



Department of Health Services  
and Information Management

Internship Manual  
for the  
Health Services Management Program

Created 08-2011

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# HEALTH SERVICES MANAGEMENT INTERNSHIP MANUAL

## PREFACE

The internship is one of the most crucial steps a student in the Health Services Management (HSM) Program takes in preparing for a professional career following graduation. The manner in which the student approaches this opportunity as well as the expertise of the faculty and site supervisors that work with the student are critical to the success of the internship.

Students should conduct themselves in a professional manner by displaying a positive attitude, being punctual and dependable, demonstrating initiative, critical thinking and leadership, adhering to professional standards and ethics, and contributing to the success of the agency by demonstrating creative and energetic talents.

East Carolina University (ECU) is fortunate to have numerous agencies that are willing to work with students and provide them with competent internship supervisors. These individuals have a thorough knowledge of management, health care and/or technology practices used in a health care setting, an interest in internship instruction, and are dedicated to high standards in their profession.

By working together, the student and site supervisors combine to make the internship a stepping-stone to the future. The faculty of the ECU Department of Health Services and Information Management (HSIM) deeply appreciates the opportunities given to students in completing their required internship.

### **Acknowledgements**

Special thanks to Dr. Robert Wendling for his willingness to support the HSM program in the pursuit to improve the students' internship planning and final experience by sharing internship materials from the:

Department of Recreation and Leisure Studies  
College of Health and Human Performance  
East Carolina University

## Section I: INTERNSHIP ELIGIBILITY REQUIREMENTS

For students to be eligible to complete the HSMA Internship (HSMA 4904), the following criteria must be met:

- A. Students must be registered for HSMA 4904 during the spring semester in which they will complete the internship. Additionally, payment of tuition and fees must be completed in accordance with the University Cashier's Office.
- B. The following academic requirements must be completed prior to beginning of the internship.
  - 1. Senior standing and within 15 semester hours of completing degree program.
  - 2. Required major courses toward the HSIM undergraduate degree must reflect a grade of C or better in the student's ECU transcript. No incompletes.
  - 3. The student must have a minimum overall GPA of 2.5 and a 2.5 GPA in the HSM program.
  - 4. Students must have completed their Senior Summary; which includes having it signed and delivered to the Office of the Registrar.
  - 5. Students must have submitted their application for graduation and paid all required fees.
- C. Students must possess professional liability insurance covering the entire period of the internship. The College of Allied Health Sciences (CAHS) notifies departments of the cost and date due and in turn the students are notified. A check or money order is required (no cash). Submit this to the HSIM Administrative Support Assistant in HSB 4340.
- D. Current contract between ECU and Internship site
  - 1. Mrs. Frankie McClure is the CAHS is responsible for ensuring ECU has a contract with each site.
  - 2. Students cannot begin the internship until an approved contact has been completed.
- E. The internship site may require:
  - 1. evidence of HIPAA training
  - 2. criminal background check
  - 3. physical exam within the last year
  - 4. evidence of immunizations (can be obtained from ECU student health services)
  - 5. drug screening
  - 6. other items not listed in 1-5

## Section II: HSIM INTERNSHIP GUIDELINES

The Allied Health Management Experience/Internship (HSIM 4904) is the capstone experience for Health Services Management students. Since four semester hours of academic credit are provided for this course, it is carefully structured to assure a meaningful experience.

- A. The student must complete a minimum of 160 hours at one site. Evening and weekend experiences may be included.
- B. Direct supervision must be provided by a full-time, on-site staff member. Ideally, the direct supervisor has been an agency employee for at least two years (minimum of one year at site is acceptable).
- C. Student meetings between the site supervisor and the student are encouraged so that the student's progress may be discussed on an on-going and consistent basis. The site supervisor also provides feedback by completing a final evaluation with the student. This should be used as a constructive learning tool for both the student and the site.
- D. All projects for the site and assignments for the ECU instructor are to be completed in a timely manner. The students have specific academic assignments that are to be completed largely during "non-working" time. The student is responsible for coordinating between the university and site supervisors.
- E. Due to severe time constraints on the student, holding outside employment during the internship is **strongly** discouraged. Internship responsibilities are to be the top priority for the student and students are to be flexible and available for agency scheduling changes.
- F. Specific experiences will vary depending on the nature of the site. When selecting a site; students should consider the availability of experiences focusing on management, healthcare and/or technology. For example, exposure to:
  - 1. administrative/management tasks
  - 2. personnel management
  - 3. quality assurance
  - 4. public relations
  - 5. technologies used and for what purposes
- G. **Those students who work full time or part time must select a site outside of their current department/workplace as their internship site. The preceptor for the internship cannot be the student's current supervisor.**
- H. Send a hand written thank you note to all of those at the internship site who had a role in the learning experience. Maintain copies to include in the final notebook.

