GUIDELINES FOR AGENCIES OR INSTITUTIONS

GENERAL:

All of us recognize the crucial role that the internship plays in preparing the community health educator. Events during this period may make a difference between a person who approaches his/her first job with confidence and enthusiasm, recognizing his/her strengths and weaknesses, and a person who is insecure, confused and unable to make a contribution to his/her workplace.

As a supervising agency, you have a challenging responsibility to help the student grow professionally as much as possible during the thirteen weeks in the field. In general this includes:

1. understanding that the student is an individual who has a unique background and special needs.
2. planning and providing the best possible field experience to meet their needs.
3. providing guidance and counsel in an amount appropriate to the student's personal and professional maturity.
4. scheduling conferences with the student to give background on coming events; to plan, review, and evaluate past experiences; to relate individual activities to broader programs.

The student is expected to participate in the internship for a minimum of 13 weeks - 520 hours, full time, on-the-job training. Hopefully, the experience will be a symbiotic one with the agency playing the leadership role. The student is expected to develop general guidelines and objectives for the work experience and these are to be approved by the agency supervisor. The guidelines are to be used by Texas A&M University to inform future students as to what might be expected from them if they desired a similar experience. The objectives are to be a planning aid for both the student and the agency. In addition, the student is required to develop a special project to be left with the cooperating agency or institution. This, of course, cannot be decided by the student until they have been on the job for a period of time and determine a particular need of the agency. As our students are told, these projects are to be left with the agency and hopefully the student will be remembered "happily" by the agency.

There will be at least one on-site visitation during the field-work experience by the university supervisor. Additional visits may be arranged, if in the opinion of either party, the intern is in need of more supervision. These visits will be arranged in advance so as not to disrupt any planned activities by the agency.

EVALUATIONS:

Our attempt in the field work experience is to keep the paperwork by the cooperating agency or institution at a minimum. The agency/institution will be required to complete two (2) short intern evaluation forms which will be returned to Mrs. Debe Shafer (Department of Health and Kinesiology, Texas A&M University, 4243 TAMU, College Station, TX 77843-4243) upon completion. The forms are designed to reflect the type and quality of specific aspects of the internship experience. We ask that you complete a mid-point evaluation so that the student is made aware of his/her ability, strengths and weaknesses, and level of maturity as a beginning professional. Personality characteristics that might help or hinder the students in future work could also be discussed. Space is permitted on the evaluation form to illustrate your evaluation with specific examples or comments. In deciding what to include on the student's evaluation, consider what might be beneficial to an agency or institution that may be interested in the student as a prospective employee.

The final evaluation is used to determine the student's final grade, so it is of utmost importance that you complete the evaluation and return it to Mrs. Shafer within one week of the end of the internship.

Revised 11/2012