

Step One (at the beginning of DBH program)

It's never too early to start thinking about your internship and considering connections with potential internship sites. Although you won't begin the internship process earlier than your second semester, you should be laying the groundwork in your area from the beginning of your program. Here are some things that you can start doing now:

- **ACTION ITEM:** Review the Internship syllabus for your concentration on MyDBH so that you understand the requirements of your internship. This can be found on MyDBH.
- **ACTION ITEM:** Look at the site roster on MyDBH for examples of previous sites. Also consider eligible sites that are not listed on MyDBH.

Step Two (completed at least two semesters prior to starting internship)

DBH students typically begin their internship no earlier than their second year in the program. Keep in mind that you should be starting the pre-internship process at least two semesters before you plan to start your internship. Here is where the groundwork you've already laid will come in handy.

- **ACTION ITEM:** If you are having difficulty finding a site or need extra support please schedule a consultation with Dr. C.R. Macchi, the program's Internship Chair. His calendar can be found [HERE](#).
- **ACTION ITEM:** Complete the following tasks on MyDBH to enroll in **Fall – by FEBRUARY 1ST** or to enroll in **Spring – by JUNE 1ST**. These due dates indicate the date you are required to submit your documents, however, please note that if you are planning to intern at a site not on our roster/ not found in MyDBH, you should be approaching sites MUCH earlier.
 - **Select Intent:** Access your MyDBH dashboard, navigate to the "Internships" box, and select "Start Intent for New Internship" at the bottom of the box. Select your intended semester and then select "Start Intent". Once this is complete, you will see your internship in the "Internships" box in the middle of your dashboard. Your tasks will appear in the "Tasks" box in the upper left.
 - **Select Site:** You can choose an existing site on our list. These are sites that other students have identified and interned at in the past. How many we have in a given area reflects how many students have previously interned at that site. If you would like to find your own internship site, scroll down to the bottom of the page and click on the "Request New Site" link to enter your site into the database.
 - **Pre-Internship Application:** Complete and submit the application. Please note that you should read over every item carefully and be sure that you are completing everything. Not all sections are required for all students, and some items require extra actions. **Incomplete or incorrectly completed packets will not be accepted.**

- Your Internship Support Coordinator will review all submitted applications. Once your application has been approved, you will move to Step Three. If you have requested to intern at a new site, we will reach out to that site to begin the affiliation process to establish a “Student Placement Agreement”. These agreements can take anywhere from 3-6 months or more to complete. For that reason, we do not allow requests for new sites after this deadline. During the affiliation process your Internship Support Coordinator will keep you informed of any potential issues or delays.

Step Three (completed within two months of step two)

By this step you should have identified your “Site Liaison” and “Preceptor”, two different people at your site who you will be working with before and during your internship. You will be meeting with them at this time to finalize your required paperwork and complete any site-specific orientation requirements.

- **ACTION ITEM:** Complete the following task on MyDBH to enroll in **Fall – by FEBRUARY 1ST** or to enroll in **Spring – by JUNE 1ST**. These due dates are crucial for us for scheduling and hiring of staff for IBC 684 consultant groups.
 - Pre-Internship Confirmation: For this task you will be sitting down with your Site Liaison and Preceptor to discuss your internship goals, orientation requirements, and to learn more about the site. DO NOT send this form to your site and ask them to complete it.
- Having trouble identifying your Site Liaison or Preceptor? Utilize the descriptions below to help clarify each unique and separate role. (The site liaison and preceptor **MUST** be two different people). Please also refer to the IBC 684 syllabus for more information on what is expected of each representative during the process.
 - **Site Liaison** - The Site Liaison provides student interns with administrative oversight throughout the internship. This person helps orient the student with the site policies and procedures, and introduces the student to colleagues at the site. The Site Liaison is readily available to the student intern to address questions, connecting the intern with site resources, addressing problems that may arise, and evaluating the student intern’s performance on site. The Site Liaison provides the administrative connection and support between the site and the student as well as between the site and ASU.
 - **Medical Preceptor** (Clinical Concentration) or **Management Preceptor** (Management Concentration) - The student intern works most closely (day-to-day) with this contact while at the site. This person oversees, provides supervisory support, and evaluates the student intern’s performance on site.

- Your Internship Support Coordinator will review the documents and notify you of any additional requirements or items that need correction. Once approved, you can move to Step Four. For those requesting to intern at new sites, we will continue to work on the affiliation process and notify you of any potential issues that arise during the process.

— Step Four Congratulations!

Congratulations you have secured your internship! At this point you are ready for us to help you register for your required courses. First semester interns are required to be registered in both IBC 793 Culminating Project (CP2) and IBC 684 Internship. The procedure for registering for these courses is below:

- **IBC 793: CP Cohort 2** – you must have completed CP1 with a posted grade of Y. Once that is posted, please email chsgrad@asu.edu requesting permission to register for CP2.
- **IBC 684: Internship** – You are not able to self-enroll in the course. The program will enroll you once all of your pre-internship tasks have been submitted and approved in MyDBH and your site is marked ACTIVE (a “Student Placement Agreement” has been secured). IBC 684 requires student interns to attend live weekly meetings with a faculty consultant. Please be aware of this requirement as you build your schedule for the semester.

If you have any questions, please your Internship Support Coordinator, Maddie Christus at Madeline.Christus@asu.edu or make an appointment [HERE](#).