

# Course Syllabus

[Jump to Today](#)

 [Edit](#)

Environmental Health Undergraduate Program



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## ENV H 482: EH Internship

### 2018 - Syllabus

#### **Course Description:**

This is a Credit/No Credit course in which you will have the opportunity to apply the knowledge and skills you have been developing under controlled conditions in the field. With help and guidance from faculty and staff, you will identify and apply for an appropriate Environmental Health internship. Appropriate internships may be with a local, state or federal public health or an environmental protection agency, a not-for-profit organization or a private sector company, in which the intern will gain:

Supervised application of public health practices and/or environmental control techniques;

Supervised observation and experience in environmental health program planning; and,

Training in the utilization of community resources.

#### **Course Purpose:**

The field internship is intended to provide students, majoring in environmental health, with an opportunity to use the knowledge and skills learned in the classroom in an actual work setting. It is intended to be both practical and educational. You will be expected to devote your full time efforts to the internship in order to gain an understanding of, and an appreciation for, the multiplicity of technical, legal, social, economic, and political factors which impinge upon the planning, development and implementation of environmental health programs to understand and help resolve community problems.

#### **Learning Objectives:**

By the end of this internship, you should be able to:

1. Apply the theoretical concepts of the classroom to the realities of the field;
2. Communicate with, and work with, the public and other health professionals;
3. Identify environmental public health problems, gather and interpret data, and propose alternative solutions with an understanding of the health, economic, social, legal, and political implications of each alternative;
4. Observe and evaluate conditions and situations likely to have an adverse effect on human health and well-being;

5. Relate the role of environmental health to other public health and environmental protection programs, and to community values, demands and priorities; and,
6. Describe the legal and political processes, including, but not limited to, the role of the county commissioners, local and state boards of health, writing rules and regulations, enforcement techniques and the basic rights of citizens.

### Course Requirements:

**1. Duration:** The internship is a minimum 400-hour practicum in which you will work with an agency for the purpose of being trained through observations and instruction, in the conduct of environmental health programs in the community.


Each student will work with a local, state, federal or private agency. Every attempt will be made to find an assignment which is mutually agreeable to you and to the agency involved, however, the Department of Environmental Health has no control over the number or location of the agencies which will accept our students in any given quarter.

The field training or internship may be taken any academic quarter, although most students enroll in the courses during Summer Quarter. The field training normally begins on the first day of the quarter and ends upon the completion of ten full weeks of training, unless other arrangements are agreed upon between the student and his/her agency supervisor and approved in advance by the course coordinator.

**2. Paid vs. Unpaid Internships:** Due to circumstances over which we have no control most internships are unpaid, however, some organizations have been able to provide our students with some financial assistance to help offset the expenses involved. Again, the Department has no control over either the amount or the availability of these funds. We will try to accommodate the special needs of each student as much as practicable, but can not provide any assurance as to whether the agency to which you are placed will have funds available, or if they do, as to the amount of those funds.

**3. Academic Credit:** You will be assigned a course grade (CR/NC) based on your evaluated performance in the work situation, as well as the summary of your experience. **The summary of your experience will be reported in weekly journal entries and with a final summary report.** Below details the **A-E** expectations for Credit (CR):

A) Each student is to submit a journal entry **EACH WEEK** (except the 4<sup>th</sup> and 10<sup>th</sup> week – see below) summarizing the week's highlighted and assignments/work tasks for the week. Each entry will be a minimum 1-page, 1 inch margins, single spaced, 12-point font entry that summarizes the "take away" learning that occurred during the week. Generally, include (as applicable):

1. Summary of overall work for the week;
2. Challenges faced and your response;
3. Questions that arose from your training that either conflict with what you have learned via textbook/course work OR support/augment what you have learned;
4. Interesting experiences/stories and how they challenged you to grow.
5. One question from [Reflecting on Your Internship.docx](#) 

As you can imagine, each internship experience will generate vastly different experiences. Journal entries will allow you to capture these experiences in a meaningful way and prepare you for the final report.

