

Prospective Internship Site Profile
Department of Health Education & Behavior

Location: Durham NC Date: 10/29/15
City State

Agency: HealthFitness (Duke University client site)

Contact: Nicholas Beresic

Address: 200 Trent Dr/Box 3200 Duke Clinic Durham NC/27710
Street / PO Box City State / Zip

Phone: 919-681-0504 Fax: 919-684-1852

Email: nicholas.beresic@duke.edu Website: hr.duke.edu/liveforlife

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):

Monday-Friday 7AM to 3PM, but the work hours are ultimately based on the specific programming being offered.

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.)

Free parking pass and work shirt will be given on the first day of work. Also, all employees and interns are covered under HealthFitness' professional liability insurance coverage. Finally, if the intern is a certified group exercise instructor or licensed massage therapist, opportunities exist for payment for services rendered if they are done outside of the agreed upon internship responsibilities.

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

Housing is not subsidized to interns who move to Durham, NC to complete their internship.

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

BS or MS degree for Exercise Science, Health Education, or Public Health in progress.

Personal Trainer and/or Group Ex certification preferred.

Relevant work/volunteer experience (gym/rec center, public health dept, nonprofits, UF clubs, etc) preferred.

Farmers market knowledge and experience preferred.

Experience with tobacco cessation programming, health expos, massage therapy, and health coaching preferred.

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.

During the Summer and Fall semesters interns are required to help manage the Duke Farmers Market. Knowing this, students will be working outdoors in varying temperatures. Additionally, Duke University policy states all employees must obtain the seasonal flu shot.

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

See attachment

List any important information about your agency.

Prospective interns are encouraged to directly email nicholas.beresic@duke.edu their CL & resume for consideration, but all prospective interns must visit www.healthfitness.com and formally apply for the internship as well.

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: _____



DUKE UNIVERSITY
LIVE FOR LIFE®
Durham, North Carolina

Job Description for Live for Life Undergraduate Internship

The LIVE FOR LIFE® (LFL) Intern will:

- (1) Design and implement a major project under supervision of an assigned preceptor,
- (2) Conduct 2 or 3 mini-projects that support LFL programs,
- (3) Assist team members in several programs to experience the comprehensive employee wellness program, and
- (4) Attend staff meetings, selected education seminars, and various campus and hospital events.

During the semester, the Intern will maintain a calendar of activities that may include a range of the following tasks:

Explore Health Education NCHEC competencies while assisting Health Education Specialists:

- Create and implement thematic activities for weekly Duke Farmers Market on Fridays
- Analyze survey data from the Duke Farmers Market
- Conduct café kiosks and other outreach events
- Promote Health Checks to new and existing Duke employees
- Track referrals from DukeWell
- Prepare updated content for the LFL website and newsletters
- Design marketing materials for the Health Fairs in October
- Assist with the Tobacco Free Anniversary Event in July and Great American Smoke Out Event in November
- Enter data into several databases
- Promote the Lending Library, Chair Massage program, and LFL Store
- Assist with Lifestyle Change Programs, including Steps to Health and Pathways to Change

Interns work 400 hours for 10-12 weeks during the semester.

Coordinator of LFL Internships:

Nicholas Beresic, CHES, CPT
Health Education Manager, LIVE FOR LIFE® at Duke
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Durham, NC 27710
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Email: Nicholas.beresic@duke.edu

Intern Checklist and Timeline

Updated 10/5/15

Interview:

- Tour of facility
- Provide the 4 overall goals of internship
 - what I can teach you
 - what you can teach me
 - what you can give to LIVE FOR LIFE (LFL)
 - what LFL can give to you
- Employee Occupational Health & Wellness Orgchart (LFL, Personal Assistant Services, Occupational Health)
- Duke University Hospitals, their culture, and proper work attire
- Internship general responsibilities (give sheet)
- Calendar of activities & weekly journal to be completed
- Collect all necessary school documents from intern
- Interview questions and answer questions

New Hire Steps:

