

# Prospective Internship Site Profile

## Department of Health Education & Behavior

Location: \_\_\_\_\_ Date: \_\_\_\_\_  
City State

Agency: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_  
Street / PO Box City State / Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Which semester(s) is your agency available to accept interns?

Fall (August – December)

Spring (January – April)

Summer (May – August)

Typical intern working hours (Please also indicate any evening or weekend time commitments):

Is office space available to interns? Yes No \_\_\_\_\_  
Comments

Is a computer available to interns? Yes No \_\_\_\_\_  
Comments

Does your agency offer paid or non-paid internships? Non-paid Paid (amount): \_\_\_\_\_

List other benefits your agency offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

\*List required purchases for interning with your agency (i.e., parking pass, uniform, etc.)

List the required skills or previous experiences necessary for interning with your agency.

Special Requirements (i.e., special application, proof of health insurance, immunization records, etc.)

Provide a comprehensive list of health education internship duties, which will be assigned to your HEB senior intern. Please indicate with NCHEC Responsibility(ies) that align with each duty.

List any important information about your agency.

"

Would you like to be added to the Department's list of approved sites for future interns?

Yes

No

---

**FOR OFFICE USE ONLY:**

Approval of Department Internship Coordinator: \_\_\_\_\_

| Health Education Internship Duties  | Responsibility  |
|---|-----------------|
| Regularly meet with the Program Coordinator to debrief community events and/or training participation, orchestrate media engagement, and review public health concerns in the community | VI/VII/VIII     |
| Participate in related workshops/professional development opportunities   | IV/V/VIII       |
| Attend and present departmental updates at monthly all-staff meetings   | II/VII/VIII     |
| Engage in outreach initiatives and events (i.e., local council meetings or community events) to recruit participants/locations for trainings  | II/V/VII/VIII   |
| Assist in the facilitation of trainings   | III/VII/VIII    |
| Track attendee sign-up forms and training completion status   | III/VI/VII/VIII |
| Carefully monitor coursework to assess training outcomes, which inform the creation of grant reports  | I/II/VII/VIII   |
| Prepare and set up necessary materials for training days/events (e.i. printing resources and gathering course material)   | II/III/VIII     |
| Evaluate the effectiveness of our interventions in addressing the community's needs   | IV/VIII         |
| Research & compile health-related resources to share with participants and the community at large   | II/VII          |
| Assist in the crafting of educational content for various platforms including Instagram, Facebook, and LinkedIn   | I/II/V/VI/VIII  |