Welcome to HCM 422 Internship!

RE: Internship Requirements and Course Records

Greetings to each of you in the HCM 422 Internship Program. I will be working with each of you as your Internship Coordinator this semester and have been actively reviewing your files. I reside locally in Carbondale, have an SIU email account and expect us to maintain frequent contact via email or telephone as needed. I will meet by appointment, if necessary (ASA, Room 129). Feel free to contact me by email: sbeebe@siu.edu or use the following phone numbers: 618 453-7202 (office) or 618 534-6470 (cell) for contact and to leave messages.

Here are some reminders of the course requirements. As designated in your HCM 422 Guidelines, you are to return your HCM 422 Internship Agreement Form completed with planned objectives and one or more projects designated along with your site supervisor’s signature BEFORE you begin your internship hours. You may mail this form to me on campus, place it in my faculty mailbox, send it by FAX (453-7020), or send a scanned copy by email (preferred method). Faculty mailbox is located on the ground floor, room 180. **One must have the Internship Agreement Form turned in prior to the start of your internship or hours worked will not count.**

Additionally, you will be expected to maintain **weekly logs** of your activities, develop department papers (1-2 pages each department), prior to your last week of internship experience, and an updated resume all on Desire 2Learn. Submit copies of projects, power points, letters, and/or reports on Desire2Learn.

Supervisor/Preceptor will submit Evaluations and Attendance Sheets email. It is your responsibility to make certain supervisor completes these activities as scheduled. These are required for your internship. Supervisor/Preceptor hours and student Log hours must be in agreement for completion of hours for internship.

*Suggestion: Provide supervisor/preceptor first day of internship 1) Supervisor Attendance Sheet Directions and Attendance Record Sheets, 2) Evaluation #1, 3) Evaluation #2 ONLY if registered for 12 CE's, 4) Final Evaluation (2 pages), and a copy of HCM 422 Manual Guideline Student and Supervisor sections.*
Weekly Logs:

All students will complete their weekly Logs with submission within one week of completion on Desire2Learn. If not submitted within one week of completion, hours will be required to be repeated to count. Hours will be submitted within week repeated. Completed Logs will only be accepted. If information is missing or incorrect, Log will be unacceptable until corrections are made within the week.

(Left corner) Log entry will include: (Right corner)

**Type your name**
HCM 422 Internship, **Semester, Year**
“Site Location”
**Supervisor’s Name**
(The information above will be standard information on each Log template.)

**Weekly Log #**  **insert number each week)**

Monday, **Date**  **(Start time**  **Lunch (list time off)**  **Finish**  **= Total hours**
Set a subheading for each day/date, and # of hours completed that day. DO NOT include lunch breaks in hours counted for a day unless worked through lunch.

Write a paragraph summary (1-3 sentences or bullets) of each day’s activities, assignments, and personnel you encountered.

Tuesday, **Date**  **(Start time**  **Lunch (list time off)**  **Finish**  **= Total hours**

Etc.

Write a paragraph summary (1-3 sentences or bullets) of each day’s activities, assignments, and personnel you encountered.

At the bottom of the page, you will list total hours worked for that week, accumulated hours for semester, and required internship total hours. Ex: if registered for 3 CE’s = 150 hours;

- 10 / 10 / 150 (Log 1)
- 10 / 20 / 150 (Log 2)

Log will be copied and pasted into Desire2Learn with weekly submission.

**Note:** All Internship hours will be completed within semester registered. No incompletes are available unless major hardship occurs.

**Supervisor/Preceptor’s Student Attendance Sheets (SAS) & Evaluation Sheet 1, Evaluation 2, and Final Evaluation (2 pages):**

Supervisor/preceptor will complete student attendance sheet each day. Make certain you have provided the forms to your supervisor/preceptor. Supervisor/preceptor will email to Coordinator at end of week 5. Supervisor/preceptor will email 2nd attendance sheet after completion of week 10, and
be able to review all materials in the packet with the most current forms available. My office hours are by appointment. Call 618 453-7202 or 534-6470 (cell) to talk or discuss any problems with me or send an email. You may call 7 days a week, day or evening.

All Logs and assignments will be submitted on Desire2Learn. After reviewing materials, hours or dates, assignments will be posted on Desire2Learn. Note: All HCM 422 materials available on HCM website are also available on Desire2Learn.

Summary For Course:

Remember, I must have all your materials prior to the end of the semester for you to complete this course. Grade is either Pass or Fail, so turn in (if not provided in HCM 421) Statement of Understanding, Letter and Resume, medical form sheet, TB copy, and Internship Agreement Form prior to start of internship. Once the semester begins, submit weekly Logs within one week of completion, supervisor’s submit evaluation Forms (1, 2 (if carrying 12 credit hours), & 3), supervisor attendance sheets (1, 2, and 3), department paper/s, copies of projects completed (with permission from supervisor/preceptor), and updated resume. Survey monkey and ICE form will also be completed.

Last two weeks of semester, please have supervisor and student each complete the following 5 minute survey monkey evaluation form:

Preceptor’s survey: http://www.surveymonkey.com/s/VT22Z5W
Student’s survey: http://www.surveymonkey.com/s/DL69JIC

Be professional at all times-- dress, actions, performance, SIUC Code of Conduct, Internship Site’s Code of Conduct, etc. Listen and learn. You are not a student but acting as an employee at the facility. Remember, this is your stepping-stone to your future! Welcome to the working world!

Any questions or concerns, do not hesitate to email or call (sbeebe@siu.edu or 453-7202 office or 534-6470 cell).

Have a great semester! Enjoy the time at your internship site. You will learn and adapt too many new experiences! Smile, ... and before you know it, you will be receiving your diploma and/or beginning your new career!

Best of Luck,

Dr. Beebe

Sandra N. Beebe, RDH, PhD.

HCM Internship Coordinator
School of Allied Health, ASA, MC 6615
1365 Douglas Drive
Southern Illinois University Carbondale
Carbondale, IL 62901

Off: 618 453-7202
Cell: 618 534-6470
Fax: 618 453-7020
ASA-C, Rm 129
sbeebe@siu.edu
Outlined Facts:

Materials needed prior to start of Internship:

- Internship Agreement Form (completed with all information—be certain objectives, activities, projects are in detail by supervisor or Agreement form will not be accepted; One cannot begin internship if Dr. Beebe has not received form)
- TB results (copy to facility and Dr. Beebe)
- Statement of Understanding signed, location, and anticipated internship semester
- Medical form signed and dated (off campus immunization/vaccine dates included)

Materials provided to Supervisor/Preceptor prior to start of Internship:

