COMMUNITY HEALTH AND HEALTH SERVICES MANAGEMENT
CHECKLIST FOR SUMMER 2004 GRADUATE INTERNS

PRIOR TO INTERNSHIP

___ Attend an internship informational meeting one year prior to internship semester.

___ Complete a minimum of 27 semester hours to include the core courses (HE 530, HE 570, HE 571, CH 511 and CH 512).

___ Have a minimum grade point average of 3.25 in the major and 3.0 overall.

___ Submit the Internship Application Form, background statement, and current resume by the appropriate deadline.

___ Complete interviews with the desired site supervisors.

___ Submit the Internship Contract 1 week PRIOR to the start of the internship.

___ Register for CH 590 (3-6 semester hours).

DURING INTERNSHIP

___ Submit Student Progress Reports. [DUE: EVERY 2 WEEKS DURING THE INTERNSHIP]

___ Complete a minimum of 150, 200, 250 or 300 hours of internship.

AFTER THE INTERNSHIP

___ Submit the Agency Evaluation Form by JULY 29, 2004

___ Submit the Time Verification Form and Professional Evaluation Form by JULY 29, 2004 [To be completed by site supervisor.]

___ Submit the internship paper by JULY 16, 2004. Your internship hours MUST be completed before you submit the paper!!

___ Complete the oral presentation on JULY 26, 2004

___ Re-submit the original internship paper with the revised copy by JULY 29, 2004

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