



**TEXAS WOMAN'S**  
UNIVERSITY

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# Health Studies & Public Health Internship/Practicum Manual

HS 4126 – Internship in Health Education

HS 5003 - Internship/Professional Affiliation in Health  
Promotion

PUBH 6973 – Public Health Practicum

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## Table of Contents

Introduction	3
Overview of Internship	3
Vaccine Requirement Information	4
Health Insurance	4
Pre-Internship Eligibility and Compliance Requirements	4
Internship Deadlines	5
Checklist of Pre-Internship Eligibility and Compliance Requirements	5
Retention of Site-Specific Pre-Internship Compliance Documents	9
Internship Requirements	9
Internship Objectives	9
Procedures for Arranging Internship	10
Approved Internship Sites	11
Out-of-Area Internship Sites	13
Internship Timeline	13
Student Responsibilities	14
Student Conduct and Performance During Internship	14
Site Supervisor Responsibilities	15
Internship Course Registration	16
SHPK Internship Contact Information	18
Student Understanding of Internship Responsibilities	19



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

## **INTRODUCTION**

The internship is the final course undergraduate students must complete to earn the Bachelor of Science degree in Health Studies and the Bachelor of Science in Public Health. The HS 4126 – Internship in Health Education course includes a virtual classroom and an internship component. Virtual classroom materials will be made available to students in Canvas at the beginning of the internship semester.

For graduate students, a public health practicum and completion of PUBH 6973 are required for Master of Public Health Students. Graduate students in the Master of Science in Health Studies program may complete an internship and the HS 5003 course as a degree completion option.

Please note: the terms “internship” and “practicum” are interchangeable within this document. All instances of “internship” also refer to the graduate practicum experience.

This internship manual provides a comprehensive overview of the goals and objectives of the Health Studies/Public Health internship program. The information contained in this Internship Manual is intended to serve as a general guide for students, faculty, and site supervisors. However, the policies, procedures, and other content outlined herein are subject to revision or modification at the discretion of the program, school, or university administration. Such changes may occur in response to updates in program policies, accreditation requirements, or other relevant considerations. While efforts will be made to communicate significant changes promptly, it is the responsibility of all stakeholders to ensure they are referencing the most current version of the manual.

## **OVERVIEW OF INTERNSHIP**

The internship experience is designed to provide Health Studies/Public Health students with opportunities to gain practical experience in health promotion, health education, and public health.

A successful internship will be mutually rewarding for you and your site. The purpose of the internship experience is to provide you with meaningful, hands-on opportunities to apply the knowledge and skills gained through academic coursework in real-world professional settings. Internships bridge the gap between theory and practice, allowing you to explore your chosen field, gain valuable workplace experience, and develop professional competencies for future career success.

These experiences also help you build confidence, clarify career goals, and establish professional networks, while contributing to the host organization's mission and goals.



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### **VACCINE REQUIREMENT INFORMATION**

TWU academic programs may require students to comply with vaccination requirements imposed by the University, clinical or hospital partners, or applicable state laws. Students are responsible for reviewing the immunization requirements applicable to their program, which are available on the TWU Student Health Services Immunization Compliance webpage at <https://twu.edu/student-health-services/immunization-compliance/>.

The University will consider written requests for exemption from vaccination requirements based on (i) documented medical contraindications, or (ii) sincerely held religious beliefs or other reasons of conscience. All exemption requests are evaluated on a case-by-case basis and approval is not guaranteed. Students are strongly encouraged to submit complete exemption documentation as early as possible. Students enrolled in programs with clinical components are advised to submit all required exemption materials no later than five (5) months prior to the commencement of any clinical placement.

**Important:** An exemption granted by TWU is applicable only within the University's academic environment. Such exemption does not extend to affiliated clinical sites and does not guarantee any clinical placements. Clinical practice sites may independently determine whether to accept or reject such exemptions and may impose their own procedures or requirements. Students with known medical objections, allergies, or other concerns related to vaccinations are advised to consult their licensed healthcare provider prior to matriculating in a program with immunization requirements. **Failure to complete a required immunization series within the timeframes established by the Centers for Disease Control and Prevention (CDC) may result in a student being deemed ineligible for clinical placement, unable to meet course requirements, and at risk of delayed program progression or graduation.**

Additional details regarding the exemption request process are available on the [Student Health Services Immunization Compliance webpage](#).

