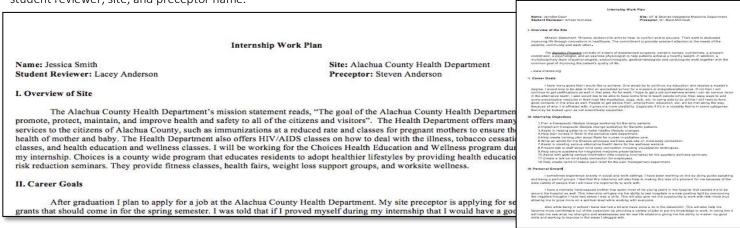
INTERNSHIP WORK PLAN DIRECTIONS

1. Think of the work plan as the road map for your internship. Complete sections I, II and IV using the pointers below <u>before</u> meeting with your preceptor. Once you have researched the site (section I), clearly articulated your career goals (section II) and noted a few areas that you could use improvement (section IV), meet with your preceptor to create the internship objectives (section III).

2. Format the document exactly like the examples below. Center **Internship Work Plan** at the top of the page. Include your name, the student reviewer, site, and preceptor name.



- 3. Single-space using 10-point Times New Roman font, indented paragraphs and keep the document to one page (modify margins). Bold the different sections; I. Overview of Site, II. Career Goals, III. Internship Objectives and IV. Personal Growth areas.
- 4. It is required that one student from class review your work plan before you submit the work plan to the instructor for grading. The student reviewer is to check for content, organization, grammar, spelling, sentence structure, citations, and writer's ability to follow directions. The student reviewer should be listed under the writer's name.
- 5. The work plan will be updated and resubmitted during the HSC 4814 Public Health Practical Experience course. The following pointers will help you construct your first draft.

I. Overview of Site

Use the site's general information to clearly explain your site's purpose including services provided and populations served. Cite sources. This section should be around 150 words. This section is not about your internship, it is strictly about the organization.

II. Career Goals

Describe your career goals including what you plan to do immediately after graduation (short term) as well as where you see yourself in five years (long term). This section should be around 100 words.

In a separate paragraph, discuss the ways that the internship can help you achieve your career goals. The internship is not just about the skills that you will learn each day; it is also about the networking, business etiquette, ability to handle yourself in difficult situations, etc. This section should be about 100 words.

III. Internship Objectives

List and describe the specific objectives that you hope to accomplish during the internship. Create a list of major responsibilities and a few details. The list should have at least 10 items. The following items are good examples but each intern will have an individualized list.

- 1. Conduct health screenings. Learn to take blood pressure and assess body composition.
- 2. Develop 6 health education presentations focused on organic food selection and preparation.
- 3. Assist the staff with implementation of the "Eat This, Not That" Wellness Challenge

IV. Personal Growth

Discuss a few personal growth areas that you hope to improve during the internship. Be honest, it is hard to admit our limitations but it is incredibly important to recognize them and seek to improve. Examples could be showing up on time, handling criticism, working in groups, etc.