Course Description and Objectives:
This course seeks to prepare students for future professional roles, including internships, employment, and/or graduate programs in the health education, or related fields. Students will receive course instruction in the following professional development (and related) areas: résumé and cover letter writing, interviewing skills, marketing one’s self, communication skills, relationship dynamics in the workplace, conflict resolution, job search strategies, applying to graduate school, and preparation for a meaningful life and career. Additionally, students will select and prepare for the Health Education internship. A brief review of the field of Health Education, as well as career opportunities within the field will also be discussed. Students must complete HSC4800 the semester prior to internship.

Upon completion of HSC4800, the student will be able to:
1. Identify and demonstrate basic résumé-writing skills.
2. List and discuss appropriate interviewing techniques.
3. Discuss ways to market one’s self to employers.
4. Identify and discuss effective communication strategies.
5. Explain the importance of, and demonstrate effective conflict resolution.
6. Select and secure an appropriate placement for the health education internship experience.
7. List the requirements for successful completion of the internship experience.
8. Identify and prepare for post-baccalaureate plans.
9. Identify appropriate employment search techniques.
10. Examine professional health education organizations, and discuss membership benefits.
11. Discuss the CHES certification and list reasons for obtaining this certification.
12. Discuss the role of the health educator in society, and the expectations for each Department of Health Education and Behavior graduate.

Course Textbooks:

Course Readings: In addition to the course texts, supplemental readings will be assigned throughout the semester. The readings will be provided to students prior to the class session in which they should be read. The readings will pertain to the Health Education field, and/or professionalism in the workplace.
Course Assignments:

1. **Attendance and Participation**
   Attendance, as well as individual and group participation in course assignments is required and will count for a significant portion of a student’s course grade. Additionally, it is expected that students will attend class ready to participate in whole-class and group discussions. Attendance will be recorded throughout the semester at varying times using diverse methods. Note: Internship interviews, site visits, study time, appointments, etc. are NOT acceptable excuses for missing class.

2. **Application for Internship**
   The internship application is a formal agreement between the intern, the University supervisor, and the internship site supervisor. This form provides the internship coordinator with an assessment of the appropriateness of the student’s selected internship, and a plan of activities/programs offered by the agency. Each student must visit the internship site and meet their supervisor prior to submitting the internship application.

   If you require assistance with selecting an appropriate internship site, schedule an appointment with me during the beginning of the semester. At that time, recommendations will be made and any concerns you may have discussed. Profile sheets containing information on various health education internships are located at [http://heb.hhp.ufl.edu/index.php/academia/undergraduate/internship-sites/](http://heb.hhp.ufl.edu/index.php/academia/undergraduate/internship-sites/). Please Note: If your chosen (new) internship site (usually hospital sites) requires that a formal contract or affiliation agreement be signed, you must see me as soon as possible.

3. **Proof of Professional Liability Insurance**
   The College requires all interns to purchase liability insurance in order to ensure each student has insurance coverage in the event that someone other than the student is harmed during the internship. Professional liability insurance can be purchased through Lockton’s Professional Liability Insurance for Allied Healthcare Professionals for approximately $18 for 1 year’s coverage (1 million / 3 million). Apply for coverage by completing their online application: [http://www.ahc.lockton-ins.com/pl](http://www.ahc.lockton-ins.com/pl); apply for the “student” status; select the “health and safety educator” occupation. Submit page 3 of the coverage PDF.

4. **Documentation of Adult, Child & Infant CPR, AED and First Aid Certification**
   All students must complete an Adult/Child/Infant CPR, Adult/Child AED and basic First Aid certification course(s). Certification can be obtained from the American Red Cross, or the American Heart Association (online certification(s) will NOT be accepted). All students must be certified through the end of the internship. If you have had previous CPR training that expires prior to the end of the internship semester, you must be re-certified.

5. **Covey Book Review**
   All students are required to participate in 2 discussions pertaining to Steven Covey’s book: *The 7 habits of highly effective people*. Students should plan as necessary to ensure the readings are completed prior to the assignment due dates. The Covey Discussions are held online via the course website in Sake e-Learning. *Note: the Covey book review directly correlates with the Health Education and Behavior Academic Learning Compact: [www.registrar.ufl.edu/catalog/programs/majors/alc/healthed.html](http://www.registrar.ufl.edu/catalog/programs/majors/alc/healthed.html).*

6. **Professionalism Circuit Test**
   This assignment requires students to prepare for a circuit of ‘tests’ concerning several key professionalism skills. Students will be assigned a group in which they will work together to polish one another’s professional skills. The Professionalism Circuit Test will take place during class, and will include evaluations on a professional résumé packet, mock interview, 2-minute personal sales pitch, and completing a professional phone call to a prospective employer.
7. Defining Your Decade Paper
This assignment requires students to read The Defining Decade: Why Your Twenties Matter and How to Make the Most of Them Now (2013). Read this book, reflect on your twenties, and complete an assignment explaining how you will define your decade. More information will be provided to students later in the semester; however, students should not wait to purchase or read the book.

