Pre-Internship

The clinical education team sends information to each site to help them prepare for the coming student. This includes a course syllabus, proof of malpractice coverage, required program vaccinations, and a student profile. Students are expected to complete their profile through Acadaware and submit to the clinical education team as described elsewhere. Failure to do this will result in a loss of two (2) points for the Clinical Selections Process.

☐ Student Profile – *due the Monday 11 weeks prior to internship start date*

During Internship

As per the Clinical Internship Syllabi, different requirements are necessary to allow the clinical education team to assess student performance, site appropriateness, and to assist in site and instructor development for future clinical experiences. Failure to complete these requirements will result in a grade of “Incomplete” for the internship. Failure to complete any of these requirements by the established times will result in a loss of five (5) points for the Clinical Selections Process.

The required assignments and due dates are described below.

☐ CI information form – *due by the end of Internship Day 1*

☐ Acadaware “Midterm Internship Evaluation” – *due by Wednesday the week after internship midpoint (Friday)*

☐ Midterm CPI – *due by Wednesday the week after internship midpoint (Friday)*
  note: completion requires 1) 2-3 midterm goals, 2) student signature on student and CI portions, and 3) CI signature on student and CI portions

☐ Acadaware “Final Internship Evaluation” – *due by Friday 8:00 pm the final day of the internship*

☐ Acadaware “Final Instructor(s) Evaluation” – *due by Friday 8:00 pm the final day of the internship*

☐ Final CPI – *due by Friday 8:00 pm the final day of the internship*
  note: completion requires student and CI signatures on all portions of the CPI

☐ Completed and submitted Internship Timesheet – *due by 8:00 am the Monday after internship completion*
  note: this is only required for students doing an internship in Oregon

Any questions regarding this policy can be directed to the ACCE or Assistant ACCE.