

**Minnesota State University, Mankato  
Department of Health Science**

**Applied Health Science  
Internship Handbook**

**Adapted with permission from Dr. Amy S. Hedman-Robertson  
Adapted from Dr. John Romas  
Updated: January 2022**

**Minnesota State University, Mankato**  
**Department of Health Science**  
**Course: HLTH 496: Internship in Applied Health Science**  
**(1-9 semester hours)**

Internship Coordinator (IC): Emily Forsyth, PhD, MPH, BSN, RN, CHES®  
Internship Coordinator  
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**COURSE DESCRIPTION**

A concentrated pre-professional work experience for those students preparing for a career in Applied Health Science. Students must schedule placement one semester in advance.

**PREREQUISITES**

- 1) Successful completion of all Applied Health Science Core Courses.
  - a. Students completing Core Course requirements the semester prior to enrolling in HLTH 496 will be given provisional permission to enroll in HLTH 496. Final permission will be granted upon evidence of successfully completing the Core Course(s), or at the discretion of the AHS Internship Coordinator. Students who fail to successfully complete the Core Course(s) will be administratively dropped from HLTH 496 and will be ineligible for the internship until the Core Course(s) is/are completed.
- 2) Students participating in the internship experience are responsible for carrying professional liability insurance during the time of their internship experience. This professional liability insurance is automatically applied to your account when you register for HLTH 496. The cost is embedded within the cost of the course. No additional action is needed to obtain the insurance after registering for the course. Professional liability insurance must be purchased regardless of if the student is covered under an additional policy, and is automatically applied to your account when you register for HLTH 496.
- 3) Completion of all internship-related admission documents. All documents must be submitted before permission to register for HLTH 496 will be given.
- 4) Students will not be given permission to register until prerequisites 1-3 above are met **and** the Memorandum of Understanding (MOU) between the internship site and Minnesota State University is fully signed.

**ADMISSION DOCUMENTS TO BE SUBMITTED THE SEMESTER PRIOR TO ENROLLING IN HLTH 496**

- (1) Completed Site Approval Form
- (2) Signed Student Internship Contract Statement Form
- (3) Signed Confidentiality Agreement
- (4) Signed Site Declaration Form
- (5) 7-10 professional goals
- (6) Resume
- (7) A copy of student's most recent Degree Audit Report (DARS) as a PDF

Materials must be submitted to the IC by the noted deadline, either via email or in hard copy.

## DEADLINES

Deadlines for submitting all necessary internship materials to the IC are as follows:

<u>SEMESTER</u>	<u>DEADLINE</u>
Fall semester internship	May 1
Spring semester internship	October 1
Summer semester internship	March 1

## INTERNSHIP CLOCK HOURS

Each credit of HLTH 496 equals 50 clock hours, therefore a 9-credit internship is equivalent to full-time employment for the semester (450 clock hours). Additional clock hours may be required when the Applied Health Science Internship is combined with an internship from another major/minor or licensure program. Applied Health Science students not in the Health Education & Promotion track may choose to take between 1-9 credits of HLTH 496.

**\*\*\*\*\*NOTE: Students are strongly discouraged from taking more than 12 total credits, including HLTH 496 credits, during their internship\*\*\*\*\***

## INTERNSHIP OBJECTIVE

The Internship Experience will provide abundant opportunities for students to gain further knowledge and skills in all CHES® areas of responsibility and competencies.

## INTERNSHIP EXPERIENCE

- Internship sites are to be selected by a mutual agreement between student intern and the IC during the semester prior to enrolling in HLTH 496. Selection of the final internship site is to be discussed with and approved by the IC. Permission to register for the internship credit hours (HLTH 496) will not be granted unless prior site approval has been granted. **The IC has the final authority to approve and disapprove potential internship sites.**
- Specific roles, responsibilities, and duties will differ among internship sites. The student will work with the internship site to establish individual/specific roles, responsibilities, and duties before they are permitted to register for HLTH 496. **Students should be prepared to provide a job description and individual/specific roles, responsibilities, and duties within their internship site to the IC before they are permitted to register for HLTH 496.**
- The student intern will submit completed assignments throughout the internship experience at the appropriate times.
- The site supervisor will periodically inform the student intern and IC of the student intern's progress throughout the internship.
- The internship experience is considered a practicum. **Students are not permitted to conduct their internship with an agency at which they are currently employed or were employed within three months prior to beginning their internship.\***

**\*Employment is defined as receiving financial compensation for services rendered. This policy also applies to satellite locations or governing agencies of the internship site.**

- **Students are required to track their completed internship hours every day.** A weekly Tracking Hours Form will be provided. **Every two weeks, students must submit 2 completed forms (1 per week) to the IC.** These completed forms must be submitted online in D2L, in the student's designated assignment folder on D2L.
- For sites selected within a reasonable driving distance, the IC will conduct, at minimum, one site visit. Students will be contacted by the IC to arrange a date and time for the visit(s). In instances where an in-person site visit cannot be conducted, a phone or teleconference will occur.

