



**College of Nursing and  
Health Professions**

**Bachelor of Science in Health Administration**

# **Internship Handbook**

## **HA 481/482**

*Guidelines for Students and Preceptors*

For all internship students in Health Administration

*Revised February 2022*

**College of Nursing and Health Professions**

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# HA 481/482 Internship Checklist

Date

This checklist will guide you through your internship. Steps are explained in the handbook.

- \_\_\_\_\_  Complete all Castle Branch requirements before applying for an internship – see Appendix 1 for codes to place an order and information about all the requirements
- \_\_\_\_\_  File an internship application with the Health Administration (for Fall Interns – by April 15; for Spring Interns – by September 15; for Summer Interns – by February 15)
- \_\_\_\_\_  Schedule a meeting with the internship Career Services and Internships Liaison
- \_\_\_\_\_  Have an on-site internship interview with your potential Preceptor
- \_\_\_\_\_  Accept an internship offer and notify the Internship Program Instructor and Career Services and Internships Liaison
- \_\_\_\_\_  Complete and submit the following forms to the Health Administration Department: (see Appendix 2)
  - \_\_\_\_\_  HA 481/482 Internship Work Agreement
  - \_\_\_\_\_  HA 481/482 Preceptor Contact Information
  - \_\_\_\_\_  HA 481/482 Health Administration Requirements Contract
  - \_\_\_\_\_  CPT Form and required letter from preceptor returned to the International Program Department - **(International Students Only)**
- \_\_\_\_\_  Receive Notice to Register – you will be emailed the CRN# and how to register
- \_\_\_\_\_  Register for the internship course (HA 481/482)
- \_\_\_\_\_  Post schedule to Blackboard Course site
- \_\_\_\_\_  Begin internship
- \_\_\_\_\_  By the end of your 1<sup>st</sup> week, submit your HA 481/482 Internship Learning Goals form - see Appendix 2
- \_\_\_\_\_  Before your mid-term review, submit your HA 481/482 Job Description for Internship form - see Appendix 2
- \_\_\_\_\_  3 weeks before midterm, submit possible dates for the review to the Career Services and Internships Liaison
- \_\_\_\_\_  Mid-term review
  - \_\_\_\_\_  Submit all HA 481/482 Weekly Tracking Forms for documentation of hours - see Appendix 2
- \_\_\_\_\_  Notify the Career Services and Internships Liaison upon completion of your internship
  - \_\_\_\_\_  The Career Services and Internships Liaison will email your Preceptor an evaluation form
  - \_\_\_\_\_  Complete all In-Class Requirements and Castle Branch requirements.
- \_\_\_\_\_  Receive a "pass" or "no Pass" grade or an "incomplete" if requirements are not met from above.
- \_\_\_\_\_  Send your Preceptor a "Thank You"

## **Introduction**

This handbook outlines much of the information you will need to progress through the preparation and participation in an internship. **It is your responsibility to be familiar with this information and act on the instructions without being prompted.** For a quick reference of the steps, see previous page of this handbook to the Checklist. Detailed explanations are found in the body of the handbook.

The internship (HA 481/482) is required of all USI students pursuing a bachelor's degree in Health Administration. As the culminating experience of the program, the internship offers students in Health Administration the opportunity to apply the theories and skill sets learned in the classroom to the real world of healthcare.

The internship is completed under the supervision of a qualified and experienced healthcare professional in the community setting. The chance to observe and share in the knowledgebase of those already working in the field offers students a bridge between the academic setting and the work world. Students are afforded the occasion to grow professionally under the supervision of a healthcare expert who recognizes the tangible contribution that can be made by an intern.

- All Health Administration students are required to complete HA 481/482 for a total of 7 credit hours (equal to 350 hours of field experience) in two consecutive semesters of their senior year. **HP 475 is the pre-requisite course for HA 481/482 and must be completed with a C or better.**

All Health Administration internships are offered in conjunction with Association of University Programs in Health Administration (AUPHA) and/or the National Commission for Health Education Credentialing, Inc. (NCHES), along with the National Association of Colleges and Employers (NACE) which connects employers and Career Services and Internships professionals to provide best practices, trends, research, professional development and conferences.

### **1. Planning for the Internship Experience**

#### **a. Early Planning (Freshman/Sophomore)**

- **Review and consider financial viability when considering the timing of the internship**
- **Schedule courses to complete pre-requisite course requirements prior to application period. A course in Microsoft Office is strongly recommended.**
- Consider your career goals and what type of internship experience might best help you prepare for your desired position after graduation.
- Note which courses in your program interest you the most, and which health care settings you prefer.
- Talk to other students about their internship experiences.
- Join HOSA, STELLAR and/ or Sigma Phi Omega and discuss options with student members.
- Discuss ideas with your academic advisor and/or instructors.
- Attend an orientation session and look at Castle Branch requirements.

## b. Later Planning/Applying (Junior/Senior)

- File an internship application (prior to the stated deadlines) with the Health Administration Department.
  - Health Administration applications are available online at <https://www.usi.edu/health/health-services/health-services-internship-or-administrator-in-training-ait-residency/>
- Once your application has been approved, schedule a meeting with the Career Services and Internships Liaison (464-1865). Come to this meeting prepared:
  - Know the information included in this document.
  - Bring your updated resume to the meeting
  - Identify your areas of interest and be prepared to discuss them with the Career Services and Internships Liaison.
  - Bring ideas of possible internship sites or contacts.

## 2. Overview of the Internship Experience

### a. Purpose/Goals

The major purpose of an internship is to provide you with professional experience outside of the classroom that is consistent with your career goals. It provides you an opportunity to integrate and apply what you have learned in your coursework to enhance your academic and professional development.

The goals of this experience are to:

- provide relevant and practical professional experience
- enhance understanding and application of health management or health education principles, concepts, and procedures
- establish professional contacts within the healthcare community
- strengthen oral and written communication skills
- strengthen presentation ability
- strengthen interpersonal skills
- strengthen critical thinking and problem-solving skills

Internships are conducted in a professional work environment and **MUST** be approached as professional employment. The internship gives you an opportunity to demonstrate your ability to apply knowledge to practice.

- **Clinical hours from other programs may NOT be used toward an internship.**
- **Any student who is asked to “leave” their internship will be placed at the discretion of the Health Administration Program Chair. Hours previously earned will NOT count towards the total hours needed for course completion.**

**Health Administration** internships should be completed during the senior year of your academic program in order to apply knowledge gained from your coursework. Eligibility for participation in an internship is as follows:

**Fall Internship Applicant Requirements:**

- Apply no later than **April 15**
- 75 hours completed
- Completed Background Profile and Health Requirements

**Spring Internship Applicant Requirements:**

- Apply no later than **Sept. 15**
- 75 hours completed
- Completed Background Profile and Health Requirements

**Summer Internship Applicant Requirements:**

- Apply no later than **Feb. 15**
- 75 hours completed
- Completed Background Profile and Health Requirements

**See Pre-requisites**

**\*Maintain a 2.75 GPA**

**\*Successful completion (C or above) of Gero 215, HP 115, HP 211, HP475, and PH 284**

- Please note that Health Administration students are expected to complete an internship over two separate semesters. **You will need to click on the link below to fill out an application.**  
[https://usisurvey.az1.qualtrics.com/jfe/form/SV\\_9XHJYqSZilwiKmW](https://usisurvey.az1.qualtrics.com/jfe/form/SV_9XHJYqSZilwiKmW)
- Completion of the required Castle Branch Profile. (See Appendix I)
  - Castle Branch Profile includes a background check. In the case of questionable results, students will not be admitted to the internship program until results have been reviewed by the Program Chair and/or Dean's office.

