

Feb. 2018

Exercise Science INTERNSHIP MANUAL

**FOR STUDENTS, FACULTY
AND INTERNSHIP SITES**

**DELTA STATE UNIVERSITY
CLEVELAND, MISSISSIPPI**

**DIVISION OF HEALTH, PHYSICAL EDUCATION AND RECREATION
EXERCISE SCIENCE PROGRAM**



INTERNSHIP MANUAL

FOR STUDENTS, FACULTY AND INTERNSHIP SITES

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DSU EX SCI Internship Philosophy

The internship program is designed to provide a capstone experience for senior-level students. The purpose of this experience is to expand the student's practical experience in an exercise science setting. The experience will allow the student to apply the knowledge, skills, and abilities they have developed in the classroom to a relative work setting or an advanced program of study. The goal of the internship program is to increase the amount of "hands-on" learning the student received and simultaneously assist the intern site in a productive manner.

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 PER 465: Internship in Exercise Science 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 credentialed exercise science related supervisor. 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 PER 465: Internship in Exercise Science course offers 12 credit hours to final semester senior exercise science students.

Internship Guidelines

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

1. The student will complete an 8-14 week experience depending on placement working approximately 30- 40 hours per week (for a minimum of 400 hours) of related work for 12 semester hours credit. In most cases the experience will last the length of the semester unless special accommodations have been made. The **experience is to be continuous and completed during the final semester of their degree program, following completion of all Exercise Science Major required 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 PER 465: Internship in Exercise Science the student must:
 - a. **Have completed all course work**
 - b. **Have completed all mastery of clinical proficiencies (70% or greater on all five practical exams)**
 - c. **Have proof of professional liability insurance on file with Exercise Science Coordinator**
 - d. **Have proof of CPR/AED/FA certification cards on file with Exercise Science Coordinator**
 - e. **Have visited your Internship Site and interviewed with your agency/school supervisor**
 - f. **Have contents of the student internship folder as listed in Appendix A and syllabus**
 4. The student must provide a resume, **approved by the Exercise Science Coordinator**, 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 weekly 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. Assessment Procedures
 - b. Equipment 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 experience, they should be on duty at all specified times. This may include evenings, weekends and/or holidays.

Application and Resume

The student will file an **Application for Internship Placement form with the Exercise Science Director (Appendix B)**. 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.

Exercise Science 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 internship site should be the combined effort of the student and the Internship Coordinator. The selection of the internship site should be matched with the student's needs so that the individual student can best fulfill present and future career desires and goals. When the student makes a final decision in selecting an internship site, the agency/school may then be contacted by the Internship Coordinator before solidifying final acceptance.

In the beginning of the selection process of an internship site, the student should:

1. Visit with DSU HPER and Exercise Science 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 professional setting desired).
4. Choose their top 3 internship sites.

After the student has selected a potential internship site 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 and memorandum of agreement has been signed by both institutions/facilities.

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 and its staff should be willing to provide opportunities for active participation as well as observation of program procedures.
4. 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
 - b. Collect copy of proof of liability insurance
 - c. Collect copy of CPR/AED/FA cards (front and back)
3. The list of paperwork that must to be submitted to the Internship Coordinator is located in Appendix A.

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 PER 465 (Appendix D)
5. Complete the internship experience/affiliation addendum (Appendix E) 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.**

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 F) 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

INTERNSHIP PACKET CONTENTS

1. Internship Application
2. Required core curriculum course work completed
3. Resume w/ References
4. Waiver form (for any missing insurance etc.)
5. Proof of Health Insurance
6. Proof of Professional Liability Insurance
7. Proof of updated Immunization Record
8. Proof of current CPR/AED/FA card
9. Proof of Auto Insurance

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

Appendix B

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 C

**DELTA STATE UNIVERSITY
INTERNSHIP STUDENT HOURS RECORD**

Date: _____

Date	Time	Name	Details

APPENDIX D

PER 465 INTERNSHIP IN EXERCISE SCIENCE

INSTRUCTOR:

