



**Public Health**  
Prevent. Promote. Protect.

**Bloomington Public Health Division**

## **Guidelines for Student Internships, Field Experience and Clinical Placements**

1. Preference will be given to post-secondary college students living in south Hennepin County, especially the cities of Bloomington, Edina and Richfield.
2. Preference may be given to students currently enrolled at local colleges, or colleges within Minnesota.
3. A written agreement/**contract** must be in place between the City of Bloomington Public Health Division and the college/university before the student will be accepted.
4. Clinical time will be for a minimum of 40 hours.
5. The request should be submitted to Bloomington Public Health at least 2 months prior to start date.
6. Requests must include:
  - A completed Application for Internship/Clinical Placement
  - Resume
  - Current Transcript
  - Course Syllabus that includes course expectations & requirements
  - End of semester/clinical evaluation requirements
7. Before students can start their internships, they or their professor must provide:
  - Confirmation of Bloodborne Pathogen training
  - Confirmation of HIPAA training
  - Confirmation of criminal background check within past 2 years
  - Confirmation of up-to-date immunizations
  - Confirmation of mantoux test completed in past 2 years
8. Written and verbal contact from the school instructor is required before placement.
9. An interview may be requested before accepting a student.
10. We reserve the right to deny placement on the premise that we do not have the capacity or time to complete the contractual process.

**Please call Eileen O'Connell if you need more information:**

City of Bloomington

**Public Health Center**

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