

College of Health Sciences Internship

The internship is the last step for undergraduate students within the College of Health Sciences. The fundamental purpose of all field experience activities supported by the College of Health Sciences (CHS) is to provide students with growth and development opportunities in a field/lab-based setting. Upon completion of required field experiences, students should be able to make the transition from student to professional or on to graduate College and function at an optimal level of competence in their future professional career.

Student Expectations:

- **Students** are required to secure their own internship site using the university approved list as a guide.
- **Students must complete all required paperwork for site and university to begin internship (CPR, background check, liability insurance, as requested by the site).**
- **Students** must meet site criteria and pass preemployment tests/orientation to confirm position at that site.
- **Students** must be available to provide service to the agency on a consistent and dependable basis in return for the professional leadership and guidance provided by the agency. In the case of absences, contact the agency supervisor immediately.
- **Students** need to understand and adhere to these policies as if they were a permanent employee at the company. It is important that students respect both university policies and employer policies. to have a successful experience.
- **Students must take initiative.**
 - Developing goals and objectives for internship in concert with site supervisor.
 - Developing a list of activities with a timetable to achieve objectives and goals
 - Maintain open lines of communication with site supervisor and university supervisor.
 - Contact Faculty Supervisor to schedule mid-term and final visits in coordination with site and site supervisor.
- **Students** will establish a work schedule in consultation with the Site Supervisor.
- **Students must complete all required coursework over the semester through Canvas.**
- **Student Internship hours must be acquired within the enrolled semester (hours acquired prior to start will not be considered towards required contact hours)**
- **Students** are required to remain professional, refrain from inappropriate use of cellular devices, arrive on time, wear professional clothes, and demonstrate proper hygiene.
- **Students must be active learners**
 - Accepting responsibilities associated with internship with the same interest and enthusiasm as if accepting a full-time professional position.
 - Complete tasks appropriately and with minimal prompting.
 - Observe and ask questions
 - Demonstrate understanding and competency
- **Students'** internships must be outside of current employer*
- **Must acquire a minimum of 240 hours of direct contact time within the registered semester**

Site Requirements:

- Provide a qualified supervisor who has academic preparation in his/her field of specialization, preferably at least a baccalaureate degree, and/or has demonstrated his/her expertise through work experience and professional accomplishments.
- Provide support to the student for the duration of 240 contact hours (or 120 for qualified HCL students) needed for completion of internship.
 - Contact hours are defined as time spent at the site or time required to complete assigned responsibilities (e.g. library research, interviews, client/patient visitations, travel to official meetings, etc.) Time spent traveling to and from the internship site, writing a paper, or preparing internship log/journal may not be used as contact time.
- Complete an affiliation agreement or similar contract with the University during the internship.
- Orient student intern to the agency, staff, policies, regulations, programs, and activities.
- Provide a professional environment for student interns with clear expectations and communication.
- Provide the intern an opportunity to work with a variety of professional staff, when possible, in areas such as planning, implementation, evaluation, administration and community organization.
- Discuss student-prepared goals and assist in completing mid-term and final evaluations.
- Site Supervisors have the prerogative to terminate an internship experience with or without cause. In such a scenario, it is the student's responsibility to identify and secure an appropriate and approved replacement site in consultation with their university supervisor.

University Supervisor Expectations:

- Contact site supervisor at initiation of internship, prior to midterm and final
- Meet/Communicate with the intern every 2-3 weeks.
- Visit with intern on site at least twice. Visitations should be arranged by the student intern with the agency and University supervisors. Onsite visits may not be possible and the use of alternate forms of communication via telephone calls, conference calls, electronic mail, zoom, etc. is expected.
- Collect evaluation forms, reports, and documentation throughout internship and discuss any necessary improvements and/or praise.
- Assign internship grade in consultation with agency supervisor.
- Maintain checklist of student intern responsibilities.

For further questions or additional documentation please contact the Internship Coordinator: 901-678-3477.

*HCL students may discuss other options with Internship Coordinator regarding internship and current employer



Code of Conduct and Expectations for Professional Behavior

1. Adherence to the **Highest Ethical Standards**
 - a. Every member of the College of Health Sciences shall, at all times, conduct his or her activities in accordance with highest professional and community ethical standards.
2. Maintenance of the Highest Standards of **Integrity**
 - a. Every member of the College of Health Sciences shall engage in honest and transparent practices. Whether it is with other students, professors or people in the community. This includes research, turning in your own classwork and contributing to collaborations with other professionals or students.
3. **Respect** for the Rights and Dignity of Others.
 - a. The College of Health Sciences is committed to a policy of equal treatment, opportunity, and respect in its relations with faculty, administrators, staff, students and others who come into contact with the University.
4. Strive for **Excellence** in all Tasks and Activities
 - a. Every member of the College of Health Sciences shall strive to produce exemplary work that is accurate and goes above and beyond the guidelines provided and is submitted prior to the deadline.
5. Strive to Use **Critical Thinking** Skills to solve All Problems
 - a. Every member of the College of Health Sciences will provide logical sequential steps and logical rationale to resolve problems.
6. Demonstrate **Self-Initiative** and **Independence**
 - a. Every member of the College of Health Sciences will take the initiative in the learning process. This includes preparation for classes and taking advantage of all resources that are available to them.
7. Conduct Themselves with the Highest Levels of **Professionalism**
 - a. Every member of the College of Health Sciences will attain the highest levels of professionalism both in and out of the classroom. This includes appearance and behavior in the classroom and at the intern site. This also includes social network postings and written and oral communications with other individuals.
8. Strive to **Achieve** All Academic and Personal Goals
 - a. Every member of the College of Health Sciences will resist any tendency to become deterred from their goals due to challenging obstacles which may arise.
9. Accept **Responsibility** for All of Our Actions and the Consequences that result.
 - a. Every member of the College of Health Sciences shall accept responsibility for all of their actions and everything that is required of their position, as well as the potential consequences of their actions.