



# McLeod County Public Health

1805 Ford Avenue, Suite 200  
Glencoe, Minnesota 55336

Phone: (320) 864-3185

Fax: (320) 864-1484

Email:

[mcleod.phnsupport@co.mcleod.mn.us](mailto:mcleod.phnsupport@co.mcleod.mn.us)

## Guidelines for Student Clinical/Internship Requests

- Preference will be given to students who are residents of McLeod 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 McLeod County and the college/university before the student will be accepted.
- Requests will be considered on a first come first serve basis.
- One clinical group of nursing students from a college/university will be accepted each semester (Fall & Spring). Preference will be given to schools with contracts currently in place and a history of previous clinical experiences in our agency.
- One individual nursing student will be accepted each semester (Fall & Spring) for a minimum of 8 clinic hours and 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 on a case by case basis.
- Graduate Student Internships or Clinicals will be considered on a case by case basis.
- The following dates will serve as guidelines in making placement decisions:
  - Fall Semester – Request must be received by August 1
  - Spring Semester – Request must be received by December 1
  - Summer Semester – Request must be received by April 1
- An interview may be requested before accepting a student.
- Requests must include:
  - A completed **Request for Clinical Placement/Internship form**
  - Resume
  - Course Syllabus that includes course expectations & requirements
  - End of semester evaluation requirements
- Written or 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 or if requests do not include all required information.