



*Helping students make healthier, safer, and smarter choices.*



**UNIVERSITY OF NORTH CAROLINA CHARLOTTE**

**CENTER FOR WELLNESS PROMOTION**

**INTERNSHIP PACKET**

**SITE SUPERVISOR:**

**BETRIA STINSON - SUBSTANCE ABUSE PROGRAM COORDINATOR**



## **Mission Statement**

The Center for Wellness Promotion (CWP) at the University of North Carolina at Charlotte promotes, supports, and affirms healthy living behaviors among campus community members to foster knowledge, attitudes, and skills that are essential for positive decision-making and enhancement of self-esteem. The Center for Center for Wellness Promotion is the campus resource for health education programs, services, and information, as well as direct-care consultation and referrals.

## **I. POSITION DESCRIPTION:**

### **Public Health Interns:**

The internship program provides students with practical experiences in public health related to the core competencies of public health education.

### **7 Core Competencies of Health Education**

*Assessment of Individual and Community Needs for Health Education*

*Planning Effective Health Education Programs*

*Implementation of Health Education Programs*

*Evaluation of Effectiveness of Health Education Programs*

*Provision of Health Education Services Coordination*

*Acting as a Resource Person in Health Education*

*Communicating health and health education needs and information*

### **Health Communications Interns:**

Successful *health communications* applicants have some experience and/or education in any of the following areas: public health, public relations, health education, communications, writing, social marketing, or journalism. *Health communications* interns will:

- Plan, develop, and promote health and wellness programs and materials
- Gain experience in evaluating prevention and social norm data, messages, publications, materials, and programs
- Translate technical information into information suitable for college aged students via fact sheets and articles
- Posting messages to CWP's social media sites, including Instagram, Facebook and Twitter
- Research grant opportunities in health advocacy and social media
- Research and develop content on health topics for use on the CWP website

Strong written and oral communications skills, interest in healthcare and/or college health, organized, detail-oriented and capable of working independently and proficient in Microsoft Office is needed for this internship. Experience with social media, and/or photo, video, or audio editing software is a plus.

The Center for Wellness Promotion Internship program provides an excellent opportunity for students to develop leadership skills and explore interests in health education and promotion, marketing, program planning, implementation and evaluation. The Internship position gives the student practical experience in public health, health education and promotion or health communications while under the supervision of a CWP staff member. The CWP supervisor will conduct regular meetings in which Interns can share their experiences, to assure that the intern is participating in a meaningful work experience. This internship is un-paid and based off the hourly requirement for your academic department.

## II. POSITION REQUIREMENT:

- 1) Interns must work the amount of hours required by their University department.
- 2) Interns are required to dress business casual during work hours unless otherwise stated (i.e. working at an outreach or evening event).
- 3) Interns **must** complete a portfolio of work done throughout the internship for the Internship site supervisor. The portfolio must be submitted prior to the Final Evaluation being completed!

### **Portfolio Requirements:**

#### **a. Title Page**

- 1) *Name of Student*
- 2) *Student ID Number*
- 3) *Agency where internship was completed*
- 4) *Semester the student completed the internship*

#### **b. Company Overview**

- 1) *Company Profile*
- 2) *Organizational Chart*
  - i. University
  - ii. Student Affairs
  - iii. Center for Wellness Promotion Welcome Letter

#### **c. Summary of Internship Experience** (minimum of **3** pages in length; this is not a formal paper)

- 1) ***Overview (1 page minimum)***
  - i. List your major responsibilities (get this from Fact Sheet and Internship packet).
  - ii. Provide an overview of what you did during your internship to fulfill your responsibilities.
  - iii. Describe to what degree you accomplished the major responsibilities. If you were not able to accomplish all of them, explain the circumstances that prevented you from doing so. Be very thorough and detailed in your description of your work.
- 2) ***Skills/Competencies (1/2 page minimum)***
  - i. List one or more track specific competencies your work included. Be specific.
    - a) In what areas of responsibility of public health/Health Communications, did you feel unprepared?
    - b) Describe the skills you developed through your internship.
- 3) ***Career (1/2 page minimum)***
  - i. Describe how the internship has prepared you for employment in public health.
  - ii. As a result of the internship experience, describe the type of public health jobs you would be most interested in working.
- 4) ***Mini Projects***
- 5) ***Major Project (1 page minimum)***
  - i. Internship Photos - Include a description of what's going on in the picture.

#### **d. Weekly Reports**

- 1) This should be done weekly and sent via email to the site supervisor.
- 2) Make sure to total your hours at the end of your work week (on the report).
- 3) The weekly logs should be written using professional language, not casual conversation and be descriptive of what you have done throughout your internship.

