



University of Delaware
College of Health Sciences
Department of Behavioral Health and Nutrition

Internship Manual
For
Health Behavior Science Majors

BHAN 464: Internship in Health Behavior Science
(9 Credits)

2016-17

Preface

The following manual is prepared to enable students in Health Behavior Science to achieve the maximum benefits from their internship experiences. The internship serves as a vehicle to facilitate the transition from classroom theory to the related practical application. This manual is intended to enable effective communication among interns, cooperating agency supervisors, and the University Internship Coordinators. Responsibilities of these roles are outlined in following sections. The policies and procedures contained herein are guidelines to assist with the placement, supervision, and evaluation of the students.

Note to Students: As a student in the Health Behavior Science degree program you have invested countless hours to arrive at this point. Strive to obtain the best internship experience possible; it culminates your academic performance. This manual is designed to support you to receive the most from your internship; ***please read it carefully.***

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Section I: Introduction

BHAN 464, *Internship in Health Behavior Science* is a full time experiential course, of nine (9) credits, lasting for a **minimum of 12 - 15 weeks**. This experience satisfies the University requirement for a “Discovery Learning Experience.” Students must plan on a **minimum of 360 hours** to meet University requirements and complete the internship experience. It is designed to offer students an opportunity to enter into a professional service position so as to learn through experience and apply theory gathered during their undergraduate studies.

Eligibility

Students applying for the internship must have a minimum Academic index of **2.0** in the major.

Students must have completed **all** courses in the Major Core (all curriculum requirements in BHAN, HLPR, KAAP and NTDT courses). Students must register for the internship within the semester/term they are completing the required minimum 360 credit hours.

Agency Search

It is the primary responsibility of the student to locate the most suitable type of agency or location. Of concern is an agency that provides the desired outcomes to be gained by the student. Students are encouraged to seek additional sites where they feel comfortable and/or in a similar site where they may seek employment after graduation

A listing of acceptable community wellness and fitness, health promotion, corporate wellness, public health and community health agencies, where the student is likely to gain a beneficial experience, currently exists. Students should make an appointment for review of potential agencies with their advisor or internship coordinator.

All internship placements must be approved by the student's internship coordinator prior to being registered for BHAN464. Application for the internship **must** be received at the end of the semester prior to beginning the internship (July 15th for Fall Internship, December 1st for Spring Internship and May 1st for Summer Internship,).

Section II: Description of the Internship Experience

The internship is that part of the pre-professional program in which the prospective student spends full time working in a cooperating agency with a supervising health professional. The period of the internship is a vital phase of the student's professional preparation. It is during this time that the student is able to make practical use of principles, methods, knowledge, and skills that have been developed during their academic career.

The internship student will be supervised and guided by a full-time professional at the selected agency site. The student intern will have opportunity to make observations regarding many different facets of the agency's operation. This may include general and specific programs sponsored by the agency, attending conferences and meetings, and assisting in a part-time leadership role. During the internship experience, an increasing responsibility for working with individuals and groups is assumed by the student through gradual involvement in the organization

Guidelines for Agency Placement

In approaching the selection of an agency for this field experience, seek a placement that will afford the greatest opportunity for professional growth. Expect more exposure, greater requirements, increasing responsibilities and additional work time than has been previously experienced in other practical experiences.

Students should search for some particular qualities in an internship site. It is suggested that the following points be considered:

1. The agency or organization should be a **year-round operation**. Some agencies operate a seasonal program, such as summer camps, but planning and preparation should be maintained on a year-round basis.
2. The agency should have a **comprehensive long-range program**. Facilities and equipment should be up-to-date, all helping students to achieve their goals and objectives.
3. **Seek agencies with established staffs**. Consider those agencies that have at least two full-time professionally prepared staff members. If the agency experiences staff turnover, it indicates there may be instability. Finally check whether the agency has previously had interns, or gain some assurance they will acknowledge the importance of the intern's educational experience.
4. Establish that the agency has a **commitment** to insuring a quality experience which will be educational for the intern.
5. Of less importance, seek an agency that may have some **potential for employment** at the conclusion of the internship.

