

APPLIED STUDY TERM (AST)
Fall Semester 2010
Illinois Cooperative Work Study Program Internships (ICWS)
Undergraduate Internships paying \$10 an hour

To qualify for the following internships students must be:

- Illinois residents
- degree seeking
- junior or senior undergraduate students at UIS
- 3 courses complete in core academic major requirements
- in good academic standing
- 2 UIS faculty references, GPA in major and cumulative GPA on resume
- acceptance of internship requires registration in EXL300, 310 or 320
 - Credits can be used to fulfill ECCE Engagement/Elective

To apply for the following internships:

- Fill out the Student Info Form in the middle near the top of the AST web site
 - <http://www.uis.edu/appliedstudy/index.html>
- Submit your resume to the Experiential Learning Office by e-mail, ast@uis.edu
 - See model resume in this PDF file.
- Indicate in your e-mail which of the following internships you wish to apply for.
 - See full job descriptions in this PDF file.
 - You may apply for as many as you wish.

-BEST CHANCE FOR PLACEMENT IF RESUME IS IN BY APRIL 19TH.

Internships:

Abraham Lincoln Memorial Hospital: administrative analyst
Hanson Professional Services: assistant marketing and communications manager
Illinois Department of Insurance: computer science
Illinois Department of Public Health, Center for Minority Services: community organization, event planning
Illinois WorkNet: job counseling
Law Offices of Mark Wells: law assistant
Lincoln Memorial Garden: assistant naturalist, event planner
Mission Outreach: marketing
National Investment Advisors: financial services & marketing
SIU School of Medicine with Dr. Brozoski: research assistant, TinnitusProject
SIU School of Medicine with Dr. Halford: research assistant, cellular and molecular oncology
SIU School of Medicine with Dr. Johnson: research assistant Psycho- Oncology
SIU School of Medicine with Dr. Nie: research assistant medical microbiology
SIU School of Medicine with Dr. Ran: research assistant immunology & cell biology
Springfield Urban League: accounting and auditing
The Autism Program at Hope Institute for Children and Families: services to children and families

List is subject to change by the agencies and available ICWS grant monies.

Questions or need help with your resume?

E-mail ast@uis.edu

Call 217.206.6640

Visit Brookens 482

SAMUEL SANGAMON

Sangamon@uis.edu

CURRENT ADDRESS: 1325 Carl Sandburg Avenue • Springfield, Illinois 62703 • 217-555-4321

PERMANENT ADDRESS: 3425 West End Parkway • Chicago, Illinois • 60012 • 312-555-9632

FIELD EXPERIENCE OBJECTIVE

Self-motivated individual seeking an internship in public relations that will utilize strong writing abilities, research skills and extensive classroom knowledge.

EDUCATION

University of Illinois at Springfield, Springfield IL

Bachelor of Arts in Communication • Graduation Expected May 2010

Communication GPA: 2.8/4.0 Cumulative GPA: 3.7/4.0

RELEVANT COURSE WORK

Introduction to Interpersonal/Organizational Communication, Mass Media, News Gathering and Writing, Principles of Marketing, Managing Organizational Behavior, Principles of Financial Management (in progress), Writing for Public Relations (in progress), Dealing with Diversity, Photography I & II

TECHNICAL SKILLS

Proficient in using Microsoft Word, Excel, PowerPoint, Outlook, Publisher

Familiar with Dreamweaver and basic HTML

Proficient in using Digital Camera and associated software

CAMPUS INVOLVEMENT

University of Illinois at Springfield Dean's List, 2007, 2008

Participant, 2008 Holiday Stars Project

Member, Student Government Association

President, Lambda Pi Eta communication honor society

Capital Scholars Honors Program

VOLUNTEER EXPERIENCE

Summer 2007: Lincoln Memorial Garden, Springfield, Illinois, Volunteer

Assisted with special events; coordinated educational programs for children and adults.

Created tri-fold, color brochures with photographs for two new exhibits.

