

Public Health-Global Health: Health Education Health Promotion Internship (SPH 495) Application

Public Health-Global Health Majors seeking a **Health Ed Health Promotion Option** are required to earn SPH 495 Internship Credit that aligns with entry-level competencies under the [Seven Areas of Responsibility](#) for the [Certified Health Education Specialist \(CHES\) Exam](#)

The internship component is intended to provide Health Ed Health Promotion students with an opportunity to:

- Understand the context in which Health Education and Health Promotion work takes place and apply theoretical concepts of the classroom (Specifically the HSERV 343,344,345 series) to the realities of the field
- Set goals and gain career readiness skills
- Reflect and explore the impact identity and privilege have on community work, as well understanding that individual identity intersects with other identities to impact community work, both within organizations as well as in larger community settings
- Communicate, network, and work effectively with health education and health promotion professionals
- Gain experience in understanding the health education needs of a population or community
- Gain a deeper understanding of health education and health promotion programs and priorities
- Learn about the impact of health education and health promotion initiatives on communities

Guidance and Steps for SPH 495 Internship Credit:

1. Determine the quarter in which you will complete your internship. Begin planning for your internship a minimum of two quarters in advance.
2. Think about the goals you want to accomplish through your internship: What skills and experiences do you want to gain? What health ed and health promotion work do you want to explore in a professional setting? What type of an environment do you want to work in?
3. Attend a resume workshop (in person or online) through the Career & Internship Center. Attend leadership events (on and off campus) through Husky Leadership Initiative, diversity trainings and/or cultural events around Seattle.
4. There isn't one "right place" to find an internship. Use UW Handshake, the SPH opportunities pages, the SPH Undergraduate Blog, your PH-GH advisers, your peers, alumni, and your own professional network to research potential internship locations that match your goals. Start by looking for organizations that match your interests; not just places that have internship postings. Some organizations are very willing to create an internship if they don't have one posted! Generate a list of opportunities that interest you.
5. Set up an advising appointment to discuss your internship goals. The PH-GH adviser will provide an initial review of your potential sites and guidance regarding next steps.
6. Apply to posted internships and reach out to locations that interest you but do not have posted positions. If positions are open to Health Ed Health Promotion students exclusively, they will be directly advertised to you. Assume a position is open to *all students* otherwise.
7. Once you have secured an internship, finalize your schedule and position description with your internship site and complete **Part 1: Personal Information** and **Part 2: On Site Learning Contract and Signature Page**
8. Review the [SPH 495 Syllabus](#) and Meet with the Internship Instructor: **Anjulie Ganti** for final approval of your selected internship site: E-mail: anjulie@uw.edu. **Complete Part 3: Your Academic Learning Contract and Signature Page**
9. Submit the SPH 495 application to phgh@uw.edu, including: Part 1: Personal Information; Part 2: On Site Learning Contract and Signature Page; and Part 3: Your Academic Learning Contract and Signature Page. The deadline to submit is the first day of the quarter in which you plan to enroll.
10. Submit the signed Academic Learning Contract page to complete your application.
11. The PH-GH advisers will enroll you in SPH 495. You will receive SPH 495 and engage with students in an online course who are conducting a diverse range of internships. Your site supervisor will provide health ed and health promotion related support and guidance.

SPH 495 is subject to all University of Washington guidelines, including but not limited to tuition and fees, registration, and grading standards.

Public Health-Global Health Internship (SPH 495) Application

Part 1: Personal Information:

Quarter:

Student #:

First Name:

Last Name:

Other Names Used:

Best Phone #:

UW Email:

Organization Information

Name of Organization:

Internship Title:

Internship Location:

Name of Supervisor:

Supervisor Email:

Supervisor Phone:

Internship Information

Number of Hours Per Week at Site:

You must spend at least 3 hours per week for each credit you plan to earn.

Number of Credits to be earned (1-5):

Position is:

• Unpaid

• Paid at the rate of:

Student Responsibilities:

Students are responsible for securing an internship, an appropriate site supervisor, and to coordinate with the course coordinator in advance of the quarter for which they plan to earn credit. You are also responsible for completing the SPH 495 online course and academic project.