### **HEALTH INSURANCE**

You are strongly encouraged to maintain active health insurance coverage during your internship semester. Some internship sites may require proof of health insurance as a condition of placement. It is your responsibility to verify and submit any required health insurance documentation to the site.



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PROMOTION & KINESIOLOGY

### **PRE-INTERNSHIP ELIGIBILITY AND SHPK COMPLIANCE REQUIREMENTS**

You must complete pre-internship eligibility and compliance requirements and submit proof of completion to the SHPK Administrator of Student Services by the corresponding internship deadlines.

If you are not eligible to begin your internship in the originally intended semester and your internship is subsequently delayed, it is your responsibility to ensure that all compliance requirements and documentation—including but not limited to background checks, immunizations, certifications, and trainings—are current, valid, and unexpired for the semester in which you plan to complete your internship. Failure to maintain updated compliance may result in further delays or ineligibility for placement.

**Failure to secure an internship site and turn in pre-internship compliance paperwork by the internship deadlines noted in the field manual will result in the postponement of your internship until the following semester.**

#### **INTERNSHIP DEADLINES**

**Deadlines for submission of ALL pre-internship requirements are:**

**Fall Semester** - Second Friday in July - 5:00 PM (CST)

**Spring Semester** - Third Friday in November - 5:00 PM (CST)

**Summer Semester** - Third Friday in April - 5:00 PM (CST)

### **Checklist of Pre-Internship Eligibility and Compliance Requirements**

Prior to enrollment in internship courses, you are required to complete all SHPK requirements as well as site-specific requirements associated with your internship site. SHPK requirements apply to all students, while site-specific requirements vary by internship site. SHPK has formally agreed to collect and verify certain site-specific compliance documentation prior to the start of the internship, particularly for clinical (hospital) sites. Only those site requirements mutually agreed upon for SHPK collection are outlined in this handbook. Internship sites may impose additional requirements beyond those listed. You are responsible for contacting your internship site to identify and complete any additional requirements. Enrollment in internship courses will not be permitted until all required SHPK and agreed-upon site-specific documentation has been submitted and approved.

**Failure to secure an internship/practicum site and submit SHPK compliance paperwork by the internship deadlines noted in this manual will result in the postponement of your internship until the following semester.**



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

These documents may be submitted electronically or in person to the SHPK Administrator of Student Services, Jill Denniston, at [jdenniston@twu.edu](mailto:jdenniston@twu.edu), and/or Internship Coordinator, Brenda Watson, at [bwatson5@twu.edu](mailto:bwatson5@twu.edu), in Pioneer Hall 216/217. Emailed attachments are accepted; however, photographs or images of documents (e.g., those taken with CamScanner or similar apps) will not be accepted. Please ensure all documents are submitted as proper file attachments in PDF or similar standard formats. **Include your major and student ID number in all communication.**

### **SHPK Pre-Internship Eligibility and Compliance Requirements**

1. Completion of all coursework, including all major and minor requirements, with a grade of “C” or better. (Check with your academic advisor if you have questions)
2. Minimum cumulative GPA and Major GPA of 2.75. (Check with your academic advisor if you have questions)
3. The internship site must be approved by the SHPK Administrator of Student Services if it is not a pre-approved site. Please allow a minimum of 4-6 weeks for a site to be approved. (See the Approved Internship Sites and Out-of-Area Internship Sites sections for more information)
4. Bloodborne Pathogens Training.
  - a. You will be automatically enrolled in this training in Bridge. Once enrolled, you will receive an email from TWU Risk Management titled “Welcome! Learning Awaits” with your Login ID and instructions to create a password to access the training. If you are not enrolled in the training in the semester immediately preceding your internship/practicum, please contact Jill Denniston or Brenda Watson to be administratively added to the course.
  - b. You must complete the training with a passing score of 80%. Print your certificate of completion and file it with the SHPK Administrator of Student Services, Jill Denniston.
5. Current passport-sized headshot of yourself. (A clear selfie is acceptable)
6. Read and sign the Student Understanding of Internship Responsibilities document. The Understanding of Responsibilities document is the last page of this manual.
7. Schedule a meeting with the SHPK Administrator of Student Services, Jill Denniston, before the internship deadline to review and submit all compliance requirements. You are responsible for initiating this meeting— the administrator will not reach out. Multiple meetings may be scheduled if needed. Do not wait until the final weeks preceding the internship deadline to schedule this meeting. Failure to submit all pre-internship eligibility requirements to the administrator will delay your internship and graduation.



