University of Florida
College of Health and Human Performance
Department of Health Education and Behavior

HSC 4876 - Internship in Health Education

Internship Coordinator: Holly T. Moses, PhD, MCHES®
Phone: (352) 294-1635 • **Fax:** (352) 392-1909 • **Email:** hmoses@hhp.ufl.edu

I. INTRODUCTION

The HSC4876 Internship in Health Education is a practical experience in which the intern maintains a professional workload of a Health Education Specialist in a community/public health or worksite health promotion/wellness setting. This capstone experience is the culminating requirement for the Bachelor of Science in Health Education (BSHE) degree program. The internship is meant to be a time of service and innovation to the supervising agency as well as a significant learning opportunity for the intern. Only through a practical experience such as this can the efficient application of knowledge, ideas, and skills in a realistic work setting occur. With this, both the intern and agency should benefit immeasurably.

The major objectives for the internship experience should enable the intern to:

- Complete tasks required of a professional in the health education field;
- Apply knowledge and skills attained during course studies to practical community health, patient health, worksite health promotion, and/or wellness issues;
- Develop skills and enhance knowledge in areas of interest within health education;
- Contribute significantly to the activities, events, and projects of the internship agency; and
- Prepare for future employment or advanced education in health education or related fields.

II. INTERNSHIP GUIDELINES & INTERN RESPONSIBILITIES

The internship experience includes, but it not limited to, those agencies which employ health educators in a community/public health or worksite health promotion/wellness setting (public health units, voluntary health agencies, hospitals/clinics, hospital and corporate wellness centers, area health education centers, nonprofit health agencies, etc.).

The internship goals and assigned duties will be communicated to the HEB Internship Coordinator via the Internship Application (due the semester prior to internship in HSC4800). Evaluation of the internship goals and assigned duties will be accomplished through bi-weekly reports (n=6), as well as the midterm and final evaluations. The agency supervisor and intern will receive all necessary forms and instructions from the university supervisor prior to the beginning of the internship semester. HSC4876 is operated through e-Learning (lss.at.ufl.edu/).

The internship goals and assigned duties are determined by the student and agency supervisor and will be based on the strengths, needs, and interests of the student and the agency. However, the duties (and 85% of an intern's hours) must align with the *Responsibilities and Competencies of Health Education Specialists (NCHEC, 2020*). The Eight Areas of Responsibility contain a comprehensive set of Competencies defining the role of the health education specialist. These Responsibilities serve as the basis of the CHES and MCHES exam. It is also highly encouraged that the intern completes a major project, start to finish, during the internship experience.

Responsibilities and Competencies for Health Education Specialists

The Eight Areas of Responsibility contain a comprehensive set of Competencies and Sub-competencies defining the role of the health education specialist. These Responsibilities were verified by the 2020 Health Education Specialist Practice Analysis II (HESPA II 2020) project and serve as the basis of the CHES® and MCHES® exam beginning 2021.
(The National Commission for Health Education Credentialing, Inc., 2020)

Area I: Assessment of Needs and Capacity

1.1 Plan assessment.
1.2 Obtain primary data, secondary data, and other evidence-informed sources.
1.3 Analyze data to determine the health of the priority population(s) and the factors that influence health.
1.4 Synthesize assessment findings to inform the planning process.

Area II: Planning

2.1 Engage priority populations, partners, and stakeholders for participation in the planning process.
2.2 Define desired outcomes.
2.3 Determine health education and promotion interventions.
2.4 Develop plans and materials for implementation and evaluations.

Area III: Implementation

3.1 Coordinate the delivery of intervention(s) consistent with the implementation plan.
3.2 Deliver health education and promotion interventions.
3.3 Monitor implementation.

Area IV: Evaluation and Research

4.1 Design process, impact, and outcome evaluation of the intervention.
4.2 Design research studies.
4.3 Manage the collection and analysis of evaluation and/or research data using appropriate technology.
4.4 Interpret data.
4.5 Use findings.

Area V: Advocacy

5.1 Identify a current or emerging health issue requiring policy, systems, or environmental change.
5.2 Engage coalitions and stakeholders in addressing the health issue and planning advocacy efforts.
5.3 Engage in advocacy.
5.4 Evaluate advocacy.

Area VI: Communications

6.1 Determine factors that affect communication with the identified audience(s).
6.2 Determine communication objective(s) for audience(s).
6.3 Develop message(s) using communication theories and/or models.
6.4 Select methods and technologies used to deliver message(s).
6.5 Deliver the message(s) effectively using the identified media and strategies.
6.6 Evaluate communication.