**b. Health Administration Application, Approval, and Referral Process**

You should plan your **class schedule** and **finances** in order to accommodate distance learning experiences. Some internship sites may be an hour or more drive from the USI campus. Summer internships may be located in a student's home area and in some cases, students may apply for and be awarded opportunities in specific disciplines and locations throughout the region and Tri-State area.

**STEP 1:**

You must complete a Health Administration Internship Application to be considered for an internship no later than the dates listed below.

- **April 15** for the Fall Semester
- **September 15** for the Spring Semester
- **February 15** for the Summer Semester

These deadlines are fixed in order for the Career Services and Internships Liaison to have enough time to assist you in scheduling interviews and setting up internship sites throughout the Evansville area and other communities as needed. It may sometimes take several months for the University to put Affiliation Agreements into place, so time is of the essence in completing and submitting an application for your internship.

**\* Note that failure to meet these deadlines may delay your graduation date.**

Students applying for internships in a health profession setting need to be aware that they will be expected to complete the Castle Branch Profile including physical exam, verification of immunizations and/or titers, TB test, flu shot, Background check, Drug Screen and other clinical requirements. **This will be at the student's expense.**

**Step 2:**

Make an appointment with the Career Services and Internships Department, 812-464-1865.

**Failure to make a timely appointment may mean that your internship will be postponed to the next semester due to inability to arrange placement in a timely manner.**

**Note:** Those applying for a continuation of the second internship with the same facility must notify Career Services and Internships, in addition to the Health Administration Department, and **complete a second agreement as well as forming new internship goals.**

The Career Services and Internships Liaison will help you augment your academic training with an appropriate internship by:

- Assessing academic preparation, interests, strengths, and weaknesses
- Clarifying the intern's objectives and establishing realistic expectations for the internship experience.
- Designing a meaningful, goal-directed internship by aligning the needs and skills of each intern with an appropriate healthcare organization.
- Agreeing on the time commitment, beginning, and ending dates.
- Reviewing internship logistics such as work requirements, dress code, hours, office space, and other related issues as needed.
- Clarifying agency requirements such as immunizations, fingerprinting, etc.
- Some agencies/facilities may require a lengthy orientation prior to the beginning of the internship. The student must plan to accommodate these requirements.

Meaningful internship experiences will offer the students:

- **Real** tasks that need to be accomplished for the healthcare agency
- Activities that are **significant**, but not critical to the functioning of the organization.
- Exposure to the **internal workings** of the healthcare organization
- Activities that can be **completed within the timeframe provided**, assuming the student puts in a reasonable amount of time and effort.
- **Tangible, measurable outcomes** for the goals established.
- **Challenges** commensurate with the student's knowledge, skills, and personal attributes.

**c. Health Administration Internship Requirements and Activities**

Generally, you will be assigned at least one project to complete at your internship site. The project(s) and goals will be determined in consultation with your Site Preceptor to/at the facility.

This course is essential to developing professional skills. In addition to on-site internship hours, you will be expected to develop goals, keep a work log, submit a final reflection paper, and complete evaluation forms (both student and Site Preceptors).

All internship students will formally present their internship experience to their peers, faculty and staff members in a symposium setting at the conclusion of the semester.

The cost of coverage under the University's Professional Liability Plan is attached to tuition for the HA 481/482 course.

**d. Health Administration Contact Hours/Credit Hours**

Health Administration students are required to complete a total of 7 credits and 350 hours of internship experience over two semesters. Health Administration students may **not** complete their internship in one semester. **Any second experience requires a second set of HA 481/482 Work Agreement, HA 481/482 Contact Information and HA 481/482 Health Requirements Contract forms.**

“Contact hours” (350 hrs.) must be completed **on site** at the agency and/or under the supervision of a qualified Preceptor. Internship-related work performed at home (such as class assignments) does not count as “contact hours.”

Class time requirements are **not** counted as “contact hours.”

For example: A 150 hr. internship should be completed **on site** at 10 hrs. weekly for 15 weeks.



### 3. Internship Site Selection

#### a. Identifying an Appropriate Internship Site

You play an important role in identifying an appropriate site. You are encouraged to discuss preliminary ideas with your advisor and Career Services and Internships. Bring your ideas to your meeting with the Career Services and Internships Liaison, who will assist with aligning your interests with participating sites.

#### b. Using Your Place of Employment as the Internship Site

You may **only** use your current place of employment as your internship site if you can document that:

- The internship assignment is distinct from your employment responsibilities and will be completed in a department or division distinct from your regular position
- The hours devoted to the internship are distinct from your hours of employment
- There is a qualified Preceptor, other than your immediate supervisor, who can supervise your work
- The above criteria are reviewed by your employer and your supervisor is willing to submit a written statement that the criteria are acceptable and that each will be met. The feedback on using one's place of employment as an internship site is mixed. Two of the major disadvantages reported are role confusion and job-related interruptions. The major advantage reported is convenience.

#### c. Paid Internships

Paid internships are rare; however, these opportunities are acceptable if the facility offers compensation for the experience.

### 4. On-site Internship Interview

#### a. Purpose of the Interview

You must have a face-to-face interview with your potential Preceptor. The Preceptor will assess your interests and whether you are a good fit for their organization. You **must** be able to articulate your interests during this interview.

#### b. Preparation for the Interview

Employers tell us that they are seeking interns who demonstrate professional behavior and appearance, a positive attitude toward learning, dependability, flexibility, initiative, quality work, and the ability to collaborate and work well in teams in a diverse environment. **It is essential that you demonstrate these qualities during your interview. An interview does not guarantee that you will be accepted!**

You should **research the organization** before the interview so you are familiar with their services, department, and specialties. This will allow you to ask informed questions and help articulate why you are interested in working with them. **Preceptors will ask you what you are interested in learning, please be prepared for this question!**

**c. Information to obtain during your interview:**

- Will I have assigned project and related activities?
- Will I have opportunities to attend meetings/conferences within and outside of the program or agency?
- Will I receive supervision by my Preceptor on a regular basis?
- Will my Preceptor give me feedback on my performance during my internship?
- Will I have the resources required to complete my assignments (e.g. office space, phone, fax, photocopier, computer, etc.)?
- Will I be expected to work independently or as part of a team?
- Will I be working with other interns?
- What is the procedure for requesting a change in schedule or for reporting an absence?
- When I complete my assignments can I request additional projects?
- Will I report to an additional person other than my Preceptor?
- In the event that my Preceptor is unavailable, who will be authorized to assign activities to me?
- How will my schedule be arranged?

**d. Accepting an Offer**

**Once you accept an internship offer**, please notify (via email is acceptable) the Internship Program Instructor and the Career Services and Internships Liaison. Once an **HA 481/482 Internship Work Agreement** form is signed, it is expected that you will honor your commitment.

