



## Exercise Science Internship HPER 4980

<https://homepages.wmich.edu/~a3morri3/index.htm>

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Dear Site Supervisor,

Thank you for considering our WMU Exercise Science Undergraduate student for an internship position at your facility. This is an excellent opportunity for our students and one of the most valuable aspects of our program. The hand on experience offered is priceless for their readiness into the workplace. We sincerely appreciate your intricate role in getting our students ready for the real world. Hopefully, they will be as big of an asset to your organization as we know you will be for them.

Please read the following information and guidelines that follow. If understand and only if you agree, please sign the bottom and return to the prospective intern. This form must be signed for any student to be registered for their internship experience.

Thank you again and we look forward to working with you.

Sincerely,

Amy Gyorkos

## Schedule Guidelines

Please be aware of the following general guidelines for all interns

1. All interns must complete a total of 450 hours throughout their internship experience. These hours may be worked out in any fashion that can be agreed upon by the site supervisor and the intern.
2. It is highly recommended that the site supervisor and the intern make a routine schedule before the experience begins that can be easily followed by both parties in order to make aware any expectations and to avoid any schedule miscommunication.
3. Interns do not go on break or receive the same days off as WMU campus unless those days happen to correspond with days off at your internship facility. The intern is considered one of your employees and will follow the work schedule accordingly.
4. If the intern fails to comply with the schedule or hours worked out by both parties, they may be put on probation or their experience terminated.

## Special Site Requirements

5. If your site requires an affiliation agreement between WMU and your facility, please e-mail [amy.gyorkos@wmich.edu](mailto:amy.gyorkos@wmich.edu) as soon as possible to complete the paperwork. Many times, we may already have established an ongoing contract. If not, however, we can send you our agreement to be looked over and approved or vice versa. Please know that if we must use your site affiliation agreement, this may take months to get through our legal department. It is easier to use our agreement because it has already been through that process, but if that is not possible, we will try to get it approved as soon as possible.
6. If your site requires certain immunization shots, emergency techniques or a background check, please make the student intern aware as soon as possible. As part of the internship application process, we require the student to turn in a copy of their medical insurance card and their CPR certification. If additional items are required, the intern is responsible for making those arrangements between you and the service providers.

## Start Time Guidelines

7. Interns may not begin their internship until the first day of that respective semester. Students are covered under liability insurance starting the first day of the semester. An academic calendar may be found at <http://www.wmich.edu/registrar/calendars/index.html>. If you request a copy of the liability form, please send that request to [amy.gyorkos@wmich.edu](mailto:amy.gyorkos@wmich.edu).
8. The intern must complete all of their Major Required Courses in order to be approved and registered for their internship. This means that if students fail to successfully pass their last set of classes, even after they have been approved at their internship site, they will be pulled from that experience. This occurring is very atypical, but in the rare instance, we apologize up front for the unavoidable last minute withdrawal of the intern from your site.

Indicate that you have read, understand, and agree to the above by signing your name here;

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Site Supervisor's Signature

## Assignments Required of Interns

9. All intern assignments are mandatory for completion and passing of this course. The assignments include; bi-weekly online journaling, exit interview, and final evaluation.
10. Bi-Weekly Journals
  - a. eLearning is our online system that can be assessed by going to <https://elearn.wmich.edu/>. By enrolling in the course, the students automatically receive access. Upon approval of their internship, we also enroll each of their site supervisor's into the system. Therefore, all parties will have access. This is necessary because of our online journaling process.
  - b. We ask that every other week, the intern logs onto the system and journals about their past two weeks. In order to confirm their details and hours completed, we also ask that each site supervisor logs in and writes a comment on their journal. This comment can be one word in length or several pages, whatever you are comfortable with. Your input will help confirm the intern's information and will help keep all three parties on the same page.
  - c. We have done everything that we can to make this process quick and easy for you because we understand that you are very busy. I hope that you find this to be true. Please contact me as soon as possible if you run into any problems. The intern should also be able to help you in case of complications logging onto the system.
  - d. Details concerning your log-in username and password, along with journaling directions will be e-mailed to you at the start of the semester.
11. Exit Interview
  - a. The student intern will receive instructions for the exit interview through eLearning.
12. Final Evaluation
  - a. This evaluation can be found on the homepage of the eLearning site once you have successfully logged on. This is to be completed at the end of the internship experience and used as a tool for the site supervisor to evaluate the intern over the course of the semester. This form can be e-mailed to me after you have gone over your comments with the intern. If you choose to e-mail it to me, please carbon copy the intern as well. You may also choose for you and intern to sign the evaluation and fax it to Attn: Amy Gyorkos at 269-387-2704.
13. Interns are responsible for all assignments. They will only receive credit for the bi-weekly journals if they have a complimentary comment from their site supervisor indicating that the information is accurate.

## Questions and or Concerns

If you ever have any questions and/or concerns, please do not hesitate to contact me via phone at 269-398-2546 or e-mail at [amy.gyorkos@wmich.edu](mailto:amy.gyorkos@wmich.edu). We are looking forward to working with you and having another successful internship experience on record!

Thank you!

**Indicate that you have read, understand, and agree to the above by signing your name here;**

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Site Supervisor's Signature

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