



Center for Experiential Learning
145 Marano Campus Center, SUNY Oswego
Oswego, NY 13126
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Web: www.oswego.edu/experience

Wellness Management Internship Learning Agreement

For HSC 498

Visit the Center for Experiential Learning web site to complete and submit your **Internship Application**. Applications must be handed in **BEFORE** your Learning Agreement

Learning Agreements must be completed and **submitted to the HPW Internship Coordinator** by the **ASSIGNED DUE DATE**

Commonly used internship terms

Academic Assignments - The academic assignments that will be assigned by your faculty sponsor to evaluate your learning.

CEL – The Center for Experiential Learning located in 145 of the Marano Campus Center. (COMPASS)

Faculty Sponsor - Faculty member within your major department who serves as the instructor of your internship. The faculty member reviews assignments and assigns a final grade for the internship.

Final Summary - The final product of your internship experience is a required scholarly paper with specific guidelines provided by the Center for Experiential Learning. These guidelines can be found on our website.

Internship - College level course offered at SUNY Oswego that allows a student to work at a specific placement and complete academic assignments for credit.

Internship Application – Form to be completed and submitted to CEL Office by Deadline – see (Internship Program Deadlines), before you can submit your Learning Agreement.

Internship/Placement Site -The organization where you will be serving as an intern.

Learning Agreement - Contract between the intern, a faculty sponsor, site supervisor and the Center for Experiential Learning outlining the responsibilities a student must fulfill to be awarded academic credit for an internship.

Learning Objectives - Carefully thought out statements detailing what you hope to learn from your internship work experience.

Position Description Form - A form completed by your site supervisor. Your position responsibilities should be listed in detail with a signature from your site supervisor.

Site Supervisor - The professional who will be supervising you at your internship site.

Completing your Internship Learning Agreement

Please read carefully and complete all steps

1. Submit the Internship Application to the Center for Experiential Learning by the deadline, the application and deadlines can be found at www.oswego.edu/experience.
2. Print the Health Promotion and Wellness Learning Agreement
3. Obtain a description of your internship position. If you found your internship through Laker Leads, you can copy the duties of your internship from Laker Leads on to your learning agreement. If this is a new internship, you will be required to have the supervisor at your internship complete a Position Description Form. Your supervisor can complete a Position Description form online or you can print a form to have them complete by hand. The form is included in both formats in the links below:
 - a. [Online Internship Position Description Form](#) (a copy will be emailed to you once we receive it).
 - b. [Printable Internship Position Description Form](#)
4. Using your Position Description, copy your position responsibilities on to your Learning Agreement.
5. Contact the HPW Internship Coordinator to serve as your faculty sponsor and arrange a meeting to bring in your Learning Agreement for your academic assignments and signatures.
6. Develop in draft format the learning objectives you have in mind for your internship and bring these to your faculty sponsor meeting. A form to do this is included. Be sure to review the sample learning objectives for Health Promotion and Wellness.
7. Meet with the HPW Internship Coordinator to finalize your learning objectives and write them on your Learning Agreement.
8. Discuss your academic assignments with the HPW Internship Coordinator and complete that portion of your Learning Agreement. You must be assigned due dates for each assignment.
9. Once the agreement has been completed, sign your agreement and obtain the signatures of the HPW Internship Coordinator, AND your internship site supervisor.
10. **Once complete by the ASSIGNED DUE DATE—leave the Learning Agreement with the HPW Internship Coordinator. Be sure to have a copy for your records.**
11. Plan to work 120 hours throughout the semester (roughly 8-10 hours per week).

Developing Learning Objectives

The following information will assist you in developing the learning objectives for your learning agreement.

A good learning objective should describe for you, your faculty sponsor, and your site supervisor **exactly**, **what you hope to learn** through your internship experience. Your learning objectives should be specific and measurable.

The assignments used to measure your learning objectives should be included under the Academic Assignment section of the Learning Agreement.

