

# Common Course Outline

**HLTH 271-273**

**Internship: Health**

**1-3 Credits**

## Community College of Baltimore County

### Description

**HLTH 271-273 – Internship: Health** provides students with the knowledge and skill outcomes derived from a planned work experience in the field of Health. Students obtain entry-level career-related experience and workplace competencies that employers value.

### **1-3 Credits**

**Prerequisites:** 12 college credits within the Health program, minimum 2.5 GPA in major and 2.0 GPA overall.

### Overall Course Objectives

Upon completion of this course students will be able to

1. participate in the employment search process;
2. apply appropriate workplace behaviors in a professional setting;
3. demonstrate knowledge and skill appropriate to job assignment related to program of study and career goals;
4. demonstrate evidence of increased content knowledge gained through practical experience related to program of study and career goals;
5. evaluate the co-op experience in terms of their personal, education and career needs; and
6. prepare a resume that includes the experience and skills acquired during the internship.

### Major Topics

- I. Development of employment skills
  - A. Verbal and non-verbal communication skills
  - B. Workplace professionalism
  - C. Ethical and professional behavior
  - D. Time management and organizational skills
  - E. Applied industry knowledge
- II. Cooperative learning environment
  - A. Organizational responsibilities
  - B. Applied industry knowledge
- III. Collaboration in employment settings
  - A. Coordination with program director
  - B. Coordination with workplace supervisor
  - C. Collaboration with co-workers

- IV. Documenting the employment experience
- A. Faculty supervisor's on-site visit
  - B. Internship portfolio
    - i. Written log
    - ii. Reflection paper
    - iii. Professional resume and cover letter

### **Course Requirements**

Grading procedures will be determined by the individual faculty member but will include the following:

### **Grading/exams**

Student final grades will be based on four components:

- Employer's mid-term evaluation 25%
  - Employer's final evaluation 25%
  - Attainment of co-op learning objectives 25%
  - Related departmental assignments 25%
- (This includes student projects, weekly logs, and related departmental assignments)

Written Assignments: Students are required to use appropriate academic resources

### **Other Course Information**

This course can be taken for either 1 (HLTH 271), 2 (HLTH 272) or 3 (HLTH 273) credit hours. This class requires physical activity and also includes an off campus job that will require from 15 to 45 hours of intern employment.

Once the student has been placed with an employer, he/she will formulate additional learning objectives with the assistance of the site supervisor that must be approved by the faculty coordinator. Learning objectives must describe the activities (tasks) that the student will learn and perform on the job.