

University of Florida  
College of Health and Human Performance  
Department of Health Education and Behavior  
**HSC 4876 - Internship in Health Education**  
Internship Coordinator: Holly T. Moses, PhD, MCHES®

**I. INTERNSHIP OVERVIEW**

HSC4876, Internship in Health Education, is a practical experience in which the intern maintains a professional workload of a Health Education Specialist in a community/public health, worksite health promotion, or clinical/wellness setting. This capstone experience is the culminating requirement for the Bachelor of Science in Health Education (BSHE) degree program. The internship is meant to be a time of service and innovation to the supervising agency as well as a significant learning opportunity for the intern. Only through a practical experience such as this can the efficient application of knowledge, ideas, and skills in a realistic work setting occur. Both the intern and agency should benefit immeasurably.

***The major objectives for the internship experience should enable the intern to:***

- Complete tasks required of a professional in the health education field.
- Apply knowledge and skills attained during course studies to practical community health, patient health, worksite health promotion, and/or wellness issues.
- Develop skills and enhance knowledge in areas of interest within health education.
- Contribute significantly to the activities and projects of the internship agency.
- Prepare for future employment or advanced education in health education or related fields.

**II. INTERNSHIP GUIDELINES**

The internship experience includes, but is not limited to, those agencies which employ health education specialists in community/public health, worksite health promotion, or clinical/wellness setting. Common internship settings include public health departments, nonprofit health agencies, voluntary health agencies, hospitals and clinics, wellness centers, fitness centers, and corporate wellness programs (employee wellness programs).

The internship goals and assigned duties will be communicated to the HEB Internship Coordinator via the Internship Application (due the semester prior to internship in HSC4800). Evaluation of the internship goals and assigned duties will be accomplished through bi-weekly reports, and the midterm and final evaluations. The agency supervisor and intern will receive all necessary forms and instructions from the HEB Internship Coordinator prior to the start of the internship semester. HSC4876 is housed in Canvas e-Learning ([lss.at.ufl.edu/](https://lss.at.ufl.edu/)), but is only available to enrolled students (supervisors will not have access to the course website).

The student-centered internship goals and assigned duties are determined by the student and agency supervisor and will be based on the strengths, needs, and interests of the student and the agency. The intern's duties and 85% of an intern's hours must align with the *Areas of Responsibility for Health Education Specialists (NCHEC, 2020)*. The Eight Areas of Responsibility (see page 2) contain a comprehensive set of competencies defining the role of the health education specialist. These responsibilities serve as the basis of the CHES® exam and the HEB undergraduate curriculum. Interns must meet a minimum of four Areas of Responsibility during their internship work and are encouraged to meet all eight. It is also highly encouraged that each intern completes a major project, start to finish, during the internship experience.

## **Areas of Responsibility for Health Education Specialists**

The Eight Areas of Responsibility contain a comprehensive set of Competencies and Sub-competencies defining the role of the health education specialist. These Responsibilities were verified by the 2020 Health Education Specialist Practice Analysis II (HESPA II 2020) project and serve as the basis of the CHES® exam.  
(The National Commission for Health Education Credentialing, Inc., 2020)

### **Area I: Assessment of Needs and Capacity**

- 1.1 Plan assessment.
- 1.2 Obtain primary data, secondary data, and other evidence-informed sources.
- 1.3 Analyze data to determine the health of the priority population(s) and the factors that influence health.
- 1.4 Synthesize assessment findings to inform the planning process.

### **Area II: Planning**

- 2.1 Engage priority populations, partners, and stakeholders for participation in the planning process.
- 2.2 Define desired outcomes.
- 2.3 Determine health education and promotion interventions.
- 2.4 Develop plans and materials for implementation and evaluations.

### **Area III: Implementation**

- 3.1 Coordinate the delivery of intervention(s) consistent with the implementation plan.
- 3.2 Deliver health education and promotion interventions.
- 3.3 Monitor implementation.

### **Area IV: Evaluation and Research**

- 4.1 Design process, impact, and outcome evaluation of the intervention.
- 4.2 Design research studies.
- 4.3 Manage the collection and analysis of evaluation and/or research data using appropriate technology.
- 4.4 Interpret data.
- 4.5 Use findings.

