

Department of Health and Kinesiology

INTERNSHIP GUIDE

College of Health and Human Sciences
Georgia Southern University
Statesboro, Georgia

2011-2012

PART I

THE

INTERNSHIP

EXPERIENCE

Glossary of Terms

The following terms will assist the student in understanding the references within this guide.

- < **Program Director** - faculty member responsible for administrative aspects of the Academic Program.
- < **Program Coordinator** - faculty member recognized as the coordinator of a student's Academic Program.
- < **Senior Seminar Coordinator** - faculty member teaching the Senior Seminar class and assisting the student in preparation for the internship.
- < **University Internship Supervisor** - faculty member supervising the student once they start the internship.
- < **Site Supervisor** - the student's immediate supervisor at the internship site.
- < **Witness** - a person other than the student who is at least 18 years old who verifies the student has signed certain forms.

Using This Guide

This internship guide is designed to help both the undergraduate and graduate student find and complete a successful internship. Most of the information presented in the guide applies to both undergraduate and graduate students. *When information applies only to graduate students, that information will be at the end of the section in italics. It is important that graduate students look for the italicized sections.*

Purpose & Importance of Internship

Students participate in an internship experience during the final semester prior to graduation. The internship consists of a full-time position (600 total hours) for a minimum of 15 weeks at an approved location. In most cases, students are not permitted to take additional courses or be employed outside the internship experience.

The internship must take place in a setting that is related to the degree and major area of emphasis or the career goals of the student. The types of acceptable locations include, but are not limited to, hospitals, corporations, and community, state and federal health agencies. It is important that the student choose an internship site that is closely related to his/her career interests.

An internship is included in the program for several reasons. First, the internship serves as the final segment of the formal education process. This experience, following completion of all other coursework, provides the finishing touches for the student entering the health and human movement fields. Second, entry into the health and human movement fields usually requires experience on the part of the applicant. The internship helps the student meet this experience requirement. Third, the internship often serves as a stepping stone to employment. At times the student is hired by the site with which the student interns. At other times, the student networks with professionals in the field and makes valuable contacts that sometimes lead to employment opportunities.

Internships are usually selected based upon one of two criteria. The first criterion is that the internship will serve as a real learning experience. Most students select an internship that will help them meet their career objectives. Unfortunately, some students select an internship based upon its convenience (due to ease in obtaining it, location, pay, someone they know, etc.) and when they finish their internships, they have learned little and are no closer to obtaining a job. The internship should be the most important learning experience in your college career. Do not waste it. Think about the career you want and begin now to work toward an internship that will help achieve entry into that career field.

The second criterion is compensation. Students should not expect to be paid during their internship. Some students are paid quite well for their internships while others are paid nothing at all. While others may not get paid, they may receive benefits such as housing or meals. Graduate students are more likely to be paid for the internship than are undergraduates.

Compensation is usually important to the student after four or five years in college. However, you are discouraged from using compensation as the criterion for selecting an internship. If compensation is a must during internship, the student should not hesitate to ask if there would be payment.

Undergraduate Internship Policies

1. All students must complete their internships during their last semester in school, having completed all course work requirements for the degree program. This prepares the student well for the challenges and responsibilities of an internship as well as leaving them free to accept a position at the internship site should one be offered.
2. The undergraduate internship is for a minimum of 15 weeks (600 hours), however, students are encouraged to intern for longer periods where appropriate (for instance an academic year). **Students cannot get credit for more than 50 hours in one week.**
3. Students are encouraged to do their internships outside of the Statesboro area. However, placements can be arranged within the Statesboro community as well as on the GSU campus.
4. The University requires students to show proof of liability insurance in an amount satisfactory to the University and the Site prior to initiation of the internship.
5. Students will not be allowed to intern at sites where they were previously employed. Exceptions may be made, with the permission of the Undergraduate Program Director, in situations where there is great likelihood of employment following graduation and the internship site can guarantee new learning experiences for the student.
6. Varsity athletes will need to plan their internship either after eligibility has been completed or during the off-season. It will not be possible to intern during the season and continue to compete.
7. Undergraduates are permitted to intern and graduate during the shorter summer semester provided the student begins the internship by the Monday of the week following Spring Semester exams. Students should attempt to accumulate 480 hours during the summer term. Those students who fail to reach 480 hours will have their final grade adjusted based on the actual number of hours completed. This process, as with all internship grades, will include input from the site supervisor. Students are encouraged to continue the internship after graduation. Students will register for the Long Term and will receive a grade of IP (in progress) until the internship is completed.
8. The internship is a full-time position. As such, outside activities such as part-time employment may not be allowed to interfere with any internship responsibilities or duties.
9. The student must be in good academic standing before registering for the internship. The Program Coordinator is responsible for making this determination.
10. The internship may be terminated if the site supervisor or university supervisor is dissatisfied with the student's performance. (See '**What Happens If There Is A Problem**' in Part III).

