



U-M INJURY PREVENTION CENTER INTERNSHIP EXPERIENCE ROLES AND RESPONSIBILITIES

The internship experience is an activity in which the student, the internship site, and the U-M Injury Prevention Center at the University of Michigan have a shared responsibility to ensure the success of the internship experience for all involved. Everyone involved will be more confident and comfortable with the internship experience if they share an understanding of expectations and responsibilities. This statement provides the basis for such an understanding.

I. Responsibilities of the Student

The primary purpose of the field experience is to help the student learn to apply theory and principles to work situations and to develop skills essential to these tasks related to injury science. This internship experience is obtained either through a three month placement for an hourly equivalent of three credit hours or 318 hours. Therefore, students are expected to work approximately 27-30 hours per week over the three month period. There is flexibility in how these hours can be obtained as agreed upon in advanced with the internship agency preceptor. Student interns essentially function as staff members and are expected to adhere to policies, procedures, and working hours that apply to staff members of the agency.

In addition, responsibilities expected of the student include the following:

1. **Know as much as possible about the agency**, its programs, and the community before going to the agency as well as while working at the agency.
2. **Seek the advice and assistance of the agency preceptor** when uncertain about assigned or selected tasks.
3. **Confer regularly** with the agency preceptor regarding progress.
4. **Perform tasks** as efficiently and effectively as possible, and contribute to the programs and activities of the agency.
5. **Adapt to any pattern of written reports** used by the agency. The student and field preceptor should discuss this pattern during the first week of the field experience and the student's responsibility for reports agreed upon.
6. **Participate in the evaluation** of the internship experience with the agency preceptor and the Injury Prevention Center's Training and Education Core (TEC). (See below, **Evaluation of Internship Experience**.)

II. Responsibilities of the Agency Preceptor

Major responsibilities usually assumed by agency preceptors include:

1. **Plan with the student** the specific activities which he/she may participate in and be responsible for, helping him/her to see additional opportunities for learning.
2. **Familiarize the student** to the agency and the community.
3. **Provide direct guidance and supervision** of the student while at the agency.
4. **Orient the agency staff** to the field experience program, and assist the agency staff to become acquainted with the student as quickly as possible.
5. **Confer periodically** with the student regarding progress, and provide feedback to him/her to improve competencies.
6. **Prepare an evaluation** of the student's performance at the end of the field experience, possibly reviewing it with the student before his/her departure. Approve the student's hours worked.

III. Responsibilities of the U-M Injury Prevention Center

The U-M Injury Prevention Center assumes several responsibilities for the internship experience and for the students. These include:

1. **Directly locating agencies or programs with potential for an appropriate internship placement with relevance** for the student's interests and learning needs. The Injury Center will make contacts with these agencies or programs and match interns with appropriate placements.
2. **Confirm arrangements** with the internship placement site or program by letter to the person who is to provide supervision for the student internship experience. Copies of this statement, Field Experience: Roles and Responsibilities and the Student Intern Evaluation form and will be enclosed with the letter of confirmation.
3. **Examine** the internship preceptor's evaluation of student intern's performance.
4. **Organize a meeting for interns** to present what they learned during their internship experience based on their written final report of the internship experience.
5. **Certify the finalization** of the internship experience and related requirements.

IV. Evaluation of the Internship Experience

A written report, an oral or poster presentation, and responses to a written evaluation provide the basis for evaluation of the internship experiences. The U-M Injury Prevention Center will use these multiple mechanisms to gather feedback about the internship experience to assist placement agencies, preceptors and the TEC plan future internship experiences.

1. Agency preceptors submit a completed Student Intern Evaluation form to TEC at the end of the internship. Agency preceptors are expected to meet with the intern to discuss this evaluation.
2. Interns are required to submit a final report to TEC analyzing their internship experience for enhancing their knowledge and abilities in injury science. Topics covered include, but are not limited to, an overview of the agency; a brief description of projects/activities engaged in, problems encountered, and progress achieved; an integration of theory and practice; and an evaluation of the experience in terms of learning and career goals.
3. Interns participate in a Poster/Presentation Session held for all Injury Prevention Center affiliates during the semester following their internship experience. They will present a brief synopsis of their internship.

V. Illness or Hospitalization

In case of serious illness, hospitalization, or other emergency, the intern or agency preceptor should contact the U-M Injury Prevention Center at: (734) 232-2105 or the TEC Office at: (734) 647-6665 or ljfirsti@umich.edu at email address.