



TEXAS WOMAN'S
UNIVERSITY™

HS 4121
INTERNSHIP MANUAL
Spring 2025

Course Instructor

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HS 4121 Course Description

Personal, professional, and career development in health education/promotion within public health. Professionalism, ethics, and communication. Preparation for program internship including internship requirements, strategies for selecting an internship site, interviewing, negotiating internship responsibilities, and developing goals and objectives aligned with the Areas of Responsibility for Health Education Specialists. Must be taken the semester prior to enrolling in internship. Prerequisites: HS 1363, HS 2013, HS 3053, HS 3303, GPA of 2.75 or higher, senior classification, and internship coordinator approval. Co-requisite: HS 4353. One lecture hour a week. Credit: One hour.

Locating and Securing an Internship in Health Education/Promotion

An internship experience is both the capstone experience in your professional preparation program and an opportunity to apply health education/promotion 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/ promotion professional. Therefore, the experience you gain should be beneficial and interesting to you.

*Receiving an internship offer an internship can take many weeks or months. Securing an internship can take months. Start searching for a site **today**.*

If you know right now that you cannot complete an internship during the intended internship semester, please notify Dr. Menn AND your Academic Advisor as soon as possible. If you know you need to work or have other full-time responsibilities in the intended internship semester, you need to contact your Academic Advisor to discuss other degree options and discuss if this is the best time for you to take HS 4121.

Here are the steps to locating and securing an internship in health education/promotion. Read, re-read, and understand the Texas Woman's University Health Studies Internship Manual.

Step 1: Begin completing the SHPK Compliance requirements **today**. All SHPK Compliance-related documents and questions should be directed to Dr. Suzanna Dillon. If you email Dr. Menn questions about SHPK Compliance requirements, she will direct your questions to Dr. Dillon. Emailing the incorrect person will guarantee longer response times.

These SHPK Compliance requirements are required of all students across all programs in SHPK.

1. Current American Heart Association CPR/AED and First Aid certification
American Heart Association CPR/AED Basic Life Support

(BLS for Healthcare Provider not Heartsaver)

CPR Certification cannot be 100% online

First Aid certification

(First Aid will be a separate class/certification and can be Heartsaver)

Many city fire departments will offer classes.

Check online at the American Heart Association Website for available classes.

File with Dr. Suzanna Dillon

2. Immunizations current with TWU Student Health Services (SHS)

Name added to SHPK Department report. The TWU Internship Coordinator needs a copy of your records printed from Pioneer Portal - Online Student Health (OSH).

Go to the Immunization tab - View History – Print History. This immunization report must show all immunization requirements have been **verified** by SHS. Immunizations **MUST** be current with Student Health Services (SHS) and you **MUST** complete the SHPK Demographic Form to be added to the School of Health Promotion and Kinesiology Report. (Instructions for submitting and accessing immunizations –TWU Online Student Health (OSH) at <https://patient-twu.medicatconnect.com/>)

Immunizations include:

- a. Hepatitis B (3 doses)
- b. Measles, Mumps, Rubella (2 doses) or MMR Positive Titer
- c. Tdap - Tetanus, Diphtheria, and Pertussis must be renewed every 10 years.
- d. Varicella (2 doses) or Varicella Positive Titer (some sites no longer accept proof of history of the disease.)
- e. TB test - within the past year (some sites require 2-part TB - 2 negative readings in 12 months prior to start.)
- f. Current Flu Shot - must be current Flu season (Sept-April) due annually.
- g. COVID vaccine verification

LOCATE THESE RECORDS ASAP! (All immunization records must be submitted 2 weeks before the final internship paperwork deadline. Your immunization records are due two weeks before the final deadline.)

3. Submit 2 current wallet-size pictures of yourself – File with Dr. Suzanna Dillon

4. **Submit a 10-panel drug screen** – File with Dr. Suzanna Dillon. The drug screen can be obtained from SHS (940.898.3826), Minor Emergency of Denton (940.382.9898) Care Now (940.383.2700), or a similar facility.
5. **Submit a national background check** – File with Dr. Suzanna Dillon. The background check must be a national check and can be obtained from www.sentrylink.com.
6. **Complete Blood Borne Pathogens Training** – Once you have confirmed an internship site with the TWU Internship Coordinator you will receive an email from Risk Management directing you to create an account in Bridge to access the training. You must complete training with a passing score of 90%. Print your certificate of completion and file with Dr. Suzanna Dillon.
7. **Read and sign the Comprehension of Responsibilities document.** The Comprehension of Responsibilities document is the last page of this manual. Print or PDF the signed document and file it with Dr. Suzanna Dillon.
8. **Schedule a meeting with Dr. Dillon before the deadline to review AND submit all compliance requirements.** You must contact Dr. Dillon to schedule the meeting. She will not contact you to schedule the meeting. You may schedule more than one meeting with Dr. Dillon. Do not wait until the last two weeks to schedule a meeting with Dr. Dillon. Meeting with Dr. Dillon to discuss the compliance requirements and then failing to submit all required compliance documentation will delay your internship and graduation.

