

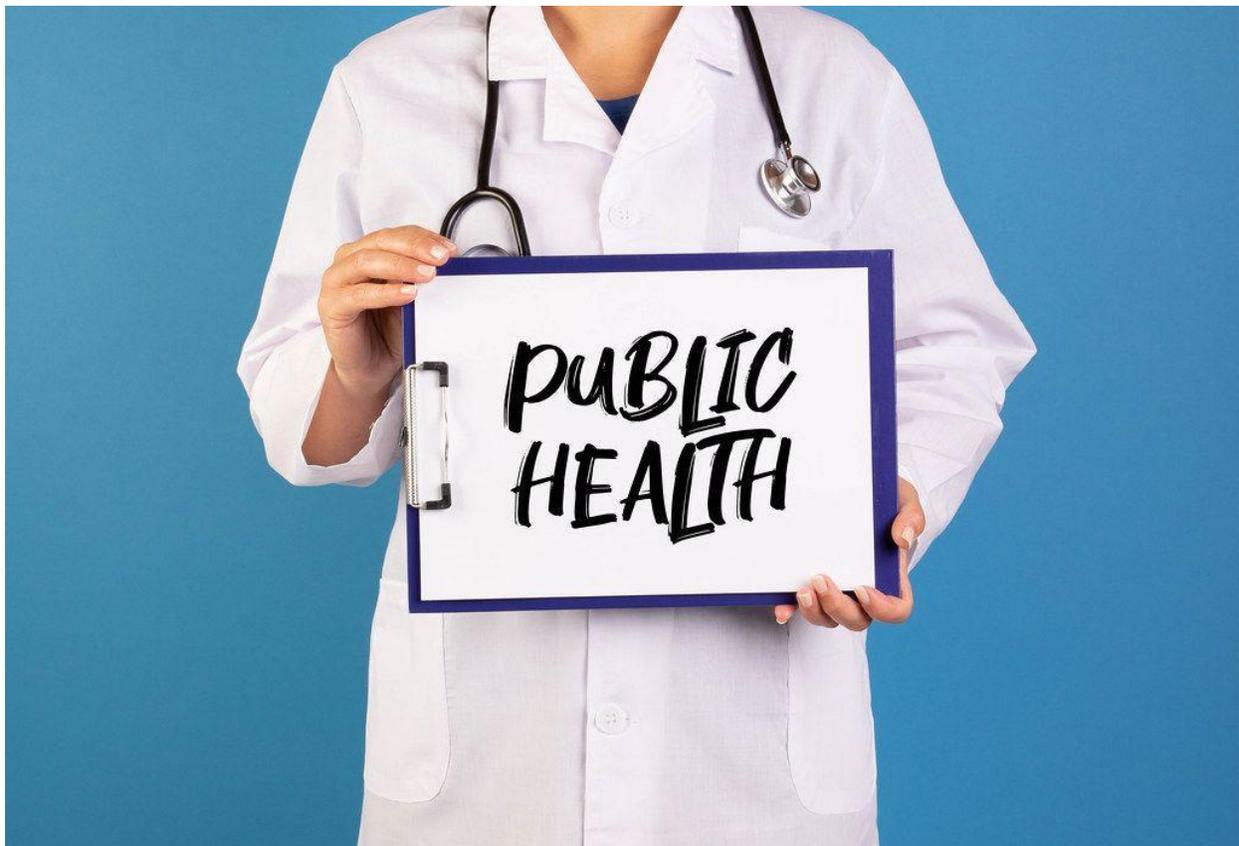
INTERNSHIP MANUAL/GUIDE

HLTH 460

Internship in Health Education
(6.0 credit hours)

SPRING SEMESTER

2025



BACKGROUND

This course provides the opportunity for Health Science (HS) majors to experience hands-on training in an organizational setting, under the supervision of highly qualified professionals in their chosen field of study. Health Science majors with a Community, Worksite and Public Health concentration are required to complete this Internship as an undergraduate at a health-related agency or organization. Students most often complete the internship during the summer between their junior and senior year, but some students complete the internship during the fall or spring semester. The internship requires **a minimum of 240 clock hours of experience** with one agency/organization, under the direct supervision of a site supervisor.