### **STUDENT ASSIGNMENTS**

1. Internship goals (may be submitted up to two weeks after beginning the internship)
2. Midpoint Student Internship Experience Report
3. Final Student Internship Experience Report
4. Intern Inventory of Health Education Competencies & Sub-competencies
5. Tracking Hours Forms (due biweekly)
6. Response to Internship goals

All assignments must be submitted via D2L to the appropriate assignment folder.

### **METHODS OF STUDENT EVALUATION**

1. Midpoint Student Internship Experience Report (due at the midpoint of the internship)
2. Final Student Internship Experience Report (due at the end of the internship)
3. Response to Goals Report (due at the end of the internship)
4. Intern Inventory of Health Education Competencies & Sub-competencies (due at the end of the internship)
5. Completed Biweekly Tracking Hours Forms (due every two weeks)
6. Midpoint Evaluation of Student Internship Performance **completed by the Site Supervisor**
7. Final Evaluation of Student Internship Performance **completed by the Site Supervisor**

### **GRADING**

- A grade of **Pass ("P")** will be assigned upon **successful** completion of all requirements noted under **Methods of Student Evaluation.**
- A grade of **No Credit ("NC")** will be assigned for students who:
  - Do not successfully complete all requirements noted under **Methods of Student Evaluation.**
  - Do not submit all requirements noted under **Methods of Student Evaluation** at the appropriate times (e.g., failing to submit the midpoint evaluation at the midpoint of the internship).
  - Fail to meet the expectations, responsibilities, and professional standards of their internship site and/or those of the Department of Health Science.
  - Are terminated from their internship site.

### **CONTINUATION POLICY**

Students who are unable to complete their internship during the semester for which they enrolled for HLTH 496 credits will receive a grade of **Incomplete ("I")** until the internship hours are completed. Per university policy, a grade **Incomplete ("I")** will change to **No Credit ("NC")** if the requirements of the course are not fulfilled during the next consecutive semester

(<https://mankato.mnsu.edu/academics/course-planning-and-registration/registration-and-academic-records/current-students-registration-resources/grades/grades-overview/i-grade-information-for-students/>).

## **TERMINATION POLICY**

- Students who are terminated from their internship site will immediately receive a grade of **No Credit (“NC”)** for HLTH 496 for the term.
- Students who are terminated from their internship site will not be permitted to complete their required hours at a new site in the same semester during which they were terminated.
- Students who are terminated from their internship site must wait until the next consecutive semester to enroll in HLTH 496.
- Hours accrued at the site at which the student was terminated will not carry over to a new internship. The student will be required to fulfill all 450 hours at the new site if health education/health promotion track. They will be required to fulfill all 150 hours at a new site if any other track.

## **HARASSMENT POLICY**

- The Department of Health Science is committed to the safety of students during their internship experience.
- Students who experience harassment or discrimination at their internship site should **immediately** report the incident(s) to the IC
- Students are also free to contact **The Office of Equal Opportunity and Title IX** to report the incident(s) (507-389-2986 or <http://www.mnsu.edu/eotitleix/complaint.html>).
- The IC will take the appropriate steps necessary to ensure student safety, which may include immediate removal from the internship site.
- For more information on your rights as a student, please visit **The Office of Equal Opportunity and Title IX** at Minnesota State University, Mankato (<https://www.mnsu.edu/eotitleix/titleix/>).

## **INTERNSHIP COORDINATOR CONTACT INFORMATION**

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Associate Professor

Applied Health Science Undergraduate Coordinator

Applied Health Science Internship Coordinator

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<https://ahn.mnsu.edu/healthscience>

## Identifying an Internship Site/Agency

Identifying the appropriate and fitting internship site is a very important process for each student. The internship experience can provide students with substantial and promising opportunities for future career options. Therefore, it is strongly recommended that students reflect upon their professional goals before inquiring about internship positions. Students should consider their preferred career setting and responsibilities assigned. Selecting the “right” internship can help to gain significant work experience, develop helpful networking connections, and open the door for future opportunities.

