



CAROLINA
UNIVERSITY

Internship I MPH 690 (60) Summer 2026 Session I Syllabus

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Office Location: Deeds Hall # 308

Office Hours: Tuesday 12:00pm- 2:30pm Thursday 12:00pm- 2:30pm (in-person)

<https://meet.google.com/jms-jpaz-pns?hs=122&authuser=0> (online)

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Carolina University Mission Statement

We are a Christ-centered university committed to student success.

Course Information

Course Prerequisites

None

Course Description

3 Credit Hours

This is a Practicum Experience which provides the students with a field-based experience in which to apply their freshly learned skills and knowledge. This practicum experience must be in the scope of the concentration the student has chosen and often needs to be found by the student.

Course Delivery and Methods

This is a session-long (7-week) internship course that is student driven. It is not a traditional class, and we do not have scheduled class times. Instead, you report to the agency or organization and complete 120 hours of work under the supervision of an internship supervisor.



Course Learning Outcomes

Upon completion of this course, students will be able to:

1. Describe the everyday operations of the agency or organization
2. Demonstrate professional skills
3. Describe introductory-level practical experiences in a public health setting
4. Explore career options
5. Synthesize the classroom experience with real life work experience

Course Resources

Required Texts:

None

Required Resources:

An internship site. Reliable transportation. Tools to complete an internship time log. Access to Jenzabar eLearning (the online classroom) to submit course related documents.

Recommended Resources:

None



Course Requirements and Assignments

All planning for internships must take place prior to the beginning of the session and be approved by the student's faculty advisor, the MPH Director, or the Dean to qualify. You are responsible for (1) locating and securing the internship and (2) completing at least 120 hours of work at the internship site location within the session.

Being selected as an intern requires maturity and professionalism on the part of the student intern. At all times, students are expected to act in a professional manner because you are not only representing yourself, but also Carolina University. Students accepting an internship **MUST** also abide by all requirements for placement by the agency. Once accepted, students **MUST** adhere to agency guidelines and policies including appropriate dress, work habits, testing and screening policies. Anyone unable to accept or meet these requirements should not accept the internship offer and/or choose not to enroll in this course.

When the internship hours have met, the internship supervisor will complete an evaluation. Submit the evaluation, a time log, and a reflective essay in Jenzebar eLearning.

Grading: This is a Pass / Fail course. All components must be fully completed to receive a Pass.

Course Schedule

Students will maintain a schedule approved by the agency or organization. Course assignments are due by 11:59 PM EST on the last day of class. You are encouraged to submit these by Wednesday of the last week.

Course Specific Policies

Students must abide by all policies and procedures of the internship site location.

Use of Artificial Intelligence

The use of generative AI tools is permitted in this class for the following activities:

- Brainstorming and refining ideas
- Fine-tuning research questions
- Finding information on a topic
- Drafting an outline
- Checking grammar and style
- AI-specific assignments (per the provided instructions)

The use of generative AI tools is not permitted for the following activities:

- Impersonation in classroom context (e.g. composing discussion board posts)
- Completing group work
- Writing a draft of a writing assignment
- Writing entire sentences, paragraphs, or papers to complete class assignments



Late Assignment Policy

- Students are expected to inform professors prior to a scheduled absence and understand work may be made up at the professor’s discretion to ensure full credit.
- Upon an unexpected absence from class, the student should contact the professor immediately to discuss make-up work and submit such work in a timely manner.
- Students should not wait until the end of the session to deal with concerns about absences. Your work sheet must be complete and if possible signed by the internship supervisor to comply attendance and participation at the corresponding site of Internship.

ATTENDANCE in this class is based on engagement. To be marked present, you must complete the assignments below by the due date (see below). Otherwise, you will be marked absent.

