

North Carolina Central University  
Department of Public Health Education  
**Internship Agreement**  
Spring 2015

## LEARNING AGREEMENT

### Internship Overview

The internship is an integral part of the undergraduate training in Public Health Education following the completion of all other required courses in the major. The Public Health Education Associate (PHEA Intern) will work with the preceptor and the field supervisor to develop an Internship Agreement that matches his or her learning objectives to the needs of the host organization. The intern helps to organize a meeting during the middle of the internship called a Midpoint Update, where the field supervisor visits the site. The midterm evaluation, held after the intern has worked between 140 and 180 hours, allows the preceptor and field supervisor to point out strengths and weaknesses of the intern. Over the course of the internship the intern plans, implements, and evaluates a special project. Developed with input from and approval of the preceptor and field supervisor, the special project should involve application of most of the seven basic responsibilities of entry-level health educators and should contribute to the mission of the host agency. At the conclusion of internship the intern prepares a conference-quality poster about his/her special project, develops a PPT presentation on the internship for the Department's Exit Interview, and completes a portfolio on the internship.

### Program Objectives

The Public Health Internship Program at North Carolina Central University is designed to align with the Department of Public Health Education's strategic plan as well as support the individual intern's progress toward a career in public health. To this end the Internship Program will:

- Provide an opportunity to participate in training and professional development activities
- Orient future public health practitioners to program planning and evaluation methodologies
- Provide each student with an in-depth exposure to the work of one public health agency
- Through the work and presentations of peers placed at other agencies, expose students to a wide range of work sites, career options, and public health issues (e.g., rural health policy, HIV/AIDS, maternal and child health, access to health care chronic disease, and injury prevention in an attempt to strengthening the Department's partnerships with public health service organizations).

## Preceptor Guidelines

The sponsoring organization agrees to provide a preceptor to oversee the student's internship. The preceptor should have expertise in the issues the student will address during the internship, experience and status within the organization, and an interest and competence in supervising and mentoring. Each student is assigned a field supervisor from the Department of Public Health Education at North Carolina Central University (NCCU) who assists the student in identifying professional and career objectives, clarifying learning objectives, and identifying appropriate internship sites. The preceptor works in conjunction with the field supervisor to make sure that students have a fulfilling and a successful public health practice internship experience.

### Role of the Preceptor

The role of the preceptor is one of mentor and/or supervisor for the student during the internship. The preceptor may or may not be the intern's direct supervisor on the project(s); however, we ask that all preceptors:

- Provide an orientation to the organization
- Provide access to individuals and meetings to assist in providing a context for the work performed
- Meet with the student at least once per week to provide regular professional feedback on progress, both strengths and weaknesses
- Provide opportunities to explore career options and other skill areas through informational interviews within and outside of your office
- Secure a work space and needed resources the student will need to be able to successfully complete assigned work and projects
- Participate in the Mid-point Update, a meeting in the middle of the internship (usually in conjunction with a site visit by the field supervisor) to:
  - review and assess progress in achieving work assignments and learning objectives (including review of personal and professional growth and development),
  - identify and discuss learning issues, strengths, and challenges;
  - identify resource needs which have emerged during the internship; and
  - update the Internship Agreement to reflect any changes
- Complete a final evaluation of the student and the internship process

We have found that people with an M.P.H. degree or related advance degree are the most effective preceptors for our students. The Department of Public Health Education seeks alumni and professionals in the field who have the teaching and mentoring skills needed in preceptors. It is important to us that the person has the desire, willingness, time, and aptitude for the work.

## **Timeline and Milestones for Preceptors**

**January-February:** The Department of Public Health Education will work with students and agencies to determine goodness of fit

**February 1:** Review student applications and select your organization.

**March 2:** Commence the internship process by officially welcoming the intern and introducing them to appropriate staff at the job site. Identify and secure a workstation for your intern at your job site. If not done earlier, meet with your intern to complete the Internship Agreement within the first week of the beginning of the internship. Assist intern with arrangements to shadow and conduct interviews with key staff and community leaders. Assist intern with identification and planning of Special Project.

**March 23-April 3:** Participate in the Mid-point Update and site visit by the Field Supervisor. Assist intern with implementation and evaluation of the Special Project. : In the seventh week of the internship, complete the preceptor Evaluation of Student and Internship Process and review the completed evaluation with the intern before the end of his/her internship. In the last weeks of the internship, advise student on preparation of poster and PPT presentation for Exit Interview.

**April 23:** Last day of internship

**April 27-29:** If possible attend the Internship Exit, and preceptor and student recognition event on campus.

AGREEMENT BETWEEN

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AND

NORTH CAROLINA CENTRAL UNIVERSITY

This Agreement is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between \_\_\_\_\_ (hereinafter referred to as the Agency) and North Carolina Central University (hereinafter referred to as the University).

