

**The Kleist Health Education Center**  
College of Health Professions & Social Work  
Florida Gulf Coast University  
10501 FGCU Boulevard South  
Fort Myers, Florida 33965-6565

## **Internship Opportunity for Undergraduate Health Education, Health Promotion, and Community Health Students**

*The Kleist Health Education Center (KHEC)* at Florida Gulf Coast University (FGCU) is currently accepting applications for undergraduate Health Education student interns.

### ***About the Center***

The KHEC is an educational, not-for-profit organization devoted to healthy lifestyles. By teaching and promoting positive health choices, the center strives to prevent health problems and illnesses before they begin. The center is the only one of its kind in Florida, and provides a unique experience for children and adults. Elementary, middle/junior high, high school, and alternative school students from three counties in Southwest Florida visit the center on field trips as part of their Health class curricula. Adults are able to attend various wellness seminars and workshops that are hosted by the Center and target specific aspects of a healthy lifestyle. Highly skilled instructors bring three teaching theaters to life using dynamic models, exciting displays, and multimedia presentations. Instead of visitors passively watching, classes are interactive, animated, and full of vital information.

The KHEC is an exciting and stimulating facility for students and teachers alike. The timely, challenging, and thought-provoking programs offered serve a wide range of the Southwest Florida schools' curricula, and the many teaching aids and program enhancements present the latest in health research.

### ***About the Internship***

The student intern is paired with a Mentor Health Educator (MHE) at KHEC. The MHE works with KHEC's Executive Director, as well as the supervising personnel at the student intern's home college, in order to ensure that the internship is a mutually beneficial experience for KHEC, the student intern, and the home school. The internship is based upon the student completing tasks consistent with the National Commission for Health Education Credentialing (NCHEC) -accepted *Responsibilities and Competencies for Entry-Level Health Educators*. Requirements for the internship will be determined jointly between the MHE and student intern's home school. Additional projects and responsibilities will be assigned in order to fulfill KHEC internship and program requirements. For more information on internship requirements, please see *Appendix A* of this document.

\*The internship does not include a stipend, or any type of financial compensation.

## ***Purpose of the Internship***

Upon successful completion of the internship, the student intern will be better equipped to enter the workforce, having gained valuable hands-on experience outside of the classroom. A KHEC student intern is a tremendous asset to the staff, and is treated as such. Our interns are integral members of the KHEC team, and are involved in virtually every aspect of the planning and implementation of our programs and events.

An additional goal of the internship is to foster the development of cooperation between KHEC and the Health Education programs at several home schools in order to more readily facilitate additional interns during future semesters.

## ***Student Responsibilities and Role within KHEC***

1. To function effectively within KHEC's program, the student intern will assume only those responsibilities and tasks which have been defined with the MHE.
2. The student intern will always dress appropriately when on campus or at internship-related events.
3. The student intern will observe FGCU and KHEC rules and regulations, and display conduct of a professional and cooperative nature.
4. Illnesses and emergencies will be handled in a responsible manner by notifying the MHE or KHEC Project Coordinator as soon as possible. Extended illness or special requests regarding lengthy absence may result in postponement or termination of the internship.
5. Travel expenses incurred by the student while traveling to and from FGCU will be assumed by the student. Any reimbursement for travel expenses incurred as part of the internship experience for off-campus events (i.e., community wellness fairs, conferences, etc.) will be determined by the KHEC Executive Director, prior to the event, on a case-by-case basis.
6. If the student intern will be using a personal automobile as transportation to and from FGCU, KHEC is not responsible for any parking citations/fines incurred by the student.
7. KHEC staff will provide limited assistance in locating housing for an out-of-town intern, however, ultimately the responsibility is the student's. \*On-campus housing for interns is unavailable.

## ***Duties of the Student Intern***

Duties of the student intern include, but are not limited to:

- 1) Observing, team-teaching, and primary teaching KHEC child and adolescent programs.
- 2) Assisting the MHE in planning and implementing health and wellness seminars.
- 3) Representing KHEC at various health and wellness events throughout the community.
- 4) Developing and distributing various media and materials for KHEC programs.

### ***Becoming a KHEC Intern***

Placement as a KHEC Student Intern is contingent upon several stipulations:

- 1) Student must be currently enrolled in an undergraduate course of study appropriate for the internship (i.e., Health Education, Community Health, etc.).
- 2) Student must have a cumulative major GPA of 2.5 or better.
- 3) KHEC must be approved as an acceptable site by student's home school.
- 4) Student must complete **an interview with KHEC's Executive Director**.
- 5) Student must be able to make a minimum 16-week commitment.

### ***Procedure for Application***

- 1) Complete the Application Form provided in *Appendix B* of this document.
- 2) Have two members of your college's faculty or staff complete the Reference and Recommendation Forms provided in *Appendix B* of this document.
- 3) Submit the Application Form, Reference and Recommendation Forms, your current resume, and a brief cover letter describing your interest in the KHEC internship and why you feel that you would be an ideal candidate for the program to the Executive Director.