John Alvarez

Office location: F.E. Wyatt Center for HPER, Rm110

Office phone: (662) 846-4559

Office hours: M and W from 9:00 to 10:00; 11:00 -12:00; 2:30-3:30 T and R
from 8:30 to 10:50 and 2:30 to 3:30 ; M @ 5:30 to 6:00 and F
9:00 to 10:00; 11:00 -12:00 or by appointment

Email address: jalvarez@deltastate.edu

GENERAL DESCRIPTION: (12 semester hours)

Acquaints the entry-level exercise science student with the opportunity to gain practical experiences within a clinical and/or traditional setting. The student will apply knowledge skills and abilities acquired during academic preparation at their chosen professional setting under the direct supervision of a qualified professional

SUPPLEMENTAL MATERIALS: DSU Exercise Science 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 exercise science 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 30-32 hours per week of work experience for the duration of the semester (**14 weeks during a regular semester; 10 weeks minimum for summer.**) These hours are to be documented on an hour log and due weekly with a running total.
4. The student will communicate and manage all course materials via Canvas; therefore, should be aware of deadline sensitive assignments. **Each module must be completed in order and is a pre-requisite for the next module. A late assignment will result in 10% grade deduction for one week, 20% grade reduction after two weeks, 40% grade deduction after three weeks, and if it is not submitted after three weeks you will receive a 0 for that assignment.**
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. It must be typed and double-spaced. Details for this assignment will found in Canvas.
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.

GRADING CRITERIA:

Grading Scale:

- | | |
|--|---------------------------------------|
| 1. Complete Hour Logs (5%) | A 90% + |
| 2. Midterm Supervisor Evaluation (30%) | B 80%-89% |
| 3. Final Supervisor Evaluation (30%) | C 70%-79% |
| 4. Weekly Canvas Assignments (30%) | D 60%-69% (unsatisfactory for majors) |
| 5. Internship Site Evaluation (5%) | |

GRADING SCALE:

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

ADDITIONAL POLICIES SPECIFIC TO INTERNSHIP EXPERIENCE:

8. **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. **Each module must be completed in order and is a pre-requisite for the next module. A late assignment will result in 10% grade deduction for one week, 20% grade reduction after two weeks, 40% grade deduction after three weeks, and if it is not submitted after three weeks you will receive a 0 for that assignment.**

Attendance: Students will be expected to work at least 30-32 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.

Journal: Students will submit via Canvas a weekly journal describing their experience. The journal entry must be typed and dated. **Each module must be completed in order and is a pre-requisite for the next module. A late assignment will result in 10% grade deduction for one week, 20% grade reduction after two weeks, 40% grade deduction after three weeks, and if it is not submitted after three weeks you will receive a 0 for that assignment.**

Site Evaluation: The student must complete a site assessment that must be typed and double-spaced. Details related to this assignment will be in Canvas. **Each module must be completed in order and is a pre-requisite for the next module. A late assignment will result in 10% grade deduction for one week, 20% grade reduction after two weeks, 40% grade deduction after three weeks, and if it is not submitted after three weeks you will receive a 0 for that assignment.**

Required Materials prior to enrolling in this course:

1. Internship Application (PER 464)
2. Required core curriculum course work completed with 2.0 GPA
3. Resume w/ References (PER 464)
4. Waiver form (for any missing insurance etc)
5. Proof of Professional Liability Insurance
6. Proof of current CPR/AED/FA card (PER 464)
7. Proof of Auto Insurance
8. Proof of Health Insurance

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.

