

INTERNSHIP APPLICATION PROCEDURE

All forms and guideline can be accessed at the Internship Website:
http://www.ux1.eiu.edu/~kphillips2/internship/HST_4275INTERNSHIP.htm

ELIGIBILITY & PREREQUISITES:

- All Health Studies majors with the Community Health Option or First Responder Option MUST complete **HST 4275 – Community Health Internship**
- **Prerequisites:** HST 2270; HST 3700 OR 3400

DEADLINES:

- Internships must be “*arranged*” – this means that the interview has been completed, a verbal agreement made, starting and ending dates determined and provided to the HST Intern Coordinator, AND **Internship Agreement Form** sent to the site by:
 - **December 1** for Spring Semester Internships
 - **April 1** for Summer Semester Internships
 - **August 1** for Fall Internships

SCHEDULING & TIME REQUIREMENTS:

- The Internship is usually arranged between the junior/senior year or at the end of the student’s course of study.
- It should be considered an actual job experience involving a 40-hour workweek, 8-week time slot.
 - Number of semester credits required = 8
 - Number of clock hours = 320 (40 clock hours = 1 credit hour)
- Internships arranged during Fall or Spring semesters can be arranged on a part-time basis and spread out over the entire semester IF THE STUDENT’S CLASS SCHEDULE ALLOWS FOR ADEQUATE BLOCKS OF TIME.
- The Internship time frame will generally coincide with the official calendar of Eastern Illinois University.

APPLICATION PROCESS:

- The application process should be initiated during the **FALL SEMESTER** prior to the anticipated semester of interning whether that involves the Spring, Summer, or the following Fall Semester.
- Attend the **Intern Orientation Meeting** held in the Fall Semester each year.
- Complete the **Pre-application Form** during the meeting and return it to the Intern Coordinator.

Portfolio

- Submit a **Portfolio** according to the **HST Portfolio Guidelines**.
- Deadlines for Portfolio submission:
 - FALL - **midterm** for those interning in the Spring Semester
 - SPRING - **midterm** for those interning in the Summer Semester

- SUMMER – **midterm** for those interning in the Fall Semester

Site Location

- Begin investigating possible internship locations. The internship site must be a health-related facility or program with a health-related professional acting as the intern preceptor.
- The site must be able to offer the student experiences in AT LEAST one or more of the practicing *competencies* contained in the *Seven Responsibilities for Entry Level Health Educators*. This should be determined during the interview or communication between the student and site. The **Competencies and Task Form** must be completed and submitted before the end of the internship.
- Identify possible internship sites through discussions with previous interns, faculty members and advisors, by reviewing the Past EIU Internship Site
- Identification, location, and selection of the site are the responsibility of the student.
- Once the student identifies a site, the **Internship Site Identification Form** should be completed with **all** information included.
- Upon submission of this form and 4 copies of the **Internship Resume**, the Intern Coordinator will send an introductory letter, or email, and Resume to the agency.
- The student will then follow up with a phone call to the agency to determine the possibility of arranging an internship or setting up an interview.
- Once an internship is verbally agreed upon with beginning and ending dates established and the student provides this information to the Internship Coordinator, a **Student Internship Agreement Form** will be sent to the agency.
- Students must pre register for the appropriate section and number of hours HST 4275. Credit for the internship CANNOT be guaranteed if not pre-registered. Check with your advisor.

Final Instructions

- Once the **Student Internship Agreement Form** is sent to the site, the student will get access to the Internship course on WebCt
- Directions, guidelines, and deadlines for **Weekly Logs, Evaluations, Final Summary Reports** and other responsibilities will be provided at the WebCt site.

REQUIREMENTS

Tuition

- Students must pay both tuition and fees for the semester they are interning
- Payment for internship experiences should not be expected.

Written Requirements

- Competencies and Task Form
- Daily Logs
- Final Summary Report

Evaluations

- 2 evaluations of the Intern's performance will be completed by the Internship Site Preceptor