



Exercise Science Internship HPER 4980

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1. Researching

- a. Use the website, found above, the internet, and personal connections to help you to compile a list of potential internship sites
- b. Please keep a log of the following to help keep yourself stay organized
 - i. Sites that you would like to contact
 - ii. Application process for each site, including all necessary paperwork
 1. Remember that a clinical internship may require specific items such as, TB test, Hep B vaccine, affiliation agreement, etc.
 - iii. Deadlines for application and interview
 - iv. Any correspondence you have had with the sites and in what form (letter, e-mail, phone, etc.)

2. Interviewing & Acceptance

- a. Be sure that you are communicating well and have spoken about the following issues
 - i. Days and hours to be worked
 1. Remember you must complete 450 hours at a minimum
 2. Remember that you are working for the site as an employee, not as a WMU student.
 - a. That means that you are working during their hours, just like a normal employee.
 - b. You do not get days off or holiday breaks with WMU students, unless that corresponds to breaks at your internship facility.
 3. Make a schedule!
 - a. It is important that you determine a schedule with your site supervisor. Including the days and times that you will be working. This ensures that all parties are on the same page.
 - ii. Start Time
 1. Remember that you CANNOT start your internship until the first day of that respective semester. Liability insurance does not cover you until the 1st day of the semester.
 - iii. Affiliation Agreement

1. If the site is a clinical internship, you must find out if we hold a mutual affiliation agreement.
 2. If we do, make sure it is current. If we have to create or update the agreement, this may take months, so the process must be started as soon as possible.
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3. Application

- a. All application forms must be completed and turned in by deadline date in order to be considered for the following semester.
 - i. Application form and deadline dates can be found on internship website (see above).
 - ii. If you are in the process of interviewing or your site will not give you a response by our deadline, keep me updated and it should not be a problem to push back the deadline. I will approve late application forms on a case to case basis.
 - iii. CPR certification must be valid through the internship time period. If it will expire before or during your internship, you must renew before you begin.
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4. Assignments

- a. You will have assignments due during your internship experience that are all submitted online via e-Learning
 - i. Bi-weekly journaling
 1. This is the only assignment that is due during your internship. The rest of the assignments are due at the completion of the experience.
 2. You will log in every other week and journal your experiences
 3. Your supervisor will also be asked to log in and respond to your journal every other week.
 - a. More information about this process will be offered prior to start
 - b. This process helps keep all parties on the same page
 - ii. Summary blog
 1. At the end of your internship, you will be asked to write on a blog in e-Learning to summarize your experiences
 - iii. Discussion
 1. This is a discussion thread that allows you and all other interns to discuss your internship and how the Exercise Science program can improve based on your own experiences
 - iv. Exit Interview
 1. This is an online survey to gather information on you before graduating and moving away. It also gathers information about your professional goals and your good/bad experiences at WMU so that we can continue to improve
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1. Grading

- a. You are graded on a pass/fail scale.
 - i. You must complete at least 450 hours at your internship site.
 - ii. All assignments are mandatory in order for you to pass this course.

- iii. You must receive high scores on your final evaluation from your site supervisor to pass this course.
 - iv. Summer interns will receive an incomplete at the end of Summer I session. That incomplete will be turned into a grade once requirements are fulfilled (typically at the end of Summer II session).
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