

## **SCIENCE, HEALTH, AND VALUES INTERNSHIP GUIDELINES (SHV 290/390)**

**PREREQUISITES:** One course in ethics, sophomore standing, and permission of instructor (see below for how to obtain POI). SHV 290 is a prerequisite for SHV 390.

**GRADED:** S/U

**SEMESTER HOURS:** 2-4

**OFFERED:** Fall, January, Spring, and Summer

**GUIDELINES:** Students wishing to participate in a SHV-sponsored internship must complete the following **steps** and **requirements**.

### **STEPS:**

**Step 1.** Before starting the internship, students must obtain the necessary internship paperwork - Internship Agreement Form and Liability Waiver - from Career Services *and* meet with the SHV minor coordinator. Based on discussion with the student, the coordinator will determine who among the SHV faculty would best serve as the faculty sponsor of the internship. If the student has already made arrangements to work with a particular faculty sponsor, they must notify the coordinator with the name of the faculty sponsor, the internship site, and the nature of the internship. This allows the minor coordinator to track and assess its internship requirement and to ensure an equitable supervisory distribution among faculty.

**Step 2.** Meet with the assigned faculty sponsor to discuss the internship plan and obtain his sign-off. The faculty sponsor will also go over the following set of requirements with the student and assign a due date for the required materials.

**Step 3.** Submit all required forms to Career Services prior to starting the internship.

**Step 4.** Complete the internship and requirements as agreed. Get as much out of the internship experience as you can and enjoy it!

**Step 5.** After the internship is completed, turn in the materials to your faculty sponsor by the date specified. A date and time will be established for a post-internship 'process meeting'. This may take the form of a one-on-one meeting between the intern and faculty sponsor or it may involve a group discussion with all the returning SHV interns.

**Step 6.** Obtain and submit the internship feedback forms to Career Services.

**REQUIREMENTS:** (1) Effort Hours; (2) Journal/Portfolio; (3) Thank You Note; (4) Research/Reflection Paper; (5) Process Meeting

1. **Effort Hours:** 40 on-site effort hours are required per semester hour of internship. Thus, a 2 semester hour internship requires 80 effort hours; a 3 semester hour internship requires 120 effort hours; and a 4 semester hour internship requires 160 effort hours. Your on-site supervisor will verify the number of hours worked on their evaluation form; the student should also keep track of hours in his journal.
2. **Journal/Portfolio:** Notebook, composition book, or binder; handwritten or typed, as you prefer. Written requirements are:
  - a. List your goals for the internship, both personal and professional. You may work with your faculty sponsor before the internship or with your on-site sponsor on this statement, which may also be part of the internship agreement form.
  - b. Each working day, jot down the date/time/hours worked, describe what you did during that period (assignments, tasks, etc.) and any impressions, thoughts, etc. that you had while having the experience. These can be related to your thoughts on career or occupation, to personal development, or a specific area within the science, health, and values minor that you would like to explore. A paragraph length is adequate.
  - c. At the mid-point of the internship, revisit your goals and reflect on how well you are meeting them. If they are not being met, develop a plan to modify your goals or approach in order to achieve a successful experience. Seek advice or guidance from your faculty or on-site supervisor as needed.
  - d. If you are assigned background reading, put notes on them in your journal and put the readings in your portfolio.
  - e. At the end of the internship, write a paragraph reflecting on how your goals were fulfilled (or not) and what you would do the same or differently if you could have the experience over again.
  - f. The contents of the remainder of your portfolio will depend on the nature of your internship. Choose materials that best illustrate what you did on your internship. Photos, brochures, and other artifacts or memorabilia from the experience may be included. Include samples of your work, e.g., reports, letters, plans, research spread sheets etc. Do not include material of a confidential nature (e.g., student or medical records).
3. **Thank You Note.** Prepare and send a thank you note to your on-site sponsor and/or supervisor. Photocopy your note and include a copy in your portfolio.
4. **Research/Reflection Paper.** Write a 5-page paper (typed, double spaced, numbered, and stapled) on their experience. The paper will tie the internship experience with coursework in SHV ('research') and also provide a reflection on how the experience has helped prepare you for a career in the health field or caused you to contemplate a future career or academic path ('reflection'). For the 'research' component, at least two scholarly sources should be cited within the text; a separate Reference page with the sources properly cited in a professional format (faculty sponsor will stipulate which format to follow) should be included with the paper, but does not count toward the five page limit.
5. **Process Meeting.** At the beginning of the next semester, the minor coordinator will schedule a meeting for all SHV interns from the previous semester and the faculty sponsors to have a lively group discussion about the various internship experiences. All interns are expected to

attend and participate in this meeting. At a minimum, be prepared to describe what you did on your internship and what effect it had on you.