

# Cover Sheet: Request 14711

HSC4876 S/U change

## Info

Process	Course Modify Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Sarah Eberhart seberhart@hhp.ufl.edu
Created	2/5/2020 10:12:33 AM
Updated	10/13/2020 9:30:52 AM
Description of request	Requesting to change from graded to S/U

## Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	HHP - Health Education and Behavior 26050000	Suzanne Murphy		2/5/2020
No document changes					
College	Approved	HHP - College of Health and Human Performance	Christopher Janelle		2/20/2020
No document changes					
University Curriculum Committee	Recycled	PV - University Curriculum Committee (UCC)	Casey Griffith	Please respond to UCC review comment email.	3/19/2020
No document changes					

Step	Status	Group	User	Comment	Updated
College	Approved	HHP - College of Health and Human Performance	Sarah Eberhart	<p>Department responses:</p> <p>What were/are the concerns about GPA inflation? Faculty concerns stemmed from the fact that the internship grade was largely determined by the internship supervisor, who is not an HEB faculty member. Internship accounts for 25% of the upper division GPA, yet the grade is not controlled by Dept. faculty.</p> <p>Why were the credits for this course not previously counting toward the students' GPA? What is the basis for them having been excluded? The internship credits did contribute to a student's GPA –overall and upper division. The internship credits were excluded from the Honors GPA, which is consistent with HHP policy: “[students must] earn an upper division GPA of 3.7 or higher on all courses taken at UF beginning the semester after accumulating 60 credits, excluding internship, and complete an undergraduate....”. This policy was developed for the entire College... however, It is now presented as a Dept policy (all Depts follow this).</p> <p>What criteria will be used to determine passing? What are the assessments? The same assessments will be utilized for the internship course: Verification of placement form; Six bi-weekly reports; midterm evaluation; final evaluation; internship experience survey. Over the past three years, ZERO interns earned below a B- for the internship course.</p>	3/25/2020
No document changes					
University Curriculum Committee	Recycled	PV - University Curriculum Committee (UCC)	Casey Griffith	at request of college	4/17/2020
No document changes					

Step	Status	Group	User	Comment	Updated
College	Recycled	HHP - College of Health and Human Performance	Sarah Eberhart	Items recycled to dept at S.Murphy request. The following UCC concerns must be addressed before returning to UCC Comments: ? Please upload a syllabus ? Please provide more detail regarding the following questions: • What is the problem with counting graded credits for this course toward a student's GPA? • Why were students having to petition to get these credits to count in their GPA (wouldn't they count automatically?)? • Why is the department considering this to be "grade inflation"? • How many students were opting for an S/U option versus a graded option for this course?	4/17/2020
No document changes					
Department	Approved	HHP - Health Education and Behavior 26050000	Suzanne Murphy		10/9/2020
HSC4876 Syllabus_2020.docx					10/9/2020
HSC 4876 SU items.docx					10/9/2020
College	Approved	HHP - College of Health and Human Performance	Sarah Eberhart	Responses to UCC comments are attached in a separate document.	10/13/2020
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			10/13/2020
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					