### **Area V: Advocacy**

- 5.1 Identify a current or emerging health issue requiring policy, systems, or environmental change.
- 5.2 Engage coalitions and stakeholders in addressing health issues and planning advocacy efforts.
- 5.3 Engage in advocacy.
- 5.4 Evaluate advocacy.

### **Area VI: Communications**

- 6.1 Determine factors that affect communication with the identified audience(s).
- 6.2 Determine communication objective(s) for audience(s).
- 6.3 Develop message(s) using communication theories and/or models.
- 6.4 Select methods and technologies used to deliver message(s).
- 6.5 Deliver the message(s) effectively using the identified media and strategies.
- 6.6 Evaluate communication.

### **Area VII: Leadership and Management**

- 7.1 Coordinate relationships with partners and stakeholders (individuals, teams, coalitions, committees).
- 7.2 Prepare others to provide health education and promotion.
- 7.3 Manage human resources.
- 7.4 Manage fiduciary and material resources.
- 7.5 Conduct strategic planning with appropriate stakeholders.

### **Area VIII: Ethics and Professionalism**

- 8.1 Practice in accordance with established ethical principles.
- 8.2 Serve as an authoritative resource on health education and promotion.
- 8.3 Engage in professional development to maintain and/or enhance proficiency.
- 8.4 Promote the health education profession to stakeholders, the public, and others.

### III. INTERNSHIP REGISTRATION PREREQUISITES

*The below prerequisites are required for internship clearance. The requirements represent UF, HHP, and HEB policies. Exceptions to these policies are extremely rare and are subject to the discretion of the HEB Internship Coordinator and Department Petitions Committee.*

**Community Health Promotion (CHP) students are required to complete a full-time internship (40 hours/week).**

- CHP students must complete all degree requirements prior to the internship semester. CHP students are not permitted to register for any courses (major, or otherwise) with the full-time internship. This includes transient courses.
- If a student does not successfully complete required courses the semester prior to internship, they must postpone the internship and enroll in unmet degree requirements.

**Pre-professional Health Studies (PHS) students may complete a full-time internship (40 hours/week), or a part-time internship (20 hours/week).**

- If the part-time internship is selected, the student may concurrently register for up to 9-credits of courses with the internship. However, all HEB coursework must be successfully completed prior to the internship semester. Students may not enroll in transient courses during the internship.
- If the full-time internship is selected, the student must complete all degree requirements prior to the internship semester. Students are not permitted to register for any courses (major, or otherwise) with the full-time internship. This includes transient courses.
- If a student does not successfully complete required courses the semester prior to internship, they must postpone the internship and enroll in unmet degree requirements.

**HSC4876 prerequisites:**

- Students must submit a complete and accurate internship application by the last day of class in HSC4800 (the semester prior to internship). The application must be signed by the intern, agency supervisor, and HEB Internship Coordinator.
- Students must have an UF and Upper Division GPA of 2.0 or higher to participate in the internship. Students with grades of N, NG, or I on their academic record will not be permitted to participate in the internship.
- Students must have an HSC coursework GPA of 2.8 or higher to participate in the internship.
- If the internship agency mandates additional requirements (including, but not limited to CPR/BLS certification, health insurance, immunizations, background check, fingerprinting, an affiliation agreement, University international studies clearance, etc.), the student must also submit proof of these requirements by the last day of class in HSC4800 (the semester prior to internship).
- Students are required to purchase the Student Health Insurance Plan unless proof of comparable coverage is provided. Proof of comparable coverage is provided annually. For more information, visit [healthcompliance@shcc.ufl.edu](mailto:healthcompliance@shcc.ufl.edu)
- Students must register for HSC4876 by the last day of advanced registration for the semester in which they plan to intern.
- **If a student does not meet each of these requirements at the end of the semester prior to internship, they must postpone the internship indefinitely.**

