



# **INTERNSHIP MANUAL**

**ATHLETIC TRAINING EDUCATION PROGRAM  
CLEVELAND, MISSISSIPPI**

# INTERNSHIP MANUAL

## FOR STUDENTS, FACULTY AND INTERNSHIP SITES

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## **DSU ATEP Internship Philosophy**

The Athletic Training Education Program (ATEP) at Delta State University believes the Internship is the most important applied course/experience in the program. Our curriculum courses focus on theories and concepts related to athletic injuries, and we believe these theories and concepts are important to the growth of our program majors. However, *most important* are the many practical applications they receive in the field and clinical component.

The internship experience is an integral part of an Athletic Training Student's total educational preparation. It should reflect the content and objectives of the core and curriculum courses and provide students with the confidence that is essential in carrying out professional responsibilities.

The Internship is a practical experience combining classroom knowledge and clinical skill application. It is a phase of professional preparation which enables a student to assume leadership in their daily work activities and duties. The Internship should provide an opportunity for the student to gain insight and understanding into the total agency/school operation, and thus allow a gradual and smooth transition into an entry-level athletic trainer status.

### **Introduction**

This *Internship Manual* is designed to assist students, faculty supervisors, staff, administrators and agency supervisors in understanding the aims, objectives, principles, policies, procedures and requirements for the HSE 470: Internship in Athletic Training course. Therefore, it serves as a guide for the internship experience and a supplemental aid for the course syllabus.

The internship student is an emerging professional who, in the future, must guide the course of his/her own career. Consequently, a major portion of the responsibility for the success of the internship experience rests with the student and the supervising agency.

The Internship is the opportunity for the student to apply professional knowledge and expertise in the field under the direction and supervision of a certified athletic trainer. The student should receive varied internship experiences ranging from evaluation to documentation to rehabilitation. The variety and intensity of the experiences should allow the student to apply his/her knowledge and practical skills. The student should be challenged in such a manner that both strengths and weaknesses are evident. Such experiences can only be assured through careful planning by the student and the agency supervisor.

The HSE 470: Internship in Athletic Training course offers 12 credit hours to final semester senior athletic training students.

## **Internship Guidelines**

The following is a brief outline of the internship experiences requirements.

1. The student will complete 15-16 weeks at approximately 40 hours per week of related work for a total of 12 semester hours credit. The experience is to be continuous and completed during any one semester, following completion all AT clinical courses. The student is expected to follow the rules, regulations and policies of the agency/school.
2. The student will not assume any other employment or outside assignment unless approved by the Internship Coordinator.
3. Prior to enrollment of HSE 470 the student must:
  - a. Have completed all course work
  - b. Have completed all mastery of clinical proficiencies
  - c. Have proof of auto insurance on file with ATEP Director
  - d. Have proof of professional liability insurance on file with ATEP Director
  - e. Have proof of physical examination on file with ATEP Director
  - f. Have proof of Professional Rescuer/AED/FA certification cards on file with ATEP Director
  - g. Have proof of agreement of understanding and compliance of the ATEP Handbook and applicable policies (i.e., first responder and travel policies) on file with ATEP
  - h. Have visited your Internship Site and interviewed with your agency/school supervisor
  - i. Have contents of the student internship folder as listed in Appendix B
4. The student must provide a resume, approved by the ATEP Director, to the agency/school.
5. The agency/school will assign a staff member qualified by professional certification, education and experience to supervise the student. This supervisor will outline the student's schedules and the student will complete monthly hour logs (Appendix C) while at the internship site.
6. The student will participate in planning the internship experience, submit the monthly specific reports to the Internship Coordinator, and have periodic conversations with the agency/school and University Supervisors.
7. During the internship experience, the student should gain insight into the following desirable activities:
  - a. Reimbursement practices and policies
  - b. Maintenance techniques, procedures and/or problems
  - c. Budget preparation, presentation and administration
  - d. Any political considerations of policy implementation or consideration
  - e. Records and/or reports used by the agency

## **Coordination of Internship**

The Internship Coordinator is responsible for making periodic visits to meet with the student

and agency during this assignment. It is the student's obligation to maintain contact with the Internship Coordinator should any problems or concerns arise. In order for students to receive the best possible experiences, they should be on duty at all specified times. This may include evenings, weekends and/or holidays. Remember, Athletic Trainers frequently work when participants have available leisure time.