**5. Internship Pre-placement Documentation**

The **HA 481/482 Internship Work Agreement, HA 481/482 Internship Site Contact Information form, and HA 481/482 Health Administration Requirements Contract, CPT Form/Letter (International students only)** must be returned to the Health Administration Department in Room 3001 (**see Forms, Appendix II**) or emailed to Joy Fein at [jlfein@usi.edu](mailto:jlfein@usi.edu).

- It is desirable to be onsite at least twice per week. This provides you with adequate exposure to the agency so that you can become acquainted with the organization personnel and to maximize your learning opportunities.

**a. HA 481/482 Internship Work Agreement Form (see Forms, Appendix II)  
HA 481/482 Internship Site Contact Information Form  
HA 481/482 Health Administration Requirements Contract  
CPT Form – Curricular Practical Training and required letter from preceptor**

The Purpose of these forms is to promote a clear understanding of the focus and substance of the internship. These forms protect all parties and can be referenced if questions arise relative to any aspect of the experience.

**These forms must all be signed by both the student intern and the site preceptor and returned to the Health Administration Department in HP3001 or emailed to: [jlfein@usi.edu](mailto:jlfein@usi.edu).**

## **b. Job Description/Goals**

The **Job Description** should be completed and uploaded to the Course Blackboard site. This form delineates the internship responsibilities and expected skill set.

- If the Internship includes a project, then it should be described briefly on the project/job description form.

Goals are learning points that the student and Preceptor create together. The student must have an idea of what they want to learn. Goals should be aligned with the student's specialty and should be measurable. The **Internship Learning Goals** form should be completed and uploaded to the Course Blackboard site.

## **c. Internship Start & End Dates**

Internships generally begin at the start of the term but **cannot** be started until the requirements for the **Castle Branch Profile** have been met, successful completion of HP 475 and enrollment in HA 481/482 is complete. These dates should be reflected on your **HA 481/482 Internship Work Agreement** Form. Unforeseen circumstances may arise that may interfere with the timeline of the experience. It is imperative that communication be made with all parties involved to adjust the timeline if necessary. Tracking entries are required for all hours if you want them counted toward the total hour requirement. **Internships (which include your Castle Branch Profile) not completed by the end of the term will receive an "Incomplete" grade until all requirements are met.**

Note: **POST YOUR SCHEDULE!** Once your internship schedule is established, it is imperative that you provide the University with your planned schedule – there is an area on the Course Blackboard site for this information to be uploaded. In the event that your schedule changes over the course of the internship, you must **UPDATE**.

## **d. Registering for the Internship Course**

Upon completion of all pre-registration requirements, the Health Administration Department will clear the student to register online for the appropriate section(s) of the course.

## **e. Expectations to be Shared with Preceptor (see Appendix III)**

Please share with your Preceptor, the documents found in Appendix III. They will be valuable in guiding both your preceptor and you to a successful internship experience.

## **6. Professional Conduct**

### **a. Code of Conduct**

Conducting yourself in a professional manner with the highest standards of personal ethics is an absolute requirement. Violations of professional conduct and/or generally accepted standards of ethical behavior will be grounds for termination from the internship with assignment of a not passing grade.

As an intern you will be expected to behave in a professional and ethical manner. Your conduct should be honorable, productive and represent the University in a manner such that hosts will want more USI students to follow.

The College of Nursing and Health Professions (CNHP) has adopted a **Social Media Policy**. It is expected that all interns abide by this policy. Failure to do so will mean an administrative withdrawal from the internship experience and subsequent course. (See the Social Media Policy as a part of your Castle Branch Profile Information). You will read, sign and date the **Social Media Policy** as a part of the Castle Branch Profile.

The following is expected of you as you participate in your internship and represent USI in the community.

- Assert yourself and your ideas in an appropriate and tactful manner. Engage in active problem solving.
- Be fair, considerate, honest, trustworthy, and cooperative when dealing with coworkers. DO NOT gossip.
- Communicate - keep people informed in a useful succinct way, listen, and ask questions
- Do not conduct personal business during work hours (This is the use of any emails, cell phone, internet, or appointments)
- Be observant - watch how people organize their thoughts, share them and how they respond to communications both positive and negative.
- Remain drug and alcohol free.
- Maintain confidentiality of work-related projects and personnel.
- Familiarize yourself with and adhere to, relevant organizational arrangements, procedures, and functions – this includes OSHA and HIPAA requirements.
- Understand what constitutes a permissible work absence and who to notify if absent, be prompt with being on time to work and with assignments. Always give your best effort!
- Changes in your work schedule, supervision or problems at your site must be reported to the internship coordinator.
- If you feel victimized by a work-related incident, contact the Health Services Dept.
- Dress appropriately for the work setting. Clarify with your site supervision any specific requirements for professional attire at your agency.
- Follow through on commitments
- Be positive and look for opportunities to lend a hand or contribute.
- Keep an open mind. Practice developing Global Perspective by being an informed participant.
- Seek feedback from your supervisors, accept suggestions for corrective changes in behaviors and broaden your perspectives. Continuously strive to improve performance.

## 7. Required Internship Components

### a. Internship Weekly Activity Tracking Form (see Appendix II)

The internship tracking form is a detailed account of your daily activities: a record of your internship dates, hours, and significant learning exercises, noting gaps between what you are learning and what you expected to learn.

- Entries may briefly summarize your day's events including points of interest or difficulties encountered
- Your entries may include a description of meetings attended, data compiled or materials read. It is the means by which you can track your own progress and provides necessary information for the integrative internship research paper.
- You and your Preceptor must sign and date weekly.
  - **Your timesheet must be uploaded in Blackboard.**

### b. Classroom Meetings & Midterm Review

Periodic internship class meetings are conducted by the Internship Program Instructor and Career Services and Internships Liaison which are the on-campus, instructional component of the internship. These sessions provide an opportunity to exchange ideas and experiences, provide support, engage in problem solving, explore internship and work-related issues with other interns, and other professional development skills. Such exchanges also provide a chance to refine goals and objectives and evaluate internship progress.

- **Attendance is mandatory** (please notify your Preceptor of upcoming scheduled meetings so you may be excused from your scheduled internship hours if needed - meeting time does not count towards your required contact hours). You will discuss strategies so you can get the most benefit from your internship experience.
- Class meetings scheduling will vary and be determined each semester.
- You are responsible for coordinating a time with your Preceptor and Career Services and Internships Liaison for a midterm review of your goals and progress 3 weeks before midterm, please call Career Services and Internships for possible dates for the midterm review. The meeting can be by phone or face-to-face and will last about an hour. You should plan several weeks before to schedule the meeting date. **This is a mandatory requirement for successful completion of the Internship.**

### c. Project Materials

You are expected to complete at least one project for the agency. The project will be decided in consultation with your Preceptor. Your Preceptor will familiarize you with the overall functions/activities of your site and help you to identify appropriate projects. A summary of the experience will be presented to the class at the end of the semester.

### d. Reflection Report /Electronic Poster Symposium (see Appendix III)

Please see the syllabus for details

**e. Evaluation**

This evaluation will have several components that may include, but not limited to:

- Midterm review with student and preceptor
- Online preceptor final evaluation

**f. Receiving a Grade for the Internship**

A "pass" or "no pass" grade will be recorded upon completion of the internship hours and all requirements. See the Course Syllabus for further details.

