



Meridian Medical Arts Charter High School
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Medical Internship Syllabus 2022-2023

Instructor: Carie Staub, MHS, AT

Office Hours: M-W, 2:15-3:15pm or by appt.

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Main Office

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Course Description:

In this capstone course, MMACHS seniors will select an organization or affiliated facility to gain a variety of experiences in a health-related field. Students will complete weekly time logs, a formal thank you letter, a final presentation and other assignments as assigned.

Course Objectives:

1. To provide individuals with valuable health care related experiences.
2. To give students the opportunity to use practical applications of course work in a controlled environment.
3. To develop good work habits and work ethic.
4. To develop good interpersonal, team, and service skills.
5. To develop professionalism and a positive attitude.
6. To establish internship placement within 2 weeks of the start of class.

Credits:

Upon successful completion of all class requirements, students will earn 3 credits per semester.

Internship Definitions:

Site Supervisor- is the person at the internship site whom students report to/work with.

Coordinator- is the MMACHS staff in charge of internships (currently, Mrs. Staub).

Intern- is the MMACHS student.

COVID- 19:

There is an understanding that the 2022-2023 school year is still recovering from COVID-19 (Coronavirus) and that students will be out in the community in a health care setting. Although implementing all precautions will be highly encouraged for the site and student, there is no guarantee that students will not be exposed to the coronavirus. Parents/guardians accept this risk to the student. If students or parents do not wish to accept this risk, enrollment in a different 3 credit capstone course will be facilitated. If the community partner that the student wants to intern at requires interns to be fully vaccinated, the MMACHS student will comply with all site requirements. If the student does not wish to comply, the student will facilitate attending a different internship site.

Intern Conduct

Behavior: Interns are responsible for maintaining a positive learning environment. Students whose behavior does not meet the expectations of their internship site may be removed, thus jeopardizing graduation.

Attendance: Students will attend their internship on every scheduled day and be supervised in their job duties. If a student is absent, MMACHS will immediately be informed by a parent.

Dress and Grooming: Students are responsible for dressing appropriately for their internship by following the MMACHS Student Handbook, in addition to the established dress code for their site.

Respect: Always show respect to all participants and patients connected with your internship site.

Appreciation/ Gratitude: Internships are available because professionals are willing to give their time and talent, so interns can gain exposure to a specific health/medical occupation. Remember to express appreciation and practice gratitude often.

Cell Phones: DO NOT USE- INCLUDING TEXTING. Using your cell phone at your internship site is both inappropriate and unprofessional. Students will not be allowed to use cell phones at their internship site.

Interns are expected to:

1. Take the initiative to learn--don't wait to be told what to do- ask and keep busy.
2. Use effective communication skills.
3. Communicate your expectations clearly.
4. Complete all assignments and tasks as assigned on time, using effective time management skills.
5. Stay engaged with a positive attitude.
6. Treat everyone with respect.
7. Become knowledgeable about and oriented to the rules, culture, and common expectations of the internship site.
8. Fully understand your role at the internship site.
9. Keep all communication tactful (remember those 'I' statements).
10. Always be supervised during their internship experience by a site employee.

Attendance and Tardy Policy

Students are required to attend and be supervised during each day of internship. Students will sign in each day when they return to school. Please use the main office sign in sheet by the office window.

Students are not required to work at the internship site over school holidays. If the student wishes to work during school holidays, the student will need to arrange this with the site supervisor. The student is responsible for letting the Internship Coordinator know they will be working over the holidays. Also, it is the responsibility of the student to communicate with their site supervisor to inform them of when school breaks occur.

It is the responsibility of the intern to notify the site supervisor by phone, email, or in person prior to being absent or tardy. Notification of an absence should be made to the following individuals/sites:

1. Internship Site Supervisor
2. Main School Office (855-4075; Parent must call in to verify)

If your site tells you not to come in, you must stay at MMACHS or attend a zoom meeting (depending on remote learning or at school learning) for the duration of the class. You will be in the social center working on other assignments. If this happens on a consistent basis, internship placement will be reviewed, and re-assignment may be necessary.

If an intern indicates they are attending their internship and then does not attend, this will be considered truancy and will be turned over to the principal for disciplinary action.

Internship Coordinator Responsibilities

The students can expect the Internship Coordinator (Mrs. Staub) to:

1. Help establish the opportunity for students to gain exposure to a specific health profession that will integrate academic and life-long learning.
2. Randomly visit each internship site throughout the semester.
3. Have contact with the site supervisor for regular progress reports.
4. Periodically meet with students to discuss how things are going.