### Site/Agency Eligibility:

- Many different agencies may qualify for an internship site including nonprofit, government, quasi-government, non-governmental, voluntary, philanthropic, and more.
- When considering the suitability of an internship site, students should consider the following:
  - The site should have a **primary focus** on Public Health, Community Health, School Health, or Health Education.
  - The site should allow the intern to practice the Eight Areas of Responsibility of a *Certified Health Education Specialist (CHES)*® and not merely “shadow” professionals.
  - The site should exist within the United States of America.
  - The internship should take place at an existing facility and not solely through online or telepresence.
- Determining the appropriateness of an internship site should be done with consultation from the IC.
- **Reasons for disqualifying a potential internship site may include, but are limited to the following:**
  - The site does not have a primary focus on Public Health, Community Health, School Health, or Health Education.
  - The site does not allow the intern to practice the Eight Areas of Responsibility of a *Certified Health Education Specialist (CHES)*®
  - Sites that focus on sales of products or services.
  - Sites that do not use currently accepted evidence-based practices.\*
  - The student is currently employed at the site.\*\*
  - The site is located outside of the United States of America.
  - There is an existing or potential conflict of interest between the site and the university or the site and the student intern.
  - The site is unwilling or unable to complete a Memorandum of Understanding (MOU-Contract) with Minnesota State University, Mankato.
  - The site is unwilling or unable to fulfill the requirements and responsibilities noted under “Agency Responsibilities.”
  - The site primarily consists of general “shadowing” as opposed to practicing skills related to the Eight Areas of Responsibility of a *Certified Health Education Specialist (CHES)*®.
- **The IC has the final authority to approve or disapprove potential internship sites.**

\*Exceptions may apply in some instances where Complementary and Alternative Medicines/Treatments (CAM) is used. Please see IC for details.

\*\*Employment is defined as receiving financial compensation for services rendered. Students may not have been employed by the site within three months of beginning their internship. These policies also apply to satellite locations or governing agencies of the internship site.

- Students should conduct their own research into site locations. Once a student has identified a few sites that are of interest to them, they are advised to contact the site (via personal visit, phone, or email) and inquire about internship opportunities for Applied Health Science students.

#### **Tips for a successful conversation with a potential site:**

- Do your research. Once you have identified a site that interests you, research the site's history, mission and goals, and current programs/services. Before contacting the site, you should be somewhat familiar with the agency and their contributions to the field.
- Have a plan. Upon reflection, identify areas of the health education profession that you wish to gain experience with. When a potential site supervisor asks you "what are you looking for in an internship?" make sure your response is intelligent and shows direction and assertion. A response such as "anything in health education" is too vague and unimpressive. A response such as "I hope to gain experience in conducting needs assessment procedures, improve my skills in developing health communication materials, and have the opportunity to be part of an evaluation team, are just a few of the areas that I would like to work on in an internship" is a better response.
- Be prepared to answer questions. Example questions: what are you looking for in an internship? How does our site fit with your future goals? What type of health education experiences are you most interested in? What skills can you bring to our setting?

### **Site Selection and Approval**

Students are responsible for researching, identifying, and securing an appropriate and acceptable internship site location to complete HLTH 496.

Once a student has identified and secured a site for the internship experience, the appropriate admissions materials must be submitted to the IC. Note: by "secured," it is implied that the student has met with the anticipated internship site supervisor, discussed the internship experience, and agreed upon the internship location, responsibilities, and hours/schedule. Also, the student must complete the required application procedures of the internship site.

Upon submission of all necessary registration materials to the IC, students will receive official notification whether or not their site has been approved, **this will begin the process of obtaining an MOU-Contract between MNSU and the internship site. If the site is approved and the MOU-Contract is completed,** students will be granted permission to register for the course HLTH 496: Internship: Applied Health Science. Note: students must be enrolled in HLTH 496 before beginning their internship work. Health Education and Health Promotion Track students are required to register for 9 credits of internship (450 hours). Other tracks may take between 1-9 credits. See track requirements for details.

### **University Memorandum of Understanding (MOU-Contract) with Internship Sites**

Upon successfully submitting all admissions documents to the IC, an internship Memorandum of Understanding (MOU-Contract) will be submitted from the university to the internship site. **Students are not permitted to begin their internships until the MOU has been signed and approved by the University Vice President of Finance.** **Students should consult with the IC about the status of the contract before beginning their internship.**

## Criminal Background Check

Some internship sites may require that the student submit to a criminal background check before being accepted as an intern. The university will not pay for the cost of the background check and the results of the background check may impact the students' ability to secure an internship with the site.