WORK HISTORY

2007-present: Brookens Library, UIS, Student Worker, shelving and information desk

2005-2007: Gordon's, Springfield, Illinois, Sales Associate

REFERENCES

Dr. Edward Sellers, Professor Communication, 217-206-5555, sellers@uis.edu

Dr. Sarah Jones, Professor Communication, 217-206-8979, jones@uis.edu

James Smith, Executive Director, Lincoln Memorial Garden and Nature Center

List 3 references. Two references must be UIS faculty and one from your volunteer or work experience. ALWAYS ASK YOUR REFERENCES FOR PERMISSION TO USE THEIR NAMES. A business card gives you the exact contact information you need for the resume. List name, title, phone and e-mail address.

ABRAHAM LINCOLN MEMORIAL HOSPITAL

Administration Intern

Business Administration with MIS minor or Computer Science

Completes assigned projects, analysis and research under the direction of the ALMH Management team. Principle responsibilities include:

1. Assists the ALMH management team in completing special projects and assignments in areas of operational and/or strategic importance to the organization.
2. Conducts research and analysis including potential solutions relating to both current and long-term organizational challenges, analysis of specific issues and evaluation of business opportunities.
3. Provides administrative support and works closely with other key personnel in the formation and completion of projects.
4. Attends meetings and participates on committees and task forces as assigned.
5. The student may be responsible for the cost of a background check, drug test and immunizations.

Knowledge, training and work experiences should include:

- Ability to work in complex environment, manage change and work independently.
- Excellent oral and written communication skills.
- Training in statistics, data trending and evaluation.
- Broad understanding of computer systems and applications.

Scope of Services

Abraham Lincoln Memorial Hospital (Lincoln, Illinois) is a not for profit, community based general hospital affiliated with Memorial Health System. Abraham Lincoln Memorial Hospital offers a full range of general hospital inpatient and outpatient care on site. Abraham Lincoln Memorial Hospital is licensed under the Federal Government Rural Hospital Flexibility Program (Critical Access). Clinical services provided on site include: general inpatient care (medicine, surgery, and pediatrics). The Emergency Department is staffed by a qualified physician 24 hours/day. Abraham Lincoln Memorial Hospital operates 24 hours/day, 365 days/year.

- Student may be responsible for criminal background check, immunizations and drug test.

-You must apply for this position through the AST Office

-Office -Brookens 482/Phone- 206.6640/E-Mail- ast@uis.edu

-\$10.00 an hour

-Placement subject to change based on availability of grant and agency monies

-Eligibility Requirements:

-Undergraduate students only

-Good academic standing

-Undergraduate with 12-16 credits completed in major core courses

-Illinois resident

-GPA in major and cumulative GPA plus two UIS faculty references on resume

Updated: 3/2010

Hanson Professional Services Inc.

Communication/Public Relations Intern
Marketing Communications

Hanson Professional Services Inc., a national, award-winning engineering, architecture, planning, and allied services consulting firm, is offering a part-time, paid internship in its Marketing Communications Department for a student pursuing a degree in communication.

This position is responsible for assisting with writing and developing corporate marketing materials, news releases, professional articles and Web site content as well as assisting in corporate event planning.

The company recommends applicants to have completed COM 405 (Editing) and COM 210 (Media Writing) prior to or during the course of the internship. Experience in the Associated Press (AP) writing style is a plus.

Qualifications include strong written and verbal communication skills, proficiency with Microsoft Office, attention to detail, and strong organizational and time management skills.

The company requests the applicant to be available to work a minimum of 20 hours during weekday business hours.

Web site: www.hanson-inc.com

-You must apply for this position through the AST Office

-Office -Brookens 482/Phone- 206.6640/E-Mail- ast@uis.edu

-\$10.00 an hour

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Updated: 3/2010

Illinois Department of Insurance
Computer Science Programmer/Analyst

Student will receive on-the-job instructions in information systems concepts and application programming language.

Emphasis placed on

- gaining knowledge & experience
- developing skills
- proficiency in methods, concepts, techniques of analyzing programming applications
- coding simple programs
- compiling, testing, debugging, documenting programs

Work will be closely monitored.