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

### Proposal Paperwork

8. Form A: Internship Proposal Form
  - a. FOR UNDERGRADUATE STUDENTS: Obtained, completed, and approved during HS 4121 – Professional Development enrollment/course completion.
  - b. FOR GRADUATE STUDENTS: Obtained from Jill Denniston and reviewed by Dr. Mindy Menn
9. Form B: Internship Site Supervisor's Agreement Form
  - a. FOR UNDERGRADUATE STUDENTS: Obtained, completed, and approved during HS 4121 – Professional Development enrollment/course completion.
  - b. FOR GRADUATE STUDENTS: Obtained from Jill Denniston and reviewed by Dr. Mindy Menn

### Site-Specific Pre-Internship Compliance Requirements

In addition to the requirements listed above, you must submit any additional documentation required by your specific internship site. SHPK has formally agreed to collect and verify certain site-specific compliance documentation prior to the start of the internship. Only those site requirements that have been mutually agreed upon for SHPK collection are outlined below. Internship sites may impose additional requirements beyond those listed. You are responsible for contacting your internship site to identify and complete any additional requirements. You must refer to the list of pre-approved internship sites to identify the pre-internship compliance requirements of your internship site.

1. Current CPR/Basic Life Support (BLS) certification.
  - a. American Heart Association CPR/AED Basic Life Support (BLS) for **Healthcare Provider** certification (not Heartsaver/Lay Responder classes).
    - i. CPR certification cannot be 100% online.
    - ii. Check the [American Heart Association](https://www.heart.org) website for available classes.
2. Current immunization records.
  - a. Immunizations must be current with TWU Student Health Services (SHS). LOCATE AND SUBMIT THESE ASAP! All immunization records must be submitted at least 2 weeks prior to the internship paperwork deadline. Instructions for submitting and accessing immunization records:
    - i. Go to [TWU Online Student Health](https://www.twu.edu/online-student-health) (OSH) and log in with your TWU credentials.
    - ii. Scan and upload immunization records with full dates (mo/day/yr) into TWU SHS Patient Portal.
    - iii. SHS will review and verify your immunization compliance.
    - iv. Go to the Immunization tab (left-hand side of the screen) → scroll down the page until you see a green Print Button → Click on this



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

Print button to generate your Immunization Report. The Immunization Report is required for student files. Submit your Immunization Report to SHPK.

- v. The Immunization Report must indicate that SHS has verified all immunization requirements and display “None” under Missing Requirements at the bottom of the page.
- b. Immunizations include: *(Some clinical sites may require additional immunizations)*
  - i. Hepatitis B series (3 doses) – either by three doses or a Positive Titer
  - ii. Measles, Mumps, Rubella (2 doses) or MMR Positive Titer
  - iii. Tdap - Tetanus, Diphtheria and Pertussis must be renewed every 10 years.
  - iv. Varicella (2 doses) or Varicella Positive Titer (some sites no longer accept proof of history of the disease.)
  - v. TB test - within the past year (some sites require 2-part TB - 2 negative readings in 12 months prior to start.
  - vi. Your internship site may require proof of COVID vaccination. Your site may also require you to follow site-specific safety guidelines for COVID-19. Contact your internship site for details.
  - vii. Current Flu vaccine. Must be current Flu season (Sept-April), due annually. If you are completing a Fall internship, our clinical sites require timely completion of the current flu season vaccine. The current season flu vaccine is typically not available until late August/early September which is often after the Fall semester has begun; therefore, you must receive the flu vaccine no later than **September 15**. Failure to comply will result in your dismissal from the internship site. File flu shot record with TWU SHS (see #2a above for instructions).
- 3. A 10-panel drug screen.
  - a. The drug screen can be obtained from SHS (940.898.3826), Minor Emergency of Denton (940.382.9898), Care Now (940.383.2700), or another reputable vendor of your choosing (ex. [Quest Diagnostics](#), [Labcorp](#), etc.)
  - b. Some hospitals require drug screening within 30 days of starting an internship. If this applies to you, contact the Administrator of Student Services, Jill Denniston, directly.
  - c. Screening must detect no controlled substance. Positive drug screening results must be accompanied by a physician’s statement verifying the use of prescribed medication. Placement is not guaranteed even with a physician’s statement.





SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

4. Current national criminal background check.
  - a. Must be a national check obtained from [www.sentrylink.com](http://www.sentrylink.com).
  - b. Must be completed in the semester before the internship.  
Example: Between January and April for a Summer internship.
  - c. Some hospitals require a national criminal background check within 30 days of starting an internship. If this applies to you, contact the Administrator of Student Services, Jill Denniston, directly.
5. Proof of health insurance.

#### **RETENTION OF SITE-SPECIFIC PRE-INTERNSHIP COMPLIANCE DOCUMENTS**

The School of Health Promotion & Kinesiology (SHPK) collects pre-internship documents (such as certifications, immunization records, background checks, and related documents) to comply with the requirements outlined in the affiliation agreements with our internship sites. These records are kept for a limited time - generally 90 days after a student graduates or changes majors out of SHPK, or up to one year after the application semester if a student does not enroll in or complete the internship. After this period, all records are securely destroyed in accordance with university and state guidelines.

#### **INTERNSHIP REQUIREMENTS**

You must complete at least 350 hours of internship/practicum experience. Internships begin on the first day of the semester and end on the last day of the semester. You must complete these 350 internship hours over the course of the entire 15-weeks during the Fall/Spring semesters and the entire 10-week Summer semester. There are no exceptions to this timeline.

**UNDERGRADUATE STUDENTS:** You will enroll in Internship in Health Education (HS 4126) for a total of 6.0 semester credit hours during your internship semester. See the HS 4126 Internship Course Registration section of the Internship Manual for more information.

**GRADUATE STUDENTS:** You will enroll in HS 5003 OR PUBH 6973. Your course might be bracketed with HS 4126, but you will still be enrolled in the HS or PUBH graduate course and will need to complete graduate-level work to satisfy course requirements.

#### **INTERNSHIP OBJECTIVES**

You and your site supervisor are expected to establish internship/practicum objectives that are specific, measurable, attainable, relevant, and time-bound (SMART). These SMART objectives and corresponding responsibilities must address at least five of the eight Areas of Responsibility (for Health Studies students) or at least five of the MPH Foundational Competencies identified by the Council on Education for Public Health (for MPH students). Throughout the internship, you will be required to document your experience related to these



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

same five Areas of Responsibility or Foundational Competencies in your weekly logs.

### **General Objectives for a Health Studies/Public Health Internship**

#### **HS 4126**

1. Accurately synthesize curricular content to implement evidence-based health education programming.
2. Effectively articulate clear verbal and written communication with key stakeholders.
3. Appropriately manage professional behavior in a health education setting.

#### **HS 5003**

1. Effectively collaborate with health education/promotion professionals.
2. Appropriately facilitate interprofessional communications.
3. Insightfully create a work plan in alignment with the Responsibilities and Competencies for Health Education Specialists.

#### **PUBH 6973**

1. Effectively collaborate with public health professionals.
2. Appropriately facilitate interprofessional communications.
3. Effectively manage assigned responsibilities to complete evidence-based public health projects.

### **PROCEDURES FOR ARRANGING INTERNSHIP**

You are responsible for securing your internship site – SHPK is not responsible for placing students in internships. You will begin your search for an internship site the semester before enrolling in the internship course, and the internship, along with all supporting compliance documents, must be complete and on file with SHPK by the internship deadline.

An internship experience is both the capstone experience in your professional preparation program and an opportunity to apply health education/promotion and public health in a "real-life" setting.

An internship experience also helps you develop professional networks and gain a better understanding of what you still need to learn as a young health education, health promotion, and public health professional. Therefore, the experience you gain should be beneficial and interesting to you.