Step	Status	Group	User	Comment	Updated
No document changes					

## Course|Modify for request 14711

### Info

**Request:** HSC4876 S/U change

**Description of request:** Requesting to change from graded to S/U

**Submitter:** Sarah Eberhart seberhart@hhp.ufl.edu

**Created:** 11/2/2017 1:30:43 PM

**Form version:** 1

### Responses

**Current Prefix** HSC

**Course Level** 4

**Number** 876

**Lab Code** None

**Course Title** Internship in Health Education

**Effective Term** Fall

**Effective Year** 2020

**Requested Action** Other (selecting this option opens additional form fields below)

**Change Course Prefix?** No

**Change Course Level?** No

**Change Course Number?** No

**Change Lab Code?** No

**Current Lab Code** None

**Proposed Lab Code** C

**Change Course Title?** No

**Change Transcript Title?** No

**Change Credit Hours?** No

**Change Variable Credit?** No

**Change S/U Only?** Yes

**S/U Only Status** Change to S/U Only

**Change Contact Type?** No

**Current Contact Type** Supervision of Student Interns

**Proposed Contact Type** Supervision of Student Interns

**Change Rotating Topic Designation?** No

**Change Repeatable Credit?** No

**Change Course Description?** No

**Change Prerequisites?** No

**Change Co-requisites? No**

**Rationale** Rationale for S/U includes:

Alignment with other programs within our college

Alignment with other programs at the University

Alignment with similar programs – Kent State, U. Illinois

Help control GPA inflation

Advisors have had petitions asking for their 15 credits of 'A' to count toward GPA so they receive honors- S/U should eliminate requests

HSC 4876 – Internship in Health: **[R]**

Comments:

Please upload a syllabus – see attached

Information regarding 80% as S

For the past three academic years – ZERO students (both residential and UFO) have scored below an 80 for their final grade in HSC 4876:

- 2017-18 (179 total students)
- 2018-19 (271 total students)
- 2019-20 (224 total students)

When S/U was proposed to the faculty – they voted yes based on 80% as the lowest percentage for an S grade. Faculty believe that students should strive for an 80% in their internship to better indicate their proficiency in the field of health education and behavior.

Please provide more detail regarding the following questions:

- What is the problem with counting graded credits for this course toward a student's GPA?
  - After a student has completed the HEB Internship, the course grade automatically populates into the degree audit for the upper-division GPA. The upper-division GPA is utilized to verify honors. The inclusion of the graded internship provides students with an inaccurate eligibility for honors.
  - Per college and department policy for honors, the course grade is excluded from counting towards the upper-division GPA.
  - During the final degree certification process, the graded internship is excluded when verifying the upper-division GPA for honors.
  - HEB wishes the GPA to accurately represent academic progress and success in traditional academic work as well as their internship. Counting graded credits for the internship increases graduating GPA and may not accurately represent overall performance.
- Why were students having to petition to get these credits to count in their GPA (wouldn't they count automatically?)?
  - Per college policy, the internship credits only count toward total credit hours earned.
  - The internship credits did contribute to a student's GPA –overall and upper division. The internship credits were excluded from the Honors GPA, which is consistent with HHP policy: “[students must] earn an upper division GPA of 3.7 or higher on all courses taken at UF beginning the semester after accumulating 60 credits, **excluding internship**, and complete an undergraduate....”. This policy was developed for the entire College... however, It is now presented as a Dept policy (all Depts follow this).
  - Students were asking for the credits to count toward honors status.
- Why is the department considering this to be “grade inflation”?
  - Currently, HEB students are at an advantage of having a higher GPA with a graded internship than other students within the college. The majority of our students successfully complete internship requirements with a grade of B or better.
  - Due to the high rate of success in internships, students that earn a letter grade for internships may be receiving undue “grade inflation.” Because our internship can be up to 12 credits, this can greatly impact a student's GPA negatively or positively, outweighing their other academic performance.
  - Faculty concerns stemmed from the fact that the internship grade was largely determined by the internship supervisor, who is not an HEB faculty member.
  - Internship accounts for 25% of the upper division GPA, yet the grade is not controlled by Dept. faculty.
- How many students were opting for an S/U option versus a graded option for this course?
  - 1 out of 156 Spring 2020 Interns opted for S/U.

## I. INTRODUCTION

The HSC4876 Internship in Health Education is a practical experience in which the intern maintains a professional workload of a Health Education Specialist in a community/public health or worksite health promotion/wellness setting. This capstone experience is the culminating requirement for the Bachelor of Science in Health Education (BSHE) degree program. The internship is meant to be a time of service and innovation to the supervising agency as well as a significant learning opportunity for the intern. Only through a practical experience such as this can the efficient application of knowledge, ideas, and skills in a realistic work setting occur. With this, both the intern and agency should benefit immeasurably.

