

**Denton County Health Department
Health Education Division
535 South Loop 288, Suite 1003
Denton, Texas 76205**

Preceptor: Kamilah Hasan, MA, Health Education Manager
Office: 972-434-4725
Fax: 940-349-5741
Kamilah.Hasan@dentoncounty.com

Matt Richardson, DrPH, MPH- Director
Office: 940-349-2913
Matt.richardson@dentoncounty.com

**Internships are selected on a semester basis.
Application submission is required for selection process.**

Internship Description:

This internship will prepare the professional health educator to develop, implement, and evaluate health education programs. The student will learn the tools necessary and will provide an opportunity to conduct health education programs within the Denton County community. The goal of this internship is to produce future Certified Health Education Specialists (CHES) that are proficient within the health education field. This internship is offered as a professional courtesy to future health educators.

Areas of Responsibility:

This internship will allow the student to address all 7 Areas of Responsibility of a Certified Health Education Specialist as defined by the National Commission for Health Education Credentialing, Inc. More information can be found at www.nchec.org.

- Area I: Assess Individual and Community Needs for Health Education
- Area II: Plan Health Education Strategies, Interventions, and Programs
- Area III: Implement Health Education Strategies, Interventions, and Programs
- Area IV: Conduct Evaluation and Research Related to Health Education
- Area V: Administer Health Education Strategies, Interventions, and Programs
- Area VI: Serve as a Health Education Resource Person
- Area VII: Communicate and Advocate for Health and Health Education

Internship Objectives:

Upon completing this internship, students should have the knowledge and skills necessary to:

- Find current and valid information about relevant U.S., Texas, and Denton County health issues
- Compose work plans, program plans, lesson plans, and other documents necessary for health education programming
- Implement health education programs
- Conduct effective program evaluations
- Effectively network with local partners
- Compose a formal, written evaluation plan

Internship Requirements:

- Denton County Health Department internships last a minimum of 10 full weeks. This provides interns an opportunity to experience and learn about the role that health educators play within the Denton County community.
- Internships are only offered to students pursuing a degree within a health education or health promotion related field.
- Interns must be able to work Monday thru Friday from 9am-4pm. Flexibility to work nights and weekends is preferred.
- Interns must be proficient in Microsoft Word, Excel, Power Point, and Publisher.
- Interns must have excellent interpersonal skills and be able to work well with others.

Internship Expectations:

The learner enrolled in this internship will behave as an adult engaged in college level study. As a learner he/she will:

- Interact with other learners in a respectful manner.
- Accept responsibility for his/her behavior and learning.
- Assess his/her progress and request assistance as needed.
- Accept constructive criticism as an essential component of learning.

Grading Criteria:

Networking Write-up (5 X 20)	100 points
Public Speaking/ Formal Presentations (3 x 50)	150 points
Daily Tasks	100 points
Professional Demeanor	50 points
Project <u>or</u> Program	500 points
Project Requirements	
1. Work Plan	
2. Weekly Work Plans	
3. Implementation	
4. Evaluation Components	
Program Requirements	
1. Program Plan	
2. Lesson Plan	
3. Implementation	
4. Evaluation Components	
Formal Summary/Evaluation Report	100 points

Grading

A = 1000-901
B = 900-801
C = 800-701
D < 700

Total Possible Points: 1000 Points

Internship Assignment Description:

Networking Write-up (5 x 20 =100):

Interns will have the ability to join Denton County Health Department during formal community meetings held throughout the semester. During these meetings, interns will be required to engage *at least* one community stakeholder and provide a write-up about this individual after attending meetings. The goal of this is to give the intern insight into community partners. To ensure that interns leave the Denton County Health Department internship with a broad understanding of other community partners,

a write-up will be required after any meeting attended. A minimum of the 5 following write-ups should be completed during the duration on an internship including a write up of:

- 1 DCHD **employee** following internship orientation
- 1 community **partner** following Community Disease Response Team (CDRT) meeting
- 1 community **partner** following Community Advisory Committee (CAC) meeting
- 1 community **partner** following Denton Information Network (DIN) meeting
- 1 community **partner** following Healthy Communities Coalition (HCC) meeting

The write up should include the interviewees:

- Name
- Organization
- Title
- Contact Information
- Educational background
- Special Certifications required for position
- An overview of job functions
- A business card if possible.

Public Speaking/Formal Presentations/Outreach (3 X 50 = 150):

Interns will be required to do at least three public speaking engagements, formal presentations, and/or outreach events. These will include health fairs, formal presentations, and any other type of formal outreach that is performed during the internship. Interns will be graded on their ability to effectively communicate health topics to the selected audience; delivery techniques, including PowerPoint presentation formatting; ability to effectively engage the selected audience; and communication techniques (tone of voice, talking speed, ability to project as needed).

Daily Tasks (100)

Interns will be required to assist the Health Education Division with various daily tasks including, but not limited to, clerical duties related to health education outreach, CHIP renewal calls each month, acting as a resource person, organizing health education related materials, and preparation for health fairs or other health education outreach events, as needed.

