



## **HHP 490/590 INTERNSHIP MANUAL**

Application for internships are due one week prior to the beginning of registration for the semester in which the internship will be held. For spring internships this is usually the first week of November and for summer and fall internships this is usually the first and second week of March respectfully.

Available on the Department of Health & Human Performance Website  
<http://www.msubillings.edu/hhp>

College of Allied Health Professions  
Montana State University - Billings

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## INTRODUCTION

The HHP 490/590 Internship/Practicum is a concentrated pre-professional experience that provides an opportunity for students to apply the theories, knowledge and experiences gained from their undergraduate and graduate programs to real life situations.

The internship is the culminating event of a student's university experience. Thus, it is critical for the internship to be carefully planned and implemented. The Internship Manual contains a comprehensive set of guidelines to help insure that the internship is a valuable and positive experience. As you begin planning your internship, please keep in mind that the manual is designed to be used in conjunction with counsel from your academic advisor.

## TERMINOLOGY

**Advisor:** Intern's academic advisor.

**Program Area:** Department of Health and Human Performance.

**Intern:** College student enrolled in HHP 490/590 (Internship/Practicum).

**HHP 490/590 Internship/Practicum and Credit hours:** A minimum 2 credit hour (different degrees will have different minimum requirements) course designed to provide supervised contact hours for each experience in a corporate, commercial, clinical or non-profit health-related facility, agency, or institution. Each credit hour is equivalent to fifty (50) hours of contact time (e.g., a 6 credit hour is equal to 300 contact hours or 20 hours per week for a 15 week semester).

**Site Supervisor:** An experienced health, human performance or sport management specialist assigned by the sponsoring

organization to provide direct on site supervision of the intern.

**Sponsoring Organization:** A corporation, government agency, private agency, association, society, institution, that has a health, human performance or sport management component and is willing to provide a pre-professional field experience for a Montana State University - Billings Health & Human Performance student. May also be referred to as Sponsor.

**University:** Montana State University – Billings (MSU-B).

**University Supervisor:** The university faculty member who supervises interns in close cooperation with the site supervisor.

## OBJECTIVES

By the end of the internship, the intern will have:

1. an understanding of the structure and function of the sponsoring organization,
2. developed the skills and knowledge deemed appropriate for an entry level professional or a master's degree professional,
3. made a meaningful contribution to the sponsoring organization.

## PREREQUISITES

1. Completion of all Health and Human Performance or Graduate core courses ,
2. Acceptance into a Health & Human Performance major, minor, or graduate degree program,
3. Over-all GPA of 2.5 or a 2.8 grade point average in professional core courses,

for undergrads and no grade below a 3.0 for any core course for graduate students\*

4. Health Promotion faculty approval,
5. Approval of the HHP chair.

\* A student not meeting this prerequisite is encouraged to consult with his/her academic advisor. Student options include: retaking courses with poor grades, taking additional courses to improve GPA, petitioning HHP to waive the GPA requirement (granted only in rare cases), transferring to a different major or program.

### **LIABILITY INSURANCE**

Interns are required to carry liability insurance while enrolled in HHP 490/590. Arrangements for the purchase of this coverage can be made with Ms. Christy Aamold in the Administrative Vice Chancellor's office. A \$10 fee will be added to the student's University Bill.

### **PLACEMENT PROCESS**

Students are responsible for locating an internship site and making all necessary arrangements for placement. To insure a successful placement, the following steps need to be followed.

- a. Attend the mandatory pre-internship meeting the semester prior to applying for the internship. These meetings are generally held in October and February.
- b. See internship sites listed in the HHP Department approved list, and the HHP Website: <http://www.msubillings.edu/HHP> for prospective internship sites. Identify 3-5 potential internship sites.
- c. Complete an HHP 490/590 Internship Application form (pages 11-13) and the registration contract form, secure your Academic Advisor's signature and submit the form to the chair of HHP. The student will be enrolled in HHP 490/590 when all signatures (Academic Advisor and chair of HHP) have been obtained.
- d. It is the responsibility of the intern to contact potential sponsoring organizations. When making contacts with potential sponsors, inquire about their particular internship application procedures. As part of the application process you will be responsible for providing the sponsoring organization with:
  1. a letter of introduction
  2. your resume
  3. Sponsor Packet, (if granted an interview). Sponsor Packets are available on the HHP web site. They contains:
    - a) internship overview
    - b) requirements/responsibilities of involved parties
    - c) suggested internship activities
    - d) internship evaluation form
  4. a letter of thanks to the sponsoring organization for having granted the interview
- e. When an internship is offered by a sponsoring organization, respond to that offer immediately with either a letter of acceptance or a letter of regret.

