

Student Manual
HIAN Internship (HCIP 6400)

**Health Informatics and Analytics
MS (PSM) Program**



2019-2020

Effective August 20, 2018

*~This manual is an adjunct to the
HIAN Internship Project site on Canvas~*

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Rationale & Context

Health Informatics and Analytics focuses on bridging data sciences and analytics in support of optimal population health. A health informatics and analytics professional will apply knowledge, skills, and abilities from the core content areas of health informatics and analytics (design, operation, and analysis of healthcare information systems) to support health leaders and the communities they serve in advancing the public's health.

The HIAN Program internship provides a structured, mid-program opportunity for students to apply theories, ideas, principles, and skills learned in the classroom to healthcare practice. Additionally, the internship experience provides students an opportunity to address a Health Informatics problem by identifying appropriate data sources, data analysis/synthesis, research, development of procedures, code design/implementation, system evaluation, and system modification.

The internship affords students the opportunity to enhance the skills needed to become exemplary practitioners of and advocates for health informatics. As life-long learners and health informatics practitioners, students will continue to develop and grow knowledge, skills, professionalism, and competencies.

This manual, provided to students at orientation and available via the program, serves as the main required reading for the internship "course". Additionally, HIAN internship resources are available through the Canvas project site. The Canvas HIAN Internship project resource site contains the current internship manual and syllabi and information and exemplars relevant to planning, conducting, and reporting on the internship experience. Students have access to the materials from the time they enter the program. These resource support students prior to, during, and after enrollment in HCIP 6400 Internship (which has its own semester-driven canvas site that references these materials). Specific modifications/updates/revisions to the expectations described here are included in the course syllabus and/or its associated course canvas site.

While the HIAN program is jointly parented by the College of Health and Human Services and the College of Computing and Informatics, the internship course, HCIP 6400, is administratively governed by the College of Health and Human Services through its Department of Public Health Sciences. As such, the internship course avails itself of the college's over extant internship affiliation agreements and established procedures for navigating the myriad and complex requirements needed to place students in healthcare organizations.

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Purpose

The HIAN internship documents students' mid-program informatics and analytics experience in a healthcare setting. The practice experience occurs in a carefully selected healthcare organization approved by the HIAN Director. Students are encouraged to select an internship position based on their career interests. In almost all instances, the HIAN Director supervises the internship in tandem with a qualified preceptor at the internship site. Our goal is that the preceptor serves as a mentor for the student.

Internship Experience Objectives

After successfully completing this course, students should be able to:

1. Create novel information technology solutions to address specific Health domain problems for health organizations, in terms of IT design, development, or analysis
2. Create innovative strategies for decision-making and problem solving; strategies should incorporate perspectives of various stakeholders and be responsive to our increasingly diverse workforce and society.
3. Demonstrate effectiveness in examining data qualitatively and/or quantitatively, and in utilizing methods appropriate for the project to analyze information, and to identify patterns and trends.
4. Articulate and model professional and ethical behavior in the health organization workplace.
5. Demonstrate effectiveness in working with others in the organization, with particular emphasis on racial and ethnic and cultural sensitivity, and the ability to work effectively with personnel with diverse backgrounds.
6. Demonstrate effectiveness in working as part of a team, listening and responding effectively to the ideas of others, and successfully use negation and conflict resolution skills.
7. Demonstrate effectiveness in organizing, synthesizing, and articulating ideas and information in writing and orally.

Internship Prerequisites and Requirements

Our emphasis for the internship is the integration and application of newly acquired knowledge and skills into one's professional practice. Consequently, we seldom consider waivers of this requirement, and then **only** for concurrently employed **experienced, senior level** data scientists.

Prerequisites

The HIAN Director (or designee) manages enrollment in HCIP 6400 Internship on a "permission only" basis. Before permission is given, students must have completed successfully 12 graduate credit hours in the program, including HADM 6100 and HCIP 6380.

Internship Requirements

1. Students are advised to contact the HIAN Program Director to schedule an internship consultation appointment prior to formally proposing an internship placement.
2. HIAN Students are expected to identify an organization and negotiate for an internship with that organization.
 - a. The student's academic advisor and/or the HIAN Director can suggest organizations meeting a student's specific interests and support the student in this process.
 - b. The internship Canvas project site contains additional materials supporting the identification and development of an internship placement.
 - c. Students may conduct an internship at their current place of employment provided their internship responsibilities are 1) outside their current scope of duties and 2) their internship preceptor is someone other than their current supervisor.
 - d. Paid internships and those secured from formally advertised internship programs may have earlier (organizational) deadlines and processes. Such internships, however, enjoy a streamlined placement process by the university.
3. In consultation with the practice site or organization, students must develop a short, formal proposal of the work or project they will undertake during the internship (Appendix A: Internship Contact Form). **The student submits the preliminary proposal via the google form on the internship Canvas project site.**
4. The Director will review the proposal. If sufficient, the Director will issue a permit for the course. In most instances, the Director will ask the student to refine the proposal in consultation with the practice site preceptor and the HIAN Director, usually within

the first 20 hours of the internship, but sometime prior to issuing a permit for the course. In both cases, students finalize their objectives during the first week (20 hours) of the internship. Our goal is to ensure all stakeholders benefit from this arrangement, including the student, the agency, the university, and (foremost) the community served by the organization.

The HIAN Program will issue a registration permit once the student has submitted and the HIAN Program Director has approved the Appendix A: Internship Contact Form (google form). The Program uses this information to generate the university required preceptor agreement and/or affiliation agreement. Please note the following:

- For voluntary positions (outside a student's place of employment), a formal affiliation between the agency and our college is required. The affiliation agreement process can take as little as one-two weeks to one-two months (or longer) depending on the levels of approval required by both organizations in completing their due diligence and meeting their respective legal requirements.

We cannot officially place students in a voluntary internship until an agreement is signed and the student has complied with all requirements outlined in that agreement. {Students are free, however, to 'volunteer' at the agency, provided the agency will permit them to do so ahead of the formal internship placement.}

Given the unpredictability of this timeline, we strongly caution students to plan well ahead.

