

# PREPARATION PROCESS

## 1 YOUR FIRST SEMESTER CHECK LIST

- Enroll in the **Pre-PHED Canvas Course** and work through the first two modules.
- Make sure that you are in **Pre-PHED Canvas Course groups** according to: a) whether or not you want to participate in matching interviews by year, b) Your best estimate of your anticipated starting semester of practice experience , and c) Whether or not you intend to apply for a waiver of up to 300 hours
- If applicable, follow all deadlines associated with **waiver applications**
- **Talk to your advisor** about your career goals and potential internship sites that might be a good fit for you.



## 2 MATCHING PROCESS CHECKLIST

The matched interview process occurs **once per year** and is primarily used by students who are starting internships in the Summer or Fall semesters.

- Surveys must be completed by **mid-November each fall**.
- The matched interviews are held during the last two weeks of **January** each year.



## 4 TRACK IT FORWARD

Before logging any hours, make sure your profile is fully set up in Track it Forward, including information about your site and site supervisor. This site is managed by HSC and used to aggregate information about all student internship hours and sites.



## 3 ONE SEMESTER BEFORE YOU START PRACTICE EXPERIENCE CHECKLIST

In the semester before you start practice experience, follow and use the assignment portals in the **Pre-PHED course** to:

- Notify SPH of your selected site supervisor and site
- Submit your signed agreement form
- Complete orientation modules required by SPH
- Initiate onboarding tasks required by your internship site by emailing sph@unthsc.edu



## 5 ONE MONTH BEFORE STARTING PRACTICE EXPERIENCE

- Maintain active communication with your site supervisor in the weeks leading up to your start date.
- Make sure you know the expectations for scheduling, making changes to the schedule, remote vs in-person work expectations, access to computing/information/space, and related logistics.

