## Prospective Internship Site Profile Department of Health Education & Behavior

Location:		Date:		
City		State		
Agency:				
Contact:				
Address:Street / PO Box		""City	State / Zin	
Street / PO Box		City	State / Zip	
Phone:		Fax:		
Email:		Website:		
What semesters is your agency available	to accept intern	s?		
Fall (August – December)	Spring (Ja	nuary – April)	Summer (May – August)	
Normal work hours (Please indicate any	evening or week	cend time comm	itments):	
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 int	erns (i.e. housin	g, health insurar	nce, travel reimbursement, etc.)	

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

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\*\*\*Virtual Volunteers and Virtual Internships are eligible for scholarships up to \$250 towards any virtual volunteer or virtual internship program. For information about the application and instructions for submission, visit <u>https:// www.unitedplanet.org/wp-content/uploads/2019/11/2020-United-Planet-Scholarship-Application.pdf</u>. List the required skills or previous experience necessary for interning with your agency.

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.

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

List any important information about your agency.

\*\*\*As a 501(c)3 non-profit, the program fees help cover program development and support costs which go on behind the scenes to make the experience a positive one for all. This includes pre-program training for volunteers and host organizations, ongoing check-ins and support, as well as monitoring and evaluation. A portion of the fee also goes to support in-country partners and projects which are non-profits, NGOs and public institutions.

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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: <u>02/11/2021</u>

Contract on File: