

**AMERICAN UNIVERSITY OF BEIRUT**  
**Faculty of Health Sciences**  
*Department of Environmental Health*

**ENHL 236**  
**Environmental Health Undergraduate**  
**Practicum Course**

**Summer 2019**

**Course Syllabus**

**1. Course Description:**

**ENHL 236 (3 credits):** This is a required course for Environmental Health students providing them with an opportunity to supplement their theoretical and laboratory experience with a real life practical field experience. Students will be assisting /helping in specific ongoing tasks, under the close supervision and guidance of field supervisors, in pre-approved work settings in the public sector, private sector (industries, consulting firms), academic and research centres, UN agencies, or international and national NGOs. Students will address current environmental issues while being supervised by environmental practitioners at the site. Whenever feasible, practicum/internship sites will be assigned so as to meet each student's long term academic and career objectives within the discipline. The experience will sharpen the students' writing, technical and analytical skills and develop their ability to successfully complete a well-defined task, within a limited time frame.

**2. Course Coordinator:**

**Dr. Joumana Nasr:**

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**3. Learning Outcomes (LOs):**

The practicum provides the Environmental Health students with the opportunity to put the competencies and skills acquired during the first two years of the program into application. At the end of the course, students are expected to meet at least one of the following *learning outcomes* (inspired from the environmental health program's learning outcomes) depending on the assigned site and tasks:

- **LO1:** Apply contemporary knowledge and technical skills to analyse and/or prevent and/or remediate environmental problems.
- **LO2:** Prepare and/or administer/implement community-based environmental health interventions.

- **LO3:** Prepare and/or disseminate and/or evaluate public/environmental health awareness material.

In addition, all students have to meet the following *learning outcome*:

- **LO4:** Exhibit high principles of character, a sense of civic and moral responsibility, and a commitment to basic values of human life, ecological well-being, and environment ethics.

#### **4. Eligibility:**

Only Environmental Health students who have completed all the ENHL courses of the first and second years are eligible to enrol in the Practicum course. Exceptions to the rule will be considered on a case by case basis.

#### **5. Course Principles:**

- Content: The Practicum course consists of (1) field/site work (internship in one of the sites) and (2) reporting on the field/site work (through the submission of 2 assignments to the course coordinator).
- Durations:
  - ✓ *The Field/Site Work (Internship)*: The field/site work (internship) will extend over 5 continuous working weeks (from Monday May 20, 2019 till Monday June 24, 2019), with no extension beyond June 24, 2019. During these weeks, students should invest a minimum of 135 to 140 working hours (daily basis work- during the site's working days) at the assigned site. Students are not allowed to leave the internship site before Monday June 24, 2019, even if they accomplished the required number of working hours.
  - ✓ *The Reporting on the Field/Site Work*: After the completion of their field/site work (internship) students are supposed to write their 2 assignments (Final Report and Reflection). They are given till Friday September 20, 2019 to submit the 2 assignments. The course instructor will be available to answer any question relating to the writing of the final report and reflection between Monday May 20, 2019 and Wednesday June 26, 2019 and then again between Monday August 26, 2019 and Thursday September 19, 2019 (by appointment).
- Conduct: students are expected to complete the work with the highest standards of integrity in line with the AUB's code of conduct. Respect, reliability, honesty, professionalism, confidentiality and professional look are a must.
- Confidentiality: Students are not allowed to disclose to the general public any type of information they had access to at their practicum/internship site. Any ethical issue faced by the student at the site should be reported to the practicum coordinator.
- Attendance: Students are expected to show up to the practicum/internship site (offices or field) on daily basis. Attendance will be recorded by the field supervisor on a daily basis. Students are responsible to remind the field supervisor, every day, to record their attendance and make sure that they are on the right track to the completion of the minimum working hours needed (a minimum of 135 to 140 working hours). Students are

not allowed to miss any working day without a valid excuse with documentation presented to the practicum coordinator (scanned and sent by e-mail) and the field supervisor (scanned and sent by e-mail) . Students have to compensate for these missing days by working extra hours at the internship site (within the period extending from Monday May 20, 2019 and Monday June 24, 2019) and/or by taking extra home assignments.

