

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: San Antonio Texas Date: July 6, 2015  
City State

Agency: American Heart Association

Contact: Nora Silva

Address: 8415 Wurzbach Rd San Antonio Texas 78229  
Street / PO Box City State / Zip

Phone: 210-810-3106 Fax: 210-615-3695

Email: nora.silva@heart.org Website: www.heart.org

What semesters is your agency available to accept interns?

- Fall (August – December)  Spring (January – April)  Summer (May – August)

Normal work hours (Please indicate any evening or weekend time commitments):

*8:30 am -5:00 pm are office hours. Evening and weekend opportunities may be available but is based on semester program activations.*

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.)

*While our internships are non-paid, we do mileage reimbursement for work outside the office.*

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

*There are no required purchases for interns.*

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

***Skills I look for in an intern are a willingness to learn more about community health and health program implementation, a desire to serve the community, a positive attitude towards health education, and an approachable personality.***

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

*Please note: All interns are required to purchase professional liability coverage for \$1,000,000.*

***Only requirement we have is proof of health insurance.***

List a description of duties your agency expects to be fulfilled by interns. Please include additional literature if desired.

***Interns will be asked to complete tasks such as but not limited to,  
Health fair attendance - distributing material and one on one education  
Health presentations -small to large groups as they gain experience  
Material and resource development such as PPT's and brochures  
Special event support - preparing supplies, recruiting and managing volunteers, etc  
Program implementation - recruiting and training program sites, follow up on participants, etc.,  
Resource inventory - ordering supplies, organizing,  
Customer response - answering phones, welcoming to building, responding to requests***

List any important information about your agency.

***The American Heart Association is a national non-profit organization whose mission is to build healthier lives free of heart disease and stroke. Our work is important and immense. Interns will certainly receive great experience but they need to be motivated, assertive, and excited about the work that needs to be accomplished.***

**Would you like to be added to the Department's list of approved sites for future interns?**  Yes  No

**FOR OFFICE USE ONLY:** CONTRACT ON FILE: \_\_\_\_\_

Approval of Intern Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Approval Expiration Date: \_\_\_\_\_