



INTERNSHIP MANUAL

for

Majors in

Health Behavior Science; 9 credits (HBS)

or

**Health Behavior Science; Health and Disabilities
Concentration; 6 credits (HBS-HD)**

HBNS 464: Health Behavior Science Internship

University of Delaware

College of Health Sciences

Department of Health Behavior and Nutrition Sciences

Internship Director: Dr. Michael Peterson

Effective Spring 2027

Preface

The following manual is prepared to enable students in Health Behavior Science to achieve the maximum benefits from their internship experiences. The internship serves as a vehicle to facilitate the transition from classroom theory to the related practical application. This manual is intended to enable effective communication among interns, cooperating agency supervisors, and the University Internship Coordinators. Responsibilities of these roles are outlined in the following sections. The policies and procedures contained herein are guidelines to assist with the placement, supervision, and evaluation of the students.

Note to Students: As a student in the Health Behavior Science degree program, you have invested countless hours to arrive at this point. Strive to obtain the best internship experience possible; it culminates your academic performance. This manual is designed to support you to receive the most from your internship and you are responsible for all content herein; ***please read it completely and carefully.***

LEARNING OBJECTIVES

By the end of the internship experience the student will have:

- Gained practical experience in the field of Health Behavior Science that helps them become more competitive for graduate school and future employment,
- Investigated and experienced jobs and professional opportunities that exist in the field
- Applied skills gained and knowledge learned in the classroom to real world settings,
- Expanded their vocational experiences and career capacity,
- Learned more about themselves, their interests, aptitudes, and potential for growth
- Obtained skills and knowledge related to professional and personal development, job searching, self-marketing, and career goal setting and planning

The Current Internship Director is **Dr. Michael Peterson**. If you have any questions or need assistance related to the internship you can contact him at: pmpeter@udel.edu

The Syllabus for this HBNS 464 will be provided and covered during the first in-class meeting. The manual is an integral part of the syllabus and is written to help you find and obtain an internship and understand the on-site internship experience requirements for the course.

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SECTION I: Introduction

HBNS 464, *Health Behavior Science Internship* is a full-time experiential course (Discovery Learning Experience--DLE), of six (6) or nine (9) credits during an academic semester (Fall or Spring) or over the summer (June through mid-August).

HBS majors complete this course for nine (9) credits and HBS-HD majors complete this course for six (6) credits. This experience satisfies the University requirement for a “Discovery Learning Experience.” This course also satisfies the University requirement for the “Capstone” course in the major.

The course is divided into two (2) parts. **The first part** is an on-site internship experience at an approved site. HBS majors who register for 9-credit hours will complete a minimum of 240 hours of experience on-site under the direction of a site supervisor (the person who will oversee and direct your work at your internship site). HBS majors who are in the Health and Disabilities concentration will complete a minimum of 120 hours of experience on-site under the direction of a site supervisor.

The second part of the course is a weekly in-class meeting, conducted online (ZOOM), with the academic internship director professor. **Attendance** at the weekly class meetings **is required**. This portion of the internship will provide additional information, instruction, assignments, exercises, etc. to help you develop professionally, improve your job-hunting skills and materials, and facilitate your transition to either full time work or graduate school.

Eligibility

Students applying for the internship must have a minimum Academic index (GPA) of **2.0** in the major.

Students must have completed **all** courses in the Major Core (all curriculum requirements in HBNS, HLPR, and KAAP courses). Students must be registered for the internship within the semester/term (Spring, Summer) they are completing the required minimum credit hours as listed above.

You must successfully complete the steps required to be registered for the course by the dates indicated below and have completed the necessary additional tasks required by your site by the start of the semester in which you are to be registered.

Agency Search

It is the primary responsibility of the student to locate the most suitable type of agency or location. Seek an agency that provides you with the desired outcomes you want to gain as a student intern. Students are encouraged to seek additional sites where they feel comfortable, helps you meet your vocational and professional goals, and/or in a similar site where they may seek employment after graduation

A listing of acceptable community wellness and fitness, health promotion, corporate wellness, public health, and community health agencies, where the student is likely to gain a beneficial experience, currently exists, and is available to HBS majors upon request, or provided to you in advance. Sites on the list have been approved.

Students who are seeking to intern at a site not on the HBS list of sites, should make an appointment for review of that potential agency with the internship director. Your site **MUST** be approved in advance before you can intern there.

All internship placements must be approved by the student's internship director prior to being registered for HBNS464.

Application for the internship **is due** to the Internship Director at the end of the semester prior to beginning the internship (January 15th for Spring Internship and May 15th for Summer Internship).