**8. Unanticipated Situations Can Arise**

**a. Activities not specified on the Internship Agreement Form**

As it is impossible to anticipate every internship activity, you may be asked to perform a function that you did not anticipate, but that is within the general expected duties of any internship. Certain tasks are common practice for most internship placements including photocopying, answering telephones, data management, letter-writing, delivery of documents, and on occasion, stuffing envelopes. However, as important as these activities are to the operation and success of any agency or program, they should not constitute the substance of your internship.

If you feel that you are being asked to perform duties not in line with your goals, please feel free to contact either the Career Services and Internships Liaison or Course Instructor.

**b. Activities that compromise your personal or professional values or beliefs**

In the unlikely situation that you are asked to compromise your personal or professional values or beliefs, please contact either the Career Services and Internships Liaison or Course Instructor for further direction.

**c. Discrimination/Harassment**

You should not feel you are being harassed or discriminated against in any way. If such should occur, please contact either the Career Services and Internships Liaison or Course Instructor for further direction.

**9. Glossary**

**Affiliation Agreement:** A formal Affiliation Agreement established between USI and your internship site – is only required by some agencies. It describes issues related to liability, scope of responsibility among other issues. If required, this inter-institutional agreement must be in place prior to the internship start date.

**AUPHA:** The Association of University Programs in Health Administration, the accreditation and certification body for the Health Administration program. (<http://www.aupha.org>).

**Career Services and Internships:** The professional currently employed by USI's Career Services and Internships Department and Internships who has been assigned the responsibility of managing the relationship between USI and the community healthcare site. This person also ensures that NACE guidelines are met.

**CPT:** Curricular Practical Training – CPT for F-1 students is intended to provide work experience in situations where the work serves as an integral part of a student’s academic program. CPT must be authorized by the Center for International Programs.

**Health Administration Students:** Students enrolled in USI’s 120 credit hour bachelor’s degree in Health Administration program.

**HIPAA: Health Information Portability and Accountability Act** (<http://www.hhs.gov/ocr/privacy/>)

This Act guarantees the privacy of a patient’s/client’s health information. HIPAA Training can be found on the Health Administration website at <http://www.usi.edu/health/faculty-staff-resources/osha-and-hipaa-training>

**Internship:** The Educational experience of a Health Professions student in a community setting where Health Administration are provided. A total of six (7) credit hours must be earned to complete the bachelor’s degree in Health Administration. This may be done in one internship or in two separate placements (**using two separate application**) of 150 hours (3 credits) each. Food and Nutrition majors with a Wellness Minor are required to complete HA 481/482 for a total of 3 credit hours equal to 150 hours of field experience.

**Internship Program Instructor:** A faculty member in the Department of Health Administration who serves as the instructor for the Internship in Health Administration and who is responsible of supervising/teaching the internship experience (HA 481/482).

**Memorandum of Understanding (MOU):** The official agreement between the University and external Health Care Agencies and Facilities, generally referring to clinical settings such as hospitals. It is this legal agreement that will allow students to be a part of the agency/facility in a student intern capacity, and to ensure that appropriate liability insurance coverage is in place or any other requirements as established in the agreement.

**NACE:** The National Association of Colleges and Employers, organizations which connects employers and Career Services and Internships professionals to provide best practices, trends, research, professional development, and conferences (<http://www.naceweb.org/home.aspx>).

**OSHA: Occupational Safety and Health Administration** (<https://www.osha.gov/>) assures a safe workplace and that all workers are in compliance with standards that keep workers safe on the job. Training is found at <http://www.usi.edu/health/faculty-staff-resources/osha-and-hipaa-training>

**Preceptor:** An appropriately credentialed and experienced health practitioner, who is employed full-time by a health agency and who serves as your on-site Internship Preceptor and mentor. Ideally, your Preceptor should possess a (graduate degree) with specialized training and experience in his/her chosen field. Other individuals who possess extensive experience, but without advanced degrees may also be approved as a Preceptor. The Preceptor is responsible for supervising your projects, duties and performance, completion of your evaluation, notifying Internship Program Instructor if problems are encountered during the internship period.

**APPENDIX I:**  
**Castle Branch Profile Instructions, Policy & Procedures**



**Please go the website indicated below to order your Castle Branch Profile and choose your code:**

To place your order go to:

<https://portal.castlebranch.com/UE96>

**Step 1:** Click on "Place Order"

**Step 2:** Click on "Please Select" drop down

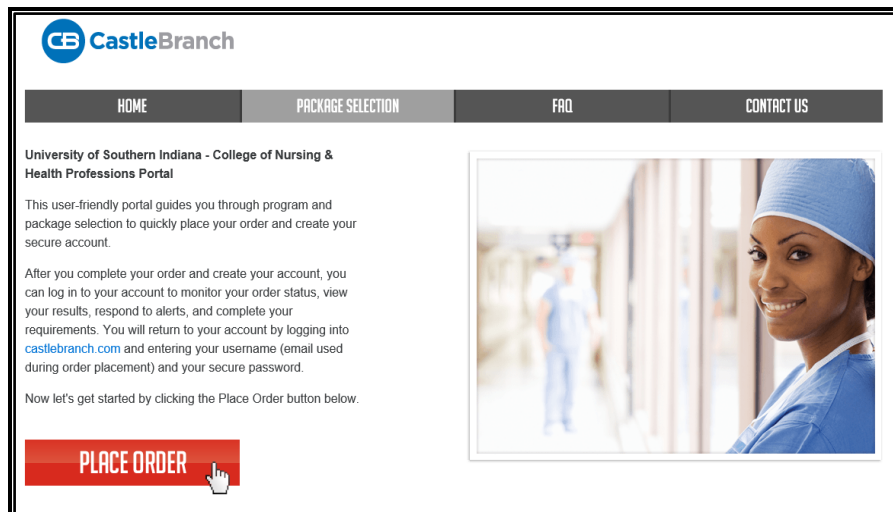
**Step 3:** Click on: **Health Administration**

**Step 4:** Click on: **UF02** package code

**Step 5:** Follow instructions on the screen

**UF02 – Background Check, Drug Test & Medical Document Manager**

(drug tests are **from LabCorp** – 925 S. Green River Rd., Evansville, IN – price for drug test is included in the package)



The screenshot shows the CastleBranch website interface. At the top left is the CastleBranch logo. Below it is a navigation bar with four tabs: HOME, PACKAGE SELECTION, FAQ, and CONTACT US. On the left side, there is a vertical list of program categories, each with a plus icon and a minus icon. The categories are: Please Select, Dental Assisting, Dental Hygiene, Diagnostic Medical Sonography, Food Nutrition, Gerontology, Graduate Nursing, Health Services, UF02: Background Check - Compliance Tracker - Drug Test, Occupational Therapy, Occupational Therapy Assistant, Radiologic Imaging Sciences, Radiology Completion Students, Respiratory Therapy, and Undergraduate Nursing. To the right of this list is a photograph of four healthcare professionals smiling. Below the photograph is a red-bordered box containing contact information.

**The email address you provide will become your username.**

**Contact us: 888.914.7279 or [servicedesk.cu@castlebranch.com](mailto:servicedesk.cu@castlebranch.com)**

## Medical Document Manager Requirements

### Measles, Mumps & Rubella (M MR)

One of the following is required:

- 2 vaccinations OR
- Positive antibody titer for (lab report OR physician verification of titer results required) for all 3 components.