- Effective 15 August 2018, the College of Health and Human Services provides all students formally placed in internship student professional liability insurance.
- Many organizations require criminal background checks, drug screens, and proof of immunization, among other organization-specific requirements. Unless borne by the organization and so noted in the affiliation agreement, the student is responsible for these costs. The College and University have specific requirements for how these assurances should be gathered and paid for if they are not conducted by the organization. These requirements are not modifiable by the program, the preceptor, or the student, and might duplicate prior efforts. See <https://publichealth.uncc.edu/student-resources/internship-common-administrative-requirements> for details. *Note: Criminal background checks of international students typically take 45 days to complete and incur additional fees/require active intervention by the student applicant. Therefore, we encourage international students who _might_ end up in an unpaid internship to begin the criminal background check process as soon as possible (e.g., the fall prior to a planned summer internship), even before finalizing their internship location and preceptor. Please contact Ms. Julie Howell to begin this process.*

- As noted on the acknowledgement form signed upon matriculation into the program, students unable to arrange an internship due to issues surrounding the criminal background check, drug-screen, or other requirements will be disenrolled from the HIAN Program, irrespective of otherwise satisfactory academic progress. Please see the policy included as Appendix B in this manual for further details.
5. The student will complete at least 160 hours of informatics and analytics internship experience with the selected organization during the semester of enrollment in the HCIP 6400 Internship course (or as otherwise approved in advance).
 6. The student will submit periodic updates to the HIAN Director or designee after 20 hours (refined goals and objectives, if necessary) and after approximately each additional 40 hours of effort (4 or 5 total). {See course/semester specific canvas site for specific details}
 7. If deemed necessary by the HIAN Director or the site preceptor, the HIAN Director or designee may make a site visit or request a teleconference during the internship.
 8. At a date and time designated in the syllabus for that semester, the student will prepare and deliver a polished, professional presentation that summarizes the informatics and analytics internship experience and documents attainment of stated objectives. The HIAN Program Director or designee evaluates this presentation for its selection and presentation of content and for the effectiveness of the communication. We provide a detailed scoring rubric for the presentation later in this document.
 9. Following a timeline established for each semester in the course syllabus, the student will prepare a polished, professional final report describing the informatics and analytics internship experience and documenting attainment of stated objectives. The HIAN Program Director or designee evaluates this report for completeness and acceptability. We provide a detailed outline for the report later in this document. Acceptance of the final report typically requires multiple rounds of revision (2 are allowed, per scoring rubrics described below and in the course semester syllabus.)
 10. The preceptor will evaluate the student using a structured assessment tool (Appendix C) that is distributed electronically (via a google form).
 11. The student will evaluate him/herself and the internship experience using a structured assessment tool (Appendix D) that is administered electronically as a canvas assignment (google form).
 12. The HIAN Director or designee will evaluate the student's overall performance in the internship and assign a grade consistent with the course rubric scoring policy only after determining that the student has satisfactorily met all required elements.

Role of Preceptor

The preceptor is responsible for the student's learning during the internship experience. The preceptor should be master's prepared in health informatics and analytics or a related field [or be bachelor's prepared and hold a relevant professional certification

(e.g., CPA) and have at least three years of professional practice experience] and currently be engaged in professional health informatics and analytics practice. Preceptors cannot be current UNC Charlotte HIAN students. The preceptor's responsibilities include:

- Working with the student to define the expected activities and deliverables, consistent with the organization's needs and capacity, the student's interests, and the requirements and expectations of the HIAN Program.
- Planning and directing the student's on-site internship experience.
- Serving as a role model for the student and routinely advising the student.
- Periodically consulting with responsible faculty on the student's progress.
- Completing the Preceptor Evaluation of the Internship Experience (Appendix C) at the end of the internship experience.

A summary of the internship process from the preceptor's perspective is included as Appendix E. Students are encouraged to provide the summary and a link to (or a copy of) this manual to prospective preceptors when negotiating an internship. We also advise students to encourage prospective preceptors to contact the HIAN Director to clarify any issues the student is unable to address.

Role of Faculty Advisor

A student's faculty advisor can assist students with the identification of participating organizations and worthwhile experiences as part of the regular advising and course planning process. Advisors may assist students in preparing the initial Appendix A form to submit to the HIAN Director. Students may also consult with the HIAN Director.

Student Responsibilities

As a graduate experience, students are expected to take the initiative in identifying an appropriate organization and initiating the planning for the internship in a timely manner. This requirement ensures the organization selected is most appropriate to assist the student in integrating and applying his or her knowledge and skills in a practice setting consistent with the student's career aspirations.

The internship experience is one of several "portfolio building" activities within the HIAN program. Such experiences, professional contacts, and interactions can enhance one's employability following graduation. These benchmarks are provided to the student to facilitate planning of the internship and communicating expectations with preceptors. Students are encouraged to share this manual (at least the summary in Appendix E) with potential preceptors and to involve the HIAN Director and/or HIAN Administrator, as needed, when planning the internship experience.

The following timeline outlines recommended deadlines for completing various tasks related to the internship. Failure to meet these deadlines may delay the start of an internship or prompt assignment of a course grade. Reminder – deadlines are intended

to signal the last date at which a task should be completed. Early submission is welcomed and encouraged.

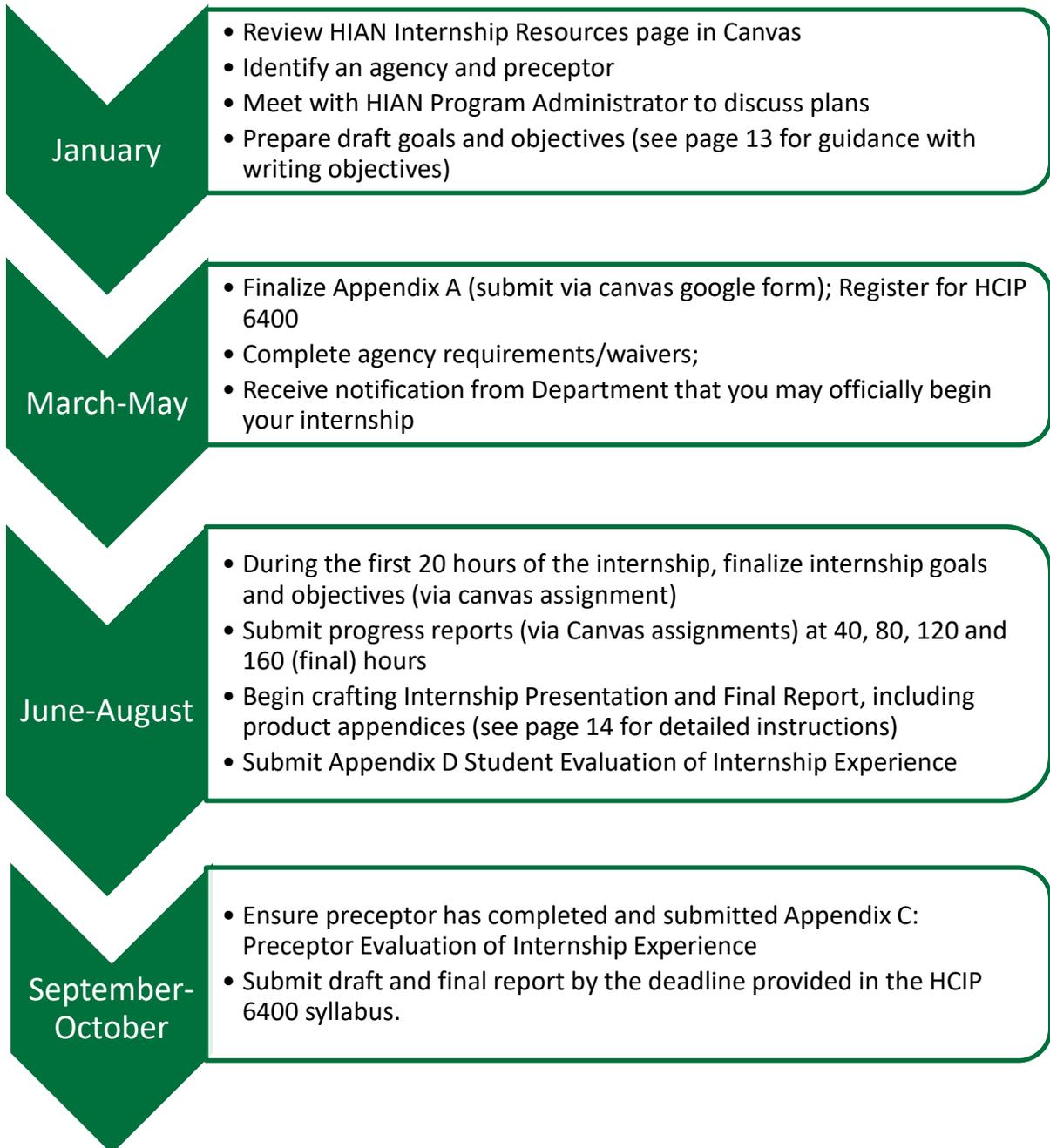
Students are expected to treat the internship seriously (e.g., as if it was a paying job) and to conduct themselves accordingly: their conduct and professionalism reflect not only on themselves, but also on the program and all of its graduates.