SYLLABUS: HLTH 460, Internship in Health Education

HLTH 460, Internship in Health Education (6 credit hours); Department of Health Science; Truman State University; Spring 2025

Instructor: Roberta Donahue, PhD, MCHES

Office: TBD - Check Brightspace

E-mail: rdonahue@truman.edu

Phone: 660-785-4278 **Fax:** 660-785-7492

Course description: The internship is designed for Health Science majors to apply the responsibilities and competencies of the entry-level health educator in a health education setting for a minimum of **240 hours**.

Prerequisites: Completion of HLTH 366 and HLTH 410 with a grade of C or higher

Eligibility Requirements: 60 earned credit hours or above (at least junior status), consent of academic advisor, minimum 2.0 cumulative GPA, and minimum 2.5 major GPA.

Internship placement: Using HS academic advisor guidance, the student should secure an appropriate placement in a health education setting during the semester prior to enrolling in HLTH 460.

Required Internship Manual: This manual, including the forms, is located in Brightspace.

Grading: Grades for the course will be based on a percentage of points earned out of **790** possible points, timely submission of artifacts, and professional and ethical conduct during the internship. Students may receive zero points for an assignment if they do not follow the assignment guidelines; receiving zero points may result in a failing grade.

≥ 94.0% = A; 86.0-93.9% = B; 74.0-85.9% = C; 73.0-73.9% = D; <72.9% = F

Course Objectives: To successfully complete this course, students will:

- Submit a Code of Ethics statement
- Complete a minimum of 240 hours of work in a health education setting and submit reflective logs after each 40 hour period of work
- Develop an artifact planning document and use the eight HESPA II 2020 CHES Areas of Responsibility, and their corresponding competencies and sub-competencies, to produce/create artifacts as evidence of proficiency in at least one sub-competency in seven of the following eight categories:
 - Assessment of Needs and Capacity
 - Planning
 - Implementation
 - Evaluation and Research
 - Advocacy
 - Communication
 - Leadership and Management
 - Ethics and Professionalism
- Update your resume
- Reflect on a Personal Plan for Professional Growth as a CHES
- Be evaluated by the agency supervisor at the midpoint of the internship
- Be evaluated by the agency supervisor at the completion of the internship
- Evaluate the agency/internship
- Develop a presentation about the internship experience

HESPA II 2020 CHES Areas of Responsibility Covered: I, II, III, IV, V, VI, VII, and VIII

See https://assets.speakcdn.com/assets/2251/hespa_competencies_and_sub-competencies_052020.pdf

Required Text (It is available now from the bookstore or NCHEC

https://online.nche.org/ncheccsa/ecssashop.show_product_detail?p_product_serno=264):

National Commission for Health Education Credentialing (NCHEC). (2021). *The health education specialist: A companion guide for professional excellence* (8th ed.). NCHEC.

Required Assignments: see HLTH 460 Brightspace site for detailed information about assignments

- A) **Code of Ethics Statement** (0 points): Review the Code of Ethics for the Health Education Profession (2020) and submit the verification statement **no later than 11:59 p.m. on Saturday, January 18, 2025**. This must be completed to fulfill the Regular and Substantive Interaction requirement.

- B) **Hours Logs/Reflections** (6 Logs - one for each 40-hour period completed): 120 total possible points; 20 possible points for each log/reflection

Electronic/written submission of internship hours and reflections are required until a minimum of 240 hours are completed.

- **Deadline:** All logs are due within 48 hours of completing the hours for the given log.

Logs submitted later than 48 hours after completing the hours for a given log will receive a deduction of 4 points per 24-hour period past the deadline.

- C) **Artifact Plan:** 32 possible points

In order to successfully pass HLTH 460, students are required to submit artifacts demonstrating either an entry-level or advanced--level sub-competency from the HESPA II 2020 CHES Areas of Responsibility. These artifacts represent the core function of the internship experience and should be selected in consultation with your assigned faculty supervisor. *The artifact plan addressing all eight Areas of Responsibility must be approved by your Truman faculty supervisor prior to artifact submission.* Students are expected to seek guidance from their Truman faculty supervisor if they have any concerns about identifying an appropriate artifact.

- **Deadline:** 41-80 hours (submitted with log 2)

Plans submitted late will receive a deduction of 4 points per 24-hour period past the deadline.

- D) **Personal Plan for Professional Growth:** 14 possible points

The plan will include identification of continuing education opportunities as a CHES.