#### IV. INTERNSHIP HOURS REQUIREMENT

- The HEB internship is offered during the fall, spring, and summer C terms. The internship officially commences on the Monday of the first full week of classes at the University of Florida and will end on the Sunday of week 12 of the internship.
- **Full-time interns are required to earn 40 hours each week for 12 weeks** (minimum of 480 hours) during the internship start/end dates specified by the HEB Internship Coordinator. **Part-time interns are required to earn 20 hours each week for 12 weeks** (minimum of 240 hours) during the internship start/end dates specified by the HEB Internship Coordinator.
- Distribution of hours worked is agreed upon by the intern and supervisor and should be based on the requirements of the activities/projects assigned to the intern.
  - **The intern's schedule must be documented in the Verification of Placement form. This form is due at the start of the second week of the internship.**
- Interns may earn hours on-site at the agency office, during agency sponsored events (on- or off-site), or while working remotely.
  - If an intern earns hours remotely, they must record the hours in the same way that time is documented for hours completed on-site.
- Interns must earn hours during their supervisor's workday.
  - If the supervisor is not on-site, the intern should be temporarily assigned to an appropriate colleague who is familiar with the HEB Internship program.
- Neither an outside work schedule, nor coursework (in the case of part-time interns only) should interfere with internship hours. The internship should be considered the intern's highest priority and regarded as their first obligation.
- **Interns must earn the minimum number of hours required each week. If an intern falls below the required minimum during a week, they are required to send advance notice to the HEB Internship Coordinator. The intern is required to make up for the missing hours within two weeks of the absence.**
  - Under no circumstances will an intern be permitted to wait until the end of the internship to make-up missed hours.
- **The HEB Internship Coordinator will assess the interns' total hours earned at the end of each bi-weekly hours reporting period.**
  - **Interns whose hours repeatedly fall below the weekly hours requirement will be withdrawn from HSC4876 and forced to terminate their internship.**
  - **Interns whose hours fall significantly below the minimum hours required for that reporting period (>5% intern hours deficit) will be withdrawn from HSC4876 and forced to terminate their internship.**

#### V. INTERNSHIP ATTENDANCE REQUIREMENT

*Maintaining good attendance is a crucial component of work ethics and professionalism. Attendance includes avoiding days off from internship, while also demonstrating punctuality and dependability. Interns must arrive at their internship site on time, avoid all unnecessary absences, and demonstrate a strong work ethic throughout each day. These principles also apply for students in a remote internship.*

- Requesting time off for personal reasons is strongly discouraged and should be avoided. In the rare event that a request is made, the student must submit the request to the agency supervisor and the HEB Internship Coordinator at least one week (7 days) prior to the absence. The intern must make up the missed hours within two weeks of the absence.

- If the request for time off is for three or more consecutive internship workdays, a petition must be completed. Interns must submit the petition request at least three (3) weeks prior to the requested absence dates. Submission of a petition does not guarantee approval. Contact the HEB Internship Coordinator for more information.
- Missed hours due to illness or unforeseen circumstances must be made up. Documentation for unforeseen absences must be received within three days of the absence. The intern is required to make up the missed hours within two weeks of the absence.
  - Interns must immediately notify the agency supervisor and HEB Internship Coordinator in the case of an unforeseen absence. Interns must first notify the agency supervisor of their absence; afterwards, they must email the HEB Internship Coordinator.
- The intern is permitted to observe nationally recognized holidays (MLK Day, Memorial Day, Labor Day, etc.). Although time off for these types of holidays is approved by the Department, final approval is at the discretion of the agency supervisor. Missed hours due to nationally recognized holidays must be made up. The intern is required to make up the missed hours within two weeks of the absence.

## VI. INTERNSHIP ASSIGNMENTS

*All assignments must be submitted to receive a grade for the internship, to participate in commencement ceremonies, and to complete the degree program. All assignments must be uploaded to Canvas e-Learning in the appropriate assignment folders.*

### ❖ Verification of Placement

The Verification of Placement assignment confirms the contact information for the intern, supervisor, and internship agency; verifies the (approved) assigned internship projects and activities; and documents the intern's weekly schedule.

