

Guidelines for Student Clinical/Internship Requests

- Preference will be given to students living in Washington County.
- Preference may be given to students currently enrolled at local schools, or schools within Minnesota.
- A written agreement/contract must be in place between Washington County and the college/university before the student will be accepted.
- Requests will be considered on a first come first serve basis.
- One individual nursing student will be accepted each semester (Fall & Spring) for a maximum of 40 clinic hours (additional hours may be considered on a case by case basis).
- Summer semester placement for nursing students will be evaluated year by year.
- Community Health Internships will be considered in a range of 200 – 450 hours. Requests for less than 200 hours will be considered on a case by case basis, with students signing up as an MRC Volunteer (see Volunteer section on Website).
- The following dates will serve as guidelines in making placement decisions:
 - Fall Semester – Request must be received by June 1
 - Spring Semester – Request must be received by November 1
 - Summer Semester – Request must be received by March 1
- An interview may be requested before accepting a student.
- Requests must include:
 - A completed **Request for Placement** form
 - Resume
 - Course Syllabus that includes course expectations & requirements
 - End of semester evaluation requirements
- Written and verbal contact from the school instructor is required before placement.
- We reserve the right to deny placement on the premise that we do not have the capacity or time to complete the contractual process.

Government Center • 14949 62nd Street North — P.O. Box 6, Stillwater, Minnesota 55082-0006
Phone: 651-430-6655 • Fax: 651-430-6730 • TTY: 651-430-6246

Service Centers also located in Cottage Grove and Forest Lake

www.co.washington.mn.us