400 clock hours -- \$10.00 an hour

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Updated: 3/2010

Illinois Department of Public Health - Center for Minority Health Services

Administrative Assistant

This position will allow the student to work in an atmosphere that encourages innovation and free thinking and will give the student the ability to follow a concept from inception to completion. It will give the student the opportunity to gain experience in a variety of different program areas to include, but not limited to, finance, community health, social work, psychology, and communications.

General duties and responsibilities of the position.

- Work collaboratively with community based and faith based organizations in the program areas of HIV/AIDS, Breast and Cervical Cancer, and Prostate Cancer targeting Illinois' communities of color.
- Assist in all areas of implementing and evaluating outreach, education, and screening programs targeting communities of color to include programmatic and fiscal responsibilities.
- Assist with staffing outreach activities to include health fairs, conferences, and similar events.
- Assist with planning regional and statewide special events to commemorate Take A Loved One for A Check Up Day; Breast Cancer Awareness Month; Prostate Cancer Awareness Month; World AIDS Day; Black HIV Awareness Day; Latino HIV/AIDS Awareness; Minority Health Month; and National Counseling and Testing Day.

Specific qualifications applicants should meet

Computer proficient in Microsoft Word and Excel computer programs; drivers license and reasonable transportation; and willing to work with diverse populations.

The student will be a team member of the Center for Minority Health Services and participate fully in its daily activities. Develop an understanding of health issues facing communities of color and the development, implementation, and evaluation of programs to address those issues; ability to understand the importance of collaborative working relationships with community based and faith based partners; approach health and health care options from an innovative and non-traditional perspective.

General Description of the Agency

The Center for Minority Health Services is located within the Director's Office of the Illinois Department of Public Health, and is designed to assess the health concerns of communities of color throughout Illinois and to assist in the creation and maintenance of culturally and linguistically appropriate programs. To accomplish this goal, the Center works within the Department of Public Health and coordinates with other relevant federal, state, and local entities to heighten the awareness of minority health issues and to increase culturally and linguistically competent services and programs throughout the state.

300 clock hours –

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Updated: 3/2010

Illinois workNet

Resource Room Assistant

Assisting job seekers with resume preparation, online job search and online registration
Assisting job seekers with identifying job search resources.
Preparing documents for workshops, presentations, etc.

Illinois WorkNet is a government entity and our Illinois' official avenue for job search services and employer services. We partner with the Illinois Department of Employment Security (unemployment office).

Basic student learning anticipated:

Communicating with the public.

Developing vocational counseling skills

Learning to utilize various internet sites for career exploration
Developing skills associated with producing marketing materials

300 hours -- \$10.00 an hour

-You must apply for this position through the AST Office

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-\$10.00 an hour

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Updated: 3/2010

Law Office of Mark A. Wells

Internship or Job Description

The intern will have to file papers, update lists of clients, answer phones, help the paralegal prepare cases for trial, draft any type of letters that need to be sent to places requesting records for cases, observe and note how to talk to clients, learn how to open cases, learn how to close cases, locate medical records for cases and put in chronological order, help organize and construct demands for insurance companies (a demand is a request for a particular amount of money to settle a case and they include list of injuries, treatment and location costs, and medications rendered)

Hours per week: 20

When is this position available?

Spring (January-May)

Summer (May-July)

General description of this agency or business:

This is a law office focusing on cases in regarding worker's compensation, personal injury, and bankruptcy.

Basic student learning anticipated:

This internship will give the student a chance to see what it is like to be in a smaller law office. It gives the student more hands on learning to see the different steps that it takes to be involved in each particular case. The student will have opportunities to work alone on assignments to learn and he/she will have an opportunity to work with Mark and the paralegal as well.

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Updated: 3/2010

LINCOLN MEMORIAL GARDEN & NATURE CENTER

Assistant Naturalist

- Assist with special events and assist education coordinator with educational programs for school children/adults
- Perform grounds work under the supervision of head gardener
- Routine building maintenance & assist with exhibit maintenance/design
- Other duties as assigned. Occasional weekend work required.