Do not confuse Performance (what you will do) with **Learning** (what you want to learn from what you will be doing). When developing learning objectives use adjectives like: learn, improve, analyze, develop, compare, and gain.

1. What knowledge, ideas, theories or concepts gained through course work in your major can be applied to your position?
2. What skills developed through your academic program can you utilize on the job?
3. What new knowledge or information do you expect to gain from your internship that will strengthen your academic program?
4. What new skills will you develop through the experience which will contribute to the successful completion of your academic program?
5. What information will you be able to obtain regarding professional fields and the demands of these fields?
6. How do you expect the experience to affect your personal and emotional growth?

Learning Objective Examples

Vague Objective

Improve my communication skills.

Learn more about the elderly

Clear Objective

Use concepts learned in Com 210 to improve my ability to convey information and express my thoughts clearly when speaking to a group.

Learn about 2 illnesses generally associated with the elderly and how older adults are affected physically, psychologically and socially by these 2 conditions.

Create your learning objectives in draft form below. Bring these objectives to your meeting with your faculty sponsor. Once your faculty sponsor reviews and finalizes your objectives, you can put them on your learning agreement.

1.

2.

3.

4.

5.

6.

HPW Sample Learning Objectives

By the end of the internship I hope to learn how to:

1. Administer a needs assessment in Oswego County about mosquito-borne disease
2. Recognize the key components of a needs assessment of a new patient in a physical therapy (PT) setting
3. Apply “evidenced-based” program planning theories/models to develop West Nile Virus Prevention program
4. Determine which program planning theories/models will work best in a PT setting to facilitate exercise adherence
5. Implement an effective social media campaign to reduce the rate of West Nile Virus
6. Implement exercise programs protocols under direct PT supervision
7. Evaluate a West Nile Virus prevention program to determine its effectiveness
8. Evaluate a patient’s progress during a PT program
9. Use management skills to organize files, memos and schedules of the program
10. Communicate effectively in an office setting
11. Develop quality print media (newsletters, brochure, patient education materials) for the organization

Remember, **four of your learning objectives** should address the skills you studied in HSC core coursework (see below). You should be trying to apply these skills in your internship whenever possible. You should also analyze the application of these skills by the professional(s) in your internship. When addressing each of these skills, support YOUR ideas for what you are doing or would like to do if you were in charge with BEST PRACTICES/EVIDENCED-BASED PRACTICES --this is the research piece--what are the best models/theories/programs out there that you can cite to support YOUR ideas/plans/methods. We want you to always think about developing health-related programs for a client/group/or worksite that are based on "best -practices" in the field

4 Core Wellness Management Skills:

- a) Needs Assessments (HSC 448, HSC 470, HSC 488)
- b) Program Planning (HSC 448)
- c) Program Implementation (includes Marketing) (HSC 448, HSC 470)
- d) Program Evaluation (HSC 470, HSC 488)

Academic Assignment Requirements

Assignments should be due throughout the semester and are to be submitted directly to your faculty sponsor/HPW Internship Coordinator via ANGEL/Blackboard

Exact due dates must be assigned for each assignment.

Minimum Assignment Requirements: (Required of all students)

- ❖ **Midterm Paper OR Sponsor Assigned Project**
 - Midterm Paper-research oriented with 4-5 primary sources and a minimum of 5 pages in length
 - Sponsor Assigned Project-up to the sponsor to develop and assign a project of appropriate academic rigor
- ❖ **Time Sheets** of hours worked signed by your site supervisor and submitted to your faculty sponsor.
- ❖ **Final Summary Paper** (6-8 pages) following the attached CEL guidelines which are also available at www.oswego.edu/experience
- ❖ **Site Supervisor's Evaluation Form** - will be sent to your site electronically by the CEL

Additional assignments REQUIRED based on the number of credits to be earned:

- ❖ Additional projects developed by the sponsor
- ❖ Detailed Daily Logs or Reflective Journals
- ❖ Scholarly Topic Papers
- ❖ Professional Portfolio following CEL guidelines which are available at www.oswego.edu/experience
- ❖ Interviews with 2 Professionals in the Field following CEL guidelines available at www.oswego.edu/experience
- ❖ Presentations to Classes or Groups
- ❖ **Work Samples (two work samples)**

FOR:

- ✓ 1-3 credits Assign minimum requirements and ONE additional assignment

Additional assignments may be assigned at the faculty sponsors discretion.