Graduate Internship Policies

1. *Students are encouraged to complete their internships during their last semester in school, having completed all course work. This prepares the student well for the challenges and responsibilities of an internship as well as leaving them free to accept a position at the internship site should one be offered.*
2. *In rare cases, graduate students may be allowed to intern without completing all coursework. Depending on the nature of the internship, graduate students must complete certain courses prior to internship. A student wishing to intern prior to completion of all coursework must have the approval of the Graduate Program Director.*
3. *The standard graduate internship is for one or more semesters. Students are expected to accumulate 600 hours). Students cannot get **CREDIT** for more than 50 hours in one week.*
4. *When internships extend over more than one semester or summer session, students are expected to register for credit during the first semester of the internship. Exceptions must be approved, in writing, by the Graduate Program Director in advance. The grade, IP (In Progress), will be issued each semester until the internship is completed and the final grade is assigned. When the internship is to last more than one semester, the final grade will not be assigned until the internship is completed.*
5. *On occasion, graduate students will be allowed to intern at GSU. Internships at GSU shall be for a minimum of 15 weeks. If the graduate student interning at GSU is also working as a graduate assistant, the internship must extend for a minimum of two semesters.*
7. *Students will not be allowed to intern at sites where they were previously employed. Exceptions may be made, with the permission of the Graduate Program Director, in situations where there is great likelihood of employment following graduation and the internship site can guarantee new learning experiences for the student.*
8. *Students are typically not allowed to intern at a location where they are currently employed. Exceptions to this must receive special permission from the Graduate Program Director.*
9. *The internship is a full-time position. As such, outside activities such as part-time should not be allowed to interfere with any internship responsibilities or duties.*
10. *The student must be in good academic standing, not on academic probation, before being allowed to register for the internship. The Graduate Program Director is responsible for making this determination.*
11. *The University requires students to show proof of liability insurance in an amount satisfactory to the University and the Site prior to initiation of the internship.*
12. *Students are permitted to intern and graduate during the shorter summer semester provided the student begins the internship by the Monday of the week following Spring Semester exams. This allows the student to complete at least 12 weeks of internship experience prior to graduation. Students are encouraged to continue the internship after graduation. Students will register for the Long Term 1 and*

will receive a grade of IP (in progress) until the internship is completed.

13. *The internship may be terminated if the site supervisor or university supervisor is dissatisfied with the student's performance. (See **'What Happens If There Is A Problem' in Part III**).*

PART II

FINDING AN INTERNSHIP

Finding the Internship

Who finds the internship?

The primary responsibility for finding and obtaining an internship **rests with the student**. When needed, the Senior Seminar Coordinators will assist the student in finding an internship.

The role of the Senior Seminar Coordinator is to assist the student in getting an internship in two ways. First, the coordinator provides direction and advice to the student. The coordinator makes suggestions as to how and when to find the internship. Secondly, the coordinator maintains resources that will help the student. In addition, the coordinator has several publications containing names, addresses, and phone numbers of persons in many avenues within Health and Kinesiology. Students are encouraged to visit the coordinator's office often and take full advantage of the resources available there.

Undergraduate students are required to enroll in Senior Seminar 1 semester prior to their intended internship. Course numbers for Senior Seminar are: Health Education and Promotion - HLTH 4618; and Exercise Science - KINS 4619.

Why don't the faculty assign internships?

Faculty at some universities do assign the internships to the students. We choose not to do that for several reasons. First, we believe that students can find many exciting internships that we may know nothing about. Second, we wish to give the students as much freedom as possible in selecting this important phase of the degree program. Third, we believe that undergoing the process of searching for and applying for internships serves as great training for what comes next --- finding and getting that first job.

Steps in Finding the Internship

These are the steps you should follow in selecting and obtaining your internship. Students who carefully follow these procedures should have little difficulty in finding a beneficial internship experience. The Program Coordinator and Senior Seminar Coordinator will be happy to answer any of your questions and give you additional suggestions. Work closely with the Program Coordinator for your major/emphasis area or Senior Seminar Coordinator and take advantage of their help.

STEP 1 - DECIDE WHAT YOU WANT TO PURSUE AS A CAREER FIELD.

We realize that many students are not at all sure what area of Health and Kinesiology they wish to enter. Some have two or three areas that they find equally interesting while some would consider a job in almost any area. It is important that you try to narrow it down to one area.

Health and Kinesiology are very diverse fields offering many career paths. In the following chart, Careers in Health and Kinesiology, career opportunities are placed in three major categories. This chart should help the student to understand the variety of opportunities open to the graduate and should enable the student to make a more enlightened internship/career choice.

STEP 2 - WHEN TO BEGIN YOUR SEARCH.

When should you begin? What seems to work best is to send out letters of inquiry and resumes **early in the semester** before you plan to intern. For instance, if you plan to intern in the spring, your first mailing should occur very early in the Fall Semester. Undergraduate students will receive guidance in resume preparation in their academic coursework. Prior to mailing, all cover letters and resumes must be critiqued by the GSU Career Services Center and approved by the Program Coordinator or Senior Seminar Coordinator.