## Informational Interview for Internship Experience

Below is a sample script to be used during a phone consultation with prospective internship sites. Important information to gather during this time includes whether or not a given site sponsors a public health internship experience, and, if so, what the application process entails.

### *Sample Script for Informational Interview*

"Hello, my name is \_\_\_\_\_ and I am a student in the Applied Health Science Program at Minnesota State University, Mankato. I am contacting you to inquire about the possibility of an internship experience at your organization/agency."

"Do you have a moment or two to answer a few questions that I have?"

"Does your site an internship with a Public Health?"

"What type of work experience does your internship experience provide to students? Can you provide me with a list of duties/responsibilities that an intern would be assigned?"

"Can you describe for me what a typical day would be like for an intern at your site?"

"Would I be involved in projects that address any of the following: needs assessment; planning, implementing, and evaluating health education programs; advocacy; or media development?"

"What is the application process entail?"

"Is there a deadline for applications for a (spring, fall, summer) internship?"

"At would time, would applicants learn of your decision for an intern?"

(If applicable) "I would greatly appreciate the opportunity to meet with you in person to discuss an internship placement at your site."

Or

(If applicable) "Could you please send me the application for the internship?"

"Thank you for taking the time today to answer my questions."



## Applied Health Science Internship Policies - Responsibilities

### **STUDENT REQUIREMENTS AND RESPONSIBILITIES**

In exchange for the opportunity to participate in the internship at the selected internship site (agency), the student agrees to:

- During the internship experience, students will conduct themselves in a professional manner according to the Student Code of Conduct and the Standards of Professionalism of the Department of Health Science.
- Students participating in the internship experience will furnish the agency with evidence of current immunization and other related information as required by the agency (when requested).
- Students participating in the internship experience should carry their own health insurance.
- Students are responsible for providing his or her own health insurance for any, and all, medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the internship, including training experience at the agency.
- Students participating in the internship experience are responsible for carrying their own professional liability insurance purchased through the University, which is included in course fee.
- Each student shall submit a signed Confidentiality Statement to the IC at Minnesota State University, Mankato.
- Each student shall submit a signed Internship Contract Statement Form to the IC at Minnesota State University, Mankato.
- Each student shall submit a signed Site Declaration Form to the IC at Minnesota State University, Mankato.
- Students are required to complete all the necessary steps to successfully complete the internship experience (course HLTH 496), as indicated to them in the *Minnesota State University, Mankato Applied Health Science Program Internship Handbook*.
- Keep regular attendance and be on time, both at school and at the agency's site. The student will promptly notify the agency's site if unable to report. The student's placement will automatically terminate if the student terminates his/her enrollment in the program, HLTH 496, or is no longer enrolled as a student at the University.
- Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress, and a willingness to learn.
- Furnish the IC with all necessary information and complete all necessary reports requested by the IC. Submitting falsified reports is cause for immediate expulsion from the program.
- Conform to all rules, regulations, and policies including health, safety, and work environment of the internship agency, follow all instructions given by the agency and always conduct oneself in a safe manner.
- Consult with the University's IC about any difficulties arising at the agency's site.
- Be present at the agency's site on the dates and for the number of hours agreed upon.
- Not terminate his/her participation in the internship experience at the agency without first consulting with the Department's IC.

### **The student also understands and agrees that:**

- Placement and participation in the internship experience does not constitute employment with the University or agency.
- The student is not covered by the University worker's compensation coverage.
- The student will not receive any money or compensation or benefits of any kind from the University in exchange for his/her participation in the internship experience.
- The agency does not promise or guarantee any future employment for the student.