- ✓ This form must be typed and include the signatures of both the intern and supervisor. The completed form must be scanned into a PDF and uploaded to the course website.

### ❖ Bi-weekly Reports

The bi-weekly reports inform the HEB Internship Coordinator of the intern's progress throughout the internship. For each day of the internship, the intern is required to write a brief log of their daily activities and record their number of hours worked. The comments section can be used to provide a qualitative assessment of the intern's progress. The reports also allow interns to report their plan when they have earned excess hours, or how and when they will make up missed hours. The intern is NOT required to share bi-weekly reports with their agency supervisor.

- ✓ There are six reports total. These forms must be typed and then scanned into a PDF and uploaded to the course website.

### ❖ Midterm and Final Evaluations

The midterm and final evaluation forms are completed by the agency supervisor at the midpoint of the semester (midterm), and again at the end of the internship (final).

- ✓ These forms must typed and include the signatures of both the intern and supervisor.
- ✓ The completed form must be scanned into a PDF and uploaded to the course website.

❖ **Internship Experience Survey**

The Internship Experience Survey assignment provides each intern the opportunity to provide constructive feedback regarding the internship experience. The information contained in this survey will assist the department with recommending internship sites for future interns. The intern is encouraged to provide an honest, constructive evaluation of their experience. This form is sent directly to the HEB Internship Coordinator and, only with the intern’s permission, will be available to HEB pre-interns after the internship semester.

- ✓ This form must be typed, and then scanned into a PDF and uploaded to the course website.

❖ **Internship Hours Log**

Interns are required to maintain an accurate record of all earned internship hours using an internship hours log. The hours log records the date, time in, time out, breaks, and total hours earned daily and weekly throughout the entire internship. The intern must ensure that the agency supervisor has access to the hours log throughout the semester. The agency supervisor should regularly check the hours log for accuracy. **If there are any concerns about an intern’s hours at any time during the internship, the agency supervisor must contact the HEB Internship Coordinator.**

- ✓ A sample Excel sheet is available within Module 1 of the e-Learning course website.
- ✓ Interns must submit the hours log to the agency supervisor at the end of the internship. The supervisor reviews the record of hours and must sign the hours log to verify that the intern’s record of hours is accurate.
- ✓ The hours log must be typed, and then scanned into a PDF and uploaded to the e-Learning course website.

**VII. GRADING SCALE**

Per *College of Health and Human Performance Undergraduate Academic Advising Policy*, students may register and attempt to successfully complete the internship twice. If unable to successfully complete the internship after two attempts, the student will be dismissed from the program. **To pass HSC4876, HEB Internship, students must earn a Satisfactory (“S”) grade. Satisfactory is achieved by earning enough points to reach 80%.** Evaluation of HSC4876 is based on the below requirements.

Assignment	Points Value	S/U Grading Scale	
Verification of Placement	30	<b>S</b> (80% or higher)	372-400 93% - 100%
Bi-weekly Reports <i>Six reports at 20 points each</i>	120		360-371 90% - 92.99%
Midterm Evaluation	100		352-359 88% - 89.99%
			332-351 83% - 87.99%
Final Evaluation	100	<b>U</b>	320-331 80% - 82.99%
Internship Experience Survey	20		312-319 78% - 79.99%
Internship Hours Log	30		292-311 73% - 77.99%
			280-291 70% - 72.99%
<b>Total</b>	<b>400</b>		272-279 68% - 69.99%
			252-271 63% - 67.99%
			240-251 60% - 62.99%
		0-239 ≤ 59.99%	

## VIII. Student accommodations during the HEB Internship:

Accommodations are changes in the learning environment that remove barriers and provide equitable opportunities for accessible learning and participation. **Given that barriers may vary depending upon the environment, students should meet with a Disability Resource Center (DRC) Learning Specialist well in advance of their internship to discuss reasonable accommodations.**

Contact the DRC: 0001 Reid Hall, (352) 392-8565, <http://disability.ufl.edu>

Classroom accommodations may not be applicable or appropriate for an internship site. Students are responsible for communicating accommodation modifications to their instructor and site supervisor before submitting the internship application (while enrolled in HSC4800). As a reminder, all students must meet the following requirements as an expectation of the program:

- a. During the semester, students have 12 weeks to complete the required contact hours at their approved site (must complete a minimum of 12 on-site weeks).
- b. HEB recognizes diverse learners may need additional time to complete assignments. Assignments open at least two weeks prior to due dates and students can complete assignments during this time. Thus, there is no need for extensions and therefore none will be provided.
- c. Late arrival accommodation must be negotiated with the site supervisor in advance and should be taken into consideration with the required contact hours.