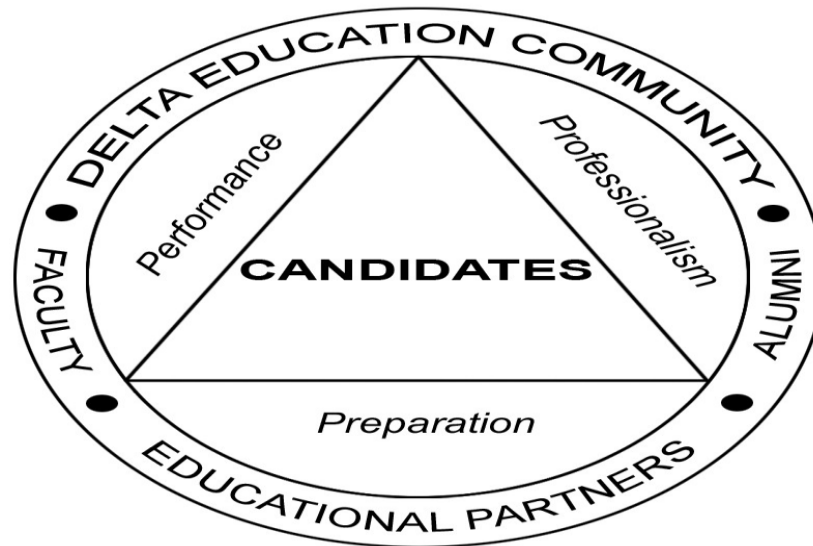
A course grade of F is automatically given when total absences, authorized or unauthorized, exceed 25 percent of scheduled classes and activities. Absences begin accumulating at the first class meeting listed in the University schedule. Please refer to the University policy on class attendance and absences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

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.

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)

Appendix E

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 F

Appendix F-1

Intern Evaluation Form

Mid-Term

Name _____ (Student Name) Agency Name _____

Date: _____

Instructions:

This form is to be completed by the site supervisor of the organization hosting the field experience student. Please evaluate the performance of the student by circling the number you feel best expresses your perceptions of the student's performance. As you proceed through the evaluation, you are encouraged to write comments on each statement so the student can better understand your evaluation. The student will also provide a self-addressed envelope to mail the completed form.

<u>PERFORMANCE AREA</u>	<u>LESS THAN ADEQUATE</u>	<u>ADEQUATE</u>	<u>MORE THAN ADEQUATE</u>	<u>EXCELLENT</u>
ABILITY TO ORGANIZE AND CARRY OUT TASK Comments:	1 2 3 Has some difficulty organizing and carrying out assigned tasks.	4 5 6 Manages to organize and carry out most assigned tasks	7 8 Very well organized and carries out assigned task in a professional manner	9 10 Exceptionally well organized. Carries out assigned task in an exemplary manner
QUALITY OF ASSIGNED WORK Comments:	1 2 3 Below expectations. Needs frequent instruction and supervision. Work completed is less than satisfactory.	4 5 6 Meets expectations. Needs some supervision. Quality of work is competent.	7 8 Usually exceeds expectations. Needs very limited supervision. Work is of very good quality	9 10 Consistently exceeds expectations. Work is always of highest quality.
TIME MANAGEMENT Comments:	1 2 3 Procrastinates much of the time. Does not	4 5 6 Average ability to manage time. Some	7 8 Very efficient in managing time. All	9 10 Exceptional ability to manage time on tasks.

	complete most tasks in a timely manner.	procrastination, but most tasks completed on time.	tasks are completed on schedule	Most works is completed ahead of schedule.
Comments:				
ABILITY TO COMMUNICATE ORALLY	1 2 3 Has difficulty conveying information/ideas to individuals and groups. Does not seem to be comfortable with oral communication.	4 5 6 Can competently express information/ideas to individuals and groups. Reasonably comfortable in most situations.	7 8 Very effective in conveying information/ideas to individuals and groups. Comfortable during oral communications.	9 10 Exceptional ability to communicate information/ideas effectively to individuals and group. Very comfortable and confident during oral communication.
Comments:				
ABILITY TO COMMUNICATE IN WRITTEN FORMAT	1 2 3 Below expectations Has difficulty conveying information/ideas in writing. Numerous errors	4 5 6 Can satisfactorily convey information/ideas in writing. Usually free of errors.	7 8 Very effective in conveying information/ideas in writing. Errors are rare.	9 10 Exceptional ability to communicate information/ideas in writing. Work is creative.
Comments:				
DEPENDABILITY & RESPONSIBILITY	1 2 3 Sometimes fails to complete work. Requires a great deal of supervision in order to produce work.	4 5 6 Can be counted on to have task completed when required. Sometimes needs some supervision to do so.	7 8 Can always be counted on to have task completed. Is conscientious in performance of all assigned duties.	9 10 Exceptionally dependable and responsible in all circumstances.
Comments:				
INITIATIVE & ENTHUSIASM	1 2 3 Must be pushed to get projects started and completed. Does not	4 5 6 Usually enthusiastic about assigned work.	7 8 Self-starter. Makes the most of opportunities.	9 10 Consistently exceeds expectations in this area. Regularly requests opportunities to explore