Health Ed and Health Promotion Option students are not guaranteed an internship and are required to follow the best practices above to seek and secure an internship.

The following chart details how many hours a student intern must complete in order to receive internship credit for SPH 495: **Minimum requirements for credit based on a 10-week quarter**

Credits Weekly Hours at Internship Total Hours at Internship

Credits	Weekly Hours	Total Hours at Internship
1	3	30
2	6	60
3	9	90
4	12	120
5	15	150

Part 2: SPH 495 Internship On Site Learning Contract To be completed by Student and Site Supervisor

Site Supervisor: Your Site Supervisor should be the person who directly oversees your work at your internship. You and your Site Supervisor should make explicit arrangements concerning your Academic and Professional Learning goals, projects, duties, hours, and other expectations. Your Site Supervisor will need to verify that you have completed your required hours and submit a final intern evaluation with the Course Coordinator.

Position Description: What are the student intern’s responsibilities working with this organization?
How will their internship contribute to the community/work of your agency?

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

Academic and Professional Learning Goals:

Health Ed Health Promotion students are required to write 3 professional development goals and identify at least two of the Seven Areas of Responsibility that they will seek to address:

- Area I: Assess Needs, Resources and Capacity for Health Education/Promotion
- Area II: Plan Health Education/Promotion
- Area III: Implement Health Education/Promotion
- Area IV: Conduct Evaluation and Research Related to Health Education/Promotion
- Area V: Administer and Manage Health Education/Promotion
- Area VI: Serve as a Health Education/Promotion Resource Person
- Area VII: Communicate, Promote, and Advocate for Health, Health Education/Promotion, and the Profession

Professional Development:

Discuss areas that you’d like to grow in and how those areas might align with the work you’ll be doing at your internship. Identify specific goals for growth using the: [NACE Career Readiness Competencies](#)

Public Health Connection: Review the entry-level competencies under the [Seven Areas of Responsibility](#) for the [Certified Health Education Specialist \(CHES\) Exam](#) here. With your supervisor, identify how the work you will be doing could align with the Areas and affiliated Competencies. *This is a starting point, you will review this with the Course Coordinator and it’s okay to revise as you go*

Site Supervisor Signature Page

By signing below, both the Student and the Site Supervisor confirm that they have discussed and co-created the SPH 495 Public Health Internship On Site Learning Contract and the statement below.

Supervisor:

By signing below, I acknowledge that I:

- Collaborated with my intern to develop their learning goals, responsibilities, and a schedule that meets their needs and those of the internship site
- Will be intentional in creating a welcoming learning environment for my intern
- Agree to meet on a regular basis (preferably weekly) with my intern
- Complete an evaluation of the student's experience and share with both the student and the faculty sponsor
- Will fulfill the terms of this agreement to the best of my ability

Contacting the faculty sponsor:

At the beginning of the quarter, your student intern should provide you with contact information for their Course Coordinator. You will also receive correspondence from the Course Instructor 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 Instructor.

Course Coordinator: Anjolie Gonti, Senior Lecturer | Rait Hall 331B | anjolie@uw.edu | 206-221-7822

Site Supervisor signature: _____

Date: _____

I have read and I understand this Learning Contract, as well as the SPH 495 Site Supervisor Guidelines provided to me by the student.

Student:

By signing below, I acknowledge that I:

- Collaborated with my supervisor to develop learning goals, responsibilities, and a schedule that meets my needs and those of the internship site
- Will be professional – punctual; polite; and respectful of my supervisor and the policies, regulations, and rules of both the employer and the UW
- Will fulfill the terms of this agreement to the best of my ability

Assumption of Risk:

I acknowledge that there are certain risks inherent in internships, including but not limited to physical injury or death. I acknowledge that not all risks can be prevented and I assume those risks beyond the knowledge and control of the University staff. I represent that I am able, with or without accommodation, to participate in the Internship, to use the equipment and/or supplies required, and have obtained any required immunizations and health examinations.

