

*Department of Health and Exercise  
Science*  
**Graduate Exercise Science Internship  
Handbook**  
(Revised Spring 2015)

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### **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 student, the various sponsoring agencies, and Appalachian State University (ASU). The handbook has been prepared to assist students, faculty, administrators and internship site supervisors in understanding the aims, objectives, principles, policies, and the requirements for the internship at ASU.

### **2. OBJECTIVES OF THE INTERNSHIP EXPERIENCE**

To provide the student with an opportunity to integrate theory and practice into his/her professional education. To accomplish this objective, exchange of contemporary thinking and insights between the student and internship site personnel should be encouraged.

To provide the student with an opportunity to promote and broaden his/her philosophy and understanding of the exercise science profession in which he/she is interested.

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.

To enable the student to realize his/her own strengths and weaknesses.

To provide the student with an opportunity to gain experience in leadership, supervision and administrative functions within the fields of exercise science.

To help the student gain an understanding and appreciation of the roles, duties, and responsibilities of a full-time professional in the field of exercise science.

To provide the student with experiences that will enable him/her to develop sound human relations.

To strengthen relationships between exercise science-related agencies and ASU.

### **3. INTERNSHIP DESCRIPTION**

ES 5900 (1-12 hours) Internship requires extensive applied exercise science experience at a cooperating facility (e.g., hospital, medical clinic, public agency, athletics department, wellness center/gym, etc). A minimum of 50 hours of service per credit hour of supervised experience is required to be completed by the student. The internship course is recommended for students only after a significant portion of course work in the major program is completed. Organizations looking for knowledgeable and competent interns and students will find the experience much more valuable if they have the educational experience to contribute.

### **4. ELIGIBILITY REQUIREMENTS/RECOMMENDATIONS**

The following are the expected and desired minimum criteria for a student to be allowed to register for the internship credit hours:

- a. Minimum Cumulative GPA of 3.00
- b. Preferably, around eighteen (18) hours of course work should be completed before the internship. Exceptions may be made with permission of the academic advisor, faculty internship supervisor, and department Chairperson.

## 5. PROCEDURES FOR APPLYING FOR THE INTERNSHIP

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

- a. The student should have a conference with the faculty internship supervisor at least **four to six months** prior to the start of the internship. The faculty internship supervisor will provide the student with the paperwork that will be needed to secure the site and complete the course registration process.
- b. The student should then prepare or update their resume. The faculty internship supervisor must approve the final draft before it is submitted to prospective internship sites.
- c. The student should contact potential sites and discuss intern roles and responsibilities. If possible, the student should visit potential sites (with resume in hand) and collect detailed job descriptions from potential supervisors. The student should then develop the internship objectives and how the objectives will be accomplished.
- d. When accepted by the site for an internship placement, the student should submit the signed contract to the faculty internship supervisor. Copies will then be distributed to the internship site supervisor and the student.
- e. The resume, signed internship contract, and internship objectives and ways of accomplishing objectives must be given to the faculty internship supervisor no later than **one month** prior to the start of the internship. These four items must be in the student's file before the faculty internship supervisor provides final approval for the internship.

## 6. SITE CRITERIA

The intern can select an internship site anywhere in the United States as long as it meets the criteria listed below:

- a. Site is professionally recognized and competent in the field of exercise science or a specific related area (medical, health).
- b. Site has extensive, active, and well-balanced programs and administrative structures.

- c. Site provides opportunities for students to observe and participate in all of the programs, operations, and administrative procedures.
- d. Site has equipment and facilities adequate for comprehensive programming.
- e. Site has staff members who are qualified through education and experience to give supervision to interns.

### **7. INTERNSHIP SITE RESPONSIBILITIES**

The following are the primary responsibilities expected of the internship site:

- a. Regular feedback and instructional meetings must be held between supervisors and interns. One or more telephone or in-person conferences between the supervisor and faculty internship supervisor should be held.
- b. The site will supply a job description to the student that will be submitted to the faculty internship supervisor with the 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.
- c. The site supervisor will submit an evaluation of the student's performance and experience using the Intern Evaluation Form (which will be sent by the faculty internship supervisor) halfway through and at the end of the internship experience.
- d. If the student's performance does not meet professional standards for an intern with similar experience and education, and the student has been given the opportunity to improve their performance and failed to do so, the site has the right to ask for the removal of the student intern.

