Name: _____ Agency_____

Work Plan for Internship

Directions: Complete objectives 1 & 2, which are required for all interns. Add other objectives and activities. Review Important Date document in order to stay on track with all activities.

Required Objectives & Activities

1. By the end of the internship, the health education associate will have conducted a community assessment for the target population.
   Activities
   a. Complete agency orientation
   b. Identify agency mission, purpose, goals and history
   c. Identify agency governance and financial support
   d. Identify key partners or other agencies that offer similar services
   e. Keep a calendar and daily log capturing his/her daily routine, experiences including progress on defining special project, problems encountered and assistance by agency personnel
   f. Conduct a literature review on ….. (complete the sentence)
   g. Attend at least two community meetings.
   h. Conduct a windshield tour of the community
   i. Interview at least four key informants.
   j. Write a community assessment report if not already done.
   k. Develop and present conceptual design to preceptor
   l. Complete Work plan

2. By the end of the internship, the health education associate will have planned, implemented, and evaluated a special project on …… (completed the sentence)
   Activities
   a. The intern must capture them above referenced materials for his/her final notebook to be submitted to the preceptor at a time to be announced prior to submission to NCCU faculty.
   b. Complete the activities associated with final poster and exit interview.
   c. The intern must formally invite the preceptor to his/her presentation and exit interview.

Other Objective(s) & Activities

3. Add other objective(s) & Activities

Products/Deliverables (List all products that will be produced by the intern)

Signatures:

_____
Health Education Associate

_____
Preceptor