Pre-Internship (Items completed during HCM 421)

- Read and review internship handbook
  - Sign Internship Handbook Acknowledge Form
- Create Resume
- Create Cover Letter
- Research Internship Site locations (Master list of sites is located in excel document, “HCM Master Internship Site List” on D2L.)
  - Submit MOU request to Internship Coordinator (if you want to do your internship at a site not listed in the master list, you will have to submit a request to the Internship Coordinator—form in handbook. Note* the MOU process can take up to 8 months and approval of facility is determined by the HCM Internship Coordinator.)
- Send Resume and Cover Letter the semester before you take the HCM 422 Internship Course to internship sites that you have chosen from the approved internship site list.
- Interview at sites
- Follow up and send Thank you letters after interviews
- Secure an internship site
- Complete Professional Development Assignments (HCM 421 course assignments outlined on D2L)

Internship (Items completed before and during HCM 422)

- Internship Agreement form
- Immunization Records
- Other Immunizations and tests required by the facility (if applicable)
- Pre-Internship Survey (Complete before starting your internship, details on D2L)
- Complete Evaluation of Student Performance
- Complete Student Internship Reports, Weekly journals, and time sheet
- Complete Student Evaluation of Internship Experience
- Internship Exit Survey (Complete after you have completed your internship, details on D2L)