New Course Request

1. School/Division: Medicine/Public Health
2. Academic Subject Code: PBHL
3. Course Number: A380 (must be cleared with University Enrollment Services)
4. Instructor: Ritchie
5. Course Title: Environmental Health Internship
   Recommended Abbreviation (Optional): Environmental Health Internship
6. First time this course is to be offered (Semester/Year): Fall 2010
7. Credit Hours: Fixed at 3 or Variable from 0 to 0
8. Is this course to be graded S-F (only)? Yes
9. Is variable title approval being requested? Yes
10. Course description (not to exceed 50 words) for Bulletin publication: The internship in environmental health science provides students with an opportunity to gain meaningful and appropriate experience in any of the disciplines within environmental health. Students may seek internships in local, state, national, or international organizations in the government, not-for-profit, business, or industrial sectors, providing the work of the internship reflects one of the environmental health disciplines. Internships may be paid or unpaid.
11. Lecture Contact Hours: Fixed at 0 or Variable from 0 to 0
12. Non-Lecture Contact Hours: Fixed at 0 or Variable from 18 to 20
13. Estimated enrollment: 30 of which 100 percent are expected to be graduate students.
14. Frequency of scheduling: Fall/Spring/Sum
15. Justification for new course: Necessary component for the development of Bachelor of Science in Public Health (BSPH) Program
16. Are the necessary reading materials currently available in the appropriate library? Yes
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: Carole Kacius
Date: 1/29/10
Department Chairman/Division Director

Approved by:

Date
Dean

Date
Chancellor/Vice-President

Date
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.
INDIANA UNIVERSITY SCHOOL OF MEDICINE  
DEPARTMENT OF PUBLIC HEALTH  
SPRING, SUMMER, FALL 2010  

COURSE TITLE: Environmental Health Internship  
COURSE NUMBER: PBHL-A380  
LOCATION: Arranged  

DATE: Arranged  

FACULTY: Ingrid Ritchie  
Associate Professor/Public Health/Medicine  
274-3752  
iritchie@iupui.edu  

COURSE DESCRIPTION  
The internship in environmental health science provides students with an opportunity to gain meaningful and appropriate experience in any of the disciplines within environmental health. Students may seek internships in local, state, national, or international organizations in the government, not-for-profit, business, or industrial sectors, providing the work of the internship reflects one of the environmental health disciplines. Internships may be paid or unpaid.  
The internship is a valuable part of the academic experience because it gives students an opportunity to:  
1. apply classroom knowledge and skills,  
2. gain valuable work experience that complements the student’s academic program,  
3. identify alternative career opportunities,  
4. understand expectations for professionals in the field  
5. make connections with professionals who might provide letters of recommendation or help with job searches.  

Environmental health areas that can result in acceptable internships include:  

- outdoor air quality  
- drinking water quality; stream quality  
- occupational safety  
- mosquito and rodent control  
- homeland security  
- community environmental health  
- indoor air quality  
- laboratory safety  
- Sustainability  
- solid waste  
- toxicology  
- Industrial hygiene  
- food safety  
- housing  
- childhood lead poisoning  
- wastewater treatment (municipal and septic systems)  
- radon  
- environmental justice  
- hazardous waste  
- environmental epidemiology  
- radiation safety  
- Institutional environmental health (hospitals, prisons, etc.)  
- GIS applications for environmental health  
- asthma  
- remediation of hazardous materials  
- Environmental health for hospitality industry  

EHS Internship/Ritchie/2010
PRINCIPLES OF UNDERGRADUATE LEARNING ADDRESSED IN THIS COURSE

The activities in this course are linked to the following Principles of Undergraduate Learning:

✓ Core Communication Skills – Students will demonstrate written and oral communication skills during the course of their work, by keeping a journal of their experiences, and by writing a final report for the internship.
✓ Integration and Application of Knowledge – Students will demonstrate their ability to use the information and concepts they have learned in their academic work in various disciplines by completing assigned tasks during the internship. Students will also demonstrate their ability to exercise good judgment as they apply what they have learned to the situations they will encounter. (MAJOR EMPHASIS)

LEARNING OBJECTIVES

Upon successful completion of this course, a student should be able to demonstrate mastery of the following learning outcomes:

✓ Apply theoretical concepts of previous coursework to practical settings.
✓ Communicate effectively with diverse stakeholders individually and in group settings using verbal, written, and electronic modes of communication.
✓ Work effectively individually or in a team-setting to accomplish assigned tasks.
✓ Seek principled solutions to environmental health issues.

REQUIRED OR SUGGESTED TEXT AND/OR READINGS

Readings as assigned by the Internship Supervisor and/or Faculty Mentor.

