

GUIDELINES FOR HPES 4880: INTERNSHIP

(October 24th, 2005)

INTRODUCTION

The Human Performance & Exercise Science (HPES) “Guidelines” are used to navigate the student through the culminating degree requirement, the 8 credit, 400 hour, internship (12 credit/600 hour is an option open to the student). The student should be thoroughly familiar with these guidelines **BEFORE** beginning the search for an internship site. The overall experience should be thought of as a first real job. **The student is responsible for finding and initiating the approval of an internship site.**

PURPOSE OF INTERNSHIP

The Exercise Science internship has been developed to provide the student with the opportunity to practice and/or apply the acquired knowledge, skills and abilities obtained during his/her studies of Exercise Science at Youngstown State University. As such, it prepares the student to assume responsibilities within his/her area of specialization in Exercise Science while providing a “real world” experience in a program that will complete his or her education.

OBJECTIVES OF INTERNSHIP

The primary purpose is for the student to gain experience in an agency that provides exercise programming and to expose the student to various professional and technical practices. The internship should provide the student with supervised opportunities for practical leadership and on-the-job training in many of the following areas:

1. Health screening and risk stratification
2. Pre-test evaluation
3. Physical fitness testing
4. Clinical exercise testing
5. Interpretation of test data
6. Exercise prescription
7. Exercise class leadership
8. Personal exercise training and counseling
9. Small group speaking and leadership opportunities (e.g. leading exercise, giving demonstrations, conducting meetings, etc.)
10. Special programs such as weight control, nutrition/diet modification, stress management/relaxation, smoking cessation and cardiac rehabilitation
11. Emergency procedures
12. Budgeting and fiscal management
13. Equipment selection, maintenance and repair
14. Facility operations
15. Personnel relations/management
16. Budget process and procedures
17. Legal aspects of program management
18. Scheduling of various operations
19. Program marketing, advertising, and public relations
20. General administration (e.g. policies, committee work, directives, etc.)
21. Administrative aspects of health/wellness promotion

RESPONSIBILITIES OF PARTIES

A. YOUNGSTOWN STATE UNIVERSITY

1. Provides liability insurance coverage and confirmation of coverage.
2. Grants credit (8 semester hours or optional 12 semester hours) as established for satisfactory completion of the internship objectives.

B. THE UNIVERSITY SUPERVISOR

(The HPES faculty member assigned the responsibility for instructing/coordinating HPES 4880 Internship class for the period of time covered by the internship. {Dr. Frank J. Bosso, Dr. Nicole M. Mullins, Dr. Jennifer A. Pintar})

1. Receives applications from agencies requesting to be internship sites.
2. Receives internship application by specified dates.
3. Coordinates initial contacts with agencies.
4. Approves internship site.
5. Provides information regarding the Exercise Science Program and the student to the agency.
6. Makes arrangements with the student and the field supervisor/organization for all internship procedures.
7. Provides the agency and the student with guides to the types of learning experiences to which the student should be exposed.
8. Facilitates a contract or statement of agreement.
9. Outlines specific responsibilities for each intern. The following should be included:
 - a. Exact beginning and ending date.
 - b. Specific financial arrangements, if any, made between intern and agency, such as reimbursement for mileage from one specific place to another or any type of stipend.
10. Provides the student with the opportunity for consultation and conferences concerning his/her experiences in the field.
11. Provides for termination of an internship before its conclusion if either the agency, the university, or the student feels that it is necessary.
12. When geographic location permits, visit and counsel the intern during the semester.
13. Evaluates the student's performance based on agency supervisor's evaluations, intern's regular reports and other contacts. The university supervisor will determine the grade for the internship.

C. THE AGENCY

(Any company, club, hospital, or other organization deemed appropriate [by the university supervisor] to provide the required professional experiences.)

1. Assigns an agency supervisor, with a minimum of 1 year of experience with the agency.
2. Designs experiences that will accomplish the objectives as listed above.
3. Includes the intern in organizational communications.
4. Permits limited access to the organization's administrative files (as needed for the specific responsibilities assigned).
5. Introduces the intern to all staff personnel with whom he or she will come in contact.
6. Encourages new ideas and originality in appropriate situations.