***The major objectives for the internship experience should enable the intern to:***

- Complete tasks required of a professional in the health education field;
- Apply knowledge and skills attained during course studies to practical community health, patient health, worksite health promotion, and/or wellness issues;
- Develop skills and enhance knowledge in areas of interest within health education;
- Contribute significantly to the activities, events, and projects of the internship agency; and
- Prepare for future employment or advanced education in health education or related fields.

## II. INTERNSHIP GUIDELINES & INTERN RESPONSIBILITIES

The internship 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, etc.).

The internship goals and assigned duties will be communicated to the Internship Coordinator via the Internship Application (due the semester prior to internship in HSC4800). Evaluation of the internship goals and assigned duties will be accomplished through bi-weekly reports (n=6), as well as the midterm and final evaluations. The agency supervisor and intern will receive all necessary forms and instructions from the university supervisor prior to the beginning of the internship semester. HSC4876 is operated through e-Learning ( [lss.at.ufl.edu/](http://lss.at.ufl.edu/) ).

The internship goals and assigned duties are determined by the student and agency supervisor and will be based on the strengths, needs, and interests of the student and the agency. However, the duties must align with the *Responsibilities and Competencies of Health Education Specialists (NCHEC, 2020)*. The Eight 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 also highly encouraged that the intern completes a major project, start to finish, during the internship experience.

### **Responsibilities and Competencies for Health Education Specialists**

The Eight Areas of Responsibility contain a comprehensive set of Competencies and Sub-competencies defining the role of the health education specialist. These Responsibilities were verified by the 2020 Health Education Specialist Practice Analysis II (HESPA II 2020) project and serve as the basis of the CHES® and MCHES® exam beginning 2021.

*(The National Commission for Health Education Credentialing, Inc., 2020)*

#### **Area I: Assessment of Needs and Capacity**

- 1.1 Plan assessment.
- 1.2 Obtain primary data, secondary data, and other evidence-informed sources.
- 1.3 Analyze data to determine the health of the priority population(s) and the factors that influence health.
- 1.4 Synthesize assessment findings to inform the planning process.

#### **Area II: Planning**

- 2.1 Engage priority populations, partners, and stakeholders for participation in the planning process.
- 2.2 Define desired outcomes.
- 2.3 Determine health education and promotion interventions.
- 2.4 Develop plans and materials for implementation and evaluations.

#### **Area III: Implementation**

- 3.1 Coordinate the delivery of intervention(s) consistent with the implementation plan.
- 3.2 Deliver health education and promotion interventions.
- 3.3 Monitor implementation.

#### **Area IV: Evaluation and Research**

- 4.1 Design process, impact, and outcome evaluation of the intervention.
- 4.2 Design research studies.
- 4.3 Manage the collection and analysis of evaluation and/or research data using appropriate technology.



- 4.4 Interpret data.
- 4.5 Use findings.

**Area V: Advocacy**

- 5.1 Identify a current or emerging health issue requiring policy, systems, or environmental change.
- 5.2 Engage coalitions and stakeholders in addressing the health issue and planning advocacy efforts.
- 5.3 Engage in advocacy.
- 5.4 Evaluate advocacy.

**Area VI: Communications**

- 6.1 Determine factors that affect communication with the identified audience(s).
- 6.2 Determine communication objective(s) for audience(s).
- 6.3 Develop message(s) using communication theories and/or models.
- 6.4 Select methods and technologies used to deliver message(s).
- 6.5 Deliver the message(s) effectively using the identified media and strategies.
- 6.6 Evaluate communication.

**Area VII: Leadership and Management**

- 7.1 Coordinate relationships with partners and stakeholders (individuals, teams, coalitions, committees).
- 7.2 Prepare others to provide health education and promotion.
- 7.3 Manage human resources.
- 7.4 Manage fiduciary and material resources.
- 7.5 Conduct strategic planning with appropriate stakeholders.

