FYI: Student Request Letter for New Internship Site for Southern Illinois University Health Care Management Program

Hello! My name is Dr. Sandra Nagel Beebe, Health Care Management (HCM) Internship Coordinator for Southern Illinois University. I am the instructor/contact person/internship coordinator maintaining the internship sites for Southern Illinois University. I may be reached at the above email or phone numbers if you have questions or concerns.

The student has our permission to inquire at your facility if a potential internship site would be possible so they may acquire practical, hands-on experience as a Health Care Manager prior to graduating with their Bachelor’s Degree.

Brief Description of HCM Internship Program:

The students are or have attended class to achieve their Bachelor’s Degree. As the final course in the program, a student is required to complete a 3 credit hour course by interning 150 contact hours at an approved internship site. The semester may range from 4 to 15 weeks depending on the student’s schedule and needs for the facility. The internship can involve any department where the student will encompass learning management skills in the health care field for their career goals. This basically impacts all aspects of health care.

A student will inquire if internships are permitted at your facility. If internships are acceptable at your site, the student will need further information to provide to me, the Internship Coordinator for initiating an affiliation agreement between your facility and our university. If internships are not accepted at your facility, the student will say thank you and continue to search for potential sites.

If acceptable for internships, the preliminary information necessary will be the following:

1) Contact person’s name, phone number, and email
2) HR’s contact name, phone number, and email
3) Name of facility, address, phone number, and email
4) CEO’s name, address, phone number, and email; If corporation, name of corporation, CEO’s name, address, phone number, and email address

(Student will have a form to insert the above information).

After information is provided, the Internship Coordinator will be calling the contact person to verify information and determine if we may send our Memorandum of Understanding (MOU), our template document for your review. During discussion, if your facility requires use of your MOU or Affiliation Agreement, we would then review your materials and/or provide additional materials when necessary.

This process would proceed to our legal counsel for verification. Once MOU is accepted and signed by your facility, our administration would provide final signatures so the MOU would be approved. Each facility will keep the completed contract on file. MOU’s may be approved for several years with renewal subsequently.
After the MOU is approved, student/s will submit cover letter and resume to HR for interview process. The number of student/s selected to intern at your facility will be determined by your criteria, ability to host intern/s, and your interview process. It will be your option each semester to accept or reject student/s.

After the interview and the student is accepted, the student will then proceed with the rules and regulations established for the facility. Specific Internship Agreement objectives, activities, and projects will be determined by your assigned facility supervisor/preceptor for the duration of the internship.

Thank you for your valuable time in reviewing this letter to initiate a potential internship site with Southern Illinois University. It will be a rewarding opportunity for all involved.

Warmest regards,

Dr. Sandra Nagel Beebe

Sandra Nagel Beebe, RDH, PhD