



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 agency, 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. Note that clicking the link to the Policies

and Procedures manual will take you away from this survey and cause any information input into the survey to be lost.

Q5. Organization Name

University of Florida College of Dentistry - Department of Community Dentistry and Behavioral Science

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

Alachua County, FL

Q10. URL of Website For Organization

<https://dental.ufl.edu/departments/communitydentistryandbehavioralscience/>

Q7. Name of Individual Who Will Receive Applications From Students

Kelly Raulerson

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

kraulerson@dental.ufl.edu

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

(804)349-7310

Q34.

Will the person receiving internship applications from students be the same person supervising the student and completing the student evaluations during the internship?

Yes

No

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

Dr. Olga Ensz

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

oensz@dental.ufl.edu

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

(352)283-2010

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?

2

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.

The student intern's availability should be from 7:30AM - 4PM Monday through Friday for Full-time interns, and 7:30AM - 1PM for part-time interns. We are closed on evenings and weekends.

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.)

Other than a fun place to intern and great people to work with, the internship does not offer any benefits at this time.

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

There are no required purchases for the internship. Our clinical activities are off campus and in some rural locations in Alachua County, and personal transportation is required. The intern cannot rely on public transportation because public transportation does not go to all of our locations.

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

There are no required skills needed for this internship. We are dental-focused so an interest in oral health is good. At this time, we only work with children 1-17 years of age. If an intern does not enjoy working with children, then this internship would not be a good fit.

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)

The Department of Community Dentistry and Behavioral Science has a credentialing process for interns. First the intern should contact Kelly Raulerson with their interest, then there will be an interview, typically done by Zoom. Then based on the interview if Kelly and the supervisor Dr. Olga Ensz feel that they will be a good fit for our programs, we will send an email offering them the internship. If the student accepts the offer, we have six forms they are required to complete and submit to the department administrator, Jennifer Brock. Our credentialing process requires a Health Assessment, Background check (because we work with children), and required training courses that must be completed before the internship starts. We will prompt the student of when to start each process through email. The student should not do any of these things on their own. Required Training Courses: PRV800 – HIPAA & Privacy: General Awareness OOC101 – Compliance & Ethics: Doing Your Part for the Gator Good GET803 – Maintaining a Safe and Respectful Campus: Sexual Violence, Harassment and Discrimination Awareness and Prevention PRV802 – FERPA Basics PRV804 – Protecting Social Security Numbers & Identity Theft Prevention DEN003 – UFCD Code of Conduct

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

CLINICAL DUTIES AND RESPONSIBILITIES - all of the duties listed, we will train the intern to do, no prior knowledge is required. These duties are required, but not limited to: *Getting patients to and from clinical area *Checking patients in and out *Dental charting - we will train the student, prior knowledge not required for internship *Chairside dental assisting - no prior knowledge of dental assisting required, we will train *Teaching Oral Hygiene instructions to patients - we will train interns on how to do this *Cleaning the clinical area and resetting up clinical area between patients *Our clinics are portable - intern will be expected to help unload and load dental equipment and help with set up and take down of equipment *Taking dirty instruments to sterilization at the end of the clinic day and picking up clean/sterilized instruments from sterilization OFFICE DUTIES - all of the duties listed, we will train the intern to do, no prior knowledge is required. These duties are required, but not limited to: *Verifying Medicaid *Entering information into patient database (Axiom) *Scanning paper charts and attaching to patients' chart in Axiom *Entering data on spreadsheet *Making goody bags for patients *Making up sterilization bags for clinic *Calling and confirming patients for Saving Smiles Clinic

Q26. Please describe a typical day for the intern:

On a clinic day the intern will arrive at the clinic location, and we will turn on equipment and have a morning huddle. Then when the doctor is ready to start, the intern will assist with getting patients to and from the clinical area. We will instruct the intern on when and what needs to be done. We are very fast paced, so the need changes from minute to minute. They may be cleaning a clinical area, dental charting, mixing a dental material, giving a patient oral hygiene instruction, in the beginning we will need to ask them to help with each task, but through repetition they will learn what needs to be done. On an office day they will arrive at the office and each day they will report to Kelly Raulerson, the office task will be one, or a mix of the duties listed under office duties, listed in duties and responsibilities. Each intern will have their own desk to work at to complete the daily assigned duties.

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.

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| <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 checked="" 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 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 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](#)? Note that clicking the link will take you away from this survey and any information input into the survey will be lost if you navigate back. We recommend holding the ctrl button on your keyboard when clicking the link to open it in a new browser tab.

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: [\(29.6138, -82.386\)](#)

Source: GeolIP Estimation



Approved: 11.8.22

Blain Harrison

Blain Harrison - APK Internship Coordinator