

## **HSCI 487 - Health Sciences Internship Syllabus**

### **Overview**

The internship 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 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**

Prerequisite to the internship is successful completion of HSCI 090 (Career and Life Planning) before you can do an internship, admission to the major, and junior or senior standing in the major.

### **Credit Hours**

The college allows up to 10 credit hours of internship to count toward graduation credits, so long as only 5 hours is 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 do not count toward graduation.

### **Required Hours**

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.

### **Internship Sites and Expectations**

Once a student begins an internship at a specific location, they may not change sites unless asked to leave by the host organization. If a student is removed from an internship due to the failure of the student to fulfill the internship requirements, they will fail the internship. Students who fail an internship will be required to undertake a special project instead of being re-located to another internship. Any problems that you are encountering in the organization should be discussed with your internship advisor prior to discussing them with your internship mentor.

Students are generally not paid for these positions. Interns are expected to complete tasks that are assigned to them, no matter how menial or demanding. If you are unsure how to accomplish any task, please discuss the problem with your mentor or with your internship advisor.

## Required Work

Students are required complete the following assignments as part of their internship. You must meet with your internship advisor by the end of the first week of the semester to determine due dates for these assignments.

1. **Before beginning your internship, you must meet with your internship advisor and set up a list of goals that you which to accomplish during your internship.**
2. Keep a journal documenting your hours and days worked. This journal should be a short description of what you learned that day, any interesting or insightful events in your day's activities, and any concluding remarks. **Journal entries must be turned in (either in paper form or by e-mail) a minimum of every other week.** Failure to turn in a journal entry for one month may result in failing the internship.
3. A final **self-assessment paper** that discusses the utility of the internship toward your internship goals, career goals, your satisfaction with the internship, and any suggestions you would have for future students seeking internship opportunities in the same organization (i.e., what did you get out of the internship? Would you recommend the internship site to other students who are interested in the same career path?). The paper should also compare and contrast your on-the-job experiences with your college related learning and preparation (how prepared were you for the internship and what could you or the college have done to better prepare you?).
4. There is a permission slip at the end of the syllabus. **You must turn this slip in with your self-assessment.** We want to post some of your papers (with your permission) in the Director of Student Services' office for future Health Sciences students to read.
5. A copy of a **'thank you' letter** sent to the mentor site at the conclusion of the internship thanking them for the opportunity.

## Grading

Internships will be graded as follows:

Journal - 40 pts

Mentor's Evaluation (attitude, competence, personal appearance, etc; this information comes from your mentor/supervisor's evaluation) - 40pts

Paper and permission slip - 10pts

Thank you letter - 10pts

**Failure to do any of the above assignments may result in a failing grade in the internship.** Regardless of your performance on the assignments, **if a mentor supervisor indicates you did not successfully complete the internship, you will earn a failing grade.** Students failing their initial internship may not be allowed to complete a second one. In this case, students will undertake a by-arrangement special project in concert with the Chair of the Health Sciences program.

## Responsibilities

Please remember that you are guests in the facilities. Organizations that accept Linfield students as interns are not being paid for doing so. All Linfield students are expected to present themselves in a professional manner at all times, be prepared to perform whatever is legally required by their host organization, and conduct themselves in a manner in which Linfield would be proud. Remember, these organizations will be able to provide you with excellent recommendations as you begin your job search after college. Failure to impress your internship supervisor may make it more difficult to get a job in the future. This is a very important component of the internship process. Strive to do your best whenever you are at your internship site. Please remember that you have one chance to make a first impression but several chances to make a lasting negative impression.

## Permission Slip to Permit Students to Read my Self-Assessment

Please attach this to your self-assessment. We would like to be able to post self-assessments in a notebook that will be accessible to other health science students to give them an idea of what they could expect at the agency where you did your internship.

I, \_\_\_\_\_, give / do not give (circle one)

permission for my self-assessment to be posted in a notebook that is accessible to Health Sciences students.

Signature \_\_\_\_\_ Date \_\_\_\_\_