**CONFIRMATION OF ACCEPTANCE OF INTERNSHIP/CLINICAL EXPERIENCE**

This is to confirm that the Baylor University student named \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been accepted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of supervisor) at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name of facility or agency) to complete an internship or clinical experience through Baylor’s Department of Public Health during the dates on or about \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. The exact starting and ending dates will be determined as between the student and the preceptor at the facility or agency. The internship or clinical experience will be for a total of \_\_\_\_\_\_\_\_\_\_\_\_\_ hours.

Participating students are: working on undergraduate degrees in the areas of Public Health; have upper level classifications; and have completed the majority of the course work in their fields of study. The purpose of this internship experience is to provide students an opportunity to both observe and participate in actual professional positions, and to provide students opportunities to experience the professional work settings that are appropriate to their preparation and career aspirations. Students will be doing observations with any additional practical experiences that the agency deems feasible. The internship is to create an educational experience that (1) increases the student’s knowledge base and enhances the perceptions of the career track and organization; (2) stimulates inquiry; and (3) provides a practical experience that can contribute to the student’s professional future.

Baylor understands that certain settings limit the type of experiences in which interns can participate, but Baylor encourages the agency to consider the following processes by the internship agency supervisor:

1. Providing an orientation session to familiarize students with the institutional/agency procedures and policies.

2. Affording the students with opportunities to observe related programs, operations, and procedures.

3. Providing opportunities for students to develop and enhance their knowledge, skills, and abilities.

4. Meeting at regular intervals with the interns to discuss performance, concerns, and reflections, and to sign-off on completed hours.

5. Discussing with students a specific project that will enhance a student’s learning experience while at the same time providing a service to the agency. Baylor’s coordinator will approve such projects, and the project should be completed before the end of a student’s internship.

6. Complete a Mid-Term and Final Evaluation form concerning a student’s performance and mail or fax the completed form to Baylor’s coordinator.

Thank you for accepting the responsibility to supervise Baylor’s students during their internships at your organization. Internships are a very important part of the education provided to majors in the Department of Public Health at Baylor University. Through carefully selected internships, Baylor aims to offer to some of its best HHPR students the opportunity to work in and be a part of the activities of agencies, offices, and organizations so that they can combine real life experience with their classroom education.

**This confirms that the above-named student has been accepted to complete an internship or clinical experience**.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Agency Supervisor/Preceptor with credentials or other facility/agency representative)

YES NO

Agreement Required