How to Register for HBNS 464

To be registered for the HBS internship you must complete the following steps:

1. Identify a potential site either from the approved list or one that you have found on your own.
2. If you are seeking to intern at a site not on the approved site list provided, schedule a meeting and/or contact the internship director to obtain approval.
3. If your site is approved, complete and have signed the Form A (in the appendix of this manual) and send to the Internship Director.
4. If you are seeking to intern at a Christina School District please email joallen@udel.edu
5. Complete the **Online Internship Request Form** for the semester you want to intern in by clicking on the correct link under the **HBNS 464 Enrollment Information** tab on the following webpage:
6. <https://www.udel.edu/academics/colleges/chs/departments/bhan/student-resources/bhan-advising/practica-enrollment/>
7. Once you complete these steps by the deadline, the Internship Director will review and then approve, or contact you if a problem exists.

8. If approved, the Internship Director will then register you for the Internship with the corresponding credit hours required, and in the semester requested. At NO TIME can you register for the internship by yourself. It can ONLY be done by the Internship Director. Please allow 3-5 business days for this to be done.
9. Once you are registered you will receive an email from the Department notifying you. Please double check UDSIS to make sure that the credit hours are correct, and the registration is accurate.

Additional Considerations

For you to start your internship on-time some sites require additional tasks to be completed **prior** to you being allowed to start. It is VERY IMPORTANT that you complete these site-specific tasks in a timely manner so that you can start and complete your internship in the semester in which you are registered. ***These tasks can include but are not limited to:***

- Completing a Criminal Background Check
- Providing proof of vaccination
- Completing a drug test
- Completing internship onboarding training
- Provision of a recent photo (for a badge)

If your site requires an official agreement or contract, known as an Affiliation Agreement, please contact the internship Director (Dr. Peterson) directly (pmpeter@udel.edu). This is something you do NOT do; it is something that is completed by the Internship Director. To process these in time the request must be ***submitted at least one month prior to the start of the semester.***

Background Check and Clearance Information

If the student's internship site is part of Christiana Care, a K-12 school, pre-school/childcare center, or site that primarily works with minors, ***background clearances are required prior to the student's start date.***

An informational sheet is available that outlines all clearance requirements and how to attain them. This information is also available at:

<https://www.udel.edu/academics/colleges/chs/departments/hbns/student-resources/bhan-advising/practica-enrollment/>

- Clearances will be due **three weeks before the start of each semester/session** (this ensures Clinical Studies has time to process and record student clearances).
- Students still in progress by the due date will be allowed to continue to clearance completion

- No clearance required sites may be approved after the clearance due date.
- Clearance due dates:
 - **Summer 2027:** May 12th
 - **Spring 2027:** January 11th

Please contact Jodi Allen (joallen@udel.edu), for information about background clearances.

SECTION II: Description of the Internship Experience

The internship is part of the pre-professional program in which the prospective student spends full time working in a cooperating agency with a supervising health professional. The period of the internship is a vital phase of the student's professional preparation. It is during this time the student can make practical use of principles, methods, knowledge, and skills that have been developed during their academic career.

The internship student will be supervised and guided by a full-time professional at the selected agency site. The student intern will have opportunity to gain knowledge, competencies and skills through their experiences working and interacting within the agency's operation. This may include general and specific programs sponsored by the agency, completing various tasks and responsibilities, attending conferences and meetings, and assisting in a part-time leadership role. During the internship experience, there is an expectation that the student will gain increasing responsibility and involvement in the organization.

Guidelines for Agency Placement

In approaching the selection of an agency for this field experience, seek a placement that will afford the greatest opportunity for professional growth that is related to the Health Behavior Science major and your career goals. Expect more exposure, greater requirements, increasing responsibilities and additional work time than has been previously experienced in other practical experiences.

Students should search for some general qualities in an internship site for it to be considered for approval by the internship Director. Specifically,

1. The agency or organization should be a **year-round operation**. Some agencies operate a seasonal program, such as summer camps, but planning and preparation should be maintained on a year-round basis.
2. The agency should have a **comprehensive long-range program**. Facilities and equipment should be up-to-date, all helping students to achieve their goals and objectives. It should demonstrate stability and consistency in operation.

3. **Seek agencies with established staffs.** Consider those agencies that have at least two full-time professionally prepared staff members. If the agency experiences staff turnover, it indicates there may be instability. Finally check whether the agency has previously had interns or gain some assurance they will acknowledge the importance of the intern's educational experience.
4. Establish that the agency has a **commitment** to ensuring a quality experience which will be educational and professionally beneficial for the intern and to will provide you with the required hours.
5. Of less importance, seek an agency that may have some **potential for employment** at the conclusion of the internship.
6. **The agency has a physical location** that is not someone's home or apartment. It must have a business location. At no time will a student be allowed to intern at a site which does not meet this requirement.

