Prospective Internship Site Profile

Department of Health Education & Behavior

Location: ***Gainesville*** (City) ***Florida*** (State) Date: ***09/01/2021***

Agency: ***North Florida AIDS Education and Training Center and Southeastern National Tuberculosis Center***

Contact: ***Stefani Nixon, MPH, CPH, MCHES (SNTC) & Hiya Chowdhury, BS (NFAETC)***

Address: ***2055 Mowry Road, Suite 250*** (Street / PO Box) ***Gainesville*** (City) ***FL/32610*** (State / Zip)

Phone: ***352-273-7682*** Fax: ***352-273-9275***

Email: ***hiya234@ufl.edu*** Website: ***https://aetc.medicine.ufl.edu***

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):

8:00am-5:00pm (some altered work hours if participating in an event or training)

Is office space available to interns? ☑ Yes ☐ No ***Interns are given their own desk space in the office*** Comments

Is a computer available to interns? ☑ Yes ☐ No ***Preferred that interns provide their own computer*** 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.)

Travel to relevant conferences within Florida and throughout the Southeast region may be covered. A wide variety of training opportunities are available depending on the student's interests. Internship experiences vary and can be individualized depending on the needs of the TB and AIDS Training Centers and the interests of the intern. This internship offers the chance to work with both training centers that are housed in one location on campus at UF (Emerging Pathogens Institute).

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

No required purchases, however, a UF parking permit will be necessary if the intern would be driving to and from work.

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

Strong communication, organization and leadership skills, the desire to learn, and the ability to work independently are skills that are highly valued in our health education interns. The ability to plan and coordinate training activities is essential. Experience and interest in developing educational curricula and training materials is helpful. Computer proficiency is expected.

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.

Application: After you send an initial e-mail expressing interest, we will respond with the online application our centers use to screen through UF requirements
Training: There are specific online UF training modules that are required at the beginning of the internship.
Security: SNTC & NFAETC are located in a secure building on campus (the Emerging Pathogens Institute) meaning secure access must be acquired and UFID is required for building access. All interns are required to pass a basic background check prior to the internship.

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

Interns will work closely with the SNTC and AETC training and professional staff to develop educational curricula and training materials on tuberculosis, HIV, and related health topics, as well as assist in the implementation and evaluation of existing training protocols and events.

Other tasks include: evaluation of training activities, e-learning projects, and other events; e-newsletter content development and training event marketing, coordinating with UF faculty and staff in regards to curriculum development and training, and other tasks that would be done by our Training Specialists. Involvement in additional projects varies depending on availability, and may include initiatives focused on impacting TB and HIV in specific target audiences.

Other clerical/office tasks: product fulfillment and other material distribution to different training sites/interested parties, inventory of training resources and materials, data input and collection.

There exists the opportunity to tailor the internship experience to the student's needs and professional goals.

List any important information about your agency.

For more information about our centers, view our website at: http://sntc.medicine.ufl.edu and https://aetc.medicine.ufl.edu

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: _____