Section III: Internship Experience Areas

Exposure for the student during their internship is best when a cooperative effort between agency supervisor and student is flexible. A tentative schedule of learning activities should be planned with consideration to specific responsibilities. This schedule should be fitting with agency objectives, with student objectives, and the internship coordinator.

A variety of experiences should be considered in order to acquaint the student with all agency divisions and/or specific roles depending upon the internship planned.

Consider some of the following experiences:

- A. Organization and Administration (policies, procedures, mission, goals of program, organizational chart)
- B. Facilities and Equipment (scheduling, purchases, contracts)
- C. Program (services, evaluation, staffing)
- D. Public Relations and Publicity
- E. Finance (budget, fees)
- F. Skill development, supplemental education.

Section IV: Responsibilities

A. The University Internship Coordinator will:

1. Determine and approve eligibility of students for the internship experience.
2. Approve cooperating internship agencies.
3. Officially request to place the student, if necessary, after application is completed.
4. Provide a copy of the Internship Manual to the student and guidelines to the agency.
5. Discuss student, agency, and University responsibilities.
 - a. Objectives
 - b. Tentative Schedule
 - c. Reporting by Student
 - d. Agency Reports
 - e. Progress Reports
 - f. Special Project
6. Prepare student by discussing expected experiences, reports, their conduct at the agency, and evaluation.
7. Make official contact with representative agency. If required, a University Field Experience Contract will be forwarded to agency by the coordinator.

8. Review a tentative schedule for the student with agency supervisor, and make
9. Observe the internship/student when necessary - if the student is experiencing significant difficulties that may hinder their completion of the internship experience the internship supervisor will observe when possible, or confer with the student and agency supervisor and make changes in the experience when necessary.
10. Evaluate the student's internship performance based on student reports and agency supervisor progress reports
11. Present to the student an evaluation of their strengths and weaknesses noted during the internship.

B. The Agency should:

1. Interview and select students in conjunction with the University guidelines.
2. Interpret the internship program to the agency staff and help the students gain acceptance as a member of the staff.
3. Orient, introduce, and identify the student as a staff member and thus place them in a position in which they may expect courtesy, consideration, and respect from their colleagues and the clientele of the agency.
4. In consultation with the University Coordinator, assign a qualified staff member to serve as the agency internship supervisor for each student.
5. Help each student develop a sound plan and schedule of study and experiences to meet their individual needs as well as contribute to the agency.
6. Assist in planning and implementation of a mutually beneficial special project.
7. Provide additional objectives for the student.
8. Complete mid-semester and final progress report.
9. Assist in periodic evaluation activities with University Personnel to improve the internship program.
10. Evaluate student progress regularly highlighting strengths and weaknesses.
11. Determine and convey to the student information about the provision of compensation which is at the discretion of the agency. In-kind services such as room, board, or transportation may be acceptable in lieu of salary.

12. Help the student receive the most beneficial learning experiences available through the selected agency.
13. Provide the intern with a quality experience that serves to challenge, develop, and enhance the students' skills and knowledge. Ask themselves, "If I were an intern at our agency would I benefit from this experience?"

Note: It is the hope and expectation of the University of Delaware that the potential contribution of our interns is a valuable asset to their respective internship organizations. The instructive nature of the internship whether voluntary or paid should not serve as grounds to diminish any respect or appreciation the students deserve, nor to exploit their time or efforts.

C. The Student will (includes timeline):

1. **Develop a resume** and forward to likely agencies; consent to an interview with the agency.
2. **Interview!** Be prepared by doing homework on agency.
3. Consult with the University Internship Coordinator, **secure placement** in an approved internship agency. **Make formal application** for the Internships in Health Behavior Science (see Appendix for form A) so that the Internship Coordinator can enroll the student in BHAN 464. Students cannot register for BHAN 464 on their own. Deadlines for submitting Form A are as follows:
 - Internships for Fall Semester - Form A due by preceding July 15th
 - Internships for Spring Semester - Form A due by preceding December 1st
 - Internships for Summer Session - Form A due by preceding May 1st
4. Carry-out responsibilities in a **professional manner**: be well-groomed and appropriately dressed, participate in training sessions, and closely follow a work schedule similar to other full-time employees.
5. Allow agency supervisor to **review weekly reports** prior to submitting to the University.
6. **Consult with agency supervisor** when problems or questions arise.
7. Complete and **mail initial report (email or postal)** as soon as possible upon arrival.
8. Meet **with agency supervisor** to develop tentative work schedule for the internship experience.
9. **Keep University Internship Coordinator informed** of major experiences and present written report of experiences as per the schedule of reports.

