

Syllabus: HPW 445-01 The Health Promotion Professional

Fall 2022, 1 credit, 90% online

Instructor:

[Corey Huck, Ph.D.](#),

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Office location- CPS 242

Office hours- Use links posted on our class Canvas home page to try urgently connecting with me via [Zoom](#) or Microsoft Teams. To schedule a virtual or in-person meeting with a 24-hour advance notice, use my "[Booking Link](#)" which lists my availability and allows you to reserve a date & time.

Course Overview

HPW 445 is designed to help you secure your internship placement, develop as a professional, and successfully transition into your career. The course offers insights and hints about life after college and the job search. Through class activities, discussions, and assignments, you will learn how to position yourself for a productive internship experience, and later, for the job of your choice.

Course Schedule:

Meets from 11-11:50 am in CPS 210 on the following Mondays: 9/7/22, 9/14/22, 12/7/22

Course Objectives

Students in HPW 445 will:

1. Develop a career plan and seek strategies to attain personal and professional goals.
2. Develop job search skills including resume/cover letter writing, and interviewing.
3. Network, connect, and leverage technology.
4. Secure an appropriate internship placement site with goals/objectives outlined.
5. Complete all pre-internship requirements.

Course Facilitation

Course will be facilitated in-person for the three class sessions listed above OR synchronistically via Zoom (if COVID requires alterations). All remaining asynchronistic course engagements will be facilitated/executed through UWSP's online course management software system- Canvas.

Internships/field work are Required to Graduate in your major!

HPW majors- Failure to complete internship placement requirements, including a signed internship plan by the final deadline will result in a grade of an "F" and HPW 445 will have to be repeated. If you are close to securing your internship placement AND have completed all other class expectations, you will receive an "Incomplete" until your placement is secured. At that time, I will execute a grade change. Remember, securing placement is ultimately your responsibility!

Other Important Considerations

Many “*clinical*” placement sites (those with health care organizations) require you to get a background check, drug test, health immunizations, and/or liability insurance. Here is more information about those requirements.

Professional Liability Insurance: Though a company might want you to purchase which sounds like a lot (\$1,000,000 policy), it is relatively inexpensive to purchase. Though there are several companies that offer insurance, and we do not promote one over another, here is a company many of our students have used in the past:

Mercer Consumer, a service of Mercer Health & Benefits Administration LLC: You can call Customer Service at 1-800-503-9230 (explain situation and they will fax appropriate application to you) or email them at info@proliability.com. This is an Health Professional Liability Insurance Program for students providing 1-3 million coverage. This is the main website for the Professional Liability Insurance is: <https://www.proliability.com/>. You will be a student under the healthcare professions tab.

Security & Drug clearance: Students may complete a background check through Dr. Huck, he will have that information. You will need to know if you are asked to get a regular background check, or a caregiver check.

Some sites also require **drug testing** and they should give you information about where and when this is required.

Checklist for HPW 445

Task/Assignment	Pts	Due date	Link for info	Submission
Attendance Attend all 3 in-person class sessions in CPS 210, 9/7, 9/14, 12/7	30		See Canvas	Canvas
Visit ACAC (Resources, Internships, Career Planning) <ul style="list-style-type: none"> Read UWSP’s career planning guide Join and log-in to Handshake 	5	9/9	https://www3.uwsp.edu/acac/pages/career-planning-guide.aspx https://www3.uwsp.edu/acac/pages/job-internship-search.aspx	Submit screenshot of joining to CANVAS
Apply for Graduation (if Summer or Fall Graduation) Instructions: Office of the Registrar AccessPoint: Graduation Tile	5	9/16	https://www.uwsp.edu/regrec/Pages/graduation.aspx https://accesspoint.uwsp.edu/	Submit screenshot of application to CANVAS
Email preparation and documentation (spell-check, smart phone, and document NON-UWSP)	5	9/16		Submit signature line to CANVAS
Join & Follow Facebook and Linked In pages (stay connected and leverage job postings & networks) Facebook- follow the UWSP School of Health Sciences and Wellness LinkedIn- all start a profile or submit evidence of your profile. - also join UWSP Health Promotion and Wellness Alumni	5 5	9/16	https://www.facebook.com/uwsphealth https://www.linkedin.com/groups/4824034/	Submit screenshot of following both to CANVAS
Identify 3 potential sites/descriptions (use online search tools on CANVAS & ACAC to find placements)	5	9/30	https://www.uwsp.edu/ACAC/Pages/job-internship-search.aspx	Submit word doc to CANVAS
Resume and Cover Letter (Introduction Email) <ul style="list-style-type: none"> Use Handshake to write <u>resume & cover letter</u> Email staff TBD from the Academic and Career Advising Center to review and provide comments Submit the original with comments AND your improved resume & letter.	20	10/7	https://uwsp.joinhandshake.com/login https://www.uwsp.edu/career/Pages/	Submit to respective CANVAS assignments (resume AND cover letter)

DPR Progress Report Review Contact your advisor and request DPR review Ask advisor to send you approval email and submit any required substitutions/waivers	5	10/14	accessSPoint (DPR) log-in: https://accesspoint.uwsp.edu/	Submit screenshot of email from advisor
Linked-In Learning <ul style="list-style-type: none"> Log into free access via UWSP CITL's resource page. Participate in 1 required course (title listed on canvas) and select 2 other courses which align with your professional development needs and submit a 1-page summary of what you learned and plan to apply (10 points each). 	30	10/21	https://www.uwsp.edu/infotech/Pages/SoftwareSupport/Lynda-Information.aspx	Submit word docs to CANVAS
Interview Prep Assignment Review UWSP's ACAC resources on interviewing and <u>watch all of their interviewing videos</u> , then write yourself a checklist of reminders to help you, personally, prepare of optimal execution	20	10/28	https://www.uwsp.edu/acac/pages/interviewing.aspx	Submit evidence to Canvas
CPR/First Aid <ul style="list-style-type: none"> Must have a valid certification through end of internship, this is the HPW 450 pre-requisite! 	10	12/2	https://www.redcross.org/	Submit evidence to CANVAS
Attend Professional Development (PRO Events) <ul style="list-style-type: none"> Attend 1st event by 10/21 Attend 2nd event by 12/9 Questions-email proevents@uwsp.edu 	10 10	10/21 12/9	www.proevents.uwsp.edu Facebook: UWSP School of Business & Economics Twitter: @UWSPBusiness	sign in w/ your Point Card to receive credit
Internship Documents <ul style="list-style-type: none"> Draft Intern Plan with objectives <ul style="list-style-type: none"> MUST be reviewed by Dr. Huck PRIOR to final internship plan is signed Final Intern Plan – MUST be signed by site and student before turning in for final signatures to 445 instructor (will receive "I" until finished) 	10 25	12/2 12/14	Draft plan with prospective internship site supervisor Electronically delivered with e-signatures or print & sign	submit both to respective "Assignment" sections on CANVAS

Total Points= 200 (A>179, B>159, C>139, D>119)