**Area VIII: Ethics and Professionalism**

- 8.1 Practice in accordance with established ethical principles.
- 8.2 Serve as an authoritative resource on health education and promotion.
- 8.3 Engage in professional development to maintain and/or enhance proficiency.
- 8.4 Promote the health education profession to stakeholders, the public, and others.

**III. INTERN ELIGIBILITY**

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

- ⇒ **Community Health Promotion** students are required to complete a full-time internship (40 hours/week). Additionally, the student must complete all degree requirements prior to the internship semester. Students are not permitted to register for additional coursework (major, or otherwise) with the full-time internship.
  - If a student does not successfully complete required coursework the semester prior to internship, they will be forced to cancel their internship and re-enroll in all unmet degree requirements.
- ⇒ **Pre-professional Health Studies** students have the option to complete the internship on a part-time (20 hours/week) or full-time (40 hours/week) basis.
  - If the part-time internship is selected, the student may concurrently register for up to 9-credits of coursework with the internship. However, all HEB major and specialization coursework must be completed prior to the internship semester.
  - If the full-time internship is selected, the student must complete all degree requirements prior to the internship semester. Students are not permitted to register for additional coursework (major, or otherwise) with the full-time internship.
  - If a student does not successfully complete required coursework the semester prior to internship, they will be forced to cancel their internship and re-enroll in all unmet degree requirements.
- ⇒ Students must submit a complete and accurate internship application by the deadline identified by the Internship Coordinator in HSC4800 (semester prior to internship). The application must be signed by the intern, agency supervisor and Internship Coordinator.
- ⇒ Students must submit proof of certification for Basic Life Support for Healthcare Providers (BLS) certification, or Adult/Child CPR/AED & First Aid certification by the deadline identified by the Internship Coordinator in HSC4800 (semester prior to internship). Certification(s) must remain active through the internship term.
- ⇒ Students must submit proof of professional liability insurance coverage (1 million/3 million) by the deadline identified by the Internship Coordinator in HSC4800 (semester prior to internship). Coverage must remain active through the internship term.
- ⇒ 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 internship. Students with grades N, NG, or I on their academic record will not be permitted to intern.
- ⇒ Students must register for HSC4876 by the last day of the drop/add period for

- the semester in which they plan to intern.
- ⇒ If the selected internship site mandates additional requirements (including, but not limited to health insurance, immunizations, background check, fingerprinting, an affiliation agreement, University international studies clearance, etc.), the student must also submit proof of these requirements prior to the start of the internship and by the deadline identified by the Internship Coordinator in HSC4800 (the semester prior to internship).
  - ⇒ **If a student does not meet these requirements at the end of the semester prior to internship, they will be forced to cancel their internship and postpone for a future term.**
  - ⇒ University Health Insurance Requirement : All University of Florida students enrolling in a degree-seeking program for the first time during Summer B 2014 are required to show proof of health insurance. Students who do not provide proof of health insurance coverage, or submit a waiver by the published deadline, will not be eligible to remain enrolled at the University of Florida. Thus, they will be forced to cancel their internship. For more information about the Student Health Insurance requirement, contact Financial Services at the Student Health Care Center: [healthcompliance@shcc.ufl.edu](mailto:healthcompliance@shcc.ufl.edu) or (352) 273-4546.