- f. Meet with advisor to confirm placement or discuss alternative sites, if necessary.
- g. Submit internship application for signatures.

### **INTERNSHIP ACTIVITIES**

Internship activities are usually mutually agreed upon by the intern, advisor/university supervisor, and site supervisor. Possible ideas include, but are not limited to:

- 1. identification and diagnosis of a program need or problem as determined by the sponsoring organization,
- 2. fact finding as related to a program need or problem, e. g., conducting literature searches, writing reports, press releases, news articles, etc.
- 3. developing, coordinating, and administering a program activity,
- 4. attending professional meetings,
- 5. attending staff meetings,
- 6. assisting in the preparation of special reports, grant applications, and curricula,
- 7. presenting health related information,
- 8. assisting with program evaluation,
- 9. working with the professional staff on an interagency basis,
- 10. visiting other health related agencies to discuss networking or the types of services they provide.

### **INTERN RESPONSIBILITIES\***

Interns will:

- 1. locate an appropriate internship site and make all necessary arrangements for placement,
- 2. attend an internship orientation seminar conducted by the University Supervisor prior to the beginning of the internship (contact advisor for time, date, and location),
- 3. comply with all pertinent rules, regulations, policies, and requirements of Montana State University – Billings and the sponsoring organization,
- 4. submit a copy of current American Red Cross First Aid and CPR certifications prior to the beginning of the internship
- 5. complete the minimum contact hours required in internship related activities,
- 6. conduct themselves in a manner which will bring credit to themselves, the University, and the Sponsoring Organization,
- 7. establish a professional rapport with supervisors, co-workers, clients, and others to whom the intern represents the sponsoring organization,
- 8. respect the confidentiality of the sponsoring organization and its clients,
- 9. maintain communication with the university supervisor (frequency and methods will be determined by the University Supervisor and the Intern),
- 10. be present and on time to all internship related activities and meetings,
- 11. dress and act as a professional in all interactions,

12. submit to the University Supervisor on agreed upon dates
  - a. Completed and approved Application Form (**Due the week prior to the beginning of registration**)
  - b. Completed Verification Form (**Due prior to the beginning of the internship**)
  - c. Weekly Progress Reports (**Due within 5-7 days following the end of each work week**)
  - d. Detailed outline of the Major Project (**Due by the end of the third week –See below**)
  - e. Mid-term Evaluation (**Due at approximately half the completed contact hours**)
  - f. Final Evaluation (**Due at the completion of contact hours**)
  - g. Final Report (**Due during finals week of the internship semester**)
  - h. Other documents as deemed appropriate by the university supervisor,
13. complete a significant project (**Major Project**) that demonstrates competency as a pre-professional in your chosen field; the nature of the project will be determined collaboratively by the Intern, Site Supervisor, and University Supervisor and should involve the planning, implementation and evaluation of a significant project (detailed outline due by the end of the third week of the internship),
14. successfully complete the internship responsibilities and activities mutually agreed upon by the Intern, the University Supervisor, and the Site Supervisor,
15. host a site visit by the University Supervisor (generally between weeks 7 and 11),
16. attend a final meeting of all interns, 11AM-2:30PM, during finals week. Summer intern final meeting will be scheduled at the end of the summer. Each intern will give a concise, 10-15 minute PowerPoint presentation (with handouts) to the group. The presentation will highlight the following:
  - a. description of the internship site (selection, appropriateness, features of the site, etc.),
  - b. goals of the internship,
  - c. responsibilities and projects,
  - d. Major Project (theory applied to the development of project, project description, strategic plan),
  - e. project implementation and outcomes,
  - f. challenges and accomplishments, and
  - g. knowledge and skills acquired
  - h. overall assessment of the experience including recommendations that may be of value to future interns
17. Interns should also be prepared to offer feedback regarding how well their training prepared them for an entry level position in their chosen field (helpful parts of the curriculum as well as suggested improvements). This meeting will take place During exam week 11 AM-2:30 PM as indicated above.