Internship Resources on Canvas

Students can access internship resources through the HIAN Internship Resources project site in Canvas. This site provides electronic versions of the internship manual and forms, resources for identifying internship opportunities, discussion forums, and examples of progress reports and final reports for students planning their internship experience, or students completing their internship.

The materials are distinct from –and a necessary prerequisite to – being permitted into the Internship course and gaining access to the canvas site and syllabus for a given semester.

Example Timeline for Summer HIAN Internship Planning



Course Process

Establish Goals and Objectives

At least two months prior to beginning the internship, the student must meet or communicate with the internship preceptor and, using this manual and the course syllabus as a guide, establish the student and organizational goals for the internship. The student should derive internship goals consistent with the HIAN program competency domains outlined in the HIAN Student Handbook, the minimum competency set for this course (listed in this manual and in the course syllabus), the student's professional development needs and interests, and the organization's capacity and willingness to support the internship. The student is encouraged to share a copy of the internship overview (Appendix E), which summarizes the internship process and the responsibilities of a preceptor, during this negotiation.

Once the goals for the internship are established, the student will develop objectives designed to contribute to the achievement of each goal. These objectives need to show **adequate graduate level content** of the planned experience. Please consult references on Bloom's taxonomy of learning objectives and focus on levels 4-6 (Analyzing, Evaluating, Creating). Objectives should begin with action verbs like "Plan", "Assess", "Evaluate", "Interpret", "Develop", "Deliver", "Educate", "Execute" or "Implement", "Formulate", "Propose", "Report", "Analyze", and "Prepare". Think in terms of the 'deliverables' ... the tangible products/evidence attached as an appendix to the internship report that will 'prove' the goals were achieved. 'Evidence' can include photos, programs, reports, presentations, email correspondence, and other indicators of service delivery.

The student and preceptor will update and finalize, as needed, the goals and objectives of the internship within the first 20 hours of effort. Any substantive changes to goals and objectives require the permission of the HIAN Director. Students must include their request for substantive changes, along with rationale for the changes in their first progress report (required after 20 hours of effort).

Formal Placement

Once the student and preceptor have reached preliminary agreement, the student completes Appendix A (the google form on the Canvas internship project site) articulating the mutually agreed-upon goals and other agency specific details to the HIAN Director or designee for approval. Once preliminary approval is given, the HIAN Director issues a permit to register for the internship course.

For paid or formally organized internships, no further actions are needed for formal placement provided the

- Student has signed the acknowledgment of the College's criminal background check and drug screening policy. *{normally completed at orientation}*
- Student has provided the program a formal letter/email/offer of the position.

As noted under Internship Prerequisites and Requirements, students may not officially begin volunteer internship placements (outside their place of employment), until the

affiliation agreement between the college and agency has been confirmed/established, the student has provided proof of compliance with the requirements, and the HIAN Program has officially notified the preceptor that the student has been cleared to start.

Students in volunteer internship placements (outside their place of employment) must meet the following requirements before the formal start of the internship:

- Student has signed the acknowledgment of the College's criminal background check and drug screening policy. *{normally completed at orientation}*
- Student has provided college proof of professional liability insurance
- Student has provided the College any agency-required documentation such as proof of criminal background check, drug screening, HIPAA training, blood borne pathogen training, immunization records, etc.
- Preceptor/Agency has signed and returned the affiliation agreement (if needed).

Students interning within their place of employment are subject to the requirements of their agency. In most cases those requirements are typically limited to securing student liability insurance. In some cases, the agency essentially requires the same documentation as for outside volunteers.

Periodic Progress Reports/Updates

Students are to submit updates to the HIAN Director or designee via the structured canvas assignments for a given semester. These 4-5 updates should summarize:

- Key activities conducted or completed during the period,
- Status of and progress on stated project objectives,
- Barriers to project completion and barriers to learning, and
- Progress towards the overall internship goals.

The routine reports do not need to be formal or lengthy; relevant and concise reports are preferred. Generally, a sufficient progress report can be completed in less than 30 minutes.

The student is expected to save and aggregate these reports to include as a single appendix to the final internship report.

While a timesheet/log is not required, a student is expected to have a mechanism to track hours spent on the internship and to defend the assertion that the 160 hours of effort has been met. The preceptor must corroborate this assertion.

Site Visit

The HIAN Director may arrange (or the student or preceptor may request) a brief meeting with the intern and the preceptor. For internships outside of the immediate Charlotte area, a phone or video conference may be substituted. Such meetings typically serve one of four primary purposes: 1) ensure the intern is engaged at the site and that the site is providing the experience promised; 2) address any questions/concerns/suggestions the preceptor might have about the student, the process, or opportunities for further collaboration; 3) address questions/concern/suggestions the intern might have about the internship, course expectations, and future opportunities; and/or 4) review course

deliverables/expectations vis-à-vis the final report and evaluations. The preceptor may add any other topics of import to this agenda.

Internship Final Report

The Internship Final Report is a substantial assignment, comparable to a capstone project or thesis; students should be prepared to complete **multiple rounds** of revisions before the HIAN Program Director will accept the report as final and issue a passing grade. To demonstrate accomplishment of objectives and describe the learning experiences, students are required to develop a report using the following format.

Title Page

Give the internship project a concise, professional, descriptive title. Include the title, the course number, the semester (e.g., Spring 2010), your name, and the names, credentials, and title of your preceptor.

Executive Summary

Provide a concise (<500 word) structured overview of the entire report (organization and objectives; methods, results; discussion/reflection). This page single-spaced.

Table of Contents

Ensure the Table includes each section enumerated/bolded element for the report, plus reference page and a listing of each appendix. Use of the auto-TOC function via headers/styles in word highly recommended.

1.0 Introduction {first numbered page}

Statement of the problem(s), clearly identifying both (a) the Information Technology development aspects, and (b) relevance to the health domain context.