### SECTION III – SELECTING AN INTERNSHIP SITE

- A. Students are responsible for locating and selecting their internship site fall semester of the senior year. (A list of potential sites is available in at the HSM website).
- B. Consider your goals and objectives for completing HSMA 4904 outside of it being a required course.
- C. Think about how the site will contribute to future objectives as an entry level HSM professional.
- D. Select a site that is willing to accept, supervise and evaluate students.
- E. Will the site provide a variety of experiences relevant to current practices in health care relating to management and/or information systems?
- F. Dates to follow fall semester prior to Internship.

#### August – September

- Attend any pre-internship information sessions.
- Access and review the Internship Manual for HSM
- Contact your instructor with any questions versus waiting until November when your site selection should be finalized
- Begin pursuit of a site

#### October

- Register for HSMA 4904 during early registration for spring semester
- Narrow down potential sites for the internship
- In concert with the site supervisor complete the Internship Agreement Form
  - submit a copy of the completed Internship Agreement
  - maintain a copy along with all other documents for yourself
- Determine if a contract between ECU and the Internship is needed. All sites must have a contract in place before a student can begin the experience.
  - CAHS Contracts Representative – Mrs. Frankie McClure
  - Health Sciences Building
  - Office #: 3437
  - Phone: 252- 744-6027
  - E-mail: [mccluref@ecu.edu](mailto:mccluref@ecu.edu)
  - always call or e-mail to schedule an appointment versus just dropping by

#### November

- Finalize internship arrangement no later than the third Friday in November. This includes completing all pre-internship requirements as described above.

## SECTION IV – CRITERIA FOR SITE SUPERVISORS

### Allied Health Management Experience (HSMA 4904) Sites - Preceptors:

- Must be qualified and have demonstrated background and experience in supervision or management.
- Express willingness to accept a student and sign an agreement to accept a student when requested.
- Prepare schedules for students, when possible, that expose them to a variety of supervisory and/managerial functions and/or technology systems used at the site.
- Provide occasion for the student to review budgets, personnel forms, policies and procedures, etc. as appropriate and available.
- Offer opportunities for the student to meet with departments of interest that contribute to the student's educational objectives. Examples - admissions, outpatient registration, computer services, business office, finance, human resources, outpatient clinics, cancer registry, etc.
- Allow attendance at committee meetings when appropriate.
- Provide routine feed back to the student on performance, progress, etc.
- Assign projects for the student to complete that are beneficial to the site.
- The type and number of projects assigned is left to the discretion of the site preceptor.
- Evaluate each project and provide the student a copy when possible.
- Complete a final evaluation and review with the student **prior** to departure from your site.
- Give the student a copy of the original evaluation to return to the ECU course instructor.

## SECTION V – ASSIGNMENTS and Grading

### A. **S.E.L.F. Soap Note Reflections** (not to be complete at the assigned site)

**Background:** Research has shown various methods for students to use when assessing experiences and activities during the internship experience. The primary method

**Reflection:** The requirement this semester will be to complete a reflection in a S.O.A.P note format. Access and read the article at the link in Bb.

**Instructions:** This format will be for each student to evaluate their performance. Any submissions that do not follow this format will be returned.

S – your subjective feelings for the week

O – a brief summary of your experiences/activities during the week

A – self-assessment of your performance

P – your plan for . . . (ex. completing projects, attending meetings, etc.)

Begin each paragraph with the specified letter and follow with information for the category.

