



**MANDATORY INTERN MEETING
SUMMER & FALL 2012**

ELIGIBILITY REQUIREMENTS

- Attend Internship Meeting
- Successfully complete ALL required coursework (major, minor, general education, electives, etc.) prior to the internship semester.
- Have an overall, cumulative and upper division GPA of at least a 2.0 – no “H”, “I”, or “N” grades or holds (i.e. financial services).
- Submit internship clearance form no later than
Friday, December 2, 2011 (SUMMER & FALL)
http://www.hhp.ufl.edu/apk/acad/unde/fut_intern_elig.php
- Submit Site Approval form no later than
Tuesday, December 20, 2011 (SUMMER)
Friday, March 16, 2012 (FALL)
for any site not listed on “approved internship site”
<http://www.hhp.ufl.edu/apk/acad/unde/forms/Siteapprovalform.pdf>



APPLICATION PACKET SUBMISSION

DUE: FEBRUARY 3, 2012 (SUMMER)

DUE: JUNE 1, 2012 (FALL)

http://www.hhp.ufl.edu/apk/acad/unde/fut_intern_packsub.php

- APK Application
- Cover letter
- Resume
 - Career Resource Center – Reitz Union
- Three Letters of Recommendation
- Official Transcripts
- Adult & Child CPR and First Aid: ONLINE COURSES ARE NOT ACCEPTED
- Professional Liability Insurance – Individual policies
 - **You may not use your site's blanket policy**
- Health Insurance Disclaimer



DON'T FORGET

- Completed packet
 - NO PACKETS WILL BE ACCEPTED AFTER THE DEADLINE. NO EXCEPTIONS WILL BE MADE TO THIS POLICY.
- Registration
 - It is your responsibility to register – the section number will be sent to the UF e-mail address provided on the Demographic and Emergency contact sheet
- Degree Application (<http://www.isis.ufl.edu/>)
 - Due: JULY 5, 2012 (SUMMER)
 - Due: SEPTEMBER 14, 2012 (FALL)
- Scheduled Intern Dates
 - May 14-August 10, 2012 (SUMMER)
 - August 22-December 5, 2012 (FALL)
 - 520hrs, 40 hrs per day, 5 days/week
 - You must adhere to your site's calendar - not UF's calendar



SITE SELECTION

- Site should be willing to invest the time, talent, and effort to provide a great learning experience;
- When choosing a site, take careful consideration of compensation and housing arrangements;
- If you would like to apply to a site that is not listed on the website as an approved site, a completed site approval form and a one page description of responsibilities and duties must be provided before your application can be sent out. The site approval form is located on the internship website;
- Students must choose a site related to their specialization: <http://www.hhp.ufl.edu/apk/acad/unde/internships.php>
- Students may apply to only one site at a time, so contact the site before applying to make sure internship positions are available and they are interested in you.



GRADUATING WITH HONORS

MAGNA OR SUMMA CUM LAUDE

- Requires 3.70 or higher upper division GPA before internship. Verify your Honors GPA on your degree audit or see Ms. Rhodes, Academic Advisor, in room FLG190 for more information.



EXPECTATIONS

- Expectations of Site Supervisors

http://www.hhp.ufl.edu/apk/acad/unde/exp_site.php

- Responsibilities of Interns

http://www.hhp.ufl.edu/apk/acad/unde/forms/resp_intern.pdf

- Forms and Discussion Posts

<http://www.hhp.ufl.edu/apk/acad/unde/curint.php>