SECTION III: Internship Experience Areas

Exposure for the student during their internship is best when a cooperative effort between agency supervisor and student is flexible. A tentative schedule of learning activities should be planned with consideration to specific responsibilities. This schedule should be fitting with agency objectives, with student objectives, and the internship coordinator.

A variety of experiences should be considered to acquaint the student with all agency divisions and/or specific roles depending upon the internship planned.

Consider some of the following experiences (this is not an exhaustive list):

- A. Organization and Administration (policies, procedures, mission, goals of program, organizational chart)
- B. Facilities and Equipment (scheduling, purchases, contracts)
- C. Programming (services, design, implementation, evaluation, staffing)
- D. Public Relations, Media and Communication, Education and Publicity
- E. Evaluation and Research
- F. Skill development, supplemental education related to Health Behavior Science.

SECTION IV: Responsibilities

A. The University Internship Director will:

1. Determine and approve eligibility of students for the internship experience.
2. Approve cooperating internship agencies.
3. Support site acquisition for the student, if necessary, after application is completed.
4. Provide online access to the Internship Manual to the student and potential internship sites via email.
5. Discuss student, agency, and University responsibilities with student. This includes.
 - a. Internship Objectives
 - b. Tentative Schedule
 - c. Reporting requirements of Student
 - e. Progress Reports
 - f. Special Project
 - g. Site Visitations
 - h. Final Project Requirements
6. Prepare and support the student by discussing expected experiences, reports, their conduct at the agency, and evaluation.
7. Review submitted documents and assignments and be available for student intern needs or problem resolution- - if the student is experiencing significant difficulties that may hinder their completion of the internship experience the internship director will meet or confer with the student and agency supervisor and assist in making changes in the experience when necessary.
8. Evaluate the student's internship performance based on student reports and agency supervisor progress reports.
9. Provide academic instruction for the second part (non-site portion) of the internship experience

B. The Agency should:

1. Interview and select students in conjunction with the University guidelines.
2. Interpret the internship program to the agency staff and help the students gain

acceptance as a member of the staff.

3. Orient, introduce, and identify the student as a staff member and thus place them in a position in which they may expect courtesy, consideration, and respect from their colleagues and the clientele of the agency.
4. Assign a qualified staff member to serve as the agency internship supervisor for each student.
5. Help each student develop a sound plan and schedule of study and experiences to meet their individual needs as well as contribute to the agency.
6. Assist in planning and implementation of a mutually beneficial special project.
7. Provide additional objectives for the student.
8. Complete a final progress report based on the interns' performance (Form F).
9. Evaluate student progress regularly highlighting strengths and weaknesses.
10. Determine and convey to the student information about the provision of compensation which is at the discretion of the agency. In-kind services such as room, board, or transportation may be acceptable in lieu of salary.
11. Help the student receive the most beneficial learning experiences available through the selected agency.
12. Provide the intern with a quality experience that serves to challenge, develop, and enhance the students' skills and knowledge. Ask themselves, "If I were an intern at our agency would I benefit from this experience?"

Note: It is the hope and expectation of the University of Delaware that the potential contribution of our interns is an asset to their respective internship organizations. The instructive nature of the internship whether voluntary or paid should not serve as grounds to diminish any respect or appreciation the students deserve, nor to exploit their time or efforts.

C. The Student will (includes timeline):

1. **Develop a resume** and forward to likely agencies; consent to an interview with the agency.
2. **Interview!** Be prepared by doing homework on agency.
3. Consult with the University Internship Director, **secure placement** in an

approved internship agency. **Make formal application** for the Internships in Health Behavior Science (see Appendix for form A) so that the Internship Coordinator can enroll the student in HBNS 464. Students cannot register for HBNS 464 on their own. Deadlines for submitting Form A are as follows:

- **Internships for Spring Semester - Form A due by preceding January 15th**
- **Internships for Summer Session - Form A due by preceding May 15th**

Note: If you need a BACKGROUND CHECK, then you must submit at least three weeks earlier. See previous section on Background Checks (see Page 3).

4. Carry-out responsibilities in a **professional manner**: be well-groomed and appropriately dressed, participate in training sessions, and closely follow a work schedule similar to other full-time employees.
5. Allow agency supervisor to **review weekly reports** prior to submitting to the University—or copy supervisor on emailed weekly log submissions
6. **Consult with agency supervisor** when problems or questions arise.
7. Complete and **mail initial report FORM B (email)** as soon as possible upon arrival—within the first week of the start of the internship
8. Meet **with agency supervisor** to develop tentative work schedule for the internship experience.
9. **Keep University Internship Director informed** of major experiences and present written report of experiences as per the schedule of reports (weekly logs).
10. Develop and **complete a special project** in accordance with parameters agreed upon in "Special Project Report".
11. **Prepare a FINAL Notebook** which is to include: copy of a final report (will be retained by University for agency file), notes from discussions with agency supervisor, seminars, meetings, agendas, policy statements, forms, brochures, work sheets, records (including weekly logs), reports (including special project report), outlines, and other pertinent information. See Final Notebook requirements
12. **Attend in-class internship sessions and complete all assignments as required by the Internship Director. This is a requirement to successfully pass HBNS 464.**