1. Apply and/or interview with the site supervisor. You may begin your internship hours on the first day of the internship semester, not earlier.
  - a. Internships are competitive.
  - b. Consider scheduling an appointment with [Career Connections](#) for assistance



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

with resume and cover letter review and interview preparation.

2. Meet with the site supervisor and complete the Proposal Paperwork (Forms A and B). Additional information and details are provided in HS 4121 for undergraduate students or from Jill Denniston for graduate students.
3. **Once a site extends an internship offer and you formally accept, the agreement is considered final. You are NOT permitted to change internship sites.**

### APPROVED INTERNSHIP SITES

The purpose of the internship experience is for you to gain practical experience in your area of study, where theoretical knowledge is applied in a real-world setting. Internships are intended to provide structured, intentional learning experiences that contribute to a student's academic and professional development. Unlike routine job responsibilities, a qualifying internship must involve the acquisition of *new* knowledge, skills, and competencies that are directly aligned with your field of study. Furthermore, the experience should include clear evidence of professional growth, such as taking on new tasks, participating in mentorship opportunities, or gaining exposure to industry-specific practices.

SHPK internships may be paid or unpaid. However, you may not use your regular employment (i.e., your previous or current full-time or part-time job) to satisfy internship requirements. Internships are designed to provide structured opportunities for learning and professional development *beyond* routine job responsibilities.

Internships serve as a vital bridge between your education and your intended professional career after graduation. Current employment may not be considered a qualifying internship since it does not align with the advanced career path you are pursuing, specifically a role that requires at least a bachelor's (or master's) degree, rather than a position for which that degree is not necessary. Further, you may not use previous work experience or shadowing, volunteering, or observation experience to satisfy SHPK internship requirements.

To ensure the integrity of the internship experience and uphold the objectivity of supervisory evaluations, you are prohibited from interning at an agency where you have familial or personal relationships with agency personnel. Such relationships can create potential conflicts of interest, undermine the authenticity of the internship environment, and compromise the impartiality of feedback and assessment. This policy is intended to preserve the educational value of the internship and maintain fairness and professionalism for all. This policy is instituted to safeguard the objectivity of the supervisory process, uphold the fairness and equity of the internship experience, and ensure that all students receive unbiased evaluation and guidance. Strict adherence to this policy is essential to maintaining the integrity of the agency and to fostering a professional environment grounded in ethical standards and



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

conduct.

You are only permitted to enroll in the internship course during the semester you are completing your internship. For undergraduate students, no additional courses—undergraduate or graduate—may be taken during the internship semester. Graduate students must follow their plan of study.

A list of pre-approved Health Studies and Public Health internship sites is located on the SHPK [webpage](#). Any site not listed requires pre-approval from the SHPK Administrator of Student Services, Jill Denniston, to use for your internship requirements. Choosing an internship site from the pre-approved list is strongly encouraged, as these locations have already been reviewed and approved by university personnel. Each pre-approved site has a legal affiliation agreement on file with the university, which is a required component for all internship placements. Establishing a new affiliation agreement is a complex and time-consuming process that can take several weeks or even months to complete and may not always lead to a finalized agreement between the two parties. There is no assurance that an agreement can be finalized in time, or at all, which may jeopardize your ability to begin or complete the internship as scheduled.

If you need to complete your internship at a site not listed on the Master Site List due to out-of-state residency or military service, the proposed site must be related to health education, health promotion, and/or public health. Undergraduate students must discuss the proposed site with their HS 4121 instructor. Graduate students must discuss the proposed site with Jill Denniston.

Additionally, all students interested in interning at a site not included on the Master Site List must email the proposed site information to the Administrator of Student Services, Jill Denniston, within the first four weeks of the semester. Due to the time needed to vet new sites, any proposed site information submitted after the fourth week of HS 4121 for undergraduate students or the fourth week of the semester immediately preceding the practicum for graduate students will be deferred to the following semester for review and potential approval.

Medical offices, medical clinics, hospices, pharmaceutical companies, medical device companies, urgent care clinics, vision offices, dental offices, therapy clinics, day care facilities, chiropractic offices, hospices, and any other similar medical entities or facilities cannot offer the breadth and depth of activities that allow students to practice five of the eight Areas of Responsibility or Public Health Competencies and fulfill the internship responsibilities. Thus, students cannot intern at any of these sites. Any such proposed sites will be declined upon submission.



