

## MEMORANDUM

TO: Community Health Student-Intern  
FROM: HSC 480 Intern Coordinator  
DATE: 2011-12  
SUBJECT: Student Responsibilities for HSC 480

The internship student will:

1. Provide the Health Science (HSC) Intern Coordinator with the ORIGINAL copy of the internship contract (signed by the internship site agency's director/supervisor, the Health Science Intern Coordinator, the Chair of the Department of Kinesiology & Health Science, the Dean of the College of Education, and the student-intern) BEFORE the internship begins. A (completely signed) copy also will be given to the agency and the student will keep a copy. The original copy of the internship contract and the "Intern Information Sheet" must be turned into the HSC Intern Coordinator before the following dates in order to enroll in HSC 480.
  - To complete an internship during Summer I or II all paperwork must be turned in by Friday of Spring Dead Week.
  - To complete an internship during Fall all paperwork must be turned in by the first Friday of Summer II.
  - To complete an internship during Spring all paperwork must be turned in by Friday of Fall Dead Week.
  - NO EXCEPTION ON THE DEADLINES!
2. Upon completion of the internship experience the student will submit a three-ring notebook to Intern Coordinator (if enrolled in a face-to-face class only). The notebook will include the following:
  - A daily journal describing the internship experiences involving activities, observations, & implementations within the internship site
  - Evidence of involvement in the agency's programs, office procedures, general work assignments, staff meetings, etc.
  - A time sheet documenting the 145 hours of internship experience with a signature from the internship supervisor or agency director (review evaluation sheet that will be sent to the agency's director)
  - Learning Goals/Modules
  - Upon completion of the internship, send a personal thank you letter/card to your internship site supervisor and the director of the agency in which you did your internship
    - If the student enrolled in the online HSC 480 will submit all work electronically. In addition, intern assignments will be included in HSC 470 portfolio for review during the scheduled presentation on campus.
3. Present an overview of the intern experience to HSC students and faculty. Presentations on campus will be made during Dead Week of Fall or Spring or the day before finals in summer school.