Should I require emergency medical treatment as a result of accident or illness arising from work on the Internship, I consent to such treatment. I acknowledge that the University of Washington does not purchase health and accident insurance for students. I agree to be financially responsible for any medical bills incurred as a result of working on the Internship, unless the Internship Employer has purchased workers compensation coverage on my behalf. I acknowledge that I have been advised to purchase medical insurance, and have been provided with information about the insurance options available to me (www.uw.edu/ship/affordable-care/). I will provide the Internship Employer with written information regarding medical conditions about which emergency medical personnel should be informed.

Student signature: _____

Date: _____

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

Part 3: SPH 495 Public Health Internship Academic Learning Contract
Draft to be completed by Student and reviewed with Faculty Sponsor

The Faculty Sponsor will help you reflect on your internship experience and shape your academic project. They will be reviewing your reflections in SPH 495 and final academic project and submitting your credit to Academic Records. It is also your responsibility to ensure that the Course Instructor and Site Supervisor are in contact with each other regarding your final internship evaluation. Review the syllabus and outline for projects here: [SPH 495 Syllabus](#)

Student First Name:

Last Name:

Number of Hours per week at site:

1. Academic Guidance: In conjunction with your **Academic and Professional Learning Goals** set with your Supervisor, what are health education / health promotion related topics or problems that you would like to explore for a final project? Note: these topics should be areas of interest that are relevant to or raised through your experience at your site.

2. In what ways might your internship challenge you and your understanding of, or experience with, diversity, equity, inclusion, power, privilege and/or oppression? (**Modified from UW ECO Major Internship Handbook, 2018*)

3. In consultation with the Internship Instructor – provide a brief outline of your final project, options are available in the SPH 495 Syllabus, which you will review with the instructor and revise throughout the quarter / duration of your internship.

4. Sources: What are some potential sources that you would consult in order to complete your final project? Reminder: for all assignments, you must consult a minimum of four peer-reviewed journal articles and should also include primary / community based sources as well such as interviews, community guidelines, reports, speeches, op eds, etc. as possible.

Faculty Sponsor Signature Page

By signing below, both the Student and the Faculty Supervisor confirm that they have discussed and co-created the SPH 495 Public Health Internship Academic Learning Contract and the statement below.

Supervisor:

By signing below, I acknowledge that I:

- Collaborated with my intern to develop their learning goals, responsibilities, and a schedule that meets their needs and those of the internship site
- Will be intentional in creating a welcoming learning environment for my intern
- Agree to meet on a regular basis (preferably weekly) with my intern
- Complete an evaluation of the student's experience and share with both the student and the faculty sponsor
- Will fulfill the terms of this agreement to the best of my ability

Contacting the Site Supervisor:

At the beginning of the quarter, your student intern should provide you with contact information for his or her Site Supervisor. You will need to contact the Site Supervisor at the end of the quarter asking you to evaluate the students' internship performance. If the Site Supervisor has questions or concerns about their intern throughout the quarter, it is their responsibility to contact you as needed.

Faculty Sponsor signature: _____

Date: _____

I have read and I understand this Learning Contract, as well as the SPH 495 Site Supervisor Guidelines provided to me by the student.

Student:

By signing below, I acknowledge that I:

- Collaborated with my Faculty Sponsor to create my Academic Learning Goals
- Will fulfill the terms of this agreement to the best of my ability
- Will engage fully with peers in the SPH 495 Course

Assumption of Risk:

I acknowledge that there are certain risks inherent in internships, including but not limited to physical injury or death. I acknowledge that not all risks can be prevented and I assume those risks beyond the knowledge and control of the University staff. I represent that I am able, with or without accommodation, to participate in the Internship, to use the equipment and/or supplies required, and have obtained any required immunizations and health examinations.

Should I require emergency medical treatment as a result of accident or illness arising from work on the Internship, I consent to such treatment. I acknowledge that the University of Washington does not purchase health and accident insurance for students. I agree to be financially responsible for any medical bills incurred as a result of working on the Internship, unless the Internship Employer has purchased workers compensation coverage on my behalf. I acknowledge that I have been advised to purchase medical insurance, and have been provided with information about the insurance options available to me (www.uw.edu/ship/affordable-care/). I will provide the Internship Employer with written information regarding medical conditions about which emergency medical personnel should be informed.

Student signature: _____

Date: _____

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