D. THE AGENCY SUPERVISOR

(The person assigned by the cooperating agency who will be on site during the internship period and directly supervise/evaluate the intern.)

1. Orients the faculty supervisor and the student to the specific agency requirements and duties considered necessary for the student's initial and continued participation.
2. Assigns specific responsibilities to the intern with the intent of challenging him or her with progressively difficult tasks.

3. Supervises the intern's performance and encourages independent fulfillment of duties.
4. Evaluates the intern's performance in according to the requirements that follow.
5. Advises and counsels the intern toward complete preparation for, and achievement of chosen goals.
6. Records anecdotal comments on the intern's daily activity log when appropriate, and, at the end of the week, checks and signs the log and verifies the submitted hours.
7. Alerts the university supervisor, early on, of difficulties or possible problems the student is demonstrating that could, affect the intern's educational experience.

E. **THE INTERN**

1. Prior to Starting Internship you should:

- a. Complete the following (a-d) under the guidance of YSU Careers Services (Jones Hall)
 - (a) Resume
 - (b) YSU Career Services Registration
 - (c) Interview Techniques Training
 - (d) Job Search Technique Training
- b. Find an internship site and make the **initial** contact with the agency (**BUT DO NOT MAKE ANY FIRM COMMITMENTS AT THIS TIME!**)
 - (a) Locating an internship requires a great deal of work! Resources are available from the university supervisor, the YSU Fitness Center, the ACSM's Career Services Bulletins, and the YSU Career Services office. Also see www.internsearch.com and cc.yosu.edu/exsci-alumni.
 - (b) To be approved as an internship site, the agency must be aware of the purpose, objectives and responsibilities of each party. Furthermore, the agency must be willing to support the previously stated goals and objectives and agree to the responsibilities outlined. To assist you in communicating this information to a potential agency, it is summarized in the last pages of these guidelines. A copy of this information should be sent to the agency, along with a copy of your resume.
- c. Contact HPES Chair, Mr. Walker, and complete the 1-page form that he will provide. He will assign a faculty member to be your internship supervisor prior to the official start of the internship.
- d. Complete the internship application and submit it to university supervisor for approval.
- e. Meet with university supervisor, after *a, b, c, & d* have been completed. The agency will then be contacted (by the university supervisor) and follow-up material and forms (INTERNSHIP STATEMENT OF AGREEMENT) will be provided to the agency.
- f. Register for the internship (HPES 4880). **DO NOT REGISTER FOR INTERNSHIP (HPES 4880) UNTIL a, b, c, d & e ARE SATISFACTORILY COMPLETED!**

2. During the Internship:

- a. Assist in the determination of specific responsibilities to be carried out during the internship.
- b. Adhere to the agency's policies relative to working hours, holidays, administrative procedures and meetings. All absences must be approved by the agency supervisor. Excessive absences will be discussed between agency supervisor and your faculty supervisor and appropriate action taken. In all cases, 400 hours (or optional 600) must be completed at the agency.
- c. You must not break the internship agreement or leave internship site without authorization from the agency supervisor and your faculty supervisor. Breaking the internship agreement or leaving the site without proper authorization will terminate the internship experience.

- d. Keep a detailed log of all activities during the internship, documenting time schedule and specific experiences and programs. You must then secure the signature of the agency supervisor and make provisions for returning the log to the university supervisor at weekly intervals. The form to be used for this is provided in these guidelines.
- e. Present a professional appearance at all times and complete all assignments in a timely manner.
- g. Maintain contact with the university supervisor to keep him or her apprised of progress and of any potential difficulties that arise.
- h. After 200 hours and 360 hours (or 520 hours if applicable), just prior to the termination of the internship, you must submit an evaluation of the overall experience to your university supervisor utilizing the appropriate the form found in these guidelines.
- i. All internship requirements must be completed by the end of the academic semester in which the student is registered. If not completed, it is the faculty supervisor's prerogative to grant a grade of incomplete. The incomplete must be resolved according to University policy as stated in the Youngstown State University Bulletin.