- **Deadline:** 81-120 hours (submitted with Log 3)

Plans submitted late will receive a deduction of 4 points per 24-hour period past the deadline.

- E) **Resume:** 30 possible points

This assignment will include crafting a professional resume.

- **Deadline:** 161-200 hours (submitted with Log 5)

Resumes submitted late will receive a deduction of 4 points per 24-hour period past the deadline.

- F) **Artifacts as Evidence of CHES Areas of Responsibility (7):** 280 total possible points; 40 possible points for each submission

In order to successfully pass HLTH 460, students are required to submit an artifact for a minimum of seven of the eight HESPA II 2020 CHES Areas of Responsibility demonstrating either an entry-level or advanced level sub-competency.

- **Deadline:** At least three artifacts must be submitted by Log 4 (121-160 hours).
 - The remaining four artifacts are due by Log 6.
 - Students are encouraged to submit artifacts and explanations after receiving feedback on their artifact plan, and not wait until the deadlines.
 - ***Failure to submit the three artifacts by the first deadline, or four artifacts by the second deadline, will result in a grade of F for HLTH 460, regardless of the total points earned in the course.***

- G) **Midterm Evaluation of the student by the agency supervisor:** 100 possible points

- **Deadline:** Completed form submitted by supervisor after intern works 120 hours

- H) **Final Evaluation of the student by the agency supervisor:** 150 possible points

- **Deadline:** Completed form submitted by supervisor after intern works 240 hours

- I) **Student Evaluation of Agency and Internship:** 10 possible points

- **Deadline:** 201-240 hours (submitted with Log 6)

Student Evaluation of Agency and Internship forms submitted late will receive a deduction of 4 points per 24-hour period past the deadline.

- J) **Final Reflection:** 54 possible points

The final reflection will be in the form of a presentation that summarizes key accomplishments and projects during the internship.

- **Deadline:** 201-240 hours (submitted with Log 6)

Reflections submitted late will receive a deduction of 4 points per 24-hour period past the deadline.

NOTE: Students will receive a grade of incomplete (IC) until every assignment is submitted, even if it is past the deadline and no points are possible.

Assignments and Point Values (TOTAL = 790 points)

Code of Ethics statement = 0 points (required to maintain enrollment)
Hour Logs = 120 points
Artifact Plan = 32 points
Personal Plan for Professional Growth = 14 points
Midterm Evaluation = 100 points
Artifacts (7 @ 40 pts – only 7 of 8 graded) = 280 points
Resume = 30 points
Student Evaluation of Agency = 10 points
Final Reflection = 54 points
Final Evaluation = 150 points

General Information:

- Treat your internship as you would a paid professional position.
- The Internship is completed when 240 contact hours are documented and **all** assignments are satisfactorily completed and submitted.
 - All completed preliminary (application, agency, and final information) forms should be submitted to Dr. Donahue by the date indicated on the forms. The mailing address is: Dr. Donahue, Truman State University, Department of Health Science, Pershing Building 2121, 100 E. Normal, Kirksville, MO 63501; (660)785-4278; Fax (660)785-7492, email: rdonahue@truman.edu
- **Implementation of Regular and Substantive Interaction Policy:** Truman policy and federal regulations require that students demonstrate that they are academically engaged in the courses they take. You must meet this requirement within the first calendar week of the semester, beginning at 12:00 a.m. on Monday, January 13, 2025, and ending 11:59 p.m. Saturday, January 18, 2025. Failure to do so, or to provide an explanation of an extenuating circumstance by that date and time, will result in your removal from the course. Under certain circumstances, removal could affect your scholarship eligibility or financial aid. For the purposes of this class, establishing academic engagement requires, at a minimum, submitting the Code of Ethics statement in Brightspace.
- **University Disability Accommodation Policy:** To obtain disability-related academic accommodations students with documented disabilities must contact the course instructor and the Office of Student Access and Disabilities (OSA) as soon as possible. Truman complies with ADA requirements. For additional information, refer to the Office of Student Access and Disabilities website at <http://disabilityservices.truman.edu/>. You may also contact OSA by phone at (660) 785-4478 or email jsneddon@truman.edu

