

BAS Dental Hygiene Student Internship FAQ's

What is the BAS Dental Hygiene Internship? The internship is an educational experience for the BAS dental hygiene student. It is designed to be a “win-win” for both the student and the internship site. The BAS dental hygiene student will work with the internship site supervisor to design an education, outreach, or marketing program that will benefit the facility and allow the dental hygiene student to learn program planning, implementation and evaluation.

What is involved in learning how to build a program? The program will include the following:

- Completion of a population needs assessment
- Development of a program budget
- Identification of key stakeholders for the program
- Determining program goals and objectives using the SMART objective approach
- Completion of both a summative and formative evaluation of the program
- Understanding of the organizational structure of the internship site/facility/organization
- Development of a program strategic plan
- Developing a mission and vision statement for the program
- Implementation of the program including a pilot implementation
- Building marketing tools for the program
- Developing a process evaluation tool

How many weeks are involved and how much time is the student expected to be “on-site” for the internship? The internship runs for 16 weeks beginning in January and ending the first week of May. Students will be expected to be “on-site” working at the facility three hours per week with additional work being completed outside the facility. If there is a conflict in meeting the required hours for a specific week, the student and site supervisor can work to increase hours one week to make-up for lost time.

Who decides on the program to be developed? Typically, the student and internship site supervisor meet and discuss their top three program ideas. Once the ideas have been presented, the ideas are prioritized and a final decision is made. From this point forward, the student works through the program planning process completing assignments for the internship class. The internship site supervisor plays the very valuable role of mentor, guide and resource for the program.

Who should I contact if I have additional questions about the internship? The best person to contact is Mary Catherine Dean, BAS Coordinator at CCD. Email is usually best at marycatherine.dean@ccd.edu. You can also call 303.365.8333.

Is there paperwork to complete? Yes, the following pages are to be completed to finalize the internship for the student.

Student Internship Enrollment Agreement

ENROLLMENT PROCESS

I must register for a BAS CCD internship course, DEH 481 DH Internship I and/or 482 DH Internship II. I will be responsible for completion of all internship requirements as outlined in the DEH 481 and/or DEH 482 Course Syllabus.

INTERNSHIP DOCUMENTS

I am authorized to start my internship only when the following steps have been completed and documentation has been submitted to my CCD Faculty Advisor, Mary Catherine Dean.

- Background Check completed through Castlebranch
- Student Volunteer Internship Agreement
- Internship Agreement
- Outline of Learning Objectives
- Internship schedule requirements

INTERNSHIP REQUIREMENTS

The Internship Log and a separate Internship Journal will be submitted to the BAS course instructor of record throughout the term of the internship. Every three weeks, internship supervisors will be asked to verify the hours spent at the internship by signing the Internship Log. Failure to attend and to notify the internship supervisor of attendance at an agreed upon internship session will result in a zero grade for the Internship Log and Internship Journal for the week.

Please Print Student Name

I, _____, have reviewed the CCD BAS internship documents with the BAS Coordinator and I understand both the enrollment process and the internship requirements.

By signing here, I acknowledge, I understand and agree to these conditions.

Student: _____
Print Name Signature Date

BAS Faculty Advisor: _____
Print Name Signature Date

Questions? Contact Mary Catherine Dean, BAS Coordinator at 303.365.8333



Student Volunteer Internship Agreement

Please Print

I _____, have agreed to **volunteer** as an intern at
_____ in the _____ department from
_____ (begin date) to _____ (end date). I understand that
I will not be paid for my internship services, that I am not covered under Worker's Compensation, and
that I cannot file for medical benefits in case an accident occurs while performing the duties of my
internship experience.

Student: _____
Print Name Signature Date

Questions? Contact Mary Catherine Dean, BAS Coordinator at 303.365.8333

- Provide an evaluation of the student's performance and the experience at the conclusion of the internship; evaluations may be used in the determination of a course grade for the student.
- Confer with the CCD BAS Faculty Advisor regarding any problems with the student's performance or professionalism. Allow CCD faculty or CCD staff visits within a 25 mile radius of CCD.
- Accept and assign the student to responsibilities and treat him/her without regard to race, ethnicity, national origin, sex, gender, age or disability.
- Document and verify hours of attendance using the CCD BAS Internship Log.

CCD BAS Faculty Advisor Agrees to the Following:

- Establish learning objectives with the student.
- Issue the student a final course grade.
- Clarify feedback on final internship evaluations, if needed.
- Visit the student at the internship site as time and scheduling permit within a 25 mile radius of CCD.

Student: _____
Print Name Signature Date

CCD Faculty Advisor: _____
Print Name Signature Date

Internship Site Supervisor: _____
Print Name Signature Date

Questions? Contact Mary Catherine Dean, BAS Coordinator at 303.365.8333