Course Evaluation:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points Value</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance &amp; Participation</td>
<td>60</td>
<td>A</td>
</tr>
<tr>
<td>13 @ 5pts each; lowest score dropped</td>
<td></td>
<td>93%-100%</td>
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<td></td>
<td></td>
<td>90%-92.9%</td>
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<td></td>
<td></td>
<td>88%-89.9%</td>
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<td>83%-87.9%</td>
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<td>80%-82.9%</td>
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<tr>
<td></td>
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<td>0%-59.9%</td>
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<tr>
<td>2. Internship Application</td>
<td>20</td>
<td>A-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>B+</td>
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<tr>
<td>3. Professional Liability Insurance</td>
<td>5</td>
<td>B</td>
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<tr>
<td></td>
<td></td>
<td>C+</td>
</tr>
<tr>
<td>4. CPR/AED/FirstAid Certification</td>
<td>5</td>
<td>C</td>
</tr>
<tr>
<td></td>
<td></td>
<td>D+</td>
</tr>
<tr>
<td>5. Covey Book Review Discussions</td>
<td>40</td>
<td>C-</td>
</tr>
<tr>
<td>(2 discussions at 20 points each)</td>
<td></td>
<td>D</td>
</tr>
<tr>
<td>6. Professional Circuit Test</td>
<td>40</td>
<td>D-</td>
</tr>
<tr>
<td>7. Defining Your Decade Assignment</td>
<td>30</td>
<td>E</td>
</tr>
<tr>
<td>Total points</td>
<td>200</td>
<td></td>
</tr>
</tbody>
</table>

Internship Search and Approval Guidelines:
It is imperative that each student uses their time wisely to search for an internship this term. Please refer to the Guidelines for Internship Site Selection and the Responsibilities and Competencies for Entry-Level Health Educators (page 5 internship application) for important information on selecting an internship placement.

Department requirements for final approval to enter internship include:
- UF, HSC coursework, and Upper Division GPA of 2.0 or higher.
- HSC coursework GPA of 2.8 or higher.
- Absence of grades N, NG, H, and/or I on transcript.
- Successful completion of all general education, Gordon Rule, universal tacking, major, specialization, and elective coursework (including current semester).
- Approved internship application, as well as all internship requirements (i.e. liability insurance coverage and CPR/AED/First Aid certifications).
- **Spring 2016 Internship dates: January 4 – April 3**

Course Policies:
1. **Special Accommodations:** Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Please provide documentation to the instructor within the first two weeks of class.
2. **Academic Honesty**: UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code ([http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code/](http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code/)) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of this class.

3. **Grade adjustments**: It is unethical and in direct violation of the UF Student Honor Code to request an unjustifiable grade adjustment ([UF Student Honor Code](http://www.dso.ufl.edu/sscr/process/student-conduct-honor-code): “Conspiracy to Commit Academic Dishonesty”). Under no circumstances will I ever ‘round up’ a student’s grade (a 89.99% is a B+), nor will I offer extra credit. Additionally, I only discuss grades face-to-face (never via email or phone) to protect student privacy. **Note**: If a grade input error occurs, students are strongly encouraged to notify me as soon as possible. I will examine the Sakai grade to determine whether a calculation error has occurred. If an error occurred, the grade will be adjusted.

4. **Assignments**: Students are expected to complete work of the highest quality. Assignments must be submitted in the format requested, following the rules and guidelines as outlined in the *Publication Manual of the American Psychological Association* (6th Edition), when applicable. Assignments must also include the student’s name and UFID, as well as be submitted by the assigned due date. **Note**: Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: [https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx](https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx).

5. **Excused Absence Policy**: Per University of Florida policy, excused absences include medical appointments and illness (with doctor’s note), deaths in the family (with documentation) and school events (with documentation on school letterhead). Additional absences require documentation of medical excuses or extenuating circumstances, and must be submitted within 1 week of the absence using the “Excused Absence Request Form” (located on the course website).

6. **Online Course Evaluation Process**: Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at [https://evaluations.ufl.edu](https://evaluations.ufl.edu). Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at [https://evaluations.ufl.edu/results](https://evaluations.ufl.edu/results).

**Additional Student Resources:**

The UF Computing Help Desk is available to assist students when they are having technical issues.

**Online Library Help Desk**: [http://guides.uflib.ufl.edu/content.php?pid=86973&sid=686381](http://guides.uflib.ufl.edu/content.php?pid=86973&sid=686381)
The help desk is available to assist students with access to all UF Libraries resources.

**Disabilities Resource Center**: [http://www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)
If you have a physical, learning, sensory or psychological disability, please visit the DRC.

**Counseling and Wellness Center**: [http://www.counseling.ufl.edu/cwc/](http://www.counseling.ufl.edu/cwc/)
If you need to speak to a counselor about a problem that you are having, visit the counseling and wellness center (Radio Road).