SECTION V: Policies of the Internship Experience

The internship is intended to be experiential and academic. The student will meet the same expectations as those of other professionals in the agency. **Plan to work a minimum of 20 hours per week during the Fall and Spring semesters, and a minimum of 25 hours per week during the summer.** The preparation of reports required by the internship are not included as a part of the work week; however special project and agency description development and evaluation conferences may be included within the regular work week. **No student is allowed to work more than 40 hours per week. Remember the goal is to complete all required hours and assignments in time for your grade to be entered at the end of the semester. If you do not meet the grade deadline (to be provided by the internship Director), you may not graduate in that semester.**

Other Courses / Employment

Each student intern is expected to perform the duties and responsibilities of the internship without expectation for monetary compensation. Although not a requirement, a student may receive monetary compensation for their internship time at the discretion of the internship agency. Because of the nature of the internship experience students may enroll in one additional 3-credit maximum non-major course. Requests for additional courses or credit hours beyond the one additional course should be sent to the Internship Director for review.

Outside employment is not recommended during the semester you are interning. If it is necessary for you to work beyond your internship hours, please discuss this with the Internship Director prior to requesting to register for the internship course.

Length of Internship

The length of the internship is designed to be completed over the semester in which you are registered. The number of hours on-site completed each week should be such that a student meets their specific credit hour requirement (240 hours for 9 credits, and 120 hours for 6-credits). At no time can a student accumulate or complete more than 40 hours per week—anything beyond 40 hours per week can NOT be counted, nor banked). This provides longitudinal involvement with the agency. Interns will agree to fulfill those hours normally assigned to any other professionals with the agency.

Adequate Academic Progress

It is expected that students are diligently completing the required on-site hours and assignments during the semester in which they are registered. Students who fail to complete assignments and/or not complete a minimum of 200 hours out of 240 hours required for the 9-credit internship; or 100 hours out of the 120 hours required for the 6-credit internship by the time grades are due will fail the course and must repeat it.

Incomplete grades are possible provided the student has made adequate academic progress over the course of the semester in which they are registered. If an incomplete grade is obtained, the student must complete any outstanding assignments or hours in a reasonable time period. A student with an incomplete grade who fails to complete outstanding assignments within 4-weeks post semester will automatically fail the course.

Absences

Absences due to illness, personal days (including spring break), or outside appointments are to be made up by working days off or by extending the length of the internship. Plan on following the agency's policy regarding absences. Any time off must be discussed with the agency supervisor.

Lateness

Interns will conduct themselves in a professional manner. Appropriate professional conduct requires being punctual for work assignments and appointments - tardiness is not acceptable and will not be tolerated.

Travel

Weekly reports require each intern to account for their work time. If traveling is required during internship hours, this is to be noted on your weekly log (Form C) under descriptions of work for the week. Travel category reflects that travel time necessary to get from facility to facility, to meetings and conferences, and meeting other appointments. **Travel time from residence to work is not to be included in total number of hours of the internship.**

Spring and Fall Academic Breaks

Although the University of Delaware provides a fall and spring break during the semester, students who are interning must follow the rules and policies of their respective internship site. Students should NOT assume they can take time off from their internship for spring or fall break. If a student desires to take this break, they must discuss this with their site supervisor and obtain prior approval.

Final Evaluation

Upon completion of your internship on-site hours, the internship supervisor is required to complete an Internship Progress Report (Form F) on the student's performance as an

intern. They should provide you with a copy of their evaluation AND send their evaluation to the UD internship director.

Changing, Modifying or Adding an Internship Site During the Semester

Students should not change, modify, or add an internship site during the semester without first discussing this with the Internship Director. There are specific legal and academic considerations that must be addressed. It is very rare for this to occur and is usually due to some unforeseen issue that arose. Never assume that you can do this without approval from the Internship Director first.

Difficulties with a Site Supervisor or Disappointment in the Internship Site

Although the expectation is that the student has done a thorough job in investigating and choosing an internship site, there are times when things do not go as expected. If you are having specific difficulties with your supervisor (e.g. neglect, negligence, harassment, unprofessionalism, lack of safety, etc.), or your responsibilities and assigned tasks are not what you expected, please contact the Internship Director.

Poor Review By On-Site Supervisor

If a student's performance does not meet the expectations of the internship site supervisor, and after fair warning and opportunity to improve their performance continues to not meet expectations, the student may be dismissed by the internship site at any time and risk failing the internship. This also applies to any student misconduct.