1.1 Objectives

List (prose) the internship objectives

1.2 Background

Briefly review the relevant literature (evidence-base) related to the problems/objectives. This section could be written before commencing the internship. A minimum of 5 references is required, of which at least 3 must be from peer-reviewed sources. The report must consistently follow an established citation/referencing style. [See academic integrity policy: Plagiarism is grounds for a failing grade or more serious sanctions.]

2.0 Methods

Provide an organizational/summary paragraph for the content that follows in this section.

2.1 Setting

Describe the internship site (overview of the organization and the specific unit where the internship was based).

2.2 Preceptor

Describe the role(s) of the internship preceptor(s) at the agency. Include relevant information about the preceptor's education and experience.

2.3 Procedures

Describe –by objective – steps taken toward achieving each objective or barriers to achieving objectives. Do not describe insights, outcomes, or results in this section. Cite as appendices here only materials used as tools to accomplish the objective (if any)

2.4 Timeline

In 1-2 paragraphs, summarize the major events and describe the progression of the internship (MANDATORY: include and refer to aggregated progress reports as a single appendix)

3.0. Results

Provide an overview/summary of the content in sections 3.1 (Objectives) and 3.2 (Integration and Reflection)

3.1 Assessment and Deliverables

Provide a brief overview paragraph of your products/results of your internship objectives. Then – by objective – restate each objective and describe the extent to which you met the objective (e.g., fully met, partially met, did not meet, abandoned), offering explanations as needed. Provide detail and supporting 'evidence' showing you accomplished the objective. Refer to any included 'evidence' (e.g., deliverable) as an appendix.

3.2 Integration and Reflection

Describe and give specific examples of how the internship experience a) related back to concepts presented in the literature review, b) applied/integrated (or debunked) content and skills developed in your coursework, and c) enhanced your training/identified areas for further development.

4.0 Discussion and Conclusions

Summarize general conclusions drawn from the internship experience. Describe any new avenues of inquiry that the internship experience suggested to be a more effective health analyst. Indicate any exposure to or observation of operational or practice issues that will affect future course selection.

4.1 Socialization

Describe the socialization experiences that the internship opportunity afforded, e.g., helped to teach about professionalism or how to behave in particular roles, imparted organizational culture and norms.

4.2 Mentorship

Discuss the opportunities that the internship provided to learn about the art of mentorship (given, received, and/or observed)

4.4 Improvement

Describe shortcomings and recommend options for improving the internship experience and/or student academic preparation for it.

References

References start a new section/page; a minimum of 5 references (at least 3 peer-reviewed) are required. Referenced literature in the report should be consistent with the American Psychological Association (APA) style or another widely accepted style used within the professional setting. Students are admonished to ensure their submissions do not violate the university's academic integrity policy. We treat such violations of academic and/or professional ethics harshly.

Appendices

Include copies of tangible products from the internship experience, etc., as well as a compendium of the progress reports. Specifically introduce and briefly summarize each appendix within the body of the report. These appendices serve as the 'proof' that a given objective was accomplished. Agency/preceptor permission might be needed (or content redacted) to ensure that the agency's or its clients' confidentiality/proprietary interests are maintained. Each appendix should be titled and begin on its own page. Appendices should be labeled and sequenced based on the order in which they first appear in the report text. The first appendix referenced in the report is Appendix A; the second is Appendix B...

Report Presentation

The report body is generally between 10 to 12 pages long. Except for the executive summary, the report is to be double-spaced, using Times New Roman, 12-point font and 1" margins (about 275 words per page). The report is to be paginated beginning

with the first body page. The title page is unnumbered; the TOC and Exec Sum are unnumbered or numbered using lowercase roman numerals. The title page, Exec Sum, TOC, Body, References, and each appendix are considered new “chapters” and therefore begin on a new page (use section page breaks rather than hard returns to enforce proper pagination).

NOTE: Unlike most other technical writing assignments, **use of first person is expected and necessary in this report.** The report must clearly document what steps the student took, what decisions/actions the student took, and what the student produced.

Preceptor Evaluation of the Intern

At the end of the experience, the student must ensure that the preceptor completes an evaluation of the student using the form shown in Appendix C (delivered to preceptor as a customized, secure google form link). While the preceptor is free to share these assessments with the student, the transmittal of the evaluation is considered confidential/secure. This evaluation is NOT to be included as part of the internship report itself.

Student Evaluation of Internship Experience

At the end of internship, the student will evaluate the internship experience using the form included as Appendix D (accessed as a Canvas assignment google form in the course semester Canvas site). This evaluation is NOT to be included as part of the internship report itself.

Course Assessment

The relative weights assigned to each of the elements below reflects their importance to the overall course objectives in terms of time, intellectual effort, and value to the program’s overall goals and objectives. The expectations for each of these graded elements are described in detail elsewhere.

- 5% Mutually established goals and objectives between the preceptor and student
- 20% Progress reports/updates (including completion of required hours [4])
- 10% Intern organizational assessment
- 20% Preceptor evaluation of the intern
- 20% Student presentation
- 25% Student internship report intern
 - 10% Draft 1 (full report)
 - 15% Final Polished Draft (final permitted draft)

We expect –and require- a polished level of technical writing and presentation in the final product. Please allow for at least one round of revision following submission of the final report. [CRITICAL IF EXPECTING TO GRADUATE AT SEMESTER’S END]

Final grades will be based on the following fixed grading scale. TOTAL POSSIBLE: 100 points.

Grading Scale:

≥ 90	A
≥80, < 90	B
≥70, < 80	C
< 70	U

Given the duration of the internship, some students are unable to complete the required internship hours and submit an acceptable final report by the last day of classes for the semester. In those cases, students who are otherwise making satisfactory progress will be assigned an IP (in progress) until the assignment is complete. Each semester, the instructor sets a deadline for resolving IPs. Students failing to make satisfactory progress toward resolving the IP risk receiving a U (failure) for the course, with all of the attendant consequences of receiving a failing grade. Scoring rubrics are provided at the end of this syllabus

Assessment Rubrics

Mutually established goals and objectives (5%)

	Yes	Partly	No
Completed Appendix A (google form) Internship Contact form [3]	3	2	1
Completed all necessary administrative requirements to be placed in the internship [1]	1	0	0
Submitted revised objectives or affirmed original objectives as final as part of Progress Report 1 [1]	1	0	0

Progress reports/updates (4 @ 5% each)

	Yes	Partly	No
Summarized key activities during period [1]	1	0.5	0
Provided status of each objective [2]*	2	1	0
Described barriers encountered and other notable observations [0.5]	0.5	0	0
Summarized progress toward overall internship goals [0.5]	0.5	0	0
Indicate cumulative hours to date [0.5]	0.5	0	0
Wrote in complete sentences using active voice, no grammatical or typographical errors [0.5]	0.5	0.25	0

*Progress Report #1 must address finalization of objectives to receive full credit

Intern organizational assessment (student internship evaluation) (10%)

- 10 points Complete and submitted on time
- 7 points Complete and submitted within 2 weeks of initial deadline
- 4 points Complete and submitted by deadline for Report Draft 1
- 2 points Complete and submitted, but after deadline for Report Draft 1

**Regardless of lateness, we consider an internship incomplete/in progress without a student assessment. An IP will be assigned to students lacking this element until such time as circumstances either merit award of U or the earned letter grade.*

Preceptor evaluation of the intern (20%)

20 points Complete and submitted *

**While students will not be penalized for non-responsiveness by their preceptor; we consider an internship incomplete/in progress until such time as the course instructor receives a completed preceptor evaluation or determines that one – through no fault of the student – is forthcoming. Students facing difficulty in securing a preceptor evaluation must work closely with the course instructor. Failure on the student's part to take timely, proactive action in coordination with the course instructor are subject to point deductions.*

Presentation (20%)

For each of the 7 criteria, a whole number score of 0, 1, 2, 3, 4, or 5 will be assigned.