Whereas, the Agency desires to enrich the public health education training program at North Carolina Central University through an educational relationship with the Department of Public Health Education and its students; and

Whereas, the University desires to provide appropriate learning experiences to its students enrolled in the Department Public Health Education program.

Now, therefore, the agency and the University hereby agree as follows:

1. MUTUAL RESPONSIBILITIES:

- a. The University and the Agency shall mutually agree to a student assignment to the Agency, including the time period of the internship. The University will provide information to the Agency prior to the initiation of the education experience, including but not limited to, dates of the internship, name and other pertinent information about the student, the University's objectives for the internship, suggested curriculum outlines, and prior experience of the student, if any.
- b. The University and the Agency shall each appoint a designated representative to coordinate the internship and to work with the University's instructors and students to facilitate a meaningful learning experience.
- c. Each party shall keep the other informed of changes in curriculum, program, and staff which may affect the internship.
- d. The Agency shall have the right to remove and/or exclude a student from the Agency in the event that the Agency determines that individual is not performing satisfactorily or is interfering with the Agency's operations; provided, however, that the person has been made aware of the intent to release him/her and has been given the opportunity to respond prior to the release. In the event the Agency elects to exclude a student, it shall immediately notify the University.
- e. There shall be no discrimination on the basis of race, religion, age, color, creed, sex, national origin, sexual orientation, gender identity or physical disability in either the

selection of students for practice or any aspect of the internship practice experience, provided, however, that with respect to disability, the disability must not be such as would, even with reasonable accommodation, in and of itself preclude the student's effective participation in the program.

- f. Students assigned to the Agency under this Agreement shall not be deemed employees or agents of the Agency or the University by reason of such assignment. Neither the Agency nor the University shall be responsible for payment to students of any salary, wages or employment-related benefits, including but not limited to workers compensation benefits.
- g. The costs of first aid or emergency care provided by the Agency to any of the University's students for illness or accidents occurring to those persons while on the property of the Agency shall not be the responsibility of the Agency or the University, but rather, shall be the responsibility of the student.

2. UNIVERSITY RESPONSIBILITIES:

- a. The University shall retain responsibility for a student's education and appropriate disciplinary measures and for arranging for the student an appropriate learning experience.
- b. Insurance. During the term of any student's participation in an education experience under this Agreement, the University shall secure and maintain or cause such students to secure and maintain professional liability insurance of at least \$2,000,000 per occurrence or \$4,000,000 aggregate. The University shall require students to purchase coverage prior to the commencement of the internship.
- c. Evidence of Insurance. The University shall provide or cause the student to provide the Agency with certificates of insurance evidencing the coverage required in (b) prior to the education experience. This certificate shall be mailed to:

Agency Contact: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone: \_\_\_\_\_

- d. The University shall periodically provide, upon request by the Agency, written communication to the Agency regarding the Agency's performance in providing education experiences, and such communication shall include information on the student's evaluations of their experiences at the Agency.

- e. The University shall keep on file and make available upon request to all assigned students a copy of this Agreement.

3. AGENCY RESPONSIBILITIES:

- a. The Agency shall provide the premises and equipment (including conference room space to the extent possible) necessary for the student's educational experience.
- b. The Agency shall provide the student access to first aid and emergency care for illness or accidents occurring to these persons while on the property of the Agency. The Agency shall be entitled to make a reasonable charge to the student for such first aid and emergency care services.
- c. The Agency will provide the University a mid-term and final evaluation of student performance and progress.
- d. The Agency will provide the University with appropriate written orientation materials and relevant Agency policies and procedures it wishes the University to bring to the attention of the students, prior to the commencement of the program.
- e. The Agency shall inform all assigned students of any other policies and procedures the Agency has established. The students shall comply with these rules, regulations, and policies at all times during the educational experience.

4. GENERAL PROVISIONS

- a. This Agreement shall last no more than three (3) years and shall remain in effect until it terminates or is cancelled at any time by either party upon not less than ninety (90) days' written notice.
- b. Any written communication or notice pursuant to this Agreement shall be made to the following representative of the respective parties at the following addresses:

For the University:

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

For the Agency

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

- c. This Agreement contains the entire understanding of the parties and shall not be altered, amended or modified, except by an agreement in writing executed by the duly authorized officials of both the University and the Agency.
- d. This Agreement shall be governed by the laws of the State of North Carolina.
- e. The Agency shall indemnify and hold University, its trustees, officers, employees and agents harmless for any and all claims, loss, liability, demands, or damages including attorney fees and court costs, due to the negligent acts of its employees or agents in the performance of this Agreement.
- f. The State of North Carolina or the NCCU auditor shall have access to persons and records as a result of all agreements entered into by NCCU in accordance with N.C.G.S. §147-64.7 and Session Law 2010-194. Section 21.

IN WITNESS WHEREOF, the parties, acting through their duly authorized officials, have executed this Agreement on the date first hereinabove written.

**For the Agency:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**For the University:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_