



Psychological,
Health, & Learning Sciences

College of Education

HLT 4392 / 4393 Site Guidebook

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Disclaimer: This document is used to orient new and prospective internship sites to the general processes and assignments of the HLT 4392 / 4393 Fieldwork in Community Health Internships I & II courses.

Table of Contents

Introduction.....	3
Notice to existing internship partners:	3
Quick Links and Resources for Your Reference	4
Expectations and Requirements.....	5
Internship Site	5
Site Supervisor	5
Internship Roles	5
Student Interns	6
Students applying for an internship must:	6
Student Internship Search Considerations:	6
About The Course.....	7
General Course Schedule	7
General Assignment Due Dates:	7
Preparing for the semester:	7
Capping Student-Intern Involvement:	8
Beginning the semester:	9
Throughout the semester:	10
Course Assignments	11
Fieldwork Log:	11
Progress Update #1:.....	11
Progress Update #2:.....	11
Internship Agreement:.....	12
Midterm Intern Evaluation:	13
Final Intern Evaluation:	13
Student Impressions Survey:	13
Extra Credit Assignments:	13

Introduction

This guidebook is meant to orient new and existing internship sites to the processes, assignments, and expectations required of the HLT 4392 / 4393 Fieldwork in Community Health Internship I & II courses. Student interns enrolled in either course for any given semester (e.g., Fall, Spring, Summer) are required to complete a minimum of 160 internship hours in a health-related role. Site Supervisors oversee the activities of the student intern and will participate in the completion of various assignments with the student intern. Additionally, Site Supervisors will help student interns identify a major project to complete for the semester.

Intern Major Projects:

Student interns are required to complete a project that is mutually agreed upon between the Site Supervisor and intern. Major projects can be anything—we prefer that the project is something other than the intern's day-to-day internship tasks. However, the project should generally offer a unique learning experience. Site Supervisors and interns can convene with the Health Program Coordinator to identify possible projects if needed. This major project will be detailed in the student intern's Final Report assignment due within Canvas.

Projects can include but are not limited to: conducting research projects or surveys; drafting policy briefs; community outreach, tabling events or health fairs; event planning; workshop or group facilitation; creating organizational materials, manuals, templates, inventories; curriculum, workshop, or schedule development; etc.

Notice to existing internship partners:

To streamline updates of internship site details each semester, our program has transitioned to the use of Qualtrics surveys (i.e., the Partnership Survey) rather than the previous Word/PDF handbook. Each semester, sites will be sent a “re-take survey link” featuring all the information that was previously provided within their last survey submission.

Rather than using a PDF copy of the student internship handbook, students are now provided access to a virtual Student Internship Guide (webpage). This webpage is only accessible to registered students.

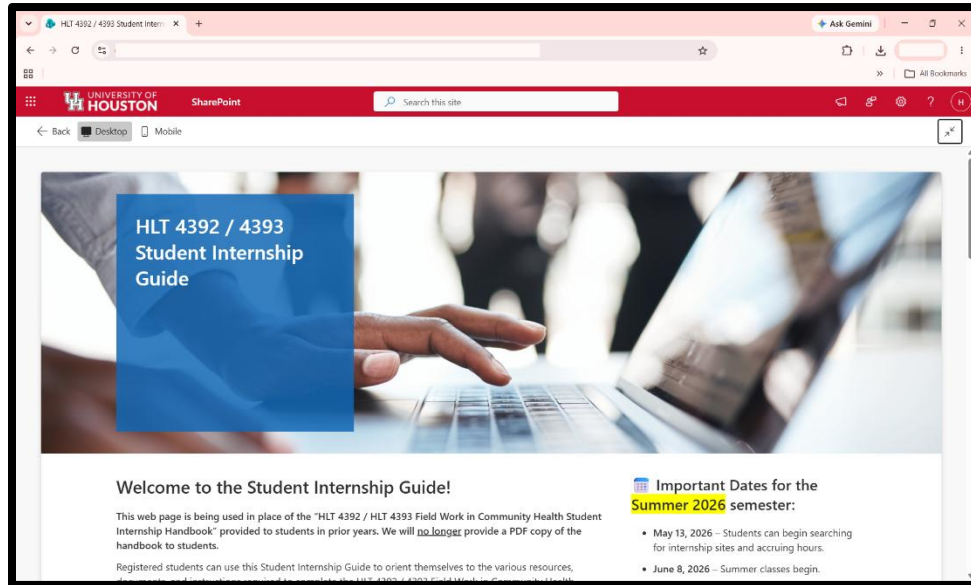


Figure 1: Image of the Student Internship Guide (Webpage)