Qualifications that are desired but not absolutely necessary: good oral & written communication skills, plant identification skill, experience working with children, previous biological, horticultural, botanical or other natural science course work.

Qualifications that are necessary include dependable transportation, ability to perform occasional strenuous physical labor.

www.lmgnc.org

-You must apply for this position through the AST Office

-Office -Brookens 482/Phone- 206.6640/E-Mail- ast@uis.edu

-\$10.00 an hour

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Updated: 3/2010

Mission Outreach

Marketing & Communications Intern

Job Description: part time, developing and implementing an ongoing marketing and communications campaign for Mission Outreach. Majority of the time will be spent developing and writing marketing materials, updating website, assisting with coordination of special events, working with volunteers to understand our process, assisting with the day to day operations of the Development and Public Relations office, and representing Mission Outreach at community events, as well as working in conjunction with the President/CEO and the Development and Public Relations Manager to develop and implement an ongoing plan for marketing and communications.

Agency Description: Hospital Sisters Mission Outreach is a non-profit organization which specializes in the recovery and responsible redistribution of surplus medical supplies and equipment. We partner with 45 hospitals and various clinics, primarily in Illinois and Wisconsin. Our purpose is two-fold:

1. provide hospitals/clinics in the United States an environmentally-friendly way to dispose of quality equipment and supplies that they no longer need
2. meet the medical needs of hospitals and clinics, located in some of the most poverty-stricken areas of the world as they work to meet the medical needs of the underprivileged.

Learning Experience: This will be an opportunity for the right person to gain knowledge and first-hand experience in the areas of marketing, communications, and business development. In addition, the intern will understand the workings of non-profit organizations.

Number of hours needed: Ten hours per week minimum. Prefer student to work over the span of two semesters for a total of 300 hundred hours. (Can earn 3 credit hours each semester.)

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-\$10.00 an hour

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-Eligibility Requirements:

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-Undergraduate with 12-16 credits completed in major core courses

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Updated: 3/2010

National Investment Advisors, Inc.

National Investment Advisors, Inc. is a local independent financial services firm whose national affiliate has offices in many states. The primary tasks would include

- developing and implementing a target-marketing project
- investment research & analysis
- assisting with client service issues over the phone and in-person
- shadowing three Financial Advisors
- other tasks necessary in keeping the office running smoothly.

This position requires individuals

- possessing a diligent work ethic
- trustworthy & professional demeanor
- a desire to take ownership of difficult projects
- competent computer literacy
- strong communication skills
- independent thought
- team-oriented.

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Updated: 3/2010

SIU School of Medicine with Dr. Brozoski

Department of Surgery/Otolaryngology

Dr. Carol Bauer/Dr. Thomas Brozoski

- Student will learn proper research techniques while contributing to on-going research within the division.
- Student will conduct a project studying noise-induced tinnitus in a laboratory animal model.
- Student will learn and apply behavioral methods for measuring tinnitus and learn about its physiology.
- Student will learn to test hearing using electrophysiology techniques, collect data and organize data using computer-generated spreadsheets.
- Background literature on hearing and tinnitus will be read.

-You must apply for this position through the AST Office

-Office -Brookens 482/Phone- 206.6640/E-Mail- ast@uis.edu

-\$10.00 an hour

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Updated: 3/2010

SIU SCHOOL OF MEDICINE WITH DR. HALFORD

Microbiology Department, Halford Lab
Research topic: Molecular biology and viruses

Position: Undergraduate Student Intern

Duties and Responsibilities: Research (75%). The selected student will be mentored by principal investigator and an experienced research technician into the recombinant DNA (cloning) methods used to construct plasmids, adenovirus vectors, and recombinant herpes simplex viruses. In addition, the student will learn animal cell culture methods and basic virological methods used to propagate and titer animal viruses. The specifics of the selected student's research project will be discussed at the time of interview.