- 0 indicates that the criterion was not addressed.
- 3 indicates that the criterion was appropriately met for a master's graduate.
- 5 indicates that the criterion was met at an exceptional level for a master's graduate.

1. Content
Did the content mirror the elements required in the final written report?
2. Organization
Was the content organized and presented in a coherent manner?
Were new or unfamiliar terms explained?
Did the presentation of ideas flow smoothly?
3. Style
Did the speaker(s) hold audience interest?
Was/were the speaker(s) convincing/effective?
Was/were the speaker(s)' voices loud enough? understandable?
Did the speaker(s) make eye contact with the audience?
4. Audio-visuals
Were PPT/graphics/media used effectively? {not cluttered, readable}
Was an appropriate number of visual aids used?
Were visuals clearly explained?
Did the visuals add to the presentation?
5. Time Utilization
Was the time appropriately allocated to the parts of the presentation?
Were the time constraints followed?
Did it appear that the presentation had been rehearsed?
6. Questioning
Were questions appropriately addressed?
Did the speaker(s) interact with the audience?
7. Overall Impression
Was a compelling argument made?
Was the presentation convincing?

TOTAL The raw total may range from 0 to 35. The raw percent (raw total/35) is then inflated by 1.5 (to a max value of 1.0) and scaled to 10.

Draft Report 1 (10 points)

	Yes	Partly	No
Followed all formatting instructions (per internship manual)[3]	3	2 or 1	0
Body content complete [2]	2	1	0
Provided sufficient and appropriate appendices to document attainment of objectives [1]	2	1	0
Wrote in complete sentences using active voice, no grammatical or typographical errors [1]	1	.5	0
Consistently and appropriately used an established citation style [1]	1	0.5	0
>5 sources, >3 Peer-reviewed Sources [1]	1	0	0

Final Polished Report (15%)

	Yes	Partly	No
Addressed all CONTENT comments/corrections raised in Draft 1 review; content is polished [3]	3	1-2	0
Addressed all ORGANIZATION comments raised in Draft 1 review; review is polished [3]	3	1-2	0
Addressed all Draft 1 deficiencies noted in appendices to document attainment of objectives; appendices are complete [3]	3	1-2	0
Addressed all WRITING/GRAMMAR comments raised in Draft 1 Review; writing is polished[3]	3	1-2	0
Wrote in complete sentences using active voice, no grammatical or typographical errors {any new content} [1]	1	.5	0
References complete; Consistently and appropriately used an established citation style [1]	1	0	0
Submitted a 'clean' document (no tracked changes, comments, etc) [1]	1	0	0

Writing Resources Center

We recommend that students consult the academic public health writing resources provided by Boston University SPH (see student resources page on our program website). We strongly encourage students to meet with a writing tutor from the UNC Charlotte Writing Resources Center in the Center for Graduate Life (<http://gradlife.uncc.edu/resources/writing>) prior to submitting the initial draft of their Internship Final Report.

Relevant/Related Policies & Procedures

The Health Informatics and Analytics Program, through its faculty governance structures and those of its parent units, sets forth the student policies and procedures that apply to students enrolled in the HIAN Program. Because of the nature of professional health analytics and informatics, the program has different expectations of students than do non-professional degree programs. The standards provide clear expectations and procedures for academic and professional integrity and responsibility and are designed to determine students' aptitudes for becoming effective health informatics and analytics professionals. All HIAN students are expected to read, understand, know, and follow the applicable program policies and procedures. "Not knowing" does not excuse a violation.

In addition to the HIAN policies and procedures discussed in this section, students are expected to know and abide by the policies outlined for the Colleges of Health and Human Services & Computing and Informatics, the Graduate School (see <http://graduateschool.uncc.edu/current-students/catalog>), and the University (university-level policies can be found at <http://www.legal.uncc.edu/policies/>). UNC Charlotte policies apply to students while at an internship site. Directly relevant university-level policies that students should know and abide by while at an internship site include the following:

- ◆ **The Code of Student Responsibility** (<http://www.legal.uncc.edu/policies/up-406>)
- ◆ **The Code of Student Academic Integrity** (<http://www.legal.uncc.edu/policies/up-407>);
- ◆ **Sexual Harassment Policy and Grievance Procedures** (<http://www.legal.uncc.edu/policies/up-502>)

According to the University of North Carolina at Charlotte Sexual Harassment Policy (May 1998), Harassment on the basis of sex is a violation of Section 703 of Title VII, which states that: "Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitute sexual harassment when --

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment

In order to report sexual harassment, a student needs to:

- ◆ Keep a written record of the time, place, person, and action
- ◆ Discuss the offense with the Agency Preceptor and HIAN Director/designee
- ◆ If a resolution cannot be reached, the student will be removed from the placement and an alternative placement will be sought.

◆ UNC Charlotte Standard for Responsible Use

The purpose of this standard is to establish the university's standards for acceptable use of information resources and assets. (<http://itservices.uncc.edu/iso/standard-responsible-use>).

Professionalism

Conduct

Students are advised to maintain a professional demeanor (i.e., be prepared, be responsible, and be courteous) in actions and interactions within courses and in the community. Students should know and abide by the professional responsibilities outlined in the HIAN Student Manual.

Students should treat the internship like a job. They should be timely and dependable. Absences and delays need to be communicated to preceptors in advance. Likewise, they should dress and conduct themselves consistent with the organization's requirements and culture for managers.

Students can be dismissed from the internship if they demonstrate behavior that conflicts with professionalism essential to Health informatics and Analytics practice. This behavior may include, but is not limited to: displaying problems for which the student does not respond to appropriate treatment or counseling within a reasonable period of time; engaging in informatics practice for which the student has not been authorized; displaying conduct which violates the Code of Student Academic Integrity, or threatening the physical, emotional, mental, or environmental health or safety of others or the student himself or herself.

Electronic Communication Courtesies

Students sending UNC Charlotte-related communications should do so as responsible professionals. Electronic communications are far more prone to misinterpretation than many other forms of communication. Their brevity and lack of non-verbal cues heightens this possibility. Writing good electronic communications requires students to raise dramatically their level of sensitivity to the potential reactions (misinterpretations) of diverse readers. When communicating electronically, always take "the high road" of graciousness and sensitivity. If you are in doubt, do not send the email as it provides a permanent record. Students should bear in mind that for communication to be effective, the message must be meaningful and understood by the recipient and should not require great effort on the recipient's part, especially if the student is requesting action or response as a result... make it easy for the recipient to respond.