#### **e. Copy of Mid-Internship Evaluation and Final Evaluation**

### **III. BENEFITS AVAILABLE TO INTERN:**

- 1) Gain valuable experience in the areas of health promotion, public health and program planning and explore career options in these fields.
- 2) Network with UNC Charlotte faculty, staff and health professionals as an intern of the Center for Wellness Promotion.
- 3) Become a leader and role model of a highly skilled, diverse team of students who are committed to providing accurate, non-judgmental college health information to the UNC Charlotte community.
- 4) Further develop and enhance teaching, communication, presentation and group facilitation skills.
- 5) Center for Wellness Promotion Intern project's successes are your ability to initiate, develop and complete specific projects to be utilized on the campus at UNC Charlotte. This internship is an excellent method to show your skills and expertise and to have tangible product to showcase your ability.

### **IV. REQUIREMENTS FOR APPLICATION AND ACCEPTANCE:**

#### **Eligibility Criteria**

Students are eligible for the internship program if they:

- 1) Are enrolled in a Health administration, communication, education/promotion or Public Health program in a four-year college or university
- 2) Are US citizens, non-citizen nationals, or foreign nationals possessing a visa permitting permanent residence in the US, and
- 3) Have decided or are considering a professional career in health education and health promotions or related public health field.

#### **Liability Insurance & Immunization Policy**

The Center for Wellness Promotion (CWP) does not require Liability Insurance for interns, thus interns must follow their campus' guidelines concerning insurance. CWP does strongly encourage students to obtain professional liability insurance prior to beginning their internship.

North Carolina state law requires anyone entering college to present a certificate of immunization that documents their compliance with all required immunizations. Thus all student interns from any NC college/university meet this requirement. All non-NC students applying for an CWP internship should ensure that their immunizations are up-to-date prior to beginning their internship.

A strong Intern applicant should also possess the following qualities:

#### **Personal Skills**

- Strong interest and enthusiasm in promoting healthy behaviors among your fellow peers
- Strong dedication to the Public Health/Health Education & Promotion philosophy & program
- Willingness to learn and an interest in personal and professional growth
- Ability to develop group spirit, loyalty and cooperation; is a great motivator
- Dependable and responsible
- Critical thinking and creative problem-solver
- Courteous, friendly, thoughtful and insightful
- Takes initiative; is a self-starter

### Operational Skills

- Has excellent leadership skills and organizational skills
- Ability to function in a group, both as a leader and supportive team member
- Has effective program planning, implementation and evaluation skills
- Effective at public speaking
- Ability to effectively communicate with UNC Charlotte faculty, staff and students

## **V. PROJECTS:**

### Examples of Mini Projects:

- |                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Go Red Day</li> <li>• Assist in facilitating night programs for             <ul style="list-style-type: none"> <li>○ Residence Halls</li> <li>○ Athletics</li> <li>○ Greek organizations</li> </ul> </li> <li>• Assist in facilitating programs for staff and/or faculty.</li> </ul> | <ul style="list-style-type: none"> <li>• Decorate Bulletin boards each month.</li> <li>• Develop a Monthly Newsletter for CWP.</li> <li>• RA Bulletin Board Competition</li> <li>• Stall Street News</li> <li>• CARE packages</li> <li>• Wellness Wednesdays</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

### Examples of Major Project(s):

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Social Media Development             <ul style="list-style-type: none"> <li>- Facebook, Instagram, Twitter</li> </ul> </li> <li>• Health and Wellness articles</li> <li>• Sexual Health Program or Fair             <ul style="list-style-type: none"> <li>- Day/Night program with an educational table</li> </ul> </li> <li>• Wellness Months Programs             <ul style="list-style-type: none"> <li>- Human Trafficking Event</li> <li>- National Collegiate Alcohol Awareness Week</li> <li>- NOPE Candlelight Vigil</li> <li>- Great American Smokeout</li> <li>- Safer Spring Break</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>- Kick Butts Day</li> <li>- Alcohol Awareness Month</li> <li>- NINER Nutrition</li> <li>- Take Back the Night</li> <li>- Vagina Monologues</li> <li>- Sexual Responsibility Week/Condom Awareness Week</li> <li>- De-Stress Fest</li> <li>- Sexual Assault Awareness Week</li> <li>- NINER Trivia Night</li> <li>- Sex On The Table</li> </ul> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **VI. HOUSING:**

The Center for Wellness Promotion is not under any obligation to find a student intern housing during their internship. But Housing is available for interns through UNC-Charlottes' Housing and Residence Life Department. It is important to note it is available on a first come first serve basis. More information can be found on their website at: <http://housing.uncc.edu/conferences/index.htm>.

## **VII. TRANSPORTATION AND PARKING:**

Students must make their own transportation to and from campus. We do not have designated parking for student interns; you are responsible for making arrangements for parking. Students can buy a parking sticker or park on the side streets adjacent to campus.



## VIII. HOW TO BECOME AN INTERN:

The first step to applying for the internship is to **review the Internship packet to its entirety!** This will ensure you are well aware of the guidelines and requirements before applying and that you are prepared for your interview. Complete and submit the following, in one email please:

1. **Review** the Internship Packet;
2. **Complete** Internship Application;
3. **Cover letter** (Include when you are wanting to intern, specific goals and objectives);
4. **Resume** (include GPA and course highlights)
5. **Documents** of examples of work completed (writing sample, fliers and PowerPoints created)

### **Summer Internship:**

- Applications due **April 14<sup>th</sup>**
- Applicants notified of interview by April 21st
- Internship runs end May-July

### **Fall Internship:**

- Applications due **June 14<sup>th</sup>**
- Applicants notified of interview by June 21st
- Internship runs end of August/September-December

### **Spring Internship:**

- Applications due **November 14<sup>th</sup>**
- Applicants notified by interview by November 21<sup>st</sup>
- Internship runs January-April

Once received your information will be reviewed and a phone interview, Skype or face-to-face interview will be set up with the Site Supervisor and CWP Staff after the deadline to apply has passed.