Laboratory maintenance (25%). Will learn how to prepare solutions, bacterial culture medium, animal cell culture medium, and other routine procedures used in a molecular biology / virology laboratory.

Qualifications: Preference will be given to candidates whose GPA and class transcripts suggest that the student possesses an avid interest in learning about the sciences of life, molecular and cellular biology, and biochemistry.

Research Mission of Halford Lab: Herpes simplex virus types 1 and 2 (HSV-1 and HSV-2) establish life-long, latent infections in the peripheral nervous system of their human hosts. Reactivation of latent herpes infections can cause a spectrum of clinical problems, which include genital herpes. Research in the Halford Laboratory focuses on questions that relate to how herpes simplex virus controls its ability to switch between metabolically active (disease-causing) and inactive (latent) states. Such basic science information is currently being used to develop a safe and effective genital herpes vaccine (e.g., for more information, go to <http://herpesvaccineresearch.com/> or, <http://www.siumed.edu/mmi/faculty/Halford/index.html>).

Application procedure: Aside from the resume provided to the AST Office of the University of Illinois, Springfield, it is requested that interested applicants submit a letter of interest to the principal investigator, William Halford (halford@siumed.edu) explaining in 1 to 2 pages your reasons for interest in performing a summer internship in a virology laboratory.

-You must apply for this position through the AST Office

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Updated: 3/2010

SIU School of Medicine with Dr. Johnson

Department of Psychiatry, Division of Psycho-Oncology with Dr. Rhonda Johnson

FUNCTION:

This internship provides assistance and research support to, Department of Psychiatry, Division of Psycho-Oncology and to other faculty members of the Division as directed and under the supervision of the Division Chief. This position may provide support for other Division faculty.

ORGANIZATIONAL RELATIONSHIPS:

The individual reports to Rhonda Johnson, Ph.D., Assistant Professor and Chief, Division of Psycho-Oncology who in turn reports to Stephen Soltys, M.D., Professor and Chairman, Department of Psychiatry.

DUTIES AND RESPONSIBILITIES:

Administration

20%

- Maintains confidentiality of department and patient information.
- Performs assigned work safely, adhering to established departmental safety rules and practices; reports to supervisor, in a timely manner, any unsafe activities, conditions, hazards, or safety violations that may cause injury to oneself, other employees, patients and visitors.
- Participates in weekly departmental meetings, including, but not limited to: grand rounds presentations, journal club and research discussions.
- Performs other related duties as required.

Research

80%

- Participates in the collection of data to support research and evaluation projects to assess the effectiveness of treatment and services and the specific influence of the health psychology component on patient outcomes.
- Maintains up-to-date information on current strategies and interventions to address the psychological issues and health behavior change for people with (or at risk for) cancer.
- Participates in presentations to colleagues, other professionals and community groups on issues in the field of psycho-oncology and behavioral medicine.
- Participates in consultation to University departments regarding modification of health behaviors, cancer prevention, and aspects of coping with cancer.
- Recruits clinical study participants, interviews, and evaluates potential participants.
- Attends meetings as part of a multidisciplinary team of health care providers and research staff.
- Participates with other research staff in assessing, planning, implementing and evaluating the success of research studies with other health care providers.
- Prepares proposals and protocols for funding sources.
- Conduct research and scholarly activities in psycho oncology research.
- Writes research proposals/grants and prepares documents for SCRIHS approval.
- Facilitates the development and implementation of data collection for research projects in accordance with IRB and HIPAA guidelines.
- Is responsible for ensuring the quality and interpretation of data analyses.
- Ensures all tasks are completed in a timely fashion.
- Performs various duties as needed to fulfill the function of the position successfully.

KNOWLEDGE REQUIRED FOR THE POSITION

Demonstrated programmatic research and publications relevant to clinical practice and/or evidence based practice.

- Demonstrated commitment to an ongoing program of research.
- Demonstrated collaboration with other health disciplines related to clinical practice and/or evidence-based practice.
- Capable of functioning autonomously and maintaining effective, collaborative working relationships with entities internal and external to the section of Psycho-Oncology.

