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. It is best practice for internships to have goals, supervision, training, meaningful work, a reflection component, and earn academic credit. The steps in the pre-health internship search are as follows:

1. 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.

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

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

4. View pre-health positions in PAL and rank VERY INTERESTED if you want us to post your resume. **You can’t rank more than 5.** Do not bother ranking anything that you don’t want your resume sent to, unless you want to come back to it yourself. After ranking, be sure to FINALIZE your rankings. A PHIP faculty will approve your rankings and post your resume to the internship contact.

5. Be on the lookout for email and phone communication regarding scheduling interviews. Follow-up with them in a timely manner.

6. When you accept a position, Click the red “I accepted a position!” button from your PAL dashboard.
   - Choose the correct semester
   - Search for your position by supervisor to reduce the search results
   - Input your hours and any other requested info
   - Once you have submitted the info, your Instructor can go into PAL to accept your positions.

7. If you receive an internship through PHIP, you are required to enroll in the online INT reflection course. Email your M# and the number credits you would like to earn (1-3) in the INT Health Profession Internship course series (3041-3045).
   - 1 credit – 40-75 per semester
   - 2 credits- 76-115 per semester
   - 3 credits – 116-225 per semester

For questions about the PAL site, please view the instructional videos at: https://www.youtube.com/watch?v=uYN_UORSSzI&list=PLSBroM0GI7aEiRjAsANIE1PDRj7JUgiPA

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