10. Develop and **complete a special project** in accordance with parameters agreed upon in "Special Project Report" (page 7).
11. **Prepare a Resource Notebook** includes: copy of a final report (will be retained by University for agency file), notes from discussions with agency supervisor, seminars, meetings, agendas, policy statements, forms, brochures, work sheets, records (including weekly logs), reports (including special project report), outlines, and other pertinent information.

Section V: Policies of the Internship Experience

The internship is intended to be experiential and academic. The student will meet the same expectations as those of other professionals in the agency. Plan to work the same number of hours as other professionals, probably not less than 35 hours per week. The preparation of reports required by the internship are not included as a part of the work week; however special project and agency description development and evaluation conferences may be included within the regular work week.

Other Courses/Employment

Each student intern is expected to perform the duties and responsibilities of the internship without expectation for monetary compensation. Although not a requirement, a student may receive monetary compensation for their internship time at the discretion of the internship agency. Because of the nature of the field experience students may enroll in one additional non-major course.

Length

The length of the internship is to be designed for a minimum of twelve weeks. This provides longitudinal involvement with the agency. The University minimum requirements for nine credits are 360 internship hours. Interns will agree to fulfill those hours normally assigned to any other professionals with the agency. An intern may apply up to a maximum of 40 hours per week toward their internship hours.

Absences

Absences due to illness, personal days (including spring break), or outside appointments are to be made up by working days off or by extending the length of the internship. Plan on following the agency's policy in regard to absences. Any time off must be discussed with the agency supervisor.

Lateness

Interns will conduct themselves in a professional manner. Appropriate professional conduct requires being punctual for work assignments and appointments - tardiness is not acceptable and will not be tolerated.

Travel

Weekly reports require each intern to account for time spent in different areas. The travel category reflects that travel time necessary to get from facility to facility, to meetings and conferences, and meeting other appointments. **Travel time from residence to work is not to be included in total number of hours of the internship.**

Special Project

The Special Project is an opportunity to work on an independent assignment that is of value both to the intern and the agency where they are interning. The Special Project can be in the form of a variety of options depending on the location and nature of the internship site and the student's desired skill development.

When deciding on a Special Project there are four basic criteria that must be satisfied:

1. It is something done independently, or for which the student has responsibility.
2. It is something that will build the student's resume, is of personal benefit to them, and places them in a better position to find employment (e.g. the project provides proof of ability or gaining specific skills—it is something that can be highlighted in a job interview)
3. It is of benefit to the internship site.
4. It displays college level skills as learned in the Health Behavior Science program.

Examples of special projects are wide—again depending on internship site and circumstances. Some examples: development of a program, evaluation of a program, creation of program materials, report writing, specialized client interventions with outcome measures.

Special project report will be turned in as part of the student's final notebook.

IMPORTANT: Before beginning the Special Project students **MUST** have approval from the faculty internship advisor.

Midterm Evaluation and Final Evaluation

Once students reach the 160 hour mark of the internship, and again at the completion of the internship, the internship supervisor is required to complete a midterm evaluation (Form F) on the student's performance as an intern, and turn in to the faculty internship advisor.

Section VI: Assignments - Instructions to students from Internship Coordinator, Dr. Peterson (pmpeter@udel.edu)

A. Final Notebook

At the completion of your 360 hours you will need to turn in a FINAL NOTEBOOK, providing a summary of your internship experience, as well as hard copies of your INTERNSHIP ASSIGNMENTS.

