

**Department of Health Studies  
College of Education and Professional Studies  
Eastern Illinois University  
INTERNSHIP - FINAL INSTRUCTIONS**

**Internship Website:** <http://www.ux1.eiu.edu/~kphillips2/internship.html>

**WebCT:** ALL INTERNSHIP WORK AND CORRESPONDENCE WILL TAKE PLACE THROUGH [WebCT](#).

- As soon as you officially registered for HST 4275– you will have access to WebCT.
- If you cannot log on – email [kphillips2@eiu.edu](mailto:kphillips2@eiu.edu) immediately

### **Signed Agreement Form**

- No internship is authorized until the HST Department Intern Coordinator has a signed Student Internship Agreement Form from the agency. This is possible only after you have provided the Coordinator with final confirmation of accepting an internship and your **beginning** and **ending dates** and work schedule you have arranged with the internship site.

### **Registration**

- You **must** be registered for the internship. If you are not pre-registered, see your advisor *immediately*.

### **Daily Logs**

- Daily log reports are required. The content should describe your daily work experiences.
- Logs should be submitted by the Monday following a week's work. A log is due **each** and **every** week that a student works at the internship site, regardless of the number of hours worked.
- Keep a copy of all of your logs
- **IMPORTANT!!!!** Include a **map and directions to the agency** along with your preceptor's name, address and phone number in the **first log**.
- For those students who deal with patients, **do not** make reference to patients/clients by real names - use initials, etc. Check with your preceptor concerning confidentiality guidelines.
- Details for requirements and submissions are at the HST 4275 WebCt course site.

### **Final Report**

- The **Final Summary Report** is due **ONE WEEK AFTER THE FINAL DAY OF YOUR INTERNSHIP**. If your internship ends near the end of the semester, the report **MUST** be submitted by the date the semester closes (check with the Intern Coordinator). Follow the exact format provided at the HST 4275 WebCt course site.

### **Evaluations**

- The Internship Evaluation Forms are available at the HST 4275 WebCt course site Your preceptor should evaluate your work 2 times during your internship - approximately one

- third of the way through (about 120 hours), and at the end.
- This form can be completed on-line by your preceptor and then sent by attachment or mailed to the HST Intern Coordinator.
  - The forms are available at the HST 4275 WebCt course site.
  - **It is your responsibility to politely remind your preceptor when evaluations are due and how they can be accessed.**

### **Credit/Grades**

- You will receive a **credit/no credit** grade for the internship.
- Failure to comply with **ANY** requirement (i.e. time schedules, log format, etc.) will result in **no credit** for the internship.  
This includes deadlines for Daily Logs and Evaluations.
- **YOU WILL NOT BE REMINDED TO SUBMIT MATERIALS ON TIME – IT IS YOUR RESPONSIBILITY TO COMPLY WITH THE REQUIREMENTS.**

### **On-Site Visit and Communication**

- The HST Coordinator or an HST representative will attempt to make one on-site visit during your internship. At that time the coordinator or representative will speak with your preceptor about your progress and will meet briefly with you to deal with any concerns you may have. It is anticipated that you might provide a short tour or overview of the facility as well as a description or samples of some of your related duties and activities at that time.
- The HST coordinator will make an effort to call you during your **first** week of the internship. **IF THE PHONE NUMBER ON THE ORIGINAL SIGNED AGREEMENT FORM IS DIFFERENT FROM THE ONE AT WHICH YOU CAN BE REACHED, IT IS YOUR RESPONSIBILITY TO CONTACT THE HST COORDINATOR WITHIN THE FIRST OR SECOND DAY OF YOUR INTERNSHIP AND PROVIDE THE CORRECT NUMBER.**
- Phone or email communication will be maintained regularly throughout your internship.