



Terms and Conditions of Graduate Internships in Health Administration

The requirements of the graduate internship in health services administration as following:

1. Students must complete a minimum of 320 hours in field. Those preparing for nursing home administration must complete 450 hours.
2. The student must complete the required hours in one academic year.
3. Internship field supervisors must have either a masters degree in management or a minimum of five years of experience as an executive.
4. The student must have specific management assignments. It is not permissible for the intern to be carrying out clinical OR clerical duties during internship hours.
5. The student must keep a log of his/her daily activities noting the dates of attendance and hours served on each date. The log will be signed by the internship supervisor at the conclusion of the internship to verify the completion of the required hours.
6. The student must follow all agency personnel regulations including but not limited to hours of attendance, dress code, attendance of meetings and reporting requirements.
7. The intern must receive one hour of supervision for every twenty hours in field; a total of sixteen hours of supervision during the internship experiences.
8. The student must complete a paper to be submitted at the conclusion of the internship. The paper has two parts. The first section of the paper will describe the internship assignment(s), activities carried out to complete the assignment(s) and the outcome(s) of the assignment(s). The second section of the paper will analyze conceptually, using material from graduate courses, why the outcomes occurred and what could have been done to improve the actual outcomes.
9. The internship supervisor must complete a final evaluation of the student's performance using the Qualtrics link that will be sent at the conclusion of the internship.
10. The student's grade will be based upon the field supervisor's evaluation and the grade received for the internship paper.

I have read, understand and accept the foregoing terms and conditions.

Student _____

Field Supervisor _____

Faculty Advisor _____