STUDENT INTERNSHIP EXPERIENCE REPORT REQUIREMENTS

To successfully complete the internship, students must complete and submit the following
1) Completed Biweekly Tracking Hours Handouts (to be submitted every two weeks throughout the Internship)
2) Student Internship Experience Reports
   a) Midpoint Report: Site Description Report due upon completing 50% of the required hours
   b) Final Report: Student Experience Report due upon completing 90% of the required hours
3) Response to Initial Intern Goals and Objectives
4) Intern Inventory of Health Education Competencies & Sub-competencies

STUDENT INTERNSHIP EXPERIENCE REPORTS
Although these reports’ deadlines are not until midpoint and final time periods of the internship experience, students should begin to work on these reports early on in their internship. They require investigation into the site’s history and operations as well as personal reflection about work performed throughout the internship experience.

MIDPOINT STUDENT REPORT: Site Description Report
The midpoint report requires students to learn about their site organization in-depth. Students may need to work with their site supervisor in addition to conducting their own research to answer the following questions.

1) Assess Individual and Community Needs for Health Education
   a. What needs assessment instruments are utilized by your internship site?
   b. Identify the existing, as well as needed, resources necessary to conduct assessments at your internship site (1.1.1).
   c. Describe the extent of available health education programs, interventions, and policies at your internship site (1.6.1).
   d. Assess the quality of available health education programs, interventions, and policies at your internship site (1.6.2).
   e. Identify existing and potential partners (of your internship site) for the provision of health education (1.6.3).
   f. What social, environmental and/or political conditions impact the delivery of health education at your internship site (1.6.4)?
   g. What capacity does your internship site have for developing needed health education (1.6.5)?
      What resources are needed to provide health education (1.6.6)?

2) Plan Health Education Strategies, Interventions, and Programs
   a. What are the priority populations served by your internship site (2.1.2)? Who are the key stakeholders? (2.1.2)
   b. In what ways is the need for health education communicated by your internship site to their priority populations and stakeholders (2.1.3)?
   c. What are the goals and objectives of your internship site?
   d. What resources are needed to achieve objectives (2.2.6)?
   e. What range of health information is needed to achieve goals and objectives (2.4.1)?
   f. Are logic models used by the Internship site? If so, provide a sample. If not, draft a logic model for one of the programs you have been working with. (2.4.3).
   g. What opportunities exist for integrating health education into other programs (2.4.6)?

3) Implement Health Education Strategies, Interventions, and Programs
   a. Describe a program you were involved with implementing.
b. How did the internship site assess readiness for implementation (3.1.1)?
c. What baseline data was collected (3.1.2)?
d. What strategies were used to deliver a plan of action (3.1.4)? How was the plan launched (3.1.7)?
e. What theories or models were applied to implementation (3.1.6)?
f. What training was done to prepare employees to implement programs (3.3.1)?
g. What training was offered to you and other interns?
h. What training were you involved with implementing (3.3.6)?

4) Develop Evaluation/Research Plans
   a. What evaluation techniques are utilized by the internship site?
   b. Identify and critique existing data collection instruments used by the site (4.1.8., 4.1.9).
   c. How are ethical standards practiced in conducting evaluation at your internship site (4.1.14)?
   d. How is data collection monitored and managed at your internship site (4.3.2)?
   e. How are evaluation results communicated to stakeholders within your internship site (4.5.1)?
   f. In what ways are evaluation results applied to policy analysis and/or program development (4.5.3)?

5) Administer Health Education Strategies, Interventions, and Programs
   a. Explain how program goals align with organizational structure, mission, and goals (5.2.6).
   b. Describe the organization’s culture in relation to health education goals (5.3.2).
   c. What recommendations do you have to reinforce or change organizational culture to achieve health education goals (5.3.4)?
   d. Describe ways in which leaders of the internship site adhere to ethical standards of the profession (5.3.6).

6) Serve as a Health Education Resource Person
   a. Describe the health information that is disseminated by the internship site.
   b. Are these resources accurate, relevant, and timely (6.1.3)?
   c. Identify priority populations in need of training (6.2.3).
   d. What are the parameters of effective consultative relationships (6.3.3)?
   e. What collaborative partnerships exist between your internship site and other organizations in the community?
   f. In what ways are collaborative efforts facilitated to achieve program goals?

7) Communicate and Advocate for Health and Health Education
   a. What communication channels are utilized to communicate health messages to priority populations?
   b. What techniques are used to empower individuals and communities to improve their health (7.3.1)?
   c. How is technology used to communicate to the priority population (7.3.2)?
   d. In what ways does the site evaluate the delivery of communication strategies, methods, and techniques (7.3.3)?
   e. In what ways is your site involved in advocacy efforts? What health-related policies, regulations, laws or rules are advocated for (7.5.3)? How are stakeholders involved in advocacy (7.4.1)? How is media and/or technology used in advocacy efforts (7.5.5)?
   f. What is their advocacy plan? Describe current implementation of the plan (7.4.6). How is media and technology used in advocacy work (7.4.7)?
   g. What has been your role in advocacy initiatives at your internship site (7.4.8)?
h. Identify the significance and implications of health policy for individuals, groups, and communities (7.5.2) served by your internship site.