	display enthusiasm for assigned work.	Sometimes waits for assignments and projects rather than taking initiative.	Enthusiastic and request additional responsibilities.	new assignments and projects. Makes the most of every opportunity.
Comments:				
ABILITY TO WORK WITH OTHERS IN THE ORGANIZATION	1 2 3 Usually gets along with people in the organization. Rarely initiates contact with other people and could be more outgoing.	4 5 6 Gets along with people in the organization. Usually initiates contact with other personnel. Usually outgoing.	7 8 Very good relationship with personnel at all levels of contact. Interaction is positive and productive.	9 10 Exceptionally good relationships with personnel at all levels. Interaction is positive, productive and sensitive to the needs of others.
Comments:				
PROFESSIONAL APPEARANCE & BEHAVIOR	1 2 3 Needs to be reminded frequently about appropriate attire and behavior in the work setting.	4 5 6 Seldom needs to be reminded of appropriate attire and behavior in the work setting.	7 8 Appearance and behavior is always appropriate to the works setting.	9 10 Appearance and behavior is exceptional and worthy of emulation by others.
Comments:				
ABILITY TO ACCEPT & UTILIZE SUGGESTIONS TO IMPROVE PERFORMANCE	1 2 3 Almost always rejects or discounts suggestions to improve performance. Rarely, if ever, attempts to utilize suggestions.	4 5 6 Usually accepts suggestions to improve performance. Usually successful in utilizing suggestions.	7 8 Always welcomes suggestions to improve performance. Makes a concerted effort to utilize suggestions.	9 10 Always welcomes and solicits suggestions to improve performance. Exceptionally successful in the endeavor.
Comments:				
EVIDENCE THAT LEARNING HAS TAKEN PLACE, WITH THEORY OR SKILLS SPECIFIC FOR THIS AREA	1 2 3 No evidence is shown that new theory or skills have been learned	4 5 6 Understands new theory and skills and puts this learning into action with supervision.	7 8 Evidence is apparent that student has grasped and puts to use new theory/skills	9 10 Independently applies skills or theory learned to new situations, showing transfer of knowledge
Comments:				

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1. During the period of this internship, the above named student observed and/or worked in the following areas of our organization:

2. Describe briefly the greatest strength of this student as observed by you and/or your staff:

3. Describe briefly the greatest weakness of this student as observed by you and/or your staff:

4. Please indicate your feeling toward having this student as an intern:

Particularly desire to have him/her _____

Pleased to have him/her _____

Satisfied to have him/her _____

Would have preferred not to have had him/her _____

5. In comparison with other employees you have of similar age and experience, how would you rate this intern?

One of the few outstanding _____

Dependable and typically effective _____

Acceptable _____

Unsatisfactory _____

6. Please indicate your assessment of the career motivation of this student:

Highly motivate _____ Well motivated _____ Average motivated _____

Marginally motivated _____ Not motivated _____

7. If a position were available in your organization, would you be willing to hire this intern?

(This question is not intended to receive any sort of commitment from. It is designed to assist us in evaluating the qualifications of this intern). YES _____ NO _____

8. Would you be willing to consider another intern from this university? YES _____ NO _____

Please add any additional comments that you feel would be instructive to the university supervisor in evaluating and providing guidance to this intern:

Evaluator Signature: _____

I hereby certify that the information I am submitting is complete and accurate. I understand that checking "I Agree" below acts as my signature on this form.