The **FINAL NOTEBOOK must include** the following:

- 1) Description of your Internship Site (1-2 pages)
- 2) Description of your Internship Responsibilities (1-2 pages)
- 3) Reflection of your internship experience: what you learned, gained, would do differently, will do differently, how much you enjoyed/liked/disliked your internship, and what about it you enjoyed/liked/disliked
- 4) Special Project Report (see description in Assignment tab)
- 5) Site Visitation Reports (3) (see description in Assignment tab)
- 6) **HARD COPY** of all your WEEKLY LOGS. (Yes, I know you submitted them each week, but I need a hard copy to keep on file)
- 7) Materials/examples etc. that provide information about your site/internship experience
- 8) Copies of your Site Supervisors: MIDTERM AND FINAL EVALUATIONS. (Form F in Internship Manual)

You will need to turn in a HARD COPY of your FINAL NOTEBOOK to my office.

If there is a problem turning in the notebook please call/email me to arrange an alternative method.

What happens if you can't turn in your final notebook by the end of the semester?

If you can't turn it in by the time grades are due for the semester, you will receive an Incomplete (I) for the course. Once you turn in your final notebook, and demonstrate you have met all of the Internship Requirements I will change your grade.

NOTE: If you do not turn in your Final Notebook in a timely manner, your incomplete will be automatically changed by the Registrar's computer to an "F". Do not worry about this, as long as you are making adequate progress in your internship, I can always change your "F" to a "P" once you complete the internship.

B. Special Project

The **SPECIAL PROJECT** provides an opportunity for you to apply your skills and education you gained through the Health Behavior Science program. Because of the wide variety of internship sites and intern responsibilities I do not have specific requirements. Rather I do have the following **GUIDELINES** to help you develop a special project with the approval of your internship site supervisor. These are as follows:

- 1) The Special Project is something you do **BY YOURSELF**. It is to be an independently completed project.
- 2) It is something of value to your internship site. For example, an unresolved problem they need someone to work on, or a project that helps the agency/organization fulfill its job/mission.
- 3) It is something of value to **YOU**. The project should utilize your skills and challenge you. It should be something you would be proud to include in your resume, or discuss with a potential employer in an interview.
- 4) It is something that can be done within the 360 hours required for your internship. You should **NOT** have to work beyond 360 hours to complete a special project unless you agree to do so (or you fail to do the special project within your 360 hours so you must work extra hours to complete the project).

OBTAINING APPROVAL

If you can satisfy these requirements then your Special Project is ready to submit for my approval.

You **MUST** receive my approval before you begin your special project. Often I modify what you want to make it better satisfy the requirements/guidelines provided above.

Unacceptable special projects tend to be ones that are not sufficiently rigorous or challenging or are too unrealistic to be completed within the internship hours.

I am available to discuss your special project to help you. The best way to do this is to send me an **EMAIL** describing your internship: what you will do, purpose, goals, objectives, methods, etc. I will then review, provide recommendations, changes, or approve as submitted.

Once approved by me, **AND** your site supervisor you can begin your special project.

SPECIAL PROJECT REPORT

As part of your final notebook/report, you will include a section that describes your special project (What you did, purpose, goals, objectives, methods, findings, results,

examples of your work, etc.). Ultimately your report should make it clear to me what you did, how well it worked, etc.

Length of the special project report depends on what you do.

C. Site Visitations (3 Required)

SITE VISITATIONS are an opportunity for you to visit/explore/learn more about another organization, department, vocation, or agency in which you would like to work, or learn more about. It is an opportunity to conduct an informational interview with a person or organization that you would consider working for.

You must complete **THREE (3)** of these over the course of your internship. Use **Form D** in the appendix of the INTERNSHIP MANUAL for the format of the Site Visitation report.

You can turn in all 3 site visitation reports with your final notebook at the completion of your internship. I do not need to have them as you do them, but you **DO NEED** to complete and turn in all three to satisfy this requirement and **PASS** the internship.

SITE VISITATIONS cannot be done at the same organization in which you are interning. My only exception to this rule is if your organization has multiple departments in which there is a demonstrable difference in the department you are currently interning. For example, Christiana Care has multiple departments that vary in medical discipline, outreach, mission and purpose, so a student could do a site visitation at a different department.

How to set up a site visitation

Typically students will contact the agency/organization of interest to them. This may require some research on your own, or you may use the list of internship sites located in the RESOURCES tab as a reference.