By mailing early in the Fall, most students are able to have a firm commitment by the middle of the Fall Semester. Procrastination can cause difficulty getting the internship you really want. If the student does not have a commitment early in the semester prior to internship, the student needs to inform and work closely with the Program Coordinator or Senior Seminar Coordinator.

Examples of Sites in Health and Kinesiology

Health Education and Promotion

County and State Health Departments
Local, State or Federal Health Agencies
Hospital Community Outreach

Public and Private Health Clinics
Family Reproductive Clinics
Volunteer Health Agencies

Exercise Science

Corporate Fitness
Hospital Wellness

Community Based Fitness
Personal Trainer
Strength and Conditioning

Fitness Instructor
Exercise Specialist/Commercial
Fitness
Industrial Fitness/Work Hardening
Cardiac Rehabilitation

STEP 3 - WHERE TO LOOK FOR YOUR INTERNSHIP.

We want you to have the best internship experience possible, so we place no geographical limits on you. If you find a good internship in Alaska or New York or California, that is great. Even international internships may be approved. If it is a new site for GSU Health and Kinesiology majors, the Program Coordinator or Senior Seminar Coordinator will contact the person in charge at that site and discuss the experience. We do reserve the right to approve all internships and if the Program Coordinator or Senior Seminar Coordinator believes the site will not provide an appropriate educational experience, the student will be advised to find another site. This situation may be avoided by working closely with the Program Coordinator throughout the process.

Where do you find your site? This usually comes from one of four sources: 1) From contacts that the individual student has --- someone you know or someone a friend or relative knows. Some of the best sites are found this way. 2) From talking with other students about where they have interned or plan to intern. 3) From the notebook of previous sites or database found in the office of the Program Coordinator. This is a rich source of good sites. Take advantage of it. 4) From other sources found in the office of the Program Coordinator and/or Undergraduate/Graduate Program Directors.

STEP 4 - YOU HAVE ONE OPPORTUNITY TO MAKE A "GOOD FIRST IMPRESSION!"

Your cover letter (letter of inquiry) and resume will be the first contact the internship site has with you. The site receives many requests for internship opportunities, has time to interview only a few, and can select only the best. To get to the second step, the interview, it is crucial that your resume and cover letter help make a "good first impression" when you are inquiring about internship opportunities.

Students will receive assistance in resume and cover letter preparation. Located in Appendix A is "A Guide to Resume Preparation and Job Search Correspondence" developed by Career Services at Georgia Southern University.

STEP 5 - MAILING OUT YOUR INQUIRIES/RESUMES AND FOLLOWING UP

Once your letters and resumes are prepared, you are ready to mail these to the sites you have selected. The following are some suggestions that you should follow:

1. Select up to six sites that you would most prefer.
2. Send a letter of inquiry along with your resume to each of the six sites you choose.
3. Be certain you send these to the person who is in charge of selecting interns. If you not know who that is, call to find out.
4. One week later, **CALL THAT PERSON** to be certain your material was received. At that time you should have a good idea of their interest. **YOU MUST CALL IF YOU WANT THE INTERNSHIP**. If you are not willing to make that call, save your stamp because very few internship sites are going to call you and chase you down. You must show some initiative.
5. Personnel at many organizations are not familiar with our internship program here at Georgia Southern, or with the internship process in general. If they have questions and/or concerns the Program Coordinator or Senior Seminar Coordinator may need to contact them and discuss our procedures.
6. If several of the sites indicate that they do not use interns or are not interested at that time, send out letters to some more sites that you would like.
7. If you get one or two "maybe" responses, **DO NOT WAIT** hoping they will come through. This tactic can leave you with no internship. Send letters and resumes to other sites at once. It is better to have too many sites wanting you than not enough.
8. When you have three or four sites that seem genuinely interested, then you need pursue them. Most will want to interview you. You can get some pointers on successful interviews from Career Services, the Program Coordinator, or from the faculty. Students can schedule a "mock" interview at Career Services. This service provides students with an opportunity to practice interviewing skills, review their performance on videotape, and receive written and verbal feedback from a career counselor. Be certain you dress professionally for the interview.

Note: Some organizations will have a date that they must wait for prior to confirming your internship. If that date is near the time you will intern, you must operate under the assumption it is going to fall through and pursue something more definite.

STEP 6 - SEALING THE BARGAIN

Once you and the site have reached an agreement --- they want you as an intern and you want to intern there --- you must have complete the following forms:

Internship Site Description Form

This form is to be completed by the site supervisor and returned by the student to the Program Coordinator or Senior Seminar Coordinator. This form is used to apply for the Memorandum of

Understanding (an agreement between the University and the site).

Internship Application Form

This form is completed by the student and signed by the Program Coordinator or Senior Seminar Coordinator. It is at this point that the Program Coordinator or Senior Seminar Coordinator approves or disapproves the internship site. For the site to be acceptable, the experiences available at the site must be both appropriate and educational in nature.

