

Internship Information

Desired semester to begin internship: Fall Spring Summer

Area of interest or desired placement for your internship:

Month/Date/Year you are available to begin internship:

How many hours does your internship require?

Approximate number of hours per week you are available:

Name and contact information of Internship Advisor:

Skills

What languages do you speak and at what levels?

Prospective students participating in the THD practicum/internship program must:

*Currently be enrolled as a student at an accredited school

*Agree to follow all THD policies and maintain a high level of confidentiality with regards to HIPPA, health and safety protocols, and procedures

*Authorize their college or university and THD to exchange information related to their school records, application, performance as an intern, and other relevant information.

*THD requires a completed Internship Agreement with all schools and/or programs **before** students can begin their internship with our agency. This process can take up to **6 weeks**. If your school does not have a current contract with THD, please contact THDjobs@tulsa-health.org to begin the process after acceptance into the intern/ practicum program.

*A drug screen and background check must be completed prior to attending any internship/ practicum at THD. Students may contact THD and have those scheduled through THD, or may elect to have them done independently. Results will be sent directly to THD and shall remain confidential.

*Students participating as interns, in any department or program, shall be and remain students of the School and are not considered employees of THD.

*At all times, students shall wear an appropriate badge, provided by THD, identifying them as an "Intern" or "Student" while in THD facilities and while performing their duties under this Agreement.

*THD will make every effort to place students; however, internships are **not guaranteed** and are based upon availability and the needs of THD. THD reserves the right to approve in advance

- (1) the number of students to be assigned to the THD and
- (2) the locations, dates and times of the intern experiences.