When you contact the agency, **STATE** that:

- 1) You are a student at the University of Delaware that is currently enrolled in an internship program. As part of the requirement, you are to visit other sites of interest to you.
- 2) Let them know that you are very interested in learning more about what they do, or more about the organization as part of your career development goals and would greatly appreciate any time they could provide to meet with you.
- 3) Typically a site visitation may last 30-60 min.

4) Come prepared to ask good questions (utilize your interview and focus group skills you have learned in the HBS program), dress professionally, and be professional. You want to make a good first impression because you may want to work for them some day.

5) Ultimately a site visitation provides an opportunity for you to gain an interview with a potential employer without having to go through a job application process to meet with them, so use it to your advantage.

Be sure to bring an updated **resume** with you in case you really like the site, and want to work there. If that is the case, at the end of the informational interview simply state "I know you may not be hiring now, but I could really see my skills and interests being a great match for your organization. So I don't mean to be forward, but here is a copy of my resume just in case anything appropriate becomes available."

6) Thank them for their time and graciousness in meeting with you.

Complete the site visitation report as soon as possible.

D. Weekly Logs

Weekly logs are required at the end of each week in which you work in your internship. Whether it be 1 hour or 40 hours (maximum allowed) you **must** complete and submit your weekly log **no later** than the MONDAY of the following week you are reporting on.

Specifically, if your week runs from Sunday February 2 to Saturday, February 8, you have until 5pm on Monday February 10th to submit your hours.

Use **Form C** located in the Appendix of the INTERNSHIP MANUAL as the format for your weekly log.

You can **submit your weekly log in the following ways:**

1) An Email message in which the body of the message contains the information required as indicated in Form C (most preferable way). For your supervisor's signature, just COPY them on the email message you send to me (or my TA).

2) An Email message with an attached Form C, with your supervisor COPIED on the message.

3) An Email message with a scanned copy of your signed FORM C.

4) A hard copy of your signed FORM C turned into me at UD (least preferable)

Do not submit your weekly logs via SAKAI.

Recording hours on form C:

You must indicate how many hours you worked that WEEK, and you must indicate the total number of hours you have worked so far--including that week.

For example:

Week 1 Hours worked: 15 Total Hours worked: 15

Week 2 Hours worked: 22 Total Hours worked: 37

Week 3 Hours worked: 23 Total Hours worked: 60

Etc....

If you have concerns:

Please indicate them on Form C. If you do not want your supervisor to know of your concerns (e.g. it is about them), please contact me directly via email or phone to discuss.

If you have any questions or concerns please feel free to contact me at: pmpeter@udel.edu

E. Supervisor Evaluations

Your Internship **SITE SUPERVISOR should complete TWO (2) assessments** of your performance as follows:

1) Once you complete **160 hours** you should ask your supervisor to complete FORM F (in the Internship Manual Appendix) and have them send that to me electronically (or via mail if they prefer).

2) **At the end** of your internship you should ask your supervisor to complete a final evaluation of your performance as an intern (Form F again). They can send that to me electronically (or via mail), or you can include it in your Final Notebook/Report.

Typically you should try to meet with your supervisor to get their feedback on your performance using the Form F appraisal as a framework for your discussions.

The value of these assessments is to help you identify what you are doing well, and what you can do to improve. We all have to do these, and it can be a very beneficial experience to help you gain skills, and make yourself more competitive in the job market.

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Form A: Internship Agency Designation Form

This form will be typed and submitted to the internship coordinator upon receiving official notification from the desired internship agency. Changes in the student's Internship agency or semester enrollment must be made in consultation with the Internship Coordinator and Agency Supervisor.

Name:

University ID#:

E-Mail:

Current Address:

Current Phone:

Permanent Address:

Permanent Phone:

Internship Agency:

Agency Address:

Agency Supervisor:

Agency Phone:

Tentative Start Date:

I have notified other agencies of my decision: Yes
(must be done before submitting form)

This is to certify that I have completed an interview with appropriate personnel from the above agency and they have accepted me (verbally or in writing) for placement during the semester specified above.

