University of Florida  
College of Health and Human Performance  
Department of Health Education and Behavior  

HSC 4813 - Health Education Practicum Experience  

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I. INTRODUCTION  
The practicum is designed to provide relevant field experience for Health Education majors. Students will maintain a part-time workload in a community health or wellness setting for 10 hours per week. It is meant to be a time of service and innovation to the agency as well as a significant learning opportunity for the student. It is through practical experience that efficient application of knowledge, ideas, and skills in a realistic work setting can begin to formulate. With this, both the student and the agency should benefit immeasurably.

*The major objectives for the practicum experience should enable the practicum student to:*  
⇒ Complete tasks required of a professional in the health education field;  
⇒ Apply the knowledge and skills attained during course studies to practical community health and/or wellness issues;  
⇒ Develop skills and increase knowledge in areas of interest within their specialization;  
⇒ Contribute significantly to the activities, events, and projects of the internship agency.

II. PRACTICUM GUIDELINES  
The practicum experience includes, but it not limited to, those agencies which employ health educators in a community/public health or worksite health promotion/wellness setting (public health units, voluntary health agencies, hospitals/clinics, hospital and corporate wellness centers, area health education centers, nonprofit health agencies).

⇒ Specific practicum goals, objectives, and job duties will be communicated to the University Internship Coordinator via the Verification of Placement form (due prior to the start of the practicum semester). Evaluation of the practicum goals, objectives, and job duties will be accomplished through midterm and final reports and hour logs, as well as the midterm and final evaluations. The agency supervisor and practicum student will receive all necessary forms and instructions prior to the beginning of the internship semester.

  - HSC4813 will be run through e-Learning in Canvas ([https://lss.at.ufl.edu/](https://lss.at.ufl.edu/)).
⇒ Practicum student job duties should be based on the strengths, needs, and interests of the practicum student and agency. However, job duties must align with the *Responsibilities and Competencies of Health Educator Specialists* (NCHEC, 2015). The Seven Areas of Responsibility contain a comprehensive set of Competencies defining the role of the health education specialist. These Responsibilities serve as the basis of the CHES and MCHES exam.
⇒ It is highly encouraged that practicum students complete a major project, start to finish, during the practicum experience.
RESPONSIBILITY I - Assess Needs, Resources, and Capacity for Health Education/Promotion
1.1 Plan assessment process for health education/promotion
1.2 Access existing information and data related to health
1.3 Collect primary data to determine needs
1.4 Analyze relationships among behavioral, environmental, and other factors that influence health
1.5 Examine factors that influence the process by which people learn
1.6 Examine factors that enhance or impede the process of health education/promotion
1.7 Determine needs for health education/promotion based on assessment findings

RESPONSIBILITY II: Plan Health Education/Promotion
2.1 Involve priority populations, partners, and other stakeholders in the planning process
2.2 Develop goals and objectives
2.3 Select or design strategies/interventions
2.4 Develop a plan for the delivery of health education/promotion
2.5 Address factors that influence implementation of health education/promotion

RESPONSIBILITY III: Implement Health Education/Promotion
3.1 Coordinate logistics necessary to implement plan
3.2 Train staff members and volunteers involved in implementation of health education/promotion
3.3 Implement health education/promotion plan
3.4 Monitor implementation of health education/promotion

RESPONSIBILITY IV: Conduct Evaluation and Research Related to Health Education/Promotion
4.1 Develop evaluation plan for health education/promotion
4.2 Develop a research plan for health education/promotion
4.3 Select, adapt and/or create instruments to collect data
4.4 Collect and manage data
4.5 Analyze data
4.6 Interpret results
4.7 Apply findings

RESPONSIBILITY V: Administer and Manage Health Education/Promotion
5.1 Manage financial resources for health education/promotion programs
5.2 Manage technology resources
5.3 Manage relationships with partners and other stakeholders
5.4 Gain acceptance and support for health education/promotion programs
5.5 Demonstrate leadership
5.6 Manage human resources for health education/promotion programs

RESPONSIBILITY VI: Serve as a Health Education/Promotion Resource Person
6.1 Obtain and disseminate health-related information
6.2 Train others to use health education/promotion skills
6.3 Provide advice and consultation on health education/promotion issues

RESPONSIBILITY VII: Communicate, Promote, and Advocate for Health, Health Education/Promotion, and the Profession
7.1 Identify, develop, and deliver messages using a variety of communication strategies, methods, & techniques
7.2 Engage in advocacy for health and health education/promotion
7.3 Influence policy and/or systems change to promote health and health education
7.4 Promote the health education profession
III. PRACTICUM ELIGIBILITY

Students must meet the following criteria to be cleared for a practicum. Eligibility requirements listed below represent HEB policies. Exceptions to these policies are extremely rare, and are subject to the discretion of the University Internship Coordinator and Department Petitions Committee.

⇒ Students must select a practicum experience from the list of approved GAINESVILLE Health Education Internship Sites.
⇒ Students must submit proof of current professional liability coverage (1 million/3 million).
⇒ Students must submit proof of Adult/Child/Infant CPR/AED and First Aid certification(s).
⇒ Students must submit a complete a Verification of Placement from before the start of the semester in which the student plans to complete the practicum.
⇒ Student must have the following courses completed with no grade below C:
  HSC3032, HSC3102, HSC3201 and/or HSC4233, and a minimum of 6 additional credits of HEB Department course credits.
⇒ Students must have a UF and Upper Division GPA of 2.0 or higher, as well as a HSC coursework GPA of 2.8 or higher in order to participate in the practicum.
⇒ If the selected practicum site mandates additional requirements (including, but not limited to health insurance, immunizations, background check, fingerprinting, etc.), the student must also submit proof of these requirements prior to the start of the semester in which the student plans to complete the practicum.