Area VII: Leadership and Management

7.1 Coordinate relationships with partners and stakeholders (individuals, teams, coalitions, committees).
7.2 Prepare others to provide health education and promotion.
7.3 Manage human resources.
7.4 Manage fiduciary and material resources.
7.5 Conduct strategic planning with appropriate stakeholders.

Area VIII: Ethics and Professionalism

8.1 Practice in accordance with established ethical principles.
8.2 Serve as an authoritative resource on health education and promotion.
8.3 Engage in professional development to maintain and/or enhance proficiency.
8.4 Promote the health education profession to stakeholders, the public, and others.

III. INTERN ELIGIBILITY

Students must meet the following criteria to be cleared for internship. Eligibility requirements listed below represent UF, HHP, and HEB policies. Exceptions to these policies are extremely rare, and are subject to the discretion of the HEB Internship Coordinator and Department Petitions Committee.

⇒ ***Community Health Promotion*** students are required to complete a full-time internship (40 hours/week). Additionally, the student must complete all degree requirements prior to the internship semester. Students are not permitted to register for additional coursework (major, or otherwise) with the full-time internship.

- If a student does not successfully complete required coursework the semester prior to internship, they will be forced to cancel their internship and re-enroll in all unmet degree requirements.

⇒ ***Pre-professional Health Studies*** students have the option to complete the internship on a part-time (20 hours/week) or full-time (40 hours/week) basis.

- If the part-time internship is selected, the student may concurrently register for up to 9-credits of coursework with the internship. However, all HEB major and specialization coursework must be completed prior to the internship semester.
- If the full-time internship is selected, the student must complete all degree requirements prior to the internship semester. Students are not permitted to register for additional coursework (major, or otherwise) with the full-time internship.
- If a student does not successfully complete required coursework the semester prior to internship, they will be forced to cancel their internship and re-enroll in all unmet degree requirements.

⇒ Students must submit a complete and accurate internship application by the deadline identified by the HEB Internship Coordinator in HSC4800 (semester prior to internship). The application must be signed by the intern, agency supervisor and HEB Internship Coordinator.

⇒ Students must submit proof of certification for Basic Life Support for Healthcare Providers (BLS) certification, or Adult/Child CPR/AED & First Aid certification by the deadline identified by the HEB Internship Coordinator in HSC4800 (semester prior to internship). Certification(s) must remain active through the internship term.

⇒ Students must submit proof of professional liability insurance coverage (1 million/3 million) by the deadline identified by the HEB Internship Coordinator in HSC4800 (semester prior to internship). Coverage must remain active through the internship term.

⇒ Students must have a UF and Upper Division GPA of 2.0 or higher, as well as a HSC coursework GPA of 2.8 or higher in order to participate in the internship. Students with grades N, NG, or I on their academic record will not be permitted to intern.

⇒ Students must register for HSC4876 by the last day of the drop/add period for the semester in which they plan to intern.

⇒ If the selected internship site mandates additional requirements (including, but not limited to health insurance, immunizations, background check, fingerprinting, an affiliation agreement, University international studies clearance, etc.), the student must also submit proof of these requirements prior to the start of the internship and by the deadline identified by the HEB Internship Coordinator in HSC4800 (the semester prior to internship).

⇒ **If a student does not meet these requirements at the end of the semester prior to internship, they will be forced to cancel their internship and postpone for a future term.**

⇒ University Health Insurance Requirement: All University of Florida students enrolling in a degree-seeking program for the first time during Summer B 2014 are required to show proof of health insurance. Students who do not provide proof of health insurance coverage, or submit a waiver by the published deadline, will not be eligible to remain enrolled at the University of Florida. Thus, they will be forced to cancel their internship. For more information about the Student Health Insurance requirement, contact Financial Services at the Student Health Care Center: healthcompliance@shcc.ufl.edu or (352) 273-4546.

IV. ATTENDANCE

⇒ The HEB internship is offered during the fall, spring, and summer C terms. The internship officially commences on the Monday of the first full week of classes at the University of Florida and will end on the Sunday of week 12 of the internship.

⇒ Full-time interns are required to earn 40 hours each week for 12 weeks (minimum of 480 hours) during the internship start/end dates specified by the HEB Internship Coordinator. Part-time interns are required to earn 20 hours each week for 12 weeks (minimum of 240 hours) during the internship start/end dates specified by the HEB Internship Coordinator.