#### IV. ATTENDANCE

- ⇒ The HEB internship is offered during the fall, spring, and summer C terms. The internship officially commences on the Monday of the first week of classes at the University of Florida and will end on the Sunday of week 13 of the internship .
- ⇒ Full-time interns are required to earn 40 hours each week for 13 weeks (minimum of 520 hours) during the internship start/end dates specified by the Internship Coordinator. Part-time interns are required to earn 20 hours each week for 13 weeks (minimum of 260 hours) during the internship start/end dates specified by the Internship Coordinator.
  - Note: The Internship Coordinator will assess an intern's total hours earned at the end of each weekly hours reporting period. Interns whose total hours earned remain significantly below the minimum hours required for that reporting period may be forced to withdraw from HSC4876 and terminate their internship. This decision will be determined by the Internship Coordinator and Department Petitions Committee.
- ⇒ Distribution of hours worked must be agreed upon by the intern and supervisor, and should be based on the requirements of the activities/projects assigned to the intern. The intern's schedule must be documented in the Verification of Placement form. Additionally, interns are restricted to earning hours during their supervisor's workday. If the supervisor is not on-site, the intern should be temporarily assigned to an appropriate colleague who is familiar with the Department internship program.
  - Note: interns are not permitted to earn hours while working off-site (i.e., home) Interns must earn all hours at the agency office or during agency sponsored events.
- ⇒ Requesting time off for personal reasons is strongly discouraged. If necessary, such requests should be kept to an extreme minimum, and must be approved by both the agency supervisor and the Internship Coordinator at least 3 days prior to the absence. In addition, all personal time off must be made up by the Sunday of week 13 of the internship (last day of internship). Interns who have not earned the required minimum hours (full-time interns: 520 hours; part-time interns: 260 hours) by the last day of the internship will not pass the internship, and will be ineligible for participation in commencement ceremonies.
  - Note: requesting extended time off for personal reasons (i.e., three or more days) will not be permitted without the approval of the Department Petitions Committee. Interns must submit a petition to request the extended time off at least 3 weeks prior to the requested absence dates. Submission of a petition does not guarantee approval.
- ⇒ Missed days due to illness or unforeseen circumstances must also be made up. Documentation for unforeseen absences must be received within three days of the absence and a make-up plan for missed hours should be developed with the agency supervisor and emailed to the Internship Coordinator (the intern must copy the internship supervisor on the email). Interns are required to notify their supervisor, as well as the Internship Coordinator of all unforeseen (sudden) absences. Interns must first (and immediately) notify their supervisor of the absence; afterwards, they must email the Internship Coordinator

about the absence.

- ⇒ The intern is permitted to observe nationally recognized holidays also observed by the internship agency (MLK Day, Memorial Day, Labor Day, etc.), as well as University holidays (spring break, homecoming). Although time off for National and University holidays is pre-approved by the Department, final approval for time off during these holidays is at the discretion of the internship supervisor.
- ⇒ **The intern must make-up all missed hours from National- and University-recognized holidays. Interns must earn the minimum hours required for HSC4876 by the last day of the internship.**
- ⇒ Under no circumstances should an outside work schedule or coursework (part-time interns only) interfere with internship hours. The internship should be considered the intern’s highest priority and regarded as their first obligation.
- ⇒ Per *College of Health and Human Performance Undergraduate Academic Advising Policy* , students can only register and attempt to successfully complete the internship twice. If unable to successfully complete the internship after two attempts, the student may be dismissed from the program.

**V. ASSIGNMENTS**

**All assignments must be submitted to receive a grade for the internship; to participate in commencement ceremonies; as well as to complete the degree program. All assignments must be uploaded to e-Learning Canvas in the appropriate assignment folders.**

⇒ **Verification of Placement**

The Verification of Placement form confirms the contact information for the intern, supervisor and internship, as well as verifies the (approved) assigned internship projects, activities, and finalized schedule.

- ✓ This form must be typed, and include the signatures of both the intern and supervisor. The completed form must be scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **Bi-weekly Reports**

The weekly hours reports inform the Internship Coordinator of the intern’s progress throughout the internship. For each day of the internship, the intern is required to write a brief log of their daily activities and hours worked. The comments section can be used to give a qualitative assessment of their progress. The reports also allow interns to report their plans for excess hours and missed hours. The intern is NOT required to share bi-weekly reports with their agency supervisor.