Verification of Professional Liability Insurance Coverage Form

This form is to be completed by the student and returned to the Program Coordinator or Senior Seminar Coordinator. This form serves to verify that the student has procured the required liability insurance.

Off-Campus Student Participation Agreement

This form is to be completed by the student and returned to the Program Coordinator or Senior Seminar Coordinator. This form represents a release of legal rights by the student. Students must complete this form for internship sites both on and off-campus.

Intern Placement Understanding Form

This form is to be completed and signed by the student, site supervisor, and Program Coordinator or Senior Seminar Coordinator. This form presents the basic responsibilities of the Student, Site Supervisor, and University Internship Supervisor. Once this form is complete, it represents a contract among the three parties that defines the legal limits of participation.

All sites must have entered into a **Memorandum of Understanding** prior to accepting interns. Different forms are for specific sites. The Program Coordinator or Senior Seminar Coordinator is responsible for determining the forms to be completed for your site. These forms are processed through the office of the VP for Academic Affairs at GSU.

The forms noted above are found in Part 4 of this guide.

STEP 7 - REGISTERING

Registration for the internship is done just as registration for any class. However, students do have certain prerequisites and requirements associated with their program of study and should consult their Program Coordinator.

STEP 8 - INITIATING THE INTERNSHIP

Prior to beginning the internship, students must have successfully completed all coursework.

PART III

COMPLETING THE INTERNSHIP

Completing the Internship Successfully

What does the Site expect of the intern?

The expectations and requirements of the internship site will vary depending on the organization, however, all will expect the student to behave and dress as a professional. They will have the same expectations that they would have of any other employee, regardless of whether the intern is paid or not. Payment is irrelevant to the performance of the intern.

The intern needs to shed the "student mode." Many students cut class, arrive late occasionally, fail to come to class prepared, do unacceptable work, and have a less-than-professional interest in the class. This conduct will not be acceptable in the workplace. The intern needs to develop a get-the-job-done, professional attitude. The work must be of high quality and the intern must be 100% dependable. The intern needs to adopt the attitude that he or she will do what it takes.

Most interns have a good attitude and are willing to work hard. Characteristics or traits that will help you to stand out above other interns are traits such as enthusiasm, initiative, motivation, take-charge approach, and problem solving ability.

As you know, the job market is flooded with applicants and employers can select the cream of the crop for job openings. The nonchalant student with the unprofessional attitude will not succeed in this field. There are too many good people wanting that same job. Keep in mind that one of your most important references will be that of the Site Supervisor.

What does the University Internship Supervisor expect of the intern?

The University Internship Supervisor has the same expectations as the site supervisor. We want each student to be an ideal representative of the Department of Health and Kinesiology at Georgia Southern University. Previous Georgia Southern interns have built a reputation that will make it easier for you to find an internship.

In addition, there are several other things that you must do in completing your internship:

1. Every three weeks you must send to the University Supervisor a completed Internship Weekly Hours Log and the Daily Journal. You are to take the time to complete the Daily Journal in detail. It tells the coordinator what you are doing and the types of experiences you are getting. Prompt and fully completed hours logs and daily journals are an important part of your final grade. The daily journal should include a copy of your daily activities. Also include any other materials you have completed during the week that might illustrate the type of work you are doing. These forms can be mailed, e-mailed to your university supervisor or to the course on GA View, or FAXed (912-478-0381).
2. At the middle of the semester or at about halfway through the internship (if the duration the internship is greater than a semester), give your Site Supervisor a copy of the Mid-Term Evaluation Form. Be certain he or she completes and returns it to the University Internship Supervisor.

3. At the end of the semester, you must complete the Intern Exit Evaluation Form. Please take time and carefully answer all questions. Give your Site Supervisor a copy of the Final Evaluation Form. Be certain the supervisor completes it and returns it to the University Internship Supervisor. Each of these forms is due to the University Internship Supervisor by the first day of final exam week or the date posted on GeorgiaView.
4. It is **your** responsibility to be certain the Site Supervisor completes and returns both the Midterm and the Final Evaluation Forms.
5. The intern is expected to develop a PowerPoint presentation showing all aspects of the internship. Guidelines for the presentation will be given to the interns and/or posted on the GeorgiaView site. The internship is not complete until the presentation is judged to be acceptable by the University Internship Supervisor.

Note: A Weekly Log Sheet, a Midterm Evaluation Form, a Final Evaluation Form, and a Site Evaluation Form are included in Part IV of this guide. Please reproduce enough copies of The Weekly Log Sheet to last you through the internship.

For Graduate Students:

1. ***Graduate students will make an oral presentation instead of the poster presentation. The University Internship Supervisor will give details.***

How is my internship grade determined?

