

## HSSP 89a. Internship Requirements and Steps

The following document introduces you to 1) the academic requirements for the academic internship in HSSP 89a, and 2) the steps necessary to receive credit.

### **Requirements for the Academic Internship**

- **Declared HSSP major.** Students are only eligible for HSSP 89a if they are a declared major in HSSP.
- **Required Internship Hours.** During the academic year, you are expected to work during the regular work hours of your placement for at least 8 hours a week and no more than 15 hours per week for 10-13 weeks. If you are an intern during the summer, you are expected to complete a minimum of 110 hours. During the summer, you may work full or part-time, as agreed upon with the site.
- **Internship Payment.** Paid internships, whether funded by a grant/fellowship or the internship site, are allowed based on individual assessment from the Internship Instructor. In order to receive credit for a paid internship, the student must: 1) notify the internship instructor that the internship is paid and 2) acquire approval from the internship instructor prior to starting the paid internship.
- **Approval from the Internship Instructor.** Prior to beginning the academic internship, you must receive approval from the Internship Instructor, Tom Mackie. To receive approval, submit the Internship Approval Form located on the experiential learning site of the HSSP website, at: <http://www.brandeis.edu/programs/hssp/experiential.html>. Beyond the conditions stated above, criteria for approval of this form also include that the internship: 1) focus on health or healthcare, 2) require the intern's active involvement in the organization, and 3) include areas relevant to areas of academic inquiry within HSSP.
- **Cross-listing.** HSSP 89a is cross-listed with the Environmental Studies Internship Course, ENVS 89a. In order for ENVS 89a to fulfill the Hands On Experience Requirement for HSSP majors, approval must be provided by the HSSP internship instructor prior to enrollment in ENVS 89a.
- **Attend HSSP 89a (Internship Seminar) in the fall.** Complete requirements for the seminar including written assignments and a 20-25 page analytical paper based on your internship experience.

## **Steps to Gain Credit for an Academic Internship**

- **Meet with Mr. Tom Mackie, HSSP Internship Instructor to review requirements of the internship and discuss specific internship opportunities.**

Contact Mr. Mackie at [tmackie@brandeis.edu](mailto:tmackie@brandeis.edu)

- **Find an internship site of interest.** Additional information is available at:

<http://www.brandeis.edu/internships/offerings/hssp.html> .

- **Complete and Submit the Internship Approval Form**

Complete the Internship Approval Form and email it to [tmackie@brandeis.edu](mailto:tmackie@brandeis.edu). You may also mail this form to Mr. Mackie at:

Tom Mackie  
Heller School MS-035  
Brandeis University  
Waltham, MA 02454-9110

Mr. Mackie will review the form to determine whether or not the internship placement meets the HSSP requirements and then he will email you the status of your approval.

- **Receive enrollment code**

Those students with internship approval will receive an enrollment code from the internship instructor and enroll in HSSP 89a.

- **Complete Requirements of HSSP 89a (Internship Seminar).**