\*Upon conditional acceptance as a KHEC intern, student will be required to provide an official transcript of all undergraduate work, as well as to complete and submit a KHEC Internship Confirmation Letter. Upon submission of this letter, the internship, as agreed upon by KHEC, the student, and the home school, shall not be terminated or modified by any of the parties without consideration of all parties involved.

### **For Additional Information**

Please contact Renee L. McFarland, Executive Director, KHEC, at: (239) 590-7502, by fax at (239) 590-7464, by email at [rmcfarla@fgcu.edu](mailto:rmcfarla@fgcu.edu), or by standard mail at Kleist Health Education Center, Florida Gulf Coast University, 10501 FGCU Blvd. South, Fort Myers, FL 33965-6565.

## **Appendix A**

### **KHEC Internship Requirements**

**CHES RESPONSIBILITIES AND COMPETENCIES FOR ENTRY LEVEL  
HEALTH EDUCATORS\***

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| <b>Responsibility I:</b>    | <b>Assessing Individual and Community Needs for Health Education</b>   |
| Competency A                | Obtain health-related data about social and cultural environments, growth and development factors, needs, and interests.   |
| Competency B                | Distinguish between behaviors that foster, and those that hinder, well-being.  |
| Competency C                | Infer needs for health education on the basis of obtained data.  |
| <i>Intern Assignment(s)</i> | <i>1) Choose one of the child/adolescent programs currently implemented at KHEC and locate health-related data about the specific growth and development factors, needs and interests, and social and cultural environments of that specific population. Try to be as specific as possible. For example, "Lee County" or "Southwest Florida" is more targeted than "the southern states", or "the U.S."; and "5<sup>th</sup> graders" is more targeted than "elementary school children." Develop a summary report of the data, and include any suggestions you have for modification or improvement of the current KHEC program in accordance with your findings.</i> |

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| <b>Responsibility II:</b>   | <b>Planning Effective Health Education Programs</b>   |
| Competency A                | Recruit community organizations, resource people, and potential participants for support and assistance in program planning.  |
| Competency B                | Develop a logical scope and sequence plan for a health education program.   |
| Competency C                | Formulate appropriate and measurable program objectives.  |
| Competency D                | Design educational programs consistent with specified program objectives.   |
| <i>Intern Assignment(s)</i> | <i>1) Collaborate with the KHEC Nutrition and Wellness Coordinator and Project Coordinator, as well as your MHE, in all aspects of the planning of one or more community wellness seminars hosted by KHEC. This process includes identifying topics of interest to the target population, locating potential guest speakers, identifying local agencies and businesses where we might focus our marketing efforts, developing program objectives, creating posters, fliers, etc., and assisting in the coordination of catering and staffing the event.</i> |

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| <b>Responsibility III:</b>  | <b>Implementing Health Education Programs</b>   |
| Competency A                | Exhibit competence in carrying out planned educational programs.  |
| Competency B                | Infer enabling objectives as needed to implement instructional programs in specified settings.  |
| Competency C                | Select methods and media best suited to implement program plans for specific learners.  |
| Competency D                | Monitor educational programs, adjusting objectives and activities as necessary.   |
| <i>Intern Assignment(s)</i> | <p>1) <i>Collaborate with the KHEC Nutrition and Wellness Coordinator, Project Coordinator, and your MHE in implementing the community wellness seminars you helped in planning for Responsibility II. This process includes assisting in the setup, registration, and cleanup for the event, as well as assisting staff members in any other capacity necessary to ensure the successful implementation of the programs.</i></p> <p>2) <i>Additionally, Responsibility III will be fulfilled throughout the internship in the monitoring (through MHE observations, teacher evaluations and self-evaluations) of your performance in teaching the child/adolescent programs.</i></p> |

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| <b>Responsibility IV:</b>   | <b>Evaluating Effectiveness of Health Education Programs</b>   |
| Competency A                | Develop plans to assess achievement of program objectives.   |
| Competency B                | Carry out evaluation plans.  |
| Competency C                | Interpret results of program evaluation.   |
| Competency D                | Infer implications from findings for future program planning.  |
| <i>Intern Assignment(s)</i> | <p>1) <i>Collaborate with the KHEC Nutrition and Wellness Coordinator, Project Coordinator, and your MHE in developing appropriate evaluation tools for the community wellness seminars you helped in planning and implementing for Responsibilities II and III. Post-program, perform an analysis of the evaluations and generate a report of your findings to be submitted to your MHE.</i></p> <p>2) <i>Use the teacher and MHE evaluations of your performance in implementing the child/adolescent programs as a basis for completing mid-point and final self-evaluations.</i></p> |