Internship Learning Agreement - State University of New York College at Oswego

DUE: _____ (see email from HPW Internship Coordinator)

Student First Name: _____ Student Last Name: _____ ID#: _____ Graduation Date: _____

Major: _____ GPA: _____ Student Email: _____@oswego.edu Student Phone #: _____

Is this a paid internship? Yes _____ No _____ Are you a US Citizen or Permanent Resident? Yes _____ No _____
If no, Visa type: F1 _____ J1 _____

Course: **HSC 498** Credits: _____ Total Work Hours Required: _____ Semester: Fall _____ Spring _____ Summer _____ Winter _____

Internship Site: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Supervisor First Name: _____ Supervisor Last Name: _____

Supervisor Email: _____ Supervisor Phone: _____

Position Responsibilities: What work will you do? Please be specific.

- 1.
- 2.
- 3.
- 4.
- 5.

Learning Objectives: What do you hope to learn from this experience?
A minimum of 5 objectives are required.

- 1.
- 2.
- 3.
- 4.
- 5.

Assignments and time sheets are to be submitted to the HPW Internship Coordinator online (via Angel/Blackboard dropbox)

**Midterm Paper or Sponsor Assigned Project -
Assignment Details: see attachment**

Due Date:

2. Time sheets of total hours worked, signed by site supervisor

Due the Last Day of Classes

**3.
Work Sample #1
See the attached description**

Due Date

**4.
Work Sample #2
See the attached description**

Due Date

5.

Due Date

6.

Due Date:

7. *Final Summary Paper following Center for Experiential Learning Guidelines
(Guidelines available online at www.oswego/experience)

Due the Last Day of Classes

8. Site Supervisor's Evaluation Form

Due the Last Day of Classes

Internship Approval Signatures (REQUIRED):

Student Signature _____ Date

HPW Internship Coordinator – ***Printed Name & Signature:***

Printed Name

Signature _____ Date

Site Supervisor Information:

Printed Name:

Site Supervisor's Signature _____ Date

Site Supervisor's Email Address

Center for Experiential Learning Approval _____ Date

HSC 498 will be graded: H-Honors, S-Satisfactory, U-Unsatisfactory

Next Step:

**Bring your signed agreement to the HPW
Internship Coordinator by assigned DUE DATE**

MID-TERM RESEARCH PAPER

Your mid-term paper must address your 4-6 Learning Objectives from your Learning Agreement contract. Discuss your progress in regards to these learning objectives. Remember, four of your learning objectives should address the skills you studied in HSC core coursework (see below). You should be trying to apply these skills in your internship whenever possible. You should also analyze the application of these skills by the professional(s) in your internship. When addressing each of these skills, support YOUR ideas for what you are doing or would like to do if you were in charge with BEST PRACTICES/EVIDENCED-BASED PRACTICES --this is the research piece--what are the best models/theories/programs out there that you can cite to support YOUR ideas/plans/methods. We want you to always think about developing health-related programs for a client/group/or worksite that are based on "best -practices" in the field. Use 4-5 primary resources from valid and credible sources--the best in the profession. Your formal research paper should include 1-3 peer reviewed articles, 1-2 government web site (or similar .org), 1-2 course text/materials, (See the grading rubric below)

4 Core Wellness Management Skills:

- a) Needs Assessments (HSC 448, HSC 470, HSC 488)
- b) Program Planning (HSC 448)
- c) Program Implementation (includes Marketing) (HSC 448, HSC 470)
- d) Program Evaluation (HSC 488)

Paper Format: (use the section headings bolded below) - Papers should be carefully written and follow established standards for college level writing (e.g., grammar, punctuation, spelling, clarity of expression). Your papers should be typed in 12 point Times Roman font and margins should be one inch all the way around. Please use double spacing.