- **Assistance with Writing:** The Truman State University Writing Center serves writers. A consultant will discuss any issues that concern the writer, including content, organization, style, word choice, grammar, mechanics, and formatting. *Although writing consultants will not formally edit or proofread a piece of writing, they will assist writers to improve their writing skills.* Check out the available services at <https://writingcenter.truman.edu/>
- **Dropping the Course:** If you decide to drop this course and do not follow proper procedure for dropping it, you will receive a failing grade and be financially obligated. If HLTH 460 is your only course, you must “Withdraw from all courses for the semester” rather than simply dropping the course. For further information, go to <http://www.truman.edu/registrar/>.
- **University Non-Discrimination Statement and Policy:** Truman State University, in compliance with applicable laws and recognizing its deeper commitment to equity, diversity and inclusion which enhances accessibility and promotes excellence in all aspects of the Truman Experience, does not discriminate on the basis of age, color, disability, national origin, race, religion, retaliation, sex (including pregnancy), sexual orientation, or protected veteran status in its programs and activities, including employment, admissions, and educational programs and activities. Faculty and staff are “mandated reporters” and therefore are required to report potential violations of the University’s Anti-Discrimination Policies to the Institutional Compliance Officer. Title IX prohibits sex harassment, sexual assault, intimate partner violence, stalking and retaliation. Truman State University encourages individuals who believe they may have been impacted by sexual or gender-based discrimination to consult with the Title IX Coordinator who is available to speak in depth about the resources and options. Faculty and staff are considered “mandated reporters” and therefore are required to report potential incidents of sexual misconduct that they become aware of to the Title IX Coordinator.

For more information on discrimination or Title IX, or to file a complaint contact:

Institutional Compliance Officer, Title IX and Section 504 Coordinator
 Office of Institutional Compliance
 100 E. Normal Ave
 Kirksville, MO 63501
 Phone: (660) 785-4354
titleix@truman.edu

The institution’s complaint procedure can be viewed at <http://titleix.truman.edu/files/2015/08/University-Complaint-Reporting-Resolution-Procedure.pdf> and the complaint form is accessible at <http://titleix.truman.edu/make-a-report/>.

- **Sexual Harassment Statement:** Sexual harassment is a form of sex discrimination that may violate Title VII (employee rights) and Title IX (student rights) of the Civil Rights Act of 1964. The following definition adapts the 1980 Equal Employment Opportunity Commission

guidelines to the academic setting. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission is made an express or implied term or condition of employment or status in a class, program, or activity;
2. Submission to or rejection of the behavior is used to make an employment or educational decision (such as hiring, firing, promotion, or grading a course);
3. The conduct may unreasonably interfere with a person's work or educational performance or creates an intimidating, hostile, or offensive environment for working or learning.

Anyone with any gender identity can be sexually harassed. Sexual harassment can occur between equals, but most often occurs in situations where one person has power over another. The University's sexual harassment policy applies to all members of the University community: students, faculty, and staff, in both on- and off-campus educational settings. Any student, who believes they have been harassed by a member of the faculty or staff, or by another student, may obtain assistance by contacting University Counseling Services, the Office of the Dean of Student Life, or the Institutional Compliance Officer. Additional information and support is available through Missouri's Intern Resource Network <http://www.mointernnetwork.org/>

- The [Truman State University Student Conduct Code](#) provides definitions for acts of academic misconduct/dishonesty and potential consequences of violations; its procedures are adhered to by the Department of Health Science faculty members.

Department of Health Science Academic Integrity Policy

Health Science students must adhere to the **Code of Ethics for the Health Education Profession** (<https://assets.speakcdn.com/assets/2993/CodeofEthicsfull2020.pdf>)

Because of this Code of Ethics, the Health Science faculty members may supplement the university policy (http://catalog.truman.edu/content.php?catoid=15&navoid=801#Academic_Dishonesty) with additional sanctions when a Health Science major engages in egregious, verifiable academic misconduct. With evidence of academic or ethical misconduct, the following steps/consequences may occur:

1. The student will meet with a Health Science faculty panel consisting of 2 or 3 faculty members and the Chair of the Department of Health Science to discuss the expectations of a pre-professional in the public health education discipline.
2. When a grade of F is received in a HLTH course as the result of academic misconduct, the F grade will remain in the major GPA calculation; there will be no grade replacement.

