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Pre-Health Internship: Quick Start Guide

Step 1: Create Job Description and Set Learning Outcomes
- Determine how an intern will contribute to your organization, who will mentor your intern, and establish parameters of pay (if applicable)
- Make sure job descriptions are clear
- Include major, qualifications, responsibilities, and hours
- Establish learning outcomes that the intern will work toward and steps to accomplish those goals
- Identify the timeframe and intern work space

Step 2: Recruit Pre-Health Interns and Schedule Interviews
- Review resumes in PAL
- Contact student directly through PAL
- Interview at your office or conduct a phone or Skype interview

Step 3: Post-Interview
- Follow up with students with an offer or decline
- Set up an orientation date with students who accepted a position

Step 4: Manage Your Pre-Health Intern
- Hold an orientation to familiarize your intern with the company environment and procedures
- Monitor your intern’s progress and provide constructive feedback
- Be open to your intern’s questions, concerns, and ideas

Step 5: Post Pre-Health Internship: Evaluate Your Intern’s Experience
- Help determine if learning goals/objectives were met, and if not determine how they can be met in the future
- Provide feedback regarding your intern’s performance in PAL
- Ask what he/she considered beneficial about your program and also what could be changed
- Apply intern feedback to improve your Pre-Health internship program
Pre-Health Internship: A Mutually Beneficial Relationship

I. Benefits to the Employer
   • Access to talented, enthusiastic students who are eager to learn and contribute
   • Ability to build a talent pipeline for full-time recruiting and “try out” prospective long-term hires
   • Students add fresh perspectives, new ideas, and diversity to an organization
   • Cost effective solutions for completing seasonal or short term projects
   • Fill gaps and manage entry level tasks by freeing up higher level personnel
   • Opportunities to build management skills in full-time employees who supervise interns

II. Benefits to the Intern
   • Pre-Health Internships are an excellent way to learn about the health industry while also acquiring some of the necessary skills and tools for success in the industry
   • Pre-Health Internships can satisfy certain college program requirements and allow the student to earn college credit, enriching the college experience and preparing students for entrance into the workforce
   • Interns participating in an Pre-Health Internship are typically more engaged in their learning and develop a better work ethic and improved skills and abilities

III. Why Pay Your UC Pre-Health Intern?
   • Paid internships more desirable due to increase in the cost of education
   • Average monthly expenses for college students (not including tuition) add up to $711.05
   • The following five criteria must be applied when making the determination between a paid intern and an unpaid intern in accordance with the Fair Labor Standards Act:
     1. The Pre-Health Internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment
     2. The Pre-Health Internship experience is for the benefit of the intern.
     3. The intern does not displace regular employees, but works under close supervision of existing staff
     4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded
     5. The intern is not necessarily entitled to a job at the conclusion of the internship
Creating a Compelling Pre-Health Internship Position Description

Example:

- Responsibilities:
  - Maintaining and updating the company website and social media
  - Handling all telecommunications operations
  - Developing training material for future interns

- Required Skills:
  - Excellent oral and written communication skills
  - Proficiency in Windows operating systems and Microsoft Office
  - Ability to learn new software packages and systems

- Skills the student will learn:
  - Comprehensive understanding of a medical environment
  - Understanding of the benefits of interpersonal collaboration for quality patient care
  - Learn real world application of knowledge in the health field

What Majors Can I Hire?

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Tips for Being an Effective Mentor and Educator

- Open availability so the intern can approach with questions or ideas
- Stay connected with the intern throughout the week
- Provide consistent feedback and constructive criticism
- Assign specific tasks and assignments that contribute to the development of the intern and benefit the organization
- Provide plenty of valuable resources
- Be understanding and flexible
- Value the intern’s time and recognize his/her contributions to the company
Experiential Learning: Student Course Component

While interning, Pre-Health students will also be enrolled in an online class to spur developmental reflection and establish learning objectives. These learning modules will help students reflect on their experience with their Pre-Health Internship and set goals that they would like to reach.

As the supervisor, you will evaluate intern learning objectives as well as performance and progress along the way. You will serve as a resource through open communication with your intern and help them see the connection between academic work and responsibilities at your organization.

Time on Site and Credit Requirements:

- Minimum of 37.5 on site hours throughout the semester (15 weeks) is required for an academic credit of 1 hour
- Minimum of 75 on site hours throughout the semester (15 weeks) is required for an academic credit of 2 hours
- Minimum of 112.5 on site hours throughout the semester (15 weeks) is required for an academic credit of 3 hours

Pre-Health Internship Program Student Testimonials

“I think the biggest strength of the course was exposure. I was exposed to a number of professions, healthcare ideologies, upsides and downsides of the healthcare system, cultural awareness and sensitivity, and generally made more aware and in tune with the healthcare system than I would have been otherwise. The course was also very helpful in providing a much broader perspective (keeping all healthcare professions in mind) rather than limiting myself to just medicine (the field I’m interested in).”

– Student, Pre-Health Internship Program

“The variety is helpful for somebody who is undecided on their final career path. It helps provide a better scale of all the career options that are really available for someone interested in the health care field. The various projects and assignments also helped me, as undecided student, analyze my choices and options, as well as my interests. I was able to do a lot of research and introspection.”

– Student, Pre-Health Internship Program
Employer Liability Information

Liability

If the student is participating in a paid internship then they are an employee of the organization and the employer is subject to all laws regarding the safety of employees, including worker’s compensation.

If the student is participating in an unpaid internship but is counted as a “frequenter” of the organization then the employer is responsible for the safety of the intern. If the intern is not considered a “frequenter” or an employee then the organization is not liable for them.

The Ohio Revised Code: Title 41 Labor and Industry: Chapter 4101 Safety in the Work Place

4101.11 The employer has a duty to protect employees and frequenter of the organization; they shall furnish and use safety devices and safeguards, shall adopt and use methods and processes, follow orders, and prescribe hours of labor reasonably adequate to render such employment and places of employment safe.

4101.12 No employer shall fail to do every other thing reasonably necessary to protect the life, health, safety, and welfare of such employees or frequenters.

4101.15 No employer, employee or other person shall violate the statutes in this chapter.

4101.99 Violation of 4101.15 can be punished with fines ranging from $50 - $1,000 for first time offense; after first offense, fines range from $100 - $5,000. The courts and labor laws do not use the word “intern” in defining who counts as an employee. There are also many different legal definitions of employee; one of which is an individual who is employed by an employer, legally counts as an employee. One of the main deciding factors in court cases as to whether an individual legally counts as an employee is: the hiring party’s right to control the manner and means by which the work is accomplished.