



The Monterey Bay Holistic Alliance

"Your Health and Wellness Friends"

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MBHA Internship Policy and Procedure

I. Requirements of MBHA Intern Coordinator

- A. The MBHA Intern Coordinator should have the following requirements
1. Serves as a Chairperson of the MBHA Internship Committee and works cooperatively with a team of two or more others to receive feedback and advice and make modifications as necessary
 2. Adheres to the MBHA Code of Conduct, MBHA Conflict of Interest, and all of the MBHA policies and procedures
 3. Is in good standing with MBHA, having a past history of successfully serving on other committees, following through with goals, and being punctual and reliable
 4. Has a strong background in health education or a degree in education (preferred)
 5. Has remarkable skills in research, public speaking, and writing
 6. Has exceptional interpersonal and social skills, and is encouraging, tolerant and patient with others
 7. Has volunteer or teaching experience working with young adults (preferred) and has a willingness to work closely with interns and monitor their progress
 8. Has a willingness to attend university orientation trainings and work cooperatively with university staff and faculty to complete forms and progress reports
 9. Has a willingness to work with the MBHA Board President and Executive Director to provide quarterly and yearly reports
 10. Is held responsible and accountable for the safety of the interns and makes sure that they are not placed in a questionable, potentially harmful, or unsafe situation.

II. Areas of Internship

- A. The MBHA university internships are available in three possible areas: 1) Kinesiology, 2) Collaborative Health and Human Services, and 3) Cinematic Arts and Technology

III. Intern Coordinator Orientation and Training

- A. The MBHA Intern Coordinator will work cooperatively with the university faculty and staff to:
1. Make an appointment to give a presentation to the university or college faculty representative who is overseeing the internship program within that department (Kinesiology, Collaborative Health and Human Services, and/or Cinematic Arts and Technology)
 2. Provide resources and information on the MBHA and the MBHA Internship program

3. Attend orientation and training at the college, as the MBHA Intern Coordinator, if required
4. Complete the necessary forms from the university to be accepted in the internship program
5. Meet with the Internship Committee as Chairperson, and interview the intern applicants
6. Adhere to the decision of the committee members (by vote) in choosing a limited and appropriate number of applicants, whose qualifications best fit the needs of the MBHA, and based on the qualifications and availability of the MBHA Intern Coordinator and Committee to successfully work with these applicants.

IV. Stages of Internship

A. Stage 1: - Orientation, Observation and Training

1. In this stage the intern will work with MBHA staff to receive orientation and training on MBHA policies and procedures and fill out necessary forms, including:
 - a. MBHA Employee and Volunteer Application Form
 - b. Code of Ethics and Governance
 - c. Board Members Policies and Procedures
 - d. Fair and Equal Treatment Statement
 - e. Conflict of Interest Policy and Statement
 - f. Code of Conduct
 - g. Grievance and Whistleblower Policy
 - h. Confidentiality Agreements
 - i. MBHA Bylaws
 - j. MBHA Articles of Association
 - k. MBHA goals and mission statement
2. The intern be shown the PowerPoint presentation, “*What is MBHA?*” and will develop an understanding of the MBHA as a 501(c)3 health education nonprofit, how it works with the community
3. The intern will be shown the multiple areas of holistic health, using the *MBHA Alternative Therapies List*.
4. The intern will observe a health professional in the community (for example, a chiropractor) who is a MBHA Health Educator,
5. The intern will collect demographic information specific to the local community.
6. The intern will receive training specific to the project (for example, be trained at AMP studios to use television cameras for a film editing project, in cooperation with MBHA and AMP staff).
7. The Intern Coordinator will post photograph of intern on volunteer page of MBHA website (make sure that intern has signed permission form)

B. Stage 2: - Resource Development

1. The intern will focus on collecting research on the health area and developing resources that will be used in stage 3, the Capstone or final project. At this stage the intern could, for example be:

- a. Collecting research for a paper that is published in our “Think FWD” newsletter and online WordPress blog
 - b. Creating a collection of health education infographic art
 - c. Photographing or filming health educators or objects to illustrate and developing a PowerPoint, video or other multimedia presentation.
2. The intern will work closely with an MBHA staff who will monitor, assess and train the intern and with the university or college faculty advisor to report progress at this stage.

C. Stage 3: Community Presentation

1. The final project, or Capstone, is a community presentation. This involves working closely with a professional Health and Wellness Educator for MBHA. It might include:
 - a. Serving as an *Assistant Health and Wellness Educator*, providing research information to present a health lecture in the community
 - b. Working as an *Assistant Editor and Producer*, producing a health education film shown on public access television
 - c. working as a *Computer Graphics Artist or Designer*, creating an art product, multimedia work, or tabletop presentation, and assisting in presenting the health lecture/demonstration
 - d. Another project not mentioned above but agreed upon by the Internship Committee, the university or college faculty internship advisor, and the MBHA Board of Directors, that is of benefit to MBHA and the Monterey or Santa Cruz county communities and is in alignment with the MBHA mission statement as a health education nonprofit organization.

V. Exit Interview

- A. The Intern Coordinator works with the intern after the internship has been completed
 1. Complete the necessary forms required by the university or college
 2. Meet with the intern to conduct an exit interview
 3. Recognize efforts and express gratitude as a representative of the MBHA
 4. The intern will complete feedback form