- Supervisor directions and attendance sheets. Only supervisor allowed to complete daily attendance sheets and submit to Dr. Beebe (submit end of week 5, 10, and 15 and/or completion of internship)
- Evaluation #1 (Supervisor submits end of week 5 or 1/3 of the way through internship)
- Evaluation #2 (Supervisor submits end of week 10 if registered for 12 credit hours)
- Evaluation #3 (Supervisor submits final 2 page evaluation final week of internship)
- Provide to supervisor HCM 422 printed manual or website address so they may review HCM 422 materials
- Exit Survey—survey monkey address

Once internship begins:

- Weekly Log will be submitted on Desire2Learn within a week of completion or hours will NOT COUNT
- Grade received for Log will be number of hours worked that week  Ex: 10 hours = 10; 25 hours = 25; etc. *Please note: this IS NOT a grade. The hours worked for the week*
- Weekly hours will be accumulated each week on Desire2Learn
- All assignments will be submitted on Desire2Learn
- Materials listed on Website will be available also on Desire2Learn
- At 2nd to last week, please begin submitting your required paperwork or throughout semester—department papers (after familiar with your department during semester), updated resume, and projects/activities if completed.
- Last two weeks of semester, please have supervisor and student each complete the following 5 minute survey monkey evaluation form:
  Preceptor’s survey: http://www.surveymonkey.com/s/VTZZT5W
  Student’s survey: http://www.surveymonkey.com/s/DL69JJC
- Complete ICE on D2L.
Welcome to the HCM 422 Internship Web site. Attached are the materials necessary for preparation in selecting and completing your internships. **Timelines/dates will be strictly enforced. If timelines/dates are not followed, internships will be delayed to the following semester. During internship, failure to follow procedures/dates/submission of materials will result in failure for course. If fall course, no repeat of course is allowed. This is a required course to graduate from HCM Program. Please download all files and carefully read. Packets are available on-line or from the HCM Coordinator. Begin your search early to be certain you have located an available site. Have a great Internship!**

**Materials and Forms:**

**Pre-Internship Preparation:**

1. ~ Statement of Understanding (Form)
2. ~ Immunization Requirements and Signature paper (Form) (Submit copy of current Tb test results prior to start)
3. Procedures for Acquiring Internship Site / MOU Additional Information
4. Sample Letter (Copy & paste for Internship Letter)
5. Sample Resume (Follow template for Resume)
6. MOU Query (Available internship site list)
   - 6a Additional Information Form
   - 6b Student Request Letter for New Internship Site
7. ~ HCM 422 Internship Agreement Form (IAF)
8. HCM 422 Internship Coordinator

**Internship Packet:**

Welcome Letter
Syllabus Attachment
HCM 422 Internship Link Outline

1) Tables for Procedures/ Timeline
   - Procedures/Timeline for Internship
2) General Guideline Packet & Forms
   - HCM 422 General Guideline Packet (Course Syllabus, General Guidelines, Student’s Internship, Preparation Procedures, Supervisor’s/Preceptor’s Guidelines, Student Guidelines, Orientation & Protocols
   - ~ Supervisor/Preceptor’s Evaluation (Progress Evaluation #1) (Form)
   - ~ Supervisor/Preceptor’s Evaluation (Progress Evaluation #2) (only if carry 12 registered hours) (Form)
   - ~ Supervisor/Preceptor’s Evaluation (Final 2-page Evaluation for Semester) (Form)
   - ~ Directions for Supervisor/Preceptor’s Attendance Sheets
   - ~ Supervisor/Preceptor’s Attendance Sheets (Form)
   - ~ Oral Mid-Review Preceptor/HCM Coordinator
   - ~ Sample Weekly Log (Copy & paste for weekly Log submitted on Desire 2Learn) (Form)

**Weekly Log Hours**

Log/Week 1, Log/Week 2, etc. (Copy and Paste Weekly Log template into assignment box)

**Papers**

Department Paper 1
Department Paper 2 (optional)
Projects/Activities
Survey Exit Survey on SurveyMonkey
ICE in D2L
Supervisor’s Exit Survey on SurveyMonkey

**NOTE:** For logging onto the website. ****Begin 1 to 2 semesters prior to internship semester.** **Deadlines are scheduled. Check current updates for each semester. Updates will be strictly enforced!

- Go to Google ➔ Type in ➔ SIUC SAH ➔ Click on: Health Care Management ➔ Click on: HCM Internship (left column)
- The above page will appear. Read materials and download information so you have it in hard copy. This material will always be available online.
- All web information will also be available after course is available on Desire2Learn.

**HCM Internship Coordinator Information:**

Dr. Sandra Nagel Beebe  
Office hrs: TBA and/or by appointment  
Phone: 618 453-7202 off  618 534-6470 cell  
Email: sbeebe@siu.edu  
Rm 129C  618 453-7020 Fax  

snb 8/31/15 HCM 422
**PROcedures/Timeline for Internship**

- Weekly Log required. *(See Log template)* Summit after week’s completion of hours. *(If NOT submitted within one week of hours completed, hours will NOT BE COUNTED. Additional missed hours will be required for completion of final internship hours. No excuses.)*
- Copy and paste into Desire2Learn for weekly or specific column assignments— List your name & Log # (or department paper, summary, etc)
- List name, internship site, supervisor's name, & Log # at top of Weekly Log
- Write date, day & hours; Short description of work performed/observed *(See template)*
- At bottom of Log, tally hours for week/ Hours accumulated/ Total hours required.  
  Ex: if work 20 hours/wk, 6 CE's or 300 hours → Log 1 = 20/20/300  
  Log 2 = 20/40/300
- End of Wk 15 will be final Log (unless decreased weeks worked during semester)
- Summer semester will vary according to length of internship requested

### Internship Procedures*

<table>
<thead>
<tr>
<th>Activity</th>
<th>Fall</th>
<th>Spring</th>
<th>Summer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Logs Submitted (Weekly)</strong></td>
<td>End of Week</td>
<td>End of Week</td>
<td>End of Week</td>
</tr>
<tr>
<td><strong>Evaluations:</strong></td>
<td></td>
<td></td>
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<tr>
<td>• 1st Supervisor Evaluation</td>
<td>Week 5</td>
<td>Week 5</td>
<td>Week 1 / 2 / 3</td>
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<tr>
<td>• Supervisor's Student Attendance Log(1-5)</td>
<td>Week 5</td>
<td>Week 5</td>
<td>Week 4 / 5 / 5</td>
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<tr>
<td><strong>Coordinator's Discussion or On-site Visit w/ Supervisor</strong></td>
<td>Week 8 approx.</td>
<td>Week 8 approx.</td>
<td>Week 2 / 4 / 5</td>
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<tr>
<td>• 2nd Supervisor Evaluation (Only if completing 12 Hours)</td>
<td>Week 10</td>
<td>Week 10</td>
<td>Week 7 or completion</td>
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<tr>
<td>• Supervisor's Student Attendance Log(6-10)</td>
<td>Week 10</td>
<td>Week 10</td>
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<tr>
<td>• Final (2 page) Supervisor’s Evaluation</td>
<td>Week 15</td>
<td>Week 15</td>
<td></td>
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<tr>
<td>• Supervisor’s Student Attendance Log(11-15)</td>
<td>Week 15</td>
<td>Week 15</td>
<td>Week 4 / 5 / 10</td>
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<tr>
<td>• SurveyMonkey – Survey online Student &amp; Supervisor</td>
<td>Last 2 weeks of semester</td>
<td>Last 2 weeks of semester</td>
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<tr>
<td>• ICE (on D2L)</td>
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<td></td>
<td></td>
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<tr>
<td><strong>Department Papers (1-2 pages)</strong> (Attach on D2L)</td>
<td>As complete</td>
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<td>submit papers.</td>
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<tr>
<td><strong>Papers:</strong></td>
<td>By Week 15, Monday, 4:30 pm.</td>
<td>By Week 15, Monday, 4:30 pm.</td>
<td>By Week 4 / 7 / 10 Monday, 4:30 pm.</td>
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<td>• Copy of Projects, Papers, Presentations, etc.</td>
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<td>• Updated Resume</td>
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*Number of weeks may vary according to individuals’ time frame for scheduling weekly hours. Due dates may vary according to length of internship. Course grade is a P (pass) or F (fail).
COURSE NO. AND TITLE: HCM 422-3-12 (3 credit hours)
Health Care Management Internship