## IX. HSC4876 Student Learning Outcomes(SLO's):

SLO 1. Identify and apply theory-based strategies for assessing individual and community needs for health education/promotion.

SLO 2. Identify and apply a variety of theories, models, methods, and procedures for planning, implementing, and evaluating health education/promotion programs.

SLO 3. Coordinate the provisions of health education/promotion services.

SLO 4. Identify and apply the major concepts and principles related to current and emerging health issues.

SLO 5. Review and discuss the health education/promotion code of ethics and agree to adhere to the principles outlined within the professional code.

SLO 6. Interpret, evaluate, and disseminate results of health education/promotion research through appropriate methodologies via appropriate channels/outlets while fostering the translation of research into practice.

SLO 7. Identify effective strategies to build meaningful partnerships with stakeholders in health ed/promotion.

SLO 8. Communicate health needs, information, and resources to clients, consumers, individuals, families, and groups from diverse backgrounds using a variety of channels in various settings.

SLO 9. Defend the promotion of health equity by addressing systemic racism/implicit bias and facilitate an understanding and sensitivity for various cultures, values, and traditions.

## X. COURSE POLICIES

### 1. Learning Accommodations:

See VIII. *Student accommodations during the HEB Internship.*

### 2. Student Honor Code and Student Conduct Code:

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Student Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: 'On my honor, I have neither given nor received unauthorized aid in doing this assignment'." The Conduct Code specifies several behaviors that are in violation of this code and the possible sanctions. The Student Honor Code and Student Conduct Code can be further reviewed at [regulations.ufl.edu](http://regulations.ufl.edu). If a student has questions or concerns, they should consult with the course instructor.



### 3. Grade Adjustments:

It is unethical and in direct violation of the UF Student Honor Code to request an unjustifiable grade adjustment ([UF Student Honor Code](#): "Conspiracy to Commit Academic Dishonesty"). Under no circumstances will I ever 'round up' a student's grade (an 89.99% is a B+), nor will I offer extra credit. Additionally, I will not discuss grades over email to protect student privacy. If a grade input error occurs, students must notify me within one week. I will examine the grade to determine whether a calculation error has occurred. If an error occurs, the grade will be adjusted. **Students have one week to review assignment grades and contact the instructor with questions or concerns. Students who fail to review their assignment scores within one week of the release of grades may not request retroactive adjustments on scores at the end of the term.**

### 4. Assignments:

Students are expected to complete work of the highest quality and reflect college-level effort. Assignments must be professionally submitted in the format requested and turned in on time. Significant point deductions will be assessed for late submissions, and assignments that are not professionally prepared.

### 5. Excused Absence Policy:

Per University of Florida policy, excused absences include medical appointments and illness (with doctor's note), deaths in the family (with documentation) and school events (with documentation on school letterhead).

**Requirements for internship attendance are consistent with university policies found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.**

### 6. Communication with Course Instructor:

It is required that students send course correspondence through e-Learning Mail or from the student's GatorMail account to [hmoses@hhp.ufl.edu](mailto:hmoses@hhp.ufl.edu). Messages received Monday-Thursday normally receive a reply within 24 hours. Messages received Friday-Sunday will receive a reply the following Monday. Please review the *Message Etiquette* information on page 2. Additionally, students must regularly check for course-related notices via the *Announcement* tool within the course website. To "regularly check" means as often as possible, or at least three times a week. Students who fail to keep up with posted *Announcements* risk missing important information related to the course, including possible changes in assignment due dates.

