

Graduate Exercise Science Internship Handbook

(Revised Fall 2005)

*Department of Health, Leisure, and Exercise Science
Appalachian State University*

Table of Contents	Page
1. Introduction	1
2. Objectives of the internship experience	2
3. Internship description	2
4. Eligibility requirements for the internship	2
5. Procedures for applying for the internship	3
6. Site criteria	3
7. Organization responsibilities	4
8. Faculty supervisor responsibilities	4
9. Intern responsibilities	5
10. Evaluation and grading policy	6
11. Guidelines for interns after the contract is signed	7
12. Evaluation of the intern by the site supervisor	8
13. Internship contract	10
14. Internship Insurance Information (ASU Website)	

1. INTRODUCTION

Student involvement in a professional field experience has significant value during an academic career. The practical application of classroom theory gives meaning and fulfillment to formal education experiences through the world of full-time professional involvement. The purpose of this experience is to augment formal classroom instruction, to experiment with theory and concepts, to utilize resources and to begin the development of professional competency.

This handbook is a guide for the cooperative arrangements between the students, the various sponsoring agencies, and Appalachian State University (ASU). The handbook has been prepared to assist students, faculty, administrators and organization supervisors in understanding the aims, objectives, principles, policies, and the requirements for the professional Internship at ASU.

2. OBJECTIVES OF THE INTERNSHIP EXPERIENCE

1. To provide the student with the opportunity to integrate theory and practice into his or her professional education. To accomplish this objective, exchange of contemporary thinking and insights between the student and Agency personnel should be encouraged.
2. To provide the student with an opportunity to promote and broaden his/her philosophy and understanding of the exercise science profession.
3. To enable the student to obtain information which can be used as a basis for making choices in relation to future jobs, areas of specialization, and/or further study in exercise science.
4. To enable the student to realize his or her own strengths and weaknesses.
5. To provide the student with an opportunity to gain experience in leadership, supervision, assessment, and administrative functions within the field of exercise science.
6. To help the student gain an understanding and appreciation of the roles, duties, and responsibilities of a full-time exercise scientist.
7. To provide the student with experiences that will enable him or her to develop sound human relations.
8. To strengthen relationships between health/ cardiac rehabilitation/ exercise science service agencies and Appalachian State University.

3. INTERNSHIP DESCRIPTION

ES 5900 (3-6 hours) internships require extensive applied exercise science experience at a cooperating hospital, medical clinic, public or community wellness agency, or work-site. A minimum of **50 hours of service per credit hour** of supervised experience is required for the student in the graduate exercise science program. The internship course is recommended for students only after the majority of course work in the graduate program is completed. Organizations are looking for knowledgeable and competent interns, therefore, students will find the experience much more valuable if they have educational experience to contribute.

4. ELIGIBILITY REQUIREMENTS FOR THE INTERNSHIP

1. Cumulative GPA of at least 3.00, with no grade below a "B" in the exercise science core and specialty area.
2. Eighteen (18) hours of course work should be completed before the Internship. Exceptions may be made with permission of the advisor, Faculty Supervisor, and Department Chairperson.

3. Prerequisites for the internship are ES 5621, ES 5622, ES 5630, and ES 5640.
4. Failure to meet the criteria will result in rejection of the student's application for the internship course until such time as each requirement has been satisfactorily completed.

5. PROCEDURES FOR APPLYING FOR THE INTERNSHIP

The outline below describes the steps needed to select and secure an internship.

1. A conference with the faculty internship advisor should be made at least **four to six months prior** to the start of the internship
2. Students should prepare a resume. The faculty supervisor must approve the final draft before it is submitted to prospective internship organizations.
3. Look through the list of possible internship sites provided at the graduate internship supervisors' office. The student can select a site not listed if he/she so wishes.
4. If possible, the student should then visit various sites (with resume in hand) and collect detailed job descriptions from potential supervisors.
5. When accepted by the organization for an internship placement, the student should submit the Internship Contract to the ASU ES Faculty Internship Coordinator (Copies will then be distributed to the organization supervisor and the student).
6. The 1) personal resume, 2) contract, 3) objectives, and 4) strategies to achieve objectives must be given to the faculty advisor no later than **one month prior** to the start of the internship. These four items must be in the student's file before the ES Faculty Internship Coordinator provides final approval for the internship.