See Appendix 1 – p. 6 in the article for Self-S.O.A.P.sample

**Source:** Dye, D. *Enhancing Critical Reflection of Students During a Clinical Internship Using the Self-S.O.A.P Note*. The Internet Journal of Allied Health Sciences and Practices. October 2005. Volume 3 Number 4.

Special thanks go to Mary Teslow MLIS, RHIA at Western Carolina University in Cullowhee, NC. for introducing this source.

### B. **Documentation for Allied Health Management Experience**

Final documentation requirements **should not** be completed at the assigned site.

#### 1. **The following documentation is due upon completion of the internship experience:**

- a. List of projects completed at internship site (example included)
- b. Copies of projects completed (for your files)
- c. List of activities
- d. Evaluation of Student Performance (original)
- e. Preceptor Feedback to Course Instructor
- f. Student Evaluation of Internship Experience (form provided)
- g. "Other" material(s) obtained you feel may be useful in the future

2. Format
  - a. All material should be arranged in a binder (similar to the one shown in class)
  - b. Clearly identify each separate section with tabs beginning with site evaluation of student (tabs mean just that – not post it notes, etc.)
  - c. Provide in the following order
    - (1) Coversheet with student name, site, site supervisor(s) and affiliation dates
    - (2) Site evaluation of student
    - (3) Student evaluation of site
    - (4) Final summary with reflection
    - (5) List of activities- brief narrative of activities involved at the site
    - (6) Projects
      - > Provide a cover page for each project that includes name and purpose of each (see examples)
      - > Include a copy on each project
    - (7) Other materials
  - d. **DO NOT put individual sheets of paper in plastic sheet protectors.**
  - e. Students can pick up notebooks after their final presentations or the week prior to graduation if they want to retain a copy.

<b>Format - Final documentation for HSMA 4904</b>
<ul style="list-style-type: none"> <li>• Use of binder and tabs as directed</li> </ul>
<ul style="list-style-type: none"> <li>• Coversheet <ul style="list-style-type: none"> <li>&gt; name</li> <li>&gt; site</li> <li>&gt; site supervisor</li> <li>&gt; affiliation dates</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• Site evaluation of student</li> </ul>
<ul style="list-style-type: none"> <li>• Student evaluation of experience</li> </ul>
<ul style="list-style-type: none"> <li>• Final reflection</li> </ul>
<ul style="list-style-type: none"> <li>• List of activities</li> </ul>
<ul style="list-style-type: none"> <li>• Projects <ul style="list-style-type: none"> <li>&gt; cover page for each project</li> <li>&gt; include name and purpose of project</li> <li>&gt; a copy of each project when possible</li> </ul> </li> </ul>

**C. Presentation Summarizing Experience**

1. Scheduled for Reading Day (refer to the Academic Calendar for date).  
  - > **Students in HSMA 4904 Section 001 will meet at 8:30 a.m. Room TBA**
  - > **Students in HSMA 4904 Section 601 will meet at 1:00 p.m. Room TBA**
2. Clear your calendar for that day. Attendance is expected
3. Students will be required to stay for all presentations
4. Include site demographics
5. Provide a brief overview of activities
6. Describe projects
7. Develop a power point for presentation.
8. DE students need to include audio/voice over with the PP if distance prohibits attendance.

## Examples of Cover Pages for Projects

### Example 1:

**Project:** Write a policy and procedure on HIPAA compliance to be included in a policy and procedural manual.

**Purpose for this project:**

Developed a policy and procedure is written to ensure HIPAA compliance at the agency. The policy and procedure included is a step-by-step procedure for employees to follow in the normal day to day operations of the facility to insure HIPAA compliance. The policy also includes rationale for why this policy is important and the penalties for noncompliance.

### Example 2:

**Project:** Educational Staff In-Services

**Purpose:** This project was presented to the staff of XYZ agency in an effort to raise staff awareness on the importance of teamwork at the health care facility. Teamwork is important in the delivery of health care to patients but most especially to medically fragile individuals. Communication and professionalism is important to the teamwork process. Teamwork guidelines and protocol should be followed by all staff. This project is to document specifically the guidelines communicated to staff and followed by the team to ensure that quality care is provided. The team seminar information should be documented in a notebook and available at the facility for future review.

