

**Bradley University**  
**College of Education and Health Sciences**  
**Department of Nursing**

**Policy:** Undergraduate – Registration Eligibility for Nursing Internships

**Purpose:** To identify eligibility criteria for registration of undergraduate nursing student internships with the Smith Career Center and the procedure for screening experiences.

**Policy Statement:** Undergraduate nursing students may register an internship for EHS 301 – Cooperative Education or Internship in EHS using the following criteria:

An eligible nursing internship is a formalized internship in which the student is chosen from a competitive pool of applicants and takes place over a designated period of time (usually during summer sessions). Eligible internships are ones in which nursing students are closely partnered with an RN preceptor and have the opportunity to perform patient care under direct supervision. Within this experience, the student will enhance their knowledge, critical thinking, and tactile patient care skills while functioning within a professional interdisciplinary team setting. While an internship position may incorporate basic nursing skills that fall within the scope of a CNA or nursing tech, the global focus is on the skills and duties of the professional nursing role. Students may be requested to provide a job description in order to appropriately determine eligibility.

A representative from the Department of Nursing will screen all applicants' internships in order to determine eligibility for EHS 301 registration through the Smith Career Center.

Internship credit in EHS 301 will not be approved for nursing tech/CNA positions, or positions in which that skill level is the focus.

Students who have registered their internship with the Smith Career Center are eligible to apply for the Co-op Intern of the Year Award.

**Procedure:**

Students must first contact the DON Co-op/Internship Faculty Advisor, for approval the EHS 301 internship. Students must provide the following:

- A job description of the internship
- The projected number of hours per week
- The projected length of the internship
- The location, type of unit, and a contact person for the internship.

The DON Co-op/Internship Faculty Advisor will communicate with the EHS representative in the Smith Career Center that the internship was approved.

Students with approved internships must contact the EHS representative in the Smith Career Center to complete the registration materials and go over course requirements. This must be done before the internship is completed.

Course requirements for EHS 301 include the following:

- Complete an agreement form.
- Complete a self-evaluation form before and after the internship.
- Develop written goals to be shared with the EHS representative in the Smith Career Center and the clinical preceptor.
- Complete the assigned hours of the internship.
- Write a brief essay regarding the experience.
- All of the above must be completed by the assigned date.
- Pass/Fail is the method for grading.

If you do not find out about your internship until after the spring semester ends, email the DON Assistant Director for approval of the internship and communication to the EHS representative in the Smith Career Center.

Students who wish to earn credit hours for the internship should refer to the table below. Credit hours are billable course hours at the current University tuition rate.

The hours for EHS 301 are 80 work hours per each credit hour including 0 credit hours. If student desires, the student may register for 0 hours. These are the maximum credit hours that can be earned for work hours completed.

**Total Work Hours per semester**

80 + work hours = 0-1 credit hours

160+ work hours = 0-2 credit hours

240+ work hours = 0-3 credit hours

320+ work hours = 0-4 credit hours

400+ work hours = 0-5 credit hours

480+ work hours = 0-6 credit hours

Students can receive no more than 9 credit hours total for EHS 301.

**An internship or credit will not be approved retroactively.**

All Co-op/Intern Program policies apply.