Dear Speech Language Pathology Student Intern,

If you have been confirmed for an internship at Johns Hopkins Hospital, this information will help you prepare. I hope you will find it to be a rewarding and valuable experience! I will be your contact should you have any questions or concerns as you prepare for your time at JHH.

While at the Johns Hopkins Hospital you will have access to the Welch Medical Library, located one block north of the Wolfe Street entrance of the hospital. Students with externships lasting eight weeks or longer will have the opportunity to act as a “clinical consultant,” and as such will be expected to create a tangible project often with an evidence based component.

Overview

There are a few things that need to be taken care of before you begin your time with us:

- 2 day Orientation
- Paperwork
  - Current Healthcare Provider CPR certification for adults and children. This must be a hands-on course and cannot be completed online.
  - TB test completed within 6 months of start date
  - Evidence of Hepatitis B vaccination or declination
  - Flu shot required for the season
  - Submission of paperwork (see below)
- ID badges – we will set up a time to meet while you are on the hospital campus for orientation to get your badge
- Article review – articles will be emailed to you within several weeks for review and preparation for your time at JHH

Orientation

On your first day park in the Orleans Street Garage.

Students should report to Phipps 340 for hospital orientation at 7:30 AM. At 1:00 PM. After which you will page Therese Kling at 410-434-3768 and plan to meet in the outpatient clinic on Meyer 1-130. Security guards are stationed at each entrance and can assist you with directions to any location in the hospital, call 410-955-6758 and ask to have Therese Kling paged if you encounter any problems.

The Johns Hopkins Hospital is located at 600 North Wolfe Street, Baltimore, Maryland 21287. Travel directions are available here. The main entrance to the hospital is on Wolfe Street. The Department of Physical Medicine and Rehabilitation is located on the first floor of the Osler Building, Room 159.
**Paperwork**

We need to collect some information and documentation in order to get everything set up for you within the Hopkins computer systems. Please email or fax in a copy of the following items to elewis28@jhmi.edu or 410-955-7885 within 4 weeks of your start date:

- CPR card, front and back
- Results of TB test completed within 6 months of start date
- List of up-to-date inoculations
- Verification of current flu shot (please let me know if you are unable to procure this)
- Proof of Hep B shot or a signed waiver
- Learning style questionnaire: We would like to tailor your clinical experience to your specific learning style, educational interests and requirements. In order that we may better understand your preferred learning style and previous clinical experiences, please complete and return the learning style questionnaire and skills self-assessment one month prior to your start date if you are a full time student; part time students can bring the forms their first day.

**Next Steps**

Finally, there are a few logistical items that need to be completed at your earliest convenience regarding scheduling. Please email me at tkling1@jhmi.edu with the following information:

- When does your semester start/what your start date here at JHH will be?
- What days will you be here at JHH/which days do you have class?
- Do you have any schedule conflicts during the semester, breaks, vacations, weddings, etc.?
- Approximately how many hours do you need(expect to get while here at JHH
- Please provide your contact information as well as emergency contact information
- We will also need your social security number to get you set up in the computer system. If you’d rather not email it, you can call my cell phone at 716-435-6264
- Please complete and email the 2 attached forms to me at tkling1@jhmi.edu

Please dress professionally. If you are placed in acute care or inpatient rehabilitation settings, there are specific color/style scrubs required. In our outpatient setting a white lab coat with professional dress is required. Blue jeans are unacceptable. For additional information please review the contents of the Student Intern Information page.

I know this is a lot of information! Please don’t feel overwhelmed. My hope is to give all the information ahead of time so you can complete everything as your schedule allows. Please contact me with any questions or concerns. We are very excited to welcome you to Johns Hopkins Hospital!

Sincerely yours,

Therese Cole, M.A. CCC-SLP
Center Coordinator for Clinical Education