- Note: The HEB Internship Coordinator will assess an intern's total hours earned at the end of each bi-weekly hours reporting period. Interns whose total hours earned remain significantly below the minimum hours required for that reporting period may be forced to withdraw from HSC4876 and terminate their internship. This decision will be determined by the HEB Internship Coordinator and Department Petitions Committee.

⇒ Distribution of hours worked must be agreed upon by the intern and supervisor, and should be based on the requirements of the activities/projects assigned to the intern. The intern's schedule must be documented in the Verification of Placement form. Additionally, interns are restricted to earning hours during their supervisor's workday. If the supervisor is not on-site, the intern should be temporarily assigned to an appropriate colleague who is familiar with the Department internship program.

⇒ Interns must earn all hours at the agency office or during agency sponsored events (on-site). Interns are not permitted to earn hours while working off-site or remotely (i.e., home).

- Note: If a circumstance precludes UF students from completing internship hours on-site, the HEB Internship Coordinator will contact interns and site supervisors to discuss the processes involved with working remotely.

⇒ Requesting time off for personal reasons is strongly discouraged. If necessary, such requests should be kept to an extreme minimum, and must be approved by both the agency supervisor and the HEB Internship Coordinator at least 3 days prior to the absence. In addition, all personal time off must be made up by the Sunday of week 12 of the internship (last day of internship). Interns who have not earned the required minimum hours (full-time interns: 480 hours; part-time interns: 240 hours) by the last day of the internship will not pass the internship, and will be ineligible for participation in commencement ceremonies.

- Note: requesting extended time off for personal reasons (i.e., three or more days) will not be permitted without the approval of the Department Petitions Committee. Interns must submit a petition to request the extended time off at least 3 weeks prior to the requested absence dates. Submission of a petition does not guarantee approval.

⇒ Missed days due to illness or unforeseen circumstances must also be made up. Documentation for unforeseen absences must be received within three days of the absence and a make-up plan for missed hours should be developed with the agency supervisor and emailed to the HEB Internship Coordinator (the intern must copy the internship supervisor on the email).

⇒ Interns are required to notify their supervisor, as well as the HEB Internship Coordinator of all unforeseen (sudden) absences. Interns must first (and immediately) notify their supervisor of the absence; afterwards, they must email the HEB Internship Coordinator about the absence.

⇒ The intern is permitted to observe nationally recognized holidays also observed by the internship agency (MLK Day, Memorial Day, Labor Day, etc.), as well as University holidays (spring break, homecoming). Although time off for National and University holidays is pre-approved by the Department, final approval for time off during these holidays is at the discretion of the internship supervisor.

⇒ ***The intern must make-up all missed hours from National- and University-recognized holidays. Interns must earn the minimum hours required for HSC4876 by the last day of the internship.***

⇒ Under no circumstances should an outside work schedule or coursework (part-time interns only) interfere with internship hours. The internship should be considered the intern's highest priority and regarded as their first obligation.

⇒ Per *College of Health and Human Performance Undergraduate Academic Advising Policy*, students can only register and attempt to successfully complete the internship twice. If unable to successfully complete the internship after two attempts, the student may be dismissed from the program.

V. ASSIGNMENTS

All assignments must be submitted to receive a grade for the internship; to participate in commencement ceremonies; as well as to complete the degree program. All assignments must be uploaded to e-Learning Canvas in the appropriate assignment folders.

⇒ **Verification of Placement**

The Verification of Placement form confirms the contact information for the intern, supervisor and internship, as well as verifies the (approved) assigned internship projects, activities, and finalized schedule.

- ✓ This form must be typed, and include the signatures of both the intern and supervisor. The completed form must be scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **Bi-weekly Reports**

The bi-weekly reports inform the HEB Internship Coordinator of the intern's progress throughout the internship. For each day of the internship, the intern is required to write a brief log of their daily activities and hours worked. The comments section can be used to give a qualitative assessment of their progress. The reports also allow interns to report their plans for excess hours and missed hours. The intern is NOT required to share bi- weekly reports with their agency supervisor.

- ✓ There are six reports total. These forms must be typed and then scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **Midterm and Final Evaluations**

The midterm and final evaluations are completed by the agency supervisor at the midpoint of the semester (midterm), and again at the end of the internship (final).