Please note: The responsibilities listed above should be completed in a professional and timely manner. Failure to do so will be reflected in the final grade for the internship.

**Steps in Internship Process:
(For student's use only)**

Submit "Application for Internship" prior to deadline dates: for Fall Semester application is due June 15th; for Spring Semester application is due October 31st; A limited number of Summer internships are available - See Mr. Walker for details.

DATE COMPLETED

	HPES SENIOR EVALUATION (With Mr. Walker) {(REQUIRED TO GRADUATE!)} Receive "Intention to Apply for Graduation" form from Mr. Walker.
	CHHS SENIOR EVALUATION (Submit completed "Intention to Apply for Graduation" form to Dean's Office [after 90 semester hrs]) {(REQUIRED TO GRADUATE!)}
	Complete YSU Career Services Training.
	Locate an internship site/agency and tentatively make preliminary arrangements.
	Send resume and internship objectives to agency.
	Submit completed application: Oct./June to Mr. Walker.
	University supervisor contacts agency to finalize arrangements.
	University supervisor (assigned by Mr. Walker) interview to clarify all final internship arrangements.
	Complete and submit to Bursar a " <i>Bursar's Validation Graduation Application</i> " and " <i>Cap and Gown Order Card</i> " forms obtained from your University Internship Supervisor.
	Start internship.
	Meet personally with agency supervisor and discuss responsibilities and expectations of both parties.
	Send the first weekly log to university supervisor.
	100 hour contact with university supervisor.
	200 hour evaluations (student & agency) submitted.
	300 hour contact with university supervisor.
	360 or 520 hour final evaluations (student & agency) submitted to university supervisor.
	Make provisions with agency staff for your departure.
	Send appropriate thank you letter to agency supervisor.

APPLICATION FOR HPES 4880: INTERNSHIP

APPLICATION FOR INTERNSHIP FOR THE _____ Semester, 200__.
(Must be typed.) (Form revised Dec. 14, 2002)

NAME _____ DATE _____

HOURS COMPLETED _____ E-mail address: _____

GRADE POINT AVERAGE _____ AGE _____ GENDER _____

PERMANENT (HOME) ADDRESS

STREET _____ CITY _____

STATE _____ ZIP _____ PHONE _____ /cell _____

CAMPUS ADDRESS (IF DIFFERENT FROM PERMANENT ADDRESS)

STREET _____ CITY _____

STATE _____ ZIP _____ PHONE _____ /cell _____

YSU CAREER SERVICE (Signed & Dated by Authorized Career Services Personnel):

COUNSELOR INTERVIEW _____

OFFICE REGISTRATION _____ RESUME WRITING _____

INTERVIEW TECHNIQUES _____ JOB SEARCH STRATEGIES _____

HPES SENIOR EVALUATION (completed with Mr. Walker): DATE _____

CHHS SENIOR EVALUATION ('Apply for Intention to Graduate' completed): DATE _____

RESUME SUBMITTED TO UNIVERSITY SUPERVISOR: DATE _____

UNIVERSITY SUPERVISOR INTERVIEW: DATE _____

LETTER OF REQUEST FOR INTERNSHIP (ATTACH COPY): DATE _____

~~NAME OF INTERNSHIP SITE~~ _____

STREET _____

CITY _____ STATE _____ ZIP _____

AGENCY SUPERVISOR _____ PHONE _____

WHAT COURSE WORK DO YOU NEED TO COMPLETE AFTER YOU COMPLETE THIS INTERNSHIP? (INTERNS ARE NOT PERMITTED TO TAKE CLASSES DURING THE INTERNSHIP)

WITHOUT PRIOR PERMISSION OF Mr. WALKER AND PROPER GRADE POINT AVERAGE.)

HOW DID YOU LEARN OF THIS INTERNSHIP SITE?

WHY DO YOU THINK YOU ARE QUALIFIED TO HOLD AN INTERNSHIP AT THIS SITE?

