

Prospective Internship Site Profile

Department of Health Education & Behavior

Location: _____ Date: _____
City State

Agency: _____

Contact: _____

Address: _____
Street / PO Box City State / Zip

Phone: _____ Email: _____

Website: _____

Which semester(s) is your agency available to accept interns?

Fall (August – December)

Spring (January – April)

Summer (May – August)

Typical intern working hours (Please also indicate any evening or weekend time commitments):

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.)

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

Special Requirements (i.e., special application, proof of health insurance, immunization records, etc.)

Provide a comprehensive list of health education internship duties, which will be assigned to your HEB senior intern. Please indicate with NCHEC Responsibility(ies) that align with each duty.

List any important information about your agency.

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

Yes

No

FOR OFFICE USE ONLY:

Approval of Department Internship Coordinator: _____

Health Education Internship Duties	Responsibility
Regularly meet with the Program Coordinator to debrief community events and/or training participation, orchestrate media engagement, and review public health concerns in the community	VI/VII/VIII
Participate in related workshops/professional development opportunities	IV/V/VIII
Attend and present departmental updates at monthly all-staff meetings	II/VII/VIII
Engage in outreach initiatives and events (i.e., local council meetings or community events) to recruit participants/locations for trainings	II/V/VII/VIII
Assist in the facilitation of trainings	III/VII/VIII
Track attendee sign-up forms and training completion status	III/VI/VII/VIII
Carefully monitor coursework to assess training outcomes, which inform the creation of grant reports	I/II/VII/VIII
Prepare and set up necessary materials for training days/events (e.i. printing resources and gathering course material)	II/III/VIII
Evaluate the effectiveness of our interventions in addressing the community's needs	IV/VIII
Research & compile health-related resources to share with participants and the community at large	II/VII
Assist in the crafting of educational content for various platforms including Instagram, Facebook, and LinkedIn	I/II/V/VI/VIII