FINAL STUDENT REPORT: Student Experience Report

1. Assess Individual and Community Needs for Health Education
   a. Describe the work that you did in developing plans for data collection, analysis, and interpretation (1.1.4). What assessment materials did you develop? What theories or model were used in the development of the materials (1.1.3)? When looking at an assessment plan you were involved with, what type of research design/method was used (1.1.6)?
   b. Provide an example of a topic you researched and the data bases you used to locate health-related data on that topic (1.2.6).
   c. When involved with assessment, describe the collaborations that worked together, what agreements were established between the collaborating partners (1.2.5)?
   d. Provide an example of primary and secondary data that you collected and how you integrated the two types of data together (1.3.1., 1.3.2).
   e. What data collection activities were you involved with (1.3.6)? What ethical standards were followed when you collected the data (1.3.7)?
   f. What health behaviors did your internship site target? What factors influenced these behaviors. Choose one major health behavior that was targeted and draw an ecological model demonstrating behavioral, environmental, social, organizational, and genetic factors that influence that behavior (1.4.1, 1.4.2).
   g. Identify emerging health education needs of the population served by your organization (1.7.4.).

2. Plan Health Education Strategies, Interventions, and Programs
   a. What role did you play in developing collaborative efforts among priority populations and other stakeholders (2.1.4)?
   b. Explain how you elicited input from priority populations and other stakeholders and obtained commitment from them to support/participate in the programs you worked with (2.1.5, 2.1.6).
   c. Describe four intervention activities that you were involved with. In what ways were cultural competency and legal/ethical principles considered in these interventions (2.3.4, 2.3.5)?
   d. In what ways did you help to integrate/expand health education into other programs (2.4.7)?
   e. Thinking about a program you were involved with implementing, what factors fostered implementation? What factors hindered implementation? Describe why you believe these factors had such an affect and what could be done in the future to address these factors better to improve implementation (2.5.1, 2.5.2).

3. Implement Health Education Strategies, Interventions, and Programs
   a. Describe the strategies you used to ensure cultural competence in implementing health education plans (3.1.3).
   b. In what ways did you promote a plan of action (3.1.5)?
   c. In what ways did you monitor the following during implementation: progress in accordance with a timeline, progress towards objectives, resources, and compliance with legal and ethical principles (3.2.1., 3.2.2., 3.2.4., 3.2.5.)?
   d. What recommendations do you have for improved implementation strategies at your internship site?
4. Develop Evaluation/Research Plans
   a. Describe your involvement in evaluation strategies employed during your internship.
   b. Describe an evaluation plan that you were involved with. What data did you collect (4.3.1)?
      Describe how this data was analyzed (4.3.3, 4.3.4, 4.3.5). Interpreting results: how did the
      results align with evaluation questions (4.4.1), what were possible explanations for findings
      (4.4.3)? Based on results, what recommendations do you have (4.4.5)?
   c. What recommendations do you have to strengthen evaluation efforts at your internship site?

5. Administer Health Education Strategies, Interventions, and Programs
   a. In what ways were you involved with strategic planning (5.3.1)?
   b. In what ways did you demonstrate leadership skills in managing human resources (5.4.2)?
   c. In what ways did you model professional practices and ethical behavior (5.4.8)?
   d. In what ways did you facilitate partnerships in support of health education (5.5)?

6. Serve as a Health Education Resource Person
   a. What health information needs exist among your priority population (6.1.1)?
   b. Provide examples of when you conveyed health-related information to priority population
      and/or stakeholders (6.1.4, 6.1.5).
   c. In what ways did you serve as a health education consultant?

7. Communicate and Advocate for Health and Health Education
   a. Describe the techniques that you used to empower individuals and communities to improve
      their health (7.3.1).
   b. How have you employed technology to communicate to a priority population (7.3.2)?
   c. How have you used data to support advocacy messages (7.4.5)?
   d. Describe your participation in advocacy initiatives (7.4.8).
   e. What recommendations do you have to strengthen communication efforts to be more effective in meeting program goals and objectives?
   f. What opportunities exist for advocacy to improve health outcomes among your priority
      population? Provide specific recommendations for your site to consider.

Response to Initial Intern Goals and Objectives
In narrative format, address your success in achieving each of the goals and objectives you initially stated for
the internship. In addition, identify unexpected outcomes and lessons learned that you had not considered
prior to the internship experience. Provide an overall summary of your experience, describing how the
internship has prepared you for a future career in Community Health Education. Also, please describe what
training or skills you would have liked to have received in our program that would have prepared you for the
internship. Lastly, indicate future goals that you have set for yourself.

Also, students need to submit their final Tracking Hours Handout and their completed CHES self-assessment
with final materials.

DUE: Students’ final reports must be submitted to Dr. Hedman in hard copy prior to the week of finals
during the semester of the internship experience.

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