### **Application and Resume**

The student will file an Application for Internship Placement form with the ATEP Director (Appendix A). A resume for the student is also due at this time.

### **Selection of the Internship Agency/School**

The prospective internship student must realize, from the beginning, the importance of the decision in selecting an agency/school for the professional internship experience. In most instances, the professional career of the student will be measurably influenced by the agency/school selected for the internship experience.

Athletic Training Education Program Students at Delta State University will meet with the Internship Coordinator and begin planning the internship experience at least one semester prior to doing the internship. Selection of the agency/school should be the combined effort of the student and the Internship Coordinator. The selection of the agency/school should be matched with the student's needs so that the individual student can best fulfill present and future career needs and goals. When the student makes a final decision in selecting an agency/school, the agency/school may then be contacted by the Internship Coordinator before solidifying final acceptance.

In the beginning of the selection process of an agency/school, the student should:

1. Visit with DSU ATEP faculty concerning potential agencies/schools.
2. Discuss potential locations with fellow professionals.
3. Consider all personal reasons that are very important in selecting a site (i.e., finances, geographical location and AT setting desired).

After the student has selected a potential agency/school and determined a realistic site, it is necessary to initiate procedures to set up interviews with prospective agency personnel. This is most commonly done with a letter of inquiry; however, other procedures such as a personal visit or telephone conversation may be acceptable with approval from the Internship Coordinator.

Students may be allowed to commence the Internship only when the agency/school has a supervisor with the educational and experiential qualifications to supervise the student.

The following factors are considered in selecting an internship agency/school:

1. The agency/school should show evidence of a sound professional philosophy.
2. The agency/school should show evidence of adequate acceptance and support.
3. The agency/school should be professionally recognized and competent in Athletic Training.
4. The agency/school and its staff should be willing to provide opportunity for active participation as well as observation of program procedures.
5. The agency/school should have adequate equipment and facilities that are available for internship student use.

Each student will be expected to engage in an interview with the agency/school; therefore, professional attire and behavior will be mandated. The student should be prepared for each interview with a clearly stated list of objectives for the internship experience. The student should prepare for the interview by becoming familiar with important aspects of the agency/school.

All correspondence is to be typed/word processed with clean, correct and appropriately styled copies sent to agencies/schools. A clean copy of all correspondence is to be kept in the student's folder. A summary record of all telephone calls or other communication, whether initiated by the student or by agency/school personnel, is to be kept in the student's folder.

### **Mechanics of Placement**

Throughout the process of agency/school selection, the student is responsible for keeping the Internship Coordinator advised of his/her progress. Once the student has made a tentative choice, the following tasks should be completed by the Internship Coordinator and/or student:

1. Arrange a confirmation appointment with the Internship Coordinator
2. Prior to the time of the confirmation appointment, gather information from agency/school supervisors:
  - a. Signed agreement between University and agency (Appendix D)
  - b. Completed affiliated site supervisor agreement (Appendix E)
  - c. Gather vita of all certified athletic trainers supervising students
  - d. Collect copy of BOC cards (front and back)
  - e. Collect copy of State credential
  - f. Collect copy of PR/AED/FA cards (front and back)
  - g. Obtain copy of agency/school most recent "safety check" on modalities
  - h. Obtain copy of facility floor plan (indicating emergency exists)
  - i. Gather supervising AT information sheet (Appendix F)
3. The list of paperwork that must to be submitted to the Internship Coordinator is located in Appendix G.

**Criteria for confirmation will be based on the student's:**

1. Readiness to confirm
2. Preparedness with agency/school literature
3. Ability to relate anticipated internship experiences to future goals

**Once confirmation is achieved, the student will:**

1. Send an acceptance letter to the cooperating agency/school supervisor
2. Send "thank you" letters to all other agencies/schools contacted
3. Submit completed Internship folder to the Internship Coordinator
4. Read the course syllabus of HSE 470 (Appendix H )
5. Complete the internship experience/affiliation addendum (Appendix I) and place in your internship folder

**Absences**

Students are expected to report for duties as scheduled by the agency/school. Any absences from duty, including a single day or portion thereof, which did not receive prior approval in accordance with established agency/school procedures shall be considered as an absence without leave. Where the absence is determined excusable on conditions which negated prior approval, the student will be allowed to continue the Internship and the condition of absence without leave shall be excused. The immediate agency/school supervisor shall be the official to whom students are responsible for reporting to, in the case of absences.