## **AGENCY (INTERNSHIP SITE) RESPONSIBILITIES**

- The agency agrees to provide the intern with appropriate and fitting work-related experiences for students of Minnesota State University, Mankato enrolled in the Applied Health Science program during the designated academic semester.
- The agency agrees to work with the student intern(s) in establishing a personalized listing of student goals and objectives to be worked towards during the intern experience.
- The agency will provide the university with a copy of its policies and regulations which relate to the internship program.
- The agency will ensure equal opportunities in its educational programs, activities, and all aspects of employment for all individuals, regardless of race, color, creed, religion, gender, national origin, sexual orientation, veteran's status, marital status, disability, status with regard to public assistance, or inclusion in any group or class against which discrimination is prohibited by federal, state, or local laws and regulations. The agency agrees to adhere to this policy in implementing this Agreement.
- The agency is an equal Employment Opportunity/Affirmative Action Company committed to providing full employment opportunity without regard to race, religion, color, creed, national origin, sex, age, marital status, status with regard to public assistance, veteran status, or status as a qualified individual with a disability/qualified disabled person.
- The agency agrees to:
  - Accept the identified student(s) for the internship experience(s).
  - To provide an orientation for the intern(s) which includes reviewing agency's policies and procedures, as appropriate.
  - To provide on-site supervision and direction by an agency employee with background education and work experience in the field of health education, health promotion, or related field.
  - To provide the student(s) opportunities to collect and review appropriate agency background information and materials (for example past needs assessment or evaluation reports) to fulfill student learning objectives.
  - To provide full opportunities for the intern(s) to experience active involvement in the following areas: needs assessment; program planning, implementing, and evaluating; health communications and media relations; community organizing; collaboration and partnerships; in addition to other opportunities.
  - To track and report upon completed student internship hours, providing a final hour tally with the final student evaluation report. Note: for full internship, 450 completed hours is required if health education & promotion, all other tracks are 150 completed hours (3 credits).
  - To complete and submit student intern progress and final evaluation reports, provided by the IC from Minnesota State University, Mankato.
  - To not allow the student to perform any functions that are not a part of the Minnesota State University, Mankato Applied Health Science Program. For example, providing direct care or clinical services to patients/populations.
  - To consistently provide feedback to the student regarding intern performance and suggest professional areas of growth and improvement, as observed.

- To participate in the in-depth evaluations of the intern's/interns' performance with the IC of MNSU, Mankato Applied Health Science Program, which may include on-site visits by the IC.

## **MINNESOTA STATE UNIVERSITY, MANKATO POLICIES**

### **Minnesota State University, Mankato Applied Health Science Internship Program Coordinator agrees:**

- To assist student interns in the following areas:
  - Provide advisement in selecting an appropriate and fitting site for each student.
  - Approve student's resume, goals, and objectives for the internship experience.
  - Be available for phone conference calls and consultations to the student intern and internship site supervisor as needed.
  - Review all completed internship requirements and award a grade as appropriate.
- To assign only those students for the intern experience who have completed required Core Courses and are deemed ready to fulfill the practicum-internship sequence of the program.
- To assure responsibility for the instruction and collaborative supervision with the site supervisor of students throughout the entire internship.
- To instruct students to be responsible for the provision of professional liability insurance coverage for themselves.
- To instruct students to hold as confidential any patient/population or agency information acquired while engaged in the intern experience.
- To provide the agency with directions and materials necessary to complete the student intern evaluation procedures.
- To show proper identification before entering the agency, as required, when conducting on on-site visit.
- To allow the agency staff to require suspension or withdrawal from the internship experience any student whose work, conduct, or health may have a detrimental effect on its personnel or populations served.
- To allow the agency staff to require suspension or withdrawal from the internship experience any student whose work, conduct, or health may have a detrimental effect on agency operations.
- To inform student interns that they shall be subject to the agency's policies, inasmuch as such policies are relevant to student interns.

### **MUTUAL RESPONSIBILTIES - BOTH PARTIES AGREE TO**

- This agreement may be amended or extended at any time upon mutual agreement in writing of the parties.
- That if either party wishes to withdraw from this agreement, the party shall give due notice.
- That students shall not be placed in positions of responsibility for which they are not ready to assume.
- Both parties will communicate areas of need or concern with one another and work together to identify solutions.

## Standards of Professional - Department of Health Science

The Department of Health Science at Minnesota State University, Mankato expects all students enrolled in Health Science courses to adhere to the following **Standards of Professionalism**.

- Interact with students, college staff and faculty, and community in a positive, professional manner.
- Perceive and respect the physical, emotional, and social boundaries of others.
- Perceive and respect diversity among groups of people and individuals based on age, ethnicity, race, gender, socioeconomic status, exceptionalities, language, religion, sexual orientation, and geographical area.
- Listen and value others' ideas.
- Adhere to the professional guidelines and ethics specific to their aspiring profession.
- Maintain confidentiality standards.
- Value and demonstrate honesty.
- Arrive on time and complete assigned tasks on schedule.
- Maintain a positive and professional attitude.
- Follow the work schedule agreed upon with the site supervisor.
- Accept personal responsibility for one's own actions.
- Arrive ready and able to support the intellectual, academic, social, and emotional growth of others.
- Use proper grammar and vocabulary in written and oral communication.
- Maintain personal hygiene.
- Dress appropriately.