Email etiquette: Ensure the email contains a brief descriptive subject line. Include a proper salutation, e.g., "Dear Dr." Compose a brief, organized message that is appropriate in tone and formality given its purpose and recipient. Close the message with your name (and title if appropriate and not included as part of a signature block). Ensure the message is spell-checked/proofed before you send it. Avoid (or judiciously use) colloquialisms and 'text speak' shorthand.

Attachment etiquette. Use commonly available formats. Ensure attachments have meaningful file names for the message's recipient. For example, a student named Carmen Diaz, knowing that her professor would receive 50 attachments named "report.doc," would name her internship report "Diaz_Cameron_InternshipReport_1AUG2016.doc."

Violations of Expectations

When a student may have violated one or more of the expectations for interns, the HIAN Director/designee will determine whether the violation warrants a **warning and follow-up** or **dismissal**. HIAN Director may suspend the student temporarily from further course or internship involvement pending the issuance of the written and oral warning or the outcome of the procedure for dismissal.

Warning and Follow-up

Where the HIAN Director determines that violation of any of the standards should be addressed through warning and follow-up, the HIAN Director and/or Agency Preceptor will provide the student with oral and written warnings outlining the exact nature of the behavior, standards, and changes the student needs to make. Written evaluation of necessary changes shall be carried out by the HIAN Director and/or Agency Preceptor, and shared with and signed by the student. Should the student subsequently fail to meet any of the standards or changes stated, dismissal from the internship and/or the HIAN Program may be invoked.

Dismissal

Where the HIAN Director determines that the procedure for dismissal from the internship and/or the HIAN program should be invoked, she or he will provide the student with a written statement of the facts upon which the proposal to dismiss is based. The student will have the opportunity to appear before the Health Informatics and Analytics Program Committee to refute the facts, offer other information, or make any other statement concerning the proposed dismissal. The committee will assess that information together with the information upon which the proposal to dismiss was based and determine whether adequate cause for dismissal has been established. The Program Director will recuse himself from the committee's deliberations. The HIAN Director will notify the student of the decision.

Post-dismissal Procedures

Refer to the HIAN Student Handbook and/or the related College and University policies. *Note: Upon dismissal from a course, the student may invoke the "Academic Grievance Policy of the College of Health and Human Services." Per the current College of Health and Human Services Handbook, the written grievance must be submitted within seven (7) working days of receipt of the written dismissal and be sent to the Chair of the Department of Public Health Sciences, following steps 1 and 2 of the "Academic Grievance Policy".*

Appendix A: Internship Contact Form

Student Information [COMPLETE VIA THE CANVAS PROJECT SITE GOOGLE FORM]

Student Name: _____	Banner ID: _____
Contact Information During Internship:	
Email: _____	Phone : _____

Agency Information

Agency/Organization: _____
Address _____

Phone No: _____ Fax: _____

Preceptor Information

Preceptor Name: _____
Title: _____
Degrees and professional certifications/designations: _____
Phone No. _____ Fax: _____
Email: _____

This internship is (circle one): paid unpaid

If unpaid... is the internship part of an organized internship program? (Yes / No)

Is the internship within current place of employment? (Yes / No)

Semester/Year of Registration: _____

Proposed Start Date: _____ Proposed End Date: _____

Proposed Internship Objectives:

Appendix B: CBC/Drug Screen Policy

Dear HIAN-PSM Student:

As a student in the HIAN Program, the internship process is governed by the Department of Public Health Sciences, College of Health and Human Services. You will complete an internship (practical field placement) at an appropriate health agency. Formal relationships with agencies for internships are managed at the college level. Most agencies require our students to complete criminal background checks and drug screening *prior* to entering the agency for any educational experience. Therefore, to complete your program requirements with an agency, you must obtain any required criminal background checks and drug screens (the cost of which is your responsibility) and provide other requisite documentation. In response to these requirements, the College of Health and Human Services has revised its policy regarding criminal background checks and drug screening. (The policy follows this letter.)

Please complete and electronically “sign” the *Drug Screening and Criminal Background Check Acknowledgement and Agreement* from via an assignment in the internship canvas project site by the end of the add/drop period of your first semester as a matriculated degree student.

You are reminded that you must comply with agency requirements such as obtaining the results of your criminal background check and drug screening BEFORE you begin HCIP 6400 Internship or any comparable class. Failure to comply with these requirements in a timely manner may result in an unsatisfactory (failing) grade.

Unless facilitated by your agency, criminal background checks must be performed by the state appointed vendor, Certiphi. Please refer to the Clinical Agency Requirements page on the college’s website (<http://health.uncc.edu/advising-center/advising-center-information/clinical-agency-requirements>) for specific details. No other agency’s criminal background check will be accepted.

Drug screening information is provided on the same webpage. You, as a student, are responsible for keeping the results of the criminal background check and the drug screen to demonstrate compliance to each affiliation agency. UNC Charlotte College of Health and Human Services will not keep records of student results and therefore cannot verify for you or the agency if you are in compliance with the agency’s policy. (Our records will only note whether you have complied with these procedures or not; they do not contain their findings.)

If an agency rejects a student based on the results of the criminal background check or drug screen, CHHS will make one attempt to find a replacement site. A student may be dismissed from a program because education affiliation agencies will not accept a student based on the results from the criminal background check and/or drug screen.

Please also refer to your student & internship manual and other related college policies and procedures for other procedural and academic requirements for internships/practica.

Sincerely,



Michael E. Thompson, MS, DrPH
Associate Professor; Associate Chair, Public Health Sciences
Director, Master of Health Administration Program
Director, Health Informatics and Analytics Program

**UNC CHARLOTTE COLLEGE OF HEALTH AND HUMAN SERVICES
EDUCATION PROGRAMS REQUIRING EXTERNAL HEALTH OR
HUMAN SERVICE AGENCIES**

{to be completed electronically via the Canvas internship project site}

Student's Printed Name

CHHS Program

1. I understand and acknowledge that the UNC Charlotte College of Health and Human Services (CHHS) has affiliated with several health care and human services facilities (hereinafter "Agencies") to provide internships, field placements or clinical experiences for students in the CHHS (hereinafter "Students"). I further understand and acknowledge that the Agencies have a compelling interest in the integrity of their services and the health and safety of their patients, others who may come into contact with Students, and the Students themselves.
2. I understand and acknowledge that in order to protect their interests, many Agencies require Students to comply with their drug testing and/or criminal background check policies and to undergo drug testing and/or criminal background checks as conditions of participating in their education programs. In addition, such Agencies often require that Students submit to the required drug testing and/or criminal background checks at the Students' own expense. I understand that the CHHS will provide Students with information to obtain the drug testing and/or criminal background checks required by the Agencies.
3. I understand and acknowledge that an Agency may, in accordance with its policies, reject or expel a Student from its Agency based on the results of the drug testing and/or criminal background checks.
4. I am or will be enrolled as a student in the CHHS, and I plan to participate as a Student in an educational experience at an Agency.
5. Because participation in agency-related educational programs is a degree requirement for students in the CHHS program indicated above, I understand that I may be required to undergo a criminal background check and/or drug screening as a condition of my participation in an internship, field placement or clinical experience at an external health and human service agency.
6. **As a condition of participating as a Student in an education program, I hereby agree to comply with the criminal background check requirements at each Agency to which I am assigned. If the Agency facilitates criminal background checks, I agree to comply with such requirements and follow the procedures set forth by the Agency. If the Agency requires that I undergo a criminal background check prior to my placement, I agree to undergo a criminal background check by a CHHS-approved agency at my own expense. I will then submit my original results to the Agency in the manner the Agency requests (which may be through an electronic system, through CHHS, or through my direct submission). The Agency will determine whether the results of my criminal background check are acceptable.**
7. **I hereby agree to comply with the drug screening test requirements at each Agency to which I am assigned. If the Agency facilitates drug screening, I agree to comply with such requirements and follow the procedures set forth by the Agency. If the Agency requires that I undergo drug screening prior to my placement, I agree to undergo drug testing by a CHHS approved testing laboratory at my own expense. I will then submit my original results to the Agency in the**

