

THE UNIVERSITY OF TEXAS AT SAN ANTONIO

Department of Public Health

Internship Site Information Sheet

Today's Date:

Site Name:

Phone Number:

Address:

Web address:

1. Please briefly describe your site and the scope of your site's work.

2. Indicate the most appropriate person to contact within your agency/facility regarding internship possibilities.

Name:

Title/Responsibility:

Phone Number:

Email Address:

Office Address (if different from above):

3. Briefly describe the internship experiences available with your site.

4. How would you prefer prospective interns contact you? What information or materials should they submit during that contact (resume, cover letter, etc.)?

5. Are there any requirements for this internship that the student or University should be aware of?
 - Immunizations (please specify: _____)
 - Background check
 - Health insurance coverage
 - Other (please specify: _____)
 - None

6. Will this be a paid position? If unpaid, will any stipends or out-of-pocket expenses be covered (parking pass, fuel costs, etc.)?

7. Is your organization legally required to follow HIPPA guidelines (generally only applies to healthcare organizations)?

YES NO

8. The internship can use any modality desired by the internship site (fully in-person, fully virtual, hybrid). What modality(ies) would you typically be able to offer?

The internship requires 300 total hours to be completed during one semester. Please indicate in the box below which semester(s) your organization can support interns.

	Semester	Average Hours Per Week
	Fall	20 per week
	Spring	20 per week
	Summer	30 per week

9. What skills/qualities should student interns already possess to be successful at your site?

- | | |
|---|---|
| <input type="checkbox"/> Customer service experience | <input type="checkbox"/> Developing educational materials |
| <input type="checkbox"/> Professionalism/office etiquette | <input type="checkbox"/> Presenting educational materials |
| <input type="checkbox"/> Active listening | <input type="checkbox"/> Bilingual/multilingual |
| <input type="checkbox"/> Basic computer skills | <input type="checkbox"/> Professional and technical writing |
| <input type="checkbox"/> Basic research skills | <input type="checkbox"/> Clinical experience |
| <input type="checkbox"/> Data entry skills | <input type="checkbox"/> Laboratory experience |

10. What other skills or experiences does your site *prefer* students have prior to the internship?