

STUDENT RESPONSIBILITIES FOR INTERNSHIPS

INTRODUCTION

Interns should be reminded that the Summer Enrichment Program placement is provided as a learning opportunity and are encouraged to take full advantage of their experience. Interns are encouraged to ask questions, read additional literature and complete additional assignments as time permits. Preceptors and other personnel will be evaluating your performance at all times, therefore, always be aware of your professional mannerism. Carry yourself in a dignified, courteous and professional manner.

BE AN ACTIVE LEADER

All students should take the "I'm in the learning process" approach. The following are some examples of what that means:

Be honest with your preceptor. Let them know if you are not being challenged or if you are being overworked or overwhelmed.

- Ask to read materials about the institution (annual reports, strategic plans, etc.).
- Ask if you can meet with a certain administrator and/or spend some additional time in a certain department.
- Ask if your preceptor needs assistance on a certain project.
- Ask plenty of thoughtful questions.

Be sure to always ask in a polite manner. Do not be pushy or obnoxious or make assumptions that you can automatically attend any meeting.

MAINTAIN A CALENDAR AND JOURNAL

Jot down who you met with, what was discussed, questions you have and information you learned. Not only will this help you to be better prepared for your appointments, it will also serve as a chronology of your summer experience.

BE PUNCTUAL AND HAVE GOOD ATTENDANCE

It is important that you be on time for all scheduled appointments (in fact, you should be at least 5 minutes early). Please be sure you do not have any absences unless you are sick. Do not fall asleep -- excuse yourself if you are tired. Contact your preceptor and your faculty advisor immediately if you become ill or have an emergency requiring your absence.

COMPLETE ALL ASSIGNMENTS AND DO MORE THAN YOU ARE ASSIGNED

Work hard on all assignments. Ask a peer or another person in the organization to proof all written work. Be sure to practice (aloud) all verbal presentations. Always do more than you are asked to do. Your preceptor will take notice of work well done, completed on time, and above and beyond their request.

Do not hesitate to take the initiative if there is a topic that interests you.

Keep a copy of all written assignments for your own file and to share at the "Wrap-Up Session" in August.

BE PREPARED FOR ALL MEETINGS AND APPOINTMENTS

Complete all required reading prior to the meeting. Jot down any questions or concerns you might raise during the meeting. (You never know when someone will ask your opinion). Carry pen/pencil, notepad and calendar with you at all times.

Take time during the day or on weekends to read. Most institutions have a library. Ask them which professional journals they subscribe to and read them as well as the newspaper. It is important to keep up-to-date on all healthcare literature and current events.

RECOGNIZE THAT THE INDIVIDUALS YOU MEET MAY BE FUTURE MENTORS

You will be observed by your preceptors and other individuals you meet. Always strive to make a good impression.

Be sure to express your thanks verbally after individuals extend themselves to meet with you. When appropriate, send a written thank-you note.

You should feel comfortable sharing your career aspirations and questions with your preceptor.

DRESS PROFESSIONALLY

Dress professionally at all times. The following are some helpful suggestions from previous students:

Female Attire Suggestions:

Jewelry	No dangling earrings One chain (or two at most) One ring on each hand (no more than two) One pair of earrings One or two bracelets No visible body or facial piercings
Nails	Active length No fluorescent colors (soft colors only) No rhinestones or jewels on nails No chipped nail polish
Clothing	Appropriate length skirts (slightly above the knee or lower) Necklines that do not reveal cleavage

No runs in stockings - carry an extra pair in case of run
Wear skirts, blouses and suit-pants only to casual functions

Shoes Heels should not exceed 2"

Other Any visible tattoos should be covered by makeup or clothing

Male Attire Suggestions:

Jewelry No earrings
One chain and one bracelet
At most, one ring on each hand
No visible body or facial piercings

Clothing Must wear a tie

No jeans, no sneakers

Wear suits, or dress slacks, shirt and jacket
Wear socks

Other Any visible tattoos should be covered by clothing

Use cologne and perfume in moderation. If you ever have a question about what you should wear, be conservative!

BE OPEN TO SUGGESTIONS AND FEEDBACK

Your preceptor and other administrators have a wealth of experience. Take it as a compliment if they take the time to give you feedback and suggestions. Do not get defensive, but learn from the situation.

ASK PRECEPTOR IF THERE ARE OTHER STUDENT INTERNS IN THEIR ORGANIZATION

There may be another student conducting an internship at the same institution. Be sure to ask them about their experiences. Be a resource for each other.

EVALUATION

You will be provided with an evaluation form that you will complete at the end of the program. Therefore, periodically jot down any suggestions you may have to help improve the Summer Enrichment Program.

Remember, ultimately your preceptor will be trying to determine whether you "fit in" the organization. This may determine whether or not they offer you future employment if it is available. All the above suggestions are intended to help you fit in the organization and succeed in all future endeavors.