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

### **Out-of-Area Internship Sites**

Some of the internship sites are located outside of the Dallas/Fort Worth metroplex. If there is not a site listed in your geographic location or if you wish to intern at a site not currently approved, it is your responsibility to contact the SHPK Administrator of Student Services, Jill Denniston, to request approval and submit documentation/information supporting your request.

You must provide the site's contact information so the process of establishing a legal affiliation agreement can begin—please note this process can take several weeks or even months to complete. Additionally, you will need to submit an overview of your responsibilities at the site, including a list of duties or goals. This information must be submitted to the SHPK Administrator of Student Services, Jill Denniston, as soon as possible. Delay in providing this information may result in the postponement of your internship.

Please be aware that if you choose an out-of-town internship site, our ability to support you may be more limited. While we can assist through phone calls and email communication with you and your supervisor, students in the Dallas/Fort Worth area have greater access to in-person support, including site visits if issues arise.

### **INTERNSHIP TIMELINE**

Internships begin on the first day of the semester and end on the last day of the semester. Internships have a 10-week minimum period for completion during the Summer semester and a 15-week minimum during the Fall and Spring semesters. There are no exceptions to this timeline.

Internship hours may not be completed before the first day of class or after the last day of class in the semester in which you are registered for an internship. In addition, you may not complete internship hours on days in between semesters. TWU student liability insurance begins on the first day of the semester and ends on the last day of the semester. You may attend an orientation meeting before the semester begins. Orientation hours may be counted in your logs.

Your travel time to and from the internship facility, along with lunch breaks, may not count toward the required 350 hours. You must adhere to the agency's work schedule, including recognized holidays. You should be aware that university closures—such as Spring Break, Thanksgiving Holiday break, or other university holidays—do not apply to your internship unless the agency is also closed. If any approved time off affects the completion of required internship hours, you are responsible for planning ahead and working with your site supervisor to develop a plan to make up the missed hours to fulfill program requirements.



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

## **STUDENT AND SITE SUPERVISOR RESPONSIBILITIES**

### **Student Responsibilities**

The internship placement process is designed to ensure a positive experience for all parties involved. Its success depends on the cooperation of both the interns and the site staff. The SHPK values its strong, collaborative relationships with agency partners who generously provide meaningful internship opportunities for students.

These partnerships are essential in bridging academic learning with real-world experience, and SHPK is committed to maintaining trust and mutual respect that sustain them.

As a representative of the School of Health Promotion and Kinesiology, you are expected to conduct yourself with tact, professionalism, and respect at all times while at your internship site, as this professional performance and conduct uphold SHPK's positive reputation and ensure these internship opportunities remain available for future students.

Failure to uphold these standards may result in grade penalties or other disciplinary actions, including removal from the internship course, failure of the internship course, retroactive failure of HS 4121, and program dismissal.

It is your responsibility to communicate promptly and respectfully with the internship site if you decide not to accept an internship offer or if your internship semester is postponed due to failed coursework, missed deadlines, or personal circumstances or actions. Failure to notify a site may reflect poorly on you, SHPK, and the university. Clear and timely communication with the site demonstrates professionalism, preserves the university's partnerships, and ensures continued opportunities for future students.

During the internship, you are not to serve as a receptionist, data entry clerk, or locker room attendant. If tasks like these make up more than 10% of your responsibilities, promptly inform your TWU instructor and internship supervisor, as this does not align with the agreed-upon internship duties. Hours spent performing such duties will not count towards your 350-hour requirement.

### **Student Conduct and Performance During Internship**

Failure to earn at least a grade of "C" or better in HS 4126, HS 5003, or PUBH 6973 will result in repeating the internship. A course in which you earn a grade of less than "C" may be repeated only once. If you earn a grade of less than C (D or F) twice in the same Health Studies, Kinesiology, or Public Health course, you will be dismissed from the program.

If you do not complete at least 350 hours of internship in the semester in which you are registered, you will receive a grade of "F" and will have to enroll in your respective internship



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

course. A grade of Incomplete is not permitted for any internship class in any SHPK program.