The individual in this position must be self-starting and self-directing and have an excellent command of the English language. Due to the busy nature of the office, the ability to work well and make decisions under pressure is also desirable.

Computer literacy is a very desirable qualification for this position as extensive work on the computer is done in word processing patient records, developing slide presentations, maintaining data, and extensively using email, both internally and externally. Social skills and poise are desirable since interaction with a wide range of individuals is a constant part of this position. Working knowledge of office equipment and multi-line phone systems is also desirable.

RESPONSIBILITY

Supervisory Controls: The employee is supervised under the guidance of Rhonda Johnson, Ph.D., Assistant Professor and Chief, Division of Psycho-Oncology and is expected to function independently and determine priorities as well as establish deadlines.

Guidelines: The guidelines are established in accordance with university policies and procedures, national accreditation standards and the prescribed work practices of the Division.

COMPLEXITY

This is a complex position which involves Rhonda Johnson, Ph.D., Assistant Professor and Chief, Division of Psycho-Oncology clinical, academic, and research activities as well as residency duties. This individual must be responsive to the varied demands submitted by all faculty in the Division of Psycho-Oncology.

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Updated: 3/2010

SIU School of Medicine with Dr. Daotai Nie
SimmonsCooper Cancer Institute
Medical microbiology, immunology and cell biology

A position is open for a UIS student to study cancer in a research laboratory directed by Dr. Daotai Nie, Ph.D., associate professor in the Department of Medical Microbiology and Immunology and SimmonsCooper Cancer Institute at SIU. Nie's research has been funded for eight years by the National Cancer Institute and the U.S. Department of Defense and now totals more than \$2.2 million. His research has focused on the cellular and molecular alterations in the malignant progression of tumors. There are four current projects ongoing:

Study one: how to suppress prostate cancer. The study will determine how a protein, 15-Lipoxygenases-2, suppresses prostate cancer and why the suppression is inactive in cancer patients. The study could lead to improvements in the detection, prevention and treatment of prostate cancer.

Study two: multi-drug resistance in prostate cancer. The research will study the role of the Pregnane X receptor as a regulator of multi-drug resistance in chemotherapy. The results of the study may lead to the development of a new treatment for prostate cancer.

Study three: breast cancer metastasis. The research will study whether the thromboxane A2 receptor is activated when breast cancer cells migrate and whether the migration can be blocked by inhibiting this receptor's activity. The study may lead to the development of methods to inhibit the metastasis of breast cancer cells.

Study four: Stem cells and cancer. In this project we are studying key molecules in the self-renewal of cancer stem cells, and evaluate whether we can target the self-renewal machinery for cancer eradication.

By the end of internship, student will expect to learn and acquire skills in the following areas: DNA/RNA extraction, RT-PCR, plasmid preparation, cell culture electrophoresis, Western blot, cell cycle analysis, cloning, immunocytochemistry, cell proliferation, migration, and invasion assays, and many other general and specialized techniques associated with different projects.

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SIU School of Medicine with Dr. Ran

Dept of Medical Microbiology, Immunology & Cell Biology
Affiliated with SimmonsCooper Cancer Institute.

Placement Classification: **research assistant**

Job Description: Our lab is interested in tumor cell biology including elucidation of the mechanisms of generation of tumor vessels that are use for tumor dissemination to secondary organs. We are seeking to employ an upper division undergraduate who is also interested in learning various research laboratory techniques related to Cancer and Endothelial Cell Biology fields. A selected individual will participate in lab activities, such as maintenance of culture of tumor and endothelial cells, nucleic acid amplification of RNA, detection of proteins of interest by using immunological techniques.

Agency Description: This research lab is a part of the Department of Medical Microbiology, Immunology & Cell Biology (MMICB) at SIU School of Medicine. It is also affiliated with the SimmonsCooper Cancer Institute at SIU.