The Student Internship Guide features guidance relating to:

- Course assignment links and documents
- Relevant terminology
- General internship guidelines
- Course requirements
- Tips for securing an internship site
- Instructions for navigating the internship site directory
- A template of the Internship Agreement
- Guidance for resumes and cover letters

Quick Links and Resources for Your Reference

- [Health Internships FAQ and Keywords](#) (Webpage)
Please Note: This webpage includes frequently asked questions from both internship sites and students.
- Partnership Survey (Qualtrics Survey)
Please Note: Email HTintern@central.uh.edu to express interest in becoming an internship site partner. The link is not featured here to prevent falsified survey submissions.
- [Book A Meeting](#) with the Health Program Coordinator; select the 30-minute service labeled “Internship Site Meeting”.
Current Health Program Coordinator: [Dr. Rhonda Scherer, Ph.D.](#)

Expectations and Requirements

Internship Site

1. The Internship Site's philosophy of service shall be compatible with the philosophy, values, and ethics of the health professions.
2. The Internship Site must have qualified field instructor(s) or Site Supervisor(s). The individual serving as Internship Site Supervisor must have a minimum of a master's degree or equivalent in a health-related field.
3. The Internship Site shall stay in communication with the Health Program Coordinator when necessary and participate in Internship Site update surveys in preparation for each semester (i.e., Fall, Spring, Summer).

Site Supervisor

1. The Internship Site Supervisor (or their designee) conducts a personal interview with the student prior to the beginning of the student's internship experience.
2. The Internship Site Supervisor is actively involved in the selection and retention of the student(s) who will be placed at their Internship Site.
3. The Internship Site Supervisor completes and signs an Internship Agreement via the Qualtrics survey provided to the student certifying the terms for the student intern's internship including internship hours and a description of at least one major project wherein the student intern will lead or play a key role throughout their internship.
4. The Internship Site Supervisor: (1) Provides appropriate guidance and feedback to the student intern related to their performance; (2) Completes and signs an Internship Agreement with the student intern; (3) Completes and signs a midterm and final performance evaluation of the student intern; and (4) Shares and reviews evaluations with the student intern.
5. The Internship Site Supervisor verifies the student intern's "Fieldwork Log" and attests to the accuracy of all hours within the Mid-Term and Final Intern Evaluations.

Internship Roles

1. The Internship Site's internship experience(s) must be related in purpose and function to the mission, methods, and theories of community health education and/or public health.
2. **Desired Health-Related Internship Settings:** Clinical; Hospital; Public Health; Research; Non-profit; Education; Community; or Private practice. (This list is not exhaustive.)
3. **Internship Features:** The internship must be primarily located in the Greater Houston Area; may be paid or unpaid; may be in-person, hybrid, or remote; and all learning experiences are decided by the Internship Site and/or Site Supervisor.

Student Interns

Students applying for an internship must:

1. Be a Health major or minor.
2. Have a cumulative GPA of 2.5 or better in all Health courses.
3. Be of senior class standing or have completed all prerequisite Health courses before enrolling.
4. Be enrolled in HLT 4392 if interning for the first time; Or HLT 4393 if interning for the second time; Or concurrent enrollment if approved to intern for 320 hours.

Student Internship Search Considerations:

1. Students are required to complete all their prerequisite Health courses prior to enrolling in the HLT 4392 or HLT 4393 courses. Students may be eligible to register for these courses with a successful petition from their Academic Advisor.
2. Students must thoughtfully consider the service area(s) they want to support when deciding where to complete their fieldwork.
3. Students will participate in an orientation prior to beginning their internship, which will provide an overview of the fieldwork experience.
4. In collaboration with the Internship Site Supervisor, each student intern and their Site Supervisor must complete and submit an Internship Agreement.
5. Students are not allowed to complete their internship at their current place of employment without prior permission from the Health Program Coordinator.
6. Students interns will be active participants in planning their internship experience.

Suggestions for being active include:

- a. Compiling a list of achievable goals and objectives specific to your fieldwork experience. Students can journal about their progress toward meeting these goals and objectives.
- b. Familiarizing yourself with your prospective Internship site prior to applying. Treat your fieldwork interview like a job interview.
- c. Providing your prospective Internship Site with an updated and accurate version of your resume.
- d. Working closely with the staff and Site Supervisor from your prospective Internship Site.
7. The students will complete and submit all [course assignments](#).
8. Students are expected to submit original work for all assignments. Penalties for violating the University of Houston's academic honesty standards include a "Failed" grade for the entire assignment and referral to the department chair for the consideration of additional disciplinary action.
9. Each student intern will complete a minimum of 160 hours of fieldwork at their Internship Site per semester, or 320 hours if concurrently enrolled in HLT 4393.
10. Student interns are responsible for communicating questions and concerns regarding their internship to both their Internship Site Supervisor and their HLT 4392 / HLT 4393 Course Instructor in a timely manner.