### Example 3:

**Project:** **Data Integrity and the Electronic Medical Record System**

**Purpose:** This involved monitoring of data analysis and reanalysis to pinpoint issues that compromise data integrity and the need for an electronic medical record system within the facility. Examples of data being compromised and recommendations for change are documented to justify for the need for an Electronic Medical Record System.

## SECTION VI - FORMS

Complete and submit the following forms no later than the third Friday in November during Fall Semester of the senior year. Always clearly print or type the information requested.

### **Internship Agreement**

The Internship Agreement provides for an agreement between the site and student for completing the internship at the specified site.

### **Code of Conduct**

Read the Code of Conduct carefully. We do not perceive any problems as you are adults now and should know how to present yourselves. Most importantly understand the implications for any form of misconduct.

### **Contract Form**

A contract between ECU and the Internship Site must be complete before a student is eligible to begin the internship. Even if your site has a contract with ECU we will need the information for our archives. Complete this form and submit with the Code of Conduct and Internship Agreement.

The following forms must be completed and included with the final documents in the Internship Notebook

### **Verification of Hours**

This form must include the specified hours spent each day you were in attendance at your site and signed by the preceptor(s) you met with. DO NOT wait until the final day to have the hours written in and have each initialed.

### **Contact Information**

Complete and submit this form with the final documents. Insert this behind the notebook coversheet.

### **Site Evaluation of Student**

Each site must complete a final evaluation on the student's performance during the internship and should discuss this with you no later than the last day of the experience. Submit this along with other required documents on the specified date at the end of HSMA 4904. This form along with other required documents will be e-mailed to your preceptor.

### **Student Evaluation of Site**

Along with other requirements students must complete and provide a evaluation of the internship site.

All required forms can be accessed in Bb and at the HSM Program home page.



**Department of Health Services and Information Management  
College of Allied Health Sciences**

***INTERNSHIP AGREEMENT***

The primary goal of the Student Internship is to assist the student intern to apply concepts and skills acquired in didactic courses to the work setting. Internship experiences provide student interns with opportunities to acquire job related competencies not readily available within the class room environment and to gain experience through the relationships and responsibilities encountered on-the-job.

This form is an agreement between the parties involved, the student intern, the Department of Health Services and Information Management in the College of Allied Health Sciences and the supervisor/preceptor in whose organization the internship experience is conducted. Any party may terminate this agreement for just cause after discussing the difficulties which have arose.

I agree to supervise (name of student): \_\_\_\_\_, who is registered for HSMA 4904 (Allied Health Management Experience) from (dates) \_\_\_\_\_ through \_\_\_\_\_ (Total 160 hours).

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Supervisor/Preceptor: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

SIGNATURES:

\_\_\_\_\_  
Supervisor/Preceptor                      Date

\_\_\_\_\_  
Student    Date

**The Site Supervisor agrees to do the following:**

1. Supervise the student intern a minimum 160 hours if performance proves satisfactory.
2. Provide training experiences for the student intern and assist him/her in completing designated goals.
3. Supervise, orient, and guide the development of the student intern's work skills.
4. Consult with the internship instructor before dismissing the student intern.

***The student intern agrees to do the following:***

1. Complete a minimum of 40 hours a week for four weeks while at the site or the equivalent of 160 hours part time over the entire semester.
2. Remain with the original supervisor/preceptor until the end of the internship.
3. Fulfill all course requirements as set by the instructor.
4. Maintain an acceptable attendance record in the internship seminar as set by the internship seminar as set by the internship instructor.
5. Immediately inform the supervisor/preceptor and/or the internship instructor of any problems that may occur.

***We agree to comply with the conditions of this agreement, by signing below:***

Student Intern Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Site Supervisor/Preceptor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

HSIM Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Health Services Management Program

### Allied Health Management Experience

#### Code of Conduct

HSMA 4904 will provide an initial opportunity to make a first impression in a professional setting and consequently you will want to present yourself as an entering professional in Health Services Management.