### 7. Computer Requirements

Students must have access to the University of Florida's minimum technology/computer requirements. This includes a fully operational computer system with appropriate software (Microsoft Office, Adobe Acrobat Pro), webcam, microphone, and speakers. **Students should never use a smartphone for assignment submission.**

Students must also have access to a reliable broadband connection to the Internet. If you find yourself in an area with limited Wi-Fi access, please know that eduroam is available nationally and internationally. Anyone with active GatorLink credentials can access eduroam even while away from campus. Visit: <https://getonline.ufl.edu/>.

### 8. Preferred Pronoun and Name Change in Canvas e-Learning:

It is important to the learning environment that you feel welcome and safe as a member of this class; and that you are comfortable communicating with me on any issues related to the class. If your preferred name is not the name listed on the official UF roll, please let me know as soon as possible by e-mail or otherwise. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your UF-rostered name. I welcome you to HSC4876 and look forward to a rewarding learning adventure together.

You may also change your "Display Name" in Canvas e-Learning. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update the display name, visit [one.ufl.edu](https://one.ufl.edu), and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This does not change your legal name for official UF records.



## 9. House Bill 233 Intellectual and Viewpoint Diversity Act:

Per the House Bill 233 Intellectual and Viewpoint Diversity Act, students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. **Specifically, publication without the permission of the instructor is prohibited.** To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. A recording or transcript of a recording is considered published if it is posted on, or uploaded to, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third-party note/tutoring services. **A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.**

## XI. UNIVERSITY RESOURCES

**UF Computing Help Desk:** <http://helpdesk.ufl.edu/>

The UF Computing Help Desk is available to assist students when they are having technical issues, including those related to E-learning. Contact the Help Desk at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).

**Online Library Support:** <https://uflib.ufl.edu/>

Various forms of support are available online through the UF Library website. Additionally, students may call, text, chat, or email a librarian through the Ask-A-Librarian resource.

**Teaching Center:** <https://academicresources.clas.ufl.edu/>

The Teaching Center empowers students to become successful, lifelong learners. Through a variety of services and instructional approaches, the Teaching Center seeks to help students master effective ways of learning.

**Writing Studio:** <https://writing.ufl.edu/writing-studio/>

The Writing Studio is a free service that aims to help students become more effective writers.

**UF Disability Resource Center:** <https://disability.ufl.edu/>

The DRC supports students with learning disabilities, chronic health conditions, vision impairments, mental health conditions, physical disabilities, hearing loss, and intellectual disabilities. To register with the DRC, visit <https://disability.ufl.edu/get-started/>.

**Inclusion, Diversity, Equity & Access (IDEA):** <https://hhp.ufl.edu/about/idea/>, [www.cdo.ufl.edu/](http://www.cdo.ufl.edu/)

An inclusive, diverse, equitable, and accessible (IDEA) community is a top priority at the University of Florida.

**U Matter, We Care:** [umatter@ufl.edu](mailto:umatter@ufl.edu)

If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor are available by phone at 352-392-1575.

**Counseling and Wellness Center:** <http://www.counseling.ufl.edu/cwc/>

Visit the counseling and wellness center to speak to a counselor about any personal problems.

**Student Health Care Center:** <https://shcc.ufl.edu/>

Call 352-392-1161 for 24/7 information to help you find the care you need.

**University Police Department:** <https://police.ufl.edu/>

Call 352-392-1111 (or 9-1-1 for emergencies).



## **XII. INTERNSHIP AGREEMENTS**

### ***The Department of Health Education and Behavior at the University of Florida Agrees to:***

- Recommend for placement only those students who have earned a satisfactory record and have met the minimum requirements established by the Department.
- Provide the agency with pertinent internship information including, but not limited to, course outline, student preparation information, and evaluation forms prior to the start of the internship.
- Have representatives of the Department available to the Agency for assistance and consultation as the need arises (HEB Internship Coordinator).