### **SPONSORING ORGANIZATION RESPONSIBILITIES**

The sponsoring organization will:

1. complete the Internship Verification Form (in the Sponsor Packet) and return to the university supervisor,
2. design and implement an experience that provides the intern with an opportunity for participation in a variety of tasks and relationships common to the activities of health professionals at the internship site,
3. provide the intern with the physical facilities and supplies necessary to accomplish his/her on site responsibilities (desk space, computer access, telephone, office supplies, and other essential services),
4. provide the student with an orientation to the organization at the beginning of the internship experience,
5. provide an opportunity for the intern to function as a full-time staff member,
6. provide monetary compensation to the intern when he/she is required to travel outside of the immediate area, or to participate in such activities that require the outlay of funds on the intern's part. In this respect, the same consideration should be given to the intern as is given any professional staff member,
7. provide the intern with regular and specific feedback about his/her performance throughout the internship period,
8. provide mid-term and final evaluations of the intern's performance, using the

Internship Evaluation Form in the Sponsor Packet,

9. maintain communication with the university supervisor; frequency and methods of communication will be mutually agreed upon by the sponsoring organization and the university supervisor,
10. discuss intern performance during the site visit,
11. submit to the University Supervisor (via the Intern) on agreed upon dates
  - a. signed weekly progress reports prepared by the Intern (forms in Sponsor Packet),
  - b. mid-term evaluation (in Sponsor Packet),
  - c. final evaluation (in Sponsor Packet),
  - d. other documents as deemed appropriate by the University Supervisor.

### **DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE RESPONSIBILITIES**

The Department of Health and Human Performance at Montana State University – Billings will:

1. provide responsibility guidelines for the Intern and the Sponsoring Organization,
2. meet with potential interns to plan an appropriate internship experience based on the student's qualifications and career goals/objectives,
3. conduct (if geographically feasible) at least one on-site visitation during the

internship (time and date to be arranged with the intern),

4. provide additional supervision via telephone, e-mail and other appropriate means,
5. determine a final grade for the intern based upon the evaluation criteria.

### EVALUATION CRITERIA

The intern will be responsible for **typing** (preferably on a computer) and submitting to the university supervisor appropriate documentation of their experience:

The final grade will be determined as follows:

- Site Supervisor Evaluations<sup>1</sup> = 35%
- Weekly Reports = 20%
- Final Report Binder<sup>2</sup> and presentation at final meeting = 10%
- Major Project (includes theory & strategic plan) = 25%
- Professionalism<sup>3</sup> = 10%

<sup>1</sup>Supervisor evaluations will be determined by multiplying 20 times the average of the total scores for the final intern evaluation. For example, if an intern received an average score of 4.2 out of a possible 5.0, the score given will be 84 for this category.

<sup>2</sup>All students are required to be in attendance at the final internship meeting to submit binders and give an oral presentation on their experiences. Students who do not attend this meeting automatically receive a deduction of 20% on their binder scores. Therefore, if a student would normally receive a score of 93, he/she would actually

be given a grade of 73.

<sup>3</sup>Professionalism is based on timeliness of weekly reports, mid-term evaluations, etc., as well as the academic internship supervisor's perception of the overall quality of the intern's interactions with him or her. Students who are consistently late with submitting requirements receive a lower score.

### INTERNSHIP MAJOR PROJECT

All Interns are responsible for a project during their internship period. A project provides many benefits and opportunities for personal growth and individual skill development in your area of interest.

Internship Focus. Developing a project will enable you to work on a specific goal in the midst of seeming confusion, chaos and the endless array of activities that are (at least initially) so much a part of the daily routine at various internship sites.

Portfolio Development. Identifying, designing and completing projects provides evidence of your effectiveness as a health promotion professional. Additionally you may use the projects as a point of discussion for future interviews that you may have with prospective employers.

Internship Site Enhancement. While you will receive education, training and an excellent experience, your internship should also serve to benefit the participating organization. The projects you develop, especially the Major Project) should help the sponsoring organization attain its institutional goals.

Evaluation of Student Internship. Your performance relative to working on projects provides the Health & Human Performance faculty with a means of evaluating the

quality of the internship site and the intern's professional skills. The evaluation of your project will be determined by the Intern Supervisor and University Supervisor.

