**MSHSA RESIDENCY CHECKLIST**

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| ✓ | TASK: |
|  | Meet eligibility Requirements –complete first year; WREE met; GPA 3.0 or higher |
|  | Consult with Program Coordinator (Dr. Sue Kim) |
|  | Write personal objectives for Residency experience |
|  | Develop list of potential sites (website, personal contacts, consult Program Coordinator) |
|  | Develop a professional resume (see Career Center for assistance) |
|  | Interview with potential sites (take objectives and resume, develop plan and projects) |
|  | Select site (classify objectives activities by competency areas) |
|  | Receive approval from Program Coordinator |
|  | Enroll in HSCI 697 following Program Coordinator approval |
|  | Present signed residency plan to Leann in the office so the letter can be sent (you may not earn hours unless the signed letter is back in the office) |
|  | Schedule 450 contact hours that will enable completion of the objectives |
|  | Provide the evaluation form to the preceptor prior to hours beginning |
|  | Sign confidentiality statement |
|  | Submit the signed log every two weeks to the Program Coordinator |
|  | Compile Formal Written Report of Residency demonstrating competencies |
|  | Complete a self evaluation and provide that to the Program Coordinator |
|  | Submit the formal Written Report of Residency to the Program Coordinator |
|  | Prepare and give an Oral Defense of the residency |
|  | Received a PASS grade |