### ***The Student (Intern) Agrees to:***

- Conduct themselves as a professional, dress appropriately, and uphold the UF Code of Conduct.
- Consider themselves as an integral part of the agency and follow all the rules of the agency.
- Prepare thoroughly for and conscientiously conduct each task related to the internship.
- Consult with the agency supervisor on a regular basis and in any situation in which he/she is unsure of the appropriate measures to be taken.
- Complete and submit all assignments to the HEB Internship Coordinator by the deadline.
- Contact the HEB Internship Coordinator if a problem should arise that is not fully resolved.
- Read and adhere to all policies and procedures contained in the HSC4876 syllabus. Complete the Internship Clearance Survey the semester prior to interning (while enrolled in HSC4800).
- Make sure that the internship site has all the materials that they require of you (i.e., proof of vaccinations, certifications) to begin experience.
- Become familiar with all HEB required forms and the due dates, as indicated on the course website. Make sure that your site supervisor is also aware of these forms and their due dates.
- Arrange advance meetings with your site supervisor to complete and discuss all forms.
- Regard your relationship with your site supervisor in the same manner as your relationship with university faculty. Expect your site supervisor to guide, correct, and advise you on a regular basis.
- Demonstrate personal characteristics appropriate for a professional (including, but not limited to) voice, speech, reliability, manner, confidence, enthusiasm, and rapport with others.
- It is the responsibility of the intern to review and abide by specific guidelines/policies in place the selected internship site. Assume the responsibilities and obligations of the other professional employees. (Some limitations of responsibilities will be necessary because of your limited experience and technical authority.) Follow the same calendar and daily schedule required of staff.
- Sign in and out if required. Be punctual. Work the entire number of hours at the times agreed upon by you and your site supervisor. Notify your supervisor if you are unable to attend as planned and follow appropriate agency procedures (see Attendance section).
- Respect the confidentiality of the workplace, its clients, and its workers.
- Discuss your performance of assigned duties with the site supervisor on a regular basis. Evaluate yourself on the strong and weak parts of your performance. Take the initiative to ask the site supervisor for feedback concerning your performance.
- Be positive and enthusiastic about the internship. Offer to assist in all organizational activities.
- Should patients, clients, and/or subjects request additional attention, clear such requests with the site supervisor first.

***The Agency Supervisor Agrees to:***

- Become familiar with the HEB Internship Program materials before the start of the internship.
- Provide on-site experience through the Agency which is pertinent and meaningful for students enrolled in the Health Education & Behavior Department at the University of Florida, and that includes job duties aligned with the responsibilities and competencies of health educators.
- Ensure that 85%, minimally, of an intern's workday consists of job duties aligned with the responsibilities and competencies of health educators. No more than 15% of an intern's workday may consist of job duties outside of the responsibilities and competencies of health educators.
- Provide the intern with a complete orientation of the site including an overview of the organizational structure, operations, and facilities along with a detailed explanation of all policies and procedures. Inform the student of any known risk or safety issues surrounding his or her work environment or duties.
- Keep the Department informed regarding the level of education each student receives, as well as the student's level of performance, and to notify and consult with the Department if the student fails to make satisfactory progress.
- Make sure the intern clearly understands all responsibilities and expectations.
- Provide a planned instructional program that reflects sound learning experiences for the intern.
- Share with the intern the on-going program plan.
- Conduct frequent evaluative sessions with the intern based on regular observation. Discuss and review all reports and evaluations with the intern. Offer suggestions for improvement.
- Communicate progress of the intern with the HEB Internship Coordinator (Bi-Weekly Comments Sheets; Midterm Evaluation; Final Evaluation).
- Sign all forms which require your signature and submit by the published due dates.
- Maintain regular communication with the HEB Internship Coordinator including when help is needed, or a problem arises that requires a solution.
- **Inform the HEB Internship Coordinator of an intern's lack of attendance, punctuality, or any problems that occur.**

***This Agreement May Be Terminated During the Experience for the Following Reasons:***

- For any illness or other unexpected events that would necessitate the student's absence for a time which is detrimental to the internship experience.
- For any illness or other unexpected events that would necessitate the supervisor's absence for a time which is detrimental to the internship experience.
- For any action by the Agency that is detrimental to the student or the Department.
- For any action by the student or the Department that is detrimental to the Agency.