The University Internship Supervisor will assign your final grade. For undergraduate students, the grade will be ABCDF just as in your other courses (*graduate students receive an S or U*). To receive the highest grade, take the time to do the little extras. Grading an internship is a difficult task. There are no exams or term papers and the instructor is not even present during the internship. Several factors will be used to arrive at the grade. They are:

1. **Site Supervisor's Evaluations**
Your supervisor will make a recommendation for your grade. This will weigh heavily when a grade is assigned.
2. **Weekly Logs**
Logs, consisting of hours completed and journals, are required every three weeks. They should contain enough detail so that the University Internship Supervisor can get a good idea of what you are doing.
3. **Other Materials Submitted**
It is suggested that you send copies of any materials that you prepare (such as press releases, brochures, schedules, etc.) so that the University Internship Supervisor can see the type of work that you are doing. Impress the coordinator with your work.
4. **Personal Contact with the Site Supervisor**
The University Internship Supervisor will discuss your performance with the Site Supervisor.
5. **Final Forms Received On Time**

Final Evaluation and Exit Evaluation forms need to be received by the University Internship Supervisor by the first day of final exam week or the date posted on GeorgiaView. It is your responsibility to see that both arrive on time.

6. Presentation

A PowerPoint presentation is required of all undergraduate interns. Requirements for the presentation will be given to the students during their senior seminar class and will be posted on GeorgiaView. *Graduate interns will do an oral presentation and also produce a written paper regarding the internship experience.*

What happens if there is a problem?

Student Not Performing to Expectations

If the management of the internship site (Site Supervisor) is dissatisfied with the performance of an intern and terminates the internship prior to the end of the experience, the University Internship Supervisor has two options available. If there is evidence that the site management was justified in the termination of the internship, the student will be assigned an F grade for the internship. Acts that would justify termination would include, but not be limited to: persistent tardiness or absenteeism, inability to get along with the supervisor or staff, poor quality work, and failure to adjust to a work environment. If the Site Supervisor does not seem to be justified in the termination, the University Internship Supervisor will attempt to place the student at another site as soon as possible. This might require continuing the internship through part or all of the next semester. The University Internship Supervisor will make a determination about options in consultation with the Program Coordinator and Department Chairperson.

Site Not Providing Appropriate Experience

If the student believes the site is not fulfilling their responsibilities, the student should contact the University Internship Supervisor who will attempt to mediate and resolve the situation. The University Internship Supervisor will make a determination about options in consultation with the Program Coordinator and Department Chairperson.

How long should the internship last?

The internship should last for a minimum of 15 weeks of full time (an average of 40 hours per week for a total of 600 hours). Some organizations require longer internships and interns are encouraged to continue with the internship for longer periods if possible. Normally the internship starts at the beginning of the semester and lasts throughout the semester, however, because some organization's needs do not fit into the semester, starting and finishing dates can be flexible. If this is the case, all parties should have a clear understanding of start and stop dates.

Summer semester is not as long as Fall and Spring. Students are expected to begin summer internships as soon as they finish the Spring Semester. The extra week during the break between Spring and Summer semesters makes it a 12-week experience. Students planning to graduate at the end of the Summer Semester may complete the 12 weeks and then graduate. They are encouraged to return to the site and complete three additional weeks at that time. Students completing less than 480 hours in the summer will have their final grade adjusted based on the number of completed hours.

For Graduate Students:

1. *The graduate student internship is generally one or more semesters.*
2. *When the internship lasts more than one semester, the student will receive an IP grade (in progress). The final grade is submitted at the end of the internship.*

WHAT NEXT?

When should I start looking for a job?

Finding a job always takes some time, sometimes, as much as several months. For that reason, the student would be wise to begin a serious job search while looking for an internship and during the internship.

Should I stay in touch?

It is always a good policy to maintain contact with people from Georgia Southern as well as people you meet in the field. Faculty like to know what our graduates are doing. Also, we may be aware of potential job opportunities in the field. Stay in touch with the Department of Health and Kinesiology faculty!

Should I consider a graduate degree?

Although a Master's Degree is not a requirement in some areas of Health and Kinesiology, more preparation can certainly be to your advantage. Students who can qualify for graduate school should consider that option. Students with an undergraduate degree can pursue an advanced degree in either Health, Kinesiology or they can work toward a degree in an allied health profession. We suggest students completing their undergraduate degree at Georgia Southern go to another university to obtain their Master's Degree. This allows the student to learn from different faculty members with different areas of expertise, different perspectives, and different experiences. It also allows the student to expand his or her network.

Students should be aware that admission to graduate schools is not automatic. For admission here at GSU, students should see the most recent Graduate Catalog. Most graduate programs have similar admission requirements.

For Graduate Students:

In the Health & Kinesiology field, a Master's Degree is generally all that is required. Students who are interested in teaching at the university level should plan to work toward a doctorate in the field. Interested students can talk with any of the faculty about institutions offering such a degree.

PART IV

FORMS

INTERNSHIP SITE DESCRIPTION FORM

Department of Health and Kinesiology
College of Health and Human Sciences
Georgia Southern University

Name of Student: _____

This form should be completed by the Site Supervisor and returned to the student. Please type or print clearly. Complete all spaces.

