**Cornell Institute for Healthy Futures - Internship Manual**

Version 04 – April, 2022

# The Administrative Internship and its Purpose

Students in the Minor in Healthy Futures are required to complete a minimum 100-hour internship (supervised field study) in partial fulfillment of the requirements for completion of the minor. The internship should occur during the summer or winter break after the freshman year or before the fall of their senior year. The Internship Form should be filled out prior to starting your internship.

The internship is designed to provide students with an opportunity to apply classroom-acquired knowledge to the work environment under the supervision and mentorship of experienced industry professionals (mentors) and Cornell University faculty. Industry mentors orient students, assign them to work on relevant projects and studies, and assign them a variety of duties that allow them to apply their academic knowledge and skills to actual workplace situations. They will provide interns with the opportunity to participate in projects focused on addressing industry challenges by framing the problem and developing solutions applicable to clients.

The internships also assist students in focusing their interests and defining their niches in the intersection of health, hospitality and design, thus aiding in the identification of ultimate career pursuits. The internship gives students the opportunity to re-examine their career objectives and explore the variety of managerial options available in the growing field of health, hospitality, and design.

# Internship Placement

CIHF will aid in the identification of job opportunities, but ultimately the responsibility for securing the internship is the responsibility of the students. CIHF placement support will be provided on a first-come, first-serve basis. Students who identify jobs on their own will have to have the position preapproved by the CIHF Internship and Minor Coordinator. Students who are seeking support in finding an internship, should submit the Internship Inquiry Forms on page 3.

# Preparation

Students are required to take the Hospitality, Health and Design Industry Seminar (DEA/HADM 3055), plus one class outside their major before they participate in an internship. Prior to leaving campus for the internship experience, students should submit the Internship Expectation Form included on page 4. ***Students should not make a commitment to an organization until their inquiry form has been reviewed and approved by the CIHF Director.***

# Examples of Internship Sites

An internship experience that exposes students to ideas and concepts from at least two of the three disciplines of health, hospitality, and design is preferred. Depending on their backgrounds and professional interests, students may seek opportunities in a wide range of organizations. The following are examples of fields in which students may obtain internships:

* Architecture and design firms whose projects embrace hospitality, health and wellness concepts
* Real estate developers or investors whose projects embrace health and wellness concepts
* Hospitality (e.g., resorts and spas) and hotel firms
* Medical/treatment centers and large teaching hospitals
* Community hospitals
* Health care consulting firms
* Mental health services organizations
* Hospital associations
* Senior living facilities
* Long-term care facilities
* Military health facilities
* Management consulting firms whose projects embrace health and wellness concepts

# Evaluation of Learning Outcomes

We expect students to achieve the following learning objectives by participating in the internships:

* Integrative learning: students will synthesize multiple perspectives and will deepen their understanding of at least two of the three intertwined disciplines.
* Civic engagement: students will demonstrate independence in connecting academic theories, concepts, and ideas to real-world issues, problems, and contexts.
* Ethical practice: Students will practice integrating personal, academic, professional, and civic experiences in examining ethical issues in the context of communities engaged.

Students are required to register for one credit hour of DEA 4020 Supervised Fieldwork to participate in the internship. To assess students learning outcomes, those who participate in an internship will be required to submit the Internship Completion Form included on page 6.

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Form 1: DEA 4020 Supervised Fieldwork (Inquiry)

**Subject:** Internship Inquiry Forms. The purpose of this form is to alert CIHF of your request to help you identify an internship position.

**Submission Instruction:** Submit this form to the Minor and Internship staff member, Allison DeDominick at [hf-minor@cornell.edu](mailto:hf-minor@cornell.edu).

**Due Date**: **Please submit this form as soon as you are considering scheduling an internship.**

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Net ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted \_\_\_\_\_\_\_\_\_

- Preferred type of company (include examples)

- Preferred job description or tasks

- Timing of proposed internship (summer or winter)

- Duration of proposed internship (number of weeks, number of hours per week)

- For the internship to be eligible for the Minor in Healthy Futures, your work should at least cover two of the three areas of health, hospitality, and design. Please select the two areas that you would like this internship to cover.

 Health  Hospitality  Design

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Form 2: DEA 4020 Supervised Fieldwork (Expectations)

**Subject:** Internship Expectation Form (The purpose of this form is to obtain approval for a pending proposed internship.)

