

Prospective Internship Site Profile  
Department of Health Education & Behavior

Location: Gainesville Florida Date: 10/10/2022  
City State  
Agency: Surgery Education Office, Department of Surgery, College of Medicine  
Contact: Kassandra Moench  
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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):

*The work schedule can be flexible and is limited to weekdays, generally beginning at 7:00am.*

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.)

*Interns will need to purchase a parking decal if parking on campus.*

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

***Strong interpersonal skills, proficiency with Microsoft Office, exceptional attention to detail and organizational skills.***

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.*

***Interns must be eligible to work in the University of Florida/Shands Hospital.***

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

***The intern will have the opportunity to engage with medical students, residents, fellows, and faculty in the development, execution, and administration of Surgical Training Programs. Some opportunities for special projects may be available based on intern interest, skills, and performance including but not limited to website development, surgical skills lab design, limited operating room exposure, and research.***

***Our expectation is the intern will assume responsibility for a specific arena of surgical medical education, such as a specific course, rotation, or process improvement activity. This experience will allow the intern to develop organizational and project management skills in collaboration with seasoned educators.***

List any important information about your agency.

***Confidentiality of faculty, student, resident, and fellow information is of the utmost importance in our office. Interns may be asked to assist in setting up laboratories for skills lab events.***

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: \_\_\_\_\_