Depending on the outcome of the meeting with the faculty panel, one or more of the following steps may be recommended:

1. The student will not be permitted to perform hours for scholarship, institutional, or work study positions within the Health Science Department.
2. Health Science faculty members will not provide letters of recommendation.
3. The student will be ineligible to receive department-related funding (e.g., Cogan Student Research Fund, foundation scholarships or other department reimbursement).
4. The student will not be eligible for Health Science Departmental Honors.
5. The student will be removed from the respective major.

All sanctions recommended by the faculty panel will be documented on the Academic Dishonesty Report Form, pending agreement of the appropriateness of the penalties and the validation of evidence of dishonesty by the Chair and the Dean's office. The Health Science Department's Academic Integrity policy only extends to cases where violations of academic integrity are verifiable. The Health Science Department academic dishonesty policy will apply if the student is convicted of a felony offense while enrolled as a Health Science major at Truman State University.

HLTH 460 ELIGIBILITY REQUIREMENTS

To be eligible for the internship, the following must occur:

- Junior or senior status (minimum 60 credit hours completed)
- Advisor approval
- Completion of HLTH 366 and HLTH 410 with a grade of C or better
- Major GPA 2.5 or above
- Cumulative GPA 2.0 or above

If you are unable to submit your assignments electronically, they must be sent to:

HLTH 460 Internship
Truman State University
Pershing Building 2104
100 E. Normal
Kirksville, MO 63501
ATTN: Dr. Donahue

RESPONSIBILITIES OF THE COOPERATING AGENCY

1) Supervisor Criterion:

- Worked a minimum of one year in the present position and/or at least two years as a full-time Health Educator

2) Agency Criterion:

- Maintain a comprehensive and balanced program to provide broad, multiple exposures for the intern
- Support the supervisor with time committed to supervise the intern*
- Provide interns with opportunities to meet their learning objectives
- Formally evaluate and submit an assessment report of the intern twice during the internship*

Note: Services, mileage reimbursement, and/or compensation for the intern are acceptable (international students should check with the Truman State University International Student Affairs Director regarding their visa status and work eligibility in the US) but are not required.

****The site supervisor has the option to dismiss the student from the agency for unprofessional behavior. Students who are dismissed from their agency at the agency supervisor's request will receive a grade of F.***

RESPONSIBILITIES OF THE STUDENT

1. The student agrees to:

- a. Accept and adhere to the rules and regulations governing the agency or institution*
 - Accept the agency's philosophy, methods, leadership, and program
 - Become an integral and participating member of the agency staff

b. Comply with the Code of Ethics for the Health Education Profession at all times*

c. Notify the agency supervisor well in advance of an anticipated absence

d. Consult with the agency supervisor when confronted with challenges that cannot be solved alone

e. Thoroughly plan and implement for all assignments

f. Behave professionally in dress/speech/behaviors at all times*

g. Select site/placement with the assistance/guidance of their academic advisor.

Students make the initial contact and complete paperwork follow-ups to obtain an internship placement.

h. Students who wish to complete their internships outside the United States must contact Truman's Center for International Education/Study Abroad to discuss additional requirements and documentation.

i. Request and pay for the Family Care Safety Registry or other background check required by the accepting agency.

j. Arrange with the agency supervisor and university supervisor for a telephone or web conference/e-mail communication, if applicable.

k. Contact the university supervisor when concerns or problems are not solved at the site.

l. Print a DegreeWorks audit and submit it to the agency supervisor if requested.

Note: International students should check with the International Student Affairs Director regarding their visa status and work eligibility in the United States.

****The site supervisor has the option to dismiss the student from the agency for unprofessional behavior. Students who are dismissed from their agency at the agency supervisor's request will receive a grade of F.***

RESPONSIBILITIES OF THE UNIVERSITY

1. The university supervisor(s) will:

- a. Communicate with students and the agency supervisors via telephone calls, web conferencing, and/or e-mail.
- b. Evaluate student's internship assignments and review agency evaluations in a timely manner. *

2. The Institution will:

- Provide malpractice liability insurance coverage for the student upon course enrollment.

****The site supervisor has the option to dismiss the student from the agency for unprofessional behavior. Students who are dismissed from their agency at the agency supervisor's request will receive a grade of F.***

SUBMITTING ASSIGNMENTS

All assignments must be typed and submitted by via Brightspace. Log onto <https://learn.truman.edu> for details.

