

TO: Health Promotion Students, Intern Supervisor(s) and Advisors
FROM: Dr. Denson, Health Promotion Area Coordinator
DATE: January 27, 2000 (revised Fall 2008)
RE: **Degree Program, Student Responsibilities, and Advising**

Below are some issues that need consideration when advising Health Promotion Majors:

1. **General Information:** Students interested in the wellness industry (exercise and fitness, health education, nutrition and weight management, disease prevention, etc.) and related professions are encouraged to major in *health promotion*. (Students interested in the clinical fields of cardiac rehabilitation, physical therapy, or occupational therapy are encouraged to major in *exercise science*.) Prospective majors should be provided copies of the: 1) degree plan, 2) approved electives, and 3) HHP course rotations by semester. Students are responsible for tracking their degree plan along with the advisor. Any courses taken outside of degree plan or approved electives list will not be counted toward graduation.
2. **Area Coordinator Responsibilities:** The role of the area coordinator for health promotion is to serve as "gate keeper". When students accumulate 90 semester hours with senior status, their folders are sent to the area coordinator. The area coordinator reviews the folders, determines internship candidacy status (see below), and advises the student from that point to graduation.
3. **Transfers/Change of Major/Curriculum Changes:** Students from other institutions and programs will be given due consideration for course substitution. The department head evaluates their transcripts and may consult with the area coordinator regarding course credit transfers. Only health and related courses will be considered for transfer into the health promotion concentration. Students with 90+ semester hours are referred to the area coordinator.
4. **Prerequisites:** Students should be aware of prerequisites for all H&HP and other courses and plan accordingly. A list of all HHP courses offered each semester is available upon demand.
5. **HHP 341 Introduction to Health Promotion:** HHP 341 (Fall semester only) is the pre-internship course that prepares students for a profession in health promotion. Students are reminded that this course is prerequisite to the internship. Students must have completed HHP 122 and HHP124 and be of junior standing (completed 60 hrs.) to enroll in HHP 341. Students majoring in other degree programs *will not be allowed in HHP 341* without permission of department head.
6. **Approved Electives:** Students are required to select electives from the list of approved electives. Any other course to be taken for elective credit must be approved by the advisor prior to registering for the course. The approved electives list may be used for coursed substitutions as necessary. A complete list of approved electives is available on demand.
7. **Course Substitutions:** Students are required to follow degree plans. Course substitutions are considered only in cases of scheduling conflicts and/or inadequate course offerings. All course substitutions are to be made from the *list of approved electives*. The advisor and student should agree on an appropriate substitution that, when possible, includes a similar course from the same department at the same or higher level. *Example:* To substitute for SOCL 352, consider SOCL 311 or SOCL 431. The *Course Substitution Form* should be filled out and signed by the student and advisor and sent to the department head for final authorization. Students should get authorization *before* registering for the course.
8. **Internship Candidacy** - Admission to *internship candidacy* is required before enrolling in HHP 458 Internship in Health Promotion. In order to be eligible for internship candidacy, the student must

- complete a minimum of 90 semester hours of coursework.
- earn a C or better in all H&HP courses.
- earn a C or better in English 101, 102 and English composition.
- have an overall grade point average of 2.5 or better.
- successfully complete course work in H&HP 111, 331, 341, 345, 435, and 448 or permission of department head.

Admission to internship candidacy requires the approval and signature of the area coordinator. Appeals will be considered and, when necessary, reviewed by the *internship committee* (area coordinator and health promotion advisors). All recommendations will be forwarded to the department head and the decision is final.

9. **Internship:** Students should meet with the intern supervisor and preceptor the semester before they intern. All proposed internships must meet with signed approval of the intern supervisor and the area coordinator. Interns must complete a total 240 hours on site of an approved agency. This is roughly 16 hours per week for 15 weeks in a regular semester. A maximum of nine (9) additional semester hours (regular semester only) is allowed to be taken with H&HP 458. Details of internship timelines, sites, and responsibilities are available from the intern supervisor(s).
10. **Role of Intern Supervisor:** The intern supervisor is the university faculty member responsible for approving the intern site and assigning the grade in the course. The intern supervisor makes periodic visits to the assigned agency to consult with the intern and preceptor about progress in course. All assignments must be reviewed and approved by the intern supervisor.
11. **Role of Preceptor:** The preceptor is the agency representative who first must accept the intern for the onsite clinical experience. The preceptor then becomes agency representative in charge of the day-to-day supervision of the intern. The preceptor and intern supervisor jointly complete the intern evaluation form. The preceptor makes the recommendation for the grade assignment.
12. **Capstone Experience:** Prior to graduation and during the senior year, all health promotion majors must take the capstone examination. The examination consists of 100 multiple-choice questions from course work complete in the health promotion curriculum. There is NO pass or fail criteria. The examination serves as an assessment of strengths and weakness of the program. These data provide direction for program revisions and upgrades.