Learning Experience: An intern will have hands-on experience in tissue culture, molecular and immunohistochemical techniques. An intern will have an opportunity to learn about different functional aspects of malignant cells as compared to normal cells. In addition, an intern will have an access to learning opportunities through lab meetings and discussions, as well as lectures and workshops held by the Cancer Institute.

Comments: Preference will be given to an individual who has strong interest in the Cancer/Vascular Biology field, has successfully completed major courses in biology and is inclined to pursue a biomedical and/or an academic career. The ability to perform simple calculations for preparation of salt solutions and cell suspensions at accurate concentrations is highly desirable. Any prior research lab experience would be a plus but not required.

320 clock hours

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Updated 3/2010

Springfield Urban League, Incorporated

Financial Intern

Work includes some evenings and Saturdays.

Required Qualifications:

- Associate degree in related area or at least 60 hours of related coursework;
- Understanding of financial reporting processes;
- Demonstrated attention to detail;
- Understanding of and ability to utilize technological resources for accuracy and efficiency; and,
- Good verbal and written communication skills.

Specific Duties:

The primary responsibility of this position is to assist in providing reports and managing the financial resources of the Springfield Urban League, Incorporated.

Representative duties that may be required include:

- Maintain accurate fiscal records that meet funding source and regulatory guidelines;
- Ensure financial records assigned are accurately maintained and documented; and,
- May be responsible for specific fiscal processes, i.e., accounts payable, check writing, payment of employee benefits, insurance processing.

The Springfield Urban League, Inc. is an Equal Opportunity Employer.

-You must apply for this position through the AST Office

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-Good academic standing

-Undergraduate with 12-16 credits completed in major core courses

-Illinois resident

-GPA in major and cumulative GPA plus two UIS faculty references on

resume

Updated: 3/2010

The Autism Program at The Hope Institute for Children and Families (TAP-HICF)

Interview of TAP-HICF Staff

Review of TAP Statewide Program

Training on services provided through TAP-HICF

Family and Community Resource Room (FCRR) Training

- Conduct FCRR Orientation
- Provide resources to parents and professionals
- Use the Boardmaker Program to create customized communication systems and visual schedules
- Create new learning aids
- Support the production of materials for use in the FCRR

Diagnostic Clinic

- Observation of Dx evaluation
- Conduct screenings for ASD

Social Skills Groups

- Help plan for social skills groups
- Provide direct assistance/intervention to children in social skills group
- Aid program leaders in writing progress notes
- Assist with Teen Group

Provide support as needed for trainings offered through TAP-HICF

Attend trainings provided through TAP-HICF

Attend seminar series offered at Hope as available

Participate in Sibling Support Group (if possible during internship period)

Tour the Hope Institute for Children and Families

Attend Telehealth and Skill Spotlight sessions as required by supervisor

Receive training on ethics, confidentiality and privacy rights (HIPPA)

Other duties as assigned

The Autism Program is a systems initiative, a network of resources for Autism Spectrum Disorders in the State of Illinois. The Autism Program provides the strategy and framework for the State of Illinois to address the complex issues involved in diagnosis, treatment and research for the thousands of children in Illinois with ASDs. The Autism Program has developed an infrastructure to train, support, and coordinate the linkage of an informed provider network to help Illinois families.

The Autism Program Centers offer programs and services that demonstrate the current leading Best Practice Standards for:

Diagnosis

- Training and support for parents and caregivers
- Treatment
- Training for educators and medical professionals

• More than 4,700 hours of direct service

The Autism Program in FY2006 provided:

- Autism-related resources to thousands

A Website A Best Practices Guide

A Resource Directory An Annual Conference

A Newsletter

- Trainings for more than 2,800 parents and provider

-You must apply for this position through the AST Office

-Office -Brookens 482/Phone- 206.6640/E-Mail- ast@uis.edu

-\$10.00 an hour

-Placement subject to change based on availability of grant and agency monies

-Eligibility Requirements:

-Undergraduate students only

-Good academic standing

-Undergraduate with 12-16 credits completed in major core courses

-Illinois resident

-GPA in major and cumulative GPA plus two UIS faculty references on resume

Updated 3/2010