

Public Health 4380: *Industrial Hygiene Field Experience*

Instructors: John Flores, MPH, CIH

Schedule: Arranged

Credits: 3 - 6 semester hours

Course Fees: \$400 Fee used for instructor site visits

Introduction:

This "internship" course is for Public Health students who have an emphasis in Industrial Hygiene. Course should be taken after their junior year, when students have completed PUBH 4310 and PUBH 4320 (PUBH 4330 is highly recommended, but not yet a pre-requisite). In the past, internships have been provided through a network of companies, local and outside of Utah, working with the instructor to arrange opportunities. If internships are not available, students are responsible to arrange their own internship with a suitable employer that will provide workplace experience in the field of health and/or safety. Upon instructor approval, students are expected to perform work in a responsible and professional manner. Arrange a meeting with the instructor if you are having difficulty finding a suitable internship.

Objectives:

As students complete this course, they should have the opportunity to:

- Apply the skills and knowledge they have acquired while learning industrial hygiene at USU and gain insight into their future profession
- Meet and interact with future professional colleagues ("networking") and meet potential employers
- Get a start on their career, with "real world" work experience for their resume
- Establish professional contacts for letters of recommendation, potential job leads, and future mentoring.

Additionally, students draw on their internship experience to enhance the completion of their industrial hygiene education.

Requirements:

Students may register for the course in whichever semester is most convenient. While most students pursue an internship over the summer, they can choose to register in Summer (during their internship) or Fall, or Spring following their internship. An "incomplete" grade will be issued until all course requirements have been met. However, instructor **MUST** approve internships before conducting any internship activity, regardless of which semester the student enrolls in PUBH 4380. The following items must be completed before a grade will be given: 1) an "**Internship Proposal**", 2) the internship required hours, 3) the "**Supervisor's Evaluation**"; 4) an "**Internship Presentation**" of the internship experience to an audience, 5) and a completed "**Internship Portfolio**" turned into their instructor (you have one chance to correct minor errors).

1. First two weeks of internship:

Within the first two weeks of their internship, the student must submit a formal "**Internship Proposal**". This document, typically a letter or memo to the instructor, should identify the following items:

- Name and contact information of professional who will supervise the intern and any new contact info for the student
- Expected dates for beginning and completing the internship activity
- A brief description of the internship planned activity
- **Semester which student will register and number of credits to register (don't ask for more credits later)**

2. During the internship:

Students must perform their internship tasks just as any job. They must be reliable, perform to the best of their ability, and conduct themselves in a professional manner. In addition, students should:

- Communicate with the instructor to arrange a site visit.
- Keep track of projects and time. A total of 135 hours work is required for 3-credits (students can register for up to 6-credits, which require 270 hrs of work). **Multiple internships are encouraged.**
- Contact the instructor if problems develop regarding the internship.
- Before completing the internship and returning to USU, make sure supervisor completes a "**Supervisor's Evaluation**" of you, the intern. It is preferred that this document be sent electronically to john.flores@usu.edu

3. After the internship:

Submit a written and complete report (**Internship Portfolio**) summarizing the internship activities. You must include at least:

- Work activities, descriptions of projects, and a summary of pros and cons of the whole experience
- Documentation of hours (beginning pay stub and ending pay stub or an email from company stating hours worked)
- An example of your professional work, such as reports you have written, a program you developed, etc.

Prepare a short presentation summarizing the internship experience and present it in the Fall PubH 4300 Seminar Class.

An electronic final quality Portfolio is due by 5PM Tuesday of Thanksgiving Week and will be checked for minor errors or clarity. If of substandard quality, grade will be reduced to an A-. Final version with minor corrections will be due on the last day of the Fall Semester of "NO TEST WEEK" (electronic file) for all summer internships no matter the semester the credits are registered. Any exceptions must be approved by the instructor and submitted in writing.

4. Grading

Grade based on the “**Internship Portfolio**”, “**Supervisor's Evaluation**”, and student’s “**Internship Presentation**”.

Students not completing internship requirements will get an “incomplete” grade. Grade reduction assessed per day late

ACADEMIC CREDIT:

One internship is required for graduation, but we encourage students to get all the IH experience they can. Students can complete additional internships for additional credits, and gain more work experience if they choose. To repeat the class, simply register for it again. Be sure to submit another proposal, and complete the other course requirements as listed above.

Required format for “**Internship Portfolio**” (document must be single spaced, no paragraph indent, use a line-space to separate paragraphs)

Title Page

Table of Contents (document must have page numbers and page numbers should be listed here in the TOC)

- Include an entry for each main section as identified below (Introduction, Responsibilities, Major Projects, etc.)
- Provide an entry for each appendix, i.e., Appendix 1: Internship Proposal, Appendix 2: Documentation of Work Hours, etc.)

Introduction

- Provide background information on the Company (a paragraph or two).

Responsibilities

- This should be a generalized description of Internship responsibilities (a couple of paragraphs at most).
- Include a statement of the number of hours worked, with supporting documents in the Appendix.

Major Projects

- Write summary descriptions for each major project, report, employee communication, or training packages developed (about a paragraph summarizing each and if you have supporting document in the appendix, mention it in the appropriate paragraph)
- Heading Examples:
 - Cyanide air sampling project
 - MSDS Inventory
 - Lead abatement project
 - Respiratory Protection Training
 - Compressor House Noise Survey
 - Acid tank ventilation project
 - Ergo Hazard evaluations
- Provide examples of your work in an appendix (see below)

Internship Summary

- Include pros and cons of your experience (can include moving to the location, the work, the company, anything you liked and disliked)

Appendices

- Include documents supporting the report, such as:
 - Internship Proposal
 - Documentation of Work Hours
 - Check stub copies showing first and last check (black out personal info like SS#) or an email from supervisor.
 - Supervisor's Evaluation
 - If you do not have a completed copy, make sure that your supervisor has sent it to the instructor (john.flores@usu.edu). A letter of evaluation from your supervisor is also fine, since it doesn't have to be the electronic form sent to your or found on the internship website, but it is required to finalize your grade.
 - Internship Presentation
 - Since electronic, you can provide 2 slides per page or 1 slide per page, your preference.
- Work Sample
 - Example: Cyanide sampling report to corporate EHS manager

My intent of the “**Internship Portfolio**” is not to have you write a huge report. If you do as asked, the actual report will probably be 3-4 pages of text. The portfolio is going to be many more pages, but it should contain stuff that you already have. You should make 2 copies of this portfolio, one for me and the other for you, so that when you interview for a professional position and you are asked to give an example of your work, you will already have it in hand. You can also take it on an interview and when asked to talk about your internship you can present the interviewer with your portfolio, and then proceed by talking about what you did. This will give examples of your organizational skills, quality of report writing, and your professionalism. The portfolio will do several things for me: it will give me documentation to use for our ABET accreditation and it will give me reference material for me to use in the event that you ask me to write a letter of recommendation for you in the future.

All required internship forms (Course Syllabus, Internship Proposal, and Supervisor's Evaluation) will be sent to all students prior to the beginning of their internship. If you have any questions, please come by and talk to me or call me at 435-797-8194.

Thanks,
John