A. General Information

Name of Institution: _____

Person Completing Form: _____

Position: _____

Person to Contact (If Different): _____

Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

e-mail: _____

B. Intern Site Information

What is the general purpose of your institution? _____

Please give a general description of the size of your business or operation, i.e., number of employees, members, nature of facilities, etc.

Please give a general description of the duties you plan to assign the intern.

Also, please list some of the specific duties that the intern will perform.

Check the seasons during which you could use an intern:

All Year _____ Fall _____ Spring _____ Summer _____

Please explain if there is there any reason why a 15 week internship beginning: a) Late August, b) Early

January, or c) Mid May would not work for your business or institution.

Would you be able to make effective use of more than one intern at a time? _____

If yes, how many? _____

- C. Stipend** (While pay is not required for an internship, we do suggest that interns receive at least a modest stipend. All must register and pay tuition for the semester and all are incurring significant additional expenses.)

Will a stipend be paid? _____

If so, what is the approximate stipend for 15 weeks? _____

Are there any fringe benefits such as meals, lodging, etc.? _____

If so, please list them here. _____

What is the likelihood of employment for an intern who completes a successful internship?

Will you help the intern to make contacts with other potential employers? _____

Please return this form to the student who will return it to the Senior Seminar Coordinator.

INTERNSHIP APPLICATION FORM

Department of Health and Kinesiology
College of Health and Human Sciences
Georgia Southern University

Student Information

This form should be completed by the Student and returned to the Senior Seminar Coordinator (*or Graduate Program Coordinator for graduate students*). Please type or print clearly. Complete all spaces. If an Internship Site Description Form is not on file, please submit this form also.

Name _____
Last First Middle

Eagle ID _____

Local Address _____

City _____ State _____ Zip _____

Phone (____) _____ E-mail _____

Permanent Address _____

City _____ State _____ Zip _____

Phone (____) _____ E-mail _____

Major: _____ Minor _____

Semester registering for internship (Check one)

Fall _____ Spring _____ Summer _____ Year

Date internship begins _____ Date internship ends _____

Information on Proposed Internship

Name of Site _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Are you receiving a stipend? Yes _____ No _____ **Amount?** _____

Site Supervisor Information

Name _____

Position _____

Business Address: _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

e-mail _____

Briefly respond to the following questions

1. Why did you choose this site for the Internship?

2. Have you previously been associated with this site? If so, in what capacity and when?

3. What do you hope to learn from this internship?

Please have Academic Advisor Complete

Number of Credit Hours completed _____ GPA : _____

Graduate Students only: Plan of Study approved: Yes: _____ No: _____

Advisor signature: _____ Date: _____

DO NOT WRITE BELOW THIS LINE
Departmental Use Only

To be completed by the Senior Seminar Coordinator (or Graduate Program Coordinator)

Appropriate Grade Point Average: Yes: _____ No: _____

Current Memorandum of Understanding Completed: Yes: _____ No: _____

Internship Site Description Completed: Yes: _____ No: _____

Internship Application Completed: Yes: _____ No: _____

Verification of Liability Insurance Coverage Completed: Yes: _____ No: _____

Off-Campus Participation Agreement Completed: Yes: _____ No: _____

Intern Placement Understanding Completed: Yes: _____ No: _____

Approved: _____ Date: _____
Senior Seminar Coordinator's (or Graduate Program Coordinator's) Signature

VERIFICATION OF PROFESSIONAL LIABILITY COVERAGE

I hereby certify that I _____ am currently covered by a professional liability insurance policy by _____ insurance company, and I further certify that I will keep this policy in full force and effect during my participation in the internship program or the off-campus applied learning experience at _____, as arranged through Georgia Southern University's Department of Health and Kinesiology.

I further certify that upon the termination of this insurance policy for any reason, I will immediately provide notice of that termination to the Georgia Southern University faculty supervisor of the internship program or off-campus applied learning experience.

I have read and understand the above statement.

Signature of student participant

Signature of Witness
(Must be 18 years or older)

Date

Signature of parent or guardian,
if student under 18 years old

Off-Campus Student Participation Agreement

[THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY BEFORE SIGNING]

I _____ hereby acknowledge my awareness that participation in an off-campus internship or applied learning experience arranged through Georgia Southern University's Department of Health and Kinesiology may expose me to a risk of property damage and bodily or personal injury, including injury that may prove fatal, to myself or others. For the sole consideration of the University arranging for my participation in an off-campus internship or applied learning experience at

_____, I agree to assume all the risks and responsibilities surrounding my participation in the above referenced internship/experience, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, forever discharge, and covenant not to sue the University, the Board of Regents of the University System of Georgia, their members individually and their officers, agents, employees, and any students acting as employees (hereinafter collectively referred to as the "Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the premises where the internship/experience, or any adjunct to the internship/experience, occurs or is being conducted. I understand that acceptance of this signed *Off-Campus Student Participation Agreement* by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further agree to follow all administrative policies, standards, and practices of the off-campus facility. I understand that I shall not be deemed to be employed by, or to be an agent or servant of, the Board of Regents or Georgia Southern University for any services I provide during the internship and that I will not receive monetary compensation for such services from the University. I further state that there are no health-related reasons or problems which preclude or restrict my participation, without provisions of reasonable accommodation, in this activity and that I shall be fully responsible for any medical costs, through adequate health insurance or otherwise, that may be attendant as a result of injury to me during my internship activities.

