

## Syllabus: HPW 445-01 The Health Promotion Professional, Fall 2020

1 credit, 90% online, instructor- Dr. Corey Huck

### Course Overview

HPW 445 is designed to prepare YOU to enter your internship/field work along with successful 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/field work experience, and later, for the job of your choice.

### 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/field work placement site with goals/objectives outlined.**
5. **Complete all pre-internship requirements.**

### 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!

FCS majors- failure to complete internship/field work requirements, including a signed placement form by your site supervisor by the end of the class will result in a grade of an "F" and HPW 445 will have to be repeated. If you are close to securing your internship/field work 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 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](mailto: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 and Grading Scheme for HPW 445

Task/Assignment	Pts	Due date	Link for info	Submission
<b>Attendance</b> <ul style="list-style-type: none"> <li>Join first 2 zoom class sessions OR</li> <li>Watch recording &amp; submit summary</li> </ul>	20	9/4 9/11	Calendar event invites for zoom links	canvas
<b>Visit ACAC (Resources, Internships, Career Planning)</b> <ul style="list-style-type: none"> <li>Read UWSP's career planning guide</li> <li>Join and log-in to Handshake</li> </ul>	5	9/10	<a href="https://www.uwsp.edu/ACAC/Pages/default.aspx">https://www.uwsp.edu/ACAC/Pages/default.aspx</a> <a href="https://www.uwsp.edu/career/Documents/handouts-pdf/careerPlanningGuide.pdf">https://www.uwsp.edu/career/Documents/handouts-pdf/careerPlanningGuide.pdf</a>	Submit screenshot of joining to CANVAS
<b>Apply for Graduation (if Spring Graduation)</b> Instructions: Office of the Registrar AccesSPoint: Graduation Tile	10	9/10	<a href="https://www.uwsp.edu/regrec/Pages/graduation.aspx">https://www.uwsp.edu/regrec/Pages/graduation.aspx</a> <a href="https://accesspoint.uwsp.edu/">https://accesspoint.uwsp.edu/</a>	Submit screenshot of application to CANVAS
<b>Email preparation and documentation</b> (spell-check, smart phone, and document NON-UWSP)	5	9/10		Submit signature line to CANVAS
<b>Join &amp; Follow Facebook and Linked In pages</b> (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. <b>HPW majors only</b> - also join UWSP Health Promotion and Wellness Alumni	5 5	9/17	<a href="https://www.facebook.com/uwsphealth">https://www.facebook.com/uwsphealth</a> <a href="https://www.linkedin.com/groups/4824034/">https://www.linkedin.com/groups/4824034/</a>	Submit screenshot of following both to CANVAS
<b>Identify 3 potential sites/descriptions</b> (use online search tools on CANVAS & ACAC to find placements)	5	9/24	<a href="https://www.uwsp.edu/ACAC/Pages/job-internship-search.aspx">https://www.uwsp.edu/ACAC/Pages/job-internship-search.aspx</a>	Submit word doc to CANVAS
<b>Resume and Cover Letter (Introduction Email)</b> <ul style="list-style-type: none"> <li>Use Handshake to write <b>resume &amp; cover letter</b></li> <li>Email Shelley Auer from the Academic and Career Advising Center to review and provide comments</li> </ul> Submit the original with comments AND your improved resume & letter. ( <a href="mailto:sauer@uwsp.edu">sauer@uwsp.edu</a> )	20	10/1	<a href="https://uwsp.joinhandshake.com/login">https://uwsp.joinhandshake.com/login</a> <a href="https://www.uwsp.edu/career/Pages/">https://www.uwsp.edu/career/Pages/</a>	Submit to respective CANVAS assignments (resume <b>AND</b> cover letter)
<b>DPR Progress Report Review (HPW majors only)</b> Contact your advisor and request DPR review Ask advisor to send you approval email and submit any required substitutions/waivers	5	10/8	accesSPoint (DPR) log-in: <a href="https://accesspoint.uwsp.edu/">https://accesspoint.uwsp.edu/</a>	Submit screenshot of email from advisor
<b>Linked-In Learning</b> <ul style="list-style-type: none"> <li>Log into free access via UWSP CITL's resource page.</li> <li>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).</li> </ul>	30	11/5	<a href="https://www.uwsp.edu/infotech/Pages/SoftwareSupport/Lynda-Information.aspx">https://www.uwsp.edu/infotech/Pages/SoftwareSupport/Lynda-Information.aspx</a>	Submit word docs to CANVAS
<b>Interview Prep Assignment</b> 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	11/12	<a href="https://www.uwsp.edu/acac/pages/interviewing.aspx">https://www.uwsp.edu/acac/pages/interviewing.aspx</a>	Submit evidence to Canvas

<b>CPR/First Aid (HPW majors only)</b> <ul style="list-style-type: none"> <li>Must have a valid certification through end of internship, this is the <b>HPW 450 pre-requisite!</b></li> </ul>	10	12/3	<a href="https://www.redcross.org/">https://www.redcross.org/</a>	Submit electronic evidence to CANVAS
<b>Attend Professional Development (PRO Events)</b> <ul style="list-style-type: none"> <li>Attend 1<sup>st</sup> event by 10/23</li> <li>Attend 2<sup>nd</sup> event by 12/11</li> <li>Questions-email <a href="mailto:proevents@uwsp.edu">proevents@uwsp.edu</a></li> </ul>	10 10	10/23 12/11	<a href="http://www.proevents.uwsp.edu">www.proevents.uwsp.edu</a> Facebook: <a href="#">UWSP School of Business &amp; Economics</a> Twitter: <a href="#">@UWSPBusiness</a>	sign in with your Point Card and receive your Events credit
<b>Internship Documents (HPW majors)</b> <ul style="list-style-type: none"> <li>Draft Intern Plan with objectives               <ul style="list-style-type: none"> <li>MUST be reviewed by Dr. Huck PRIOR to final internship plan is signed</li> </ul> </li> <li>Final Intern Plan – MUST be signed by site and student before turning in for final signatures to 445 instructor (will receive “I” until finished)</li> </ul>	10 30	12/3 12/10	Draft plan with prospective internship site supervisor  Electronically delivered with esignatures or printed copies provided PRIOR to approval to enroll in HPW 450.	submit both to respective “Assignment” sections on CANVAS
<b>Placement Forms (FCS Majors)</b> <ul style="list-style-type: none"> <li>Work with faculty adviser to secure placement. Securing placement (signed form) is strongly recommended by is not required for this class.</li> </ul>	N/A	N/A	FCS total points will be adjusted	

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