

George Mason University
College of Health and Human Services
Department of Global and Community Health
GCH 498 Section 001
GCH Internship
(Seminar and Practicum)
Fall 2009

Subject to Change

Thursdays 4:30PM – 6:10PM

Room: Enterprise Hall 77

Instructor: Nancy Freeborne, DrPH MPH, PA-C

Fall Office Hours: Wednesdays, 3:00-5:00 PM, Thursdays, 10:00-12:00 PM or by appointment

Room: Robinson B 424

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Tel: (703) 993-3578

Prerequisites:

This course is open to Global and Community Health students. This course should be taken in one of the last semesters of studies after completion of most course requirements. Students should set up a meeting with Dr. Freeborne prior to enrolling in the course. Additionally, an internship should be arranged before the first day of class. Exceptions to this rule will be made on a case-by-case basis.

Course Description:

This capstone course requires student attendance at a seminar class and participation in a 15-20 hour/week internship in a health-related organization. This course provides for a variety of applied experiences in the student's chosen area of concentration under the direction of a Global and Community Health faculty member and a preceptor in the field agency.

Critical thinking, project planning and management, communication and analytic skills are integrated in the performance of the internship and development of the project.

Course Objectives:

1. Apply theoretical knowledge to explore effectively the structure (formal and informal) and the functions of the internship agency.
2. Utilize project management and problem analysis skills to conduct a problem/need/opportunity assessment and plan.
3. Explore the agency's administrative systems, communication and decision support infrastructures.
4. Utilize clinical and administrative information technology to collect and/or initiate appropriate data analysis to support planning and evaluation.
5. Work effectively as an individual and within teams, to manage all phases of the project and other internship responsibilities.
6. Apply knowledge skills about leadership, management and the health care system in functioning as a member of the agency's administrative team.
7. Demonstrate professional behavior in the internship environment.
8. Self-evaluate participation, involvement and contributions towards the agency's mission.
9. Consult and/or refer appropriately in situations exceeding scope of practice.

Expectations:

In this course, students will work in a professional role in which they will be representing themselves, the College of Health and Human Services, the University, and in some capacity, the organization in which they are doing their internship. In the internship and seminar, student attendance, communication, participation, professionalism, and work ethic are expected.

Attendance for the internship and seminar are required and expected. **One unexcused absence in either area; conduct that is inappropriate and/or not professional in the internship setting; or failure to be prepared or participate in the seminar may lead to an unsuccessful experience and/or failure of this course. If a student is terminated from his internship by the hosting organization it could result in the failure of this course.**

If a student has any problems, challenges, and/or issues that may prevent them from having a successful experience, they should work with their instructor to resolve. Students will have many resources at their disposal, including the instructor, the class members, their own experiences, and the knowledge and skills they have gained in their program of study. In this course, communication is essential to a successful student experience. Students are expected to use clear communication skills at the internship site and in the seminar class.

Sharing experiences is an important component of the seminar. Written assignments, including project presentation and weekly “screens” are expected to meet the standards of senior level work (in other words, editing, grammar, and style should be high level). The University Honor Code will be followed at all times.

Evaluation Criteria:

Internship Work Performance

Field Report

Weekly “screen”/report

Interview of preceptor or other contact in your agency (preferred)

Poster/Project

Attendance/Participation

Requirements:

1. **Weekly “screen”/report:** Please send a weekly report/journal entry describing what you are doing at your internship.
 - a. Your reports should be sent via e-mail; they are limited to what can be seen on a computer “screen”. Please number these as follows so that your progress can be tracked: Smith, Week 1; Smith, Week 2, etc.
 - b. Your reports should include the number of hours you logged each week
 - c. Your weekly reports are due on Fridays of each week (beginning with Week 1)
2. **Field Report:** Discuss the mission and vision of your organization; discuss the role of your preceptor in the organization. Please present this in a professional manner.
3. **Contact Interview:** You are responsible for setting up an informational interview with a person in your agency, preferably someone other than your preceptor. Please discuss with this person the following and be prepared to present in class: Note the individual’s name and title; discuss their career track; note how long have they been in their current position; discuss their job description; describe what they say are their current challenges and successes? Discuss their background (educational and work). Describe what they enjoy about their job?
4. **Final Project Poster/Presentation:** A poster and presentation will be required. The poster will include information on your internship organization, your role, and information on your project. You are responsible for at least one project at your internship site. You should discuss a potential project with your supervisor early on in the internship. Project examples include: re-design of the website, health promotion pamphlets, or development of a new teaching module for clients

Schedule (Subject to Change):

September 3, 2009

- *TOPIC: Introduction; Overview; Expectations
- *Telephone/e-mail list
- *Information Cards

September 10, 2009

- *TOPIC: What is Community Health?
- *Field Reports due—be prepared to give a 2-3 minute summary of the mission of your community health agency—pictures or visuals are expected
- *Paperwork due—letter from preceptor regarding your schedule and potential activities at the site; community health internship form

September 24, 2009

- *TOPIC: Resume writing and job search
- *Meet in Career Services Library, SUB I, 3rd Floor, meeting with Charlotte Strauss of the Career Center 4:30-5:30, followed by Federal Government Job and Internship Search Workshop, SUB I, Rooms A and B

Week of October 1, 2009—NO CLASS

- *-Site visits or phone calls with supervisors

October 8th, 2009

- *TOPIC: Personality assessments
- *Resumes due

October 22nd, 2009

- *TOPIC: Organizational culture and politics
- *Project Proposals due

November 5th, 2009

- *TOPIC: Mock interviews
- *Contact interview due

November 19th, 2009

TBD

December 3rd, 2009

- *Project presentations