

# Syllabus: HSW 499-2 Selected Topics in Health and Wellness

Health Promotion Internship Prep  
(Substitute for HPW 445 grad requirement)  
Fall 2023, 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.

## Course Overview

HSW 499-2 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 MCCH 033 on the following Mondays: 9/11/23, 9/18/23, 12/11/23

## Course Objectives

Students in HSW 499-2 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 special accommodations are needed based on COVID or otherwise). All remaining asynchronous 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 HSW 499-2 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

In preparation for your upcoming internship (HSW 480) next semester, you are required to complete a background check and provide proof of Student Professional Liability Insurance and CPR Certification.

Management of this process takes place through an external vendor, [ViewPoint Screening](#), a secure, web-based software service that allows students to submit, have reviewed, and store internship and clinical requirements. Attached you will find instructions to start your order, navigate your portal, and seek assistance directly from ViewPoint Screening.

After creating your account and purchasing the **Health Science and Wellness** package, ViewPoint will carefully outline your requirements in your personal portal. It is extremely important to begin this process as soon as possible.

One requirement that you may be unfamiliar with is **Student Professional Liability Insurance**. As a student, you must obtain and submit proof of a student professional liability coverage for \$1,000,000 each claim with a \$3,000,000 annual aggregate for all covered claims during **the entire duration of your placement**. There are many companies from which you can purchase your student professional liability coverage. Typical costs are \$35-45 per year of coverage while you're a student. Some possible vendors include:

1. *Healthcare Providers Service Organization (HPSO)*, <http://www.hpso.com/selection>. Begin by selecting "Students" and follow the prompts. After a quote is received, be sure to complete your order.
2. *Proliability*, <https://www.proliability.com/professional-liability-insurance/other-healthcare-professionals.html>. Begin by selecting the profession that best suits your placement. For the question "Which of the following best describes your practice type?" indicate that you are "A Student".

Coverage needs to begin prior to the start of your internship placement and coverage needs to be maintained until completion of your placement.

**NOTE: These requirements must be completed in ViewPoint Screening before you begin your placement. No exceptions will be made.**

If the organization you are placed with requires additional assurances, information will be provided.

## Checklist for HSW 499-2

Task/Assignment	Pts	Due date	Link for info	Submission
<b>Attendance</b> Attend 3 in-person class sessions in MCCH 033, 9/11,9/18, 12/11	30	2 days after class	See Canvas and submit notes	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	9/11	<a href="https://www3.uwsp.edu/acac/pages/career-planning-guide.aspx">https://www3.uwsp.edu/acac/pages/career-planning-guide.aspx</a> <a href="https://www3.uwsp.edu/acac/pages/job-internship-search.aspx">https://www3.uwsp.edu/acac/pages/job-internship-search.aspx</a>	Submit screenshot of joining to CANVAS
<b>Create ViewPoint account &amp; purchase HSW package</b>	5	9/11	<a href="#">ViewPoint Screening</a>	Submit evidence of account
<b>Apply for Graduation (if Summer or Fall Graduation)</b> Instructions: Office of the Registrar AccessPoint: Graduation Tile	5	9/18	<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	9/18		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	5	9/18	<a href="https://www.facebook.com/uwsphealth">https://www.facebook.com/uwsphealth</a>	Submit screenshot of

LinkedIn- all start a profile or submit evidence of your profile. - also join UWSP Health Promotion and Wellness Alumni	5		<a href="https://www.linkedin.com/groups/4824034/">https://www.linkedin.com/groups/4824034/</a>	following both to CANVAS
<b>Identify 3 potential sites/descriptions</b> (use online search tools on CANVAS & ACAC to find placements)	5	9/25	<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 <u>resume &amp; cover letter</u></li> <li>Email staff TBD from the Academic and Career Advising Center to review and provide comments</li> </ul> Submit the original with comments AND your improved resume & letter.	20	10/2	<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</b> Contact your advisor and request DPR review Ask advisor to send you approval email and submit any required substitutions/waivers	5	10/9	accessSPoint (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 1 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>	20	10/16	<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	10/23	<a href="https://www.uwsp.edu/acac/pages/interviewing.aspx">https://www.uwsp.edu/acac/pages/interviewing.aspx</a>	Submit evidence to Canvas
<b>ViewPoint Assurances are Completed</b> <ul style="list-style-type: none"> <li>Criminal background check</li> <li>Liability insurance</li> <li>CPR certification</li> </ul>	20	12/8	<a href="#">ViewPoint Screening</a>	Submit to ViewPoint
<b>Attend Professional Development (PRO Events)</b> <ul style="list-style-type: none"> <li>Attend 1<sup>st</sup> event by 10/27</li> <li>Attend 2<sup>nd</sup> event by 12/12</li> <li>Questions-email <a href="mailto:proevents@uwsp.edu">proevents@uwsp.edu</a></li> </ul>	10 10	10/27 12/12	<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 w/ your Point Card to receive credit
<b>Internship Documents</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 20	11/17 12/12	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)**