EVALUATION AND GRADING SCALE

The internship experience is graded on a Satisfactory/Unsatisfactory basis. You will earn a grade of Satisfactory when you fully meet the requirements of the course, which include

1) completing a minimum of 80 clock hours for each academic credit hour (a minimum of 240 clock hours for 3 credit hours of internship),
2) receiving a satisfactory evaluation by the internship supervisor on the quality of your work and professionalism,
3) submitting required reports by the assigned due dates, and
4) receiving a satisfactory evaluation by the instructor on your Interim Internship Report and the Final Internship Report.

You will earn a grade of Unsatisfactory when you do not fully meet the requirements of the course as identified above.

GUIDELINES

Pursuing an internship is a privilege that also carries responsibilities. It is important for students to realize that the organizations that agree to host student interns invest time and resources in mentoring and training interns. When students accept internships they are representing the Department of Public Health and the IUPUI campus, and a student's conduct may determine whether or not the host organization will continue to accept students. In addition, students who earn high marks for their internship work may be invited to join the organization upon graduation.
Employers expect interns to be on time, dress appropriately, treat members of the organization with respect, complete work in a competent way and by assigned dates, and observe the organization’s policies and procedures. Problems can be avoided by asking in advance or at the time of employment about policies for the start and end of the workday, appropriate attire, and absences. It is also important to ask questions when in doubt about assigned tasks and responsibilities and to have a positive attitude toward employees and the work to be accomplished.

The Public Health Department expects students to conduct themselves in a professional manner and in accordance with the IUPUI Code of Student Rights, Responsibilities, and Conduct (available at http://www.iupui.edu/code/). Instances of personal or academic misconduct during the internship will not be tolerated, and students will be subject to the Department of Public Health’s disciplinary process.

ATTENDANCE

Students are responsible for adhering to the work schedule as determined by the internship supervisor and for completing the contact time required for the number of credits desired.

STUDENTS WITH DISABILITIES

Students needing accommodations because of disability will need to register with Adaptive Educational Services (AES) and complete the appropriate forms issued by AES before accommodations will be given. The AES office is located in CA 001E and you can reach the office staff by calling 274-3241.

STUDENT COURSE EVALUATION

At the completion of the internship, students are asked to provide feedback on the internship experience by completing a standard form, which can be accessed via the Department of Public Health website.

ACADEMIC INTEGRITY

Academic and personal misconduct by students in this class are defined and dealt with according to the procedures in the Student Misconduct section of the IUPUI Code of Student Rights, Responsibilities, and Conduct (available at http://live.iupui.edu/dos/code/htm).

Personal integrity is an essential element of professionalism and a basic academic responsibility. Any student who violates the student code of conduct (this includes allowing another student to copy his/her work) will be subject to IUPUI’s policy on academic misconduct. Unless specifically authorized, individual work is expected and required in this class.

Students are responsible for upholding and maintaining academic and professional honesty and integrity as delineated in Part II Student Responsibilities, G) of the IUPUI Code of Student Rights, Responsibilities, and Conduct (available at http://www.iupui.edu/code/). All faculty have the responsibility of fostering the “intellectual honesty as well as the intellectual development of students” and part of this responsibility means that faculty must investigate cases of potential academic misconduct promptly and thoroughly. Faculty members also have the responsibility of taking appropriate action when academic misconduct occurs. The penalties for academic misconduct include but are not limited to lowering a grade on an assignment, lowering a course grade, or failing a student for a course. Significant violations of the Code can result in expulsion from the University.
Public Health faculty take their responsibilities seriously and do not tolerate cheating, plagiarism, or any other form of academic misconduct. If you have not done so, you should read about your responsibilities in the IUPUI Code of Student Rights, Responsibilities, and Conduct to ensure that you understand what these terms mean and what penalties can be issued for academic misconduct.

Plagiarism is the most common academic misconduct violation, and some students, who have been disciplined for plagiarism, have said they were not aware that they had plagiarized their work. Be aware that ‘not knowing’ does not excuse academic misconduct – every student is responsible for knowing the rules. If you have any questions about what constitutes academic misconduct for a course you are taking, be sure to ask the instructor for an explanation.

The IU School of Education’s ‘How to Recognize Plagiarism’ is an on-line tutorial that can help you understand and avoid plagiarizing the work of others. It can be accessed at http://www.indiana.edu/~istd/. Another useful tool is an online originality checking service provided by turnitin.com. This service is available to faculty through the IUPUI University Library; faculty who use this service can submit student papers to the online service to check for plagiarism.

