

HEALTH POLICY AND ADMINISTRATION INTERNSHIP (HPA 250)

GUIDELINES FOR SPONSORS

Purpose of the Internship:

- To provide a practical learning experience in an area relevant to health policy and/or administration and/or research that complements knowledge obtained via courses in the HPA curriculum
- To guide the student with future education and/or career decisions
- To satisfy the minor requirements

Internship Criteria:

- The internship must be related to health policy and/or administration and/or research and should encompass some aspect of the coursework in the HPA curriculum.
- The internship requires 120 hours of “on-site” contact during one academic term (~ 8 hours per week for 15 weeks).

Setting up the Internship:

- The student and director of the HPA Minor will work together to arrange the internship.
- Once verbal agreement is reached between the student intern and the sponsor, the HPA Internship Form (separate file) must be completed with the student’s and sponsor’s contact information, a general description of the internship duties (agreed upon by student and sponsor), signed by student and sponsor, and turned in to the HPA Director.

Guidelines for the Internship Sponsor

- The internship should provide the student with opportunities to perform, under supervision, a variety of activities that a regularly employed staff member, would be expected to perform in the field of health policy and/or administration and/or research.
- The student can be given a specific project(s) to work on if appropriate.
- The student should be included in departmental meetings when appropriate.
- The internship should provide the opportunity for the student to obtain the required number of hours (120) necessary for successful completion of the Internship.
- The sponsor should notify the HPA Director immediately if there are any changes to the dates, hours, supervision, or other material aspects of the Internship.
- The sponsor should notify the HPA Director immediately if any concerns arise regarding the student’s ability to be successful, ethical, or professional at the site.
- The sponsor will be asked to complete a survey regarding the student’s performance, verify the student’s log of hours worked, and provide approval or disapproval of the student’s final paper.