Starting the Internship Before the Semester Begins

If a student desires to start their internship (begin completing on-site hours) prior to the official start of the semester in which they are registered, they must obtain prior approval from the Internship Director.

Limit on Internship Sites

It is highly recommended that students intern at only ONE (1) site during the semester. If a student needs an additional site to fulfill their on-site hour requirement it is permissible provided, they discuss this with and obtain prior approval from the Internship Director.

At no time can a student complete internship hours at more than two (2) sites during the semester. If a student does obtain approval, they should be aware that there are additional requirements (e.g. reporting, evaluations, minimum hours) that must be considered.

In-Class Requirements

All students **are required** to attend the weekly internship professional development classes which will be offered online (via Zoom). In addition, students are to complete all assignments required by the UD internship director and outlined in the syllabus that will accompany the in-class portion of the internship. Time and day of the course will be provided in advance so that students can plan their internship in coordination with that day/time. Zoom links will be sent out as appropriate.

Graduation and Completing the Internship

For most students the internship (HBNS 464) is their last academic requirement (assuming you have completed all other academic program requirements), and they plan to graduate at the end of the semester in which they intern. Subsequently, if you complete all of the internship requirements by the time grades are due to Registrars, then your official graduation will be at the end of the semester/term in which you interned. If you fail to complete the internship or are assigned an incomplete grade, then your official graduation date will be deferred until the next semester/term. “Walking” at graduation depends on when you complete ALL your academic program requirements. If you have questions related to your eligibility to “walk” at graduation, please contact your academic advisor (NOT the Internship Director).

International Internships

Currently, international internship sites will not be allowed. Sites should be within the United States.

SECTION VI: ASSIGNMENTS

Instructions to students from Internship Director, Dr. Peterson_(pmpeter@udel.edu)

A: Final Notebook

At the completion of your required internship hours you are **REQUIRED** to turn in a **FINAL NOTEBOOK**, providing a summary of your internship experience, as well as copies of your **INTERNSHIP ASSIGNMENTS**.

The Final Notebook is to be **turned in ONLINE** either as an email attachment, or as a Shared Document to the Internship Director.

The **FINAL NOTEBOOK must include** the following:

- 1) Description of your Internship Site (1-2 pages)
- 2) Description of your Internship Responsibilities (1-2 pages)
- 3) Reflection of your internship experience: what you learned, gained, would do differently, will do differently, how much you enjoyed/liked/disliked your internship, and what about it you enjoyed/liked/disliked
- 4) Special Project Report (see description on pages 9-10)
- 5) Site Visitation Reports Form D (3) (see description on pages 10-11)
- 6) COPY of all your WEEKLY LOGS Form C. (Yes, I know you submitted them each week, but I need a hard copy to keep on file). Instructions on page 11.
- 7) Any helpful and descriptive Materials/examples etc. that provide information about your site/internship experience (Recommended but not Required)
- 8) Copy of your Site Supervisor's FINAL EVALUATION of your work as an intern. (Form F in Internship Manual)

What happens if you can't turn in your final notebook by the end of the semester?

If you can't turn it in by the time grades are due for the semester, you will receive an Incomplete (I) for the course provided you have made adequate academic progress. Once you turn in your final notebook within a month following the close of the semester in which you interned and demonstrate you have met all of the Internship Requirements your grade will be changed as appropriate.

NOTE: If you do not turn in your Final Notebook in a timely manner, your incomplete will be automatically changed by the Registrar's computer to an "F".

B. Special Project

The **SPECIAL PROJECT** provides an opportunity for you to apply your skills and education you gained through the Health Behavior Science program. Because of the wide variety of internship sites and intern responsibilities there are no specific requirements. Rather there are **GUIDELINES** to help you develop a special project with the approval of your internship site supervisor. These are as follows:

- 1) The Special Project is something you do **BY YOURSELF**, or in collaboration with someone else provided you have a specific and tangible part of the overall project.
- 2) It is something of value to your internship site. For example, an unresolved problem they need someone to work on, or a project that helps the agency/organization fulfill its job/mission.
- 3) It is something of value to **YOU**. The project should utilize your skills and challenge you. It should be something you would be proud to include in your resume or discuss with a potential employer in an interview. It should help you build your resume and career capacity.
- 4) It is something that can be done within the onsite hours required for your internship. You should **NOT** have to work beyond the required hours to complete a special project unless you agree to do so.

Obtaining Approval

If you can satisfy these requirements, then your Special Project is ready to submit to the Internship Director for final approval.

You **MUST** receive the approval of the Internship Director before you begin your special project. The Director may modify what you propose to make it better satisfy the requirements/guidelines provided above.