**Submission Instruction:** Submit this form to the Minor and Internship staff member, Allison DeDominick at [hf-minor@cornell.edu](mailto:hf-minor@cornell.edu) as early as possible, but at least 4-weeks before your internship commences. You will not receive a grade on DEA 4020 Supervised Fieldwork unless you complete and submit this form. Please keep a copy of the form for future reference.

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Net ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted \_\_\_\_\_\_\_\_\_

- Proposed internship company name:

- What is the company’s vision and/or mission?

- Supervisor’s name: Phone: Email:

- Internship start date: Internship end date:

- Average number of hours per week:

- Is this a paid position?

- How did you find this opportunity?

- List at least three objectives you would like to achieve by completing this internship.

- For the internship to be eligible for the Minor in Healthy Futures, your work should at least cover two of the three areas of health, hospitality, and design. Please select the two areas that this internship covers.

 Health  Hospitality  Design

- Provide a short description of three major tasks you will be performing in this position (~100 words)

- For the internship to be eligible for the Minor in Healthy Futures, you should have completed the Hospitality, Health and Design Industry Seminar (DEA/HADM 3055), plus one of the required courses outside of your major by the start date. Please select the courses you have taken from the list below. You should select DEA 3055 and at least one course outside of your major. If you have approval for a substituted course, please indicate below.

 DEA/HADM 3055 Health, Hospitality & Design Seminar

 DEA 2700 Places: How Design & Planning Effect Health

 DEA 3308 Positive Design Studio

 DEA 3510 Humans Factors and Inclusive Design

 DEA 4500 Policy Meets Design: High-impact Facilities

 DEA 5304 Design Accountability

 DEA 5305 Health and Healing Studio

 DEA 5560 Health Impact Assessment

 PAM 2350 US Healthcare Sys

 PAM 3280 Fundamentals of Population Health

 PAM 5280 Population Health for Health Managers

 PAM 5570 Healthcare Organizations

 PAM 5990 Challenges and Trends in the Health Services Industry

 HADM 3365 Foodservice Management Essentials

 HADM 3470 Consumer Behavior

 HADM 3510 Hospitality Facilities Design

 HADM 4130 Entrepreneurial Management

 HADM 4145 Business Model Innovation and Design

 HADM 4190 Key Drivers for Making Innovations Happen

 HADM 4320 Contemporary Healthy Foods

 HADM 4500 Sustainable Development

I received a written approval from CIHF \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (course number and name) can be accepted as the internship prerequisite. **Submit a copy of your written approval with this form.**

- Statement of long-term career goals (~50 words):

- How the minor in healthy futures and the internship will help you achieve your career goals (~100 words):

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Form 3: DEA 4020 Supervised Fieldwork (Completion)

[add semester and year] - Instructor: [add instructor name]

**Subject:** Internship Completion Form (This form must be submitted as one of the requirements for DEA 4020. The other requirement is a meeting with the instructor of record.)

**Submission Instruction:** This form must be submitted to the Minor and Internship staff member, Allison DeDominick at hf-minor@cornell.edu, within two weeks of completing your internship. You will not receive a grade on DEA 4020 Supervised Fieldwork unless you complete and submit this form.

Last Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Net ID\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Submitted \_\_\_\_\_\_\_\_\_

- Company name:

- What is the company’s vision and/or mission?

- Supervisor’s Name: Phone: Email:

- Internship start date: Internship end date:

- Number of Weeks: Average number of hours per week:

- Briefly describe what you learned about the company’s values and culture (~100 words).

- Briefly describe at least three major tasks you performed in this position (~100 words).

- From the Internship Expectation Form you submitted before starting the internship, list the three objectives you hoped to achieve by completing the internship.

- Did the internship opportunity help you achieve these goals? Briefly explain how and why each objective was or was not met. This may include challenges and successes in your efforts to accomplish each of your initial goals and the skills you acquired or enhanced during this experience (~300 words)

- Briefly describe a work-related event or conversation that led to understanding ethical issues in the professional work settings (~200 words).

- Briefly explain how this internship experience helped you make connections between real-world work-related issues and knowledge you have gained from your academic work at Cornell University. Specify the course name(s) and the academic concept(s) (~300 words).

- In your opinion, what is your most important contribution to the organization where you did your internship? (~100 words)

- Were you offered a position with the organization after graduation?

□ Yes □ No □ Tentative offer (pending determining funding etc.)

- Would you recommend this organization to another student for an internship? □ Yes □ No

Why/Why Not? (~50 words)

- Are there preparations that you believe a student should make prior to serving as an intern for this organization? (~50 words)