About The Course

General Course Schedule

Below is a general outline of outreach and activities conducted throughout each semester. For explicit dates of a given semester, refer to the University of Houston's [Academic Calendar](#) and communicate with your student intern to verify the session in which their course occurs.

General Assignment Due Dates:

The assignments listed below are those that require some element of supervisor involvement. For explicit assignment due dates, please discuss with your student intern(s).

Assignment	Summer Semester	Spring / Fall Semesters
Internship Agreement	Due near the end of Week 3	Due near the end of Week 5
Midterm Intern Evaluation	Due near the end of Week 5 <i>Supervisors will receive the survey link near Week 4.</i>	Due near the end of Week 8 <i>Supervisors will receive the survey link near Week 6.</i>
Final Intern Evaluation	Due near the end of Week 10 <i>Supervisors will receive the survey link near Week 8.</i>	Due near the end of Week 15 <i>Supervisors will receive the survey link near Week 13.</i>
Final Report	Due near the end of Week 10	Due near the end of Week 15

Preparing for the semester:

Approximately 6-8 weeks prior to the start of each semester, the Health Program Coordinator and supporting teaching assistants will contact vetted internship sites to update their internship profiles. Vetted internship sites will be sent a unique survey link containing details about their internship site from the prior semester. The information provided within the Intern Partnership Survey is used to develop the Internship Site Directory for students.

- **Preparing for the Fall Semester** - We will request your site updates near the last week of June; Students get access to your site's profile near the 1st week of July; Their courses begin near the 3rd week of August.
- **Preparing for the Spring Semester** - We will request your site updates near the 1st week of December; Students get access to your site's profile near the 2nd week of December; Their courses begin near the 3rd week of January.
- **Preparing for the Summer Semester** - We will request your site updates near the last week of April; Students get access to your site's profile near the 1st week of May; Their courses begin near the 1st week of June.

Site Name	Region	Service Type	Semester Availability	Internship Type	Number of Interns	Main Website
Agility Physical Therapy: Friendswood	Ahlin / Friendswood Area	Physical Therapy	Fail Spring Summer	Unpaid In-Person	1 Intern	Main Website
Agility Physical Therapy: Houston	Clear Lake / Southeast Houston	Physical Therapy	Fail Spring Summer	Unpaid In-Person	1 Intern	Main Website
Agility Physical Therapy: League City	Clear Lake / Southeast Houston	Physical Therapy	Fail Spring Summer	Unpaid In-Person	1 Intern	Main Website
Avenue Community Development Corporation (CDC)	Central Houston	Housing Services	Summer	In-Person	Not Provided	Main Website
Catholic Charities	Central Houston	Social Work & Social Services	Fail Spring Summer	Unpaid In-Person	4+ Interns	Main Website
City of Houston: Department of Neighborhoods - Off...	Central Houston	Housing Services	Fail Spring Summer	In-Person	Not Provided	Main Website
Cleveland Physical Therapy	Other	Physical Therapy	Fail Spring Summer	In-Person	Not Provided	Main Website
Family Scholar House	Central Houston	Multiservice Community Center	Fail Spring Summer	Unpaid In-Person	Not Provided	Main Website
Fit Houston	West Houston	General Health & Wellness	Fail Spring Summer	Hybrid	Not Provided	Main Website
Friends of Columbia Tap	Central Houston	General Health & Wellness	Fail Spring Summer	In-Person	Not Provided	Main Website
Gig's Playhouse, A Down Syndrome Achievement Ce...	Sugar Land Area	Disability Services	Fail Spring Summer	In-Person	4+ Interns	Main Website

Figure 2: Image of Internship Site Directory (Microsoft List)

The Health Program Coordinator will routinely conduct outreach to new internship sites to request prospective partnerships. The Health B.S. student body is growing rapidly, as such we welcome a variety of health-related internship site partners to accommodate the influx of student interns.

Capping Student-Intern Involvement:

All students begin the internship course with the expectation of completing 160 hours by the end of the semester. Internship sites have permission to decline student interns if they believe the student will be unable to complete the required internship hours by the designated due date (e.g., end of semester). The Health Program Coordinator, student intern, and Site Supervisor shall remain in communication about internship extensions based on extenuating circumstances.

