ASSIGNMENTS:

- Download the manual from Blackboard. You must have the manual bound or put it in a folder.
- Get malpractice insurance through Purchasing at Texas Tech (see above paragraph).
- Upload verification of insurance (declaration page or disclaimer) in Blackboard.
- Have a background check and upload the background check in Blackboard.
- Get all required immunizations and keep your records; these records must be uploaded in Blackboard. You may have these, just need your records:
  - 2 TB skin tests at least 1 week apart
  - 2 Measles Mumps Rubella (MMR) Vaccines or Positive MMR Titer
  - History of Chicken Pox or 2 Varicella (VZV) Vaccines or Positive VZV Titer
  - Tdap Vaccine (Required for anyone working in 4E/BMT, EC, BICU, FBC, FCU, NICU, Home Health (Pedi), Pedi, PICU, Resource Pool, RT and SWCC)
  - (Hepatitis B Vaccine recommended but not required)
  - Flu vaccine for any Employee/Student between the months of October-March of each year
- Upload signed form entitled Student Activity Release Form that states that you will be leaving the TTU campus for your internship.
- Submit a letter of verification of acceptance to the organization to be signed. It is your responsibility to scan and upload the signed document in Blackboard (see Part IV internship manual).
- Have your site supervisor sign and initial all appropriate forms contained in the internship manual for verification of work at the end of the internship period; it is your responsibility to scan this and upload it into Blackboard (see Part IV internship manual).
- Fill out a daily time sheet and objective log sheet. At the end of the internship period, it is your responsibility to scan this and upload it into Blackboard (see Part II internship manual).
- Educate the site-supervisor with all of the appropriate forms at the back of the internship manual (see Part IV internship manual).
- Have the site supervisor complete an evaluation of your skills and competencies and mail this form to the Director of the Internship Program. Please supply your site supervisor with a self-addressed stamped envelope addressed to the Director of the Clinical Internship Program, Jacalyn J. McComb at Texas Tech University; Department of Kinesiology and Sport Management; Box 43011; Lubbock, TX 79409-3011.
- Complete assigned projects as directed by Internship Director (Jacalyn McComb) and upload into Blackboard or give to the administrative Assistants in Kinesiology and Sport Management and ask to put in Dr. McComb’s box. Part V of the internship manual lists specific projects to be uploaded into Blackboard. A project(s) is (are) required for each 3-hour block of an internship experience.