**MINNESOTA STATE UNIVERSITY, MANKATO**  
**COLLEGE OF ALLIED HEALTH AND NURSING**  
Department of Health Science • 213 Highland Center North  
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Telephone (507) 389-5938

**Applied Health Science Internship (AHSI)  
Application Procedures**

- Discuss major/minor program requirements in consultation with Faculty Advisor and Coordinator of the Applied Health Science Program.
- **Application for Graduation should be completed two full semesters before planned graduation date.**
- Identify potential internship site settings. Contact potential sites to inquire about internship opportunities, application procedures and deadlines, and address additional questions you may have.
- Schedule an appointment with the IC prior to make final selection/decision of internship site.
- Prepare and submit application materials to the IC: (1) Completed Site Approval Form, (2) Goal Statement, (3) Resume, (4) a copy of student's updated Degree Audit Report (DARS), (5) signed Confidentiality Agreement, (6) signed Student Internship Contract Statement Form, and (7) signed Site Declaration Form, Materials must be submitted in hard copy and submitted together.
- Obtain online permission to register for HLTH 496. Once internship site has been approved, students will receive online permission to register for the internship credits. It is the student's responsibility to plan ahead and have the internship site approved by the appropriate deadline. Permission to register for HLTH 496 will not be granted unless the site has been officially approved by the IC and the student has submitted the application materials described above.

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**Applied Health Science Internship (AHSI) Checklist**  
**Applied Health Science • Minnesota State University, Mankato**

	Date Completed
All HLTH major Core Courses, have been completed successfully (C- or higher)	
Have submitted Application for Graduation to the Office of Registration and Academic Records	
Closely review the Applied Health Science Internship Student Handbook	
Identify and secure the setting to complete HLTH 496	
Meet with Internship Site Supervisor, complete Site Approval Form; develop 7-10 internship goals.	
<i>Submit student's resume, internship goals, signed Confidentiality Agreement, signed Internship Contract Statement Form, signed Site Declaration Form, and a copy of the Degree Audit Report (DARS) to the IC</i>	
<i>Submit completed Site Approval Form to the IC</i>	
<b><i>Please submit all the required documentation together and submit it by the designated due date indicated in the Internship Handbook.</i></b>	
Obtain online permission to register for HLTH 496 from the IC	
Register for HLTH 496	
Begin Internship <b>* Students are not permitted to begin their internship until an MOU-contract has been signed between the university and the selected internship site.</b>	
Track hours completed on the Tracking Hours Handout Submitted completed forms biweekly (every 2 weeks) via D2L Assignment Folder.	
Throughout the Internship, research and prepare the Student Internship Final Report Materials	
Meet weekly with Site Supervisor to discuss internship progress and goals	
Meet midpoint with Site Supervisor (Site Supervisor completes Midpoint Progress Evaluation/discussion)	
Submit Midpoint Student Internship Experience Report	
Meet at the conclusion of the Internship with Site Supervisor (Site Supervisor completes Final Evaluation/discussion)	
Prepare and submit the following materials to the IC: Final Student Internship Experience Report, Tracking Hours Handout, Intern Inventory of Health Education Competencies & Sub-competencies, Response to Goals	
Request that Site Supervisor submit Final Evaluation to IC	
Contact IC to verify that Student Final Report Materials and the Site Final Report have been received	

