HSA 4850
BAS Organizational Management--Healthcare Management
BAS Applied Health Science – Advanced Allied Health

Student Internship Checklist

HSA 4850 - Capstone - Healthcare Management: College Credits: 3
This course is to be taken the final semester of program.
Prerequisite: Departmental approval required.

Prior to Registering in the Internship Course

- Declared Degree/Major on Record
- Good academic standing
- Met the recommended requirements and pre-requisites for the internship
- Visit our website at easternflorida.edu/go/intern and submit “Student Internship Inquiry” under Student Information

Next Step

- Register into HSA 4850. If you need assistance with this, please contact Lisa Schuler at Schulerl@easternflorida.edu or call 321-433-5261
- Complete Internship Orientation course on Canvas and submit Quiz & Application

After Registering into the Course

- Submit to the Internship Representative
  - Resume/Cover Letter
  - Student Internship/Practicum Responsibility Agreement
  - Internship / Practicum Confirmation Site Confirmation form
  - Memorandum of Understanding

Additional Information

- Site Hours: 40 hours
- Many sites do require a Level 2 Background Check and a Drug Screening. The cost may be incurred at the student’s expense, approximately $150.
- In addition to college processes and applications, your host site may require additional steps including: separate application, interview, and orientation.

Completion of Internship

- Submit final documents to the Internship Representative
  - Hour Verification Log
  - Internship Site HOST Performance Evaluation
  - Student Worksite Review Evaluation

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