Health Services Administration (HSAD)
Internship Experience Timeline

Dr. Jewel Goodman Shepherd
Internship Experience Coordinator
Jewel.Shepherd@usd.edu  605-658-6548

Early in the Semester Prior to Internship Experience:

Spring for May or Summer start date; Fall for January or Spring start date; Summer for August or Fall start date

Student completes the following steps:

- Meet with assigned Advisor to determine eligibility for Internship Experience Course
- Meet with the Career Success Center to review resume, develop cover letters, discuss Internship interests
- Locate opportunities (i.e., agency websites; University resources; Beacom’s Career Success Center)
- Contact potential host sites to secure an Internship opportunity; participate in interview process; and await notification from host site assigning and confirming a Preceptor
- Meet with Preceptor to discuss the requirements of the Administrative Project and decide on its focus; and complete the Administrative Project Proposal
- Download forms and information posted in D2L Pre-Internship Course
- Schedule appointment with student health to complete immunization / health requirements

2 Months Prior to Internship Experience:

March for May or Summer start date; November for January or Spring start date; May for August or Fall start date

Student completes the following steps:

- Submit all required forms to the Pre-Internship Course in D2L including any additional requirements specified by the host agency
  - 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
- Meet with Internship Experience Coordinator to finalize proposals and confirm start date

Keys to a Successful Internship Experience:

The Internship Experience Coordinator will provide adequate and responsive support, and the student should:

- Make an effort to take initiative, be flexible, be engaging, and have a positive attitude
- Be mindful of confidentiality and anonymity
- Seek clarification when unsure
- Mutually plan the Administrative Project
  - The projects should stretch the student and meet Preceptor's / Host Agency's expectations
- Approach the Internship in the spirit of learning
  - The Preceptor is asked to also approach the Internship Experience in the spirit of teaching

Internship Experience Course Requirements:

- Identify Professional Goals for the Internship Experience; complete Weekly Reflection Discussion Forums
- Administrative Project
- Research Project
  - Option 1: Technical Report / Needs Assessment
  - Option 2: Business Brief / Health Care Innovation Brief
  - Option 3: Strategic Plan Proposal for a new or revised program, service or resource
- Schedule Internship Experience Coordinator site visit (virtual, in-person, conference call)
- Complete Evaluation Exercise, Submit Certificate of Completion
- Remind Preceptor of the opportunity to provide confidential feedback

Please visit the Beacom School of Business - Health Services Administration Web-link for more program information: https://www.usd.edu/business/health-services-administration/undergraduate