### Varicella (Chicken Pox)

One of the following is required:

- 2 vaccinations OR
- Positive antibody titer (lab report OR physician verification of titer results required) OR
- Medically documented history of the disease that has been verified by a physician or nurse practitioner and contains their signature.

### Hepatitis B

One of the following is required:

- 3 vaccinations AND a positive antibody titer (lab report OR physician verification of results required) OR
- Positive antibody titer (lab report OR physician verification of results required)

### Tuberculosis (TB)

One of the following is required: 2 step TB skin test (2 separate TB Skin Tests within 1-3 weeks apart within the past 12 months), OR QuantiFERON Gold blood test within the past 12 months (negative laboratory report OR physician verification of negative results required), OR T-Spot TB blood test within the past 12 months (negative laboratory report or physician verification of negative results required), OR If positive results, provide a clear Chest X-Ray dated any time after the positive result (lab report OR physician verification of results required)

### Tetanus, Diphtheria & Pertussis (Tdap)

Documentation of a Tdap booster within the past 10 years.

## Influenza

One of the following is required:

- Documentation of a flu vaccination administered by 12/01 the current flu season, OR/
- Declination of flu vaccine along with statement from healthcare provider

## Physical Examination

Take the blank Report of Physical Examination to your doctor to be filled out. Must be signed by a medical professional. Then upload to this requirement.

## Medical History

Complete the blank 2-page Report of Medical History form. Take to your doctor to sign along with your Physical Examination form. Must be signed by a medical professional. Then upload to this requirement.

## CPR Certification

One of the following is required:

- American Heart Association Healthcare Provider course, OR  
American Red Cross CPR/AED for Professional Rescuers and Health Care Professionals OR
- American Red Cross Basic Life Support for Healthcare Providers  
Students should submit proof of an approved American Heart Association or American Red Cross card, e-card, or certification of completion. Renewal date will be based on the expiration date.

## HIPAA Score

**CNHP website** <https://www.usi.edu/health/about-the-college/>

Take the HIPAA test and print your HIPAA score and upload the document to this requirement.

## Confidentiality Statement

Upload proof of your signed Confidentiality Statement to fulfill this requirement.

## Workforce Member Review of HIPAA policies

Upload your signed Workforce Member Review of HIPAA policies document to fulfill this requirement.

## OSHA Score

**CNHP website** <https://www.usi.edu/health/about-the-college/>

Take the OSHA test and print your OSHA score and upload the document to this requirement.

## Social Media Policy

Upload your signed 2 page Social Media Policy form to fulfill this requirement.

## Cyber Security Training

1. Log into your myUSI account
2. Click on the orange icon that has a big "E" for Everfi Student Training
3. Click on "Begin Training"
4. Please note, you can save your progress and come back, so it does not need to be completed all in one sitting. However, training must be completed within **30 DAYS**.
5. The training takes approximately 1 to 1.5 hours to complete.
6. Training is self-paced. You can start and leave the course as often as you'd like. When you return, the course will open to the last page visited.
7. When you are done with the training, please **print the certificate**.
8. **Scan and upload the certificate** into Castlebranch in the appropriate area.
9. Save your scanned certificate on your computer.

## CNHP Lab and Waiver Form

Upload your signed and dated CNHP Lab and Waiver form to fulfill this requirement.

### Document Manager Requirements

#### **Drug Test**

Submit documentation of a drug screen (minimum of 10 panel) administered within the past 3 months with lab report. If results are negative, you will be cleared for placement into your program. If results are positive, you must provide documentation from your physician validating you had a prescription(s) for the drugs in question, prior to being cleared for placement into your program. If your results are positive and you provide no documentation from your physician validating you had a prescription for the drug in question, this requirement will be rejected and you will need to contact your program administrator.

**This is what your profile will look like once you have purchased it.  
Upload your documents into each required section.**



[Need Help?](#)

- MESSAGES (0)
- TO-DO LISTS**
- DOCUMENT CENTER
- RESOURCE CENTER

### To-Do Lists

Click the blue plus signs below to expand your requirements.

**Clinical Requirements UF02: Spring 2015 Interns** 14 Requirements **OVERDUE** !  
Due Date - 12/01/2014

CertifiedProfile Specialists are available to assist you with all aspects of your To Do Lists, including understanding your clinical requirements, guiding you through the upload process and providing clarification on rejected requirements. Our hours are Monday-Friday, 8am-8pm EDT and on Sundays 10am-6:30pm EDT. Reach us by chat from within your CertifiedProfile, email (cpservicedesk@certifiedprofile.com) or by phone (888) 914-7279.

Requirement	Date Due	STATUS
+ 1. Measles, Mumps & Rubella (MMR)	12/01/2014	<b>Overdue</b>
+ 2. Varicella (Chicken Pox)	12/01/2014	<b>Overdue</b>
+ 3. Hepatitis B	12/01/2014	<b>Overdue</b>
+ 4. TB Skin Test	12/01/2014	<b>Overdue</b>
+ 5. Tetanus, Diphtheria & Pertussis (Tdap)	12/01/2014	<b>Overdue</b>
+ 6. Influenza	12/01/2014	<b>Overdue</b>
+ 7. Physical Examination	12/01/2014	<b>Overdue</b>
+ 8. Medical History	12/01/2014	<b>Overdue</b>
+ 9. CPR Certification	12/01/2014	<b>Overdue</b>
+ 10. HIPAA Score	12/01/2014	<b>Overdue</b>
+ 11. Confidentiality Statement	12/01/2014	<b>Overdue</b>
+ 12. Workforce Member Review of HIPAA policies	12/01/2014	<b>Overdue</b>
+ 13. OSHA Results	12/01/2014	<b>Overdue</b>
+ 14. Social Media Policy Agreement	12/01/2014	<b>Incomplete</b>

**Click on the (+) to show the drop-down instructions for each requirement. This is where you will upload your documents that you have scanned on your computer.**



- MESSAGES (0)
- TO-DO LISTS**
- DOCUMENT CENTER ▾
- RESOURCE CENTER ▾

### To-Do Lists

Click the blue plus signs below to expand your requirements.

⊖ **Clinical Requirements UF02: Spring 2015 Interns** 14 Requirements
**OVERDUE**
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Due Date - 12/01/2014

CertifiedProfile Specialists are available to assist you with all aspects of your To Do Lists, including understanding your clinical requirements, guiding you through the upload process and providing clarification on rejected requirements. Our hours are Monday-Friday: 8am-8pm EDT and on Sundays 10am-6:30pm EDT. Reach us by chat from within your CertifiedProfile, email (cpservicesdesk@certifiedprofile.com) or by phone (888) 914-7279.