- ✓ These forms must be scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **Internship Experience Survey**

This survey allows the intern to "grade" their internship site and provide feedback regarding the internship experience. Information contained in this survey will assist the department with recommending internship sites for future interns. The intern is encouraged to provide an honest, constructive evaluation of their experience. This form is sent directly to the HEB Internship Coordinator and, with the intern's permission, will be available to HEB pre-interns after the internship semester.

- ✓ This form must be typed, and then scanned into a PDF and uploaded to the e-Learning Canvas course website.

⇒ **Internship Hours Log**

Interns are required to maintain an accurate record of all earned internship hours using an internship hours log (records the date, time in, time out, breaks, and total hours earned daily and weekly). Both the intern and supervisor should have access to this record throughout the semester and regularly check for accuracy. A recommended sample Excel sheet is available in Canvas. Interns must submit the hours log, which includes the supervisor's signature verifying the record is accurate.

- ✓ The hours log must be typed, and then scanned into a PDF and uploaded to the e-Learning Canvas course website.

VI. GRADING SCALE

Evaluation of the HEB Internship is based on the below requirements:

Assignment	**Points Value**	**S/U Grading Scale**		
Verification of Placement	30	**S (80% or higher)**	372-400	93% - 100%
Bi-weekly Reports *Six reports at 20 points each*	120		360-371	90% - 92.99%
			352-359	88% - 89.99%
Midterm Evaluation	100		332-351	83% - 87.99%
			320-331	80% - 82.99%
Final Evaluation	100	**U**	312-319	78% - 79.99%
Internship Experience Survey	30		292-311	73% - 77.99%
			280-291	70% - 72.99%
Internship Hours Log	20		272-279	68% - 69.99%
			252-271	63% - 67.99%
Total	**400**		240-251	60% - 62.99%
			0-239	≤ 59.99%

VII. HSC4876 Student Learning Outcomes(SLO's):

SLO 1. Identify and apply theories-based strategies for assessing individual and community needs for health education/promotion.
SLO 2. Identify and utilize appropriate theory-based models for planning effective health education/promotion programs.
SLO 3. Identify and apply a variety of theories, models and strategies for implementing health education/promotion programs.
SLO 4. Identify and apply methods and procedures appropriate for evaluating the effectiveness of health education/ promotion programs.
SLO 5. Coordinate the provisions of health education/ promotion services.
SLO 6. Employ methods to obtain and disseminate health education/promotion information.
SLO 7. Demonstrate understanding of the major concepts and principles related to nutrition, substance abuse, emotional health, human sexuality and environmental health.
SLO 9. Select health education/promotion programs and services based on best-evidence.
SLO 10.Communicate health needs, concerns and resources to identified clients and consumers.
SLO 11.Communicate health concepts and health information using a variety of channels to individuals, families and groups from diverse backgrounds in various settings.

COURSE POLICIES

1. **Special Accommodations:** Students requesting course accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. Please provide documentation to the instructor within the first week of class.

2. **Academic Honesty**: UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of this class.

3. **Grade adjustments:** It is unethical and in direct violation of the UF Student Honor Code to request an unjustifiable grade adjustment (UF Student Honor Code: "Conspiracy to Commit Academic Dishonesty"). Under no circumstances will I ever 'round up' a student's grade (89.99% is a B+), nor will I offer extra credit.
Note: Students have 1 week to review assignment grades/comments and contact the instructor with questions concerning their assignment grade. Students who fail to review their assignment scores within one week of release of grades may not request retroactive adjustments on scores at the end of the term.

4. **Assignments:** Students are expected to complete work of the highest quality. Assignments must be completed and submitted in the format requested. Additionally, assignments must be typed and include the student's name. Late and incomplete assignments will receive point deductions. You are advised to retain copies of all work and submit your work early to prevent technical issues from precluding successful submissions.

5. **Excused Absence Policy**: Per University of Florida policy, excused absences include medical appointments and illness (with doctor's note), deaths in the family (with documentation) and school events (with documentation on school letterhead). Additional absences require documentation of medical excuses or extenuating circumstances, and must be submitted within three days of the absence to the instructor. See Section IV (Attendance) for additional information related to time away from the internship.

6. **Communication with Course Instructor:** Send messages through your GatorMail account to my outlook account (hmoses@hhp.ufl.edu). Email inquiries received Mondays through Thursdays will usually receive a reply within 24 hours of receipt. Messages sent after 12 p.m. on Fridays and/or during the weekends will most likely receive a reply the following Monday.