The IUPUI Code of Student Rights, Responsibilities, and Conduct defines four areas of academic misconduct: cheating, fabrication, plagiarism, and interference. The prohibited activities and actions as given in the IUPUI Code of Student Rights, Responsibilities, and Conduct include the following:

1. **Cheating.** A student must not use or attempt to use unauthorized assistance, materials, information, or study aids in any academic exercise, including, but not limited to, the following:
   a. A student must not use external assistance on any "in-class" or "take-home" examination, unless the instructor specifically has authorized external assistance. This prohibition includes, but is not limited to, the use of tutors, books, notes, and calculators.
   b. A student must not substitute another person as a substitute in the taking of an examination or quiz.
   c. A student must not steal examinations or other course materials.
   d. A student must not allow others to conduct research or to prepare work for him or her without advance authorization from the instructor to whom the work is being submitted. Under this prohibition, a student must not make any unauthorized use of materials obtained from commercial term paper companies or from files of papers prepared by other persons.
   e. A student must not collaborate with other persons on a particular project and submit a copy of a written report which is represented explicitly or implicitly as the student's individual work.
   f. A student must not use any unauthorized assistance in a laboratory, at a computer terminal, or on field work.
   g. A student must not submit substantial portions of the same academic work for credit or honors more than once without permission of the instructor to whom the work is being submitted.
   h. A student must not alter a grade or score in any way.

2. **Fabrication.** A student must not falsify or invent any information or data in an academic exercise including, but not limited to, records or reports, laboratory results, and citations to the sources of information.

3. **Plagiarism.** A student must not adopt or reproduce ideas, words, or statements of another person without appropriate acknowledgment. A student must give credit to the originality of others and acknowledge an indebtedness whenever he or she does any of the following:
   a. Quotes another person's actual words, either oral or written;
   b. Paraphrases another person's words, either oral or written;
   c. Uses another person's idea, opinion, or theory; or
   d. Borrows facts, statistics, or other illustrative material, unless the information is common knowledge.

4. **Interference.**
a. A student must not steal, change, destroy, or impede another student's work. Impeding another student's work includes, but is not limited to, the theft, defacement, or mutilation of resources so as to deprive others of the information they contain.
b. A student must not give or offer a bribe, promise favors, or make threats with the intention of affecting a grade or the evaluation of academic performance.

CLASS SCHEDULE

In addition to adhering to a work schedule at the internship site, students are required to complete the following requirements for the internship.

Weekly Activities
✓ Maintain a journal of activities (see ’Attachment 1 How to Maintain an Internship Journal’). This journal is to be completed on a weekly basis.

Mid-point of the Internship
✓ Submit the Internship Journal and Interim Internship Report (see Attachment 2 Interim and Final Internship Reports’)

Internship Completion
✓ Submit the Internship Journal and Final Internship Report (see Attachment 2 Interim and Final Internship Reports)
✓ Submit the course evaluation (provided by the Department upon completion of the Internship experience)
Attachment 1

Keeping an Internship Journal

Maintaining a journal of your internship experiences is an important tool to help you write your interim and final internship reports and reflect on the overall internship experience when you evaluate it. Guidelines for maintaining your journal follow.

1. Journals may be hand-written in a spiral notebook or typed on computer. If you hand-write your journal entries, make sure they are legible!

2. Include the date, hours spent on the internship that week, and all activities done.

3. Be specific! Give details as though you were explaining your activities to a friend.

4. Spell it out! Don’t assume your reader will understand your abbreviations and slang terms.

5. You must have a weekly entry, but it may be helpful to summarize each day’s activities. The requirement of a weekly entry ensures that you don’t fall into the trap of waiting several weeks before writing in your journal. This will ensure that you don’t forget key items and makes it much easier to write the entries.

6. At the end of each month, total the number of hours you spend on your internship. This will provide an easy way to check your totals against your employers.

7. Turn in your journal with your Interim Internship Report and your Final Internship Report.
Attachment 2

Interim and Final Internship Reports

Interim Internship Report

The interim report is to be completed at the mid-point of the internship. This progress report should be 2-3 typed (double spaced) pages. The following items are to be included in the interim report:

1. The name of the facility where the experience is being performed.
2. The name of the preceptor at the facility who is ultimately responsible for the student’s experience.
3. The days and times spent working at the facility during this report period.
4. The projects and activities in which the student has participated during this period and the name(s) of the supervisor(s) under whom the student has been working directly in carrying out these projects.
5. The amount of time spent on each project.
6. The student’s role in these projects.
7. The student’s evaluation of the usefulness of the experience working on these projects.
8. Statement of any student concerns regarding relating to his supervisors and co-workers, qualifications required to perform the projects, overall usefulness of the experience to date, and the manner in which his experience is being supervised.
9. Any requests for intervention by the faculty mentor with the facility preceptor to enhance the student’s experience.