As a student in Health Services Management I understand that I am agreeing to serve as a representative of the Health Services Management program (HSM), the Health Services and Information Management (HSIM) Department, the College of Allied Health Sciences (CAHS), and East Carolina University (ECU) during my management affiliation. As such, my conduct throughout this Allied Health Management Experience is a reflection on not only me personally, but also on HSM, HSIM, CAHS and ECU.

I agree to act in a professional manner and have a positive attitude.

I agree to be respectful of others.

I agree to thank people for their time and opportunity, both before and after meetings.

I agree to dress appropriately and as expected by the site.

I agree to be on time to the site and appointments.

I agree to assert myself and my ideas in an appropriate and tactful manner.

I agree to follow the facility's rules and procedures.

I agree to protect the privacy and security of all patient information to which I have access.

I agree to protect the privacy and security of all organizational information to which I have access.

I agree to complete assignments/projects when due, follow directions for both the site preceptor and clinical instructor, and give the assignments/projects my best efforts.

I agree to maximize my time during my internship, ask questions and learn as much as I can, and give the internship my best effort.

I agree to remain drug and alcohol free and will not use controlled substances.

Link to ECU policy <http://www.ecu.edu/cs-acad/ugcat/policies.cfm>

I agree that I will NOT conduct personal business during my time at my assigned site (e-mails, cell phones, internet, etc.) except during breaks or lunch.

I recognize that the potential repercussions for misconduct may include the following: **a reduction in final grade; a revoked internship; probation; or academic suspension**. The particular form of disciplinary action taken will be determined by the severity of the infraction as well as by the facility site preceptor's evaluation.

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Name - Student

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Date

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Name – ECU Instructor

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Date

**Clinical Coordinator**  
**Request for Clinical Contract**

**Please provide as much of the following information as possible when requesting contracts.**

**Date:** \_\_\_\_\_

**Faculty Requesting Contract** \_\_\_\_\_

**Name of Agency:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**Name of Administrator:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Name and Title of  
Person Responsible  
for Signing Contract:** \_\_\_\_\_

**Name of Person the  
Envelope Needs to be  
Addressed to, if Different  
From the Person Signing  
Contact:** \_\_\_\_\_

**Address Contract Needs  
to be Sent to:** \_\_\_\_\_

**Date Contract Needs  
to be in Place:** \_\_\_\_\_

**Contracts Clerk – College of Allied Health Sciences:**

Frankie Lynn McClure (252-744-6027)



**EAST CAROLINA UNIVERSITY**  
College of Allied Health Science, Health Services Management Program  
Permanent Contact Information Sheet

Name: \_\_\_\_\_ Banner ID \_\_\_\_\_  
Last, First, Middle

**Permanent Contact Information** (Someone who will know your whereabouts in the next year.)

Name of Person: \_\_\_\_\_ Relationship (parent, etc.) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Cell Phone # \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Current Contact Information** (Where you currently reside)

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone # (\_\_\_\_\_) \_\_\_\_\_ Cell Phone # \_\_\_\_\_

e-mail address (other than ECU): \_\_\_\_\_

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**Include this form in the final notebook. Place behind the Site Evaluation of Student.**

East Carolina University  
 Department of Health Services and Information Management  
 Allied Health Management Experience – HSMA 4904

Evaluation of Student Performance

For each performance area, check the box that most closely reflects the student's performance.

- 1 = exceeded expectations = 6 points
- 2 = met expectations = 4 points
- 3 = needed improvement = 3 points
- 4 = not observed = 0 points
- Total Possible Points = 102 points

**Student's Name:**

Performance Area	1	2	3	4
Reports to site and appointments as scheduled.				
Presents an overall appearance appropriate for a professional setting.				
Attitude - is enthusiastic and exhibits desire to learn.				
Relates appropriately with all levels of facility personnel.				
Adheres to facility and departmental policies and procedures.				
Displays self-confidence and self-worth.				
Flexibility - deals effectively with unanticipated events.				
Cooperation.				
Oral communication.				
Written communication.				
Ability to work independently.				
Dependable and acts with initiative.				
Problem solving skills.				
Listening skills.				
Follows professional ethics.				
Responsive to constructive criticism.				
Ability to be a team player				

Please comment on any performance area(s) marked two (2) or three (3)

Comments on Student Performance: Please provide comments and a numerical evaluation.