Sections: 001, 940, 95m

Course Instructor: Sandra Nagel Beebe, R.D.H., Ph.D.
Senior Lecturer, HCM Internship Coordinator

Office Location: ASA Room 129

Office Hours: By appointments OR
Call via cell phone-- 618 534-6470

Campus Phone: (618) 453-7202 office
(618) 453-7211 (School of Allied Health Office)

Cell Phone: (618) 534-6470

E-mail: sbeebe@siu.edu

Class Meeting Time & Location: Varies according to internship location per student

COURSE DESCRIPTION:
Students are assigned to a University approved health care organization engaged in activities related to health care management and to the student’s career objectives. The student will perform duties and services as assigned by the preceptor by completing an assigned work project which is managerial/analytical and of value to the organization. Report logs and performance evaluations are required. Hours and credit arranged individually. Minimum 150 contact hours required. Mandatory Pass/Fail. No repeat allowed on Fail. Not for Graduate Credit. Prerequisite: Minimum grade of C in all HCM core courses. Restricted to HCM majors.


TEXTBOOK: Current HCM 422 Internship Packet.

COURSE OBJECTIVES:
- Exposure to health care management activities/departments which comprise the typical health care facility;
- An opportunity to observe and to interact with persons in health care management positions;
- An opportunity to gain practical experience in a specific area of interest and make a contribution to the sponsoring facility by completing project(s) assigned to them by the internship site supervisor; and
- An opportunity to practice professionalism and develop new skills pertaining to various aspects of health care management.
- To produce a report or other material demonstrating the student’s analytical and writing abilities
COURSE DELIVERABLES (may vary based on instructor): Supervisor Reports, Weekly Logs

GRADING SCALE (may vary based on instructor): Pass/Fail

LEARNING/ASSESSMENT METHOD(S): Feedback from Supervisor and Instructor, Pass/Fail

**TOPICAL OUTLINE:**

<table>
<thead>
<tr>
<th>Topic Percentage</th>
<th>Percentages</th>
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<tbody>
<tr>
<td>I. Preregistration requirements for Internship</td>
<td>5%</td>
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<tr>
<td>A. Statement of Understand/ Medical Forms</td>
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<td>B. Letter of Application</td>
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<tr>
<td>C. Selection Internship Ships (New or Existing MOU)</td>
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<td>D. Resume</td>
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<td>E. Interview Process</td>
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<tr>
<td>F. Basic Form/ Orientation for Internship Sites</td>
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<tr>
<td>II. Weekly Logs</td>
<td>25%</td>
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<tr>
<td>A. Weekly Logs Documenting Daily Hours and Activities</td>
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<tr>
<td>III. Supervisor Reports</td>
<td>60%</td>
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<tr>
<td>A. Evaluation Forms – 1, 2, and Final Evaluation</td>
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<tr>
<td>B. Attendance Sheets</td>
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<td>IV. Papers/ Assignments</td>
<td>10%</td>
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<tr>
<td>A. Department Paper</td>
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<tr>
<td>B. Updated Resume</td>
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<tr>
<td>C. Projects and Activities</td>
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<tr>
<td>D. Survey Monkey Evaluation</td>
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<tr>
<td>E. ICE Evaluations</td>
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</table>

**REQUIREMENTS:**

1. The student is required to complete an Internship Agreement and Internship Objectives prior to internship.
   
   a. The student, with the guidance of the faculty member, is responsible for identifying a suitable health facility internship site and for negotiating the structure and terms of the internship. This includes the internship location, assigned duties and responsibilities, work hours, objectives, and (if applicable) travel, housing, and employer benefits.
   
   b. The faculty member is responsible for ensuring that the approved internship is consistent with the student’s academic program and career goals. The internship must provide the student with an opportunity to apply skills gained in the academic setting to real work situations; must be directly
related to the student's academic and career objectives; and serve as a supplemental source of learning.

2. The student, prior to seeking faculty approval, must pass HCM 421 with C average in HCM courses, complete an updated resume and cover letter, and must complete the Internship Agreement Form with internship objectives. Each form must be signed by the student, the supervisor, and the faculty coordinator. Student will provide a Statement of Understanding signed, current TB test copy, and medical sheet signed prior to start of internship. Background check, drug screening test, and orientation package may be required from internship sites. Failure of background check or drug screening test may result in student failing due to being unable to meet internship requirements for the degree. When possible, student may need to attempt to find an alternate internship within timeframes allocated or a subsequent semester.

3. The student must maintain weekly Internship Logs during the time of the internship to record hours interned, tasks, and objectives accomplished. (See HCM 422 packet for details). The student and the preceptor must submit log pages or a verification of hours at the work site. Hours will not count if not performed at internship site. Three or more absences will result in preceptor notifying coordinator of student's lack of attendance at internship resulting in a Fail for course unless absences had prior approval by coordinator and preceptor.

4. The student must provide the supervisor with copies of the Evaluation Forms, Supervisor's Directions Sheet, and Student Attendance Sheets. The original signed Evaluation Forms and Student Attendance Sheets must be returned to the coordinator by the preceptor in a confidential manner (scanned and emailed, faxed, or mailed).

5. At the request of the coordinator, the student may schedule an appointment for the coordinator and the preceptor to talk with the student. Such meetings may be scheduled prior to the internship, during the internship, and/or at the completion of the internship. Coordinator will make contact (in person, phone, or email) with the preceptor at least once during each semester. If problems are evident, coordinator and preceptor will talk until situation is resolved.