- ✓ There are seven reports total. These forms must be typed and then scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **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 must be scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **Internship Experience Survey**

This survey allows the intern to “grade” their internship site and provide feedback regarding the internship experience. Information contained in this survey will assist the department with recommending internship sites for future interns. The intern is encouraged to provide an honest, constructive evaluation of their experience. This form is sent directly to the Internship Coordinator and, with the intern’s permission, will be available to HEB pre-interns after the internship semester.

- ✓ 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 option only)**

Evaluation of the HEB Internship is based on the below requirements:

Assignment	Points Value	S/U Grading Scale
Verification of Placement	30	372-400
Weekly Hours Reports	130	360-371

(10 points/week)		<b>S</b>	352-359
			332-351
Internship Experience Survey	40	-----	<b>320</b>
			-331
Midterm Evaluation	100	<b>U</b>	312-319
			292-311
Final Evaluation	100		280-291
			272-279
<b>Total</b>	<b>400</b>		252-271
			240-251
			0-239

**S = Satisfactory (80% or higher; 320 points or higher)**

**U = Satisfactory (below 80%; below 320 points)**

#### VII. HSC4876 Student Learning Outcomes (SLO's):

- SLO 1. Identify and apply theories-based strategies for assessing individual and community needs for health education/promotion.
- SLO 2. Identify and utilize appropriate theory-based models for planning effective health education/promotion programs.
- SLO 3. Identify and apply a variety of theories, models and strategies for implementing health education/promotion programs.
- SLO 4. Identify and apply methods and procedures appropriate for evaluating the effectiveness of health education/ promotion programs.
- SLO 5. Coordinate the provisions of health education/ promotion services.
- SLO 6. Employ methods to obtain and disseminate health education/promotion information.
- SLO 7. Demonstrate understanding of the major concepts and principles related to nutrition, substance abuse, emotional health, human sexuality and environmental health.
- SLO 9. Select health education/promotion programs and services based on best-evidence.
- SLO 10. Communicate health needs, concerns and resources to identified clients and consumers.
- SLO 11. Communicate health concepts and health information using a variety of channels to individuals, families and groups from diverse backgrounds in various settings.

#### VIII. COURSE POLICIES

- Special Accommodations:** Students requesting course 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 week of class.
- Academic Honesty :** UF students are bound by the Honor Pledge. 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/sccr/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"). If a grade input error occurs, students are strongly encouraged to notify me as soon as possible. I will examine the e-Learning grade to determine whether a calculation error has occurred. If an error occurred, the grade will be adjusted. *Note: Students have three days to review assignment grades/comments and contact the instructor with questions concerning their assignment grade. Students who fail to review their assignment scores within three days of the release of grades may not request retroactive adjustments on scores at the end of the term.*
- Assignments:** It is assumed that students will put forth their best effort on all course assignments to get the best results from the course. Late and incomplete assignments will receive point deductions. You are advised to make back-up copies of all work and submit your work early to prevent technical issues from precluding successful submissions.
- 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 three days of the absence to the instructor.
- Communication with Course Instructor:** Send messages through your gatorlink email account to my outlook account ( [hmoses@hhp.ufl.edu](mailto:hmoses@hhp.ufl.edu) ). Email inquiries received Mondays through Thursdays will usually receive a reply within 24 hours of receipt. Messages sent after 12 p.m. on Fridays and/or during the weekends will most likely receive a reply the following Monday. Refer to the Message Etiquette policy of this syllabus for more information on proper email

the following Monday. Refer to the message etiquette policy of this syllabus for more information on proper email format and protocol.

7. **Message Etiquette:** Professionalism is expected of all students. Thus, you should use proper etiquette when sending emails. This includes an appropriate "Subject" heading stating your course number and topic of message, a proper greeting/salutation, grammatically correct message body, and a proper closing. ***Inappropriate emails or messages that lack proper etiquette will be returned.***
8. **Technology:** For this course, you will need Internet connection (DSL, LAN, or cable connection desirable) and access to the University of Florida's course management system Canvas. You are expected to be proficient in working in Canvas. Several video tutorials on how to use the various tools within Canvas are available for viewing through the Help Center in Canvas. I strongly encourage you to become familiar with the Canvas course tools to ensure the best experience possible. If you need more personal assistance with the Canvas course tools, contact the UF Computing Help Desk at 352-392-4357.