   Additionally, students should make a point to regularly check for course-related notices via the Announcement tool on the Canvas course website. To "regularly check" means as often as possible, or at least three times a week. Students who fail to keep up with posted Announcements risk missing important information related to the course, including possible changes in assignment due dates.

7. **Message Etiquette:** Professionalism is expected of all students. Thus, you should use proper etiquette when sending emails. This includes an appropriate "Subject" heading stating your course number and topic of message, a proper greeting/salutation, grammatically correct message body, and a proper closing. ***Inappropriate emails or messages that lack proper etiquette will be returned.***

   For example:

   Subject Heading: HSC4876: Internship Hours Question

   Greeting: Hello Dr. Moses,

   Message Body:
   I am writing to XYZ…….. My availability for the next five business days is as follows: Monday/Wednesday/Friday: 8am-2pm; Tuesday/Thursday: 9am-11am and 1pm-5pm. I look forward to speaking with you to.

   Closing:
   Thank you!

   Name:
   Your name / HSC4876 (Term/Year)

8. **Technology:** For this course, you must have access to the University of Florida's minimum technology/computer requirements: https://it.ufl.edu/policies/student-computing-requirements/. This includes, but is not limited to Wi-Fi network, working computer system with appropriate software, webcam and microphone.
   A. If you find yourself in an area with limited Wi-Fi access, eduroam, the on-campus Wi-Fi network, is available nationally and internationally. UF students can access eduroam free with their GatorMail login credentials. The eduroam network is fast and secure and has more than 10,000 wi-fi hotspots in 106 countries and territories worldwide. Visit https://getonline.ufl.edu/ for additional information about eduroam.
   B. Additionally, all students are expected to be proficient with eLearning @ UF. Several video tutorials on how to use the various tools within Canvas are available for viewing through the Help Center in Canvas. I strongly encourage you to become familiar with the Canvas course tools to ensure the best experience possible. For issues with technical difficulties for Canvas, contact the UF Help Desk at: (352) 392-HELP – select Option 2.

9. **Preferred Pronoun and Name Change in Canvas:** It is important to the learning environment that you feel welcome and safe in this class; and that you are comfortable communicating with me on any issues related to the class. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your UF-rostered name.

You may also change your “Display Name” in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records.

IX. UNIVERSITY RESOURCES

The University of Florida recognizes that pursuit of an online degree requires just as much student support as pursuit of a traditional on-campus degree and therefore, each online program is responsible for providing the same student support services to both students who are in residence on the main campus and those who are seeking an online degree through distance learning.

- ***Online Computing Help Desk:*** ***http://helpdesk.ufl.edu/***
  The UF Computing Help Desk is available to assist students when they are having technical issues.
- ***Online Library Help Desk:*** ***http://guides.uflib.ufl.edu/content.php?pid=86973&sid=686381.***
  The help desk is available to assist students with access to all UF Libraries resources.
- ***Disabilities Resource Center:*** ***http://www.dso.ufl.edu/drc/***
  If you have a physical, learning, sensory or psychological disability, please visit the DRC.
- ***Inclusion, Diversity, Equity & Access (IDEA):*** ***hhp.ufl.edu/about/inclusion/; www.cdo.ufl.edu/***
  An inclusive, diverse, equitable, and accessible (IDEA) community is a top priority at the University of Florida. In the College of HHP, we value and work to promote a learning community where all people are acknowledged, valued and respected.
- ***Counseling and Wellness Center:*** ***http://www.counseling.ufl.edu/cwc/***
- Visit the counseling and wellness center to speak to a counselor about any personal problems.
- ***Dean of Students Office:*** ***http://www.dso.ufl.edu/***
  Visit the Dean of Students site for help resolving a conflict or for student code of conduct inquiries.
- ***U Matter, We Care:*** ***umatter@ufl.edu***
  Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.
- ***GatorWell Health Promotion Services:*** ***http://gatorwell.ufsa.ufl.edu***
  Health Education for the Gator Nation. GatorWell Health Promotion Services supports student success by providing excellent, accessible, and relevant health information, programs and services to UF students about health and wellness topics relevant to the college experience.

X. INTERNSHIP AGREEMENTS

The Department of Health Education and Behavior at the University of Florida Agrees to:

- Recommend for placement only those students who have earned a satisfactory record and have met the minimum requirements established by the Department.
- Provide the agency with pertinent internship information including, but not limited to, course outline, student preparation information, and evaluation forms prior to the start of the internship.
- Have representatives of the Department available to the Agency for assistance and consultation as the need arises (HEB Internship Coordinator).

