



# UT Tyler

THE UNIVERSITY OF TEXAS AT TYLER

The University of Texas at Tyler  
School of Health Professions

## **INTERNSHIP/PRACTICUM PROCEDURE "WHAT DO I NEED TO DO WHEN?"**

1. Attend the School of Health Professions Internship Advisory meeting to be held prior to the end of both the Fall and Spring semesters. You will be notified via e-mail about the exact date and place of the meeting so please make sure to check your student account regularly. Although you should plan on attending the Internship Advisory meeting prior to your last semester or once you have reached 100 semester hours, you can attend the advisory meeting anytime throughout your tenure at UT Tyler.
2. Prior to registering for an internship, you must be in your final semester or summer adjacent to your final semester (undergraduate). Graduate students will follow the timeline for Thesis but use Internship as a replacement across their last 2 semesters.
3. Choose an internship site and make contact with that agency (call the agency first to arrange for an interview); however, IT MUST BE APPROVED BY MR. COWAN OR YOUR ACADEMIC ADVISOR. If you do not have a specific site in mind, the Health and Kinesiology faculty can help you with a list of internship sites available. For clinical sites and some school-based settings there will be additional requirements. Please see Mr. Cowan concerning these requirements.
4. Student Insurance Policy: It is the policy of the School of Health Professions that before any student can begin an Internship, student liability insurance must be purchased through the cashier's office. The purchase of the insurance provides liability coverage of up to \$1 million dollars for 12 months from the purchase date. The student will not be registered for the Internship without documentation that the insurance has been acquired. The sales receipt must be brought back to Mr. Cowan for proof of payment.
5. Have internship agreement filled out and signed by you and your agency. Once you have obtained these, return it to the School of Health Professions for signatures of the internship/practicum coordinator and department chair. You must obtain the signature of Mr. Cowan before you turn it in to the main office. You do not have to get the Department Chair's signature; the office staff will obtain the Department Chair's signature for you.
6. Once the internship agreement is filled out and signed by Mr. Cowan and Dr. Criswell, Mr. Cowan will send a permission code for the agreed upon credit hours (3-6) via your patriots email. For every 3 credit hours you register for you can expect a minimum of 140 hours at your internship site.
7. A separate Canvas site will be maintained—one for internships and one for practicums. During your experience, post a weekly summary, which includes a daily log (journal) where you briefly describe your experiences and activities. Also include the number of hours you worked. These postings will be checked by Mr. Cowan on a weekly basis and feedback will be given as deemed appropriate. All instructions for weekly summaries and final paperwork will be defined in the Canvas course online.
8. Upon completion of your internship:
  - a. Prepare a final report (3-5 pages typed) and ask your internship site supervisor to complete the internship evaluation form.
  - b. Place all forms in Mr. Cowan's mailbox in the HPC Building, School of Health Professions office or you can scan and email at least one week before the end of the semester.