Requirement	Date Due	STATUS
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">⊖</div> <div> <p>1. Measles, Mumps &amp; Rubella (MMR)</p> <p style="font-size: 0.8em; margin-top: 10px;">One of the following is required: 2 vaccinations OR positive antibody titer for all 3 components (lab report OR physician verification of titer results required). If series is in process, submit 1st vaccine and a new alert will be created for you to complete series. If any titer is negative or equivocal, new alerts will be created for you to repeat series.</p> <div style="margin-top: 10px;"> <p>Attach a file from either:</p> <div style="display: flex; justify-content: space-between; margin-bottom: 5px;"> <span>CertifiedProfile's My Documents</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Browse</span> </div> <div style="display: flex; justify-content: space-between;"> <span>Your computer or flash drive</span> <span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Browse</span> </div> <p>Or download the fax/mail requirement cover page <span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">Download</span></p> </div> </div> </div>	12/01/2014	<div style="background-color: orange; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">OD</div> <b>Overdue</b>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">⊕</div> <div> <p>2. Varicella (Chicken Pox)</p> </div> </div>	12/01/2014	<div style="background-color: orange; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">OD</div> <b>Overdue</b>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">⊕</div> <div> <p>3. Hepatitis B</p> </div> </div>	12/01/2014	<div style="background-color: orange; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">OD</div> <b>Overdue</b>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">⊕</div> <div> <p>4. TB Skin Test</p> </div> </div>	12/01/2014	<div style="background-color: orange; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">OD</div> <b>Overdue</b>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">⊕</div> <div> <p>5. Tetanus, Diphtheria &amp; Pertussis (Tdap)</p> </div> </div>	12/01/2014	<div style="background-color: orange; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">OD</div> <b>Overdue</b>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">⊕</div> <div> <p>6. Influenza</p> </div> </div>	12/01/2014	<div style="background-color: orange; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">OD</div> <b>Overdue</b>
<div style="display: flex; align-items: flex-start;"> <div style="margin-right: 10px;">⊕</div> <div> <p>7. Physical Examination</p> </div> </div>	12/01/2014	<div style="background-color: orange; color: white; padding: 2px 5px; border-radius: 3px; display: inline-block;">OD</div> <b>Overdue</b>

APPENDIX II:  
Career Services and Internships Forms/HA 481/482 Internship  
Forms

## HA 481/482 INTERN SITE PRECEPTOR CONTACT INFORMATION

Student Name \_\_\_\_\_ Student ID# \_\_\_\_\_

Specialty \_\_\_\_\_ Class for internship \_\_\_\_\_ Semester \_\_\_\_\_

Student email \_\_\_\_\_

Student phone \_\_\_\_\_

Site Supervisor Name \_\_\_\_\_

Supervisor Title/Position \_\_\_\_\_

Supervisors phone \_\_\_\_\_

Supervisors mailing address \_\_\_\_\_

Supervisors email \_\_\_\_\_

Start date of this Internship \_\_\_\_\_

Number of site hours needed for this internship \_\_\_\_\_

Date of midterm visit \_\_\_\_\_

**This form must be returned to the Health Administration Office – Room 3001  
or email it to: [jlfein@usi.edu](mailto:jlfein@usi.edu)**

E-mail [jlfein@usi.edu](mailto:jlfein@usi.edu) with Health Administration questions.  
Have any further questions? Please e-mail [eabuchanan@usi.edu](mailto:eabuchanan@usi.edu)



## HA 481/482 INTERNSHIP WORK AGREEMENT

We, the undersigned, have read the following and agree:

- This contract and any other forms required by the Faculty Supervisor, Field Supervisor, or Internship Coordinator must be completed before the internship begins. Calculation of hours spent in the field begins after the proper contracts have been returned to the University. No credit will be given if this condition is not met, regardless of time spent in the field.
- The intern should honor the ethical standards and professional codes and practices of the field of the internship and of the university.
- The internship should provide varied learning experiences and activities; it should not exploit the intern.
- The intern's work responsibilities and work schedule, including vacation time, shall be arranged by the intern and the internship field supervisor.
- The number of working hours per internship shall be 150 hours per semester.
- The student will maintain a log or portfolio documenting the internship. The faculty internship supervisor may require additional material which will be stated below.
- The student will complete all paperwork provided in the internship packet including a goals statement, two (2) evaluations, and a final paper.
- The legal agreement between the University and the organization shall be effective until formally rescinded by Career Services and Internships and the organization.
- The internship field supervisor will provide continual evaluative information to the intern regarding the intern's work and will submit a minimum of two written evaluations to the University.
- The intern shall schedule periodic conferences with the faculty internship supervisor. The number and nature of these conferences shall be determined by the faculty internship supervisor. Failure to adhere to an agreed upon schedule of these conferences will result in the termination of the internship.
- The internship may also be terminated at any time that (1) one or more of the above conditions is violated; or (2) an agreement to terminate is decided mutually between below signed parties. If termination is due to negative actions of the intern, a failing grade may be assigned.

The following additional requirement(s) shall be met:

\_\_\_\_\_  
 INTERN

\_\_\_\_\_  
 HOST SUPERVISOR & Company Name

\_\_\_\_\_  
 USI FACULTY SUPERVISOR

\_\_\_\_\_  
 USI INTERNSHIP COORDINATOR

Semester \_\_\_\_\_ Date \_\_\_\_\_

**This form must be returned to the Health Administration Office – Room 3001 or email to [jifein@usi.edu](mailto:jifein@usi.edu)**

E-mail [jifein@usi.edu](mailto:jifein@usi.edu) with Health Administration questions.  
 Have any further questions? Please e-mail [eabuchanan@usi.edu](mailto:eabuchanan@usi.edu)

Please complete this contract with your Internship Preceptor and return it to the Health Administration office in HP3001 or email a copy to the Internship Program Instructor or Career Services and Internships Liaison.

**It is the policy of the Health Administration Program, and the College of Nursing and Health Professions that those students intending to complete HA 481/482 internships must meet minimum specific training and profile requirements prior to beginning an approved internship.**

### 1. USI HA 481/482 Specific Training and Profile Requirements:

The following information provides a review of the specific training and profile requirements for students wishing to complete an internship in HA 481/482:

#### Hepatitis B

One of the following is required:

- 3 vaccinations AND a positive antibody titer (lab report OR physician verification of results required) OR
- Positive antibody titer (lab report OR physician verification of results required)

#### CPR Certification

One of the following is required:

- American Heart Association BLS Provider course, OR
- American Red Cross CPR/AED for Professional Rescuers and Health Care Professionals OR
- American Red Cross Basic Life Support for Healthcare Providers

Students should submit proof of an approved American Heart Association or American Red Cross card, e-card, or certification of completion. Renewal date will be based on the expiration date.

#### Physical Examination

Download print and complete the one page Report of Physical Examination and upload to this requirement. Must be signed by a medical professional.

#### Influenza

One of the following is required:

- Documentation of a flu vaccination administered by 12/01 the current flu season, OR/
- Declination of flu vaccine along with statement from Healthcare provider

#### Tetanus, Diphtheria & Pertussis (Tdap)

Documentation of a Tdap booster within the past 10 years.

#### Varicella (Chicken Pox)

One of the following is required:

- 2 vaccinations OR
- Positive antibody titer (lab report OR physician verification of titer results required) OR
- Medically documented history of the disease that has been verified by a physician or nurse practitioner and contains their signature.

#### Measles, Mumps & Rubella (MMR)

One of the following is required:

- 2 vaccinations OR
- Positive antibody titer for (lab report OR physician verification of titer results required) for all 3 components.

