



California State University, East Bay Department of Nursing & Health Sciences

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Dear Prospective Internship Supervisor/Volunteer Director:

Thank you for accommodating internship requests from one or more of our health science students. Our health sciences program at CSU East Bay has an internship service-learning component that requires students to work under supervision in healthcare settings. There are two main purposes for this internship requirement: 1) To meet the traditional goals of an internship of providing a strong career link for students with the employer community and to enable employers to work with students prior to making a job offer); and, 2) To create service-learning opportunities for students by providing **engagement** with health care settings as our service-learning partners, **experience** for students who are building careers, **reflection** opportunities for students in a weekly seminar on campus, and **dissemination** of learning through two reports (a progress and final report) written in the course.

Thus, the primary objective of the internship is to allow our graduating seniors to experience the working environment of the career they are preparing for: what to expect, what the career involves, what special skills they need, what challenges to expect, etc. Most of this involves making observations and participating in as many activities as possible, job shadowing, completing menial tasks, team-working, etc. Please feel free to expose the career to students as much as this is possible. At the end of the internship we expect that our students have a reasonably good picture of the career they are preparing for and thus can make better informed decisions about their future.

Our health science major has four options: healthcare administration, community health/education, prehealth careers preparation (careers in radiology, nursing, physical therapy, dietetics, etc.) and environmental health. We advise students to select healthcare settings that closely match their option area to ensure they get meaningful experiences and networking interactions at the workplace. However, we understand this is not always possible as internships in the desired area may not be available or cannot be guaranteed. If you decide to accept our student as an intern, we request that you sign a **Learning Contract** which the student will print from our website. The contract confirms the official commitment of the institution to provide the student with the opportunity and supervision to enable completion of the required 90 internship hours. Students are required to have this contract signed (we request that the supervisor business card be attached to this form) by the first class meeting for the student to remain in the course. The University covers all registered students with liability insurance while they are at their internship locations as long as there is an established contract between the institution and the University.

We request the institution to ensure that our students have a supervisor to serve as a mentor, guide, and evaluator during the 90 hours of internship work. The supervisor signs the contract, and a timesheet documenting all hours completed on a weekly basis and eventually submits a final evaluation for the student (timesheet & evaluation are provided by the student from the course website). If you have any questions or concerns that you might want to discuss with the faculty in charge of the class; or if at any point in the internship you need to contact me, please feel free to call or e-mail me. Thank you very much for providing this opportunity to our students. We expect our students to conduct themselves with candor and professionalism and to be industrious, courteous and respectful to everyone at their internships.

Sincerely,

A handwritten signature in black ink, appearing to read "Oscar Wambuguh".

Oscar Wambuguh, M.Sc., Ph.D.
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