In case of sudden illness or other emergencies, the student shall immediately notify the agency/school office by telephone or messenger. Absences must be approved by the agency/school supervisor. A physician's order may be required, if deemed necessary, before absences are approved. Students shall follow the institutions' work schedule for all holidays and breaks.

**Dress, Appearance and Conduct**

Students are expected to conduct themselves as professionals and in accordance with the standards of the agency/school. Since the personal appearance of students conveys to the public a general impression of the University and the agency/school, appropriate attire should be conducive to the work environment. In instances where a uniform is not designated, the student shall wear the Delta State University uniform as outlined in the ATEP Handbook.

**Housing and Transportation**

The student is expected to assume all expenses incidental to living in the area of the internship experience and to work out satisfactory housing and transportation arrangements in order to be able to carry out Internship assignments.

The student should visit the assigned area in advance to arrange for living facilities. Agency/school personnel may be able to assist the student in locating housing.

### **Grades (Evaluation)**

Evaluation of the student internship experience will be made at the termination of the scheduled assignment on the basis of agency supervisor's evaluations (mid-intern and end-intern) of student performance (Appendix J) and University written requirements. The Internship Coordinator will determine the final grade evaluation. It is essential that students meet appropriate deadlines when submitting all materials to the Internship Coordinator in order to avoid the academic penalties outlined in the course syllabus.

### **Cooperation**

As part of a "team" providing services for the benefit of individuals and the public, each student must cooperate with fellow workers and all program/facility participants in order to set a high standard of work performance. Unwillingness or failure to cooperate shall be cause for dismissal.

# Appendix A



**APPLICATION FOR INTERNSHIP**

Name: \_\_\_\_\_ DSU ID #: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip)

Local Address: \_\_\_\_\_ Local Phone: \_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City, State, Zip)

Parent/Guardian: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Can you provide your own transportation? \_\_\_\_\_

Total number of credit hours at DSU: \_\_\_\_\_ Transfer hours: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Expiration Date of CPR: \_\_\_\_\_

Location where you would like to do internship? \_\_\_\_\_

Type of internship you would like to complete (college, clinic, etc): \_\_\_\_\_

**Please attach a copy of your professional resume and references to this application.**

# Appendix B



### **INTERNSHIP FOLDER CONTENTS**

1. Internship Application
2. Resume w/ References
3. Waiver form
4. A list of strengths and weaknesses
5. Evaluations completed by Agency Supervisor
6. Record logs of all communication with agency/school and Internship Supervisors
7. Other assigned or pertinent information
8. Signed copy of the Internship experience/Affiliation Agreement Addendum
9. Copies of all certification cards, liability, auto and health insurance cards/policies and vaccinations and examinations

**All agency/school correspondence will be typed/word processed, with only clean, correct and appropriately styled copies being sent to agencies.**

# Appendix C



# Appendix D

**AGREEMENT BETWEEN DELTA STATE UNIVERSITY  
AND**

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FOR THE PURPOSE OF CONDUCTING AN ON-SITE EDUCATIONAL EXPERIENCE FOR AN ATHLETIC TRAINING STUDENT TO FULFILL AN ATHLETIC TRAINING DEGREE IN THE DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION.

THIS AGREEMENT is between Delta State University, hereinafter referred to as the "University," and \_\_\_\_\_, hereinafter referred to as the "Internship Site." It is understood that the participating institutions will cooperate in the conduct of educational activities as described below.

**PURPOSE OF THE PROGRAM**

This agreement provides the terms under which the Internship Site will provide on-site educational experience to athletic training students who are enrolled in the Athletic Training Program in the Division of Health, Physical Education and Recreation at the University.

**SCOPE OF THE PROGRAM**

The University makes no agreement to provide any specified number of athletic training students to the program at the Internship Site and the Internship Site makes no agreement to accept a specified number of athletic training students from the University.