You are expected to approach the internship as you would a professional job.

You must conduct yourself in a professional manner and dress appropriately for the workplace. You are expected to demonstrate professional conduct at all times. This includes respectful and ethical behavior, appropriate dress, clear communication, and a positive attitude. Your performance should reflect responsibility, reliability, and a commitment to learning and contributing meaningfully. Consistent and punctual attendance is essential—arrive on time, be prepared, and communicate promptly if you encounter any issues. Appropriate professional attire will be dictated by the internship site. If your internship site requires a specific uniform, you are responsible for complying with the internship site's dress code. Failure to uphold these standards may result in grade penalties or other disciplinary actions, including possible removal from the internship course.

Any requests for time off must be submitted to the internship site supervisor in writing and in advance. If an unexpected situation arises that causes you to be late, you must notify your site supervisor immediately by phone.

If issues arise regarding your conduct, behavior, performance, or attendance, the site supervisor will address those concerns directly with you. In some cases, you may be required to attend a meeting on campus with the Administrator of Student Services, Jill Denniston, and the internship instructor to discuss the concerns. If the issues are not resolved, you may be dismissed from the internship site and receive a grade of "F" for the internship course.

If dismissal occurs before the 12th class day, you are responsible for dropping the internship course. Additionally, you will be required to meet with the Administrator of Student Services, Jill Denniston, and the internship instructor to explain the circumstances, re-register for the internship course in a future semester, and submit a letter to the School of Health Promotion and Kinesiology outlining a plan for corrective action.

### **Site Supervisor Responsibilities**

To ensure the integrity and educational value of the internship experience, the designated site supervisor must be a full-time employee of the agency and possess advanced knowledge and expertise in your academic field of study. This typically includes substantial professional experience, specialized training, or advanced academic credentials relevant to the discipline.

Effective supervision is critical to the success of the internship and should promote an environment where you can reflect on your experiences, develop new competencies, and make connections between academic knowledge and professional application. The site



SCHOOL OF HEALTH  
PROMOTION & KINESIOLOGY

supervisor is expected to provide close, one-on-one supervision throughout the duration of the 350-hour internship.

This includes, but is not limited to:

- Offering regular, direct feedback on your performance and professional development.
- Assigning tasks and responsibilities that align with your academic objectives and foster the acquisition of new, field-specific skills.
- Meeting with you to discuss progress, challenges, and learning outcomes.
- Ensuring that you are engaged in meaningful work that reflects the practices and standards of the profession.

**The site supervisor will use the following criteria for grading your performance:**

- **Professional Characteristics** – Arrives on time, ability to receive instruction, attention to detail, behaves professionally, computer skills, critical thinking skills, decision making skills, enthusiasm for the internship experience, problem-solving skills, willingness to ask for help/guidance
- **Interprofessional Relationships** – Ability to accept criticism, ability to accept suggestions, ability to function as a team leader, cooperation, dependability, oral communication skills, reliability, tact, written communication skills
- **Job Performance** – Understanding of health education/health promotion or public health, overall quality of work, students' overall performance
- **Eight Areas of Responsibility (Health Studies) OR Public Health Competencies (Public Health MPH Students)**

**UNDERGRADUATE STUDENTS: HS 4126 INTERNSHIP COURSE REGISTRATION**

All internship courses require SHPK permission to enroll. You must meet the pre-internship eligibility and compliance requirements outlined in the Internship Manual prior to being approved to enroll in the HS 4126 course. You must register for the Health Studies Internship course, HS 4126, at the end of the semester prior to completing the internship. You do not schedule an appointment with your academic advisor to receive registration codes for the internship course.

Instead, you will receive an email from your academic advisor indicating the registration code has been placed on your self-service portal timeline once semester grades have been posted and once all pre-internship eligibility requirements have been verified. It is your responsibility to self-enroll in the HS 4126 course once the registration code has been placed on your self-service portal. SHPK does not enroll students in internship courses. You will enroll in HS 4126 for a total of 6.0 semester credit hours during the internship semester.





