

# Site & Supervisor Information

Department of Health and Wellness Services  
Western Illinois University

\_\_\_\_\_ has concluded an interview with me regarding  
placement in my agency, \_\_\_\_\_, as an intern  
for the ☐ Fall ☐ Spring ☐ Summer 20\_\_ term.

I understand that this internship will be for (check one only):

- ☐ 150 hours (3)\* ☐ 200 hours (4) ☐ 250 hours (5) ☐ 300 hours (6)  
☐ 360 hours (9) ☐ 400 hours (10) ☐ 440 hours (11) ☐ 480 hours (12)

\*number in ( ) is credit hours, which corresponds to the minimum number of weeks for undergraduates.

This placement is: ☐ Acceptable ☐ Not acceptable

a. The department understands that work loads are unpredictable. We nonetheless are required to confirm that all placements are able to provide a minimum of 360-480 hours (undergraduate) or 150-300 hours (graduate).

Anticipated work week (hours/day and days/week; include evenings, if applicable) \_\_\_\_\_

b. Sufficient room exists on-site for the student to have an appropriate work space available for the duration and nature of the internship experience.

☐ Yes ☐ No (placements that require students to work solely from home will not be allowed)

c. The department discourages students from enrolling in coursework while completing their internships. On rare occasions, student circumstances require simultaneous enrollment.

- ☐ The student has informed me that s/he **will not** be enrolled in coursework.  
☐ The student has informed me that s/he **will** be enrolled in coursework simultaneous with the internship, and it is acceptable to me.

If the student will be enrolled in simultaneous coursework, the student has informed me that the anticipated time(s)/day(s) of this coursework will be:

\_\_\_\_\_

d. The internship placement requires prior completion of a Criminal Background Check

☐ Yes ☐ No

e. Pay status:

☐

Paid

☐

Experience only, no pay

☐

Other (describe) \_\_\_\_\_

\_\_\_\_\_

f. Specific immunizations required by the placement site include:

\_\_\_\_\_

\_\_\_\_\_

☐

No immunizations required

g. The site requires evidence of liability insurance. ☐ Yes ☐ No

h. Additional requirements to be met prior to the internship placement include:

\_\_\_\_\_

\_\_\_\_\_

☐

No additional requirements

i. Educational degrees held by the Supervisor.

Degree \_\_\_\_\_ Major \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

Degree \_\_\_\_\_ Major \_\_\_\_\_

j. Job title and number of years in position.

Title \_\_\_\_\_ Years in position \_\_\_\_\_

\_\_\_\_\_

Supervisor's Signature

\_\_\_\_\_

Date