Signature of Student: _____ Date: _____

Signature of Agency Supervisor: _____ Date: _____

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Form B: Internship Initial Report

Instructions: To be completed by the student and returned to the University Advisor as soon as possible upon reporting to the host agency:

Date _____

Student's Name _____

Living Address _____

Phone (incl. area code) _____ **E-Mail:** _____

Agency Assigned _____

Agency Address _____

Agency Tele (incl. area code) _____

Agency Director's Name _____

Agency Supervisor's Name _____

Brief description of Initial Orientation by agency:

Tentative Schedule of Internship Experience:

Specific Duties Assigned:

Student's signature

Agency supervisor's signature

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Form C: Weekly Internship Report

Instructions: Complete each week, review and discuss progress with Agency Supervisor and return to the University Supervisor.

Student _____

Report No. _____ **For the Week of** _____

Total hours for the week: _____ **Total Hours of the Internship:** _____

Description of responsibilities, tasks, learning experiences:

Concerns:

Student's Signature _____ Date _____

Agency Supervisor's Signature _____

Date _____

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Form D: Internship Visitation Report

Instructions: complete after visitation and return to University Advisor (Rec: one every fourth week)

Student _____ **Report No.** _____

Agency/Site Visited _____

Classification of Agency _____

Agency Address:

Contact Person:

Description of Agency:

Interesting Qualities:

Perceived Problems or Situations:

Personal Impression of the Agency

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Form E: Outline for Final Report

Instructions: submit Final Report describing the evaluation the field experience. The University Advisor will review the report. A copy of the report will be entered in the agency file. Include the following:

Title Page: Name of student, Name of Agency, Agency Supervisors name, Date of Internship

Table of Contents:

Description of the Agency: objectives, administrative organization, facilities, personnel, policies, procedures, etc. Not all information will be available due to privacy issues but please report as thoroughly as possible based on the information available to you.

Description of the Agency Population Served: include any of the following factors if pertinent: social, economic, political, religious, ethnic, behaviors, etc.

Description of Significant Experience: a complete and thorough description of the most significant experiences of the internship.

Student Self-Evaluation: goals & objectives, accomplishments, strengths, shortcomings, future career interests, etc.

The Final Report will be included in your final resource notebook. To complete the Internship you **MUST** turn in **all** of the following as part of that notebook:

1. Final Report
2. Special Project Report
3. Copy of all weekly logs
4. Agency information, materials, brochures, etc. (This is a portfolio of what you did over the course of the internship)
5. Three (3) site visitation reports

In addition you **must** have completed:

1. A minimum of 360 hours.
2. Received at least one evaluation from your agency supervisor (midterm and/or final—Form F), preferably both.

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Form F: Internship Progress Form

Instructions: To be completed by agency supervisor at internship mid-point and at completion of internship experience

Student Name _____ Date _____

Agency Supervisor _____ Report No. _____

Position _____

Complete if Applicable	Poor	Below Average	Average	Above Average	Superior
Work Ethic	<input type="checkbox"/>				
Professionalism	<input type="checkbox"/>				
Appearance	<input type="checkbox"/>				
Can Accept Criticism	<input type="checkbox"/>				
Cooperativeness	<input type="checkbox"/>				
Dependability	<input type="checkbox"/>				
Emotional Stability	<input type="checkbox"/>				
Growth in Knowledge	<input type="checkbox"/>				
Growth in Skills	<input type="checkbox"/>				
Initiative	<input type="checkbox"/>				
Interest in Field	<input type="checkbox"/>				
Leadership	<input type="checkbox"/>				
Poise	<input type="checkbox"/>				
Potential for Development	<input type="checkbox"/>				
Reliability	<input type="checkbox"/>				
Ability to get along with others	<input type="checkbox"/>				
Teaching Skills	<input type="checkbox"/>				
Communication Skills-- Written	<input type="checkbox"/>				
Communication Skills-- Oral	<input type="checkbox"/>				

Other Skills: (please list)

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Form F: Internship Progress Form Page 2

Additional Comments: (please complete)

Name of Person Completing Form: _____

Agency: _____

(It is recommended that agency supervisors submit under separate cover any recommendations for improvement of internship and forward to student's faculty internship advisor)