#### GETTING HELP

For issues with technical difficulties for Canvas, contact the UF Help Desk at:

- ✓ [Learning - support @ ufl . edu](mailto:learning_support@ufl.edu)
- ✓ (352) 392-HELP – select Option 2
- ✓ [https :// lss . at . ufl . edu / help . shtml](https://lss.at.ufl.edu/help.shtml)

Any requests for make-ups due to technical issues **must** be accompanied by the ticket number received from LSS when the problem was reported. The ticket number will document the time and date of the problem. Students **must** contact the instructor within 24 hours of the technical difficulty if they wish to request (and be considered for) completion of a make-up assignment.

9. **Preferred Pronoun and Name Change in Canvas:** It is important to the learning environment that you feel welcome and safe in this class; and that you are comfortable participating in class discussions and communicating with me on any issues related to the class. If your preferred name is not the name listed on the official UF roll, please let me know as soon as possible by e-mail or otherwise. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your UF-rostered name. I welcome you to the class and look forward to a rewarding learning adventure together.

You may also change your "Display Name" in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to [one.ufl.edu](http://one.ufl.edu), click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records.

#### IX. UNIVERSITY RESOURCES

The University of Florida recognizes that pursuit of an online degree requires just as much student support as pursuit of a traditional on-campus degree and therefore, each online program is responsible for providing the same student support services to both students who are in residence on the main campus and those who are seeking an online degree through distance learning.

- **Online Computing Help Desk :** <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> .  
The help desk is available to assist students with access to all UF Libraries resources.
- **Disabilities Resource Center :** <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/>  
Visit the counseling and wellness center to speak to a counselor about any personal problems.
- **Dean of Students Office :** <http://www.dso.ufl.edu/>  
Visit the Dean of Students site for help resolving a conflict or for student code of conduct inquiries.
- **GatorWell Health Promotion Services :** <http://gatorwell.ufsa.ufl.edu>  
Health Education for the Gator Nation.
- **U Matter, We Care:** [umatter@ufl.edu](mailto:umatter@ufl.edu)  
If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, Victim Advocates, Housing staff, and the Counseling and Wellness Center. In case of emergency, call 9-1-1.

#### X. INTERNSHIP AGREEMENTS

**The Department of Health Education and Behavior at the University of Florida Agrees to:**

- ⇒ Recommend for placement only those students who have earned a satisfactory record and have

met the minimum requirements established by the Department.

- ⇒ Provide the agency with pertinent internship information including, but not limited to, course outline, student preparation information, and evaluation forms prior to the start of the internship.
- ⇒ Have representatives of the Department available to the Agency for assistance and consultation as the need arises (Internship Coordinator).