**THE UNIVERSITY AGREES TO:**

1. Recommend for placement in the on-site education program of the Internship Site only those athletic training students who have earned a satisfactory record and have met the minimum requirements established by the University and the Athletic Training Education Program within the Division of Health, Physical Education and Recreation.
2. Provide the Internship Site with copies of current course outlines, course objectives, the curriculum philosophy and a list of faculty and their qualifications when requested.
3. Extend the authorized representatives of the Internship Site an open invitation to visit the Division of Health, Physical Education and Recreation of the University and consult with faculty and students.
4. Assist the Internship Site with the selection of the athletic training students for the Internship Site with the students' knowledge and consent.
5. Have representatives of the University available at the Internship Site for assistance and consultation as the need arises and when possible.
6. Advise the athletic training students of their responsibilities regarding participation in the on-site education process, including professional conduct and following rules and standards set by the Internship Site and the University.
7. The athletic training student will provide general liability protection, including malpractice, during the time that they participate in the Internship Site assignment. A common insurance carrier provides this protection.

### **THE INTERNSHIP SITE AGREES TO:**

1. Provide on-site experience that is pertinent and meaningful for athletic training students enrolled in the Athletic Training Education Program at the University.
2. Be open for review by the Program Director and faculty of the Athletic Training Education Program at the University.
3. Provide direct supervision of the athletic training student(s) by a BOC Certified Athletic Trainer or other qualified health care professional in the on-site education program.
4. Keep the University informed regarding the level of education the athletic training student is receiving, as well as, his/her level of performance and to notify and consult with the University any time the athletic training student is not making satisfactory progress.
5. Support continuing education and professional growth and development of those staff that are responsible for student supervision.

### **THE UNIVERSITY AND THE INTERNSHIP SITE JOINTLY AGREE:**

1. That no athletic training student will be discriminated against on the basis of race, creed, sex, or national origin in any aspect of this program.
2. That the determination of the number of athletic training students to be assigned to the Internship Site shall be a joint decision based on staff and space available at the Internship Site and eligible athletic training students enrolled in the curriculum who desire to be assigned to the Internship Site.
3. That this document does not limit the Internship Site to accepting only athletic training students from this University into the on-site education program.
4. That there will be meetings of representatives of both University and the Internship Site as often as such meetings are needed to coordinate and improve the program, and at the convenience of both parties.
5. That there will be ongoing, open communication between the University and the Internship Site to ensure understanding of the expectations and roles of both institutions in providing on-site experience for athletic training students.
6. That either the University or the Internship Site may drop an athletic training student enrolled in the program if, in the opinion of either party, the athletic training student is not making satisfactory progress in the Athletic Training Education Program. Any student who does not satisfactorily complete the program or any portion thereof may repeat the course at the same Internship Site only with the written approval of both the Internship Site and the University.

THIS AGREEMENT WILL REMAIN IN EFFECT INDEFINITELY UNLESS TERMINATED, AT THE END OF ANY INTERN PERIOD, WITH A WRITTEN NOTICE BY EITHER PARTY.

### **STUDENT SCHEDULES**

Schedules for athletic training students including instruction, clinical participation and availability of each institution's facilities for mutual use will be agreed upon by the officially designated representative of the institution and the athletic training student. All of the athletic training students will appear in appropriate attire to the Internship Site, for instruction of all kinds.

It is understood and agreed that each party to this agreement shall save, defend, and hold the other party harmless from any action, causes of action, damages, expense claims, or demands whatsoever in law or in equity which are

approximately caused or solely caused by negligent acts of omission or commission on the part of the other party or his representatives during performance of the services enumerated herein.

AGREED:

FOR THE INTERNSHIP SITE

FOR DELTA STATE UNIVERSITY

\_\_\_\_\_  
Designated Internship Site Supervisor

\_\_\_\_\_  
Mr. Greg Redlin, VP for Finance & Administration

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

# Appendix E



## INTERNSHIP SUPERVISOR AGREEMENT

Year of : \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

SSN: \_\_\_\_\_

BOC #: \_\_\_\_\_ NATA Membership #: \_\_\_\_\_

State License #: \_\_\_\_\_ State: \_\_\_\_\_ Date: \_\_\_\_\_

I, \_\_\_\_\_ have completed the following:  
*Internship Supervisor's Name*

1. Read the Internship Manual and understand its contents
2. Read the Policy and Procedure Manual for ATEP
3. CPR for Professional Rescuer and AED Training
4. Hepatitis B Vaccine
5. CE s for BOC certification
6. Professional Liability Insurance

Internship Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ATEP Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Appendix F