manner the Agency requests (which may be through an electronic system, through CHHS, or through my direct submission). The Agency will determine whether the results of my drug screening are acceptable.

- 8. I have read both the CHHS Criminal Background Check and Drug Screening Policy and this Acknowledgement and Agreement, and I understand its contents. I have had the opportunity to ask questions of and discuss the Policy and this Acknowledgement and Agreement with appropriate administrators in the College of Health and Human Services. I understand that I am responsible for meeting the requirements set forth in the Policy and this Acknowledgment and Agreement.**

Student's Signature

Date

Drug Screening and Criminal Background Check Procedure

All students entering into schools, health care and human service agencies for clinical, field placements, practicum, and/or internships are required by these agencies to obtain criminal background checks and drug screening. (See the Criminal Background Check and Drug Screening Policy). You will need to do this **prior** to beginning your field placement, internship, clinical rotation, or practicum class and entering these agencies. You are responsible for payment of these tests.

For drug screening, students are encouraged to use the two agencies listed on the CHHS Advising Center website under "Agency Compliance" at <http://www.health.uncc.edu/>. The approximate cost for drug screen is \$35.00 and students pay at appointment. Once you obtain your results, you are responsible for keeping the original results to demonstrate compliance at any of the education affiliated agencies.

The University of North Carolina at Charlotte and other UNC universities have contracted with **Certiphi Screening, Inc.** to conduct these criminal background checks. No other investigation agency will be accepted. Once you obtain your criminal background check results from **Certiphi Screening, Inc.**, you are responsible for keeping these results to prove your compliance with agency's policy. The College of Health and Human Services will not keep any records of your completion of these tests. You also are responsible for paying Certiphi Screening, Inc. Below are instructions for the process to obtain your criminal background check from Certiphi Screening, Inc. Please read this carefully.

Certiphi Screening, Inc. Student Instructions

Before you can start the criminal background check process, you must first be given authorization. To receive authorization, **your program coordinator** must provide Ms. Sandra Mann in the CHHS Advising Center with your name, UNC Charlotte student ID, date of birth, and UNC Charlotte email. Ms. Mann will provide Certiphi with your information. Once Certiphi receives your information, they will then notify you by email (your UNC Charlotte email address) that you've been authorized to complete the background and will provide you with the instructions.

The University of North Carolina at Charlotte has asked that you use Application Station - Student Edition to complete a background investigation. To do so, please follow the instructions below:

1. Type the following link into your browser: <http://www.applicationstation.com>
2. Enter the Code: **UNCCCHHS** in the Application Station Code field.
3. Create an account for yourself by clicking the "SIGN UP NOW" button. If you have previously created an account, simply click the "SIGN BACK IN" button to login using your Username and Password.
4. Follow the instructions on the Application Station web site to complete your background investigation order.

If you have questions pertaining to the criminal background check process, please contact Jackie Smith, Certiphi Student Screening Account Manager, by telephone at 888-260-1370, ext 2436 or via email at jsmith@certiphi.com. If you encounter technical issues with the Application Station site, please contact Application Station Support at: 888-291-1369 x2006

Effective Date: 8/10/05

Revised: 9/16

Appendix C: Preceptor Evaluation Form



UNC CHARLOTTE College of Health and Human Services Department of Public Health Sciences

{reference copy; to be completed via canvas assignment google form}

HIAN INTERNSHIP EVALUATION BY PRECEPTOR

Thank you for your sponsorship of this intern. Please complete this evaluation form and return it to the HIAN Program (by mail, email, or fax).

Michael E. Thompson, MS, DrPH
Associate Professor, Public health sciences
Director, HIAN Program
UNC Charlotte, CHHS 423 E
9201 University City Blvd
Charlotte, NC 28223-0001
methomp1@uncc.edu
704.687.8980 (phone)
704.687.1644 (fax)

Your evaluation is a key part of the internship process. The information will provide useful feedback for the student intern and help us to better prepare future HIAN students. Your evaluation is confidential; we will share only summary information, in a way so that no preceptor or student can be identified.

Student's Name:

Preceptor's Name:

Preceptor's Title: _____

Organization in which the Internship was served, including division/unit if applicable:

Intern Name: _____

Please circle one response for each of the two questions below:

1. The student fulfilled agreed-upon time commitment (160 hours minimum), and completed internship assignments in the time frame agreed on in advance.

Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
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Comments (optional):

2. The student demonstrated professionalism in her or his performance, appearance, and in all interactions with the preceptor and with other employees in the organization.

Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
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Comments (optional):

Using the scales below, please indicate the degree to which the student demonstrated that she or he met your expectations for each competency during the internship experience.

Expected Course Competencies <i>The student intern....</i>	Strongly Agree	Moderately Agree	Neutral	Moderately Disagree	Strongly Disagree	Not Applicable
1. Created novel information technology solutions to address specific Health domain problems for health organizations, in terms of IT design, development, or analysis.	5	4	3	2	1	NA
2. Created innovative strategies for decision-making and problem solving; strategies should incorporate perspectives of various stakeholders and be responsive to our increasingly diverse workforce and society.	5	4	3	2	1	NA
3. Demonstrated effectiveness in examining data qualitatively and/or and quantitatively, and in utilizing methods appropriate for the project to analyze information, and to identify patterns and trends.	5	4	3	2	1	NA
4. Articulated and modeled professional and ethical behavior in the health organization workplace.	5	4	3	2	1	NA
5. Demonstrated effectiveness in working with others in the organization, with particular emphasis on racial and ethnic cultural sensitivity, and the ability to work effectively with personnel with diverse backgrounds.	5	4	3	2	1	NA
6. Demonstrated effectiveness in working as part of a team, listening and responding effectively to the ideas of others, and successfully used negotiation and conflict resolution skills.	5	4	3	2	1	NA
7. Demonstrated effectiveness in organizing, synthesizing, and articulating ideas and information in writing and orally.	5	4	3	2	1	NA

Comments: Please respond to all of the following:

1. Please provide an example(s) of competency area(s) in which the student demonstrated strengths.
2. Please provide specific examples of the student's behavior or performance in any instances where the student did not meet your expectations for performance (in the competency areas rated above or in other competencies areas).
3. Please describe your overall impression of the student's performance.
4. Please identify any areas where the student's academic preparation for assigned work could be improved.