#### Tuberculosis (TB)

One of the following is required: 2 step TB skin test (2 separate TB Skin Tests within 1-3 weeks apart within the past 12 months), OR QuantiFERON Gold blood test within the past 12 months (negative laboratory report OR physician verification of negative results required), OR T-Spot TB blood test within the past 12 months (negative laboratory report or physician verification of negative results required), OR If positive results, provide a clear Chest X-Ray dated any time after the positive result (lab report OR physician verification of results required)

#### Medical History

Download, print & complete the 2 page Report of Medical History form and upload to this requirement.

#### OSHA Score

CNHP website <https://www.usi.edu/health/about-the-college/>

Take the OSHA test and print your OSHA score and upload the document to this requirement.

#### HIPAA Score

CNHP website <https://www.usi.edu/health/about-the-college/>

Take the HIPAA test and print your HIPAA score and upload the document to this requirement.

#### Confidentiality Statement

Upload proof of your signed Confidentiality Statement to fulfill this requirement.

#### Workforce Member Review of HIPAA policies

Upload your signed Workforce Member Review of HIPAA policies document to fulfill this requirement.

#### Social Media Policy

Download, print & complete the 2 page Social Media Policy form and upload to this requirement.

#### Cyber Security Training

Complete the training in MyUSI.

#### CNHP Lab and Waiver Form

Upload your signed and dated CNHP Lab and Waiver form to fulfill this requirement.

#### Drug Test

Submit documentation of a drug screen (minimum of 10 panel) administered within the past 3 months with lab report. If results are negative, you will be cleared for placement into your program. If results are positive, you must provide documentation from your physician validating you had a prescription(s) for the drugs in question, prior to being cleared for placement into your program. If your results are positive and you provide no documentation from your physician validating you had a prescription for the drug in question, this requirement will be rejected and you will need to contact your program administrator.



**HA 481/482 Requirements**

The student will incur the cost of these requirements unless otherwise covered by the facility. Please note if any of the above requirements will be completed on site:

**Additional Requirements:**

**Any Additional Comments:**

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

Supervisor/Preceptor Signature \_\_\_\_\_ Date \_\_\_\_\_

Work Site \_\_\_\_\_ Semester Internship \_\_\_\_\_

**This form must be returned to the Health Administration Office – Room 3001  
or email to [jlfein@usi.edu](mailto:jlfein@usi.edu)**

E-mail [jlfein@usi.edu](mailto:jlfein@usi.edu) with Health Administration questions.  
Have any further questions? Please e-mail [eabuchanan@usi.edu](mailto:eabuchanan@usi.edu)

## HA 481/482 INTERNSHIP LEARNING GOALS

Internships are most productive when students articulate and record their learning goals at the beginning of the work experience. First, determine what learning you hope to gain from the internship. Then, discuss with your supervisor to make sure the position will offer you the opportunity of achieving these goals. At mid-term, we will evaluate the progress of your goal achievements.

To be meaningful, goal statements must be:

- Specific
- Measurable
- Verifiable
- Achievable
- Agreed upon

List five goals below which you wish to achieve as a result of participating in this internship experience. ***These learning goals should be discussed in your final paper.***

### GOAL STATEMENTS:

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_
5. \_\_\_\_\_  
\_\_\_\_\_

Name \_\_\_\_\_ Today's Date \_\_\_\_\_

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

Work Site \_\_\_\_\_ Semester Internship \_\_\_\_\_

**Post to Course Blackboard Site**

## HA 481/482 JOB DESCRIPTION SAMPLE FOR INTERNSHIP

**Title of Preceptor:**

**Title of Project:**

**Skills** (needed for this project):

**Additional Skills** (desired for internship): MS Publisher, music, Excel

**Brief Description of Company:**

**Description of Responsibilities** (may include but not limited to):

**Project description:**

**Post to Course Blackboard Site**

## STUDENT WEEKLY TIMESHEET FOR HA 481/482 INTERNSHIP - *Upload to Blackboard*

Please use this form to track the days, hours and activities completed during your internship. You are required to complete 150/200 hours per semester for your internship. This weekly summary should be submitted to your site supervisor weekly. Make sure to enter the total hours per week. The timesheet should be uploaded to Blackboard on a weekly basis and retained for your records.

<b>Student Name:</b>	<b>ID#:</b>	<b>Jobsite:</b>
<b>Semester (Fall, Spring or Summer):</b>	<b>Year:</b>	<b>Preceptor:</b>

*Total hours should not include lunch or other breaks.*

	Start time	End Time	Total hrs per day	Preceptor Signature
<b>Date:</b>				
<b>Daily Activities:</b>				
<b>Date:</b>				
<b>Daily Activities:</b>				
<b>Date:</b>				
<b>Daily Activities:</b>				
<b>Date:</b>				
<b>Daily Activities:</b>				
<b>Date:</b>				
<b>Daily Activities:</b>				
<b>Date:</b>				
<b>Daily Activities:</b>				
<b>Date:</b>				
<b>Daily Activities:</b>				

<b>Student Signature:</b>	<i>Total Hrs per sheet</i>	
---------------------------	----------------------------	--

**International Students:** You must fill out the application below, as well as, obtain an offer letter from your preceptor/employer. This offer letter **MUST** be on their company letterhead. The letter **MUST** include all the requirements listed on the form.



## Curricular Practical Training Application

Curricular Practical Training (CPT) must be an integral part of an established curriculum, such as alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school. Thus, CPT for F-1 students is intended to provide work experience in situations where the work serves as an integral part of a student's academic program, prior to completion of that program. CPT can only be authorized after you have completed one full academic year (Fall and Spring semester) of full-time study. Please contact Center for International Programs at 812/465-1248 if you have any questions.

The Center for International Programs can authorize CPT if it can be clearly documented that the proposed employment meets one of the two conditions below.

- The employment is required of all degree candidates in the program and is necessary for the awarding of the degree. Included in this category is employment in a required internship, practicum, or clinical. There are only a few academic programs at USI which require a period of off-campus employment for all degree candidates. This requirement must be formally documented in school publications.
- The employment will result in the awarding of academic credit. Undergraduate students should consult the appropriate advisor in the USI Career Services and Internships Office or your academic advisor to determine if the proposed employment qualifies for internship credit. **You must register and complete the internship during the term that you are working under CPT authorization. For example, if you will be working in the summer, you must register and complete the internship course in the same summer term(s).**

**CPT authorization is employment specific, so any additional employment or internship requires a separate CPT authorization.**

If CPT is for your last semester, you must have at least one other remaining degree-required course in addition to the CPT course, unless the CPT course is the degree-required course.

You are only allowed to work part-time (no more than 20 hours per week) while school is in session. Full-time employment can only be authorized during a vacation period from school. CPT can be authorized for up to one year at a time. CPT can be authorized at any point during your program of study, but if you accumulate 365 days of full-time CPT you will not be eligible for Optional Practical Training (OPT) after you graduate.