Week	Internship Attendance Assignments	Due Date
1.	Check in Quiz Week 1 Discussion & Assignment	Thursday 5/7 11:30pm Sunday 5/10 11:30pm
2.	Week 2 Discussion and Assignment	Sunday 5/17 11:30pm
3.	Week 3 Discussion & Assignment	Sunday 5/24 11:30pm
4.	Week 4 Discussion & Assignment	Sunday 5/31 11:30pm
5.	Week 5 Discussion & Assignment	Sunday 6/7 11:30pm
6.	Week 6 Discussion & Assignment	Sunday 6/14 11:30pm
7.	Week 7 Discussion & Assignment	Sunday 6/21 11:30pm



Course Grading

Assignment Type	Weight
Assignments (Reflective essay, time log)	1
Discussion	1
Internship Course Completion (supervisor evaluation/reflection and time log)	1
Total	

Course Assessment Mapping

Assessment	Objective(s) Met
Participation	1~4
Assignment (Course completion form)	1~5



University Grading Scale

This is a Pass / Fail course. All components must be fully completed to receive a Pass.

Professional Interaction & Communication

- Please use email whenever possible. Only university email and related systems should be used for institutional communications. Do not use personal email or video conferencing accounts.
- Email should be checked regularly, especially when enrolled in an active course.
- Use subject lines appropriately. It is helpful to include the name of the course (including sections) whenever possible. Avoid using the subject line as the body of the email—include full details in the message itself to ensure clear communication.
- Refer to professors and CU employees by their last names with appropriate honorifics (e.g., “Dr.” or “Professor”).
- University communications (including emails and discussion board posts, etc.) should not resemble text message, chat, or social media posts. Use complete sentences with correct capitalization, spelling, punctuation, and grammar.
- Throughout an active course, faculty should respond to all emails and voicemail messages within 24 hours.
- Faculty and staff are not obligated to respond to communications where these guidelines are not followed.
- Grading of assignments and substantive feedback is to be done within 3 days for regular assignments (this includes attendance) and 7 days for larger assignments.
- Some assignments may require additional time to grade due to the length of the project and the directive to provide substantive feedback that will assist you throughout the learning process. In cases where the assignment is not returned with feedback within the stated period, refer to communication from your professor to facilitate expectations on subsequent assignments. Students are not expected to apply adjustments on subsequent assignments in advance of returned grading and feedback.
- When participating in classes or meetings, be on-time and mentally present. Dress according to classroom standards and conduct yourself in a professional manner. Do not introduce distractions into the class and be prepared to stay for the duration of the session per normal classroom behavior.



Appeals & Complaints

Informal Resolution

Carolina University seeks to provide an excellent educational experience for all students. If a student wishes to make a complaint of an academic nature, in the first instance, they should seek to resolve the matter by informal discussion with the faculty member.

If the discussion is in person, it is recommended that the student follow up with an email summarizing the discussion (complaint and resolution if one is reached).

If the discussion with the faculty member does not resolve the issue, the student may also contact your school dean. If your professor is the dean, the next step is to begin the formal resolution process.

Formal Resolution

If informal discussions do not resolve the matter, students have the right to file a formal complaint. The university's academic catalog includes a detailed description of processes for submitting [grade appeals](#) or [academic complaints](#) that range from teaching, learning, assessment, grading, or student performance in a course. While these processes differ, both are time-sensitive and begin with timely communication with the faculty member.

Grade appeals must be initiated with the faculty member within 5 days of the awarding of the grade or status. Both grade appeals and academic complaints must be filed within 7 days of the awarding of grade or status or after the events that are alleged to have caused the complaint. In either case, supporting evidence will be required. The processes are fully outlined in [the academic catalog](#) and include links to the appropriate forms.



Course Attendance and Participation

All courses follow specific attendance policies found in the [Academic Catalog](#) for that course level and format. Attendance and participation may be used by instructors to determine a portion of a student's grade for a particular course. Whereas attendance is typically defined by statuses identifying a student's presence in a class, participation typically includes the assessment of activity within that course. In some cases, the methodology, subject matter, learning environment, or other factors may require attendance.

Attendance for online courses will be gauged by regular academic engagement. Students should refer to the course syllabus for the course's grade weighting table and course-specific policies regarding the grade percentages attributable to each component in a course, which may include attendance and participation.