5. Please describe the value of the internship for your organization.

6. If you have an opportunity in the future, would you consider sponsoring another intern from the UNC Charlotte HIAN Program?

Thank you!

Preceptor's Signature: _____

Date: _____

Appendix D: Student Evaluation Form



UNC CHARLOTTE
College of Health and Human Services
Department of Public Health Sciences

HIAN INTERNSHIP EVALUATION BY STUDENT

{reference copy; to be completed via canvas assignment google form}

Please complete this evaluation form and return it to the HIAN Program (by mail, email, or fax).

Michael E. Thompson, MS, DrPH

Associate Professor, Public Health Sciences

Director, HIAN Program

UNC Charlotte, CHHS 423 E

Charlotte, NC 28223-0001

methomp1@uncc.edu

704.687.8980 (phone)

704.687.1644 (fax)

The information will help us to enhance the HIAN internship for future HIAN students. Your evaluation is confidential; we will share only share summary information in a way so that no preceptor or student can be identified.

Student's Name: _____

Preceptor's Name: _____

Preceptor's Title: _____

Organization in which the internship was served, including division/unit if applicable:

Intern Name: _____

Estimate how many hours you spent at the internship site _____

For each of the five questions below, please circle one response:

1. The practice site preceptor fulfilled her/his responsibilities as we had agreed, and as outlined in the syllabus for HCIP 6400.

Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
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2. The preceptor was available and provided information and mentorship during the internship.

Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
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3. My needs for resources, including space and computer equipment, were met during the internship.

Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
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4. The internship and project allowed me to integrate course theory and content presented in the HIAN program in a practice setting.

Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
-------------------	-------------------	---------	----------------------	----------------------

5. My faculty advisor was available to address questions and provide feedback during the internship.

Strongly Agree	Somewhat Agree	Neutral	Somewhat Disagree	Strongly Disagree
-------------------	-------------------	---------	----------------------	----------------------

Expected Course Competencies. Compare your confidence in your ability at the beginning of the HIAN internship to your ability now:

Expected Course Competencies <i>I am more confident in my ability to...</i>	Strongly Agree	Moderately Agree	Neutral	Moderately Disagree	Strongly Disagree	Not Applicable
1. Create novel information technology solutions to address specific Health domain problems for health organizations, in terms of IT design, development, or analysis.	5	4	3	2	1	N A
2. Create innovative strategies for decision-making and problem solving; strategies should incorporate perspectives of various stakeholders and be responsive to our increasingly diverse workforce and society.	5	4	3	2	1	N A
3. Demonstrate effectiveness in examining data qualitatively and/or and quantitatively, and to utilize methods appropriate for the project to analyze information, and to identify patterns and trends.	5	4	3	2	1	N A
4. Articulate and model professional and ethical behavior in the health organization workplace.	5	4	3	2	1	N A
5. Demonstrate effectiveness in working with others in the organization, with particular emphasis on racial and ethnic cultural sensitivity, and the ability to work effectively with personnel with diverse backgrounds.	5	4	3	2	1	N A
6. Demonstrate effectiveness in working as part of a team, listening and responding effectively to the ideas of others, and to successfully use negotiation and conflict resolution skills.	5	4	3	2	1	N A
7. Demonstrate effectiveness in organizing, synthesizing, and articulating ideas and information in writing and orally.	5	4	3	2	1	N A

Appendix E: Internship Overview for Preceptors

Dear Prospective Preceptor:

Thank you for your interest in supporting Health Informatics and Analytics Professional Science Master's (HIAN-PSM) student through our required internship experience. We realize the effort this requires on your part and appreciate your willingness to volunteer to mentor an emerging public health professional. We aspire to ensure that all of our internships result in positive experiences for all stakeholders involved, including our students, the organization, our program, and –most importantly – your agency's clients, the public.

This letter is intended to briefly outline, from the preceptor's perspective, the expectations and processes required of our students in arranging and completing an internship. These expectations are outlined in detail in the student's Internship Manual, which is accessible as a PDF file via our department's website (<http://hi.uncc.edu>). This summary is divided into three phases: establishing the internship; precepting the internship, and evaluating the internship.

Establishing the internship. We expect our master's students, as part of demonstrating their competence to act as a professional, to identify an appropriate site for their internship and to negotiate the specific arrangements, goals, and deliverables. Prior to the start of the internship, the student is expected to develop a preliminary statement of goals and objectives and to identify a number of organizational details that are needed in order for our College to formally place a student into the internship. For internships that are unpaid and outside of formally advertised internship programs, our college requires an agency-level affiliation agreement if one does not already exist. These formal agreements must be in place prior to the start of the internship. Depending on the needs of the agency, this process may involve development of several iterations spanning several months. Thus, students are advised to plan well ahead. To generate our letter to the preceptor formally placing the student in the internship, the student will need to ascertain information found on our Appendix A: Internship Contact Form document:

- Name and mailing address of Agency
- Name, title, phone, fax, and email of preceptor
- Planned start/end dates and approximately weekly hours to be spent on internship
- Brief summary of planned activities/projects for internship experience
- If an agency affiliation agreement is needed, also required are:
 - Name, title, and contact information of Agency signature authority (if different from preceptor)
 - County in which the internship site is located

Agency requirements/waivers

Interns must comply with college and department policies for the internship as well as any agency-specific requirements set forth in the affiliation agreement. **Neither the preceptors nor I can modify the requirements set forth in these agreements.** Modifications to these requirements can only be made by formal amendment of the agreement by the responsible signature authorities for the Agency and the College.

Prospective preceptors are encouraged to contact me with questions or concerns at any point in the process.

Precepting the Internship. Once the preceptor agreement is in place, the student is free to begin the internship. Within the first twenty hours of effort, the student is expected to “finalize” the statement of goals and deliverables with you and report them to me for approval. The preceptor is expected to provide oversight and guidance of the intern throughout the experience. We expect master’s student to be self-directed, but recognize that the preceptor will need to provide an orientation to the organization and facilitate acculturation into the organization.

The student intern also is expected to provide me brief progress reports following every 40 hours of internship experience. These progress reports can be used to document changes in the planned scope of activities, etc., due to changing organizational needs and priorities (as is typical in professional practice). Preceptors or interns may request a site visit from me to observe the intern in the organization and to discuss the internship and the internship process with you. Such meetings typically lasts an hour. If a site visit is impractical, a conference call or video conference may be substituted.

You are invited to contact me should any difficulties or concerns regarding the intern or the internship experience arise.

Evaluating the Internship. At the conclusion of the internship, the preceptor is asked to complete a brief confidential assessment of the intern (a web-based google form, link sent via email during the latter part of the intenserhip).

Again, thank you for your support of our program and our Health Informatics and Analytics students.

Sincerely,



Michael E. Thompson, MS, DrPH

Associate Professor; Associate Chair, Public Health Sciences

Director, Master of Health Administration Program

Director, Health Informatics and Analytics Program

methomp1@uncc.edu

704.687.8980

hi.uncc.edu