



Q1.
APPLIED PHYSIOLOGY AND KINESIOLOGY (APK)
INTERNSHIP SITE APPROVAL FORM

Q2.
The **Department of Applied Physiology and Kinesiology (APK)** at the University of Florida would like to thank you in advance for taking the time to complete the approval process and your willingness to provide valuable internship opportunities to our students. The Department of APK requires that all **undergraduates** complete a 12-credit internship experience in their final semester of study. The experience requires a minimum of 520 clock hours or 35-40 hours a week for 15 weeks, for the Fall and Spring semesters, or 40-45 hours a week for 13 weeks during the Summer semester. **Graduate** students in the Human Performance concentration may elect to complete between 3 - 9 credits of internship to count towards their degree. Each registered credit of graduate internship requires a minimum of 48 clock hours be completed and a graduate student must register for at least 3 credits in any semester they intend to complete an internship. Therefore, a graduate student will be required to complete between 144 - 432 hours during their internship. Ideally, interns become exposed to the tasks that will be required of them as professionals in the field, as well as receive opportunities to develop their skills and areas of interest. A brief description of our undergraduate and graduate programs is below:

APK Undergraduate Program: Prepares students to function as an exercise technician, exercise specialist, and/or wellness instructor in hospital, corporate, private, or governmental agencies, to pursue graduate study in kinesiology, OR to pursue graduate study in a health profession requiring education beyond an undergraduate degree. The curriculum provides a strong basic science background and requires additional course work in the biological aspects of exercise. Students may pursue internship opportunities in healthcare, research, fitness, or other areas of human performance.

Human Performance (Graduate): The Human Performance concentration is a non-thesis program leading to a Master of Science degree in Applied Physiology and Kinesiology. Its purpose is to train students for careers where they can promote scientifically based exercise, wellness, and psychological factors to enhance health, athletic development and/or movement performance. Furthermore, students may be trained to be an integral part of the health care team that administers, assesses, and develops programs for clinical populations.

Please review the [APK Internship Policies and Procedures](#) Document to gain a better understanding of the expectations of students and site supervisors during the experience.

Q5. Organization Name

Equal Access Clinic Network

Q6. Organization Location(s) - Include Addresses Of All Locations To Be Included As Part Of This Approval

Office: UF Communcore Building, CG78 Main Street Clinic: 1707 N Main St, Gainesville, FL 32609 East Side Clinic: 410 NE Waldo Rd, Gainesville, FL 32641 Anthem Clinic: 2902 SW 75th St, Gainesville, FL 32608 Bartley: United Methodist Church, 1936 NE 8th Ave, Gainesville, FL 32641

Q10. URL of Website For Organization

<https://equalaccess.med.ufl.edu/>

Q7. Name of Individual Who Will Receive Applications From Students

Akash Mathavan

Q8. Email Address of Individual Who Will Receive Applications From Students

amathavan2496@ufl.edu

Q9. Phone Number of Individual Who Will Receive Applications From Students

9542243096

Q11. Name of Individual Who Will Supervise Students Directly During Internship and Complete Evaluations

Akash Mathavan

Q12. Email Address of Individual Who Will Supervise Students Directly During Internship and Complete Evaluations

Q13. Phone number of Individual Who Will Supervise Students Directly During Internship and Complete Evaluations

9542243096

Q14. What Semester(s) Is Your Organization Available To Accept Interns? (select all that apply)

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

Q15. APK Internship Policy requires that a site supervisor hold one degree higher than the student intern. This means that site supervisors of undergraduate interns must hold at least a bachelor's degree and those of graduate interns must hold at least a master's degree. Based on this policy, for which category of students is your organization willing to accept applications? Check all that apply

- Undergraduate Students
- Graduate Students

Q16. How many interns is your organization willing and able to support per semester?

University of Florida

Q17. Describe the normal working hours anticipated for an intern at your organization. Please indicate likelihood and circumstances surrounding any evening or weekend time commitments.

Office hours are 9 am - 4 pm M-F. General undergraduate interns are required to volunteer a minimum of 10 hours per week in office. More hours are welcome for those with required limit for major. Additionally, one night per week volunteers go to a specific clinic to volunteer, generally from 5 pm to 9 pm in person with patients.

Q18. Does your organization offer non-paid or paid internships?

- Non-paid
- Paid (amount)

Q21. List other benefits your organization offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

NA

Q22. List required purchases for interning with your organization (i.e. parking pass, uniform, I.D. Badge, etc.)

NA

Q23. List required skills or previous experience necessary for interning with your organization

NA. Just an open mind and interest in healthcare/public health.

Q24. List any special credentials or documents required to intern with your organization (i.e. CPR/First Aid, Liability Insurance, Personal Training Certification, OSHA training, HIPPA training, Pre-Internship orientation, background check)

• HIPAA Training: <http://mytraining.hr.ufl.edu/> - search "HIPAA Training" in Activity Search • Confidentiality Statement: <http://privacy.ufl.edu/uf-health-privacy/confidentiality-statement/> • Blood Borne Pathogens Training: <http://mytraining.hr.ufl.edu/> - search "BBP General" in Activity Search However, we allow time during orientation and first week for this to be completed. Not required prior to application/acceptance.

