeth.Wachira@etamu.edu](mailto:Elizabeth.Wachira@etamu.edu)

Preferred Form of Communication: **Email; Scheduled appointments**  
Communication Response Time: 48 business hours

**COURSE INFORMATION**

**Required Text:** Public Health Internship Manual

**COURSE DESCRIPTION**

**Student Learning Outcomes**

1. To broaden student understanding of the functioning of sport and health related organizations.
2. To integrate sport management and health promotion theory with real life practice.
3. To analyze the role of sport management and health promotion in various settings.
4. To gain an understanding of the organization, administration, program activities, and problems of sport and 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 MPH competencies and the final internship deliverables.*
- c. This should clearly outline your selected 3-5 MPH 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 the 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 personally*

#### **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

### International Students

Any international student completing an internship off campus (paid or unpaid) must have approved CPT authorization from the Office of International Programs before starting their internship.

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. See schedule on last page for more*  
**(Late submission of your assignments will result in a 50% grade deduction)**

Assessment	Pts.
<b>Pre &amp; Post Internship Assessment</b>	20
<b>*Work plan</b>	30
<b>*Timesheets</b>	40
<b>*Monthly Progress Reports (3x20)</b>	60
<b>Monthly Meetings</b>	45
<b>Evaluations</b>	55
Mid-Term Eval (15 pts)	
Final Eval (15 pts)	
Coordinator Eval (25 pts)	
<b>Final Internship Experience Report</b>	25
<b>Final Internship Showcase</b>	70
<b>TOTAL POINTS POSSIBLE</b>	<b>345 points</b>

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**Assessments:**

- A. Internship Project Assignments:
  - a. Workplan to outline your internship duties and deliverables
  - b. Bi-Monthly timesheets
  - c. Final Internship Experience Report
  - d. Final Internship Showcase Presentation & Deliverables
- B. Internship Progress Assignments:
  - a. Monthly progress reports and activity logs
  - b. Monthly Meetings with internship coordinator
- C. Internship Evaluations
  - a. Mid-Term & Final Evaluation from your Site Supervisor
  - b. 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@etamu.edu](mailto:helpdesk@etamu.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.

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## **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.
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.etamu.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>

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## **ETAMU Attendance**

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

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

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

[Graduate Student Academic Dishonesty Form](#)

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

<http://www.etamu.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@etamu.edu](mailto:studentdisabilityservices@etamu.edu)

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

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

### **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.etamu.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.etamu.edu/counsel](http://www.etamu.edu/counsel)

### **Mental Health and Well-Being**

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.

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<http://telusproduction.com/app/5108.html>

## **AI Use Policy**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed. (See Course Specific AI Policies)\*

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.10 [Graduate Student Academic Dishonesty](#)

### **\*Course Specific AI Policies**

Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace and ensure you are learning foundational knowledge. This foundational knowledge is what equips you with theoretical knowledge that can help you accurately assess the credibility and validity of any content related work you come across (publications, websites or AI generated responses). This policy ensures that students are actively engaging with the material and honing their own skills rather than relying on automated tools to generate writing that requires content specific knowledge to help develop critical thinking skills

- Therefore, in this class, AI use for generating writing is prohibited. This course assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do any of the writing of an assignment for them, which includes hiring a person or a company to write assignments and using artificial intelligence tools like Copilot, ChatGPT and Google Bard.

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- If editing platforms including AI or Grammarly are used to help revise and edit your original work, you are required to submit two separate versions to the written assignment link (1) your original un-edited work and (2) the final version that includes the revised grammar corrected AI generated writing/text. If these two versions are different in regards to content, it will be assumed that AI was used for content generation and the graduate school policies and procedures for academic dishonesty will be followed (13.99.99.R0.10 [Graduate Student Academic Dishonesty](#) )

\*Edited from IOWA Office of Teaching, Learning and Technology.  
See AI Policy Document in D2L for more

## INTERNSHIP WORKSHEET

Complete and submit this to D2L by end of FIRST week of semester

Due dates are based on your start date and internship hours.

*This assignment worksheet will be your syllabus "schedule" to help you keep track of due dates*

<b>Name:</b>	
<b>Email:</b>	
<b>Start Date:</b>	
<b># hours/week:</b>	
Expected # weeks:	
Expected 60 hour Mark:	
Expected Mid- Semester (180 hours):	
Expected Finish Date (360 hours):	

Assignment		Expected due dates	Submitted by	Grade (points)
Pre-Internship Assessment	By first week		Student	10
Work plan	Initial draft by hour 60 Final draft by hour 80		Student	30
Time Sheets	Every 2 week		Student	40
Internship Progress Report	Monthly		Student	60
Monthly coordinator Meetings**	Monthly		Student	
Mid-Term Evaluation*	By 180 hours		Supervisor	15
Final-Term Evaluation	By 360 hours		Supervisor	15
Post-Internship Assessment	By due date on D2L		Student	10
Final Experience Project & Presentation**	Documents due by due date on D2L		Student	95
*Student is responsible for scheduling mid-term evaluation meeting between the site supervisor and ETAMU internship coordinator.  **Dates for these meetings will be selected & determined by the first week of the semester				345

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