Final Internship Report

At the conclusion of an internship, the student will complete and submit a substantial written report to fulfill the conditions of the internship. This written report should describe the organization, the internship assignment, and a reflection on the internship experience. Students may also be asked by their faculty mentor to include additional information. The final report should include the following:

1. A description of the employing organization, including a brief history.
2. A description of the services provided by the organization and who the organization serves.
3. A description of the internship assignment including:
   ✓ Describe your responsibilities during the internship.
   ✓ Evaluate your contributions to your assigned job and the effectiveness of your work to the organization.
   ✓ Evaluate the job as an internship assignment – what was good, what was poor, what could have been better?
4. Reflect on your internship experience and compare how your Public Health or other university classes (specify courses) have helped prepare you for your work or make suggestions on what courses you wish you had taken or wish were offered. Note any practices you have observed or have been taught on the job which were contradictory to what you have been taught.
5. The report should be a typed, formal and thoroughly presentable paper. It should be proofread and should contain no grammatical or spelling/typographical errors. If the paper is not done appropriately, you will be required to redo the paper.
Undergraduate Student Internship
Employer Evaluation

Student_________________________  Semester_________________________

Employer_________________________  Supervisor_________________________

To the Student's Immediate Supervisor: Providing feedback on the performance of student interns is an important contribution to the student's growth and development, and it helps us evaluate the quality of our educational programs. We welcome your forthright appraisal of the intern's performance and areas of needed improvement. Please return your evaluation to the Department of Public Health's Office of Student Services (email to XXXX@iupui.edu or send to the address/fax in the header of this form).

Please rank the intern's performance in each of the following areas. If you would like to elaborate on any item or provide additional feedback, please use the comment section at the end of this form.

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<tr>
<th>Performance Area</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Not Applicable</th>
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<td><strong>Academic Knowledge, Skills, and Abilities</strong></td>
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<td>1. Demonstrates foundational knowledge of subject matter (chemistry, biology, environmental health subject areas, math, etc.) needed for assigned responsibilities.</td>
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<td>2. Written work is free from grammatical, organizational, or other errors.</td>
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<td>3. Demonstrates ability to perform computer and other technology skills (word processing, Internet searching, database use, etc.) needed for assigned responsibilities.</td>
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<td>4. Demonstrates understanding of and ability to perform computations and/or laboratory/field skills needed for assigned responsibilities.</td>
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<td><strong>Judgment, Reliability and Adaptability</strong></td>
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<td>1. Demonstrates ability to think independently.</td>
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<td>2. Makes good decisions.</td>
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<td>4. Adapts easily to changes in the work environment.</td>
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<td><strong>Quality of Work</strong></td>
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<td>1. Produces work that is done correctly.</td>
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<td>2. Shows thoroughness in completing assigned tasks.</td>
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<td>3. Produces expected volume of work.</td>
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<td>4. Uses time efficiently.</td>
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<td>5. Demonstrates ability to set priorities.</td>
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<td><strong>Attitude</strong></td>
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<td>1. Shows initiative.</td>
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<td>2. Shows enthusiasm for work.</td>
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<td>3. Demonstrates willingness to work with and for others.</td>
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11/2009
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<th>Performance Area</th>
<th>Strongly Agree</th>
<th>Agree</th>
<th>Neutral</th>
<th>Disagree</th>
<th>Strongly Disagree</th>
<th>Not Applicable</th>
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<td>4. Accepts suggestions/criticism and makes improvement as needed.</td>
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<td>5. Asks for additional work when tasks are completed.</td>
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<td><strong>Human Relations</strong></td>
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<td>1. Cooperates with supervisor(s).</td>
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<td>2. Works well with co-worker(s).</td>
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<td>3. Presents a courteous and friendly attitude.</td>
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<td><strong>Attendance, Personal Appearance</strong></td>
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<td>1. Reports to work regularly and follows attendance policy/agreement for start and end times.</td>
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<td>2. Is appropriately dressed and groomed.</td>
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<td>3. Arranges for late arrival or time off in advance and in accordance with office/department policy.</td>
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**Additional Comments:**

**Issues to be Addressed:**

**Areas for Improvement:**

**Overall Ranking**

The intern’s overall performance is ___________.

(check appropriate ranking)

**Was this report discussed with the intern?**

_________Yes _________No

Signature __________________________ Title __________________________ Date ________________

11/2009