

STUDENT FIELD WORK AGREEMENT

(Example)

Re-word this form to tailor your specific internship responsibilities.

Use the agency's letterhead.

_____ (Name of site) 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 (student name) with the following learning experiences (Include at least 3):

Examples of learning experiences:

- a) Be part of a research team responsible for recruitment and conducting measurement sessions in a study to assess the effect of a physical activity on elderly patients with limited mobility.
- b) Become familiar with at least 3 new techniques to deal with foot injuries prevalent in football players.
- c) Develop and implement a health program in a school setting to promote healthy eating and physical activity.
- d) Become acquainted with the use of a motion analyzer to assess physical activity in children.
- e) Learn protocols on how to collect blood samples for cholesterol testing.
- f) Become acquainted with various components of stress testing.
- g) Become acquainted with billing procedures and insurance claims.

During his/her internship experience, Mr./Ms. _____ will be responsible for (Describe at least one project/major activity):

- a. Developing a nutrition program for kids
- b. Providing health education to promote oral hygiene
- c. Providing diabetes education to African American mothers
- d. Shadowing physical therapist when working with patients with knee injuries

The student's schedule will be as follows _____, so he/she can complete _____ hours by December 2, 2016.

Signed by:

Name of Agency Contact/Supervisor

Date

Name of Student

Date

EXAMPLE RESUME

LEE C. HAGEN

108 River Lane ♦ Coon Rapids, Minnesota 55411 ♦ 612-555-1169 ♦ hage0211@umn.edu

SUMMARY

Experienced, results-oriented purchasing manager with both domestic and international vendor relationships. Interested in opportunity with company where aggressively reducing costs and improving profit margins are valued and rewarded.

EDUCATION UNIVERSITY OF MINNESOTA Minneapolis, Minnesota

- **Bachelor of Science in Business**, 2016
- Major: Human Resources Minor: German
- Cumulative GPA: 3.3

AWARDS Nominated Carlson School of Management Student of the Year, 2011-2012
University of Minnesota Scholar Athlete, 2010 – 2011
Dean's List, four semesters

SKILLS Computer Skills: Microsoft Office, Lotus Notes, Pagemaker
Language Skills: Fluent in American Sign Language
Certifications: First Aid, CPR

EMPLOYMENT LYNWOOD HEALTH CARE CENTER Fridley, Minnesota
Kitchen Manager May 2013-present
Manage efficiency and workflow of cooks
Ensure food is of high quality and meets patient needs

Dietary Aide/Cook August 2012-May 2013
Prepare evening meal and snacks for 50 elderly residents
Assist cooks with serving the meal
Responsible for tray set-ups for all meals

CHILD DEVELOPMENT CENTER Fridley, Minnesota
Intern Spring 2012-Summer 2012
Observe and record children's classroom behavior for research project
Assist in planning activities to ensure positive engaging learning environment

ACTIVITIES Member
Investment and Finance Club - President
Beta Alpha Psi - VITA Tax Program Volunteer/Tutor
Minnesota State Track and Field - Officiating Staff

Volunteer
Habitat for Humanity

UNIVERSITY OF HOUSTON HEALTH INTERNSHIP FIELDWORK LOG

The fieldwork log is the evidence of the student's completed work during semester. The log should include:

- a. A cover page with the student's name, the internship site/agency's name and address, field supervisor's name and title/role with the agency, the semester and course number in which the student is enrolled, and the dates of field service (start date to end date).
- b. Using an Excel spreadsheet, each student must maintain daily journal entries, including date, number of hours worked, how the time was spent on site, and general comments. Hours must be totaled by week and the cumulative total number of internship hours should be tallied and shown at the end of the log using Excel calculation features. The daily journal entries might require several pages.
- c. On the last page of daily journal entries, in addition to the total internship hours, the student is required to get the field supervisor to sign the log below the following statement, "As _____ (student's name) supervisor, I certify that I have reviewed and approved ____ (# hours) internship hours completed by the above named student." This statement must be clearly displayed above the supervisor's signature. A fieldwork log without supervisor's signature will be graded as 0 point and student must re-submit with appropriate signatures.

Note: Points will be deducted if any required components are missing from the daily journal entries (date, task, hours, learned lessons/skills, weekly total hour, and the final hour total). In addition, points will be deducted if log is submitted late (see course syllabus for specific information regarding point deduction policies for late submission).

Example Log Format/Content:

Page 1 – Log cover page which includes:

- Student's name
- Agency name and address
- Field supervisor's name and title/role with the agency
- Semester and course in which the student is enrolled
- Dates of field service (start date to end date)

Page 2 to ## – Daily Journal Entries (example log format & entries below):

Date	Task(s)	Hours			Learned lessons/skills
		In	Out	Hours	
8/25/16	Site orientation	8:00am	1:00pm	5 hours	Learned about organization history and daily operations
8/26/16	Prepared lesson plans regarding eating healthy	8:30am	3:30pm	7 hours	Learned recommendations for healthy eating in youth
				Week 1 total = 12	

8/25/16 – 12/2/16	Total Internship Hours = 160 hours	
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As _____ (student's name) supervisor, I certify that I have reviewed and approved _____ (# hours) internship hours completed by the above named student.