SPRING 2025 HLTH 460 STUDENT APPLICATION FOR INTERNSHIP

INSTRUCTIONS: To be completed by the student (in ink) in consultation with the academic advisor

Name _____ Date _____

Student ID # _____ Semester to Complete Internship: _____

Local Address _____

Permanent Address _____

Email address _____ Cell Phone # _____

Alternate Phone # _____ Expected Date of Graduation _____

Concentration _____ # Hours Completed in Concentration _____

Cumulative GPA is _____, as of _____ (Date). Minimum GPA of 2.0 required.

Major GPA is _____, as of _____ (Date). Minimum GPA of 2.5 required.

**** Attach a copy of the Degree Works audit to this application.**

I consulted with my academic advisor, who is _____ on _____ (date)

Please read and check () the statements below and verify your compliance with your signature in ink:

_____ I will have completed 60 semester hours by December 15.

_____ I have completed all course prerequisites and have the required GPA for the internship

_____ I will not take more than 11 hours of additional coursework during my internship without the approval of my academic advisor.

_____ I have not committed a felony or other act that would prohibit my employment with any public agency.

_____ I understand during the internship course that I must meet the responsibilities of the daily, weekly, and seasonal work schedule of the agency regardless of the hourly schedule.

_____ I will abide by the Code of Ethics for the Health Education Profession during my internship.

_____ I agree to inform the internship supervisor of any changes in my availability.

Student Signature

Date

Advisor Signature

Date

After your advisor signs the form (and you attach a copy of your degree works), submit it to Dr. Roberta Donahue, PB 2121, rdonahue@truman.edu, fax 660-785-7492

SPRING 2025 HLTH 460 FINAL INTERNSHIP INFORMATION

INSTRUCTIONS: To be completed (in ink) by the student in consultation with the academic advisor

Name: _____ Student ID: _____

Fall Address: _____
Street City State Zip

Cell number: _____ E-mail: _____

Agency Name: _____

Agency Department: _____

Agency Address: _____
Street City State Zip

Workplace Address: (where site visit will occur, if different than above) _____
Street City State Zip

Workplace Telephone: (where you can be directly reached by phone) _____

Immediate Supervisor's Name: (Dr. /Mr. /Ms.) _____ Credentials: _____

Immediate Supervisor's Title: _____

Immediate Supervisor's Telephone: _____ E-mail: _____

Secondary Supervisor's Name: (Dr. /Mr. /Ms.) _____ Credentials: _____

Secondary Supervisor's Title: _____

Secondary Supervisor's Telephone: _____ E-mail: _____

This Agency requires a criminal background check: (circle one) Yes No

If yes, background check initiated by student on: _____ via: (circle one) Family Care Safety Registry or Other: _____
Date Specify

The student is required to work in the agency a minimum of 240 contact hours to pass HLTH 460.

START DATE: _____ **END DATE:** _____

Student Signature Date: _____

I give my permission for this student to enroll in HLTH 460.

Advisor Signature Date: _____

Return via mail, fax or email:

Dr. Roberta Donahue
Department of Health Science
Truman State University, 100 E. Normal
Kirksville, MO 63501
Fax: 660-785-7492 or **Scan and email:** rdonahue@truman.edu

STUDENT EVALUATION OF AGENCY AND INTERNSHIP

This form is to be completed by the **STUDENT** at the conclusion of the internship and submitted in Brightspace.

Name _____ Date: _____

Worksite _____

Directions: Answer each item below as accurately and completely as possible.

1. In light of your CHES Responsibilities/Competencies/Sub-Competencies, has this been a good learning experience for you? Explain your answer.
2. Have you been able to accomplish your objectives? Discuss why or why not.
3. Describe the most beneficial aspects of the internship, agency, and/or supervisor.
4. Explain the most disappointing aspect of the internship, agency, and/or supervisor.
5. How would you rate this internship position? (Rate from 1 to 5, with 5 being the highest rating) Explain your rating.
6. Explain what would have made this internship a more meaningful experience for you. Be as specific as possible.