Unacceptable special projects tend to be ones that are not sufficiently rigorous or challenging or are too unrealistic to be completed within the internship hours.

When in doubt about a potential special project contact the Internship Director to discuss your special project with you. The best way to do this is to send the Internship Director an EMAIL describing your proposed Special Project: what you will do, purpose, goals, objectives, methods, etc. It will then be reviewed, and as appropriate you will be provided recommendations, changes, or it will be approved as submitted.

Once approved by the Internship Director, **AND** your site supervisor you can begin your special project.

Special Project Report

As part of your final notebook/report, you will include a section that describes your special project (What you did, purpose, goals, objectives, methods, findings, results, examples of your work, etc.). Ultimately your report should make it clear to the Internship Director what you did, how well it worked, etc. Please submit an example of your special project if appropriate.

Length of the special project report depends on what you do.

C. Site Visitations (3 Required)

SITE VISITATIONS are an opportunity for you to visit/explore/learn more about another organization, department, vocation, or agency in which you would like to work, or learn more about. It is an opportunity to conduct an informational interview with a person or organization that you would consider working for or want to know more about.

You must complete **THREE (3)** of these over the course of your internship. Use **Form D** in the appendix of the INTERNSHIP MANUAL as the suggested format of the Site Visitation report.

You can turn in all 3 site visitation reports with your final notebook at the completion of your internship. It is not necessary to submit them when you complete them, but you **ARE REQUIRED** to complete and turn in all three to satisfy this requirement and **PASS** the internship.

SITE VISITATIONS cannot be done at the same organization in which you are interning. The only exception to this rule is if your organization has multiple departments in which there is a demonstrable difference in the department you are currently interning. For example, Christiana Care has multiple departments that vary in medical discipline, outreach, mission, and purpose, so a student could do a site visitation at a different department.

For students applying for or intending to go on for post-graduate academic studies (graduate school) you may utilize campus/university site visits to fulfill this requirement.

How to set up a site visitation

Typically, students will contact the agency/organization of interest to them. This may require some research on your own, or you may use the list of internship sites provided to you when you were enrolled in HBNS 490.

When you contact the agency, **STATE** that:

- 1) You are a student at the University of Delaware that is currently enrolled in an internship program. As part of the requirement, you are to visit other sites of interest to you.
- 2) Let them know that you are very interested in learning more about what they do, or more about the organization as part of your career development goals and would greatly appreciate any time they could provide to meet with you.
- 3) Typically, a site visitation will last 30-60 min.
- 4) Come prepared to ask good questions (utilize your interview and focus group skills you have learned in the HBS program), dress and act professionally. You want to make a good first impression because you may want to work for them some day.
- 5) Ultimately a site visitation provides an opportunity for you to gain an interview with a potential employer without having to go through a job application process to meet with them, so use it to your advantage.

Be sure to bring an updated **resume** with you in case you really like the site and want to work there. If that is the case, at the end of the informational interview simply state "I know you may not be hiring now, but I could really see my skills and interests being a great match for your organization. I don't mean to be forward, but here is a copy of my resume just in case anything appropriate becomes available."

- 6) Thank them for their time and graciousness in meeting with you.

Complete the site visitation report within 24 hours after your visit.

In addition to site visitations, students may also interview/visit specific post baccalaureate programs, during the semester they are enrolled in the internship, that they are interested in pursuing after graduation, and write a report on that experience.

Finally, in place of a specific site visitation, a student has the option of doing an informational interview with a professional in a specific vocational area of interest to the student. This requires the student to create questions, conduct an interview, and write a report on what they learned, gained from the interview.

A student may use any combination of these three options (site visit, post graduate program visit, or informational interview) to satisfy this requirement.

D. Weekly Logs (Form C)

Weekly logs are required at the end of each week in which you work in your internship. Whether it be 1 hour or 40 hours (maximum allowed) you **must** complete and submit

your weekly log **no later** than SUNDAY 11:59pm of the following week you are reporting on.

Late submissions will NOT be accepted, and none of the hours you worked will count toward your hours completed. So, turn in your Weekly LOGS by SUNDAY 11:59pm.

For example, if your week runs from Sunday February 2 to Saturday, February 8, you have until 11:59 pm on Sunday February 9th to submit your hours.

Use **Form C** located in the Appendix of the INTERNSHIP MANUAL for the format of your weekly log.

Weekly LOGS MUST have either your site supervisor's signature (hard copy attachment to an email), OR, if submitting as an email WEEKLY LOG, your supervisor **MUST** be copied on the email. If this is not done, **YOUR HOURS WILL NOT COUNT**. There **MUST** be supervisor verification that you worked the hours you are submitting. No supervisor verification means that **NONE** of your hours can count.