***The Student (Intern) Agrees to:***

- ⇒ Conduct him/herself as a professional; and, dress appropriately. Uphold University of Florida Student Conduct Code.
- ⇒ Consider him/herself as an integral part of the agency and follow the rules and regulations of the agency.
- ⇒ Prepare thoroughly for and conscientiously conduct each task related to the internship.
- ⇒ Consult with the agency supervisor on a regular basis and in any situation in which he/she is unsure of the appropriate measures to be taken.
- ⇒ Complete and submit all assignments to the Internship Coordinator by the given deadline.
- ⇒ Contact the Internship Coordinator if a problem should arise that is not satisfactorily resolved.
- ⇒ Read and adhere to all policies and procedures contained in the HSC4876 syllabus. Register for HSC4876 using the section number provided to you by the Internship Coordinator.
- ⇒ Make sure that your internship site has all of the materials that they require of you (i.e., proof of vaccinations, certifications) to begin experience.
- ⇒ Become familiar with all HEB required forms and the due dates, as indicated on the internship website. Make sure that your site supervisor is also aware of these forms and their due dates.
- ⇒ Arrange advance meetings with your site supervisor to complete and discuss all forms.
- ⇒ Regard your relationship with your site supervisor in the same manner as your relationship with university faculty. Expect your site supervisor to guide, correct, and advise you on a regular basis.
- ⇒ Demonstrate personal characteristics appropriate for a professional (including, but not limited to) voice, speech, reliability, manner, confidence, enthusiasm, and rapport with others.
- ⇒ It is the responsibility of the intern to review and abide by specific guidelines/policies in place the selected internship site.
- ⇒ Assume the responsibilities and obligations of the other professional employees. (Some limitations of responsibilities will be necessary because of your limited experience and technical authority.) Follow the same calendar and daily schedule required of staff.
- ⇒ Sign in and out if required. Be punctual. Work the entire number of hours at the times agreed upon by you and your site supervisor. Notify your supervisor if you are unable to attend as planned and follow appropriate agency procedures (see Attendance section).
- ⇒ Respect the confidentiality of the workplace, its clients and its workers.
- ⇒ Discuss your performance of assigned duties with the site supervisor on a regular basis. Evaluate yourself on the strong and weak parts of your performance. Take the initiative to ask the site supervisor for feedback concerning your performance.
- ⇒ Be positive and enthusiastic about the internship. Offer to assist in all organizational activities.
- ⇒ Should patients, clients, and/or subjects request additional attention, clear such requests with the site supervisor.

***The Agency Supervisor Agrees to:***

- ⇒ Familiarize him/herself with the materials provided by the university before the start of the internship.
- ⇒ Provide on-site experience through the Agency which is pertinent and meaningful for students enrolled in the Health Education & Behavior Department at the University of Florida, and that includes job duties aligned with the responsibilities and competencies of health educators.
- ⇒ Ensure that 85%, minimally, of an intern's work day consists of job duties aligned with the responsibilities and competencies of health educators. No more than 15% of an intern's work day may consist of job duties outside of the responsibilities and competencies of health educators.
- ⇒ Provide the intern with a complete orientation to the site including an overview of the organizational structure, operations, and facilities along with a detailed explanation of all policies and procedures. Inform the student of any known risk or safety issues surrounding his or her work environment or duties.
- ⇒ Keep the Department informed regarding the level of education each student receives, as well as the student's level of performance and to notify and consult with the Department in the event that the student fails to make satisfactory progress.
- ⇒ Make sure the intern clearly understands all responsibilities and expectations.
- ⇒ Provide a planned instructional program that reflects sound learning experiences for the intern.
- ⇒ Share with the intern the on-going program plan

Share with the intern the on-going program plan.

- ⇒ Conduct frequent evaluative sessions with the intern based on regular observation. Discuss and review all reports and evaluations with the intern. Offer suggestions for improvement.
- ⇒ Communicate progress of the intern with the Internship Coordinator (Bi-Weekly Comments Sheets; Midterm Evaluation; Final Evaluation).
- ⇒ Maintain regular communication with the Internship Coordinator including when help is needed or a problem arises that requires a solution.
- ⇒ Inform the Internship Coordinator of an intern's lack of attendance, punctuality, or any problems that occur.
- ⇒ Sign all forms which require your signature, and submit by the published due dates.

***This Agreement May Be Terminated During the Experience for the Following Reasons:***

- ⇒ For any illness or other unexpected events that would necessitate the student's absence for a time which is detrimental to the internship experience.
- ⇒ For any illness or other unexpected events that would necessitate the supervisor's absence for a time which is detrimental to the internship experience.
- ⇒ For any action by the Agency that is detrimental to the student or the Department.
- ⇒ For any action by the student or the Department that is detrimental to the Agency.