UNC Charlotte  
Student Health Center  
Center for Wellness Promotion  
9201 University City Blvd.

**Phone:** 704-687-7366

**Email:** [wellness@uncc.edu](mailto:wellness@uncc.edu)

**Website:** <http://wellness.uncc.edu>





## Intern Job Description

### Education:

Student must be currently pursuing a degree in public health, health education/administration/promotion, or related field.

### Experience:

- Working knowledge of health promotion, behavior change theories, and the ecological framework
- Proven ability to work as a member of a collaborative team
- Excellent written/oral/interpersonal communication skills
- Proven ability to effectively communicate both individually and in group settings on a variety of health issues
- Demonstrated knowledge of how to incorporate multicultural diversity and social justice concepts into health promotion services

### Preferred Qualifications:

- Skills in planning, implementing, and evaluating theory- and evidence-based health promotion strategies, programs, and services
- Familiarity with social marketing and health communications strategies
- Experience conducting program evaluations, interpreting findings, and developing plans to programmatically and strategically respond to findings
- Experience working/volunteering in a college/university setting

### Duties & Responsibilities:

- Provide training and educational opportunities that are strategically designed and evaluated to meet the health needs of UNC Charlotte students
- Plan and evaluate awareness events related to relevant health issues such as sexual health, alcohol and other drug prevention, and body image
- Develop social media messaging, videos, and website content
- Collaborate with Health Promotion staff on research projects and survey development
- Develop and maintain collaborative partnerships with members of the university community in order to advocate for and advance the health of the student population
- Compile final portfolio summarizing projects and accomplishments

### Other Information:

This is NOT a paid internship position. One to three positions tend to be available each semester. Students tend to work the schedule of their Internship supervisor which is usually Monday through Friday 9:00am to 5:00pm; including nights and weekends, if there is a program/event.

### Application Process:

Students must complete an Online Application located on our website and upload a cover letter, resume, and two professional reference letters. Please submit application materials by **the required date** at 5:00PM. For questions, please contact the Internship Supervisor, Betria Stinson at [bstinsol@uncc.edu](mailto:bstinsol@uncc.edu).



## Intern Fact Sheet

### Departmental Highlights:

- Peer Health Course (Health 3230)      - Collegiate Recovery Community      - Wellness Passport
- Peer Health Student Organizations (GAMMA and Wellness Ambassadors)

### Center for Wellness Promotion Areas:

- Nicole Madonna-Rosario** – Interpersonal Violence Prevention Coordinator
- Deirdre Feeney** – Alcohol, Tobacco & Other Drugs Health Education Specialist
- Leslie Robinson** – Sexual Health Education Specialist
- Betria Stinson** – Substance Abuse Program Coordinator
- Vacant** – Collegiate Recovery Community

### Dress Code:

Students should wear business casual attire, which consists of slacks with a button up top, shirt and tie or polo. Open toe shoes are allowed if they are dressy or if we are doing a casual outreach event.

### Hours:

Students tend to work the schedule of their Internship supervisor which is usually Monday through Friday between 8:00am - 5:30pm; including nights and weekends if the Health Educator has a program/event. Student Health is open:

|                                                                                               |                                                                                         |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Fall and Spring Semesters:</b><br>Monday - Thursday 8:00am - 6:30pm Friday 8:00am - 5:00pm | <b>Summer, between semesters &amp; Spring Break:</b><br>Monday - Friday 8:00am - 5:00pm |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|

### Parking:

We do not have designated parking for student interns; you are responsible for making arrangements for parking. Students can buy a parking sticker or park on the side streets adjacent to campus for free and walk to the SHC.

### Safety:

HIPAA Forms and Confidentiality statements will need to be signed on your first day here for the Center for Wellness Promotion and the Student Health Center.

### Requirements for Completing Internship:

- 1) Liability insurance and Updated immunizations
  - a. *Students are responsible for obtaining ensuring that their immunizations are up to date and obtaining liability insurance through your University if required. Because it can take several weeks to process, students are advised to begin this process at least 1 month prior to starting their internship. Failure to follow these requirements could delay the start of your internship.*
- 2) Completion of specified number of hours as required by educational institution.
- 3) Flexibility in scheduling; all internships may require evening and/or weekend hours.
- 4) Acceptable performance of assigned duties.
- 5) Satisfactory completion of **one** major project.
- 6) Completion of Internship Portfolio.
- 7) Attendance at required staff meetings.
- 8) Adherence to established dress code.
- 9) Maintain your University’s Student Code of Conduct.