# Appendix G



## **SUPERVISOR CHEEKSHEET**

I have completed the following for Agency/School:

1. Signed the Affiliated Site Agreement
2. Signed the Supervisor Agreement
3. Enclosed the a copy of the Agency/School most recent "Safety Check" for all Modalities
4. Enclosed a floor plan of facility (indicating emergency exists)
5. Enclosed an Emergency Action Plan for all work settings

I have completed the following for ALL Supervising ATs:

1. Updated resumes/vitas
2. Copy of Supervising AT Information Sheet
3. Copy of BOC card (front and back)
4. Copy of State License
5. Copy of CPR/AED for PR card (front and back)

# Appendix H



**HSE 470**  
**Internship in Athletic Training**  
Spring 2010

**INSTRUCTOR:**

Mary L Jones, PhD, ATC

Office location:

Wyatt Gymnasium 108

Office phone:

(662) 846-4562

Office hours:

M-F 8:00am-11:00pm or By Appointment

Email address:

mljones@deltastate.edu

**GENERAL DESCRIPTION: (12 semester hours)**

Acquaints the entry-level athletic training student with the opportunity to gain practical experiences within a clinical and/or traditional setting. The student will apply didactic academic preparation at their chosen professional setting under the direct supervision of a qualified allied healthcare professional. **Prerequisites:** HSE 450 and senior standing in ATEP.

**SUPPLEMENTAL MATERIALS:** DSU ATEP Internship Manual

*Any student found to be cheating or committing plagiarism will be referred to the Department Chair for further action. He/she will also be given an "F" on that particular item and will not be allowed to make up the work. All of a student's work must be their own, there will be no collaboration allowed on any assignments unless specific instructions are given by the instructor.*

**LEARNING OBJECTIVES AND REQUIREMENTS:**

1. Upon completion of the course each student will possess an appreciation for the knowledge, skills and abilities inherent to the demands of the athletic training environment.
2. Within the first week of the semester the student must review the policies and procedures of the internship site with the internship supervisors.
3. The student must obtain a minimum of 40 hours per week of work experience for the duration of the semester (approx. 15 weeks.) These hours are to be documented on an hour log and due at the end of each month.
4. The student will communicate and manage all course materials via Blackboard; therefore, should be aware of deadline sensitive assignments.
5. The student is to be evaluated by the internship supervisor at midterm and again at the end of the experience. These evaluations are to be shared with the student and then forwarded to the Internship Coordinator.

6. The student must complete a site assessment that is due by final exam week. It must be typed and double-spaced.
7. The student must have access to the Internet and to his/her Delta State University email account during the semester. Check the account regularly.
8. During the last week of the semester, each student must complete an exit interview with the ATEP Director and staff.

### **GRADING CRITERIA:**

#### Grading Scale:

- |  |                                       |
|--|---------------------------------------|
| 1. Complete Hour Logs (20%)                            | A 90% +                               |
| 2. Midterm Supervisor Evaluations (20%)                | B 80%-89%                             |
| 3. Final Supervisor Evaluation (40%)                   | C 70%-79%                             |
| 4. Site Assessment (10%)                               | D 60%-69% (unsatisfactory for majors) |
| 5. Overall attendance/quality of work/timeliness (10%) |                                       |

### **GRADING SCALE:**

The grade for the term will be based ONLY in part upon the experiences at the internship site. However, any student removed from their internship experience for reason associated with lack of professionalism or any unsatisfactory performance will receive an F in the course.

### **ADDITIONAL POLICIES SPECIFIC TO INTERNSHIP EXPERIENCE:**

**Evaluation:** The student will receive a letter grade, which will ultimately be determined by the course instructor. The grade will be based on the completion of the above grading criteria. Missed or late assignments will result in the final grade being lowered one letter grade for each missed assignment.

**Attendance:** Students will be expected to work at least 40 hours per week. He/she will be required to abide by the attendance and general employment policies demanded by their respective internship site. If a student requests a day off, due to illness or personal reasons, the course instructor and the Internship Coordinator must also be notified by the student. Students shall follow the institutions' work schedule for all holidays and breaks.

**Dress, Appearance and Conduct:** Students are expected to conduct themselves as professionals and in accordance with the standards of the agency/school. Since the personal appearance of students conveys to the public a general impression of the University and the agency/school, appropriate attire should be conducive to the work environment. In instances where a uniform is not designated, the student shall wear the Delta State University uniform as outlined in the ATEP Handbook.