6. SITE CRITERIA

The intern can select an internship site anywhere in the United States or abroad as long as it meets the criteria listed below. Organizations invited to participate in the internship program should meet the following criteria:

1. They are professionally recognized and competent in the field of exercise science, or a specific related area.
2. They have extensive, active, and well-balanced programs and administrative

structures.

3. They provide opportunities for students to observe and participate in all their programs, operations, and administrative procedures.
4. They have equipment and facilities adequate for comprehensive programming.
5. They have staff members who are qualified through education and experience to give supervision to interns.

7. ORGANIZATION RESPONSIBILITIES

1. Internship on-site supervisors should be qualified by professional registration, education and/or experience to supervise and evaluate internship students.
2. Regular feedback and instructional meetings must be held between supervisors and interns. One or more telephone or in-person conferences between the supervisor and ASU ES Faculty Internship Coordinator should be held. E-mails can be utilized for this purpose as well.
3. The organization will supply a job description to the student that will be submitted to the ASU ES Faculty Internship Coordinator with a contract. The job description should list the duties and experiences the student will encounter. Basic learning objectives for the student should also be listed in the job description.
4. The organization supervisor will submit an evaluation of the student's performance and experience using the form(s) supplied at the end of this manual every 50 hours completed for a 3 hour internship, every 100 hours for a 6 hour internship (3 times total throughout the internship).
5. If the student's performance does not meet professional standards for the organization, the organization has the right to ask for the student's removal. Such requests need to be addressed between the Internship Supervisor and the ASU ES Faculty Internship Coordinator.

8. ASU ES FACULTY INTERSHIP COORDINATOR'S RESPONSIBILITIES

Faculty Internship Coordinator should:

1. Assist the student in focusing on professional and career interests.
2. Assist the student in setting realistic goals and behavioral objectives.
3. Provide the organization with information concerning the student's background.
4. Accomplish placement of the student in an organization where goals may be

- achieved.
5. Ask the site supervisor for an evaluation of the student's performance and experience using the form(s) supplied at the end of this manual every 50 hours completed for a 3 hour internship, every 100 hours for a 6 hour internship (3 times total throughout the internship).
 6. Provide advice and guidance for the student intern through faculty visit, phone calls, and responses to reports. ASU in-state interns will receive one on-site visit from the faculty supervisor. Grades (S for satisfactory or U for unsatisfactory) will be based on feedback from the internship site supervisor (evaluation forms), the on-site visit, the final report from the student, the student daily log, a PowerPoint presentation (10 minutes in length) and notes taken by the ASU ES Faculty Internship Coordinator during phone calls with the student intern.

9. INTERN RESPONSIBILITIES

1. Develop and submit to the faculty advisor and agency supervisor a statement of goals and objectives to be met during the Internship and a job description.
2. Prepare to the best of your ability for the experience with the organization. Acquire as much information as possible about the organization before arrival.
3. Provide a resume for the organization and the faculty advisor.
4. Make necessary residential and transportation arrangements prior to the internship.
5. Agree to fulfill the terms of the written agreement with the organization and the ASU ES Faculty Internship Coordinator. Cooperate with ASU ES Faculty Internship Coordinator in selecting an internship site. This process should start at least four to six months prior to the start of the internship. The contract, objectives, strategies to achieve objectives and resume should be on file at ASU no later than one month prior to starting the internship.
6. Thoroughly examine, discuss and review all aspects of the Internship Handbook with the agency supervisor. NOTE: the intern should provide a copy for the site to retain. Review the contract and job description with the supervisor, sign it, and then bring it to the ASU ES Faculty Internship Coordinator.
7. Conduct oneself as a member of the organization by performing within the policies and expectations of that organization. Be professional as regards to appointments, attendance, meetings, and discussions with supervisors and others. Act and dress professionally.

