

ENPH INTERNSHIP GUIDELINES – Summer 2006

1. Registration

- a. All internship students must be registered and pay tuition for the appropriate course; it is important to register early. However, you need permission for ENPH 435 so we can set the correct number of credits, 6 or 2.
 - 1) ENPH 435 – 6 credits (undergraduates)
 - 2) ENPH 735 – 2 credits (graduates)
 - 3) ENPH 435 or 735 – 2 credits (2nd internship experience)

2. Applying for and obtaining the internship

- a. There are two meetings during the semesters preceding your internship experience
 - 1) One in the late fall* to go over things in general and
 - 2) One at the beginning of spring semester* to get the process going and let the coordinator know that you are going to be registering so we can give you permission to register.
 1. *NOTE: for those wishing to apply for a JRCOSTEP, the application is due by December 31. See separate document.
- b. Applying for all other internships is done in the spring semester, usually once we have the internship sites contacted and confirmed. We hear about opportunities all during the semester, however, so be sure the internship coordinator knows that you are still looking.
- c. Once you have been accepted by an internship site, you need to notify the internship coordinator so that we know:
 - 1) That you have an internship
 - 2) Where you will be for the summer

3. Contact your supervisor and arrange final details.

- a. Starting and ending dates – summer session runs from June 12 to August 4, however most of you will start before that in mid to late May and work later into August
 - 1) BS-minimum of 10 weeks (400 hours)
 - 2) MS-minimum of 3 weeks (120 hrs but expectations are usually 400 hours)
 - 3) 2nd internship students (120 hrs min. but 400 hours usually expected)
- b. General duties – this often is discussed along with an orientation the first couple of days on the job. In some cases – for example in an industrial setting -- there will be discussion among you, the site supervisor, and the internship coordinator in order to make sure the internship experience is appropriate.
- c. Any needs for housing/car should be known in advance.
- d. Also, this is a good time to make sure of the dress code on your particular job.

4. Initial documents

- a. There is a form on the D2L web site, which you will also receive via e-mail near the end of spring semester. This is to identify your site, provide contact information, have signed by you and your supervisor and then returned here for my signature.
- b. There also may be a longer form coming this summer called a “memorandum of agreement” between the University and the internship site. I will bring that along when I visit if necessary.

5. Assignments

- a. The following assignments **MUST** be completed:
 - 1) BS Students: (1st time intern; 6 cr. Registration)
 1. Bi-Weekly reports (5); must have all before grade given
 2. Reports must be typed and submitted via the web site in the appropriate drop box. If that is not working, you may mail them to me at gabelcl@uwec.edu
 3. On first report identify your supervisor and give contact phone numbers – even though we should have that already it helps to make sure the information is correct.
 - 2) MS Students & ALL 2nd internship Students
 1. First report as above, just identify supervisor, give contact numbers, and details on your internship duties.
 2. Submit a typed final report summarizing all activities
 3. Send to dropbox in Desire2Learn 1-week prior to end of session – this year that is August 4. (So try to submit by August 1)
 - 3) Reports will be placed on file and made available to next years intern

6. Web Site for Contact

- a. Desire2Learn [www.uwec.edu/](http://www.uwec.edu) mouse over “current students” and click on Desire2Learn in the drop down list. Reports are all to be submitted here. You can ask questions, have discussions, and even chat with others in the class if you wish.

7. Departmental Addresses and Phone Numbers

- a. Department office 715-836-2628**
- b. Dr. Chris Gabel
 - 1) 715-836-5590 (and speak to the machine, I won't be there and don't check it often);
 - 2) E-mail: gabelcl@uwec.edu Use the e-mail; I do check this, daily if possible.
- c. Department Address:** -- for the initial form
 - 1) Department of Public Health Professions
ENPH internship coordinator
239 Water St. HSS 205
University of Wisconsin-Eau Claire
Eau Claire, WI 54702-4004
- d. Department FAX number: 715-836-3379 **
****NOTE: C and D above are only if e-mailing of reports is not possible.**

8. Site Visit

- a. Usually made at mid-point of internship
- b. Faculty member will meet with supervisor and student
- c. Mid-Term Evaluation form will be completed by supervisor
- d. Any necessary adjustments or mid-course corrections discussed

9. Final Evaluation

- a. Evaluation form will be completed by your supervisor
- b. Suggested grade will be requested
- c. Final grade will be based on site visit, supervisor recommendations and student reports

Internship Protocol

1. Dress Code

- a. Overdress to begin with and then adjust accordingly
- b. Ask your supervisor if in doubt
- c. Dress may depend on work that you do
- d. Don't wear T-shirts even on casual Friday
- e. Be professional

2. Work Ethic

- a. Show enthusiasm and interest
- b. Ask questions; learn everything you can
- c. Observe and listen; be like a 'sponge'
- d. Seek extra work; don't always wait to be told what to do
- e. Don't make waves; know the limits of your authority
- f. Deal patiently and respectfully with the public
- g. Develop your interpersonal skills with the public
- h. Develop your interpersonal skills with all people you work with
- i. Be prompt and dependable; get to work on time and if something comes up always keep your supervisor informed
- j. Don't let other personal things or events interfere with your internship duties
- k. Always keep a positive attitude! Don't complain

3. Remember: Your Representative Status

- a. Of: the agency or industry you work for
- b. Of: UWEC and our ENPH program
- c. Of: your instructors
- d. Of: yourself

4. Overall Value of Your Internship

- a. Work experience you gain
- b. Establish work references
- c. Gain confidence in yourself
- d. Your first EH job (or maybe 2nd or 3rd)
- e. The heart of your ENPH degree
- f. Internship could shape your career

From Dr. Bob Nelson: DO YOUR VERY BEST

Any questions: contact Dr. Chris Gabel via e-mail, or the web site and I should get back to you in a couple of days.

If you cannot reach me, try the department PA as listed above.