

Community Health Internship (CHI)
Student Intern Checklist

Requirements:

Completion Date:

Obtain Guidelines for Completing the Community Health Internship – Student Intern Handbook _____

Review Site Resource List for Internship Locations _____

Schedule Meeting with Community Health Internship Director _____

- Identify and Select Internship Site
- Review Academic Requirements
- Plan for On-Site Responsibilities
- Outline Job/Career Objectives

Prepare Multiple Copies of Draft Resume _____

- Present one copy to each Site Supervisor
- Submit one copy to Community Health Internship Director
- Keep one copy for your own records

Prepare copy of Goal Statement and Objectives _____

- Complete in cooperation with Site Supervisor
- Submit draft copy to Community Health Internship Director

Complete Site Approval Form _____

- Indicate Date and Provide Intern Signature
- Obtain Approval Signature from Site Supervisor
- Submit Three Part Site Approval Form to Community Health Internship Director

Obtain Authorization Approval for MARS Registration _____

Progress Report _____

- Discuss Feedback with Site Supervisor at Midpoint of Internship

Final Evaluation of Student Intern Performance _____

- Discuss Results with Site Supervisor
- (Site Supervisor to Submit Final Evaluation to Community Health Internship Director)

Final Internship Experience Report _____

- Prepare and complete a 4-5 page Final Report of Internship
- Submit Final Report to Community Health Internship Director