

American Association for Health Education Student Internship Guidelines

ELIGIBILITY

Students must have the following eligibility characteristics:

- Be currently enrolled in a credit producing course or within one semester/quarter of completing a degree
- Be under the direction of a university provided faculty supervisor
- Be a health education or health promotion major at the graduate or undergraduate level (exceptions may be made to this criteria for the purposes of a special project)
- Be able to provide their own housing and transportation in the Reston area
- Demonstrate current health insurance coverage through their student status or on a private basis

EXPECTATIONS

AAHE staff has the following expectations of student interns:

- Competent in computers including word processing and Power Point presentation development, and Internet searches
- General background and understanding of health education principles, and the national and state organizations that deal with health education
- Able to conduct health education programs based on the responsibilities, competencies and sub-competencies of a health educator
- Ability to respond well to guidance and supervision, coupled with the ability to work independently as needed
- Ability to work as a part of team endeavors
- Sound writing and verbal communication skills
- Competence in data input and analysis is desirable

CONDITIONS

- Students must apply in writing and provide a resume and at least one faculty reference no later than one month prior to the start of a requested internship experience
- Students must also complete and submit the internship application form
- Student internships at AAHE are generally unpaid, however exceptions to that may be made when funding is available through special projects
- Paid internships will be paid by the hour and will carry no benefits
- Students are expected to work the normal work week of 37.5 hours
- The preferred length of internship is no less than 8 weeks

- Students enrolled for credit must provide all coursework requirements to AAHE. In return AAHE will provide an on-site supervisor and evaluation feedback to the University supervisor
- Students will be assigned specific professionally related tasks for completion during the internship
Examples of assignments include:
 - Conducting surveys
 - Completing Internet resource searches
 - Creating marketing materials
 - Developing web site content
 - Developing continuing education material
 - Completing data entry
 - Attending meetings in the headquarters area
- In addition to work assignments, interns will be expected to become familiar with the AAHE and AAHPERD. Thus some time will be devoted to interviews and reading documents related to the organizations.

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