**GRADING:**

All students are graded on a Mandatory Pass/Fail basis. To receive a grade of Pass (P), a student must satisfy all of the following:

1. Coordinator approved (prior to beginning the internship) Statement of Understanding, Internship Agreement Form, including objectives and project(s) to be assigned, TB copy, and medical sheet signed.

2. Weekly Internship Log’s provided to the coordinator submitted on Desire2Learn within one week of hours interned at the approved internship site or a repeat of hours will be required. Log must indicate satisfactory completion of the planned Internship Objectives and contact hours required for credit hours registered.

3. Signed originals of the Supervisor’s Evaluation forms with minimum average of four out of five in major areas submitted to the coordinator. Supervisor’s student attendance sheets must be attained at 1/3 completion of internship, 2/3’s completion of internship (if completing 12 credit hours), and final week of internship with hours comparable with student’s Log hours obtained at internship site.
4. Student’s work and demeanor be of such quality that preceptor would recommend student for a position in health care management. Adherence to HCM 422 Guideline Packet, internship site protocols, and SIUC Student Conduct Code will be followed. (Go to: http://policies.siuc.edu/policies/conduct.html). Any form of unethical or dishonest behavior (ex: falsification of weekly logs, papers, projects, unexcused absences, late arrivals, dress code violations, use of cell phones at internship site, etc.) will be grounds for removal from internship resulting in a Fail for the course and a program committee review for permanent removal from the HCM program and possible removal from the University. Professional ethical behavior is a requirement for this course. This internship is not a typical credit course, but a course encompassing all aspects of your HCM program and to be treated as a professional job.

5. Student will provide properly completed Department Papers and Updated Resume submitted on Desire2Learn to the coordinator by designated date prior to the end of the semester. Samples of projects and/or activities performed during internship will be submitted to coordinator when possible.

6. See HCM 422 Guideline Packet for specific details for course.

**TEXTBOOKS:**

**Required:** Current HCM 422 Internship Packet.
Will be modified each semester for most current updates as necessary.
Prerequisite: minimum grade of C in all Health Care Management courses.

Internships within the Health Care Management (HCM) program are designed for all students in the health care industry. The internship is intended to provide an introduction to the “real world” of health care and an opportunity to “see theory in practice” in the health care management setting. Internships may be completed in hospitals, outpatient clinics, long-term care facilities, home health agencies, health departments, or other appropriate health care agencies/organizations that are consistent with the students' future occupational goals and interests. A 12-credit-hour internship implies 600 contact hours of service, which equates to 50 contact hours for every credit hour registered for internship that semester. The following are goals for the internship experience:

- To provide students with exposure to the multitude of activities/departments which comprise the typical health care facility;
- To provide students an opportunity to observe and to interact with persons in health care management positions;
- To provide an opportunity for students to gain practical experience in a specific area of interest and make a contribution to the sponsoring facility by completing project(s) assigned to them by the internship site supervisor; and
- To provide students an opportunity to practice professionalism and develop new skills pertaining to various aspects of health care management.

In addition to University requirements, students must successfully complete all forty-five hours of HCM core courses with a grade of C or better as a prerequisite to registration prior to completing their required Health Care Management Internship and be in their final semester of HCM coursework unless exceptions with approval may occur for a two semester internship. Mandatory coursework includes: Health Policies and Politics, Marketing for Health Care Organizations, U. S. Health Care Systems, Organizational Behavior and Management in Health Care, Statistics for Health Care Professions, Health Information Management, Analysis and Evaluation of Health Care Services, Health Economics, Strategic Planning and Leadership in Health Care, Health Care Finance, Legal Aspects and Current Issues in Health Care, Managing Human Resources and Labor Relations in Health Care Organizations, Operations Management and Quality Improvement in Health Care, Health Care Ethics Coding and Compliance, and Professional Practice for Health Care Managers. Remaining hours of electives may include: Health Care Management, Business and Administration, Finance, Psychology, or Information Technology as listed in university catalog. These courses are designed to provide a broad view of the entire health care system and an understanding of health care organizations to better prepare students for the internship experience. HCM Internship is allowed to take one time, final semester. If failed, no repeating of HCM 422 is allowed for graduation from the HCM program.

Students participating in internships may be required to undergo a criminal background check and drug screening. Students who do not satisfactorily pass the background check and drug screening may find it difficult to secure an internship in the field of health care and may be removed from the HCM program unless special circumstances apply as determined by the HCM Academic Review Committee.

The internship requires the identification and completion of a project or series of projects mutually agreed upon by the campus internship coordinator, the site supervisor, and the student. The Internship Agreement requires a brief description of the duties that the students will perform and the activities in which they will participate during the internship. The internship Site Supervisor must sign the Internship Agreement and this form stating specific objectives and project(s) is to be returned to the Internship Coordinator BEFORE the student can begin any contact hours. At a minimum, students will be expected to:

1. Commence the internship at the beginning of the semester and serve required hours (600 clock hours for 12 hours credit = equivalent to 15 weeks at 40 hours/week). Proportionately fewer clock hours are served for fewer credit hours with an expectation of at least 50 clock hours per credit hour registered.
2. Receive “satisfactory” evaluations (3 evaluations for 12-credit hours or 2 or fewer hours) from site supervisors and the coordinator and with satisfactory completion of a major project or series of projects.

3. Submit on Desire2Learn a weekly log of daily/weekly experiences to document daily activities/meetings, etc. Use template in package for weekly log submission. Logs must be submitted within one week of completion or Log hours will need to be repeated. Log must be completed “in full” to receive credit for hours. Ex: Dates, time, hours worked, activities listed, and hours documented bottom of page. If incomplete, Log will be returned and if past deadline when returned, hours will need to be repeated.

4. Submit on Desire2Learn 1-2 page summaries describing each department through which a student rotated. Paper will detail functions and activities for the department. Ex: budget, organization, structure, typical operating problems, and specifics of your department. Discussion will vary according to internship site and departments.

STUDENT’S PRE-INTERNSHIP PREPARATION PROCEDURES

The following steps MUST BE COMPLETED BEFORE students may start their internship at a health care facility. Time frames and protocols will be followed or internship will be delayed until appropriate time frames are met. (See Procedures Tables).

1. The student will complete HCM 421 with a C or better prior to HCM 422. Student will download current packet from the HCM website link or D2L. Materials from HCM 421 will be on file with Internship Coordinator. Materials include: Statement of Understanding, SIUC Medical form, cover letter/s and resume. Student will provide prior to internship current Tb test results and completed Internship Agreement Form from an approved MOU internship site.

2. When student requests a new internship site, one will need to follow protocols to acquire new sites. Student will submit Additional MOU Request Form with all information (names, addresses, phone numbers, and email addresses) completed for requested facility. Internship coordinator will initiate talks with contact person to verify contact information. Subsequently, document will be submitted to Office Support Services in School of Allied Health to begin the Memorandum of Understanding (MOU) process if that site does not have a current MOU or one expiring/expired. The MOU is a legal document that protects the students, health facilities and the University in the event that something should happen to student while performing internship duties at the site. Please allow a minimum of 6 months or more from the time the MOU is submitted to SIUC and the internship begins. No guarantees are available for approval. Therefore, students shall apply to 3 or 4 places to potentially acquire an internship site.