MID-TERM INTERNSHIP EVALUATION REPORT

To be submitted when the intern has completed 120 hours of work with the agency

Student's Name: _____ Dates of Supervision: _____

Supervisor Name: _____ Supervisor Title: _____

Agency Name: _____ Today's Date: _____

Please rate the student appropriately on a scale of **0** (completely unsatisfactory) - **5** (excellent) for the following characteristics, **based on your expectations for an undergraduate student intern**. Feel free to assign partial points (example 3.5):

Personal and Professional Characteristics:

1. _____ **Timeliness and Responsibility**: attendance and punctuality, meets deadlines, willingness to assume responsibility, plans activities well in advance of the program, attends required functions/meetings

Comments:

2. _____ **Personal appearance**: neat, clean, appropriately dressed in relation to the job

Comments:

3. _____ **Adaptability, Judgment and Problem Anticipation**: can adjust plans and actions according to developing situations; handles emergency situations, makes common sense decisions, anticipates possible problem areas, works effectively for solutions

Comments:

4. _____ **Resourcefulness and Creativity**: uses resources well, originates ideas and approaches, makes creative efforts

Comments:

5. _____ **Evaluation and Self-Improvement**: analyzes personal weaknesses, searches for more knowledge and experience, inquires about profession

Comments:

Communications and Professional Relations

6. _____ **Written Communications**: Conveys ideas clearly, minimal errors, neat, organized

Comments:

7. _____ **Oral Communications**: Expresses self well, uses tact, makes points clear to public

Comments:

8. _____ **Initiative/Motivational Skills, and Attitude towards clients or co-workers**: Enthusiastic, generates interest, industrious, demonstrates leadership, willing to assist others, cooperative, considerate, courteous/ respectful

Comments:

Knowledge and Skills

9. ____ **Task accomplishment:** Tasks completed effectively, pursues difficult tasks to completion

Comments:

10. ____ **Skills:** Displays knowledge of program skills and techniques in developing activities

Comments:

Please provide any additional information that you feel will be beneficial to the student as they continue this internship

<p>I verify that _____ has student name completed at least 120 hours with this agency.</p> <p>Agency Supervisor Signature: _____</p> <p>Date: _____ _____</p> <p>Please select one</p> <p><input type="checkbox"/> I have shared this evaluation with the student. <input type="checkbox"/> I have not shared this evaluation with the student yet but will discuss it with the intern soon.</p>	<p>Please mail completed form to:</p> <p>HLTH 460 Internship Department of Health Science Truman State University 100 E. Normal Kirksville, MO 63501</p> <p>OR:</p> <p>Scan and fax to: 660-785-7492</p> <p>OR:</p> <p>Scan and email to the assigned instructor rdonahue@truman.edu</p>
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FINAL HLTH 460 INTERNSHIP EVALUATION REPORT

To be submitted when the intern has completed 240 hours of work with the agency.

Student's Name: _____ Dates of Supervision: _____

Supervisor Name: _____ Supervisor Title: _____

Name of Agency: _____

Please rate the student appropriately on a scale of 0 (completely unsatisfactory) to 5 (excellent) for the following characteristics, **based on your expectations for an undergraduate student intern**. Feel free to assign partial points (example 3.5):

Personal and Professional Characteristics:

1. _____ **Timeliness and Responsibility:** attendance and punctuality, meets deadlines, willingness to assume responsibility, plans activities well in advance of the program, attends required functions/meetings

Comments:

2. _____ **Personal appearance:** neat, clean, appropriately dressed in relation to the job

Comments:

3. _____ **Adaptability, Judgment and Problem Anticipation:** can adjust plans and actions according to developing situations; handles emergency situations, makes common sense decisions, anticipates possible problem areas, works effectively for solutions

Comments:

4. _____ **Resourcefulness and Creativity:** uses resources well, originates ideas and approaches, makes creative efforts

Comments:

5. _____ **Evaluation and Self-Improvement:** analyzes personal weaknesses, searches for more knowledge and experience, inquires about profession

Comments:

Communications and Professional Relations:

6. _____ **Written Communications:** Conveys ideas clearly, minimal errors, neat, organized

Comments:

7. _____ **Oral Communications:** Expresses self well, uses tact, makes points clear to public

Comments:

8. _____ **Initiative/Motivational Skills, and Attitude towards clients or co-workers:** Enthusiastic, generates interest, industrious, demonstrates leadership, willing to assist others, cooperative, considerate, courteous/ respectful

Comments:

