

University of Florida
College of Health and Human Performance
Department of Health Education and Behavior

HSC 4876 - Health Education Internship Experience

University Internship Supervisor: Holly T. Moses, MSHE, CHES

Phone: (352) 294-1804 • Fax: (352) 846-0142 • Email: hmoses@hhp.ufl.edu • Schedule: <http://advising.hhp.ufl.edu/>

I. INTRODUCTION

The internship is a **graded** practical experience in which the intern maintains a professional Health Educator workload in a community health or wellness setting. This experience culminates with graduation with the degree of Bachelor of Science in Health Education. It 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. With this, 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 the knowledge and skills attained during course studies to practical community health and/or wellness issues;
- ⇒ Develop skills and increase knowledge in areas of interest within their specialization;
- ⇒ Contribute significantly to the activities, events, and projects of the internship agency; and
- ⇒ Prepare for future employment and/or advanced education in the health education, or related field.

Special Notes:

- **Interns must complete ALL coursework (both required and elective) before beginning the final, fulltime internship. Additional coursework is not permitted during, or after the completion of a fulltime internship.**
- **Interns in the Health Studies specialization electing to complete a part-time internship may register for up to 9 credit hours of coursework in addition to the internship; however, the internship placement must be within the Gainesville vicinity.**

II. INVOLVEMENT

The internship experience includes, but it not limited to, those agencies which employ health educators in a community/public health or worksite health promotion/wellness setting (public health units, voluntary health agencies, hospitals/clinics, hospital and corporate wellness centers, area health education centers, nonprofit health agencies).

- ⇒ Interns are highly encouraged to complete a major project (start to finish) during the internship period.
- ⇒ Intern job duties are determined by the intern and agency supervisor, and should be based on the strengths, needs, and interests of the intern and agency. However, the job duties must correspond to the *Areas of Responsibility for Health Educator Specialists* (NCHEC, 2010). In addition, the internship goals, objectives, and specific activities will be communicated to the university supervisor via the internship application, bi-weekly reports, and midterm/final evaluations.
- ⇒ The agency supervisor and intern will receive all necessary forms and instructions from the university supervisor prior to the beginning of the internship.

Common Health Education Intern Duties & Responsibilities

Community Health Education

- Design and produce (health) educational materials and media
- Plan and implement health programs
- Evaluate health programs
- Employee in-service trainings
- Assist with grant writing
- Research and literature reviews
- Public relations (public service announcements)
- Prenatal and postnatal counseling
- HIV/AIDS education and counseling
- STI education
- Teen pregnancy prevention programs
- Teen smoking prevention programs
- Diabetes education
- Hypertension education



Health Promotion

- Health risk appraisals
- Fitness testing
- Body composition analysis
- Blood glucose screening
- Behavior risk identification and modification
- Individual/group counseling in the following areas:
 - Nutrition
 - Exercise
 - Injury prevention
 - Weight management
 - Smoking cessation
 - Stress management
 - Cholesterol
 - Diabetes
- Plan and conduct fitness classes
- Assistance/involvement in physical rehabilitation
- Design and produce (health) educational materials and media



Health Studies

- Medical research
- Literature reviews
- Data Analysis
- Patient education
- Hospital staff in-service trainings
- Design and produce (health) educational materials and media
- Plan and implement hospital health fairs



III. ELIGIBILITY

Note: All Interns must meet the following criteria prior to beginning the internship. Eligibility requirements listed below represent HEB Departmental policy regarding the structure of the internship program. Exceptions to these policies are extremely rare, and are subject to the discretion of the University Internship Supervisor.

- ⇒ Community Health Education & Health Promotion students, as well as Catalog Year 2009 and BS/MS students must complete all other degree requirements prior to the internship semester. Coursework is not permitted during a fulltime internship.
- ⇒ Students in the Health Studies specialization have the option of completing a part-time or fulltime internship. If completing a part-time internship, students may register for 9-credits, based on the ability of their chosen internship site to accommodate the course schedule. Additionally, part-time interns concurrently registered for coursework must intern within the Gainesville vicinity. Health Studies students completing a fulltime internship are not permitted to concurrently register for coursework.
- ⇒ Students must submit proof of current professional liability coverage as well as Adult/Child/Infant CPR/AED and First Aid certification prior to the start of the internship.
- ⇒ Students with grades N, NG, or I on their academic record will not be permitted to intern.
- ⇒ Students must have a UF, HSC coursework, and Upper Division GPA of 2.0 or higher to intern.

