



**Memorandum of Understanding
Colorado Northwestern Community College
HPR 180 Pre-Dental Hygiene Internship**



This memorandum of understanding between the Student, Dentist, and Colorado Northwestern Community College provides the student with internship credit hours through their work at a dental office. To qualify for internship credit through CNCC the following conditions must be met:

- The dentist (or their representative) will interview and accept the student as an intern. It is the student's responsibility to find a dental office willing to participate in Pre-Dental Hygiene Internship.
- The student and dentist will complete this form for approval by the Internship Director prior to beginning the Internship.
- At least 7 of the listed tasks (filled out below) will be integrated into the intern experience and evaluated.
- The student is required to observe/assist for 80 hours.
- The student will keep a Daily Journal outlining their learning experiences and training to be turned in to the Internship Director at the end of the intern period. The journal will include dates and time worked (start and stop time), total hours worked, and be signed by the Student and the Dentist (or Supervisor).
- The student will write a report summarizing their training, experiences, and personal growth during the internship to be turned in to the Internship Director at the end of the intern period. The report should include how each of the 7 (or more) tasks were incorporated into the Internship.
- Dentist (or their representative) will complete an Evaluation Form of the student's performance as an intern to be turned in to the Internship Director at the end of the intern period.

It is understood that the student is a volunteer employee of the dental office as well as a student of CNCC. The student must conduct him/herself in a professional and scholarly manner at all times in accordance to the dental office's and college policies. This internship can be terminated at any time by the dental office due to a failure of the student to meet the expectations of the dental office. Failure to meet these expectations may result in failure of the internship and loss of credits. Two credit hours will be awarded for 80 hours of internship time.

This form should be returned to the Internship Director prior to the beginning of the internship. The form may be mailed, faxed, or sent by email as an attachment (PDF preferred).

Internship Director
Dr. Jay McLaughlin
500 Kennedy Drive
Rangely, CO 81648
Phone : (800) 562-1105 x254 or (970) 675-3254
Fax: (970) 675-8896
Email: jay.mclaughlin@cnc.edu



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Tasks for evaluation: (Determined by the dentist or student's direct supervisor. Check all that apply)

- Team Concept
- Work ethics
- Personal professionalism
 - Professional conduct
 - Professional appearance
- Health and safety
- Asepsis
- Personal protective equipment use
- Haz-com standards
- Film processing and darkroom procedures.
- Sterilization and care of dental instruments.
- Fundamental patient education
- Basic health care ethics
- Other techniques or tasks determined by the Dental Office. List in detail



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General Information

Student information (completed by student)

Name _____ Student ID (or SSN) _____

Street Address _____

City _____ State _____ Zip Code _____

Phone number _____ Email _____

Age _____ (Students under age 18 may not be exposed to X-ray Radiation)

Dental Office information (completed by dental office)

Supervising Dentist _____

Practice Address _____

City _____ State _____ Zip Code _____

Phone number _____ Fax number _____

Email _____

License Number _____

Direct supervisor of student (if different from above): _____

Title _____ License number _____

Date of interview with student _____

Interview Comments: (Please use the back of the form or an additional sheet of paper if needed.)

I understand and agree to the conditions listed above.

Signed:

Student Date _____

Supervising Dentist Date _____

Date _____
Direct student supervisor (if different than above)

Approved by:

Date _____
Internship Director

Return form to Internship Director:

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Email: jay.mclaughlin@cnc.edu