

## HAS 4860 Internship

The goal of the internship is to help students develop and use the competencies embedded in the HAS program. Preceptors are asked to build those competencies into the internship and to evaluate each intern's demonstration of competency in each of those twelve areas. Of course each internship is different and certain competencies will receive more attention in some internships and less in others. Please complete the drug screen, background check and vaccination requirements at [castlebranch.com](http://castlebranch.com) online immediately after being admitted to the program. You will only be able to enroll in the HAS 4860 course AFTER your castlebranch requirements are completed. Please do this early as it typically takes a few months to complete those requirements.

1. Find an internship with a health services organization that will meet the course objectives.
2. Establish goals for the internship and have them approved by both the preceptor at the organization and the instructor for the course. ***These goals MUST be approved by preceptor AND instructor BEFORE you can start your 120 hours.***
3. Complete at least 120 hours of work with the organization as documented on course time sheets.
4. Submit the time sheets and progress reports as outlined in CANVAS.
5. Submit a final report describing the experience and documenting accomplishments in relation to the approved goals.
6. Submit a self-evaluation of performance on the form provided.
7. Assure that the preceptor submits to the instructor a performance evaluation on the form provided.

With guidance and direction from the instructor both student and instructor assist in finding an internship location 1-2 months prior to starting the internship. Please take the opportunity to reach out ***NOW*** to any connections or contacts you may have (local ACHE and MGMA chapters) and leverage those relationships to obtain the best internship opportunity possible when the time comes. ***IT IS NEVER TOO EARLY TO START PLANNING FOR YOUR INTERNSHIP.*** If you are having difficulty finding an internship, the instructor will help. The instructor's role is to provide guidance and assistance, but to also encourage the student in networking and developing existing relationships. The student should meet with the course instructor prior to seeking an internship to discuss locations the student is considering. Factors in the decision will include fit with the student's career plans and the quality of the organizations and preceptors.

The internship can be completed at any health related organization approved by the instructor and one with which we have an \_\_\_\_\_. Typically dentist offices, chiropractic and manufacturing are \_\_\_\_\_ approved internship sites. The proposed internship must meet the course objectives listed above. The preceptor should be in middle or upper management and should hold a Master's degree.

Our affiliation agreements with organizations require students to complete a background check and drug screen before beginning an internship, including required immunizations and current flu vaccination. It is the student's responsibility to have these checks done and to pay for them. WSU has chosen [castlebranch.com](http://castlebranch.com) as the approved provider of background checks, drug tests, and/or immunization tracking services for students. The package you need to purchase for this website verification is the one that has \_\_\_\_\_ the drug screen and background check included, the more costly package. That is linked [here](#).