

**SUPERVISOR CONTACT INFORMATION:**

Name of Organization: **UHS**

Name & Position of Supervisor responsible for Intern: Susanne Callan-Harris

Phone Number: 585-820-1736 E-mail address: scallanharris@uhs.rochester.edu

**POSITION INFORMATION:** (If more room is needed, continue answer on a separate page.)

1. Position Title: **UHS Wellness Intern**

2. Internship Tasks and Responsibilities:

Participate in Keys to Healthy Music as student and TA  
Participate in Wellness events scheduled at ESM to address Hearing Health, Performance Anxiety, physical conditioning, physiological quieting, stress reduction, sleep  
Promote an area of interest such as ergonomics, performance enhancement, exercise, nutrition

3. What will the Intern(s) learn while performing these tasks and responsibilities? Please be specific as to what skills and experience will be gained.

Interns gain skills in planning and implementing events, including getting permission, organizing space and materials, making and distributing posters and fliers, interacting with UHS Health Promotions staff, URmindfulness  
Interns will also gain experience in screening for posture, movement, ergonomics  
Interns will gain experience in organizing modules online for Keys to Healthy Music: modifying the presentations as well as the activities. Interns will also participate in the grading and feedback process.  
Interns provide constant feedback regarding the efficacy of the "Live, Grow, Thrive" program

4. Skills and/ or experience that would be necessary or helpful for the intern to have coming into the internship: (technology & social media, project and event management, writing, data management etc.)

Technology skills are helpful for creating posters and informational fliers, as well as contributing to the online course segments. Experience with LEARN Blackboard is also helpful. It is also helpful to have social media skills. Many of the interns honed these skills during the experience.

5. What is the work environment and how will the intern be supervised? Where and when will the majority of work take place? Is this a typical 9-5 office environment or is much of their work self-directed/done remotely? How often will you meet with the intern to discuss their work assignments and where will that take place?

Meetings are typically held in the PT clinic in the basement of the SLC 1-2x/week, There are times when we meet at a different location for planning or project management, such as the UHS office on the River Campus. Interns do some work independently when creating posters and are always welcome to work in the UHS office or on their own. The offices on River Campus, including Health Promotion are available to student interns when a quiet space is needed. The amount of time varies week to week according to the intern schedule. Most of the meeting time is Tuesday afternoon or Thursday morning.

6. Is a car required?  No  Yes      Mileage paid?  No  Yes Amount: \_\_\_\_\_

Please note that interns must work **at least 85 hours** and are limited to working a maximum 100 hours per semester. Any deviation from this requires prior approval from ALP.

Form Completed by: Susanne Callan-Harris Date: 2/02/2021