- Documents, Forms & Signatures:

- ✓ Students are responsible to inform the practicum coordinator of any form that requires their signature at the practicum/internship site, before signing it. Students are also responsible to provide the coordinator with copies of the forms before and after signing them.
- ✓ Students are responsible to inform the course coordinator of any document required from them at the practicum/internship site, before submitting it and provide the practicum coordinator with a copy of that document.
- Insurance: Students are fully responsible to make sure that their insurances are valid and that they cover them at the practicum/internship sites.
- Report Clearance: Every student should submit his/her final report to the field supervisor, for clearance (not for feedback), for confidentiality purposes, before submitting it to the practicum coordinator for grading. In other words, the final report should be cleared by the field supervisor before Friday September 20, 2019, which is the deadline for the submission of the assignments. The student is responsible to inform the supervisor that the report should be cleared before Friday September 20, 2019.
- Students with Special Needs: “AUB strives to make learning experiences accessible for all. If you anticipate or experience academic barriers due to a disability (such as ADHD, learning difficulties, mental health conditions, chronic or temporary medical conditions), please do not hesitate to inform the Accessible Education Office. In order to ensure that you receive the support you need and to facilitate a smooth accommodations process, you must register with the Accessible Education Office (AEO) as soon as possible: [accessibility@aub.edu.lb](mailto:accessibility@aub.edu.lb); +961-1-350000, x3246; West Hall, 314”.

## **6. Preparatory Step:**

Before the beginning of the field/site work (internship):

- The student agrees, with the field supervisor, on the tasks to be performed during his/her stay at the site. Consequently, the student should submit to the practicum coordinator a *Statement of Tasks Form* in which the tasks agreed on are clearly mentioned.
- The student should submit to the practicum coordinator the *Practicum Approval Form* that secures the approval of the two parties (the student and the field supervisor) to work together.

## 7. Assignments and Assessment:

Upon the fulfilment of the required working hours at the internship site (a minimum of 135 to 140 hours) between Monday May 20, 2019 and Monday June 24, 2019, the final grade of the course could be calculated, for each student, as per the “course evaluation criteria” below.

*N.B:* any student, who does not complete the required number of hours at the site (a minimum of 135 to 140 hours), within the period of the internship (between Monday May 20, 2019 and Monday June 24, 2019) will automatically get an Incomplete (I) on the course. So the fulfilment of the required number of working hours at the internship site is a must for the student to be able/allowed to submit his/her 2 assignments for grading.

The Practicum course requires the completion of 2 assignments:

<b>Assignments</b>	<b>Length of the Assignment</b>
<i>Assignment 1:</i> Final Report	A maximum of 2500 words [Check Appendix A] (Time New Roman- Font 12- Spacing 1)
<i>Assignment 2:</i> Reflection	A maximum of 200 words [Check Appendix B] (Time New Roman- Font 12- Spacing 1)

***Course Evaluation Criteria:*** Students will be evaluated and the ENHL 236 course grade will be calculated based on the following:

<b>Entity</b>	<b>Description</b>	<b>Grade (%)</b>
Assignment 1	Final Report	50%
Assignment 2	Reflection	10%
Field Supervisor’s Evaluation	Professionalism, seriousness, behaviour, conduct, punctuality, integration of the theoretical knowledge with practical work experience, development of personal and technical competencies, accomplishment of the work assigned, assimilation of the practical work with high sense of civic, moral and ethical responsibilities, ability to work effectively within a team	30%
Practicum Coordinator’s Evaluation	Overall student’s cooperation, commitment, & seriousness throughout the practicum’s fieldwork and pre and post fieldwork, professionalism & behaviour, accomplishment of the tasks assigned to him/her on time.	10%

## 8. Procedures:

### ➤ Spring Semester (junior year):

- The practicum coordinator organizes a session in which (1) the practicum policies and procedures are explained to the students and (2) the sites are selected, by the students, from the list of sites available (based on preferences, as much as possible) (**Monday April 15, 2019**).