**Project Focus.** The project should demonstrate your competency as a pre-professional in your chosen field. The nature of the project will be determined collaboratively by the intern, intern supervisor, and the university supervisor. Ideally, the projects should include the elements of planning, implementation and evaluation. Some examples of projects conducted by previous interns include the following:

- Implementing and evaluating a heart healthy educational unit for employees of the sponsoring organization.
- Developing a marketing strategy for a program offered by the sponsoring organization.
- Evaluating a program offered by the sponsoring agency.
- Developing a new program for the sponsoring agency.
- Coordinating a community health fair to highlight the services and programs offered by the sponsoring organization.
- Developing promotional materials to encourage participation in existing programs.
- Planning and implementing special events that enhance services or functions of the sponsoring agency.

#### **INTERNSHIP MAJOR PROJECT OUTLINE AND STRATEGIC PLAN**

All HHP 490/590 reports must be typed. Projects should adhere to the following outline and be submitted to the University Supervisor by the third week of the internship.

- Title:
- Goal: (what the project is designed to accomplish)

#### **Your Strategic Plan should include all of the following components:**

- Program (Agency) Goal
- Objectives: (steps needed to accomplish the goal)
- How the objectives will be measured:
- Resources/materials needed:
- Gantt Chart/Timeline:
- Budget/Costs:
- Description of the aspects of the project you think will be the most challenging. How will these challenges be addressed?
- Description of what you hope to learn from the project:

#### **INTERNSHIP FINAL REPORT/BINDER**

1. **Final Reports must be submitted in white 3-ring binders with drop in sleeves for inserts on the front and side.** Both the front and side of the binder must contain the following information: intern's name, internship site and city, semester, and year. There must be an index in the front. All sections should be clearly labeled.

2. Due before the day Final Exams begin, (11 AM-2:30 PM. Summer intern final meetings will be scheduled at the end of the summer.
3. The Final Report consists of:
  - a. the structure and function of the sponsoring organization,
  - b. copies of the weekly reports with appropriate signatures,
  - c. summary of the intern's experience and responsibilities (including supporting documentation of projects such as brochures and fliers),
  - d. summary of intern challenges and accomplishments,
  - e. summary of the major project including a formal strategic plan, discussion of the theory or planning model used in the development of the project and how the theory or planning model was used, implementation issues, and a presentation and assessment of the results,
  - f. an overall assessment of the internship experience including recommendations that may be of value to future interns,
  - g. a completed and signed final evaluation form by the internship supervisor,
  - h. Interns are encouraged to assemble appropriate materials for the Final Project on a daily or weekly basis rather than waiting until the end.
4. Interns are encouraged to make two copies of the Final Report Binder: one to be submitted to the University Supervisor (for future students to review), and one to keep for personal use (e.g., for job interviews).

**Weekly Flow Chart**  
**HHP 490/590 Health & Human Performance Internship**

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WEEK	ACTIVITIES
1	Arrive at internship site.  Complete orientation to organization. Submit Orientation Report.  Define internship roles and activities.  Submit weekly report.
2	Begin carrying out responsibilities  Plan a specific concentrated project to be completed during the internship.  Submit Weekly Report.
3	Finalize the Internship Major Project Outline and Strategic Plan and submit it to the University Supervisor for approval.  Begin implementation of the Major Project.  Submit weekly report.
4-14	Continue carrying out internship responsibilities and projects.  Submit weekly reports.  Submit Mid-term Evaluation to University Supervisor after approximately 300 hours.  Host site visit (tour, discussion, meeting with site supervisor) for the University Supervisor.  Continue carrying out internship responsibilities and projects.  Submit weekly reports.
15-16	Finalize project/s and bring closure to responsibilities.  Submit Final Evaluation and Final Report/Binder.  Attend Health & Human Performance symposium to process and give PowerPoint presentation about the internship experience.

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**Application Form**

HHP 490/590 Internship

Department of Health and Human Performance, Montana State University - Billings

available at: <http://www.msubillings.edu/HHP/>

(Due the week prior to registration for the semester of the internship)

(All HHP 490/590 forms must be typed.)

Name \_\_\_\_\_ S.S. or ID # \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_ Semester internship is requested Fall \_\_\_ Spring \_\_\_ Summer \_\_\_ Year \_\_\_

Credit hours \_\_\_\_\_

Phone during internship \_\_\_\_\_

Address during internship \_\_\_\_\_

Permanent/Mailing Address \_\_\_\_\_

Permanent telephone \_\_\_\_\_  
internship \_\_\_\_\_

Email during

Grade point average from most recent transcript \_\_\_\_\_

*If Overall GPA is below 2.5, list GPA for the Professional Core (major) \_\_\_\_\_*

Attach a copy of the most recent transcript with this application.