### **Required Materials:**

1. Proof of Professional Liability Insurance
2. Proof of Physical Examination
3. Proof of updated Immunization Record
4. Proof of current CPR/AED/FA card
5. Proof of Auto Insurance
6. Required core curriculum course work completed with 2.5 GPA

*If a student has a disability that qualifies under the Americans with Disabilities Act and requires accommodations, he/she should contact the Counseling and Testing Center for information on appropriate policies and procedures. Academic Support Lab; Union 311; DSU Box 3303*

#### **UNIVERSITY ATTENDANCE POLICY:**

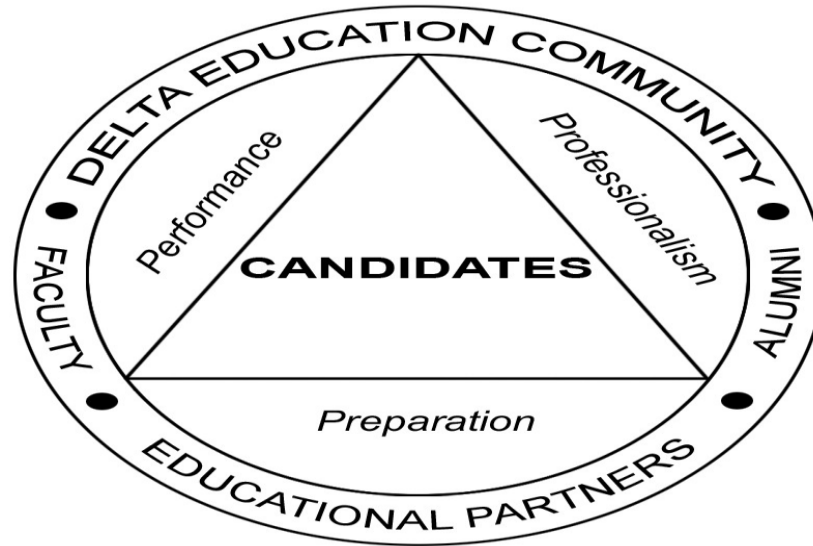
Students are expected to attend all class meetings. Only students with authorized absences will be allowed to make-up work missed. Students will be entitled to make up work according to the following regulations: in cases of personal illness and illness within the student's immediate family (medical excuse required); in cases of death in the immediate family; personal emergencies (handled on an individual basis at the discretion of the instructor); and absences authorized by the Vice-President for Academic Affairs. Excuses must be presented to the instructor the class meeting immediately following the excused absence (within 24 hours) to be accepted.

A course grade of F is automatically given when total absences, authorized or unauthorized, exceed 25 percent of scheduled classes and activities. Absences begin accumulating at the first class meeting listed in the University schedule. Please refer to the University policy on class attendance and absences in the ***DSU Bulletin***.

*All electronic communication between instructor of course and student will occur via okramail.*

Delta State University  
College of Education Conceptual Framework

DELTA EDUCATION MODEL



**Vision:** The Delta State University College of Education promotes a vibrant educational community committed to preparing capable and confident teacher candidates who can positively affect learning outcomes of students in the P-12 school setting. Appropriately illustrated by the Delta triangle, the model reflects teacher candidate development through the triad of preparation, performance and professionalism, supported by the larger Delta educational community (faculty, educational partners, and alumni).

**Guiding Principles:**

1. **Education is a lifelong endeavor**, requiring an ever-expanding content knowledge base, a repertoire of skills, and a broad experience base. (GP1)
2. **Education is interactive and reflective**, a process that is accomplished through assessment and reflection of a collaborative nature. (GP2)
3. **Education is culturally contextualized**, requiring both an understanding and appreciation of the diversity of all individuals within the learning community. (GP3)
4. **Education is dynamic**, with change being driven by assessment data and the needs of all segments of the educational community. (GP4)
5. **Education is enhanced by technology**, infused throughout programs and services. (GP5)

**Any violation of the above rules and regulations could result in the student being removed from the class and receiving an "F". This syllabus is subject to change at any time. If a change is made the instructor will present the information in writing to each student.**

# Appendix I



**INTERNSHIP EXPERIENCE/AFFILIATION ADDENDUM**

(To be Completed Once Student is On-Site)

In consideration of being allowed using the facilities of the \_\_\_\_\_ in accordance with the affiliated site agreement between Delta State University and \_\_\_\_\_. I agree to abide by the rules and regulations as stipulated by the facility and institution. I am aware of all the rules as applicable to my internship experience concerning, but not limited to, liability insurance, auto insurance, vaccination/inoculations, proof of physical examination, and current CPR/AED/FA certification. I also agree and understand that neither \_\_\_\_\_ nor Delta State University are required to provide me with any monetary compensation, medical benefits/coverage, liability insurance and/or lodging during the period of my internship experience.