Total Possible Points = 48 points

1= exceeded expectations = 6 points

2= met expectations = 4 points

3 = needed improvement = 3 points

Rate and describe this student's readiness for a professional career as a health services manager. Consider the student's level of interest, maturity, and attitude.	1	2	3
Comments:			

Rate and describe the quality and quantity of work performed by the student.	1	2	3
Comments:			

Rate and describe the management skills the student demonstrated. Comment on areas of least and most proficiency.	1	2	3
Comments:			

Rate and describe the student's level of academic preparation.	1	2	3
Comments			

Rate and describe the student's level of proficiency necessary to perform as an entry-level health services manager.	1	2	3
Comments:			

Rate and describe the student's level of leadership potential as it relates to a future position in management.	1	2	3
Comments:			

Rate and describe how well the student was able to make decisions in different situations (For example, your impression(s) of the student's dependability under stress).	1	2	3
Comments:			

Rate and describe the student's critical thinking skills.	1	2	3
Comments:			



Overall Performance

How do you rate this student's overall performance? Please indicate by checking the appropriate rating. (This rating will be considered when final grade assignment is made.)

- \_\_\_\_\_ exceeded expectations = 100 points
- \_\_\_\_\_ met expectations = 85 points
- \_\_\_\_\_ needed improvement = 70 points
- \_\_\_\_\_ did not meet expectations = 60 points

I have read this evaluation and reviewed it with my site supervisor.

Student's Signature \_\_\_\_\_

Date \_\_\_\_\_

The above named student completed his/her Internship Experience. This is an accurate evaluation of the student's performance.

Site Supervisor's Signature \_\_\_\_\_

Date \_\_\_\_\_

Title \_\_\_\_\_

**The student should return the original copy of the evaluation to the ECU Instructor for HSMA 4904.**

NOTE: The course instructor for HSMA 4904 will make the final grade assignment.

East Carolina University

Preceptor Feedback to Course Instructor

What suggestions do you have for better preparing student for the Allied Health Management Experience/Internship?

A. Recommended changes in academic preparation:

B. Recommendations for the site experience:

C. Recommendations for the interaction between course instructor and preceptor:

East Carolina University

Student Evaluation of Internship Experience

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Complete and include this form, along with other documents in final Internship Notebook. The information provided is confidential. Your reactions will be used in planning subsequent affiliations.

Total points = 20 points

Evaluation Criteria - Circle the number that applies for each statement.

- 1 = strongly agree
- 2 = agree
- 3 = disagree
- 4 = strongly disagree

Please comment on each area, as well as provide a numerical evaluation of each section.

A. <u>Learning Objectives</u> : Indicate the extent to which you feel the following objectives were achieved.				
1. Reinforces classroom learning experiences.	1	2	3	4
Comments:				

2. Allows the student to apply principles of HSM.	1	2	3	4
Comments:				

3. Provides the student an opportunity to observe employee relationships.	1	2	3	4
Comments:				

4. Allows the student to observe interactions between HSM professionals and other health care professionals.	1	2	3	4
Comments:				

5. Provides the student an opportunity to apply management skills through interactions and/or projects.	1	2	3	4
Comments:				

<b>B. <u>Experience(s) at Internship Site</u></b>				
1. I was involved in a variety of activities.	1	2	3	4
Comments:				

2. The internship supervisor was available to provide advice and answer questions.	1	2	3	4
Comments:				

3. Orientation to the facility was adequate.	1	2	3	4
Comments:				

4. Orientation to the department was adequate.	1	2	3	4
Comments:				

C. Preparation and Follow-up

1. The content presented by the program curriculum helped prepare me for this experience.

1

2

3

4

Comments:

2. By the second week at the internship site I knew what my responsibilities and functions were.

1

2

3

4

Comments:

3. This experience met my expectations.

1

2

3

4

Comments:

4. My performance during this affiliation met my expectations.	1	2	3	4
Comments:				

5. This site should be used for future internship experiences.	1	2	3	4
Comments:				

General comments/suggestions regarding this internship experience.