

INITIAL CHECKLIST FOR THE INTERNSHIP/PRACTICUM STUDENT

✓	<u>Prior to Beginning Capstone Experience:</u>
	1. Attend internship meeting semester prior to enrollment intent.
	2. Speak with Reuben Cowan for placement (if needed).
	3. Establish internship/practicum experience and submit completed Internship/Practicum Letter of Agreement to Reuben Cowan (office: HPC 3075 or email: rcowan@uttyler.edu)
	4. Student Liability Insurance purchased through Cashier's office. Receipt must be sent to Reuben Cowan (rcowan@uttyler.edu).
	<u>Some students may be required to submit additional documents:</u>
	5. Initiate process to establish facility user agreement or limited opportunity agreement with chosen agency if not already in place (takes ~2 weeks)
	6. For students who will be interning at Trinity Mother Frances or any other clinical environment that requests it of you (submit the following to Reuben Cowan): <ul style="list-style-type: none"> ○ recent TB test results or proof of immunity ○ childhood immunization record ○ notification that background check process has been initiated (via CertifiedBackground.com) ○ 10-panel drug screen
NOTE: New Limited Opportunity Agreements must be started at least 2 weeks prior to the first day of classes for the semester you intend to enroll.	
<u>Hard Deadline: All completed paperwork with signatures and contract with facility must be completed by the first day of class in the semester that you are enrolling.</u>	
	7. Once permission granted (you will be notified via your patriots email), obtain internship/practicum enrollment code, enroll, and pay for associated credit hours.