You can **submit your weekly log in the following ways:**

- 1) An Email message in which the body of the message contains the information required as indicated in Form C (most preferable way). For your supervisor's signature, **COPY** them on the email message you submit.
- 2) An Email message with an attached Form C, with your supervisor **COPIED** on the message (if they were not available to physically sign the form).
- 3) An Email message with a scanned copy of your signed **FORM C** (supervisor signature on Form).

HARD COPIES of weekly logs will **NOT** be accepted.

Recording hours on form C:

You must indicate how many hours you worked that **WEEK**, and you must indicate the total number of hours you have worked so far--including that week.

For example:

Week 1	Hours worked: 15	Total Hours worked: 15
Week 2	Hours worked: 22	Total Hours worked: 37
Week 3	Hours worked: 23	Total Hours worked: 60

Etc....

If you have concerns:

Please indicate them on Form C. If you do not want your supervisor to know of your concerns (e.g. it is about them), please contact the Internship Director directly via email to discuss.

If you have any questions or concerns, please feel free to contact the current Internship Director, Dr. Peterson at: pmpeter@udel.edu

E. Site Supervisor Evaluation

Your Internship **SITE SUPERVISOR** should complete **ONE (1) assessment** of your performance at the conclusion of your onsite hours:

- 1) It is your responsibility to ask your supervisor to complete FORM F (in the Internship Manual Appendix) at the completion of your on-site internship hours and have them send it to the Internship Director electronically. You should also request that they send you a copy.
- 2) Include a copy of your Supervisor's Evaluation in your Final Notebook/Report.

Typically, you should meet with your supervisor to get their feedback on your performance using the Form F appraisal as a framework for your discussions.

The value of these assessments is to help you identify what you are doing well, and what you can do to improve. Discussing your review with your supervisor can be a very beneficial experience to help you gain skills and make yourself more competitive in the job market.

APPENDIX & FORMS

University of Delaware Health Behavior Science Practicum & Internship FORM A

Please fill in carefully. Complete one per practicum/internship course

Course Information (Check the course you want to enroll in and enter desired credit hours)

HBNS263-Practicum _____ 1-3 credits _____
 HBNS403-Disability Concentration Practicum _____ 1-3 credits _____
 HBNS464-Internship 9 credits _____ (concentration students take 6 credits) _____

HBNS 464 students only: _____ I confirm that I have completed all pre-requisite major courses as follows: HBNS155, 160, 263, 311, 326, 332, 335 or 342, 435 and 490; HBNS200 and 310, HLPR222 and 430; KAAP 220 or 309.

Fall _____ Spring _____ Winter _____ Summer _____

Year: _____

Tentative start date: _____

Student Information

Student Name: _____ University ID: _____

Email: _____

Phone: _____

Student Address: _____

Supervisor Information

Agency/Facility Name: _____

Agency Address: _____

Supervisor Name: _____

Supervisor Phone number _____

Supervisor Email: _____

If I have other offers from other agencies I have notified them of my decision: _____ Yes _____ No
 (Must be done before submitting form)

_____ This is to certify that I have completed an interview with appropriate personnel from the above agency and they have accepted me (verbally or in writing) for placement during the semester specified above. Following signatures confirm the student has accepted the offer and the agency supervisor will provide an internship/practicum experience per the indicated credit hour requirement

Signature of Student: _____ **Date:** _____

Signature of Agency Supervisor: _____ **Date:** _____

Must be a physical signature. or digital signatures if pre-approved by course instructor.

University of Delaware Health Behavior Science Internship – HBNS 464

Form B: Internship Initial Report

Instructions: To be completed by the student and returned to the University Advisor as soon as possible upon reporting to the host agency:

Date _____

Student's Name _____

Living Address _____

Phone (incl. area code) _____ **E-Mail:** _____

Agency Assigned _____

Agency Address _____

Agency Tele (incl. area code) _____

Agency Director's Name _____

Agency Supervisor's Name _____

Brief description of Initial Orientation by agency:

Tentative Schedule of Internship Experience:

Specific Duties Assigned:

Student's signature

Agency supervisor's signature

University of Delaware Health Behavior Science Internship – HBNS 464

Form C: Weekly Internship Report

Instructions: Complete each week, review and discuss progress with Agency Supervisor and return to the University Supervisor.

Student _____

Report No. _____ **For the Week of** _____

Total hours for the week: _____ **Total Hours of the Internship:** _____

Description of responsibilities, tasks, learning experiences:

Concerns:

Student's Signature _____ **Date** _____

Agency Supervisor's
Signature. _____ **Date** _____

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Form D: Internship Visitation Report

Instructions: Complete within 24-hours of visitation and include in your Final Notebook

Student _____ **Report No.** _____

Agency/Site Visited _____

Classification of Agency _____

Agency Address:

Contact Person:

Description of Agency:

Interesting Qualities:

Perceived Problems or Situations:

Personal Impression of the Agency

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Form E: Outline for Final Report

At the completion of your required on-site hours you will need to turn in a FINAL NOTEBOOK, providing a summary of your internship experience, as well as hard copies of your INTERNSHIP ASSIGNMENTS.