Step 2: Research multiple potential internship sites. You need to begin researching sites **today**. You do not need to wait to have all your SHPK Compliance requirements complete before you can begin searching for a site.

- Identify multiple organizations where you might like to intern.
- Finding an internship site is **your** responsibility. The School of Health Promotion and Kinesiology does not match students with sites. However, for your convenience, a Master Site List of organizations accepting Health Studies interns is available. It is located on the course Modules page. If you contact a site and receive different information than what we have on the Master List, please forward the information you received to Dr. Menn and Brenda Watson (bwatson5@twu.edu) so that the list can be updated as appropriate.
- If you live out of the DFW area or if you live outside the state of Texas, you will most likely need to identify an internship site that is **not** included on the Master Site List. You must get the new site approved by the Internship Instructor (Dr. Mindy Menn) and Dr. Dillon *before you accept an internship*.

- Be aware that we are not as readily available to help if you have a problem at an out-of-town site. We can make calls and communicate with you or your site supervisor via e-mail, but you will have less support than a student who is in the Dallas/Ft. Worth area (as we can make any extra personal visits to a site if a student has a problem).

Step 3: Contact the organizations, request an internship application, and apply!

Applying for an internship is like applying for a job. The process is highly competitive, and you are competing against your classmates and health education/health promotion/public health students from across the state searching for an internship. So, before you call or email and inquire about an internship, thoroughly review the organization's website and gather as much information as possible about the organization.

Familiarize yourself with the organization's mission, goals, organizational structure, population they serve, etc. This information will help you decide if the organization sounds interesting and is potentially a place where you could intern.

Start by contacting your top potential internship sites. Contact sites by either completing an application (if an application is linked in the Master Site List) or contacting the primary contact person listed on the Master Site List by phone or email. This person may not be your site supervisor during your internship but has been identified by the organization as the first point of contact for students in our Health Studies program.

Your email is your first impression, so address the contact person professionally (e.g., Dear Dr. Smith), introduce yourself, and attach your resume. You should also mention that you are a senior in the Health Studies program at Texas Woman's University. Ensure to end your email with a formal email sign-off (e.g., Sincerely, Cordially, etc.) and proofread every email before sending. Unprofessional emails may not receive responses. Texas Woman's University does not offer the only health education/promotion degree in Texas. You are competing against health education/promotion students from programs across the state. *Apply to multiple sites*, because some organizations take weeks or months to schedule interviews, and they may have students from other schools they are considering. If you do not receive a response, you can follow up after a few days. If you do not receive a response within a week or two, please notify Mrs. Brenda Watson.

Most sites will ask you to apply or request an interview.

If an application is requested, make sure to complete it promptly.

Step 4: Interview for an Internship

After applying you will most likely be contacted for an interview. Personnel at these organizations are very busy, so do not be surprised if you must follow up with phone calls or emails to set up an interview.

This fact should tell you that you need to *start the process of locating an internship in the first week of class* because it takes more time than you think. Again, apply and interview at multiple locations.

If you are contacted for an interview, treat the interview as a professional interview. This means you should dress professionally, arrive early, and bring a hard copy of your resume as well as a hard copy of the 8 Areas of Responsibility for Health Education Specialists. Be prepared to answer questions about yourself and your background in Health Studies and ask questions about the organization. You should ask questions about how the internship will allow you to practice the Areas of Responsibility and what an intern's typical day looks like.

You should not enter this interview assuming that you will be given an internship. If you cannot attend the scheduled interview for any reason, please notify the contact person as soon as possible.

Note: While you are encouraged to contact multiple potential sites and interview at potential locations, you may not, under any circumstance, accept an internship offer at any site until your internship proposal forms and SHPK compliance documents are approved by Dr. Menn and Dr. Dillon, respectively.

Step 5: Complete the required Proposal Paperwork (Form A & Form B) with Dr. Mindy Menn. All Proposal Paperwork-related documents and questions should be directed to Dr. Menn. If you email Dr. Dillon questions about Proposal Paperwork requirements, she will direct your questions to Dr. Menn. Emailing the incorrect person will guarantee longer response times.

