



# OLD DOMINION UNIVERSITY

## College of Health Sciences

### BSHS/BSPH-HSA Internship Learning Contract

#### Appendix B, Part 1

#### CONTACT INFORMATION

First Name

Last Name

UIN

ODU Email

Phone

Alternate Phone

#### POSITION INFORMATION

Internship Site Name

Internship Web Site

Internship Supervisor Name

Internship Supervisor Email

Internship Supervisor Phone

Internship Site Address

Hours/Week

Rate/Hour if applicable

Start Date

End Date

**IMPORTANT:** Learning Contracts are not complete unless both Appendix B Part I and Part II are submitted, all signatures are obtained, and internships have been approved.

#### ACADEMIC AGREEMENT

Major/Minor

How did you hear about this position?

Internship Course Instructor

#### FOR COURSE REGISTRATION ONLY

Semester (Fall, Spring, Summer)

Year

Subject

Course#

CRN#

Credits

**A pass grade for this course will be issued only if the following criteria are met satisfactorily:**

- Completed and submitted an internship learning contract by deadline.
- Completed and submitted an updated resume.
- Completed required hours in the internship position as required by major.
- Completed and submitted ePortfolio, including written reports and reflection papers, as required by major.
- Completed and submitted a Student Satisfaction Survey and Preceptor Evaluation Survey.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After all signatures are obtained with dates, **please email the completed learning contract and your most recent resume to Ms. Ashlee Steeley at [asteeley@odu.edu](mailto:asteeley@odu.edu)**. You may only register for the course once the learning contract is approved.



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**Appendix B, Part 2: Internship Information for Approval**

<b>Internship Preceptor name, academic degrees, current position, total years of experience in the health field, other qualifications</b>	
<b>Internship description with specific details regarding duties, projects, responsibilities, and 3 learning goals</b>	

**IMPORTANT:** A job offer letter may be substituted for the job description information if it includes all the information on this page. Internship hours will only be counted towards the 200 hours required after Day 1 of the beginning of the semester in which the student is enrolled in the HLSC/PUBH 468 course. No hours completed prior to day 1 of the beginning of the semester of HLSC/PUBH 468 Internship will be counted towards the 200 hours required. **Internships cannot start without an approved internship learning contract.**

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**Student Signature**

**Date**

**Internship Supervisor/Preceptor Signature**

**Date**