Internship sites may also indicate a maximum number of interns they are willing to accept from our HLT 4392 / 4393 Health Internship courses to ensure other students have opportunities to apply.

Beginning the semester:

Within the 6 weeks prior to the start of the semester and up to 2 weeks after the semester starts, students will begin searching for and applying for internships. Students will have three options for securing an internship site:

1. **Students are encouraged to review our Internship Site Directory for a list of vetted internship site partners.** The Internship Site Directory is a Microsoft List containing all the information provided by internship sites through the Intern Partnership Survey. Students are provided with details about the organization's mission and internship role, primary site contact person, intern responsibilities and expectations, preferred intern qualifications, and application instructions.
2. **Students are encouraged to review our Internship Site Directory for a list of unvetted, but potentially aligned internship sites.** Students are provided basic contact information for these sites and are directed to complete the New Site Request survey to begin the vetting process. This process can take multiple weeks to complete depending on schedule alignments and site responsiveness. Approval is not guaranteed and submitting a New Site Request is regarded as a last resort.
3. **After reviewing the Internship Site Directory: If students do not identify a site that meets their preference or field, they may contact a site of their own volition and submit a New Site Request.** This process takes time and effort on part of the student; students must ensure they communicate professionally and within a timely manner to ensure that internship hours can be accrued appropriately for the semester. Approval is not guaranteed and submitting a New Site Request is regarded as a last resort.

The general timeline for each semester is as follows:

- **Students can begin applying for internships:**
About 6 weeks before the semester starts.
- **Students can begin accruing hours:**
About 4-5 weeks before the semester starts.
- **Students can submit a New Site Request no later than:**
1 Week into the Summer semester or 2 Weeks into the Fall / Spring Semesters.
- **Students should secure their site no later than:**
About 10 weeks into a Fall/Spring semester OR about 4 weeks into a Summer Semester.
- **Students must accrue a min. of 160 hours by:**
The last day of class for the semester.

HLT 4392 / 4393 Intern Partnership Survey

This survey is intended for the use of Internship Sites and Site Supervisors in support of students registered within HLT 4392 / 4393 Field Work in Community Health Internships. This survey is meant to create and manage internship site profiles. The information provided within this survey will be used to provide application instructions within our virtual Internship Site Directory for registered students.

Established Sites will receive a link to retake this survey 7-8 weeks before each semester starts.

We strongly recommend that you reserve 15-20 minutes to complete this survey on a computer.

This survey requests the following information:

- **Contact Details** (i.e., Name, Title, Email, and Phone of the Primary Site Contact, Supervisors, and Other relevant staff)
- **Site Details** (i.e., Organization Name, Address, Website)
- **Directory Details** (i.e., Service Types, Internship Types, Desired # of Interns, Semester Availability, Internship Description, Intern Responsibilities, Intern Qualifications, Application Instructions)

University of Houston
Department of Psychological, Health & Learning Sciences
Program: B.S. in Health
Course: HLT 4392 / 4393 (Field Work in Community Health Internships)
For questions or concerns, contact the Health Program Coordinator (HTIntern@central.uh.edu).

Figure 3: Image of the Partnership Survey (Qualtrics)

Throughout the semester:

Student interns are tasked with the completion of 10 assignments, some of which are outlined in the next section. Multiple assignments require collaboration with the student-intern's Site Supervisor. Most assignments require the completion of a Qualtrics survey to track student progress, evaluations, and impressions of the internship experience.

As part of the Final Report assignment, students are required to complete an internship project. The internship project is an independent project agreed upon by the Site Supervisor and student intern.

Course Assignments

Below is a list of the course assignments assigned to student-interns that require collaborative completion with their Site Supervisor. A general description and Site Supervisor expectations are provided for each.

Fieldwork Log:

The Fieldwork Log is an Excel spreadsheet provided to students each semester wherein student interns will log their internship hours, daily tasks, lessons learned, and additional notes for their course instructor. It is expected that student interns will routinely review their Fieldwork Log with their Site Supervisor. Students will upload their Fieldwork Log as part of the Midterm Intern Evaluation Assignment and the Final Intern Evaluation Assignment.

Site Supervisor Expectations: Site Supervisors are expected to know the approximate number of internship hours completed at the time of submitting the Midterm Intern Evaluation and the Final Intern Evaluation surveys.

Progress Update #1:

The Project Update #1 assignment requires students to complete our Progress Update Survey which asks about their experience searching for, applying to, and beginning an internship role. If an internship site is secured by the assignment due date, students provide the internship site contact details within this assignment.

Site Supervisor Expectations: Site Supervisors may be contacted by the Health Program Coordinator in the event the internship site was improperly vetted. Otherwise, Site Supervisors are not expected to participate in the completion of this assignment.