Q25. Provide a bulleted list of duties/responsibilities your organization expects to be fulfilled by interns:

- Check and respond to voicemails (there should be 0 voice messages on the machine at the end of the day).
- Check and respond to emails (address all emails in the inbox and move to the "addressed" folder). o Emails will frequently contain requests to create an appointment. o Fax requests will be handled via email as well (often We Care Results and UF Pathology Results).
- Go through the callback tracker to address remaining voicemails.
- Call patients for the day's primary care clinic to perform appointment reminders.
- Check the mailbox. o Often contains medical record requests.
- Check for additional tasks/updates. o Slack often has tasks/objectives from officers. o Trello can have updates and tasks. o Personal or team research projects. o Volunteer at in-person clinics and help with workflow.

Q26. Please describe a typical day for the intern:

In office: arrive, communicate with team, answer phone calls/emails/voice mails. Work on personal QI/research project during times not actively assisting patients. In clinic: arrive, take vitals, intake, present findings to medical students, assist in other tasks vital to workflow.

Q28. All Interns (undergraduate and graduate) MUST be evaluated on **at least 6** of the following 9 Student Learning Outcomes (SLO's), though evaluation of all 9 is preferred. Please check each SLO that applies to the duties/responsibilities provided to interns at your organization.

- | | |
|---|---|
| <input checked="" type="checkbox"/> Integrate principles and methods of math, social sciences, and/or arts and humanities to applied physiology and kinesiology, health, wellness, and/or fitness environments. | <input checked="" type="checkbox"/> Select and utilize the appropriate scientific principles when assessing the health and fitness of an individual and prescribing physical activity based on those assessments. |
| <input type="checkbox"/> Identify and relate the nomenclature, structures, and locations of components of human anatomy to health, disease, and physical activity. | <input checked="" type="checkbox"/> Solve applied physiology and kinesiology problems from personal, scholarly, and professional perspectives using fundamental concepts of health and exercise, scientific inquiry, and analytical, critical, and creative thinking. |
| <input type="checkbox"/> Identify, examine, and explain physiological mechanisms of homeostasis at various levels of an organism (i.e., cells, tissues, organs, systems). | <input checked="" type="checkbox"/> Collect, compare, and interpret qualitative or quantitative data in an applied physiology and kinesiology context. |
| <input checked="" type="checkbox"/> Investigate and explain the effects of physical activity on psychological health as well as the perspectives used to enhance adherence to healthier lifestyles. | <input checked="" type="checkbox"/> Effectively employ written, oral, visual, and electronic communication techniques to foster inquiry, collaboration, and engagement among applied physiology and kinesiology peers and professionals as well as with patients, clients, and/or subjects. |
| <input checked="" type="checkbox"/> Identify and explain the acute and chronic anatomical and physiological adaptations to exercise, training, and physical activity. | |

Q33. Name of APK student that requested the site approval form from you (if applicable)

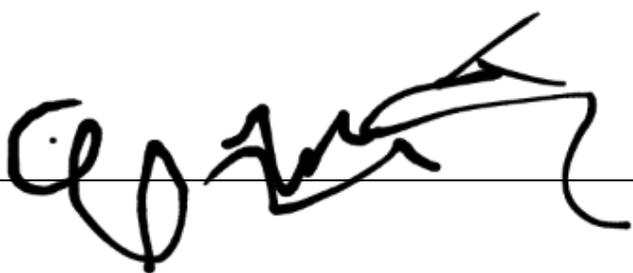
Q29. Would you like to be added to the Department's list of approved sites for future interns?

- Yes
 No

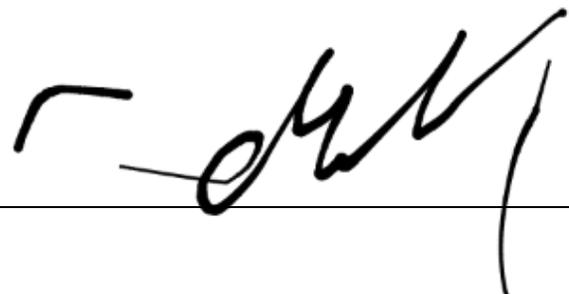
Q32. Have you reviewed the APK Internship [Policies and Procedures Manual](#)?

- Yes
 No

Q30. Signature of Individual Who Will Be Receiving Internship Applications

✕  clear

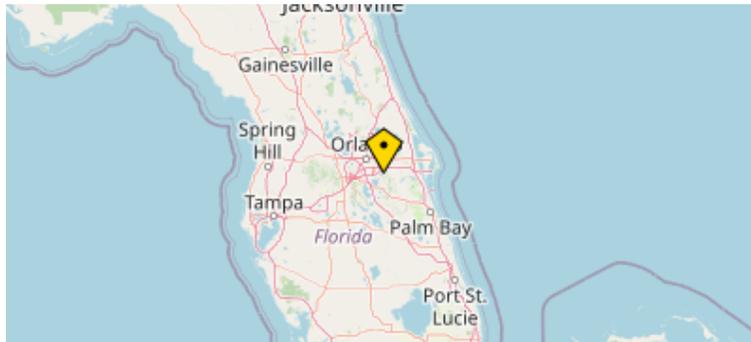
Q31. Signature of Individual Who Will Be Supervising And Evaluating Students During The Internship

✕  clear

Location Data

Location: [\(28.377395629883, -81.18879699707\)](#)

Source: GeoIP Estimation



Approved: 10.25.21

Blain Harrison

Blain Harrison - APK Internship Coordinator