I Agree

Date: _____ (mm/dd/yyyy)

Name: _____ (student name)

Appendix F-2

Intern Evaluation Form

Final Evaluaton

Name _____ (Student Name) Agency Name _____

Date: _____

Instructions:

This form is to be completed by the site supervisor of the organization hosting the field experience student. Please evaluate the performance of the student by circling the number you feel best expresses your perceptions of the student's performance. As you proceed through the evaluation, you are encouraged to write comments on each statement so the student can better understand your evaluation. The student will also provide a self-addressed envelope to mail the completed form.

<u>PERFORMANCE AREA</u>	<u>LESS THAN ADEQUATE</u>	<u>ADEQUATE</u>	<u>MORE THAN ADEQUATE</u>	<u>EXCELLENT</u>
ABILITY TO ORGANIZE AND CARRY OUT TASK	1 2 3 Has some difficulty organizing and carrying out assigned tasks.	4 5 6 Manages to organize and carry out most assigned tasks	7 8 Very well organized and carries out assigned task in a professional manner	9 10 Exceptionally well organized. Carries out assigned task in an exemplary manner
Comments:				
QUALITY OF ASSIGNED WORK	1 2 3 Below expectations. Needs frequent instruction and supervision. Work completed is less than satisfactory.	4 5 6 Meets expectations. Needs some supervision. Quality of work is competent.	7 8 Usually exceeds expectations. Needs very limited supervision. Work is of very good quality	9 10 Consistently exceeds expectations. Work is always of highest quality.
Comments:				
TIME MANAGEMENT	1 2 3 Procrastinates much of the time. Does not	4 5 6 Average ability to manage time. Some procrastination, but	7 8 Very efficient in managing time. All	9 10 Exceptional ability to manage time on tasks. Most works is

	complete most tasks in a timely manner.	most tasks completed on time.	tasks are completed on schedule	completed ahead of schedule.
Comments:				
ABILITY TO COMMUNICATE ORALLY	1 2 3 Has difficulty conveying information/ideas to individuals and groups. Does not seem to be comfortable with oral communication.	4 5 6 Can competently express information/ideas to individuals and groups. Reasonably comfortable in most situations.	7 8 Very effective in conveying information/ideas to individuals and groups. Comfortable during oral communications.	9 10 Exceptional ability to communicate information/ideas effectively to individuals and group. Very comfortable and confident during oral communication.
Comments:				
ABILITY TO COMMUNICATE IN WRITTEN FORMAT	1 2 3 Below expectations Has difficulty conveying information/ideas in writing. Numerous errors	4 5 6 Can satisfactorily convey information/ideas in writing. Usually free of errors.	7 8 Very effective in conveying information/ideas in writing. Errors are rare.	9 10 Exceptional ability to communicate information/ideas in writing. Work is creative.
Comments:				
DEPENDABILITY & RESPONSIBILITY	1 2 3 Sometimes fails to complete work. Requires a great deal of supervision in order to produce work.	4 5 6 Can be counted on to have task completed when required. Sometimes needs some supervision to do so.	7 8 Can always be counted on to have task completed. Is conscientious in performance of all assigned duties.	9 10 Exceptionally dependable and responsible in all circumstances.
Comments:				
INITIATIVE & ENTHUSIASM	1 2 3 Must be pushed to get projects started and completed. Does not	4 5 6 Usually enthusiastic about assigned work. Sometimes waits for	7 8 Self-starter. Makes the most of opportunities. Enthusiastic and	9 10 Consistently exceeds expectations in this area. Regularly requests opportunities to explore new assignments and