3. After and/or during MOU approval process, student will provide letter/s and resume for review to coordinator (use template in packet for letter and resume) prior to deadline date for semester. After coordinator’s approval, student will mail materials to internship site when designated. Two to three weeks after mailed, if no response from site, student calls facility to verify and schedule an appointment for interview. After receiving interview date, student writes thank you note to HR personnel for appointment.

4. During interview, student provides Internship Agreement Form (IAF) to Human Resource Director. Student will request the IAF to be completed by HR or assigned preceptor as soon as possible and returned to student to submit to coordinator. Student and preceptor should retain a copy of IAF. All information will be typed or neatly written in IAF. Student will provide to Preceptor copy of General Guidelines for Internship.

5. After interview, student writes a thank you note to HR interviewer. At completion of interviews, student will determine site selection for internship. A thank you note is written to facility student accepts as internship site. If accepted at two or more sights, student will write thank you notes declining the offer for the internship position not accepting.
6. When both the approved MOU and IAF are completed, the student should register and then start the internship experience at the beginning of the semester. If students change clinical internship sites, they need both the agreement and the MOU for each site. Internships are to be completed in one semester.

7. All current immunizations must be on file at Student Health Services (on campus students) or with internship instructor/Coordinator (off campus students). Results from your current TB skin test must be provided to internship Coordinator/instructor prior to internship. A Hepatitis B immunization and a flu vaccine is highly recommended. If Hepatitis B immunization has NOT been received, a signed waiver must be documented on the Medical Form sheet (download from internship website). The flu vaccine is also highly recommended.

8. An Orientation package will be completed by student one to two months prior according to facility rules and regulations.

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**PRECEPTOR/SUPERVISOR GUIDELINES**

The role of the preceptor/supervisor is what one would normally perform with a new, entry-level employee on site. Throughout the internship the supervisor assumes a primary and critical role in the educational development of the student. This involves providing guidance, instruction, information and counseling within a supportive and professionally stimulating environment.

The internship seeks to:

A. Provide students with exposure to the multitude of activities/departments within a typical healthcare facility;
B. Facilitate the opportunity for students to observe and to interact with professionals in healthcare management positions;
C. Coordinate an opportunity for students to gain practical experience in a specific area of interest;
D. Contribute to the sponsoring facility by completing projects assigned to them by the site supervisor;
E. Provide students with an opportunity to observe and practice professionalism and develop new skills pertaining to various aspects of health care management.

**Responsibilities and Duties:**

1. Complete Internship Agreement Form and provide to student to submit to coordinator prior to internship start date.

2. Provide the student with an appropriate orientation to the organization. This would include information about the purpose, history, policies and personnel of the agency, as well as a brief rotation through appropriate departments as identified in the internship agreement.

3. Plan an appropriate project(s) and work schedule with the student.

4. Introduce the student to the organization’s personnel and other professionals and community members with whom he/she will be involved.

5. Orient other appropriate personnel who will be working with the intern as to the expectations and responsibilities of the site.

6. Provide adequate office space and support services for the student.

7. Develop a mechanism for providing the student with ongoing support.

8. Encourage the student to work independently while providing opportunities for information gathering and sharing.
9. Preceptor will be available for an Oral Evaluation discussion with HCM Internship Coordinator midway through internship to discuss intern’s progress. Preceptor will arrange to discuss the progress of the internship with the student after Oral Evaluation with the HCM Internship Coordinator.

10. At predetermined times, Preceptor will provide completed evaluation forms to HCM Internship Coordinator. Preceptor will complete two to three interim evaluations of the student on the forms provided. Three are needed for 12-credit hours or (2) for students completing less than 12 credits. At the end of field training experience, Preceptor will provide the SIUC/HCM Internship Coordinator with the final, 2 page, progress evaluation of the student's performance and progress on the form provided. Evaluation forms will be submitted by scanning and emailed to HCM Internship Coordinator.

11. Appropriately identify and address problem areas with the interns and/or Internship Coordinator immediately assuring resolutions are quickly implemented.

12. Provide opportunities for the student to become aware of the relationship between the host organization and other local, regional, and national organizations.

13. Provide opportunities for the student to become aware of the relationship between the host organization and the community.

14. Preceptor will provide student attendance sheets (SAS), completed on daily basis, in five week increments, to SIUC Internship Coordinator by email to HCM Internship Coordinator. It is student’s responsibility that supervisor is completing attendance sheet on daily basis and submitted at intervals required to healthcare internship coordinator.

15. Preceptor will also be available for discussion with coordinator midway through internship to discuss intern’s progress.

16. During internship, if possible, preceptor will assign a short, oral presentation for student experience as a leader/manager. (Ex: discussing a project, researched materials, portion of a meeting, client activities, etc.) Some internships will not be suitable for oral presentation.

17. Last two weeks of semester, please complete the following 5 minute survey monkey evaluation form online: [Preceptor’s survey](http://www.surveymonkey.com/s/YlZZ15W)

The HCM Internship Coordinator is: Dr. Sandra N. Beebe, Health Care Management, School of Allied Health, Mailcode 6615, SIUC, Carbondale, IL 62901-6615, Ph (618) 453-7202, (618) 534-6470, FAX (618) 453-7020, e-mail: bbeebe@siu.edu
1. **Length of internship**: Students are required to perform a minimum of 3 credit hours which equates to 150 service hours (3 credit hours x 50 hours/credit hour) during the semester. Internships range from 4 to 15 weeks during semester registered, student’s scheduled time frame, and/or time frame requested by preceptor to complete projects or activities. A 12 semester-hour internship implies at least 600 hours of service (15 weeks X 40 hours per week). This allows you to remain a full-time student, thus receiving normal student benefits. If you enroll for fewer semester hours, the amount of service decreases proportionately. If you wish, you may split your internship hours at two different sites. Unless approved otherwise by the SIUC/HCM Internship Coordinator, you should plan on spending the initial 4-6 weeks of the internship rotating through the various departments/work sites which are available at your internship site.

2. The **Memorandum of Understanding (MOU)**. The Memorandum of Understanding (MOU) between the University and the internship site must be initiated if no MOU is in current place for the site or one is expired. All internship sites must have an approved MOU in place for students to intern at the site. This process usually takes a minimum of 6 months or more to complete. Students should begin new MOU process minimum one to two semesters prior to planned internship semester.

