

Internship Site Guidelines Form

Student Intern

When a student assumes the role of intern in the BS in Health and Public Health degrees, the student intern agrees to the following:

1. Conduct oneself in a responsible and professional manner at all times and in accordance with the site's policies. This includes adherence to communication norms, dress code, and timeliness.
2. Fulfill agreed upon time commitments. Any changes should be submitted in advance in writing to the site supervisor.
3. Carry out established activities and any additional responsibilities which are mutually agreed upon by the student and site supervisor to the best of your ability.
4. Raise concerns with the site supervisor and faculty supervisor if the objectives for the internship are not being met or if the supervision being received is inadequate.
5. Respond to any communication from the site supervisor, university faculty supervisor or internship coordinator in a timely manner (1-2 business days).

I have read these guidelines, and I agree to abide by them throughout the internship.

Student Name

Student Signature

Date

Site Supervisor

When an organization/agency assumes the role as an internship site for students in the BS in Health and Public Health degrees, the site supervisor agrees to the following:

1. Work with the student to develop a schedule before the first day of the internship. Develop an internship plan at the beginning of the semester that outlines the intern's goals and expectations for the internship.
2. **Provide at least one hour of direct contact to the intern per week.** This direct contact and interaction are extremely important in allowing the intern to more fully understand the roles and responsibilities of the community health professional. This time together enables the site supervisor to observe the intern at work, setting the groundwork for evaluation, and allows the site supervisor to share their expertise with the intern. During the supervisory hour each week, the intern's strengths and weaknesses should be discussed, along with specific suggestions on how to better carry out the internship responsibilities.
3. Ensure all requirements of the organization (background checks, immunizations, etc.) are met upon tentative acceptance of the student intern. If these requirements result in the site being unable to accept the student, the site **MUST** contact UTSA immediately to facilitate other placement options. The student must be told in advance, in writing, if they are responsible for any costs, such as a background check or drug test.
4. Provide the student with an orientation that includes an explanation of the background, structure, regulations and operations of the agency. This can also include additional training necessary for

the intern student to complete their course assignments. Clarify relationships to higher-level administration, to other staff and to students, and give the student an understanding of the proper channels of communication.

5. Provide the intern with appropriate workspace and necessary supplies. The site is expected to reimburse the intern for expenses incurred in fulfilling their duties (i.e. assigned travel, assigned attendance at workshops, etc.) if outside of the primary internship area. Additional potential costs an intern may incur should be discussed between the site supervisor and the intern in advance of the internship.
6. Assign meaningful work that promotes professional growth of the intern while pursuing the goals of the placement agency. Whenever possible, provide a variety of learning opportunities including attendance at staff meetings, conferences, collaborative meetings, etc. Involvement in clerical and custodial tasks should be minimal.
7. Foster a safe and productive work environment through ensuring the intern knows who to contact for questions about processes and procedures in the workspace including but not limited to lab safety, harassment, bullying, and misconduct.
8. Respond to any communication from the university faculty supervisor or internship coordinator in a timely manner (1-2 business days).
9. Prepare two evaluations of the student intern, one midway through the experience and the other during the last week of the internship.
10. Review the midterm and final hours log to ensure that the student has completed the required 300 internship hours.

I have read these guidelines, and I agree to work with the student as described above.

Site Supervisor Name

Site Supervisor Signature

Date

Name of Agency/Organization: _____