Please carefully review the Internship Guidelines that can be found on our Department Website and then complete the following quiz. Please print your responses and bring these with you to your meeting with the Internship Coordinator.

**Internship Guideline Quiz**

1. The internship is an opportunity to gain skills, knowledge and make professional contacts that will help you in your career. With this in mind, what type of internship are you seeking? For example: Is there a certain venue/setting that you would like to gain experience in? Please see the Internship Placement Settings document at www.umflint.edu/pubhealth/internships for a list of ideas. What skills do you want to develop? What type of venue/setting would you like to work in after you graduate? Please see the Careers in Health Care Administration document at www.umflint.edu/pubhealth/Internships for a list of possible settings and careers.
2. Please indicate which of the prerequisite courses that you have completed before beginning the capstone/internship. List your grade for that course as well.

Health Care Administration:

____ HCR 301 Grade: ____
____ HCR 304 Grade: ____
____ HCR 305 Grade: ____
____ HCR 362 Grade: ____
____ HCR 370 Grade: ____
____ HCR 376 Grade: ____
____ HCR 377 Grade: ____
____ HCR 385 Grade: ____
____ HCR 400 Grade: ____
____ HCR 410 Grade: ____
____ PHS 315 Grade: ____

Health Education:

____ HCR 362 Grade: ____
____ HCR 370 Grade: ____
____ HCR 380 Grade: ____
____ HCR 384 Grade: ____
____ HCR 385 Grade: ____
____ HCR 386 Grade: ____
____ PHS 315 Grade: ____

3. Please bring a professional looking resume to your meeting with the internship coordinator. If you do not have one, please complete this before you schedule your meeting. Our Academic Advising and Career Center is available to assist you with developing your resume. They are located in the University Pavilion (285 UPAV) and can be reached at 810-762-3085. You may also access the online resume builder on their website at: https://umflint.optimalresume.com/
4. List at least 5 questions that you should ask when interviewing with a potential internship site.

5. What form needs to be completed and approved before you can begin and register for your internship?

6. List the five components of the internship grade.

7. How many internship meetings must you attend?