I. **Title Page**= Name, Oswego ID#, Internship location, Site Supervisor's name/phone/email and one sentence description of what you are doing.

II. **Introduction**

III. **Overview** of your learning objectives and how they tie into the skills you learned in the core HSC classes: **Needs Assessments, Program Planning, Program Implementation** (includes Marketing) and **Program Evaluation**.

IV. **Mid-term Assessment**-how is it going to date? (address a, b, c, below)

- a) Identify the **Strengths** of your placement, experience, and your site supervisor in regards to the 4 skills and discuss how these strengths could be replicated in another job/internship or setting by you.

Needs Assessments, Program Planning, Program Implementation (includes Marketing) and Program Evaluation.

- b) **Suggestions for Improvement** for your placement, experience, and your site supervisor in regards to the 4 skills and a PLAN OF ACTION to make these improvements if you were in charge. Remember to base these improvements on BEST PRACTICES/EVIDENCE-BASED PRACTICES --supported from the literature/research.

Needs Assessments, Program Planning, Program Implementation (includes Marketing) and Program Evaluation.

- c.) **Insights!** What have you learned that was a real surprise or as they say... " a light bulb going on" for you? How might this change your perspective in the future as a health promotion professional?

V. Closing Summary

HSC 498 Internship Midterm Research Paper

Criteria/ Parameter	Needs Improvement (1)	Going through the Motions(2)	(3) Good	Exemplary (4)	score
Learning Objective alignment with core HSC course skills 10%	A clear lack of understanding of the core HSC course skills; cannot seem to see how they apply to this internship	Just going through the motions and trying to make the learning objectives fit with the core HSC course skills	The alignment of internship learning objectives with core course skills is present and understandable after reading it twice	The alignment of internship learning objectives with core course skills (Needs Assessments, Program Planning, Program Implementation/Marketing and Program Evaluation) is obvious and clear to those not in the field	
Strengths 20%	Has no idea what best practices and/or evidenced-based practices/theories/models learned in HSC 448, 460, 470, 488 would be in this setting...	Identifies at least one strength. Supports/cites why these are strengths ...not the most current, valid or reliable citations to support one's claims.	Identifies the strengths of the placement, the experience, and the site supervisor in regards to the HSC Core skills and discusses how these strengths could be replicated in another job/internship or setting. Supports/cites why these are strengths based on the research of best practices and/or evidenced-based practices/theories/models	Identifies the strengths of the placement, the experience, and the site supervisor in regards to the HSC Core skills and provide examples of how these strengths could be replicated in another job/internship or setting. Supports/cites why these are strengths based on the research of best practices and/or evidenced-based practices/theories/models. Valid, reliable and current citations and primary resources are the best in the Health Promotion Discipline	
Suggestion for Improvement 20%	Makes generic recommendations for improvements based primarily on personal opinion.	Suggests some improvements of the placement, the experience, and the site supervisor. PLAN OF ACTION is stated, yet is not supported with valid, reliable and current citations and/or primary resources --.	Attempts to identify suggestions for improvement of the placement, the experience, and the site supervisor in regards to the four skills with a PLAN OF ACTION. Improvements are based on BEST PRACTICES/EVIDENCE-BASED PRACTICES -- supported from the Valid, reliable and current citations and primary resources --these are adequate resources...but better ones exist.	Clearly identifies suggestions for improvement of the placement, the experience, and the site supervisor in regards to the four skills with a specific PLAN OF ACTION. Improvements are based on BEST PRACTICES/EVIDENCE-BASED PRACTICES --supported from valid, reliable and current citations and primary resources --these are the best in the Health Promotion Discipline literature/research.	
Insights 10%	Could not find anything new to report	Generic observations made	Shared a few new ideas/concepts/skills that were learned	Ahh Haa...the light bulb went on..and this critical reflection of new ideas/concepts/skills is discussed with concrete examples from the internship	
Report Organization 20%	The report is generally confusing and hard to follow. The writing lacks any real organization. The	The report is factual and shows evidence of some work. The writing begins	The report is accurate and clear. The writing begins with an introduction that contains	The report is both accurate and compelling. The writing begins with an interesting or provocative	