3. A template **cover letter and resume** are available for one to copy and paste providing the program information necessary to provide in your introduction to the internship site. See sample template to copy, paste, and fill-in necessary data. Specific information will need to be included and reviewed by coordinator if new site selected after HCM 421 is completed. HCM Internship Coordinator will need copy of materials prior to submission to any potential internship site. After approval, student sends to site and requests interview date.

4. The **Internship Agreement Form (IAF)**. The Agreement needs to be completed, signed, and returned to the HCM Coordinator, School of Allied Health after student and Preceptor have completed the form. (Provide IAF form at interview). Top third of IAF will be completed by student, middle third completed by Preceptor, and student/Preceptor sign lower portion of page. After completed, copy and provide IAF to HCM Internship Coordinator by email. HCM Internship Coordinator will sign and retain in student’s file. IAF is the legal contract between student and Internship Preceptor for evaluating student’s completion of objectives/activities/projects during internship. Student shall register for HCM 422 after MOU and IAF are on file with HCM Internship Coordinator. Once registration is completed, you may start the internship the first day of the semester or when authorization is granted.

5. Student should search for an internship that reflects any previous experience in a health care-related facility or type of position that you would like to pursue in the future. Consider also the location in which you would like to work. (i.e., Chicago area, Carbondale, etc). You will have completed HCM 421 and/or completed the following:

   a. Prepare a draft of an introductory letter to request an interview and to discuss possible internship projects.
   b. Include a draft of your current résumé with the letter of introduction and submit copies to the SIUC internship coordinator for review. Internship resume template is provided in packet to keep consistency when Human Resource Director’s are reviewing resumes.
   c. Send ‘approved’ letter and resume to site; follow-up with a phone call for an interview time.
   d. Complete the internship agreement during the interview, if possible, or soon thereafter and return the form to the internship coordinator for final approval.
   e. Provide to coordinator signed medical form (completed with dates if off campus student) in packet and a copy of your current TB test results (Tb test within one to two months of internship start date unless on regular Tb test schedule).
   f. Complete orientation package for internship site approved.
   g. If accepted at one or more sites, write thank you letters to sites you wish to decline. Write acceptance letter to internship site accepting.
6. **Supervisor/Preceptor Evaluation’s**: The evaluation forms are provided in packet to provide to supervisor/preceptor that will be completed during internship by supervisor. You are responsible for ensuring that the SIUC/HCM internship coordinator receives these evaluations. Forms are generally completed after the 5th, 10th, and 15th weeks of a regular fall or spring semester and at three equal intervals if carrying 12 credit hours. Under 12 credit hours requires 2 evaluations with first provided end of week 5 or 1/3 of way completed and beginning of 15th week or end of semester for final two page evaluation. The final evaluation must be received by the end of the last internship week. Evaluation forms will be scanned and emailed to coordinator. Length of internship will determine specific dates for evaluations to be completed. **Lack of supervisor’s/preceptor’s papers delivered at designated times will result in a Fail** for the course.

7. **Supervisor/Preceptor Attendance Sheets**: Supervisor student attendance sheets (SAS) are also available with instructions for Preceptor’s to complete on a daily basis for student’s hours and submit to coordinator after five weeks, ten weeks, and final week depending one semester. Directions are available with SAS. Evaluations and attendance sheets should be presented in a file to supervisor/preceptor first day of internship. It is your responsibility to ensure supervisor/preceptor completes materials and submits via scanned and emailed to coordinator at designated times. **Lack of supervisor’s/preceptor’s papers delivered at designated times will result in a Fail** for the course.

6. To receive a grade (Pass) for this course, you will need to:
   a. Provide preliminary internship materials by dates designated. Materials include: signed Statement of Understanding, letter and resume approved and sent, Internship Agreement Form completed, copy of current TB test, and medical sheet signed (with dates inserted if off campus student).
   b. Serve required hours (600 clock hours for 12 semester hours credit). Proportionately fewer clock hours are served for fewer hours of credit (50 hours per 1 credit hour). Required 3 credit hours minimum.
   c. Receive satisfactory evaluations from the site supervisor/preceptor and the HCM internship coordinator, both written and oral evaluations.
   d. Receive a "Yes" for the question, "If this student were an employee on probation that one would be retained."
   e. Submit Desire2Learn a completed daily/weekly log within one week of hours completed that week or hours will not count and need to be repeated for week.
   f. Submit copies of project reports generated on site when approved by supervisor/preceptor. (Confidentiality will be maintained and site identification should be eliminated.)
   g. Submit on Desire2Learn department paper/s on all departments through which you rotated. (1-2 pages each).
   h. Submit on Desire2Learn an updated resume at end of internship.
   i. Submit on Desire2Learn activities/projects after approved by Preceptor.
   k. Submit on D2L end of semester ICE. (End of course evaluation)
   l. Follow and apply all protocols for HCM 422, Internship site rules and regulations, and SIUC Student Conduct Code. (Go to: [http://policies.siuc.edu/policies/conduct.html](http://policies.siuc.edu/policies/conduct.html)). Violations of unprofessional acts will result in dismissal from internship, HCM program, and/or University. If dismissed from internship site, this is grounds for failure and dismissal from the HCM program.

7. If you are **absent** from your internship for any reason (e.g.: illness, car trouble, family crisis, emergencies) you must contact your site preceptor to make certain that he/she is aware of your need to be absent for that day. Then list in your log that you were absent that day and earn 0 hours. Hours will need to be made up. Three or more days absent without prior approval are grounds for dismissal from internship site and Fail of course.

8. If a **Legal Holiday** is observed on a day you are scheduled to work and the facility is closed, you may count those hours. If the facility is open on the legal Holiday, you are required to work. This information also applies to **Emergency Weather Conditions**. Please list in daily Logs. Advise preceptor of Holiday hours for Log.

9. **Orientation & Protocols**: Orientation will be determined by each site. Student’s are responsible for internship protocols for Orientation, background checks, finger printing, or any specific “extras” for individual sites.
"We emphasize student achievement and success because achievement and success are essential if we are to shape future leaders and transform lives."