- Ask HFit to create Offer Letter-sign and email back
- RedCarpet-HFit will contact intern to complete necessary paperwork
- RedCarpet-HFit will contact intern director to complete necessary paperwork
- Esther to complete paperwork to get Duke ID/username/email address
- Remind intern to bring copies of I-9 documents the first day of work

First Day:

- Review copies of I-9 documents and send back necessary info to HFit
- Provide HealthFitness Intern Curriculum Guidebook to review
- Instruct intern to create a binder for all internship paperwork
- Review necessary school documents w/ intern and general timeline of internship
- Discuss calendar of activities & weekly journal
- Provide intern director office and cell phone numbers
 - ****in case of emergency call BOTH and leave VM, do NOT just text****
 - 3 unexcused absences and we reserve the right to terminate internship
- Severe Weather Policy- (919) 684-4636 or emergency.duke.edu
 - we are *Delayed Service* category
- Determine weekly schedule
- Meet the staff

Week One:

- Brainstorm project ideas
- Learn general layout of Duke Main
 - LFL office (Julie, Nick, Katie, Taylor L, Taylor M, Nate)
 - LFL office (Esther and Jessica)
 - EOHW & Healthcheck rooms
 - Breakroom/coffee machine
 - Mailbox room/shred box
 - Health coach room
 - Upstairs LFL office (Cassandra)
- Visit Duke Regional Hospital
 - EOHW office
 - Cafeteria/Healthcheck rooms
 - Indoor Walking Trail
 - Employee entrance & location of intern display to be completed
- Thoroughly explore LFL website (hr.duke.edu) and start learning our programs
- Introduction to Common Drive
 - Business Plan/Year calendar of events
 - Scorecards (Business Plan divided into events)
 - eHealth (reporting of numbers for ROI)
- Get Duke badge, staff workshirt, and establish plans for parking
- Get computer access from Nick Ning (at Duke Hospital on Wednesdays)

Week Two:

- Review calendar of activities & weekly journal
- Brainstorm project ideas
- Sit in EOHW office and observe
- eHealth data input
- Learn job responsibilities of below employees and assist where you can:
 - Special Requests, Chair Massage, Get Moving Challenge/Tob Free Ann Event/GASO-Nick
 - Run/Walk Club/Take the Stairs/Take Ten/Transition to Fitness/Maintain Don't Gain-Katie, Taylor L, and Taylor M
 - Healthcheck/HRA-Jessica
 - Steps to Health/Pathways to Change/Your Weigh Together-Esther
 - Farmers Market/Wellness Expo/DukeWELL-Cassandra
 - Tobacco Cessation-Diane
 - LFL Store/Lending Library-Debra
 - Data Management-Nate

Week Three:

- Review calendar of activities & weekly journal
- Complete and observe a Nutrition Consult
- Complete and observe a Fitness Consult
- Complete and Observe Transition to Fitness
- Complete and Observe a Healthcheck-Mobile and/or EOHW
- Rough draft for project, including program overview, goals (reduce # of health risks, fill void, educational tool, etc), registration form, tracking sheets, metrics, marketing, prizes, necessary purchases, LFL responsibilities, pre and post surveys, etc.
- Visit Duke Raleigh and spend a day job shadowing Cassandra
- Introduction to Listserve

Week Four:

- Review calendar of activities & weekly journal
- Final draft for project
- Conduct 2 or 3 mini-projects that support LFL programs:
 - Get Moving Challenge-January to March
 - Farmers Market-April to September
 - Mobile Market-Year Round
 - Special Requests-Year Round
 - Tobacco Free Anniversary Event-July
 - Health Fair-October
 - Great American Smokeout-November
 - Chair Massage
 - Lending Library
 - LFL Store
- Conduct café kiosks, presentations, and other outreach events

Week Five:

- Review calendar of activities & weekly journal
- Begin project
- Complete HFit midterm report

Week Six through Ten (to be completed before end of internship):

- Review calendar of activities & weekly journal
- Finish and analyze project
- Visit other local HealthFitness sites and/or fitness centers
- Pursue national certification-CHES or another organization
- Explore eCentral (HR), Fuser (social media) & Be Your Best Self (HRA)
- Complete final report and internship termination form and submit all documents to HFit