



MEMORANDUM OF UNDERSTANDING COLLEGE STUDENT HEALTHCARE INTERNSHIP PROGRAM (C-SHIP)

To help ensure a productive and rewarding internship experience, the Student (_____), Preceptor Organization (_____), and SVTAHEC Program Director (_____) agree to the following:

Prior to the start of the internship, the Student will complete employment paperwork with SVTAHEC including W-4, I-9, acceptance of internship handbook policies, and proof of auto insurance if operating own vehicle as part of the internship.

The Student will submit a bi-weekly accounting of hours for payment, approved by the Preceptor, following a schedule to be provided by the Program Director.

The Student will attend a group orientation of all students to be held at the start of the summer to introduce program expectations, Career Readiness Competencies, and health-related program content that will be added to, reinforced and reflected upon throughout the experience. The Orientation is part of the student internship and considered paid time.

Students will select two Career Readiness Competencies from the Orientation to develop and practice as part of their internship experience; sample skills include critical thinking/problem solving; oral/written communications/ professionalism/work ethic or digital technology. These two skills will be identified and added to this Agreement as Addendum A at the conclusion of the Orientation.

At the Orientation, Students will also learn about the 6 AHEC core topic areas related to emerging concepts and systems which define the delivery of rural healthcare. The focus areas are Behavioral Health Integration, Team-based Care Delivery, Social Determinants of Health, Cultural Sensitivity, Medical Practice Transformation, and Current and Emerging Health Issues. Students will identify two core areas to explore and master relative to their internship. These will be added to this Agreement as Addendum B at the conclusion of the Orientation.

The Students' Job Responsibilities (included as Attachment A) are delineated by task and divided by percentage of time to be spent in accordance with the Preceptor Organization's needs. Note that there is an expectation that at least 10% will be devoted to job shadowing a professional in the field.

There will be a mid-project check-in meeting between the Student, Preceptor Organization and Program Director to assess work progress relative to the Job Responsibilities, and Career Readiness and Core Topic Area focus and to address any concerns that any party may have.

The Student will complete a final evaluation relative to lessons learned/skills acquired during the internship and an assessment of program content and implementation

By my signature below, I concur with the terms of this Agreement:

Student Signature

Date

Printed Name

Preceptor Signature

Date

Printed Name

Program Director Signature

Date

Printed Name