



# Form 1: Internship Description

Office of Practice and Learning  
*DSHS Internships*

|   |  |  |                         |
|---|--|--|-------------------------|
| <b>Internship Title:</b><br>Worksite Wellness Intern  |  |  |                         |
| <b>Internship Location (Please also indicate if the internship is offered In-Person only, Virtual only, or either In-Person or Virtual):</b><br>San Antonio or Virtual  |  | <b>Preceptor Name and Title:</b><br>Dr. Katherine Velasquez, PhD,<br>RN – Manager Community Health Improvement |                         |
| <b>Brief Description</b><br>Include minimum of 3 learning objectives  |  |  |                         |
| <p>The practicum student will work directly with a Manager and Wellness Committee members to coordinate, schedule, and facilitate work site wellness programs for DSHS RLHS employees in Region 8. Activities may include revising, executing, and analyzing annual program assessment survey; using assessment data to recommend, develop, and implement wellness activities; developing and executing procedures for a wellness room and wellness resources lending library; developing a bi-weekly wellness tips one pager; gathering and posting materials for wellness bulletin boards; and coordinating monthly lunch-n-learns. Actual activities will be determined during development of the student work plan.</p> <ol style="list-style-type: none"> <li>1. Apply training and concepts learned in coursework.</li> <li>2. Increase self-confidence as a professional in the public health and health services arena.</li> <li>3. Develop opportunities for references, job placement and professional contacts.</li> </ol> |  |  |                         |
| <b>Approximate Total Weekly Hours:</b><br>15 – 20   | <b>Paid:</b><br><input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No | <b>DSHS Division:</b><br>Region 8  | <b>Program:</b><br>RLHO |

**Population Focus** (Check all that apply)

|   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> Infant/Newborn | <input type="checkbox"/> Adolescent                     | <input type="checkbox"/> Children and Youth with Special Healthcare Needs | <input type="checkbox"/> Adults                    |
| <input type="checkbox"/> Mothers        | <input type="checkbox"/> Elderly                        | <input type="checkbox"/> Populations at risk for and with STDs            | <input checked="" type="checkbox"/> DSHS employees |
| <input type="checkbox"/> Zoonosis       | <input type="checkbox"/> Geographic or Tribal Community | <input type="checkbox"/> Other special populations                        | Other:   |

**Functional Focus** (Check all that apply)

|  |  |   |   |
|--|--|---|---|
| <input checked="" type="checkbox"/> Program Administration | <input checked="" type="checkbox"/> Program Implementation | <input type="checkbox"/> Screening and Assessment | <input type="checkbox"/> Service Coordination |
|--|--|---|---|

|   |  |  |  |
|---|--|--|--|
| <input checked="" type="checkbox"/> Program Planning    | <input type="checkbox"/> Policy Analysis and Development | <input type="checkbox"/> Epidemiology                    | <input type="checkbox"/> Health Information Technology |
| <input checked="" type="checkbox"/> Program Development | <input type="checkbox"/> Manual Development              | <input type="checkbox"/> Disease Surveillance            | <input type="checkbox"/> Lab Services                  |
| <input type="checkbox"/> Program Evaluation             | <input type="checkbox"/> Research                        | <input type="checkbox"/> Database Design and Development | Other:   |

**Dimensions of Public Health** (Check all applicable)

|  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Behavioral Health            | <input type="checkbox"/> Laboratory Science         | <input type="checkbox"/> Environmental Health |
| <input type="checkbox"/> Infectious Diseases                     | <input checked="" type="checkbox"/> Chronic Disease | <input type="checkbox"/> Epidemiology         |
| <input checked="" type="checkbox"/> Prevention- Health Promotion | <input type="checkbox"/> Oral Health                | <input type="checkbox"/> Zoonosis Control     |

**Internship Details**

**Intern Activities**

What will the intern do during their internship? Use verbs to describe activities.

- use assessment data and literature reviews to recommend, develop, and implement evidence-based workplace wellness activities;
- develop and execute procedures for a wellness room and wellness resources lending library;
- develop a bi-weekly wellness tips on one page;
- gather and post materials for wellness bulletin board;
- coordinate, schedule, and facilitate monthly lunch-n-learns or other educational events; and
- evaluate wellness program initiatives
- revise and execute annual workplace wellness assessment and analyze data collected
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**Intern Deliverables** (at least one)

What will the intern produce or complete at the end of the internship?

May Include:

- Wellness Program Assessment Program
- Biweekly Wellness Tips One-Pager
- Inventory of Materials for Wellness Bulletin Boards
- Marketing Materials and Participant Datalogs

As part of an end-of-semester celebration of the interns, the intern will give a brief powerpoint or poster presentation of their project and experience to an audience of DSHS staff and university partners.

**Applicant Qualifications**

| Required | Skill (check all that apply) | Proficiency (check one for each app.) |
|----------|------------------------------|---------------------------------------|
|----------|------------------------------|---------------------------------------|

|  |   |   |
|--|---|---|
|  | <input type="checkbox"/> Microsoft Office:<br><input checked="" type="checkbox"/> Word<br><input checked="" type="checkbox"/> Excel<br><input checked="" type="checkbox"/> PowerPoint | <input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced<br><input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced<br><input checked="" type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced |
|  | <input type="checkbox"/> Statistical Analysis applications (SPSS, STATA, etc.)  | <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced  |
|  | <input type="checkbox"/> Tableau or similar applications  | <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced  |
|  | <input type="checkbox"/> Other software applications:   | <input type="checkbox"/> Basic <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced  |
| Academic level and/or degree or field/discipline<br>At least a Junior in Undergraduate or Pursuing a Masters degree  |   |   |
| Other required qualifications (list below) <ul style="list-style-type: none"> <li>• Coursework in program planning and evaluation</li> <li>• Coursework in health promotion</li> <li>•</li> <li>•</li> </ul> |   |   |

### Application Instructions

Qualified and interested applicants must submit the following items to the contact below:

|  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> <b>Application</b> | <input checked="" type="checkbox"/> <b>Letter of Interest</b> | <input type="checkbox"/> <b>Two letters of recommendation</b><br>Instructions: Letters from current or former supervisor or faculty members (in lieu of reference checks). |
| <input checked="" type="checkbox"/> <b>Resume</b>      | <input type="checkbox"/> <b>Writing Sample</b>                | <input type="checkbox"/> <b>Other documents:</b>   |

### Contact Information

|                                     |   |
|-------------------------------------|---|
| <b>Contact Name and Information</b> | Name: Craig Gilden<br>Credentials: MEd<br>Title: Education Coordinator<br>Email: internships@dshs.texas.gov |
|-------------------------------------|---|