Expiration date of your CPR certification? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration date of your First Aid certification? \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of Sponsoring Company/Agency \_\_\_\_\_

Department/Area of Placement \_\_\_\_\_

Name and Title of Contact Person \_\_\_\_\_

Site/Agency Address \_\_\_\_\_

Site Supervisor Phone Number (include area code) \_\_\_\_\_ Fax \_\_\_\_\_

Site Supervisor e-mail Address \_\_\_\_\_

(continued on next page)

(continued from previous page)

What are your career goals?

List the objectives you have for your internship.

1.

2.

3.

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**Do not write below this line.**

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Academic Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

MSU-B Internship Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

HHP Chair Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



**ORIENTATION REPORT**

(Submit to University Supervisor by the end of the first week of the Internship)

Intern's Name \_\_\_\_\_ Date \_\_\_\_\_

Intern address during internship:  
\_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Work Fax: \_\_\_\_\_

Email: Best way to receive messages: \_\_\_Fax \_\_\_ Email \_\_\_ Phone

Name of Organization \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

General Description of the Agency/Company: (Responses may be typed in spaces below or provided through attached materials. )

1. Mission, goals, objectives
  
2. Populations served
  
3. Programs/services offered
  
4. Number and types of employees
  
5. Organizational structure (departments/divisions, organizational flow chart)
  
6. Revenue/income sources
  
7. Facilities and special equipment utilized by the organization

**Internship Weekly Progress Report**  
 (All HHP 490/590 reports and forms must be typed.)

To be completed by the intern and mailed, faxed or emailed to the MSU-Billings supervisor on a weekly basis (due within 5 days of the end of each week).

Name \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sponsoring Organization \_\_\_\_\_

Intern Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Reporting Dates \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ through \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Hours worked (no credit for transportation to and from the site and no credit for lunch/dinner breaks):

Day of the Week	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total Hours
Times worked								
Number of Hours								

ACTIVITIES PARTICIPATED IN (list by day of the week):

ACTIVITIES OBSERVED (list by day of the week):

PERSONAL COMMENTS (private comments may be sent separately):

\_\_\_\_\_  
 Intern Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
 Internship Site Supervisor Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

### Internship Evaluation Form

(Midterm evaluation due at approximately half the designated contact hours. Final evaluation due at completion of contact hours. Site Supervisors need not type this form.)

Intern: \_\_\_\_\_

Organization: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_

Mid-term Rating Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Final Rating Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Rating Scale:**

- 1 = Major problem; special measures needed to deal with the situation.
- 2 = Below average; intern needs remedial help to achieve an acceptable level of performance. 3 = Acceptable; performance/skill will improve with additional practice/mentoring.
- 4 = Good performance/skill level; fine tuning will result in excellence.
- 5 = Excellent; no additional work needed.
- NA = Not applicable.

	Mid-term Evaluation	Final Evaluation
<b>I. Interpersonal skills</b>		
1. Compatibility with co-workers	_____	_____
2. Relationship with clients	_____	_____
3. Respect and acceptance of others	_____	_____
4. Receptivity to feedback/suggestions	_____	_____
5. Accepting and non-judgmental	_____	_____
6. Ability to work in groups	_____	_____
<b>II. Intrapersonal Skills</b>		
1. Self-confidence	_____	_____
2. Ability to adjust to change	_____	_____
3. Problem solving skills	_____	_____
4. Positive attitude/optimistic	_____	_____
5. Ability to manage stress	_____	_____
<b>III. Communication Skills</b>		
1. Oral	_____	_____
2. Written	_____	_____
3. Listening and responding	_____	_____
<b>IV. Work Performance</b>		
1. Promptness and dependability	_____	_____
2. Enthusiasm	_____	_____
3. Projects submitted on time	_____	_____
4. Quality of work	_____	_____
5. Willingness to assume responsibility	_____	_____
6. Planning and organizational skills	_____	_____
7. Creativity	_____	_____
8. Ability to provide for client needs	_____	_____
9. Time management skills	_____	_____
10. Self motivation (initiative)	_____	_____
11. Dress/appearance	_____	_____
12. Personal conduct	_____	_____