Active participation is a central component of all Carolina University courses. For online students, participation goes beyond simply logging in; it requires meaningful engagement with course materials, consistent contributions to discussion boards, interaction with peers, and communication with faculty.

Students are expected to post substantive responses to regularly assigned prompts and to engage respectfully with their classmates' ideas. A "substantive" post goes beyond agreement or disagreement and demonstrates critical thinking, application of course concepts, and integration of evidence or examples.

Substantial peer interaction is essential to the learning process in an online environment. Students must respond to classmates' posts by providing feedback, asking questions, or extending the conversation. In addition, regular communication with the course instructor is expected, whether through questions or follow-up on feedback. Professionalism, collegiality, and academic integrity should guide all student-to-student and student-to-faculty interactions. Students are responsible for viewing all assigned lectures and course materials in a timely manner. This content serves as a foundation for class discussions and assignments, and students are expected to demonstrate familiarity with lecture content in their contributions and coursework.

Participation requires engaging in discussions and viewing lectures within the assigned timeframe to foster active, ongoing conversation. Late or inconsistent participation disrupts peer learning and may not receive credit.

All quiz, discussions and Assignments are due at the assigned dates and time in the course work tabs or in the student portal.



Disability Assistance

Carolina University welcomes students, faculty, staff and visitors with disabilities to our campus and to our programs. Our goal at CU is to ensure an accessible, inclusive welcoming learning and working environment for individuals with disabilities while complying with federal and state regulations.

Students with disabilities are encouraged to reach out to University Accessibility Services (UAS) as soon as possible to explore possible accommodations. UAS serves as a central resource on disability-related information, procedures and services for the university community and partners will work with the student and any other campus partners to identify barriers and implement plans for access. More information about UAS can be found at <https://carolinau.edu/university-accessibility-services>

Academic Integrity and Misconduct

The Student Handbook has a detailed list of different ways students show a lack of academic integrity, including academic technology misuse, cheating, complicity, fabrication or invention, falsification, forgery, multiple submissions, plagiarism, and sabotage.

Academic integrity is the honest and responsible conduct of studies, scholarship, research, information collection, and presentation. The university expects students to submit assignments that are original to them and to properly cite and reference other peoples' ideas using the prescribed style guide. The very foundation of a good university education is academic integrity. Learning how to express original ideas, cite sources, work independently, and report results accurately and honestly are skills that carry students beyond their academic careers. If a student is uncertain about an issue of academic honesty, they should consult the faculty member to resolve questions in any situation prior to the submission of the academic exercise.

Maintaining your academic integrity involves:

- Creating and expressing your own ideas in course work.
- Acknowledging all sources of information including verbal, written, digital, and graphic.
- Completing assignments independently or acknowledging collaboration.
- Attending classes, exams, and required academic events.
- Accurately reporting results when conducting your own research.
- Honesty during examinations.
- Not tampering with or misusing technology.
- Not aiding or abetting other students in violating any academic rules or policies.

Courses at Carolina University will utilize proctoring for select exams to ensure exam integrity. Per Carolina University directives, all exams that represent 25% or more of a course grade are required to be proctored. Instances of cheating or inappropriate behavior will be considered violations of the Academic Integrity policy and will result in disciplinary action.

Plagiarism is the use of another person's distinctive ideas or words without acknowledgment. All researchers are expected to acknowledge the use of another author's words by the use of quotation



marks around those words in the text of a paper and by appropriate citations. Plagiarism can occur in an oral, written, or media project submitted for academic credit or for some other benefit.

Examples of plagiarism include (but are not limited to), the following:

- Word-for-word copying of another person's ideas or words;
- Mosaic (interspersing of one's own words here and there while, in essence, copying another's work);
- Paraphrasing without citation (the rewriting of another's work, yet still using their fundamental idea or theory);
- Submission of another's work as one's own;
- Having another person write a paper;
- Buying or procuring a ready-made paper from a research paper "service" on the Internet or from another such service;
- Neglecting quotation marks on material that is otherwise acknowledged;
- Fabrication of references (inventing or counterfeiting sources)

BIBLIOGRAPHY

None