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

PRIOR TO INTERNSHIP

___ Complete all course work required for the degree with the exception of six hours to be completed in the minor or general education.

___ Have a minimum grade point average of 2.5 in the major and 2.0 overall.

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

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

___ Complete interviews with the desired site supervisors.


DURING INTERNSHIP

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

___ Complete 360-480 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

Nancy Parsons, Ph.D., MPH, CHES
Department of Community Health and Health Services Management
Western Illinois University
Macomb, IL  61455
(309) 298-1746
(309) 298-2076 fax
np-parsons@wiu.edu