

Internship Requirements

CHECKLIST

IMPORTANT: Be sure to have the following forms and documents signed and emailed to the program advisor, Charles Stewart at stewartc@rowan.edu

Required forms must be completed prior to or in the beginning of the Internship course.

- Submit a signed Confirmation Letter** from site supervisor.
- Submit a signed Internship Intake Form.**
- Submit a signed Voluntary Internship Waiver Form.**
- Submit a signed Internship Job Description** with Site Supervisor name, email, and phone number.
- Submit a Resume and Cover Letter.** (Mandatory)
- Schedule a (*virtual or in-person*) meeting** with the professor.

Meeting Date: _____ Meeting Time: _____

Internship requirements

Course Description: The course will provide formal opportunities and guidance for students seeking to explore the wide variety of careers open to students with degrees in the School of Professional Studies. This internship will allow students to explore careers in the corporate, non-profit, and public and private sectors. This 3-semester hour course will be offered annually followed by Healthcare Management and Administration Internship II. To receive 3 credits in each course, students must submit all assignments and documents, and are required to commit a total of 120 hours minimum at the internship site which equates to approximately 10 hours per week. Students will coordinate work hours and schedule whether virtual, in-person, or both with their site supervisors. *Rowan University is not responsible for identifying or placing a student into an internship site. It is the student's responsibility to identify their internship site.*

Course Materials:

- Students will not need to purchase any materials. Timely materials, literature, and links etc. will be provided by instructor.
- Students will be required to have internet access for virtual meetings and assignments. Internet access can be accessed in the campus computer labs and library.

Expectations: Strongly Recommended

- **Prior to internship students should have completed the following Foundation Courses:**
 1. *Introduction to Healthcare Management*, 2. *Healthcare Informatics*, 3. *Healthcare Law and Ethics OR Legal Environment of Business*, 4. *Healthcare Delivery and Quality*, 5. *Strategic Management in Health Care*
- A minimum of **120 hours** at the internship site (approximately 10 hours per week during the regular academic semester) is required.
 - The Student and Site Supervisor will coordinate the internship schedule to work around a student's school or existing work schedule (should the internship be at another agency/location virtual and/or in-person formats are acceptable).
 - The placement must be approved by the program advisor prior to participating in the internship.
- The student, once enrolled in the Internship course (whether online or in person) will be covered by Rowan's Certificate of Liability Insurance.
- **Required forms** must be completed prior to or in the beginning of the Internship course, as well as during the course.
 - **Submit a signed Confirmation Letter** from the site supervisor confirming your internship.
 - **Submit a signed Internship Intake Form** from the site supervisor.
 - **Submit a signed Voluntary Internship Waiver Form**
 - **Submit a signed Internship Job Description** with Site Supervisor name, email, and phone number.
 - Depending on the internship agency, the process may include **drug screening, fingerprinting**, and an in-depth **background check**. *Rowan University is not responsible for any fees related to drug screening, fingerprinting, or background check. In most cases, students can anticipate an estimated cost of \$55 for Background Check and Fingerprinting. Drug Screening cost are generally covered by the employer.*
 - **Submit a resume and cover letter** which is mandatory for the course. It is recommended the student have both a resume and cover letter drafted during their Junior Year.
 - **Schedule a (virtual or in-person) meeting** to be held with the program advisor prior to the beginning of the semester for screening and review of course requirements.
- **Identifying Internships:** It is *strongly* recommended that students begin their search to identify an internship site during their **Junior year (Fall Semester)**. Once an internship has been identified and secured, that site

Internship requirements

Internships will only be approved with the permission of the program advisor prior to the start of the Senior year (*Fall Semester*). If an internship has not been identified and secured prior to registering for the course, it is necessary to schedule a virtual meeting with the program advisor prior to the start of the Senior year (*Fall Semester*). (go to “How do I find an internship?” for support)

Steps to Internship Registration and Timeline for completion:

- **Step 1 3-8 months** before semester starts.
 - Register for their internship course.
 - Collect Required Forms
 - Schedule virtual or in-person meeting with program advisor.
 - Start searching for internship placement.
- **Step 2 0-3 months** before semester starts.
 - Secure placement and confirm with program advisor.
 - Complete any required background checks, fingerprinting, and screenings required by agency.
 - Complete Required Forms.
- **Step 3 Week 1 - Day 1** of semester.
 - Confirm receipt of Course Syllabus.
 - Submit Required Forms, Resume, Cover Letter
 - Confirm receipt of Internship Weekly Log
 - Start internship!

How do I find an internship?

- Check out [PROF JOBS](#) for a listing of opportunities.
- [Internship Opportunities](#) with the College of Humanities & Social Sciences
- Use your network! Talk to family, friends, and colleagues and let them know that you are looking for an internship.
- You may be able to use a current job for your internship - speak with your professor directly to see if it would be possible.
- Search online. Some recommended sites:
 - [Idealist.org](#)
 - [Usajobs.gov](#)
 - [Google Job Search](#)
 - [LinkedIn.com](#)

New internship sites to Rowan University must have a signed Affiliation Agreement between the the university and the site. Students must confirm the internship site with their program advisor.

Additional Information:

- If the student has not secured an offer of internship placement prior to the start of the semester, assistance can be provided. However, it is highly encouraged that the student attempts to obtain an internship.
- All guidelines from the University will be followed – discipline, honesty, attendance, etc. Please refer to the Rowan University Student Handbook and Course catalogs for more information.
- Students will be screened by the program advisor and may be interviewed by site supervisor prior to the start of the internship.
- This course is not Pass/No Credit