Professional Demeanor (50)

Interns will be expected to present themselves in a professional manner. Professional Demeanor encompasses appropriate dress, positive and helpful attitude, showing initiative, ability to work well with others, and showing a desire to learn and grow through this learning process.

Project or Program (500)

1. Project Requirements: A project would be any assignment that does not include a set of lessons to be presented to an audience. A project could include creation of a health education tool or resource for the community; a needs or status assessment of the community's health behaviors, or other tools that could be used to support the mission of the Denton County Health Department's Health Education Division.
 - a. *Work Plan (125)*. A work plan is a roadmap of what your project will consist of. It includes goals, objectives, target audience, timelines, specific (bullet-pointed) tasks

- to accomplish each objective and evaluation criteria for which your project will be assessed.
- b. *Weekly Work Plans (125)*. Weekly work plans will be expected at the end of each week for the following week. It will outline the timeline of events for the upcoming week, list tasks that should be accomplished that week and an explanation of how those tasks should be completed. If outreach or events associated with your project occur during the week, those dates, times, locations and materials needed should be listed in an organized and cohesive manner.
 - c. *Implementation (125)*. Interns will be expected to successfully implement the planned project within the Denton County community. Preceptors should be told about all community interaction prior to the event occurring. Implementation should be tailored for the specific target audience and include dissemination of the tool or results of the project to the community, as needed.
 - d. *Evaluation Components (125)*. Interns will be expected to perform an evaluation of their internship project. The criteria for this evaluation should be established prior to implementation and should be approved by the Internship Preceptors. The evaluation criteria you set for your project should be measurable. The evaluation component should be included within your work plan. The evaluation component of your project will include establishment of evaluation criteria, selection or development of your evaluation tool and performance of the actual evaluation. This evaluation will serve as the basis of your final internship evaluation report.
2. Program Requirements: A program would be any assignment that creates a set of health education or promotion lessons to be presented within a target audience in the Denton County community.
- a. *Program Plan (125)*. A program plan will be a roadmap for what your program will consist of. It includes goals, objectives, topic to be discussed/behavior to be addressed, target audience, timeline, lesson plan synopsis, specific tasks to accomplish each objective and evaluation criteria for which your program will be assessed.
 - b. *Lesson Plan (125)*. A lesson plan will establish the process for teaching the material you wish to present to the target audience. Components of a lesson plan include topic or behavior that is addressed, target audience, time frame, tools/materials needed for the lesson, goals and objective for the lesson, outline of lesson procedures (Introduction, Talking Points for the Lesson, Activities, Conclusion, Evaluation). The evaluation criteria for the lesson should be established in the lesson plan and approved by the Internship Preceptors. A mock lesson plan is provided.
 - c. *Implementation (125)*. Interns will be expected to successfully implement the planned project within the Denton County community. Preceptors should be told about all community interaction prior to the event occurring. Implementation should be tailored for the specific target audience and an activity to engage the audience.
 - d. *Evaluation Components (125)*. Interns will be expected to perform an evaluation of the health education or promotion program. The criteria for this evaluation should be established prior to implementation and should be approved by the Internship Preceptors. The evaluation criteria you set for your program should be measurable.

Each lesson provided will include an evaluation component at the end, and all of the evaluations from the lessons will be used to create your final evaluation report. The evaluation component should be included within your program plan and lesson plans. The evaluation component of your program will include establishment of evaluation criteria, selection or development of your evaluation tool and performance of the actual evaluation. This evaluation will serve as the basis of your final internship evaluation report.

Formal Summary/Evaluation Report (100)

Interns will be expected to complete their internship by creating a formal summary/evaluation report. This document will outline the basics of your project or program. Components of this evaluation will include an introduction of your topic and statistical rationale for why it should be addressed in Denton County, overview of project or program created to address the chosen topic, the results of the evaluation tool chosen or created, and suggestions for future changes for the project or program.

Internship Schedule:

Week	Assignments and Due Dates: Assignments are due at Tuesday Morning Meeting unless otherwise instructed
1	Internship Orientation, Work Plan or Program Plan (due Tuesday of Week 2)
2	Begin working on Lesson Plans or Weekly Work Plans (Turn in lesson plans or weekly work plans that have been completed on the Tuesday of Week 3)
3	Complete Lesson Plans or Weekly Work Plans (all lesson plans or weekly work plans due on the Tuesday of Week 4)
4	Project Creation and Program Component Creation (all program Power Points and other resources should be turned in no later than Tuesday of week 5. These tools can be turned in via email to Internship Preceptors early, if completed.)
5	Project Creation or Program Component Creation (edits will be provided to you and revised components should be turned in by Friday of week 5 via email to Internship Preceptors).
6	Project Creation or Program Implementation
7	Project Dissemination or Program Implementation
8	Project Dissemination or Program Implementation
9	Evaluation and Summary Week
10	Formal Summary/Final Evaluation