	body presents support that may be related to the topic but only in a general way. The organization is poor or nonexistent. Transitions may be used inconsistently or may be lacking.	with an introduction that introduces the purpose of the report, but this might need clarification. The body explores the topic and presents a variety of information. The organization of this information may not always be clear or logical. Some transitions are used, but more are needed.	a clear purpose statement. The body explores the topic and presents information in a sensible order. The conclusion restates the purpose or offers a comment or question on it. Transitions link most ideas	introduction that contains a clear and concise purpose statement. The body fully explores the topic and presents information in a sensible order. The conclusion restates the purpose or offers a comment or question on it. Effective and varied transitions link all ideas	
Mechanics 10%	➤ 5 typos, spelling errors, or grammatical errors	3-4 typos, spelling errors, or grammatical errors	1-2 typos, spelling errors, or grammatical errors	No typos, spelling errors, or grammatical errors	
Completeness of Criteria 10%	Needs to read the directions next time! Requirements were not followed.	Addressed the majority of the requirements	Addressed each requirement	Addressed each requirement completely and written as a true professional ready to enter the workplace—	

Take the raw score (1-4) for each parameter and multiply it by the percentage of each parameter. Place that score (the product) in the right hand column. Add up the scores and divide by 4 to get a percentage.

WORK SAMPLE #1 and #2

We expect you to create two health-related products during your internship (i.e. pamphlet, newsletter, patient education materials, exercise prescription plan, marketing campaign, bulletin board, table tents, toilet talk, an App, a web page, wiki space, a blog, You Tube Video of you teaching/leading/presenting, etc.). Ask your site supervisor what they need help with in promoting their service/programs/etc.

Submit your product electronically (and/or provide the URLs, take photos, You Tube, scan, etc.) on ANGEL Drop Box with a 1-page typed description of the work sample, it's objective/purpose and did it accomplish your goal--why or why not?. Address the Strengths, Suggestions for Improvements, and Insights you learned producing this work sample.

FINAL SUMMARY PAPER GUIDELINES

All experiential learning students must complete a Final Summary Paper. The purpose of the Final Summary Paper is to clearly document that your learning has been an upper division, college-level learning experience. The Final Summary Paper should be a minimum of six to eight (6-8) typewritten pages though most will be longer. Papers should be carefully written and follow established standards for college level writing (e.g., grammar, punctuation, spelling, clarity of expression). Your papers should be typed in 12 point Times font and margins should be one inch all the way around. Please use double spacing.

The following topics are designed to help you clarify your thoughts, but in no way should limit what you include in your paper

ANALYZE LEARNING ATTAINED: EVALUATION OF LEARNING OBJECTIVES

Review each of your learning objectives from your agreement and write an evaluation of your internship performance which indicates why you reached this goal or why you failed to do so. Be sure to relate your evaluation statements to specific events of your internship

RELATE EXPERIENCES TO YOUR ACADEMIC PROGRAM

Discuss in detail how your experiential learning provided or failed to provide opportunities to test specific theoretical concepts you learned in your academic coursework. Be sure to include specific examples which illustrate your perception of the relationship between theory and practice.

In your work with a practicing professional, what did you learn from that person in each of the following areas:

- a. How does this individual keep abreast of current theory and practice in his or her field?
- b. How does the professional person you worked with handle issues or situations at work which are related to those of the profession?
- c. What is the academic preparation and training of the practicing professional?

EVALUATION OF WORK EXPERIENCES

All workers are expected to make an economic and social contribution to the organization which employs them. Whether you were paid or not, what was your economic contribution? What was your social contribution?

Explain what you have learned through this work experience that will help you to become a more effective worker or leader in the future.

If you were to redesign your experiential learning, what changes would you make? What would make for a better learning environment?