Before accepting an internship offer, you must submit two completed forms.

- 1) Form A: Undergraduate Internship Proposal Form
- 2) Form B: Undergraduate Internship Site Supervisor's Agreement Form

Once you receive an offer for an internship, you and the site supervisor must complete Form A: Undergraduate Internship Proposal Form and email the draft document to Dr. Menn for review and approval. Be sure to provide enough detail to state how you will provide health education/health promotion using at least five out of the eight Areas of Responsibility.

After completing the Undergraduate Internship Proposal Form, this is the "**First Draft,**" you should email it to your internship instructor. Submit the Form A to Dr. Menn as soon as you receive an offer. *Otherwise, you may miss the deadline for submitting this form and having it reviewed and approved.*

Do not submit a draft Form A to Dr. Menn if you have not been offered an internship.

After submitting your "First Draft", Dr. Menn will notify you of any changes you need to make. You may have to submit multiple drafts to Dr. Menn to address all revisions. Dr. Menn may request a meeting with you to discuss edits and revisions. Once all changes are made and signatures are in place, send the "Final Draft" to Dr. Menn for review and approval. After Dr. Menn approves your final Form A, work with your site preceptor/supervisor to complete Form B. No handwritten or incomplete forms will be accepted for any reason. No scanned copies of handwritten documents will be accepted. Your internship forms are not approved until you receive written confirmation from Dr. Menn by email.

Step 6: Submit the final, approved drafts of Form A and Form B to the assignment link in Canvas.

Final Deadlines for submission of ALL pre-internship paperwork are as follows:

- **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)**

Form A and Form B and ALL SHPK Compliance documentation must be completed by the Final Deadline noted above. In HS 4121, "completed" means completed, reviewed, edited, approved, and submitted by the semester's final deadline. Documentation submitted without appropriate time for review, revision, and approval is incomplete, unprofessional, and will not be accepted. There are no exceptions and will be no exceptions.

Missing the deadline will prevent you from completing an internship in the following semester and will delay your graduation.

Internship Eligibility Requirements

Eligibility: To be eligible to begin an internship, you must meet the following criteria:

1. Successfully completed all core/required HS and PUBH courses with a grade of “C” or higher.
2. Students must take HS 4121 (Professional Development in Public Health) the semester immediately before taking HS 4123 or HS 4126 (Internship in Health Education).
3. A cumulative grade point average of 2.75 overall, and a 2.75 in Health Studies courses. During the first class of HS 4121, GPAs will be calculated.
4. Completion and submission of the required pre-internship Proposal Forms and SHPK Compliance requirements. All internship materials and assignments must be typed; no handwritten documents will be accepted and no PDFs of handwritten documents will be accepted. Other than the current wallet-size photographs, **no photographs of documents will be accepted**. If you do not complete your SHPK Compliance requirements before the documented deadline, you cannot begin an internship, regardless of proposal form approval status. If you do not complete your Proposal Paperwork, you cannot begin an internship regardless of SHPK Compliance completion status.
5. If you receive a grade of D, F, I, WF, or W the semester you take HS 4121; you cannot begin HS 4123 or HS 4126 (Internship in Health Education) in the following semester regardless of approval status.
6. You will not register for the Health Studies Internship sections until after the end of the current semester. You do not need to schedule an appointment with your academic advisor to receive registration codes for the internship course sections. Once semester grades have been posted, legal affiliation agreement documentation is secured and verified, and once **all** SHPK Compliance information has been verified, you will receive an email from your academic advisor indicating that the registration codes have been placed on your student self-service portal timeline. You will then be able to register for your internship.