- The student visits the practicum/internship site, and meets with the field supervisor onsite, who will inform the student and discuss with him/her the tasks that he/she will be involved in, during the period of the internship (**Anytime between Monday April 22, 2019 and Friday May 10, 2019**)
  - The student signs the *Practicum Approval Form* and secures the signature of the field supervisor on that same form. The student scans the form and sends it by e-mail to the practicum coordinator. (**Anytime between Monday April 22, 2019 and Friday May 10, 2019**). The Practicum Approval Form secures the agreement of the parties concerned (the student and the field supervisor) to work together.
  - The student fills the *Statement of Tasks Form* (after the student has discussed and agreed, with the field supervisor, on the specific tasks), secures the approval/signature of the field supervisor and practicum coordinator on it, scans it and sends it by e-mail to the practicum coordinator (**Anytime b/w Monday April 22, 2019 & Friday May 10, 2019**).
- Summer Semester (junior year):
- The student accomplishes his/her field/site work (internship), as agreed (**from Monday May 20, 2019 till Monday June 24, 2019**).
  - The practicum coordinator follows up, with the student and the field supervisor, on any problem that may arise during that period. The student and/or the field supervisor should contact the practicum coordinator immediately in case of any problem.
  - After the end of the field/site work (internship), the field supervisor provides the practicum coordinator with the *Field Supervisor's Evaluation Form* and the *Attendance Sheet* by e-mail. (**Anytime between Tuesday June 25, 2019 and Friday June 28, 2019**)
- Summer Semester (junior year) & Fall Semester (senior year):
- The student who fulfills the required number of working hours at the site (minimum of 135 to 140 hours) within the period of the internship (between Monday May 20, 2019 and Monday June 24, 2019) will be ready to write his/her final report and reflection.
  - The student is given several weeks (from Tuesday June 25, 2019 till Friday September 20, 2019) to work on the final report and the reflection and clear the final draft of the report with the field supervisor. Students are advised to start roughly drafting their report and reflection while still at the internship sites. The course instructor will be available to answer any question relating to the writing of the final report and reflection between Monday May 20, 2019 and Wednesday June 26, 2019 and then again between Monday August 26, 2019 and Thursday September 19, 2019 (by appointment).
  - The student submits the final report and the reflection, for grading, to the practicum coordinator, through Moodle, on (**Friday September 20, 2019**)
  - The course coordinator grades the final report and the reflection and calculates the final grade of the course as per the “course evaluation criteria” mentioned above.
  - The practicum coordinator posts the final grade of the Practicum Course on AUBsis on (**Monday September 30, 2019**).

## Appendix A

### **Final Report**

#### The General Framework of the Final Report

##### I-Executive Summary:

A 250 words summary of the report

##### II- The Report:

###### 1. Background Information:

- Provide background information (literature review) which is relevant to your topic.
- Include the significance of your work.
- Describe the practicum/internship site in which you worked.

###### 2. Undertaken Tasks:

- Clearly state the tasks you performed.

###### 3. The Process:

- Describe the methods and/or tools used to perform the tasks.
- Clearly reflect on the Learning Outcome (LO) that you chose and how did you meet it.
- Clearly reflect on LO4 and how were you able to meet it throughout the work process
- Discuss the limitations and challenges faced throughout the process.

###### 4. Results and Discussion:

- What products resulted from your work, describe them in details.
- What results did your analysis find? State them and discuss (if applicable).
- Discuss the implications of the output of your work on health and environment.

###### 5. Conclusions and Recommendations:

- What did you conclude from your work?
- What are your recommendations to the concerned parties?
- What are your recommendations to the practicum/internship site you worked at?

##### N.B.:

- *Include a cover page and a table of content*
- *The word limit for the final report is a maximum of 2500 words (excluding: cover page, executive summary, table of content, references, and appendices).*
- *References: APA format - formatted references section and in-text citations.*
- *Sources: primarily from international agencies, governmental documents, peer-reviewed journals, reports from NGOs, international organizations and reputable social movements.*

## **Appendix B**

### **Reflection**

- Describe in 200 words your general experience at the practicum/internship site. Include the challenges, opportunities, lessons learned, overall satisfaction and answers to the questions below:
  - What is the name of the practicum/internship site?
  - What is its mission?
  - What was your role? What did you do?
  - What were the objectives of the project you worked on? Or of the activities that you did?
  - What were your learning goals when you first joined the practicum/internship site?
  - How did your goals fit with the objectives of the project/the activities or the mission of the practicum/internship site?
  - What did you learn from this experience? About yourself? About working in the field? About society? About interacting with colleagues at the workplace? About working under the supervision of someone? About having to abide by the rules and regulations of an actual workplace?
  - What was successful and why?
  - What would you do differently and why?
  - What are your lessons for the future?
  - How will you prepare for a future experience in the field?
  
- In your reflection, make sure to balance between descriptive writing, criticism, analysis and evaluation in a well-organized and coherent way.