

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)
 - i. Resume
 - ii. YSU Career Services Registration
 - iii. Interview Techniques Training
 - iv. 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.ysu.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.
- l. 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.