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 18C. **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.

(Log entry will include):

- **Type your name**
- **Registered Hours**
- **HCM 422 Internship, Semester, Year**
- **Course Hours Required**
- **“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
supervisor will email 3rd student attendance sheet at completion of final internship week or revised for shorter frames of internship weeks. If forms are not submitted at designated times, these are grounds for failing course. Student will not enter hours or information on student attendance sheets. Supervisor / Preceptor must complete these forms.

Supervisor/preceptor will submit completed Evaluation #1 (end of week 5), Evaluation #2 (end of week 10), and Final Evaluation (2 page evaluation form) will be submitted by supervisor /preceptor last week of student’s internship by email. Evaluations must receive a passing grade with minimum of 70% or higher.

Absence:

If absent from your internship for any reason (i.e., illness, car trouble, family crisis, emergencies), you must contact your site supervisor/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 earned 0 hours.

Holiday:

If a legal Holiday (Martin Luther King Day, Memorial Day, 4th of July, Labor Day, Columbus Day, etc.) 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 if absent.

Supervisor Visit/ Call:

I will make plans to visit with your supervisor/preceptor by phone during the middle of your internship. If problems or concerns arise, additional contact will occur with site supervisor. Therefore, it will be imperative that you verify your supervisor/preceptor’s name, title, address, work number and supervisor’s email address (when available) at your earliest convenience. Some of you may have multiple supervisors if you work within different departments, however, I will only need an up-to-date listing of persons you are reporting to for each assignment period and this may be provided to me in your weekly journal records.

I am anxious for you to have an excellent internship experience and I want to be as helpful to your experience as possible. Please feel free to contact me, day, evening, or weekends, regarding any concerns or questions that you may have about your Internship. If you are having any problems or need to discuss your duties, please contact me as soon as possible.

Internship Website Address:

The website address: http://www.siuc.edu/~sah/ Once in School of Allied Health, go to Health Care Management Program. On the left side of page, look under Program Links for HCM Internships. You will
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) your 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/VTZTZ5W  
  Student’s survey:  http://www.surveymonkey.com/s/DL69JJC

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.

<table>
<thead>
<tr>
<th>HCM Internship Coordinator</th>
<th>Off: 618 453-7202</th>
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<tbody>
<tr>
<td>School of Allied Health, ASA, MC 6615</td>
<td>Cell: 618 534-6470</td>
</tr>
<tr>
<td>1365 Douglas Drive</td>
<td>Fax: 618 453-7020</td>
</tr>
<tr>
<td>Southern Illinois University Carbondale</td>
<td>ASA-C, Rm 129</td>
</tr>
<tr>
<td>Carbondale, IL 62901</td>
<td><a href="mailto:sbeebe@siu.edu">sbeebe@siu.edu</a></td>
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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 can not begin internship if Dr. Beebe has not received form)
- TB results (copy to facility and Dr. Beebe)
- Statement of Understanding signed
- 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  \textit{Ex: 10 hours = 10; 25 hours = 25; etc. (Please note, this IS NOT a grade but 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 2^{nd} 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:
  
  

- Complete ICE on D2L.