



Internship/Preceptorship/Capstone Request

Mary Greeley Medical Center (MGMC) is committed to providing students with a positive educational experience that will help them prepare for a career in healthcare.

Complete and return this form to MGMC Human Resources at least 2 weeks prior to the requested start date.

Email to: DPTHRSpecialist@MGMC.com OR Fax to: 515.956.2872 - Attention: Lonna Green & Judy Hillman

Your request will be forwarded to the unit(s) you are requesting and an HR representative will contact you. Requests are accepted based on department availability to accommodate the request.

Name: _____
(PRINT) Last First Middle Gender

Current Mailing Address: _____
Street City State Zip

Phone: _____ Email _____
Home Cell

School: _____

Degree Program Name: _____

Does your school have a current Affiliation Agreement with Mary Greeley Medical Center? Yes No

Have you been a student at Mary Greeley Medical Center previously? Yes No

Are you a current Mary Greeley Medical Center Employee? Yes No

Department(s) requested: _____

Dates of rotation _____ to _____ Number of hours to be completed _____
(start date) (end date)

Is this request for a: Internship (Unpaid) ___ Preceptorship ___ Capstone Project ___

If this is a Capstone Project have you identified a preceptor (if so list preceptor name)? _____

If a Capstone Project what systems will you need access to? (Computer, EPIC, etc.) _____

Preceptor requirements (i.e. position, education level, etc.) _____

For HR Use: Unit assigned: _____ Unit preceptor name: _____