Course Assignments/ Grading:

MMACHS grading scale:

A=4.0(90-100%), B=3.0(83-89%), C=2.0(74-82%), WIP=0.0 (below 73)

Weekly Response (Timesheet plus Journal) (20 points each week)

1. For each week of attendance, interns must submit a timesheet **signed by their site supervisor**. Completion of timesheet will factor into weekly grade.
2. Students will submit a weekly journal response reflecting on how their internship is progressing. Students will address what they are learning, how knowledge learned at MMACHS is incorporated into their internship, any frustrations they may have, positives about the job, and any other information relating to their internship that the student wants Mrs. Staub to know.
3. Work will be accepted until 2:30 PM on the day it is due. If students need an extended deadline, please discuss this with me **beforehand**. Late work will be worth 50% of the original grade. **DO NOT TAKE YOUR GRADE FOR GRANTED!** Make prior arrangements with Mrs. Staub should you need extra time for any assignment, absent or not. Students absent on the date an assignment is due must make arrangements for Mrs. Staub to get it (email, another classmate, etc...) for full credit to be issued. No excuses! Deadlines are issued well in advance so being absent one day does not excuse failure to provide work on time. These are employability skills, practice them!

Paperwork

1. All paperwork needs to be completed and submitted before internships can begin:
 - a. Student/Parent agreement form- **40 points**
 - b. Medical Release form- **40 points**
 - c. Transportation Consent- **40 points**
 - d. Confidentiality Statement- **40 points**
 - e. Placement List- **20 points**
 - f. Syllabus agreement- signed- **20 points**

Letter of Introduction (100 points)

1. Students will write a professional letter of introduction to potential internship sites telling them about yourself, education/skills, why you are interested in this field and chose their business, and what you hope to learn from this experience. **Letters will be approved by Mrs. Staub before sending to prospective internship sites.** Once approved, letters can be mailed or emailed to the prospective sites chosen by the student.

Internship Details (50 points)

1. This must be completed before the internship starts. It is designed to help answer some basic questions about the site location. This will be a typed response.

Project (280 points)

1. A final presentation on your internship site/experience will be assigned. These projects are considered the final and will be presented during finals week. More information to follow.

Completed Hours (120 points)

1. All interns are responsible for having at minimum 120 hours (equal to 3 credits for the class) at their internship. This means you need to attend your internship every day for 4 hours and make the most of your time. If you have been absent from your internship, you may need to use your personal time to make up hours. If you exceed 120 hours, you are still required to attend your internship until the end of the semester as contracted. Hours will be recorded in ½ hour increments- no credit will be given for partial time less than 15 minutes, and time may be rounded to the nearest ½ hour.

Thank You Letter (50 points)

1. Our program is dependent on community members welcoming MMACHS students. To show appreciation and gratitude, students will be required to write a professional thank you letter/card to the site supervisor. This letter/card is to be completed by the last day of the internship and will be reviewed by Mrs. Staub before being sent out. Students will provide an addressed envelope. Mrs. Staub will mail thank you notes after approval.

Evaluations (50 points)

1. At the end of the semester, the student intern will evaluate his/her experience.
2. At the end of the semester, students will be evaluated by their site supervisor (*credit/no credit*).

Statement on Success

Success in this course depends heavily on your personal health and wellbeing. Recognize that stress is an expected part of the MMACHS/college experience, and it can often be compounded by unexpected setbacks or life changes outside the classroom. I encourage you to reframe challenges as an unavoidable pathway to success. Reflect on your role in taking care of yourself throughout the term before the demands of exams and projects reach their peak. Please reach out to me about any difficulty you may be having that may impact your performance in this course. If you are experiencing stress in other areas of your life, I am happy to help you get in contact with resources that stand ready to assist you. In addition to your counselor, I strongly encourage you to contact the many other support services in our community that are available (*remember the Self-Rescue Manual?*).

** I am available by appointment and email to answer any questions and offer any help I can to you. Grades will be saved on Power Schools so be responsible and check your progress frequently. Complete responses weekly. Assignments and due dates will be updated on Schoology as well. This will be a busy year, but I know you will learn so much and do great things! I look forward to working together this year☺!

Teachers point to the door; but you must enter by yourself.
Chinese Proverb

MMACHS Medical Internship 2022-2023 Syllabus Acknowledgement

Thank you for taking the time to read through this information. Please remove this page and keep the remaining syllabus for your records. This syllabus is also posted on Schoology. Sign and return this page to Mrs. Staub by Thursday, September 1st, 2022.

I have read and understand the requirements and expectations for Medical Internship. I will contact the internship coordinator (Mrs. Staub) if I have any questions or concerns.

Student name (<i>print legibly</i>)	Student signature	Today's Date
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I have read and understand the requirements and expectations for my student during Medical Internship. I will contact the internship coordinator (Mrs. Staub) if I have any questions or concerns.

Parent/guardian name (<i>print legibly</i>)	Parent/guardian signature	Today's Date
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