See attached Syllabus Attachment file.
**SOUTHERN ILLINOIS UNIVERSITY CARBONDALE**  
**COLLEGE OF APPLIED SCIENCES AND ARTS, SCHOOL OF ALLIED HEALTH**  
Health Care Management, HCM 422: Internship

**SUPERVISOR'S REPORT (Progress Evaluation #1)**

Student: ____________________________  
Dawg Tag: (optional) ________________

Cooperating Organization: ____________________________

Internship Supervisor: ____________________________

Title: ____________________________  
Phone: ____________________________

Period of Internship: From: ________________  
To: ________________

Please evaluate the student intern in the following categories. Please circle your response.  
*Narrative comments are also invited on the back of this form.*

<table>
<thead>
<tr>
<th>Information-Related Skills</th>
<th>Needs</th>
<th>Attention</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Knowledge level of tasks to be performed</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>b. Knowledge level of theory related to job performance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. Ability to make decisions, if necessary</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. Ability to learn difficult assignments</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>e. Ability to use equipment/tools skillfully, e.g., computer</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Communication-Related Skills</th>
<th>Needs</th>
<th>Attention</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Relationship to supervisor, respect for authority</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>b. Cooperation with other employees, team player</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. Quality of written communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. Speaking ability</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attitude/Performance-Related Skills</th>
<th>Needs</th>
<th>Attention</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Good attitude</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>b. Strong work ethic</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>c. Interest in performing assigned tasks</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>d. Initiates/suggests ideas</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>e. Willingness to learn new tasks</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>f. Willingness to follow instructions</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>g. Punctuality/attendance/dependability</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>h. Suitably groomed and attired</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

If this student were an employee on probation, would you retain him/her?  
☐ Yes  ☐ No

If no, please explain on back. **If this student's performance is unsatisfactory at any time, please contact the internship coordinator immediately.**

This evaluation has been discussed with student/intern:  
☐ Yes  ☐ No

Supervisor Signature ________________  
Date ________________

Student Signature ________________  
Date ________________

Thank you for your participation.  
(Return to HCM Coordinator at SIUC; Dr. Sandra N. Beebe—Fax 618 453-7020)
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF APPLIED SCIENCES AND ARTS, SCHOOL OF ALLIED HEALTH
Health Care Management, HCM 422: Internship

SUPERVISOR’S REPORT - Progress Evaluation #2
(Use if registered for 12 credit hours; If under 12 hours, omit.)

Student: ____________________________  Dawg Tag: (optional) _______________

Cooperating Organization: _____________________________________________

Internship Supervisor: ________________________________________________

Title: ____________________________  Phone: _____________________________

Period of Internship: From: _______________  To: _________________________

Please evaluate the student intern in the following categories. Please circle your response.
Narrative comments are also invited on the back of this form.

<table>
<thead>
<tr>
<th>Needs</th>
<th>Attention</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
</table>

### Information-Related Skills

- Knowledge level of tasks to be performed
  - 1 2 3 4 5 N/A
- Knowledge level of theory related to job performance
  - 1 2 3 4 5 N/A
- Ability to make decisions, if necessary
  - 1 2 3 4 5 N/A
- Ability to learn difficult assignments
  - 1 2 3 4 5 N/A
- Ability to use equipment/tools skillfully, e.g., computer
  - 1 2 3 4 5 N/A

### Communication-Related Skills

- Relationship to supervisor, respect for authority
  - 1 2 3 4 5 N/A
- Cooperation with other employees, team player
  - 1 2 3 4 5 N/A
- Quality of written communication
  - 1 2 3 4 5 N/A
- Speaking ability
  - 1 2 3 4 5 N/A

### Attitude/Performance-Related Skills

- Good attitude
  - 1 2 3 4 5 N/A
- Strong work ethic
  - 1 2 3 4 5 N/A
- Interest in performing assigned tasks
  - 1 2 3 4 5 N/A
- Initiates/suggests ideas
  - 1 2 3 4 5 N/A
- Willingness to learn new tasks
  - 1 2 3 4 5 N/A
- Willingness to follow instructions
  - 1 2 3 4 5 N/A
- Punctuality/attendance/dependability
  - 1 2 3 4 5 N/A
- Suitably groomed and attired
  - 1 2 3 4 5 N/A

If this student were an employee on probation, would you retain him/her?  □ Yes  □ No

If no, please explain on back. **If this student's performance is unsatisfactory at any time, please contact the internship coordinator immediately.**

This evaluation has been discussed with student/intern:  □ Yes  □ No

Supervisor Signature  ____________________________  Date ______________________

Student Signature  ____________________________  Date ______________________

Thank you for your participation.  (Return to HCM Coordinator at SIUC; Dr. Sandra N. Beebe—Fax 453-7020  strebe@sir.edu  618-453-7767)
SOUTHERN ILLINOIS UNIVERSITY CARBONDALE
COLLEGE OF APPLIED SCIENCES AND ARTS
SCHOOL OF ALLIED HEALTH
Health Care Management, HCM 422: Internship

SUPERVISOR'S REPORT
(Final Evaluation for Semester-2 pages)

Student: ___________________________ Dawg Tag: (optional) __________

Cooperating Organization: ________________________________

Internship Supervisor: ________________________________

Title ___________________________ Phone: ________________

Period of Internship: From: ________________ To: ________________

Please evaluate the student intern in the following categories. Please circle your response.

Narrative comments are also invited on the back of this form.

<table>
<thead>
<tr>
<th>Needs</th>
<th>Attention</th>
<th>Outstanding</th>
<th>N/A</th>
</tr>
</thead>
</table>

**Information-Related Skills**

a. Knowledge level of tasks to be performed 1 2 3 4 5 N/A
b. Knowledge level of theory related to job performance 1 2 3 4 5 N/A
c. Ability to make decisions, if necessary 1 2 3 4 5 N/A
d. Ability to learn difficult assignments 1 2 3 4 5 N/A
e. Ability to use equipment/tools skillfully, e.g., computer 1 2 3 4 5 N/A

**Communication-Related Skills**

a. Relationship to supervisor, respect for authority 1 2 3 4 5 N/A
b. Cooperation with other employees, team player 1 2 3 4 5 N/A
c. Quality of written communication 1 2 3 4 5 N/A
d. Speaking ability 1 2 3 4 5 N/A

**Attitude/Performance-Related Skills**

a. Good attitude 1 2 3 4 5 N/A
b. Strong work ethic 1 2 3 4 5 N/A
c. Interest in performing assigned tasks 1 2 3 4 5 N/A
d. Initiates/suggests ideas 1 2 3 4 5 N/A
e. Willingness to learn new tasks 1 2 3 4 5 N/A
f. Willingness to follow instructions 1 2 3 4 5 N/A
g. Punctuality/attendance/dependability 1 2 3 4 5 N/A
h. Suitably groomed and attired 1 2 3 4 5 N/A

If this student's performance is unsatisfactory at any time, please contact the internship coordinator immediately.

(continue Next page)
Student Major Project(s).

(a) Completed in timely manner. ☐ Yes ☐ No

(b) Addressed appropriate issues thoroughly.
   ☐ Exceptionally ☐ Satisfactorily ☐ Unsatisfactorily

(c) Interacted with and secured cooperation of appropriate individuals.
   ☐ Exceptionally ☐ Satisfactorily ☐ Unsatisfactorily

(d) Are student’s final recommendations on the project(s) likely to be adopted?
   ☐ Yes ☐ Partially ☐ No

Comments on above

Overall, this intern completed the internship in a ☐ satisfactory ☐ unsatisfactory manner.

If this student were an employee on probation, would you retain him/her? ☐ Yes ☐ No.

If no, please explain on back.

This evaluation has been discussed with student/intern: ☐ Yes ☐ No

________________________________________________________________________

Supervisor Signature Date

Student Signature Date

Thank you for your participation.