IV. ATTENDANCE

- ⇒ This internship is offered during the Fall, Spring, and Summer C terms. Interns are required to complete 12 weeks at their internship site, during the internship start/end dates specified by the University Internship Supervisor.
- ⇒ Students in the Community Health Education, Health Promotion, Catalog Year 2009, and Combined Degree specializations are expected to intern 40 hours each week. This will allow for a maximum of 480 hours of work during the internship semester. Students in the Health Studies specialization who elect to complete a fulltime internship must also complete 480 hours of work during the internship semester.
- ⇒ Students in the Health Studies specialization who elect to complete a part-time internship are expected to intern 20 hours per week throughout the internship semester (240 hours during the semester).
- ⇒ Distribution of hours worked should be agreed upon by the intern and supervisor, and be based on the requirements of the activities and projects assigned to the intern, as well as the intern's class schedule for that semester (if applicable). However, interns must complete internship hours during their supervisor's shift. If the supervisor is not on-site, the intern must be temporarily assigned to another supervisor who is familiar with the Health Education and Behavior internship program and objectives.
- ⇒ Vacation days during the internship will commensurate with the agency's schedule. For example, if the agency is closed for nationally recognized holidays (ex. Martin Luther King Day, Memorial Day, Labor Day, etc.) the intern observes the holiday as well, and is not required to make-up hours (excludes part-time interns). NOTE: interns are permitted to observe University holidays, such as spring break, summer break and homecoming. Although time off for these holidays is pre-approved by the Department of Health Education and Behavior, interns must make up all hours missed, and final approval for time off during these University observed holidays is at the discretion of the internship supervisor.
- ⇒ Requesting time off for personal reasons should be kept to a minimum, and must be approved by both the agency supervisor and the university internship supervisor at least 3 days prior to the absence. In addition, all personal time off must be made up before the last day of the internship semester in order to successfully complete the internship and receive permission to participate in commencement ceremonies.
- ⇒ Missed days due to illness or unforeseen circumstances must also be made up. Documentation for absences must be received three days after returning to work, and a make-up plan for missed hours should be developed with the agency supervisor and communicated to the university internship supervisor.
- ⇒ Under no circumstances should an outside work schedule interfere with internship hours. The internship should be considered the intern's highest priority and regarded as their first obligation.

V. ASSIGNMENTS

Note: All assignments must be submitted to receive a grade for the internship, as well as to participate in commencement ceremonies.

⇒ Verification of Placement

The Verification of Placement form confirms the intern, supervisor and internship contact information, as well as verifies the (approved) assigned internship projects, activities, and finalized schedule.

- ✓ This form must be typed, include the signatures of both the intern and supervisor, and submitted via fax to 352-846-0142.

⇒ Bi-weekly Reports

The bi-weekly reports inform the university internship supervisor of the intern's progress throughout the internship. For each day of the two-week period, the intern is required to write a brief log of their daily activities and hours worked. The comments section can be used to give a qualitative assessment of their progress (i.e. how they feel about the work they're doing, identification of any problems they may be encountering), and to report overtime and missed hours make-up plan. The intern is NOT required to share bi-weekly reports with their agency supervisor.

- ✓ This form must be typed, and submitted via email (as an attachment) to michie@hhp.ufl.edu; uploaded to the Sakai course website; or hand-delivered to FLG-6.

⇒ Midterm and Final Evaluation

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

- ✓ This form may be typed or hand-written; must include the signatures of both the intern and supervisor; and may be submitted via fax to 352-846-0142, or hand-delivered to FLG-6.

⇒ Internship Experience Survey

This survey will allow the intern to "grade" their internship site and provide feedback regarding their internship experience. Information contained in this survey will help the department in recommending the internship site for future interns as well as to help the internship agency improve its internship program. The intern is encouraged to provide an honest, constructive evaluation of their experience. This form is sent directly to the university internship supervisor and, with the intern's permission, will be available to HEB pre-interns and the internship agency **after** the internship semester.

- ✓ This form may be typed or hand-written, and may be submitted via email (as an attachment) to michie@hhp.ufl.edu, or hand-delivered to FLG-6

VI. GRADING SCALE

INTERNSHIP ASSIGNMENT	POINTS POSSIBLE	GRADING SCALE	
Verification of Placement	40	A	372-400
Bi-weekly Reports	120	A-	360-371
		B+	352-359
Internship Experience Survey	40	B	332-351
		B-	320-331
Midterm Evaluation	100	C+	312-319
		C	292-311
Final Evaluation	100	C-	280-291
		D+	272-279
Total	400	D	252-271
		D-	240-251
		E	0-239