WHAT CONTACT(S) HAVE YOU ALREADY HAD WITH THE SITE/SUPERVISOR?

IS SITE SUPERVISOR CERTIFIED? _____ BY WHAT ORGANIZATION(S)? _____

WHAT SPECIFIC CAREER GOALS WILL THIS INTERNSHIP HELP YOU ACHIEVE?

FROM YOUR DISCUSSION(S) WITH THE AGENCY SUPERVISOR, DETAIL THE **SPECIFIC TRAINING/EXPERIENCES** YOU EXPECT TO RECEIVE.

SCREENING/RISK STRATIFICATION:

EXERCISE TESTING:

EXERCISE PRESCRIPTION:

PERSONAL TRAINING:

GROUP LEADERSHIP:

DEVELOPMENT OF EXERCISE & SPECIAL PROGRAMS:

MARKETING & SALES:

SERVICE DESK MANAGEMENT:

FACILITY MAINTENANCE MANAGEMENT:

WELLNESS/WORKSITE HEALTH PROMOTION:

CLINICAL (IF APPLICABLE):

FINANCIAL MANAGEMENT:

WHAT HOURS WILL YOU BE EXPECTED TO WORK?

ARE ANY WEEKENDS INCLUDED?

IF THE AGENCY HAS OTHER AFFILIATED SITES, HOW MUCH TIME WILL YOU SPEND AT THESE SITES? HOW FAR ARE THEY FROM THE MAIN SITE?

IS THERE ANY TYPE OF FINANCIAL COMPENSATION?

IS HOUSING OR TRANSPORTATION PROVIDED?

WHAT PLANS DO YOU HAVE FOR TRAVEL, HOUSING, AND OTHER EXPENSES YOU MIGHT HAVE?

ESTIMATED COST OF INTERNSHIP:

FOR UNIVERSITY SUPERVISOR'S USE ONLY:

DATE RECEIVED_____	COMMENTS_____
HPES SENIOR EVALUATION DATE_____	COMMENTS_____
CHHS EVALUATION DATE_____	COMMENTS_____
FIRST AGENCY CONTACT DATE_____	COMMENTS_____
START DATE _____	COMMENTS_____
'CAP&GOWN' + 'BURSAR FORM' DATE_____	COMMENTS_____

STUDENT EVALUATION OF INTERNSHIP (200 hour report)

The intern will submit this evaluation form upon completion of 200 hours. Statements should be well-planned, brief and concise. Attach additional pages if necessary.

NAME OF INTERN _____ DATE _____

INTERNSHIP LOCATION _____

1. Description of responsibilities: In the space below describe your internship duties. Include percentages of time for each responsibility. Include specific examples of work accomplished.

RESPONSIBILITY

TIME

EXAMPLES

2. Discuss the positive aspects of the internship in relation to: location, program, facility and other details.

3. Discuss the negative aspects (if any) of the internship.

4. Describe the administrative experiences you have been provided.

5. Describe the technical experiences you have been provided.

6. What specific assistance has your site supervisor provided?

7. What strengths and weaknesses have you discovered in yourself?

INTERN SIGNATURE _____

FOR UNIVERSITY SUPERVISOR'S USE ONLY:

DATE RECEIVED _____ COMMENTS _____

STUDENT EVALUATION OF INTERNSHIP (360 or 520 hour report)

The intern will submit this evaluation form **one week prior to the end of the internship (or two weeks in the case of the 600 hour internship)**. Statements should be well-planned, brief and concise. Attach additional pages if necessary.

NAME OF INTERN _____ DATE _____

INTERNSHIP LOCATION _____

1. Description of responsibilities: In the space below describe your internship duties. Include percentages of time for each responsibility. Include specific examples of work accomplished.