OPTIONAL—Please answer the following:

1. Would you be willing to work with another student intern at a later date? ☐ Yes ☐ No

2. Would you be willing to supervise more than one student intern simultaneously? ☐ Yes ☐ No

3. Would you please suggest other supervisors in your facility who might be willing to work with a student intern.

   Supervisor Department Phone Number

   ____________________________________________________________

4. Please note any suggestions, recommendations, or comments.

   ____________________________________________________________

Thank you for your participation.

(Return to HCM Coordinator at SIUC; Dr. Sandra N. Beebe—Fax 618 453-7020
sbeebe@siu.edu; 618 453-7202)
Directions for “Supervisor’s Attendance Sheets”
(To be completed by Supervisor only)

Please provide a copy of this document and the Supervisor’s Log for Internship Student to your supervisor prior to your start date or the first day of internship. As of spring semester 2010, all supervisors will be asked to complete daily logs for interns. Sorry for any inconvenience this may cause but for completion of course, interns are now required to have supervisor’s document hours worked at internship site. Supervisor’s Log is available to download on Desire 2Learn (for interns to provide) or the HCM Website to provide to your Supervisor. Log consists of 3 pages with each page containing five weeks records.

Prior to submitting to supervisor, intern will complete top section providing:
- Supervisor’s name,
- Site,
- Student name (Intern),
- Hours per week, and
- Total hours necessary for completion of internship.

Please document this information on each page.

Supervisors will complete the following information for each scheduled day:
- Date,
- Arrival time,
- Lunch period (not included in hours),
- Departure time,
- Hours completed for the day,
- Absence (excused or unexcused), (if more than 3 absences, please contact coordinator to discuss), and
- If any comments are necessary to document intern’s work.

Hours recorded will be submitted to HCM Internship Coordinator after completion of week 5, 10, and 15 if performing a 15 week internship. Due dates may change according to number of weeks scheduled to complete internship. As a required document, please submit at appropriate intervals (1/3, 2/3, & final week) during the semester. Note: It is the intern’s responsibility to ensure documentation is completed daily by supervisor and submitted at the designated intervals.

After completion of each page, supervisor may fax or scan and email to Internship Coordinator.

Fax: 618 453-7020
Email: sbeebe@siu.edu
Address: Dr. Beebe
HCM Internship Coordinator
SAH, ASA, MC 6615
SIUC
Carbondale, IL 62901

If you have any question, please email or call. Again, thank you for assisting with this procedure and providing an internship site for our SIUC student.

Dr. Sandra Nagel Beebe
HCM Internship Coordinator
618 453-7202 Office
618 534-6470 cell

Last two weeks of semester, please complete the following 5 minute survey monkey evaluation form on-line:

Preceptor’s survey: http://www.surveymonkey.com/s/VTZZISW
### Supervisor's Attendance Sheets for Student

**Supervisor's Name:**

**Student Name:**

**SITE:**

**Hours Per Week:**

**Total Hours:**

<table>
<thead>
<tr>
<th>Log (Week) / Date</th>
<th>Arrival</th>
<th>Lunch</th>
<th>Departure</th>
<th>Hours Completed</th>
<th>Absence</th>
<th>Comments/Problems</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Week 1</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Mon</td>
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<td>Thurs</td>
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### Supervisor's Log for Internship Student

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<th>Log (Week)/Date</th>
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<th>Summer:</th>
<th>Fall:</th>
<th>Spring:</th>
<th>Site:</th>
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<tbody>
<tr>
<td>• Has student performed up to your expectations?</td>
<td>Yes</td>
<td>NO</td>
<td>Comments</td>
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<tr>
<td>• What skills has ____ demonstrated as a student?</td>
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<tr>
<td>• Professionalism?</td>
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<td>• Interacts with other staff?</td>
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<td>• Productivity?</td>
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<td>• Sets priorities?</td>
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<td>• What else?</td>
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<td>• Does ____ manage time effectively, prioritizing multiple demands to ensure productivity standards are achieved?</td>
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<td>• Time management?</td>
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<td>• Meets deadlines?</td>
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<td>• Punctuality?</td>
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<td>• Are Administrative skills being met?</td>
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<td>• Organizing?</td>
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<td>• Coordinating?</td>
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<td>• Are communication skills up to par for your company/clients/etc?</td>
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<td>• Verbal?</td>
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<td>• Written?</td>
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<td>• Presentation Skills? (Please have student complete 1 oral presentation)</td>
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<td>• Is student able to perform tasks scheduled?</td>
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<td>• Is ____ detailed oriented?</td>
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<td>• Spells accurately?</td>
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<td>• Maintains materials in organized manner?</td>
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<td>• Visited how many departments or sections?</td>
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<td>• Does student conduct self in professional manner at all times?</td>
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<td>• Does student respond with willingness to improve skills?</td>
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<td>• What skills does ____ need to improve?</td>
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<td>• Hypothetically, would you hire this student in the future? Why/Why not?</td>
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<td>• In one to two words, how would you sum up this student?</td>
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SAMPLE HCM 422 Internship Log

Student’s Name: ____________________________ Registered Hours _______
HCM 422 Internship, semester, year Course Hours Required_____
Site Location: ____________________________ Weekly Hours Necessary_____
Supervisor’s Name: _______________________

Weekly Log #____

Monday, Date
(Start-_______ Lunch_______ Finish_______ = _______ hours)
Provide a paragraph summary of activities, meetings, projects, assignments, and/or names of personnel (and their titles) which you were involved with during this day on your internship. (Delete text …Provide a paragraph… and Insert your paragraph!)

Tuesday, Date
(Start-_______ Lunch_______ Finish_______ = _______ hours)
Provide a paragraph summary of activities, meetings, projects, assignments, and/or names of personnel (and their titles) which you were involved with during this day on your internship. (Delete text …Provide a paragraph… and Insert your paragraph!)

Wednesday, Date
(Start-_______ Lunch_______ Finish_______ = _______ hours)
Provide a paragraph summary of activities, meetings, projects, assignments, and/or names of personnel (and their titles) which you were involved with during this day on your internship. (Delete text …Provide a paragraph… and Insert your paragraph!)

Thursday, Date
(Start-_______ Lunch_______ Finish_______ = _______ hours)
Provide a paragraph summary of activities, meetings, projects, assignments, and/or names of personnel (and their titles) which you were involved with during this day on your internship. (Delete text …Provide a paragraph… and Insert your paragraph!)

Friday, Date
(Start-_______ Lunch_______ Finish_______ = _______ hours)
Provide a paragraph summary of activities, meetings, projects, assignments, and/or names of personnel (and their titles) which you were involved with during this day on your internship. (Delete text …Provide a paragraph… and Insert your paragraph!)

Hrs for Week/ Total Hrs Completed/ Required Hrs: ________/________/_______