I have read and understand the above *Off-Campus Student Participation Agreement* and I agree that it binds my heirs, executors, administrators, and assigns, as well as myself. I have freely and voluntarily signed this *Agreement* and agree that it shall be construed in accordance with the laws of the State of Georgia. If any terms or provision of this *Agreement* shall be held illegal or unenforceable, the validity of the remaining portions shall not be affected.

Signature of student participant

Signature of witness

Date

INTERN PLACEMENT UNDERSTANDING FORM

Department of Health and Kinesiology College of Health and Human Sciences Georgia Southern University

This is to certify that _____ has been accepted as a student intern with the following site _____.

It is understood that he/she is expected to work an average of 40 clock hours per week:

Beginning _____, 20__ and ending _____, 20__ .

Nature of the Understanding

- The University Internship Supervisor, Site Supervisor, and the Student agree that the above named student will perform his or her internship at the above named internship site for the period specified above.
- The University Internship Supervisor, Site Supervisor, and the Student will assume all roles and responsibilities as described in the Department of Health and Kinesiology's Internship Guidelines (see attached).
- The student will register at Georgia Southern University to receive academic credit for the internship. The student is neither an employee nor an agent of Georgia Southern University.
- The student has obtained liability insurance in an amount satisfactory to the University and Site.
- The student has read the Department of Health and Kinesiology's Internship guide and agrees to assume all roles and responsibilities as described.
- The student will work the equivalent of an average of 40 hours per week for a minimum period of 15 weeks.
- The Site Supervisor will supervise and perform a midterm and final evaluation of the student's performance (appropriate forms will be provided).
- The University Internship Supervisor will provide assistance as requested by the student and/or the Site Supervisor and will assign the final grade for the internship experience.

Student's Signature: _____ Date: _____

Site Supervisor Signature: _____ Date: _____

University Supervisor Signature: _____ Date: _____

Roles and Responsibilities

I. The Student

A. Student's Responsibility to the University:

1. To complete all pre-internship arrangements as described in this Guidebook.
2. To meet due dates for written assignments required by the University during the internship.
3. To secure and show proof of health and liability insurance in an amount satisfactory to the both the University and the Site.
4. To represent the Department of Health and Kinesiology as a student of Georgia Southern University.
5. To maintain a line of communication with the University Internship Supervisor.

B. Student's Responsibility to the Site:

1. To accept and complete assignments and responsibilities as outlined in this Guidebook and Internship Agreement Form and Memorandum of Understanding.
2. To consider him/herself a co-worker with the site staff not someone due special privileges.
3. To accept the site's philosophy, methods, leadership, and program, and when appropriate, give suggestions to the site supervisor.
4. To plan thoroughly and in advance for all assignments and to be prepared for periodic student/site supervisor conferences.
5. To seek advice and consult with the site supervisor when confronted with problems he/she cannot satisfactorily solve alone.
6. To accept the responsibility for (a) notifying the site supervisor when absence from work is necessary, (b) dressing appropriately for all assignments, and (c) conducting oneself in a professional manner at work and away from work.
7. To become a productive, contributing member of the site programs.

II. The Site Supervisor

A. Site Supervisor's Responsibility to the University:

1. To provide information to the University about the site and professional personnel, and the experiences that can be afforded a student in an internship placement.
2. To cooperate in the exchange of information related to the Internship student and to submit periodic evaluations of the student as required by the University.
3. To maintain periodic contact with the University Internship Supervisor, carry out periodic conferences and discussions with the University Internship Supervisor, and treat the Internship as an academic program experience.

B. Site Supervisor's Responsibility to the Student:

1. To recognize that the student is in the process of learning and maturing and not to expect performances comparable to full-time staff members.
2. To provide the student an opportunity for a broad, well-rounded experience in site responsibilities, programs and services.
3. To confer with the student to determine his/her responsibilities during the experience (described in Student/Site Contract) and to present an overview of the site's purposes, policies, administration, program and physical facilities.
4. To present the student to the Site staff as a student intern colleague and to inform the student of regulations to which he/she must conform.
5. To acquaint the student with resources and materials that may contribute to the implementation and completion of tasks and responsibilities which the student has. Second, to enable the student to become acquainted with the community and its resources.
6. To provide the student opportunity for successful experiences that will promote growth and sense of achievement.
7. To encourage the highest standards of performance, give the student praise for work well done, present critical evaluation in a constructive and objective manner, and encourage self-evaluation by the student.