RESPONSIBILITY

TIME

EXAMPLES

2. Discuss the positive aspects of the internship in relation to: location, program, facility and other details.

3. Discuss the negative aspects (if any) of the internship.

4. Describe the administrative experiences you have been provided.

5. Describe the technical experiences you have been provided.

6. What specific assistance has your site supervisor provided?

7. What strengths and weaknesses have you discovered in yourself?

INTERN SIGNATURE _____

FOR ADVISOR'S USE ONLY:

DATE RECEIVED _____ COMMENTS _____

AGENCY SUPERVISOR EVALUATION (200 hour report)

The agency supervisor will submit this form at the completion of 200 hours. Attach additional pages if necessary. The final evaluation will become part of the student's permanent CONFIDENTIAL record.

NAME OF INTERN _____ DATE _____

INTERNSHIP LOCATION _____

Please rate the student on the basis of your observations to this point.

- 5** - indicates intern consistently exceeds what is expected - excellent
- 4** - indicates intern frequently exceeds what is expected - good
- 3** - indicates intern achieves what is expected - average
- 2** - indicates intern fails to achieve what is expected - weak
- 1** - indicates intern consistently fails to achieve expectations - unsatisfactory
- NO**- indicates that you have not had an opportunity to evaluate this factor

1. Quality of work: consider the extent to which work is accurate, thorough, well organized
5 4 3 2 1 NO
2. Willingness to work: accepts assignments well, completes work efficiently
5 4 3 2 1 NO
3. Carefulness in work: accurate, precise, and attention to details
5 4 3 2 1 NO
4. Ability to work with others: good team work skills, collaborates well, supports co-workers
5 4 3 2 1 NO
5. Work habits: observes safety, punctuality and reliability, job attitude, acceptance of suggestions
5 4 3 2 1 NO
6. Initiative: ability to independently complete an assignment without close supervision. Comes up with new and better ways of accomplishing tasks
5 4 3 2 1 NO
7. Oral expression skills: clear, articulate, communicates well
5 4 3 2 1 NO
8. Written expression skills: able to effectively express thoughts in writing
5 4 3 2 1 NO
9. Emotional maturity: good judgment, stability
5 4 3 2 1 NO
10. Relationship with clients: interacts pleasantly but professionally
5 4 3 2 1 NO
11. Exercise leadership skills: effectively organizes and leads classes utilizing a proper workout sequence comprised of appropriate stretching, strengthening, and aerobic exercises
5 4 3 2 1 NO

AGENCY SUPERVISOR FINAL EVALUATION (360/520 hour report)

The agency supervisor will submit this form at the completion of 360 hours (or 520 hours). Attach additional pages if necessary. The final evaluation will become part of the student's permanent CONFIDENTIAL record.

NAME OF INTERN _____ DATE _____

INTERNSHIP LOCATION _____

Please rate the student on the basis of your observations to this point.

- 5** - indicates intern consistently exceeds what is expected - excellent
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11. Exercise leadership skills: effectively organizes and leads classes utilizing a proper workout sequence comprised of appropriate stretching, strengthening, and aerobic exercises
5 4 3 2 1 NO
12. Health appraisal, risk assessment and safety of exercise: demonstrates knowledge and competency while developing material and performing associated skills
5 4 3 2 1 NO
13. Exercise testing: understands concepts and practices and is able to perform skills in a competent fashion
5 4 3 2 1 NO
14. Exercise prescription: determines appropriate guidelines and is able to effectively communicate them to the client while providing suggestions for adherence
5 4 3 2 1 NO
15. Considering the above criteria, please rate your overall impression of this intern
5 4 3 2 1 NO

1. Specific comments concerning the positive traits that the student demonstrates (from above).
2. Specific comments concerning areas for the student to improve upon (from above).
3. Additional comments:

Suggested Grade: A B C D F

**Please list any comments regarding the professional preparation of this student by the Exercise Science Program at Youngstown State University.*

NAME OF AGENCY SUPERVISOR _____ DATE _____

SIGNATURE OF AGENCY SUPERVISOR _____

SIGNATURE OF INTERN (suggested, but optional) _____

FOR UNIVERSITY SUPERVISOR'S USE ONLY:

NAME OF UNIVERSITY SUPERVISOR _____

DATE RECEIVED _____ COMMENTS _____

INTERNSHIP INFORMATION FOR THE POTENTIAL INTERNSHIP AGENCY AND AGENCY SUPERVISOR

This information has been sent to you from a student seeking an internship to complete the requirements for the Bachelor of Science degree in Exercise Science at Youngstown State University. Please review this information and address any questions or concerns directly to the potential intern or Mr. Richard L. Walker, Chair, Department of Human Performance & Exercise Science (phone: 330-941-3650, fax: 330 -941-2280, or email: rlwalker@ysu.edu : website <http://bchhs.ysu.edu/hpes/index.html>).