The Student (Intern) Agrees to:

- Conduct themselves as a professional, dress appropriately, and uphold the UF Code of Conduct.
- Consider themselves as an integral part of the agency and follow all rules of the agency.
- Prepare thoroughly for and conscientiously conduct each task related to the internship.
- Consult with the agency supervisor on a regular basis and in any situation in which he/she is unsure of the appropriate measures to be taken.
- Complete and submit all assignments to the HEB Internship Coordinator by the deadline.
- Contact the HEB Internship Coordinator if a problem should arise that is not fully resolved.
- Read and adhere to all policies and procedures contained in the HSC4876 syllabus. Register for HSC4876 using the section number provided to you by the HEB Internship Coordinator.
- Make sure that your internship site has all of the materials that they require of you (i.e., proof of vaccinations, certifications) to begin experience.
- Become familiar with all HEB required forms and the due dates, as indicated on the internship website. Make sure that your site supervisor is also aware of these forms and their due dates.
- Arrange advance meetings with your site supervisor to complete and discuss all forms.
- Regard your relationship with your site supervisor in the same manner as your relationship with university faculty. Expect your site supervisor to guide, correct, and advise you on a regular basis.
- Demonstrate personal characteristics appropriate for a professional (including, but not limited to) voice, speech, reliability, manner, confidence, enthusiasm, and rapport with others.
- It is the responsibility of the intern to review and abide by specific guidelines/policies in place the selected internship site.
- Assume the responsibilities and obligations of the other professional employees. (Some limitations of responsibilities will be necessary because of your limited experience and technical authority.) Follow the same calendar and daily schedule required of staff.
- Sign in and out if required. Be punctual. Work the entire number of hours at the times agreed upon by you and your site supervisor. Notify your supervisor if you are unable to attend as planned and follow appropriate agency procedures (see Attendance section).
- Respect the confidentiality of the workplace, its clients and its workers.
- Discuss your performance of assigned duties with the site supervisor on a regular basis. Evaluate yourself on the strong and weak parts of your performance. Take the initiative to ask the site supervisor for feedback concerning your performance.
- Be positive and enthusiastic about the internship. Offer to assist in all organizational activities.
- Should patients, clients, and/or subjects request additional attention, clear such requests with the site supervisor first.

The Agency Supervisor Agrees to:

- Familiarize themselves with the HEB Internship Program materials before the start of the internship.
- Provide on-site experience through the Agency which is pertinent and meaningful for students enrolled in the Health Education & Behavior Department at the University of Florida, and that includes job duties aligned with the responsibilities and competencies of health educators.
- Ensure that 85%, minimally, of an intern's work day consists of job duties aligned with the responsibilities and competencies of health educators. No more than 15% of an intern's work day may consist of job duties outside of the responsibilities and competencies of health educators.
- Provide the intern with a complete orientation to the site including an overview of the organizational structure, operations, and facilities along with a detailed explanation of all policies and procedures. Inform the student of any known risk or safety issues surrounding his or her work environment or duties.
- Keep the Department informed regarding the level of education each student receives, as well as the student's level of performance and to notify and consult with the Department in the event that the student fails to make satisfactory progress.
- Make sure the intern clearly understands all responsibilities and expectations.
- Provide a planned instructional program that reflects sound learning experiences for the intern.
- Share with the intern the on-going program plan.
- Conduct frequent evaluative sessions with the intern based on regular observation. Discuss and review all reports and evaluations with the intern. Offer suggestions for improvement.
- Communicate progress of the intern with the HEB Internship Coordinator (Bi-Weekly Comments Sheets; Midterm Evaluation; Final Evaluation).
- Maintain regular communication with the HEB Internship Coordinator including when help is needed or a problem arises that requires a solution.
- Inform the HEB Internship Coordinator of an intern's lack of attendance, punctuality, or any problems that occur.
- Sign all forms which require your signature, and submit by the published due dates.

This Agreement May Be Terminated During the Experience for the Following Reasons:

- For any illness or other unexpected events that would necessitate the student's absence for a time which is detrimental to the internship experience.
- For any illness or other unexpected events that would necessitate the supervisor's absence for a time which is detrimental to the internship experience.
- For any action by the Agency that is detrimental to the student or the Department.
- For any action by the student or the Department that is detrimental to the Agency.

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Department of Health Education and Behavior
UNIVERSITY of FLORIDA