	display enthusiasm for assigned work.	assignments and projects rather than taking initiative.	request additional responsibilities.	projects. Makes the most of every opportunity.
Comments:				
ABILITY TO WORK WITH OTHERS IN THE ORGANIZATION	1 2 3 Usually gets along with people in the organization. Rarely initiates contact with other people and could be more outgoing.	4 5 6 Gets along with people in the organization. Usually initiates contact with other personnel. Usually outgoing.	7 8 Very good relationship with personnel at all levels of contact. Interaction is positive and productive.	9 10 Exceptionally good relationships with personnel at all levels. Interaction is positive, productive and sensitive to the needs of others.
Comments:				
PROFESSIONAL APPEARANCE & BEHAVIOR	1 2 3 Needs to be reminded frequently about appropriate attire and behavior in the work setting.	4 5 6 Seldom needs to be reminded of appropriate attire and behavior in the work setting.	7 8 Appearance and behavior is always appropriate to the works setting.	9 10 Appearance and behavior is exceptional and worthy of emulation by others.
Comments:				
ABILITY TO ACCEPT & UTILIZE SUGGESTIONS TO IMPROVE PERFORMANCE	1 2 3 Almost always rejects or discounts suggestions to improve performance. Rarely, if ever, attempts to utilize suggestions.	4 5 6 Usually accepts suggestions to improve performance. Usually successful in utilizing suggestions.	7 8 Always welcomes suggestions to improve performance. Makes a concerted effort to utilize suggestions.	9 10 Always welcomes and solicits suggestions to improve performance. Exceptionally successful in the endeavor.
Comments:				
EVIDENCE THAT LEARNING HAS TAKEN PLACE, WITH THEORY OR SKILLS SPECIFIC FOR THIS AREA	1 2 3 No evidence is shown that new theory or skills have been learned	4 5 6 Understands new theory and skills and puts this learning into action with supervision.	7 8 Evidence is apparent that student has grasped and puts to use new theory/skills	9 10 Independently applies skills or theory learned to new situations, showing transfer of knowledge
Comments:				

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1. During the period of this internship, the above named student observed and/or worked in the following areas of our organization:

2. Describe briefly the greatest strength of this student as observed by you and/or your staff:

3. Describe briefly the greatest weakness of this student as observed by you and/or your staff:

4. Please indicate your feeling toward having this student as an intern:

Particularly desire to have him/her _____

Pleased to have him/her _____

Satisfied to have him/her _____

Would have preferred not to have had him/her _____

5. In comparison with other employees you have of similar age and experience, how would you rate this intern?

One of the few outstanding _____

Dependable and typically effective _____

Acceptable _____

Unsatisfactory _____

6. Please indicate your assessment of the career motivation of this student:

Highly motivate _____ Well motivated _____ Average motivated _____

Marginally motivated _____ Not motivated _____

7. If a position were available in your organization, would you be willing to hire this intern?

(This question is not intended to receive any sort of commitment from. It is designed to assist

us in evaluating the qualifications of this intern). YES _____ NO _____

8. Would you be willing to consider another intern from this university? YES _____ NO _____

Please add any additional comments that you feel would be instructive to the university supervisor in evaluating and providing guidance to this intern:

Evaluator Signature: _____

I hereby certify that the information I am submitting is complete and accurate. I understand that checking "I Agree" below acts as my signature on this form.

I Agree

Date: _____ (mm/dd/yyyy)

Name: _____ (student name)

**Liability
Insurance
Options**

For All Specializations

Option 1:

You can purchase Professional Liability online from [Healthcare Providers Service Organization](#) for a cost of approximately **\$30.00**

Option 2: For All Specializations (particularly good for students who are already members of AAPHERD)

Step 1: Join AAHPERD online at www.aahperd.org for a cost of **\$45.00**

Step 2: Purchase Liability Insurance online from [Forrest T. Jones and Company](#) or 1-800-265-9366 for a cost of **\$12.00** Please note that although the application says "Student Teachers" it is valid for all specializations.

Option 3: ONLY for Exercise Physiology & Fitness/Wellness Specializations

Step 1: Join [ACSM](#) online for a cost of **\$10.00**

Step 2: Contact Seabury & Smith at 1-800-503-9230 to purchase professional liability insurance through your ACSM membership for a cost of approximately **\$40.00**