PURPOSE OF INTERNSHIP

The Exercise Science internship has been developed to provide the student with the opportunity to practice and/or apply the acquired knowledge, skills and abilities obtained during his/her studies of Exercise Science at Youngstown State University. As such, it prepares the student to assume responsibilities within his/her area of specialization in Exercise Science while providing a “real world” experience in a program that will complete the student’s education.

OBJECTIVES OF INTERNSHIP

Have the student gain experience in an agency that provides exercise programming and to expose the student to various professional and technical experiences. The internship should provide the student with supervised opportunities for practical leadership and on-the-job experiences to include many of the following:

1. Health screening and risk stratification
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(The HPES faculty member assigned the responsibility for instructing/coordinating HPES 4880 Internship class for the period of time covered by the internship. [Dr. Frank J. Bosso, Dr. Nicole M. Mullins, Dr. Jennifer A. Pintar])

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(The person assigned by the cooperating agency who will be on site during the internship period and directly supervise/evaluate the intern.)

1. Orients the faculty supervisor and the student to the specific agency requirements and duties considered necessary for the student's initial and continued participation.

2. Assigns specific responsibilities to the intern with the intent of challenging him or her with progressively difficult tasks.
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- c. Contact HPES Chair, Mr. Walker, and complete the 1-page form that he will provide. He will assign a faculty member to be your internship supervisor prior to the official start of the internship.
- d. Complete the internship application and submit it to university supervisor for approval.
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- f. Register for the internship (HPES 4880). **DO NOT REGISTER FOR INTERNSHIP (HPES 4880) UNTIL a, b, c, d & e ARE SATISFACTORILY COMPLETED!**

2. During the Internship:

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- b. Adhere to the agency's policies relative to working hours, holidays, administrative procedures and meetings. All absences must be approved by the agency supervisor. Excessive absences will be discussed between agency supervisor and your faculty supervisor and appropriate action taken. In all cases, 400 hours (or optional 600) must be completed at the agency.

- c. You must not break the internship agreement or leave internship site without authorization from the agency supervisor and your faculty supervisor. Breaking the internship agreement or leaving the site without proper authorization will terminate the internship experience.
- d. Keep a detailed log of all activities during the internship, documenting time schedule and specific experiences and programs. You must then secure the signature of the agency supervisor and make provisions for returning the log to the university supervisor at weekly intervals. The form to be used for this is provided in these guidelines.
- e. Present a professional appearance at all times and complete all assignments in a timely manner.
- g. Maintain contact with the university supervisor to keep him or her apprised of progress and of any potential difficulties that arise.
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- i. All internship requirements must be completed by the end of the academic semester in which the student is registered. If not completed, it is the faculty supervisor's prerogative to grant a grade of incomplete. The incomplete must be resolved according to University policy as stated in the Youngstown State University Bulletin.

Please note: The responsibilities listed above should be completed in a professional and timely manner. Failure to do so will be reflected in the final grade for the internship.

**Weekly Log - Internship - Youngstown State University
Department of Human Performance & Exercise Science**

Intern _____ Week # _____ Date _____ Agency _____

Please give a brief description of responsibilities during the week. Return to University Supervisor (Dr. Bosso / Dr. Mullins / Dr. Pintar).
Remember to place the University supervisor's name on the envelope.

	Description of Intern's Activities	Hours	Comments
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Other			

Hours this week: _____

Total hours accumulated to this point: _____

Signed: Intern _____

Agency Supervisor _____