Important Internship Information and Guidelines

- You must complete **at least 350 on-site hours** within the same semester at your internship site. Your 350 hours cannot include clerical work, lunch hours, or hours traveling to and from your internship site. Your site is committing to mentor you for the entire semester. You must intern for the entire semester. Failing to complete 350 hours on-site in the semester in which you are registered, you will receive the grade of an “F” and you will have to enroll in HS 4126 again. Failure to complete your hours in the internship semester will result in the failure of the internship.
- Your internship **CANNOT be a remote/virtual internship**. An internship benefit is receiving mentorship from a professional in a health education/promotion workplace. Remote/virtual internships do not provide the same level of mentorship as an in-person internship.
- **You cannot use your current job site/employer as an internship site**. You already have the knowledge, skills, and abilities to work at your current job. The internship is supposed to be an educational experience that enriches your knowledge, skills, and abilities. Also, you are earning Senior-level university credits for internship hours. TWU does not permit students to earn academic credit for working, so the internship cannot overlap with your employer or employment site.
- As an intern, you cannot work more than 40 hours per week or more than 8 hours per day.
- Previous work experience cannot be used towards the completion of your on-site internship hours.
- You and your preceptor must determine specific, measurable, attainable, relevant, and time-sensitive objectives for the internship. Your internship objectives and responsibilities **must** encompass at least five of the eight Areas of Responsibility. You will be required to document your experience with these same five Areas of Responsibility on your weekly logs during the internship.
- Sites on the Master Site List are *highly* preferred sites. Selecting a site on the Master Site List is a far smoother process than proposing a new site as the Master Site List sites are already vetted and approved by university personnel. All sites on the master list have an affiliation agreement in place. All sites must have a legal affiliation agreement between the site and the university. **Proposing an internship at a site NOT on the Master List is not recommended, especially for students living in the DFW area. It is very risky because there is no guarantee a legal affiliation agreement will be in place in time to begin an internship or if such an agreement will ever be in place.**

- It takes weeks to months to vet a site and obtain a new affiliation agreement through the university and the site's legal departments. TWU personnel must meet with the proposed site's personnel. Without an affiliation agreement in place, you will not be able to register for your internship coursework, will not be able to intern at the identified location, and your graduation will be delayed.
- If you must complete your internship at a site, **not** on the Master Site List, due to out-state residency or military service:
 - The proposed site must be health education/promotion-related
 - You must discuss the proposed site with your instructor
 - The TWU Internship Instructor must approve the proposed site
 - **You must email your proposed site information to Dr. Menn and Dr. Dillon in the first four weeks of the semester.**
 - Due to the time required to vet a site, any proposed new site information submitted **after** the fourth week of the semester will be transferred to the next semester for vetting and potential approval.
- Medical offices, medical clinics, hospices, pharmaceutical companies, medical device companies, urgent care clinics, vision offices, dental offices, therapy clinics, chiropractic offices, 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 and fulfill the internship responsibilities. **Thus, you cannot intern at any of these sites. Any such proposed sites will be declined upon submission.**
- **Internships begin on the first day of the semester and end on the last day of the semester.**
 - **15 weeks-Fall and Spring**
 - **10 weeks- Summer**
- **The beginning and end internship dates are provided to you in Canvas. Due to liability and insurance requirements, NO** internship hours may be completed **before** the first day of class or after the last day of class in the semester in which you are registered.
- **NO** Internship hours may be completed on the days in between semesters. As an intern, you will be covered by TWU liability insurance. Your TWU liability insurance begins on the first day of the semester and ends on the *last day* of the semester.
- **You may**, however, attend an orientation meeting before the semester begins. Orientation hours count toward your internship but do not apply to any Areas of Responsibility or your deliverable(s).

- Interns **cannot** take **any** additional classes with the internship or work full-time during an internship. If you need to work during the semester, please notify Dr. Menn AND your Academic Advisor as soon as possible.
- Once you have accepted an internship at a site and they have accepted you as an intern, your agreement is final. You are NOT permitted to change sites.

Comprehension of Responsibilities

I have read a copy of this internship manual and understand the responsibilities, necessary paperwork, and professional behavior required for my internship.

I have read the section of the manual regarding the logs and grading system. I understand the intervals that I need to turn in weekly logs, progress reports, and deliverable(s). I also understand that my grade comes from the site supervisor and from the work I turn into the internship instructor and or coordinator.

I understand that I am expected to treat the internship as a job. I should act professionally and dress appropriately for the internship. I will give my internship site supervisor a written request in advance if I need time off. I will also be sure to call if something comes up and I will be late for my shift. The site supervisor will counsel me if my behavior, performance, or attendance becomes an issue. I understand that I may be required to come to campus for a meeting to counsel me on my performance or behavior if necessary. If that issue cannot be resolved, I understand that I may be dismissed from the internship site and will receive a grade of "F" for the course(s).

If that happens before the 12th day of classes, I understand that I will need to drop my Internship coursework; I will have to meet with TWU SHPK faculty to explain the issues. I will also have to re-register for internships the following semester. I will also be required to write a letter to the School of Health Promotion and Kinesiology explaining the corrective action of my behavior.

I understand that if I re-register for my internship the following semester, or thereafter, it will be my last chance to Intern as a Health Studies student. If I fail to comply during my second chance, I will not be permitted to pursue a Health Studies degree. Information for this class will be posted on the internship course Canvas and through emails. I understand that I need to check my TWU email account and class Canvas regularly.

Name (Print): _____

Student Signature: _____

Date: _____