### **8. FACULTY INTERNSHIP SUPERVISOR RESPONSIBILITIES**

The following are the primary responsibilities expected of the Faculty Internship Supervisor:

- a. Assist the student in focusing on professional and career interests and in setting realistic goals and behavioral objectives.
- b. Make one or more contacts (phone, email, etc) with the site supervisor.

- c. Ask the site supervisor for an evaluation of the student's performance and experience using the Intern Evaluation Form halfway through and at the end of the internship experience.
- d. Provide advice and guidance for the student intern through site visits, other contact (phone, email), and responses to reports. In-state interns may receive an on-site visit from the faculty internship supervisor.
- e. Grades (S for satisfactory or U for unsatisfactory) will be based on feedback from the site supervisor (evaluation forms), any on-site visits, the final report from the student, the student daily log, and notes taken by the faculty internship supervisor during contact with the student intern.

## **9. INTERN RESPONSIBILITIES**

The following are the primary responsibilities expected of the intern:

- a. Develop and submit to the faculty internship supervisor and internship site supervisor a resume, and a statement of objectives to be met/plan for meeting the objectives during the internship.
- b. Thoroughly examine, discuss and review all aspects of the Internship Handbook with the faculty internship supervisor and internship site supervisor. Provide the internship site with a copy of the Internship Handbook if requested.
- c. Review the contract and job description with the internship site supervisor, sign the contract, and then bring the contract and job description to the faculty internship supervisor.
- d. Prepare to the best of one's ability for the experience with the internship site by acquiring as much information as possible about the site before arrival. 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.
- e. Conduct oneself as a member of the internship site by performing within the policies and expectations of that site. Be professional with regard to appointments, attendance, meetings, and discussions with supervisors and others. Act and dress professionally.
- f. Submit accurate required records, reports, etc. as requested by the faculty internship supervisor and/or internship site supervisor, according to

schedule. Contact your faculty internship supervisor regularly during the internship to report progress and activities accomplished.

- g. Keep a daily log of all hours worked, and provide a one paragraph summary each week of activities accomplished. Submit this along with the final report to the faculty internship supervisor at the completion of the internship. This will include:
  - i. Materials that you generated during the internship
  - ii. An overview of a typical work day
  - iii. Summary of goals and objectives that were or were not achieved
  - iv. A description of skills and competencies developed during the internship
  - v. A description of the positive and negative points about the internship

#### **10. EVALUATION AND GRADING POLICY GUIDELINES**

Evaluation of satisfactory or unsatisfactory must be accomplished in terms of performance demonstrated rather than student potential. Evaluation should be made on the basis of behavioral or performance-based objectives developed by the student in consultation with the faculty internship supervisor and the internship site supervisor.

**APPENDIX A**

INTERN EVALUATION FORM

**EVALUATION OF INTERN BY THE SITE SUPERVISOR**

In order to determine the competence and effectiveness of the internship experience in exercise science, your assessment as the organization supervisor is crucial. Please complete the following form as objectively and constructively as possible. The form should be reviewed with the student after each evaluation, and then returned 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: \_\_\_\_\_

Please rate the 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 \_\_\_\_\_
- 19. Empathy (interest and concern for clients, etc.) \_\_\_\_\_
- 20. Response to supervision (ability to accept criticism) \_\_\_\_\_
- 21. Professional promise \_\_\_\_\_
- 22. Other \_\_\_\_\_
- 23. Other \_\_\_\_\_

Comments:

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Signature of Evaluator: \_\_\_\_\_

Date: \_\_\_\_\_

Please return to: <Faculty Supervisor Name>  
 HES Department  
 ASU Box 32071  
 Boone, NC 28608  
 Fax 828-262-3138      or      email <faculty>@appstate.edu