The **FINAL NOTEBOOK** must include the following:

- 1) Description of your Internship Site (1-2 pages)
- 2) Description of your Internship Responsibilities (1-2 pages)
- 3) Reflection of your internship experience: what you learned, gained, would do differently, will do differently, how much you enjoyed/liked/disliked your internship, and what about it you enjoyed/liked/disliked
- 4) Special Project Report (see description on pages 8-9)
- 5) Site Visitation Reports Form D (3) (see description on pages 10-11)
- 6) COPY of all your WEEKLY LOGS Form C. (Yes, I know you submitted them each week, but I need a hard copy to keep on file). Instructions on page 11.
- 7) Any Materials/examples etc. that provide information about your site/internship experience (Recommended, but not Required)
- 8) Copies of your Site Supervisors FINAL EVALUATION. (Form F in Internship Manual)

All Final Reports/Notebooks must be submitted ELECTRONICALLY (Online).

What happens if you can't turn in your final notebook by the end of the semester?

If you cannot turn it in by the time grades are due for the semester, and you have made adequate academic progress you will receive an Incomplete (I) for the course. Once you turn in your final notebook and demonstrate you have met all of the Internship Requirements your grade will be changed as appropriate. You have one month after the semester to complete all outstanding requirements. If you do not, do this, then you will fail the Internship.

In addition, you **must** have completed:

1. All required on-site hour, and
2. Received an evaluation from your site supervisor

University of Delaware Health Behavior Science Internship – HBNS 464**Form F: Internship Progress Form****Instructions:** To be completed by agency/site supervisor at the completion of internship experience

Student Name _____ Date _____

Agency Supervisor _____

Position _____

Complete if Applicable	Poor	Below Average	Average	Above Average	Superior
Work Ethic	☐	☐	☐	☐	☐
Professionalism - Behavior	☐	☐	☐	☐	☐
Professionalism – Dress/Attire	☐	☐	☐	☐	☐
Can Accept Criticism	☐	☐	☐	☐	☐
Cooperativeness	☐	☐	☐	☐	☐
Dependability	☐	☐	☐	☐	☐
Self-Control	☐	☐	☐	☐	☐
Growth in Knowledge	☐	☐	☐	☐	☐
Growth in Skills	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Interest in Field	☐	☐	☐	☐	☐
Leadership	☐	☐	☐	☐	☐
Ability to manage work stress	☐	☐	☐	☐	☐
Potential for Development	☐	☐	☐	☐	☐
Reliability	☐	☐	☐	☐	☐
Ability to get along with others	☐	☐	☐	☐	☐
Teaching Skills	☐	☐	☐	☐	☐
Communication Skills-- Written	☐	☐	☐	☐	☐
Communication Skills-- Oral	☐	☐	☐	☐	☐

Other Skills: (please list)

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Form F: Internship Progress Form Page 2

Additional Comments: (please complete)

Name of Person Completing Form: _____

Agency: _____

(It is recommended that agency supervisors submit under separate cover any recommendations for improvement of internship and forward to student's faculty internship advisor)

University of Delaware Health Behavior Science Internship – HBNS 464

Internship Checklist

- ___ **Read Internship Manual in its entirety**
- ___ **Research Internship sites**
- ___ **Contact prospective agency supervisor(s) and provide copy of internship manual/agency responsibilities**
- ___ **Once agency is selected and approved by internship coordinator, complete Form A - Internship Agency Designation Form including signature of Agency Supervisor**
- ___ **Complete any necessary Clearances**
- ___ **Submit completed and signed Form A to HBNS 464 Internship Director by deadline**
- ___ **Complete Online Internship Request Form by deadline**
- ___ **Notify all other prospective agencies of your agency selection**
- ___ **Complete minimum internship hours based on credits enrolled**
- ___ **Complete and submit Form B - Internship Initial Report within first week of internship**
- ___ **Plan and complete Special Project as described on page 7**
- ___ **Complete Form C - Weekly Internship Report for every week hours are accumulated (Make sure it is signed by your supervisor or copied in your email submission and submitted on time)**
- ___ **Complete visitations and Form D as described on pages 10-11 (three required)**
- ___ **Request and confirm completion and submission of Form F - Internship Progress Report from agency supervisor at completion**
- ___ **Follow instructions on Form E - Outline for Final Report to compile all above-listed forms and submit to Internship Director in Final Report notebook after completion of internship hours and requirements**