In consideration of being allowed to use the facilities of the \_\_\_\_\_ or any affiliates, I hereby agree to assume full responsibility for my own safety, and indemnify, save and hold harmless and defend the \_\_\_\_\_ and Delta State University and all its employees and agents, acting officially or otherwise, from any liability, claims demands, actions, debts, and attorney fees arising out of, or in any manner predicted on, loss or damage to the property of, injuries to, or death on any persons whatsoever, which may occur resulting from my presence, acts, or omissions within the limits of the \_\_\_\_\_ and its facilities in connection with the aforesaid program, and do hereby waive forever any demands or claims therefore.

\_\_\_\_\_  
Internship Student Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

# Appendix J



	Excellent	Above Average	Average	Below Average	Not Observed
Knowledge of general medical conditions (diabetes, asthma, skin conditions, etc)					
Knowledge of appropriate fitness programs, testing and equipment					
Knowledge of appropriate intervention/referral protocol for psychosocial issues					
Use of ethical decision making skills					

	Excellent	Above Average	Average	Below Average	Not Observed
Knowledge and use of athletic training supplies					
Works with speed, efficiency, and accuracy					
Adheres to facility policies/procedures					
Maintains neat and clean facility					
Maintains accurate of patient records with sensitivity to confidentiality					
Is assertive and goes "above and beyond"					
Gets along with others					

	Excellent	Above Average	Average	Below Average	Not Observed
Takes initiative					
Is resourceful					
Is enthusiastic					
Ability to accept constructive criticism					
Is dependable					
Demonstrates leadership skills					
Is punctual					
Is responsible					

Identify the **STRENGTHS** of the student (identify characteristics that will enhance the student's ability as an athletic trainer. Include behavior qualities as well as work knowledge).

Identify **AREAS OF IMPROVEMENT** for the successful completion of the internship experience.

Identify additional **RECOMMENDATIONS FOR IMPROVEMENT** of the student (suggestions for improvement that will enhance the student's ability as an athletic trainer. Include behavior qualities as well as work knowledge).





	Excellent	Above Average	Average	Below Average	Not Observed
Knowledge of general medical conditions (diabetes, asthma, skin conditions, etc)					
Knowledge of appropriate fitness programs, testing and equipment					
Knowledge of appropriate intervention/referral protocol for psychosocial issues					
Use of ethical decision making skills					

	Excellent	Above Average	Average	Below Average	Not Observed
Knowledge and use of athletic training supplies					
Works with speed, efficiency, and accuracy					
Adheres to facility policies/procedures					
Maintains neat and clean facility					
Maintains accurate of patient records with sensitivity to confidentiality					
Is assertive and goes "above and beyond"					
Gets along with others					

	Excellent	Above Average	Average	Below Average	Not Observed
Takes initiative					
Is resourceful					
Is enthusiastic					
Ability to accept constructive criticism					
Is dependable					
Demonstrates leadership skills					
Is punctual					
Is responsible					

What professional/personal attributes and/or behaviors have you consistently observed in the student, throughout this internship experience?

What practical skills (i.e. demonstration of therapeutic exercise, etc.) have you consistently observed the student **CORRECTLY PERFORM**, throughout this internship experience?

What practical skills (i.e. demonstration of therapeutic exercise, etc.) have you consistently observed the student **INCORRECTLY PERFORM**, throughout this internship experience?

**Summary of Evaluation:**

- The student has made progress and improved athletic training skills and professional demeanor at this site:  YES  NO
- The student has demonstrated competence at his/her respective level  YES  NO

Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Student's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(print name)

Please return evaluation form to Dr. Mary L Jones, DSU ATEP, DSU Box B-2, Cleveland, MS 38733