To participate in an ELCE Pre-Health Internship, you must pass the PD: 1000 Exploring Health Professions (EHP) course and have at least a 2.5 cumulative GPA. Internships should have goals, supervision, training and meaningful work, a reflection component and earn academic credit. The steps in the pre-health internship search are as follows:

- Prepare your Professional Development Portfolio (resume, cover letter, and Linked In), course assignment in EHP and discuss your career interests with your Instructor during the course.

- Apply to the Pre-Health Internship Program (PHIP) through the Professional Assessment and Learning (PAL) site: [www.uc.edu/pal](http://www.uc.edu/pal) Afterwards, you will receive an email from ELCE notifying you of your acceptance.

- Follow-up with contacts gained in class or on your own to ask them about internships and shadowing.

- Upload your resume in PAL under “My Documents.”

- View pre-health positions in PAL and rank your interest level: VERY INTERESTED will automatically post your resume, SOMEWHAT INTERESTED we will post your resume, NOT INTERESTED will not post your resume. After ranking, be sure to FINALIZE your rankings. A PHIP faculty will approve your rankings and post your resume to the internship contact.

- Be on the lookout for email and phone communication regarding scheduling interviews. Follow-up with them. When you accept a position you must contact your Instructor to let her/him know.

- If you receive an internship through PHIP, you are required to enroll in the online INT reflection course Notify your Instructor about what semester you would like to intern and the credits you would like to earn (1-3) in the INT Health Profession Internship course series (3041-3045).
  
  - 1 credit hour = 37.5 hours on site over the course of the semester
  - 2 credit hours = 75 hours on site over the course of the semester
  - 3 credit hours = 112/5 hours on site over the course of the semester

For questions regarding the application process, please contact your Exploring Health Profession Instructor or Marti Minges at Martha.Minges@uc.edu

For questions about the PAL site, please view the instructional videos at [http://www.uc.edu/careereducation/experience-based-learning/internship/Pre-HealthInternships/student-resources.html](http://www.uc.edu/careereducation/experience-based-learning/internship/Pre-HealthInternships/student-resources.html)

For technical issues in PAL, please email palhelp@uc.edu

For help with finding Pre-Health Internships outside of PAL, please contact your Exploring Health Profession Instructor or set up a meeting with Manager of Job Development, Paula Harper at Paula.Harper@uc.edu