8. Submit accurate required records, reports, etc. as requested by ASU ES Faculty Internship Coordinator and/or organization supervisor. All requested information will be submitted according to schedule.
9. Keep a weekly log of all hours worked, and provides a weekly summary of activities accomplished. This must be word-processed. This is to be turned into ones faculty internship advisor at the end of the internship.
10. Submit a final report at the completion of the internship. This will include:
 - Materials that you generated during the internship
 - An overview of a typical work day
 - Summary of goals and objectives that were or were not achieved
 - A description of skills and competencies developed during the internship
 - A description of the positive and negative points about the internship
 - Supporting materials for your “special project” during the internship
11. Arrange with the ASU ES Faculty Internship Coordinator a time when to turn in the final report and present a 10 minute power point presentation of the internship experience and special project accomplished during the internship.
12. The internship experience should be educational. Therefore, seek as much variety as possible, attending meetings, observing different phases of the program, and volunteering for new and demanding opportunities.
13. Call your ASU ES Faculty Internship Coordinator at 828-262-3140 (or email) every 2 weeks during the internship to report progress and activities accomplished.

10. EVALUATION AND GRADING POLICY GUIDELINES

1. Evaluation of satisfactory or unsatisfactory must be accomplished in terms of performance demonstrated rather than student potential.
2. Evaluation should be made on the basis of behavioral or performance based objectives developed by the student in consultation with the ASU ES Faculty Internship Coordinator and Organization Supervisor.
3. Evaluation is the joint responsibility of the Organization and the ASU ES Faculty Internship Coordinator with major focus on the Agency Supervisor's insights.
4. It is desirable that evaluation input be obtained from more than one individual Agency representative and may include peer input.

11. GUIDELINES FOR INTERNS AFTER THE CONTRACT IS SIGNED

1. Complete a minimum of at least 50 hours of supervised experience for every internship credit hour.
2. Record total hours worked and provide a basic outline of work accomplished in your weekly log.
3. It is critical that interns do **ALL** that is asked of them (no matter how menial the task) with a pleasant, cheerful and energetic style and attitude. Even if interns are not paid, the internship should be viewed as an actual job. Dress and act professionally.
4. Understand that the organization supervisor will have substantial input over a student's internship evaluation (Satisfactory or unsatisfactory). This fact suggests that the student should cater to the requirements of the internship organization and supervisor.
5. Engage in the internship experience as much as possible. Volunteer for work, attend meetings, and interact with as many people as possible. Push ones self to grow in this new setting.
6. Call your advisor at 828-262-3140 every 2 weeks during the internship to report progress and activities accomplished. Your advisor will ask to speak with your supervisor from time to time. He or she will make one site visit near the end of your internship if the internship takes place in the summer and is within the boundaries of North Carolina.
7. At the end of the internship, you will be required to submit your final report. This should be turned in by the last day of classes for the semester in order to receive a final grade. The report should be a 5-10 double-spaced page word-process report that summarizes if you met your goals and objectives, how you spent your time in a typical day, competencies developed, and what was pros/cons about your internship. Include all information on the graduate student's "special project" which was done during the internship. With the final report should be a notebook that includes your log and materials generated during the internship. Your supervisor should send all three of your evaluations including the final evaluation to the ASU ES Faculty Internship Coordinator (and should review it with you).

EVALUATION OF INTERN BY THE SITE SUPERVISOR

In order to assess the competence and effectiveness of the internship experience in exercise science, your reaction as the organization supervisor is crucial. Please complete the following form in as objective and constructive manner as possible. The evaluation should be reviewed with the student after each evaluation, and then mailed to the ES Faculty Advisor. Please write the number that comes closest to your perception of the student's degree of competence. For those competencies that

you cannot evaluate, please write NA.

Name of Intern: _____ Date: _____

1st Evaluation

2nd Evaluation

3rd Evaluation

Please rate student on a 1-5 scale with 1= poor and 5 = excellent

1. Appearance (appropriate grooming and choice of clothing) _____
2. Health and physical vigor _____
3. Personality (character, social balance, deportment) _____
4. Speech (voice control, use of English) _____
5. Enthusiasm (professional interest, growth, motivation) _____
6. Willingness to accept responsibility (initiative) _____
7. Skill (Prior knowledge, adaptability) _____
8. Ability to work with others (cooperation, helpfulness) _____
9. Leadership (implementing of new ideas, organization) _____
10. Flexibility (adaptability to new ideas and concepts) _____
11. Creativeness (originality, resourcefulness) _____
12. Administrative Assignments (accuracy, timeliness) _____
13. Reliability (punctuality, attendance, meeting commitments) _____
14. Participation (willingness to work, volunteer) _____
15. Competency in academic field _____
16. Care of equipment and job related items _____
17. Planning and preparation for assigned duties _____
18. Ability to motivate _____