IV. ATTENDANCE

⇒ The HEB practicum experience is offered during the fall, spring, and summer C terms. The practicum officially commences on the Monday of the first week of classes at the University of Florida and will end on the last day of class.
⇒ Practicum students are required to earn 150 hours during the semester. Specifically, practicum students should earn 10 hours per week during the Fall and Spring terms, and 12.5 hours per week during the Summer C term.
  o Note: The University Internship Coordinator will assess each practicum student’s hours earned at the midpoint of the term. Practicum students whose total hours earned fall below 50% at the midpoint of the term may be forced to withdraw from HSC4813 and terminate their practicum. This decision will be determined by the University Internship Coordinator, as well as the Department Petitions Committee.
⇒ Distribution of hours worked must be agreed upon by the practicum student and supervisor, and be based on the requirements of the activities/projects assigned to the student. The practicum student’s schedule will be documented on the Verification of Placement form. Additionally, practicum students are required to earn practicum hours during their supervisor’s shift.
  o Note: practicum students are not permitted to earn hours while working off-site (i.e., while working from home). Practicum students must earn all hours at the agency office, or at an agency sponsored event.
V. ASSIGNMENTS

Note: All assignments must be submitted to receive a grade for the practicum. All assignments must be uploaded to e-Learning Canvas in the appropriate assignment folders.

⇒ Documentation of Adult, Child, Infant CPR/AED & First Aid Certification
  ✓ All students must attain Adult/Child/Infant CPR/AED & First Aid certification prior to registration. Certification can be obtained from the American Red Cross, Gator CPR, or any other agency approved for certification (online certification is not permitted). All students must be certified through the end of the practicum. Cards that expire during the practicum will not be accepted. Students will not be registered for the practicum until this documentation is received.
  ✓ Students will not be registered until this proof of certification(s) is received.

⇒ Proof of Professional Liability Insurance
  ✓ The College of Health & Human Performance requires all students completing field experiences to purchase Professional Liability Insurance. This insurance is designed to cover you in the event that someone other than yourself is harmed through the performance of your assigned duties.
  ✓ Professional Liability Insurance can be purchased through Lockton's Professional Liability Insurance for Allied Healthcare Professionals for approximately $20 for 1-year of coverage. You may apply for coverage by completing their online application at http://www.ahc.lockton-ins.com/pl. Make sure to apply as a “student”, for the “health and safety educator” occupation, and select “1 million / 3 million” for limits of liability. Upon completion of the online application, you will receive an email confirmation from the company with a lengthy PDF file (30+ pages) that includes all pertinent information about your insurance coverage. I do NOT need a copy of the entire document; I only need a copy of page 3.
  ✓ Students will not be registered until this proof of coverage is received.

⇒ Verification of Placement
  ✓ The Verification of Placement form confirms the contact information for the practicum student, supervisor and practicum experience, as well as verifies the (approved) assigned projects, activities, and finalized schedule.
  ✓ This form must be typed, and include the signatures of both the practicum student and supervisor. The completed form must be submitted before the start of the semester in which the student plans to complete the practicum to the Internship Coordinator.

⇒ Midterm and Final Evaluation
  The midterm and final evaluations are completed by the agency supervisor at the midpoint of the semester (midterm), and again at the end of the internship (final).
  ✓ These forms may be typed or hand-written; and, it must include the signatures of both the practicum student and supervisor.
  ✓ These forms must be scanned into a PDF and uploaded to the e-Learning Canvas course website by the practicum student.
Midterm and Final Reports with Calendar of Hours Worked

- The midterm and final reports should be 2 to 3 pages in length and include a detailed summary of the activities the student has participated in during the first half and the last half of the practicum. The reports should also provide a qualitative evaluation of the experience by including comments on benefits gained from the practicum experience and on ways the experience could be improved upon by the agency or the university. In addition, please include a calendar which reports hours worked during the practicum experience. The calendar should include the day, date, and hours worked for each week.

- Due dates will be reported to the student and supervisor before the start of the practicum experience. This form must be typed, and then scanned into a PDF and uploaded to the e-Learning Canvas course website.

VI. GRADING SCALE (S/U grade)

Evaluation of the practicum is based on satisfaction of the below requirements:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interim Report (with calendar)</td>
<td>50</td>
</tr>
<tr>
<td>Final Report (with calendar)</td>
<td>50</td>
</tr>
<tr>
<td>Agency Supervisor’s Midterm Evaluation</td>
<td>100</td>
</tr>
<tr>
<td>Agency Supervisor’s Final Evaluation</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>300</strong></td>
</tr>
</tbody>
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Grading Scale:

- **Satisfactory (S) 210 - 300**
- **Unsatisfactory (U) = 209 or below**

VII. STUDENT RESOURCES

**Online Computing Help Desk- e-Learning Support Services:** [http://helpdesk.ufl.edu/](http://helpdesk.ufl.edu/)
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 (3190 Radio Road). Phone: (352) 392-1575

**U Matter, We Care:** [http://www.umatter.ufl.edu/](http://www.umatter.ufl.edu/)
U Matter, We Care provides students in distress with support and coordination of the wide variety of appropriate resources. Phone: (352) 294-CARE
VIII. COURSE POLICIES

Special Accommodations: Students requesting accommodations 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 no later than the Friday of the first week of classes.

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/) 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.

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: “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 e-Learning Canvas grade to determine whether a calculation error has occurred. If an error occurred, the grade will be adjusted.

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 be submitted by the assigned due date.

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 received three days after returning to work. Note: A make-up plan for missed hours should be developed with the agency supervisor and emailed to the University Internship Coordinator (internship supervisor must be copied on the email).

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. 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.