



Internship Guidelines – Health and Medical Sciences Academy

Student Intern Responsibilities:

I. Hours

Interns are required to work a minimum of 120 hours/academic year. You will be allowed to leave campus 2 days a week for one block to complete hours. Please complete the liability Release and Waiver Form and submit to your Teacher prior to starting your internship. You may complete additional hours but you are responsible to report to your academic classes on time. If for some reason, you will miss a class or you might report late, please make your teacher aware. Please sign in weekly to Schoology to log your HMSA internship hours and biweekly with reflections on your time.

At the end of any Internship placement, get a signature from your supervisor on any documentation of hours logged in and out of the school calendar year (for example summer hours), to verify your final tally at the conclusion of your intern period at each Internship location.

II. Guidelines

It is important that you maximize your internship experience and serve as a positive representative of HMSA. We will need hosts for future interns; your commitment and behaviors represent the program. Please follow the guidelines below.

- Act in a professional and ethical manner. For example:
 - o Dress appropriately. (If you question your dress for the day, change!)
 - Business Dress.
 - No jeans, No short skirts, No tank tops, No shorts, No flip flops!
 - Be aware of specific location requirements (closed-toed shoes, scrubs, etc.)
 - o Follow through on your commitments.
 - o Do not conduct personal business during internship hours.
 - o Be prompt and reliable.
 - o Give your best effort at all times.
- Be positive and supportive.
- Be observant; note how employees organize their ideas and respond to and ask questions.
- Be assertive and share your ideas in an appropriate and tactful manner. Show your interest in the work.
- Seek feedback and be willing to accept constructive suggestions. Work to improve your skills and grow professionally.

III. Learning Objectives

As a part of your internship, you will consult with your Mentor/Supervisor to complete an Internship Program Plan and formulate Goals for your experience. Please submit your signed (4 signatures) Internship Plan to your Teacher by the end of Quarter 1 (Q1).



IV. Keeping In Touch

It is mandatory that you submit reflections TWICE per month (on the first Friday of each month) to update your teacher regarding your progress and activities. Updates should be a minimum of 75 words.

V. Culminating Portfolio

- **Presentation** (required)

Your final presentation may be in the form of a power point, poster, case study, video, paper (@1000 words), etc. You should include **pictures** (keep this in mind **during** your internship), describe what you did, what you learned, and what skills you used. Share highlights of your experience. Did you meet/exceed your learning objectives? What were some of your challenges? Has this internship affected how you think about your future career goals? It will be mandatory to present your experience at the end of the year, or other potential events during the year.

- **Letter of Recommendation**

Near the end of your internship, request a letter of recommendation from your Supervisor/Mentor to be included in your portfolio.

- **Resume** (required)

At the conclusion of your internship, you should complete/update a resume to include in your portfolio. Your resume should include your internship experiences. A sample resume can be found on the HMSA website. Please see your teacher if you have any questions.

Lastly, be sure to do the following:

Sign up for **Remind** and your teacher will send a message biweekly to remind you to log in your hours and complete your logs.

Class Code – Text 81010 with the message
@hmsaintern

Feel free to email me if you ever have a problem:

lwilliamson@k12albemarle.org
HMSA office phone: 434-244-3100 ext. 61122