## Frequently Asked Questions

- ▶ **Can I take an Applied Health Science Core Course while enrolled in my internship?**
  - ▶ No. All Applied Health Science Core Courses must be successfully completed prior to enrolling in HLTH 496. Students completing Core Course requirements the semester prior to enrolling in HLTH 496 will be given provisional permission to enroll in HLTH 496. Final permission will be granted upon evidence of successfully completing the course(s). Students who fail to successfully complete the course(s) will be administratively dropped from HLTH 496 and will be ineligible for the internship until the course(s) is/are successfully completed.
- ▶ **What happens if I miss the deadline for submitting the required HLTH 496 enrollment materials?**
  - ▶ You will be ineligible to conduct your internship during the next semester.
- ▶ **I found a site that I like, but the interviews aren't until after the deadline to submit the required admissions materials. What do I do?**
  - ▶ You have two options: (1) find a new internship site or (2) wait until the next consecutive semester to complete the internship at your desired location.
- ▶ **What should I do if I'm unsure a site is suitable for an internship?**
  - ▶ Contact the IC and provide a description of the agency and a job (internship) description. The IC may request additional information before a decision is rendered.
- ▶ **Do all internship sites need to be approved by the IC?**
  - ▶ Yes.
- ▶ **Can I split my hours between two internship sites?**
  - ▶ Yes, however this is not recommended. Splitting hours between two internship sites will require the student to submit two sets of required internship materials prior to enrollment in HLTH 496 and two sets of required assignments during the internship.
- ▶ **What happens if I don't finish my internship within the semester for which I am enrolled in HLTH 496?**
  - ▶ Students who are unable to complete their internship during the semester for which they enrolled for HLTH 496 will receive a grade of Incomplete ("I") until the internship hours are completed. Per university policy, a grade Incomplete ("I") will change to No Credit ("NC") if the requirements of the course are not fulfilled during the next consecutive semester (<https://mankato.mnsu.edu/academics/course-planning-and-registration/registration-and-academic-records/current-students-registration-resources/grades/grades-overview/i-grade-information-for-students/>).  
Additionally, students will need to complete the Incomplete Contract here: <https://secure2.mnsu.edu/IncompleteContract/Account/Login?ReturnUrl=%2fIncompleteContract>
- ▶ **Can I split internship hours (HLTH 496) between two semesters?**
  - ▶ Yes. Contact the IC for more details.
- ▶ **What do I do if I have problems during my internship?**
  - ▶ Contact the IC immediately.
- ▶ **Can I work at my regular job during my internship?**
  - ▶ Yes, however maintaining employment outside of your internship site is not recommended. The time requirements for the internship are extensive and will leave little opportunity for outside employment.
  - ▶ Policies regarding previous employment with agencies, satellite locations, and governing organizations still apply.

- ▶ **Can I take a class during my internship?**
  - ▶ Yes. Students may enroll for no more than 12 credits during their internship (including HLTH 496).
  - ▶ This does not apply for Applied Health Science Core Courses, as these must be successfully completed to be eligible for HLTH 496.
- ▶ **What do I do if I have class or other commitments during my regular internship hours?**
  - ▶ It is the student's responsibility to communicate all outside commitments to their internship site supervisors and negotiate a work schedule. Students who fail to meet the expectations of their internship site will receive a grade of **No Credit ("NC")** and all appropriate policies regarding this grade will apply.
- ▶ **Can my previous experience/work count toward my internship hours?**
  - ▶ No.
- ▶ **The IC did not approve my desired internship site. Is there an appeals process?**
  - ▶ No. The IC has the final authority to approve or disapprove internship sites.
- ▶ **Do mandated trainings for my site count toward internship hours?**
  - ▶ Possibly. If the university has a signed MOU from the agency and the trainings are conducted during the semester in which students are enrolled in HLTH 496, the trainings may count toward internship hours.
- ▶ **Can I participate in a paid internship?**
  - ▶ Yes, however policies regarding previous employment with agencies, satellite locations, and governing organizations still apply.
- ▶ **I have liability insurance from another source. Do I still need to purchase professional liability insurance from the university?**
  - ▶ Yes. All students must carry professional liability insurance from the university. The cost of this is embedded in the cost of the course.
- ▶ **I saw that another Health Science student did an internship at \_\_\_ location. Does that mean the site is automatically approved?**
  - ▶ No. Missions and general operations of agencies often change. All potential internship sites must be approved by the IC prior to enrollment in HLTH 496.



College of Allied Health and Nursing  
 Applied Health Science Internship Program  
 Department of Health Science \* 213 Highland Center N  
 Mankato, MN 56001 \* Telephone: 507-389-5938  
 Web site: <http://ahn.mnsu.edu/healthscience/>

## Applied Health Science Internship Program Site Approval Form

Student Intern Name	Semester/Year
Student Intern Address (permanent)	Email Address
City	State
	Zip
Student Tech ID	Student Phone

Internship Course Number	Credit Hours	Course I.D.
*****		

Site Supervisor	Title
Site Organization	
Site Address	Site Phone
City	State
	Zip
Supervisor's Email Address	

\*\*\*\*\*

**Date Internship Begins:**  **Date Internship Ends:**

**SUBMIT COMPLETED FORM IN TRIPLICATE ALONG WITH DRAFT RESUME AND GOAL STATEMENT/OBJECTIVE TO THE APPLIED HEALTH SCIENCE INTERNSHIP DIRECTOR**

Date Requested	Applied Health Science Student Intern Signature
Date Approved by Site	Site Supervisor Signature
Date Letter of Agreement Sent	Applied Health Science Internship Coordinator

**MINNESOTA STATE UNIVERSITY, MANKATO**  
College of Allied Health and Nursing  
Department of Health Science • 213 Highland Center North  
Mankato, MN 56001  
Telephone (507) 389-5938

**Applied Health Science Internship (AHSI)  
Confidentiality Internship Agreement**

During your internship experience, your assigned tasks may require that you work with records, files, paperwork or electronic files that contain private and confidential information. Unlawful disclosure of private data is illegal in the state of Minnesota (Minnesota Statutes, Section 13:08-13.09) and can lead to disciplinary action and criminal penalties.