Progress Update #2:

The Project Update #2 assignment Template requires students to complete our Progress Update Survey previously mentioned. The second survey response assesses the student's experience searching for, applying to, and beginning an internship role. If an internship site is not secured by the assignment due date, students are supported in either locating an internship opportunity or they are directed to drop the course depending on the circumstances.

Site Supervisor Expectations: Site Supervisors may be contacted by the Health Program Coordinator in the event the internship site was not properly vetted. Otherwise, Site Supervisors are not expected to participate in the completion of this assignment.

Internship Agreement:

The Internship Agreement is completed as a survey, is not legally binding, does not replace any agreement your site requires, and must be completed as required for the student-intern's course assignments. This agreement clarifies the agreed schedule & start date, learning experiences, and major project(s) to be completed by the intern. Supervisors and interns will receive a copy of the survey response when submitted. A link to the survey is provided directly to students and it is their responsibility to initiate the completion of this assignment with the Site Supervisor. Once submitted, a copy of the survey responses will be sent directly to the student intern and Site Supervisor.

Site Supervisor Expectations: Site Supervisors are expected to collaboratively complete this survey with student interns to establish a written agreement of internship expectations. The Site Supervisor's signature is required to complete the Internship Agreement.

Template of The Internship Agreement

The Internship Site, {*Internship Site Name*}, recognizes the importance of providing valuable learning experiences to University of Houston health students who are completing their field experience at the selected site. As part of this agreement, we agree to provide the student intern, {*Student Name*}, with the following learning experiences:

{Include 3+ learning experiences below in a bulleted list or paragraphs}

During {*his/her/their*} internship experience, we agree that the student intern, {*Student First and Last Name*} will be responsible for leading or playing a key role in the project(s) described below:

{Include 1+ project or major activity in bulleted lists or paragraphs}

The intern's schedule will be as follows: {*Days of the week and hours*}, beginning {*Start Date*} so the intern can complete {*160/320*} hours by the end of the semester (refer to Canvas for the last day to accrue internship hours).

This Internship Agreement was collaboratively developed and agreed upon as of {*Date of Completion*} by the following individuals:

{*Site Supervisor Signature*} _____ {*Date*} _____

{Typed or written name & title}

{*Student Signature*} _____ {*Date*} _____

{Typed or written name}

***The language in this Internship Agreement may vary over time. You do not need to make a Word or PDF copy of this template.**

Midterm Intern Evaluation:

The Midterm Intern Evaluation assignment instructs students to upload a copy of their Fieldwork Log and a PDF copy of their Site Supervisor's survey response to the Intern Evaluation Survey. Once submitted, a copy of the survey responses will be sent directly to the student intern and Site Supervisor.

This evaluation assesses the intern's performance in areas such as organization, time management, interpersonal and communication skills, and professionalism. The intern and Site Supervisor are encouraged to collaboratively discuss the student intern's strengths, areas for improvement, and strategies for continued professional growth prior to survey completion.

Student-interns are expected to receive ratings of "Outstanding" or "Good" in all performance areas. Students receiving ratings of "Needs Improvement" or "Does Not Meet Standards" may be required to schedule a follow-up meeting with the course instructor.

Site Supervisor Expectations: Interns will provide supervisors with a survey link to complete evaluations. Site Supervisors are encouraged to fill out the Intern Evaluation with the student intern present, or to at least discuss the content of the evaluation with the student intern prior to submission.

Final Intern Evaluation:

See the Midterm Intern Evaluation Details.

Student Impressions Survey:

The Student Impressions Survey assignment instructs students to complete a survey detailing the perception of the UH Health Program, the HLT 4392 / 4393 course, their internship experience, their internship role, and their Site Supervisor. The student's response will help inform our assessment of the existing partnership with the internship site. Concerns from student feedback will be addressed with partnered internship sites once per year, unless a serious complaint affecting the safety and wellbeing of future students is described.

Site Supervisor Expectations: Site Supervisors may be contacted by the Health Program Coordinator to discuss any serious concerns about the internship experience. Otherwise, Site Supervisors are not expected to participate in the completion of this assignment.

Extra Credit Assignments:

Students may be provided a variety of opportunities to receive extra credit including but not limited to:

- Attending a health-related training, workshop, or webinar.
- Attending a meeting with a Career Services counselor.
- Updating their resume with Career Services.
- Accruing hours beyond the 160-hour minimum.
- Receiving a letter of recommendation or LinkedIn / testimonial from their site supervisor.
- Writing a reflection paper.