Information for Internship Supervisors

Chico State's Health and Community Services (HCSV) Department provides Fall, Summer and Spring student interns in the areas of Health Education and Health Services Administration. This flyer will provide potential internship sites with an overview of our Department's student internships.

**How much time is the student available to you?**
The amount of time a student spends at the internship site or in meeting responsibilities assigned by the Intern Supervisor depends on the number of units being completed. Most students are required to complete a 6-unit internship. This means the student works an average of **20 hours / week for 15 weeks (Fall / Spring)** OR an average of **30 hours / week for 10 weeks (Summer)** for 300 hours total.

**What activities can interns be involved in?**
The internship should provide opportunities for students to engage in a variety of allowable activities consistent with their major (health education or health services administration) that allow students to learn more about the field and the interning organization.

**What are the responsibilities of the Internship Supervisor?**
1) To guide the intern through a schedule of assigned activities, projects, etc.
2) To complete an Internship Learning Agreement with the student that provides a plan for internship activities.
3) To communicate, when necessary, with the HCSV Internship Coordinator.
4) To complete a mid-semester and final evaluation of the intern and discuss the evaluation with the intern.
5) To meet weekly with the intern to assess progress toward meeting internship goals.

**What are the responsibilities of the Department of Health and Community Services?**
1) To assist in the selection and placement of students.
2) To conduct an on-site visit mid-semester when feasible to discuss student progress and any concerns.
3) To stay informed about student activities and progress via weekly journals submitted by the student.
4) To meet with interns four times throughout the semester during the internship.
5) To assist students and supervisors in solving any problems associated with the internship.

**What are the responsibilities of the Intern?**
1) To conduct themselves as a professional at all times.
2) To meet formally with the Internship Supervisor to check progress, competency, and refine activities as needed.
3) To submit weekly journals to their HCSV Internship Coordinator.

**FOR QUESTIONS OR MORE INFORMATION CONTACT:**
DEPARTMENT OF HEALTH AND COMMUNITY SERVICES
CALIFORNIA STATE UNIVERSITY, CHICO
530-898-6661 OR HCSV@CSUCHICO.EDU
Internship Timeline
Student internships follow the academic semester, starting on the first day of classes and ending by the last day of classes. Students may not count hours before the semester starts and generally are provided with campus holidays off (e.g. Thanksgiving Break or Spring Break). Students begin searching for internships the semester before they wish to intern.

What is required for a student to intern at our site?
Before a student can intern at a site, a Student Placement Agreement between the University and the site must be established. To secure a Student Placement Agreement, please reach out to HCSV at HCSV@csuchico.edu with the contact information for a person at the site authorized to enter into the agreement. Following this, student interns and their Internship Supervisor will work together to establish an Intern Learning Agreement which outlines a plan for the students internship activities and projects.