

HEALTH SCIENCES INTERNSHIPS (HSCI 487)

The internship (HSCI 487) provides Health Sciences majors with the opportunity to experience working in the community in an area in which they are interested. The Health Sciences major requires that all students take 3 to 5 credit hours of internship for graduation. Students in the Health Sciences major are allowed to take from 2 to 5 credits of internship per semester. However, no more than 3 credits of internship may be taken in the semester immediately prior to graduation. Prerequisites to the internship are admission to the major, and junior or senior standing in the major.

To complete a Health Sciences internship, students must complete the equivalent of 3 hours of on-site observation, participation, or work per credit hour per week. Thus, each credit hour of internship will require the student to put in 42 hours of work. This may mean that a student will need to work with multiple agencies to fulfill the requirement. Failure to complete the required number of hours may result in a grade of IP (in progress) with the student needing to spend more time in their internship, or a reduction in the number of credit hours awarded for the class. This should be reconciled among the student, the internship advisor and the record's office.

The college allows up to 10 credit hours of internship to count toward graduation credits, so long as only 5 hours are in the same internship experience (i.e., two, 5 credit internships can be taken with different agencies). More than 10 credits may be taken in HSCI 487, however, those beyond 10 will not count toward graduation.

Internships may be taken at any time during the academic year, including in the summer and January. However, not all advisors are willing to mentor internships outside of fall and spring semesters. Internships only will be allowed during summer and January if your internship advisor agrees.

HOW-TO GET AN INTERNSHIP

1. Begin by researching potential internship sites. Keep in mind that "The primary goal of the internship is to expose students' to "real-world" settings where they can view how health care organizations and/or clinicians function and to see how health care or related practitioners actually do their jobs." We have found that students who find their own internship sites usually have the best experiences.

While investigating potential internship sites, you are encouraged to utilize the internet, make phone calls, talk with faculty, use personal connections and visit the Office of Student Services to learn about where other health sciences students have interned in the past.

2. Select an Internship Advisor. This may be your academic advisor, but it does not have to be. Any member of the Health Sciences faculty can serve as an internship advisor. Be sure to ask the faculty member if they are willing to serve as your Internship Advisor.

3. Discuss possible internship sites and options with your Internship Advisor.
4. Download (web address pending) or get a copy of the "Enrollment Form for Health Sciences Internship"
5. Fill out the enrollment form and acquire the necessary signatures (those of your academic advisor, your internship advisor, the Chair of the Health Sciences Program and your own).
6. Submit the completed application form to the Record's office at registration time. That office will enroll you in HSCI 487. Note that if you are registering late, you must submit the enrollment form **at least 4 weeks before** the beginning of the semester in which you plan on doing your internship.
7. The Director of Student Services will contact you and work with you to solidify an internship placement, including contacting a site on behalf of the student and explaining the internship program to potential internship supervisors.
8. The Director of Student Services will provide you with a copy of the internship syllabus.
9. You must meet with your internship advisor to determine the expectations they have about your internship experience and the expected dates of completion of all assignments.
10. The Director of Student Services will submit all necessary paperwork on behalf of you, including information on the Health Sciences program, the internship experience/course requirements and the internship evaluation to your supervisor at the internship site.
11. Meet with your internship supervisor on site to discuss all aspects of your internship experience.

ONCE YOUR INTERNSHIP IS UNDERWAY

1. The Director of Student Services will make contact with your internship supervisor half way through the semester to make sure that the internship is on track.
2. The Director of Student Services is available to assist you or internship supervisor with any questions or concerns at any time during the internship period.
3. You and the Director of Student Services will work to remind the internship supervisor to complete and return the "Health Sciences Internship Evaluation Form" no later than the week before finals begin.

4. Contingent upon the return of the evaluation form and completion of the academic requirements of the internship, the faculty internship advisor will issue a grade to the student. Note that failure to meet minimum meeting hours (3 contact hours per credit hour per week), not turning in all required assignments by the due dates and/or the failure of your internship supervisor to turn in the evaluation form will result in a grade of IP (in progress). That grade will be changed once the deficit has been remedied.