Be sure to read the “internship information” document for other critical information about your internship, ie. Deadlines!! (see webpage, under “student information”, then “student forms”).

An internship is part of a student’s professional preparation, which allows the student a variety of experiences in the delivery of service while under the guidance and supervision of qualified agency personnel. During the internship, the student is qualified through experiences designed to provide opportunities of a practitioner. Through the internship, a student can develop insight into the process of organization and can improve their ability to organize and direct a delivery takes place in the agency. Through the internship, the student should learn how to work with others and the interpersonal skills necessary to work within the agency’s organizational structure and with the public.

1. Students can find their own placement or the internship supervisor can help with placement, which must be approved by the internship supervisor and site supervisor. The internship supervisor is responsible for the final approval. Final agreements may not be made by the student. If you are going to an ALLINA facility in Minnesota let the internship supervisor know ASAP or you may not be approved for your internship.

2. A minimum of 150 contact hours are required for your internship, however, in order to sit for the RCEP exam, you need 600 hours. It is expected the intern will perform this number of hours. The student is to report promptly at assigned times. Absence from field assignments should not occur without justifiable reason and should be cleared in advanced with the on-site supervisor.

3. The on-site supervisor must complete a final evaluation of the student. Evaluation forms are provided to the student by the internship supervisor (on D2L). It is the student’s responsibility to give the form to the onsite supervisor. The student is also required to complete the student EXIT survey and turn it in to the internship supervisor. Students are also required to fill out a survey rating the quality of the internship site and turn it into the internship supervisor. All these documents can be found on our department webpage under “student information”.

4. The internship supervisor will communicate with the on-site supervisor during the semester and make ONE in person visit to the site to meet with the student and the site supervisor. If the student’s performance is unacceptable, the student can be withdrawn from the internship by mutual agreement of the on-site supervisor and the internship supervisor.

5. At the end of the internship, the internship supervisor will review evaluations by the on-site supervisor. The final grade will be determined in consultation with the on-site supervisor.
MS CEP – INTERNSHIP APPLICATION FORM

SECTION A: Must be completed before internship work begins.

Name ____________________________ Student W __________________ Telephone __________________
Address __________________________ City __________________________ State _______ Zip___________
Permanent E-mail address
(For use after you leave school, so not your UWRF email)

Academic semester doing internship _____________ Year ________ Number of Credits: 3
Internship Site Name: ____________________________
On site supervisor Name: ____________________________
Internship Phone: ____________________________ E-mail for supervisor: ____________________________
Facility Address: ____________________________

SECTION B: Completed by UWRF instructor when internship is completed.

The above described program has been satisfactorily completed; _____________ _____________
Yes _____________ No
If NO, explain:

Grade earned: _____________ Date: ____________________________

Signature of internship supervisor