Health Services Administration (HSAD)  
Internship Experience Check-List  
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**Part I: Registration:** To be registered for the Health Services Administration (HSAD) Internship Experience course, students are required to upload several documents into the Pre-Internship Course in D2L. Access is provided to this SandBox course once students meet with the Internship Experience Coordinator about identifying a host agency and Preceptor. Forms include the signed Preceptor Contact Information form, Memorandums of Understanding (MOUs for both Preceptor and Student), Release of Information Authorization form, HIPAA Training Certificate, Immunizations Record, Administrative Project Proposal and Research Project Proposal. Forms are uploaded into D2L.

1. **Preceptor Contact Information - FORM A:** The student should have the assigned Preceptor to complete this form and then upload the signed document into D2L.

2. **MOUs - FORM B:** There are signature pages for the Student and the Preceptor. The student is to identify if they are completing a 120 hour or 240+ hour commitment. Once signatures are collected, documents are uploaded to D2L.

3. **Student Release of Information - FORM C:** This form gives representatives of the Beacom School of Business authorization to release items in the education record for the purpose of verifying that requirements have been met to be enrolled in the HSAD Internship Experience for the intended degree program. Student should sign and upload to D2L.

4. **Health Information Privacy Training and HIPAA Certification - FORM D:** There is an online certification process for HIPAA training. There is an instructions sheet on the D2L Pre-Internship course page. There is a link to gain access to the required online HIPAA Training course. Once the online certification protocol is completed, the student will be prompted to download the certificate. Students should be sure to enter their complete name when prompted and to upload the certificate to D2L. Here is the link for the HIPAA training certification: [http://206.176.58.104/hipaa/story%20(7).html](http://206.176.58.104/hipaa/story%20(7).html)

5. **Health Affairs Policy and Immunizations - FORM E:** Please contact Cindy Benzel, the Ancillary and Student Health Manager at Sanford Vermillion. Ms. Benzel may be reached via email at Cindy.Benzel@SanfordHealth.org or via phone at 605-677-3612. Students are required to have immunizations and TB Testing, at a minimum, completed prior to starting at the host agency. Forms are to be posted in D2L.

**Part II: Enrollment:** The student will contact Kate Amundson in Beacom’s Student Services Office to be enrolled in HSAD 495. The student will complete the required portions of the Drop/Add form; meet with the Internship Experience Coordinator for signature; and then return the form to Kate Amundson for processing. Ms. Amundson may be reached via email at Kate.Amundson@usd.edu. Students will also submit the following to the Pre-Internship Course in D2L:

1. **Administrative Project Proposal - FORM F:** The student should discuss with the Preceptor an intended project that meets the agency's needs. The Internship Experience Coordinator will review the intended project proposal form to provide feedback and approval for the project. The Preceptor will oversee the Administrative Project.

2. **Research Project Proposal - FORM G:** The Internship Experience Coordinator oversees the Research Project, but this project should benefit the host agency and may relate to the Administrative Project. There are three (3) options: Technical Report/Community Needs Assessment; Business Brief/Health Innovation Brief; or Strategic Plan.

**Part III: Completion:** Once enrolled, students have access to the Internship Experience Course, HSAD 495, in D2L. In addition to duties at the host agency, students also complete assignments in D2L (i.e., Weekly Reflections). As the Internship Experience comes to a close, students submit finalized versions of the Administrative Project, Research Project and the following forms to the D2L (students may remind Preceptor of the opportunity to offer confidential feedback):

1. **Certification of Program Completion - FORM H:** Once the student has submitted the Administrative Project, the Preceptor will need to complete this form acknowledging that the student has successfully completed the internship hours of work and that the student has submitted a finalized copy of the Administrative Project to the Preceptor.

2. **Student Evaluation of Internship Experience - FORM I:** Students will use this form to provide feedback about their Internship Experience. This evaluation form is also available in the Internship Course as a survey so that it can be completed electronically.

3. **Preceptor Evaluation of Student during Internship Experience - FORM J:** Preceptors will receive an email from the Internship Experience Coordinator with a link to an electronic survey to provide feedback on the student’s performance. Preceptors will also have the option to complete this form. This form is confidential and students will not have access to this information unless Preceptor shares such.