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| <b>Responsibility V:</b>    | <b>Coordination Provision of Health Education Services</b>   |
| Competency A                | Develop a plan for coordinating health education services.   |
| Competency B                | Facilitate cooperation between and among levels of program personnel.  |
| Competency C                | Formulate practical modes of collaboration among health agencies and organizations.  |
| Competency D                | Organize in-service training programs for teachers, volunteers, and other interested personnel.  |
| <i>Intern Assignment(s)</i> | <p><i>1) Identify two or more agencies or organizations within the Southwest Florida community as potential sites to develop and foster a cooperation with KHEC in performing needs assessment and program planning for future wellness seminars. Submit agency names, addresses, mission statements and purpose summaries to your MHE for approval, as well as a brief explanation for why you feel development of a relationship would benefit KHEC.</i></p> <p><b>OR</b></p> <p><i>2) Identify two or more colleges or universities that currently require a Health Education internship prior to graduation. Collaborate with college or university personnel and your MHE to <b>a)</b> determine that KHEC would be an acceptable site and <b>b)</b> develop a method for recruitment of future KHEC interns (for example, visiting a class and speaking to upperclassmen about your experiences as a KHEC intern or preparing an informative handout about the KHEC Internship Program for the college or university staff member to distribute)</i></p> |

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| <b>Responsibility VI:</b>   | <b>Acting as a Resource Person in Health Education</b>  |
| Competency A                | Utilize computerized health information retrieval systems effectively.  |
| Competency B                | Establish effective consultative relationships with those requesting assistance in solving health-related problems.   |
| Competency C                | Interpret and respond to requests for health information.   |
| Competency D                | Select effective educational resource materials for dissemination.  |
| <i>Intern Assignment(s)</i> | <p>1) <i>Work with KHEC staff members in the development and maintenance of a KHEC website, including responding to any health-related questions or comments from site visitors.</i></p> <p>2) <i>Prior to the first day of each month of your internship, select an appropriate health-related topic for that month (i.e., May is National Skin Cancer Prevention month) and submit topic to your MHE for approval. Upon approval, develop a fact sheet, handout, etc. to be submitted to your MHE and ultimately distributed and posted on FGCU's campus. Materials should include accurate, documented information on the selected topic, as well as the KHEC logo and contact numbers/addresses for students to obtain further information.</i></p> |

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| <b>Responsibility VII:</b>  | <b>Communicating Health and Health Education Needs, Concerns, and Resources</b>  |
| Competency A                | Interpret concepts, purposes, and theories of health education.  |
| Competency B                | Predict the impact of societal value systems on health education programs.   |
| Competency C                | Select a variety of communication methods and techniques in providing health information.  |
| Competency D                | Foster communication between health care providers and consumers.  |
| <i>Intern Assignment(s)</i> | <p>1) <i>Choose one of the child/adolescent programs currently implemented at KHEC, or one of the community wellness seminars that you assisted in planning, implementing, and evaluating, and compose a report discussing your interpretation of its theoretical framework to be submitted to your MHE.</i></p> |

\*Source: A Framework for the Development of Competency-based Curricula for Entry Level Health Educators, 1985.

These assignments should not be considered inflexible; they are subject to modification as the MHE and home college coordinator see fit.

## **Appendix B**

### **Forms**

# The Kleist Health Education Center Internship Program

## Application Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle \_\_\_\_\_

Social Security Number  
\_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

If temporary, add permanent address:

Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Zip \_\_\_\_\_

School Phone \_\_\_\_\_ Home/Permanent Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Name of your college or university \_\_\_\_\_ Classification (freshman, sophomore, etc.) \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_

Cumulative Grade Point Average \_\_\_\_\_ Major Grade Point Average \_\_\_\_\_

Expected Degree \_\_\_\_\_ Anticipated Date of Conferral \_\_\_\_\_

Internship Coordinator/Supervisor's Name \_\_\_\_\_ Coordinator/Supervisor's Telephone \_\_\_\_\_

Coordinator/Supervisor's Email Address  
\_\_\_\_\_

Proposed Start Date for Internship

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Proposed End Date for Internship

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Will you be available to work:

Full Time (35-40 hours per week) \_\_\_\_\_

Or

Part Time (20-34 hours per week) \_\_\_\_\_

Do you read and speak English fluently?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a disability that would prevent you from performing any of the duties and responsibilities of the internship?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please attach explanation of such disability.

Signature of Applicant

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Date

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Signature of Coordinator/Supervisor

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Date

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# The Kleist Health Education Center Internship Program

## Reference and Recommendation Form

Faculty or Staff Member:

In considering applicants for our internship program, we request that students obtain two letters of reference from their instructors. We appreciate your cooperation in completing the following form and attaching a brief letter expressing your recommendation of the student for our program.

**Faculty/Staff Name** \_\_\_\_\_

**Institution** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**Course Name** \_\_\_\_\_

**Course Grade** \_\_\_\_\_ **Final** \_\_\_\_\_ or **Current** \_\_\_\_\_

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**Course Grade** \_\_\_\_\_ **Final** \_\_\_\_\_ or **Current** \_\_\_\_\_