B) At the end of the 4<sup>th</sup> week, the student's journal entry should **specifically answer** the following mid-point check-in questions:

1. Describe the scope of activities performed by the agency/section to which you are assigned.
2. Briefly summarize the specific activities in which you have been engaged to date, and your progress on the deliverables from your work plan.
3. What has been the most interesting thing which you have learned or done so far?

4. What, if anything, has been a problem or has been difficult for you to do or understand?
5. Do you have a formal plan or schedule of the activities or projects for the remaining portion of the field training period?
6. Do you have any thought or comments on how to improve this experience for either yourself or for other students?

C) At the end of the 10<sup>th</sup> week (or end of quarter), students shall submit a written summary report of the student's activities during the field practice.

The written report should be typed (double spaced), approximately 3-5 pages in length, 1 inch margins, double-spaced, 12 pt. font, and present a synopsis of the student's work experiences and personal observations during the internship, including the following:

1. A description of the agency's organizational structure and mission/vision (and how your internship contributes to that mission);
2. A brief description of the nature, scope and experience gained in each of the programs or major activities the student either participated or was able to observe (The student's weekly journal entries can be used to summarize their experiences - not cut an paste!);
3. The degree to which your coursework prepared you for the duties and activities assigned.
4. How your internship informed your career goals.

**Include in an addendum to your final report a selection of samples of your summer work. Examples may include a sample inspection, safety data sheet, or presentation. If you are not sure what product to include, please contact Hayley or Tania in advance.**

All students will be highly encouraged to present their internship experience either as an oral presentation in ENV H 480 Undergraduate seminar OR as a poster during the SPH Undergraduate Symposium during the spring.

All students are encouraged to work on a significant, independent project of value to the agency. If you are involved with such project for the agency, attach a copy of the final report or product (or a written description) of the project to your final report for the course.

**D)** An evaluation of the student's performance must be completed by the student's field supervisor and must be received prior to credit being conferred. While this evaluation form (<https://goo.gl/forms/Q1S6vYL1nrQF9L5s2>) will be sent to the supervisor, it may behoove the student to provide a friendly reminder prior to the end of their internship time. The student must also complete their own evaluation of the internship experience.

**E)** Two 300-500 word blog articles about the process of applying for, completing, or reflecting on their internship.

**F)** Lastly, all students must submit an updated resume reflecting their internship accomplishments.

**NOTE: Documentation of sources:**

All information presented in any written assignment must include the correct and proper attribution of the source of that evidence or information. You may use any standard style manual but it must be used consistently and correctly throughout the paper.

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**Course Policies and Guidelines:**

1. Each student is responsible for working out an acceptable arrangement for his/her field training with the instructors for the course, before committing him/herself to a particular internship.

2. Contact the agency at which your field training is to confirm the date and time on which your field training will begin.
3. This is a variable credit course. Students should register for ENVH 482 for between 2 and 15 credits. Regardless of the number of credits for which you register, you are responsible for completing the entire 400 hours of the required internship. Normally, this will be accomplished during a single academic quarter.
4. Maintain the same hours as the environmental health personnel in the assigned agency. Dress in a manner similar to the personnel and, in effect, function in a role similar to that of the staff within the agency.  
**NOTE: If you are unavoidably delayed, or must miss a day, call in and notify the supervisor of your assigned agency.**
5. Complete all agency assigned work, e.g., follow up on field visits or assigned activities involving preparation of reports, follow through on sample reports, or follow up if re-inspections are necessary. Any activity started is to be completed or is to be in the hands of the agency staff person who is normally responsible for the follow up before terminating the field practice.
6. Conduct yourself in a manner which enhances the productivity of the agency. Do not hinder or delay the efforts or progress of the agency personnel.
7. If of value to the agency, be involved in an independent activity preferably a field project or study.
8. If the agency permits, function independently and perform services of value to the agency.
9. Utilize your time effectively. Become familiar with applicable local or state codes, rules and regulations or technical material relevant to your activities. NEVER waste your time waiting for an assignment.
10. If a problem develops, discuss it first with your course instructor and then if advised contact your internship supervisor.
11. **Academic Integrity:** Students at the University of Washington (UW) are expected to maintain the highest standards of academic conduct, professional honesty, and personal integrity. (See the University of Washington Community Standards and Student Conduct website).

The UW School of Public Health (SPH) is committed to upholding standards of academic integrity consistent with the academic and professional communities of which it is a part. Plagiarism, cheating, and other misconduct are serious violations of the University of Washington Student Conduct Code (WAC 478-120). We expect you to know and follow the university's policies on cheating and plagiarism, and the SPH Academic Integrity Policy. Any suspected cases of academic misconduct will be handled according to University of Washington regulations. For more information, (<http://sph.washington.edu/students/academic> [\\_ \(http://sph.washington.edu/students/%20academic\)](http://sph.washington.edu/students/%20academic) integrity/ )

12. **Access and Accommodation:** Your experience in this class is important to me. If you have already established accommodations with Disability Resources for Students (DRS), please communicate your approved accommodations to me at your earliest convenience so we can discuss your needs in this course.

If you have not yet established services through DRS, but have a temporary health condition or permanent disability that requires accommodations (conditions including but not limited to; mental health, attention-related, learning, vision, hearing, physical or health impacts), you are welcome to contact DRS at 206-543-8924 or [uwdrs@uw.edu](mailto:uwdrs@uw.edu) or [disability.uw.edu](http://disability.uw.edu). The DRS offers resources and coordinates reasonable accommodations for students with disabilities and/or temporary health conditions. Reasonable accommodations are established through an interactive process between you, your instructor(s) and DRS. It is the policy and practice of the University of Washington to create inclusive and accessible learning environments consistent with federal and state law. If you have any questions, please contact

either lecturer, Trina Sterry, or Sara Mackenzie. (<http://depts.washington.edu/uwdrs/faculty-resources/syllabus-statement/>)

## Course Summary:

Date	Details
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967805">Blog Entry #1 (https://canvas.uw.edu/courses/1128719/assignments/3967805)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967806">Blog Entry #2 (https://canvas.uw.edu/courses/1128719/assignments/3967806)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967807">Final Report (https://canvas.uw.edu/courses/1128719/assignments/3967807)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967808">Schedule: Do This First! (https://canvas.uw.edu/courses/1128719/assignments/3967808)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967809">Student Internship Evaluation (https://canvas.uw.edu/courses/1128719/assignments/3967809)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967810">Updated Resume (https://canvas.uw.edu/courses/1128719/assignments/3967810)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967811">Week 1: Journal Entry (https://canvas.uw.edu/courses/1128719/assignments/3967811)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967812">Week 2: Journal Entry (https://canvas.uw.edu/courses/1128719/assignments/3967812)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967813">Week 3: Journal Entry (https://canvas.uw.edu/courses/1128719/assignments/3967813)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967814">Week 4: Midterm Report (https://canvas.uw.edu/courses/1128719/assignments/3967814)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967815">Week 5: Journal Entry (https://canvas.uw.edu/courses/1128719/assignments/3967815)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967816">Week 6: Journal Entry (https://canvas.uw.edu/courses/1128719/assignments/3967816)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967817">Week 7: Journal Entry (https://canvas.uw.edu/courses/1128719/assignments/3967817)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967819">Week 8: Journal Entry (https://canvas.uw.edu/courses/1128719/assignments/3967819)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967820">Week 9: Journal Entry (https://canvas.uw.edu/courses/1128719/assignments/3967820)</a>
	<a href="https://canvas.uw.edu/courses/1128719/assignments/3967821">Work Plan (https://canvas.uw.edu/courses/1128719/assignments/3967821)</a>