As an intern in the Applied Health Science program at Minnesota State University, Mankato, I, understand that there may be situations where I have access to, and work with, confidential and private materials. These materials may include patient/client files or records, organization background data, including personnel and budget to name a few, or other sensitive information. I acknowledge that I have access to this information only because of the internship I am completing. I acknowledge that this information is designated as private data under the Minnesota Government Data Practices Act, MN Stat. Sec. 13:43, Subd. 3. I agree to NOT disclose this information, during or at any point after my internship experience, to anyone that is not permitted access to this information and employed by the internship site.

Specifically, I agree to the following:

- 1) I will not discuss patient/client data or other confidential materials with individuals that have not been given access to such information (this includes family and friends)
- 2) I will not discuss private information in public places where others may overhear
- 3) I will not remove, copy or transfer private data or records from the internship site unless permission from the supervisor has been given
- 4) In situations where private data, records or materials are in my possession, I will do everything in my power to assure that information is secured and protected at all times
- 5) I will notify my supervisor and the Internship Director if I have any concerns regarding this agreement

I, \_\_\_\_\_, have read the above information and agree to comply with this Confidentiality Internship Agreement. I understand violating this agreement may lead to disciplinary consequences that will negatively affect my status at the University, which may include immediate dismissal from the internship and program, in addition to potential criminal penalty.

Student Signature \_\_\_\_\_

Print Student Name \_\_\_\_\_

AHSI Coordinator  
Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

# Internship Contract Statement Form

**Internship Contract Statement  
Applied Health Science Internship HLTH 496/696  
Department of Health Science  
Minnesota State University-Mankato**

***This form must be signed by the student and submitted to the Internship Director with the other required application materials prior to beginning the internship experience.***

Student Name \_\_\_\_\_ Tech ID \_\_\_\_\_

Name of Intern Organization/Agency \_\_\_\_\_

Student: By signing this contract, I understand that I am responsible for following all Internship Handbook guidelines.

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**Internship Site Declaration**  
**HLTH 496/696: Internship in Applied Health Science**  
**(1-9 semester hours)**

I agree that the following statements are accurate as they pertain to my selected internship agency (hereafter referred to as “site”) for HLTH 496/696. I understand violating this agreement may lead to disciplinary consequences that will negatively affect my status at the University, which may include immediate dismissal from the internship and program, in addition to potential criminal penalty.

- My selected internship site has a **primary focus** on Public Health, Community Health, School Health, or Health Education.
- My assigned duties performed with my selected internship site will align with the Seven Areas of Responsibility of a *Certified Health Education Specialist (CHES)*®
- I am not currently employed at/by my selected internship site, any satellite location, nor any agency that has direct oversight of my selected internship site.  
\*Employment is defined as receiving financial compensation for services rendered. If interning with a site at which you were previously employed, your employment must have been terminated at a minimum of three months prior to the start of your internship
- My selected internship site is located in the United States of America.
- My work with my selected internship site does not present a personal conflict of interest nor a conflict of interest between the internship site and Minnesota State University, Mankato.
- My work with my selected internship site will be performed at the physical location of the internship site.  
**\*\* Students are free to conduct some work off site however 95% of clocked hours should be done at the physical location of internship site.**

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Name/Title of Internship Site: \_\_\_\_\_

Location of Internship Site (City and State): \_\_\_\_\_

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Minnesota State University, Mankato - Department of Health Science  
Applied Health Science Internship Tracking Hours Form**

**This form should be completed each week.**

**Forms should be submitted biweekly (every 2 weeks) online in the student's D2L Assignment Folder.**

**ADD ROWS AS NECESSARY - Available as Word document on D2L Course Page**

Date	Assignments/Tasks	Outcomes	CHES Competencies Addressed (for example "4.2.1")	Total Hours Completed

Total hours for this time period \_\_\_\_\_

Total hours to date \_\_\_\_/450