SCHOOL OF HEALTH  
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**GRADUATE STUDENTS: HS 5003 and PUBH 6973 COURSE REGISTRATION**

All internship courses require SHPK permission to enroll. You must meet the pre-internship eligibility and compliance requirements outlined in the Internship Manual before being approved to enroll in the HS 5003 or PUBH 6973 course. Your Graduate Academic Advisor will consult with Jill Denniston, Brenda Watson, and Dr. Mindy Menn to confirm your enrollment eligibility. You must register for your graduate practicum course at the end of the semester before completing the practicum.

**UNDERGRADUATE STUDENTS: HS 4126 Internship Course and Canvas**

Course materials and assignments for HS 4126 will be accessible on Canvas at the start of the internship semester. All internship-related assignments must be submitted through Canvas. You must check your TWU email and Canvas regularly.

**GRADUATE STUDENTS: HS 5003 and PUBH 6973 Practicum Course and Canvas**

The HS 5003 and/or PUBH 6973 course may be bracketed into the HS 4126 course in Canvas. When bracketing occurs, you will remain enrolled in the HS 5003 or PUBH 6973 course, and the respective course will still appear on your transcript, but you will access your assignments and course materials through HS 4126. Course materials and assignments will be accessible on Canvas at the start of the internship semester. All internship-related assignments must be submitted through Canvas. You must check your TWU email and Canvas regularly.

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### **SHPK INTERNSHIP CONTACT INFORMATION**

**Jill Denniston**

Administrator of Student Services  
School of Health Promotion and Kinesiology  
Texas Woman's University  
1600 N. Bell Avenue  
Denton, TX 76209  
Tel: 940-898-2340  
Email: [jdenniston@twu.edu](mailto:jdenniston@twu.edu)

**Brenda Watson**

Internship Coordinator  
School of Health Promotion and Kinesiology  
Texas Woman's University  
1600 N. Bell Avenue  
Denton, TX 76209  
Tel: 940-898-2697  
Email: [bwatson5@twu.edu](mailto:bwatson5@twu.edu)

**B. Rhett Rigby, Ph.D., CSPS, NSCA-CPT**

Associate Professor and Interim Director  
School of Health Promotion and Kinesiology  
Texas Woman's University  
1600 N. Bell Avenue  
Denton, TX 76209  
Tel: 940-898-2473  
Email: [brigby@twu.edu](mailto:brigby@twu.edu)



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## Student Understanding of Internship Responsibilities

File this form with the SHPK Administrator of Student Services

Please initial next to each statement:

- \_\_\_\_\_ I have read a copy of the Internship Manual and understand my responsibilities, necessary paperwork, and professional behavior required of my internship.
- \_\_\_\_\_ I understand that my internship must be treated as a professional job. I will act appropriately, dress professionally, and notify my site supervisor in writing ahead of time if I need time off. If I'm late, I will call in advance. If there are concerns with my behavior, performance, or attendance, my supervisor may counsel me, and I may be required to attend a campus meeting. If the issue remains unresolved, I may be dismissed from the internship, resulting in an "F" for the course(s). If this occurs before the 12th class day, I must drop the internship course(s), meet with SHPK Internship personnel, re-register the following semester, and submit a letter to the School of Health Promotion & Kinesiology outlining steps I will take to correct my behavior.
- \_\_\_\_\_ I understand that if I must re-register for internship due to not passing the course previously, it will be my final opportunity to complete it. If I do not earn a grade of "C" or better on this second attempt, I will be dismissed from the School of Health Promotion and Kinesiology.
- \_\_\_\_\_ Information for HS 4126 – Internship in Health Education, HS 5003, or PUBH 6973 will be posted in Canvas at the beginning of the internship semester. I understand that I must check my TWU email account and Canvas regularly.
- \_\_\_\_\_ I understand that it is my responsibility to complete my on-site orientation training, onboarding, and on-site compliance paperwork prior to beginning my internship hours. I understand that failure to complete my on-site orientation training, onboarding, or on-site compliance requirements promptly may result in a delay or termination of my internship.
- \_\_\_\_\_ I understand that it is my responsibility to promptly communicate with the internship site if I choose not to accept an internship offer or if I need to delay my internship to another semester. I understand that my failure to communicate with my internship site may prevent a future internship placement and my graduation.

This original acknowledgement will be placed in my SHPK internship file.

Student Name (Print) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_