Updated 10/14/2019

Name: \_\_\_\_\_

USI ID: \_\_\_\_\_

**Once your CPT is approved, you must pick up your I-20 before beginning the CPT employment as that is proof of your employment authorization and you must show your I-20 to your employer.**

Please sign your name here to show that you understand this requirement: \_\_\_\_\_

You will need the following documents to apply for CPT:

- Offer letter from employer with the following information:
  - Start and End date of employment
  - Number of hours working per week
  - Address of where you will be working
  - Supervisor's name and contact information
  - Job title
  - Summary of job duties
- Verification of course enrollment from:
  - Career Services and Internships **OR**
  - Academic Advisor

Department Official's Name:

\_\_\_\_\_

Department Official's Signature:

\_\_\_\_\_

Department Official's Phone Number :

\_\_\_\_\_

Course name and number: \_\_\_\_\_

Term in which student will be enrolled:

- Fall 20\_\_\_\_
- Spring 20\_\_\_\_
- Summer 20\_\_\_\_

Please circle which summer session(s): SU I SU II SU III

**APPENDIX III:  
Expectations for Preceptor**



## Expectations for Preceptor

### HA 481/482 Internship Work Agreement Form

The student must submit the signed agreement form to the Health Administration Department before they can register for the HP480 course.

#### Contact Hours/Credit Hours

Students must complete two internships of 150 hours each **over two separate semesters**.

Contact hours must be completed on site at the agency, and/or under supervision of the Preceptor. Internship-related work performed at home does not count as “contact hours.” The student is to keep record of their time and activities on the tracking form. The Preceptor is encouraged to sign and date the form each week.

It is usually best when interns can be onsite at least twice per week. This provides them with substantial exposure to the agency so that they can become acquainted with agency personnel and to maximize their learning opportunities.

### Preceptor Responsibilities/ Expectations

- Develop meaningful and challenging experiences relating to the intern’s academic and career goals as per Goals/Project Form.
- Provide the Intern with appropriate orientation to the organization, work environment, and organization policies and procedure including expected performance standards; office etiquette and attire; work hours; telephone manners; availability of supplies; confidentiality; and process for resolution of ethical dilemmas.
- Define the role of the intern and communicate this role to the intern and relevant staff.
- If possible, schedule activities that allow the intern to gain broad exposure to the professional field as well as to develop proficiency at more narrow tasks.
- Provide oversight of Intern’s projects, duties, and performance.
- Schedule regular supervisory meetings with the intern to enable the intern to ask questions, resolve problems, report on his/her progress, receive training and instructions, and receive advice related to his/her future career plans.
- At the end of the internship, an exit interview should be conducted with the intern to discuss the Preceptor Evaluation Form (link for evaluation form will be emailed at midterm and upon completion of interns contact hours).
- Notify the Internship Instructor or Career Services and Internships Liaison immediately of any problems or if you have questions or suggestions.
- If internship is conducted at place of employment, Preceptor will assure that internship activities will be different than Intern’s regular job duties/activities.

**Expectations of Intern's Professional Conduct**

All interns must conduct themselves in a professional manner (dress, personal hygiene, and minimal use of personal electronic devices). During the winter months, The University of Southern Indiana may designate a snow day. Interns are expected to follow the agencies work calendar (national holidays) not the universities holidays. However, if travel conditions are unsafe they should notify you that they cannot be present.

**Discrimination/ Harassment**

Interns should be provided a copy of the agency's policy on discrimination and harassment.

**Termination from the Internship Program**

Please contact the Internship Program Instructor or Career Services and Internships Liaison immediately in the event of violations of professional conduct and/or generally accepted standards of ethical behavior.

## USI STUDENT INTERN PRECEPTOR GUIDE

The faculty and staff of the USI Health Administration Department want to thank you for hosting one of our students. We believe the best way to learn is through experience and we appreciate you sharing your time and talent to make this possible.

We encourage our students to be the contact point and resource for most of your information from the university. This is *their* learning experience. However, at any point we encourage you to contact Liz Buchanan, Career Coordinator, at 812-464-1865 in the USI Career Services and Internships Office with any questions or concerns.

We have three points we hope each intern has an opportunity to experience during each 150 hours internship.

- We encourage our students to become involved in a project that requires most of their time. This is a project the two of you agree upon. It should allow the student to gain a deeper understanding of your agency and how it works.
- We believe you and your colleagues are the best teachers to give a student insight into careers within your industry. We hope there is time for the intern to meet with various department personnel to learn their duties, career path and training.
- Students need a wide variety of experiences to help them develop their academic and professional skills.

For many of our students this is the first experience in their chosen academic field. They will depend on your guidance to introduce them to the functions and responsibilities of your company or department. However, they should demonstrate the initiative to ask questions and offer assistance at any time. Your role is their coach to guide, encourage, redirect and praise whenever it is appropriate.

We sincerely appreciate your partnership in giving USI students an opportunity to experience actual working environment in their chosen field. We hope this will be as rewarding for you as we know it will be for the student.

Sincerely,

Liz Buchanan  
[eabuchanan@usi.edu](mailto:eabuchanan@usi.edu)  
812-464-1865  
Career Services and Internships Coordinator  
College Nursing & Health Professions

**APPENDIX IV:**  
**Health Administration Internship Reflection Report Instructions**

## Health Administration Internship Reflection Instructions

The purpose of this paper is for you to describe your internship experience, and discuss how your experience relates to larger issues and challenges facing the health care system. This paper should demonstrate the application of knowledge gained from your coursework to your internship activities and should be included in your professional portfolio!

- I. Overview of the Agency/Organization
  - a. Brief history and mission.
  - b. Overview of services provided.
  - c. Organizational Chart and identification of your internship placement within the organization.
  - d. Company policies that affected your placement
  - e. Required knowledge, skills, and attributes to be successful working in this setting
  
- II. *The Healthcare Environment*
  - a. What are the major issues facing the current health care environment?
  - b. Discuss how these issues are impacting the organization/agency where you completed your internship.
  - c. How is the organization/agency responding to these challenges?
  - d. In what way was the focus of your internship related to these issues?
  
- III. *Description of internship activities including procedures and responsibilities*
  - a. Describe the major activities/projects that you completed or contributed to during your internship.
  - b. What types of computer applications were utilized?
  - c. Describe data compiled, materials reviewed, and work produced (where relevant).
  - d. How did your activities/projects contribute to the organization's mission?
  - e. How did the organization benefit from your projects/output?
  
- IV. *Activities log summary*

Include a written, detailed account of daily/ongoing activities including number of hours and meetings attended.

  - i. Identify points of interest and/or difficulties experienced
  - j. Describe inconsistencies/consistencies between what you learned in specific classes and what you experienced during your internship.
  
- V. *Internship Assessment*
  - a. Employment and orientation process to the internship site – was this adequate? What was good/missing?
  - b. Self-evaluation of internship.
  - c. Supervisor relationships.
  - d. Benefits gained through internship experience.
  
- VI. *Assessment of Preparation for Internship*
  - a. Which classes best prepared you for your internship and why?
  - b. Identify coursework or activities you wish you had prior to your internship.
  - c. Suggested changes that would have strengthened your internship experience.

# APPENDIX V: Policies

## **Infection Control Policy**

INFECTION CONTROL: The College of Nursing and Health Professions maintains policies and procedures on infection control. The policies and procedure found within the Infection Control policy are designed to prevent transmission of pathogens and must be adhered to by all students and faculty in the College of Nursing and Health Professions when participating in clinical education experiences. See link below.

**HIPAA Compliance Policy - Health Information Privacy Policies & Procedures** – See link below

**Notice of Privacy Practices** – See link below

These policies can be found in the CNHP Handbook. The handbook is located on the CNHP website listed under “About the College.”

<https://www.usi.edu/health/about-the-college/>