

# Internship Guide for Students Health Management/Applied Health Programs



UNIVERSITY OF MINNESOTA CROOKSTON

**Driven to Discover<sup>SM</sup>**

# HSM 3900 Internship

10 week field experience under direction of a supervisor in a health care organization or agency

1.0 - 3.0 credit hours (maximum – 3)

Students interested in nursing home licensure should complete a 400 hour internship unless this requirement is reduced by BENHA. Please contact Program Director in order to gear the internship to meet the BENHA requirements.



# Internship Prerequisites

Completed Liberal Education Core Courses – 21 credit hours

Completed 30 credits of the program requirements

Following course work must be completed -

HSM 3200 – Health Care Leadership and Planning

HSM 3230 – Administration of Long-term care System

HSM 4210 - Health Care Law & Biomedical Ethics

HSM 4212 – Regulatory Management

Program director's approval of the internship plan

- Note – It is highly recommended that the internship be completed during your last semester in the program.



# Internship Procedures

- Internship Guide review
  - Student Guide
  - Internship Supervisor Guide
- Internship Site Selection
- Internship Interview
- Course Enrollment
- Internship Requirements
- Internship Tasks/Project
- Major Internship Project



# Internship Guide Review

- Students are required to review both the student internship guide and the supervisor guide to familiarize themselves with the prerequisites, requirements and deliverables of the HSM/Applied Health internship
- Provide a copy of the supervisor guide to your internship supervisor



# Internship Site Selection

**It is the student's responsibility to locate an internship site.**

Think about the position you would like to get into when you graduate.

- a) Think about the position you may have interest in within the health care organization – quality improvement, information systems, human resources, financial management, marketing.
- b) Based on your interest and location identify the organizations you would like to work for in future - acute care hospitals, skilled nursing facilities, clinics, etc.
- c) Begin the application process **at least one semester prior to the internship**. Faculty help may be sought during the process.



# Internship Site Selection

- d) Students who are working in health care settings – may be able to complete their internship at their current employer, as long as the internship requirements can be met.
- e) Students interested in seeking a nursing home licensure following internship must look for a nursing home (as potential site) with an administrator who has been licensed for a minimum of two years. **Students should work with instructor to prepare a well structured internship plan that meets all the practicum requirements stated by the state licensure board. Their internship requires 400 hours instead of 300 hours (in our current curriculum).**



# Internship Interview

- Prepare a formal resume & cover letter to apply for internship
- Complete interview and secure an internship with the organization
- It is advised to apply and interview at two or more sites





# Course Enrollment

After selecting the internship site and supervisor contact the instructor of the HSM 3900 Internship course to complete an **Affiliation Agreement**.

An Internship Learning agreement is also required. Provide following information to the instructor –

- *Name,*
- *Student ID #,*
- *Your major online,*
- *Internship site,*
- *Proposed plan of internship*



# Internship Requirements

- Affiliation agreement
- Immunization requirements
- HIPAA training
- Internship Learning Agreement
- Weekly Reports & Projects
- Major Internship Project
- Meeting between faculty and supervisor after completion of 100 hours of internship
- Evaluation



# Internship Requirements

## **Affiliation Agreement**

Affiliation agreement between healthcare organization and the University of Minnesota must be completed and submitted prior to beginning of the internship. This agreement facilitates University students to complete student experiences at the internship sites. Please contact Program Director for this document. Also check with your facility/organization to see if they already have an agreement in place

## **Immunization**

Students must be compliant with organizational policies regarding immunization. All the documents should be submitted to the organization

## **HIPAA Training**

All the students are required to complete the University of Minnesota's HIPAA training. Please check your UMC email on how to access and complete the training

## **Supervisor & Student Requirements**

The supervisor requirements are stated in the Affiliation Agreement. Also please share copy of Supervisor Guide with your internship supervisor so that they are aware of all the requirements and deliverables



# Internship Requirements

## Internship Learning Agreement

Please arrange a meeting with your supervisor to complete and submit internship learning agreement (should be submitted by the end of the first week of internship).

## Weekly Reports

Submit weekly reports at the end of each week of your internship.

## Major Project

- During the first 2 weeks student should identify one major project (with approval of supervisor)
- Proposal should be submitted following the guidelines posted under the course content section of HSM 3900
- Once the proposal is approved by the faculty, student may begin working on the project

## Supervisor & Student Evaluations

During the final week of your internship, you and your supervisor will receive information regarding an online survey in email. Please complete this as soon as possible to avoid delay in grade submission.



# Internship Tasks/Projects

Internships are designed to provide all round learning experience to students. Please meet with your supervisor to identify activities you will be involved with during internship. For example –

- Shadowing supervisor/observations
- Department rotations
- Involved in day to day activities, performing duties as approved by supervisor etc.
- Participation in meetings
- Working on different department projects, financial reports, and contributing to organizational effectiveness



# Major Internship Project

- During the first 2 weeks, student should identify one major project (with approval of supervisor)
- Proposal should be submitted following the guidelines posted under the course content section of HSM 3900
- Once the proposal is approved by the faculty, student may begin working on the project



# Supervisor – Faculty Meeting

- It is the student's responsibility to schedule a meeting between the faculty member and supervisor after completion of 100 hours of the internship (could be done via Skype or phone)
- Meeting would involve discussion of student work, projects, and overall performance during the internship



# Student Responsibility

- Register for HSM 3900 and make sure affiliation and learning agreements are submitted.
- Follow organization/facility hours, formal dress code, and other policies.
- Identify major project and get faculty and supervisors' approval.





# Student Responsibility

- Introduce yourself to others and don't be afraid to ask questions.
- Don't forget to submit your weekly reports, and assignments.
- Meet with your supervisor on a regular basis to review internship goals and activities.