Signature of Supervisor (Required)

Date

University of Houston Health Intern Mid-term Evaluation

Intern Name:	
Site:	
Evaluator:	Email:

Please rate your intern and choose one answer per item

A. Organization and Time Management	Does not meet standards	Needs Improvement	Average	Good	Outstanding	N/A
Is punctual	1	2	3	4	5	
Regular in attendance	1	2	3	4	5	
Utilizes work time efficiently	1	2	3	4	5	
B. Interpersonal Relation and Communication	Does not meet standards	Needs Improvement	Average	Good	Outstanding	N/A
Appropriately and effectively communicates well with other staff	1	2	3	4	5	
Accepts feedback and suggestions objectively	1	2	3	4	5	
Displays a willingness and ability to adapt to changes in events, conditions, activities and tasks	1	2	3	4	5	
C. Professional Responsibility/Qualities	Does not meet standards	Needs Improvement	Average	Good	Outstanding	N/A
Demonstrates flexibility in work assignment	1	2	3	4	5	
Adheres to and promotes company policies and procedures	1	2	3	4	5	
Makes effort to develop and improve skills	1	2	3	4	5	
Ability to learn	1	2	3	4	5	
D. Performance	Does not meet standards	Needs Improvement	Average	Good	Outstanding	N/A
Quantity of Work	1	2	3	4	5	
Quality of Work	1	2	3	4	5	
Overall Performance	1	2	3	4	5	

University of Houston Health Intern Mid-term Evaluation

1. Specify how the student is performing during this fieldwork experience? What are his/her strengths? What improvements are needed?

2. As a supervisor, how are you helping the student improve his/her performance or addressing any concerns you have about his or her performance?

3. Did the student bring any concerns to your attention? If so, how were the concerns addressed?

Signed by:

Agency Supervisor

Date

Signed by:

Student

Date

University of Houston Health Intern Final Evaluation

A. Intern/Volunteer Name:	
Site:	
Site Contact:	Email:

Please rate your Intern/Volunteer and choose one answer per item

B. Organization and Time Management	Scale of Importance					
	Does not meet standards	Needs Improvement	Average	Good	Outstanding	N/A
Is punctual	1	2	3	4	5	
Regular in attendance	1	2	3	4	5	
Utilizes work time efficiently	1	2	3	4	5	
Performs all assigned duties promptly, accurately and effectively	1	2	3	4	5	
Demonstrates initiative and good judgment, problem solving	1	2	3	4	5	
Performs other duties as appropriate and/or directed	1	2	3	4	5	
Monitors and controls time, materials, and product expectations	1	2	3	4	5	
C. Interpersonal Relation and Communication	Scale of Importance					
	Does not meet standards	Needs Improvement	Average	Good	Outstanding	N/A
Creates an inviting and professional atmosphere	1	2	3	4	5	
Appropriately and effectively communicates well with other staff	1	2	3	4	5	
Undertakes and completes assigned tasks, anticipates problems and plans ahead, and adapt to professional standard and policies	1	2	3	4	5	
Displays independence and motivation undertaking activities and assignments	1	2	3	4	5	
Demonstrates positive attitudes in interactions with other professionals	1	2	3	4	5	
Collaborates with peers	1	2	3	4	5	
Displays a willingness and ability to adapt to changes in events, activities and tasks	1	2	3	4	5	

University of Houston Health Intern Final Evaluation

D. Professional Responsibility/Qualities	Scale of Importance					
	Does not meet standards	Needs Improvement	Average	Good	Outstanding	N/A
Maintains positive attitude	1	2	3	4	5	
Demonstrates flexibility in work assignment and schedule	1	2	3	4	5	
Adheres to and promotes company policies and procedures	1	2	3	4	5	
Contributes innovative ideas to agency	1	2	3	4	5	
Completes projects in a timely manner	1	2	3	4	5	
Exercises own judgment appropriately	1	2	3	4	5	
Makes efforts to develop and improve skills	1	2	3	4	5	
Accepts feedback and suggestions objectively	1	2	3	4	5	
Dependability	1	2	3	4	5	
E. Overall Performance	Scale of Importance					
	Does not meet standards	Needs Improvement	Average	Good	Outstanding	N/A
Quantity of Work	1	2	3	4	5	
Quality of Work	1	2	3	4	5	
Overall Performance	1	2	3	4	5	

What was the student's greatest success?

How has the student grown professionally during this experience?

What recommendation for professional development do you have for the student?

Signed by:

_____ Agency Supervisor

_____ Date

Signed by:

_____ Student

_____ Date

UNIVERSITY OF HOUSTON
HEALTH INTERNSHIP FINAL REPORT

The following format should be utilized in the preparation of your final report. It must be typewritten in essay format. In addition to the cover page, the content of the report should be at least full 3 pages with at least 1200 words).

- I. Cover Page (1 page)
 - Student's name
 - Agency and address
 - Field supervisor's name & title/role with agency
 - Dates of Field Services from start to finish
 - Semester and course in which the student is enrolled

- II. Report Content (minimum 3 full pages, double-spaced, Times New Roman 12-point, 1-inch margins on all sides)
 - A. Introduction
 - Description of the agency and its area served
 - The role of Health Education within the agency

 - B. A brief description/summary of:
 - Major responsibilities
 - Highlight major activities
 - Your field experience and its relevance to your career
 - Your opinion of adequate working space and equipment to carry out your responsibilities
 - Your opinion of your level of supervision (adequate, lacking, areas for potential improvement, etc.)
 - Your thoughts about your academic work at the University of Houston (Were you adequately for your field experience? If so, provide detail. If not, what were your weaknesses? Provide suggestions for improvements.)
 - Rate your experience on a scale from 0 (extremely dissatisfied) to 10 (phenomenal experience) and provide a rationale for the selected rating
 - Suggestions for future field placements
 - Recommendations of this agency for future placements

 - C. Final summary statement
 - Do you feel your experience was helpful to your professional and/or personal growth and development?
 - Did you learned new information or skills (or improve upon existing knowledge/skills)?
 - Provide any additional, relevant summative information or details about the experience.