III. The Senior Seminar Coordinator

A. Senior Seminar Coordinator's Responsibilities to the Student:

1. To select, in collaboration with the student an Internship placement that will allow the student to gain the kind of experiences he/she is seeking and to begin to develop the skills

and knowledge of a profession in Health and Kinesiology.

2. To represent the University in all official arrangements with cooperating agencies.

IV. The University Internship Supervisor

A. University Internship Supervisor's Responsibilities to the Student:

1. To review and evaluate all student written assignments due to the University.
2. To make at least two (2) phone conferences (mid-term and final) during the semester.
3. To determine the final grade for the Internship student by combining the University and Site Supervisor's evaluations.
4. To coordinate the poster presentation (*oral presentation for graduate students*).
5. To resolve conflicts related to the internship.

B. University Internship Supervisor's Responsibility to the Site:

1. To maintain open communication at all times with the site concerning their cooperation and supervision of the Internship Program.

Internship Goal Sheet

This sheet is to be completed by the student and their Site Supervisor during the first week of the internship and forwarded to the University Internship Supervisor. There is no set number of goals, but be fair and realistic.

Specific Goals to be Accomplished by the Student (please include a method to evaluate whether or not the goal has been met)

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

Student Signature _____ Date _____

Site Supervisor Signature _____ Date _____

University Internship Supervisor Signature _____ Date _____

INTERNSHIP WEEKLY LOG FORM

**Department of Health and Kinesiology
College of Health and Human Sciences
Georgia Southern University
Phone: (912) 478-0200 Fax: (912) 478-0381**

Student: _____ Intern Major: _____ Program Coordinator: _____ Date: _____	Site _____ Site Phone: _____ Supervisor: _____ Initials of Supervisor: _____
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MAKE ENOUGH COPIES OF THIS SHEET TO LAST THROUGH YOUR INTERNSHIP

I. Please indicate the weeks you are reporting:

- | | |
|--|--|
| <input type="checkbox"/> Weeks 1 – 3
<input type="checkbox"/> Weeks 4 – 6
<input type="checkbox"/> Weeks 7 – 9 | <input type="checkbox"/> Weeks 10 – 12
<input type="checkbox"/> Weeks 13 – 15 |
|--|--|

II. Please indicate the total number of hours that you worked daily and weekly:

WEEK	MON	TUES	WED	THUR	FRI	SAT/SUN	WEEK TOTAL
#							
#							
#							
Total # of Hours for this Three (3) Week Period -							

Daily journal: Please complete a daily journal entry for each day you are on site. This journal **MUST BE TYPED!** We suggest that you use Microsoft Word or similar program for the journal and then email (or print and fax) to your University Supervisor. Please keep a copy for yourself.

SITE SUPERVISOR MIDTERM EVALUATION

Department of Health and Kinesiology College of Health and Human Sciences Georgia Southern University

INSTRUCTIONS: The Site Supervisor should evaluate the intern objectively. Consider how the performance of the intern compared with what you expected. If you have had previous interns, compare the intern with other interns of comparable academic level performing similar tasks.

Student _____

Site Supervisor _____

Intern Site _____

Date _____

1 = Very Poor 2 = Poor 3 = About Average 4 = Good 5 = Excellent NA = Not Applicable

Work Habits

Punctual: NA 1 2 3 4 5
 Work is done on time: NA 1 2 3 4 5
 Finds work to do: NA 1 2 3 4 5
 Takes initiative: NA 1 2 3 4 5
 Gets it right the first time: NA 1 2 3 4 5
 Dependable & responsible: NA 1 2 3 4 5
 Finishes tasks w/o prodding: NA 1 2 3 4 5

Speaks effectively before groups: NA 1 2 3 4 5
 Can write effectively: NA 1 2 3 4 5

Professionalism

Appropriate appearance/dress: NA 1 2 3 4 5
 Professional behavior: NA 1 2 3 4 5
 Professional attitude: NA 1 2 3 4 5
 Strong interest in learning: NA 1 2 3 4 5

Abilities

Uses good judgment: NA 1 2 3 4 5
 Shows creativity: NA 1 2 3 4 5
 Exhibits problem solving skills: NA 1 2 3 4 5
 Makes good decisions: NA 1 2 3 4 5
 Catches on & learns quickly: NA 1 2 3 4 5
 Can organize tasks: NA 1 2 3 4 5
 Exhibits leadership ability: NA 1 2 3 4 5

Personality

Exhibits enthusiasm: NA 1 2 3 4 5
 Outgoing personality: NA 1 2 3 4 5
 Demonstrates self-confidence: NA 1 2 3 4 5

Relationships

Gets along with co-workers: NA 1 2 3 4 5
 Gets along with superiors: NA 1 2 3 4 5
 Interacts well with the public: NA 1 2 3 4 5
 Accepts authority: NA 1 2 3 4 5
 Accepts criticism/suggestions: NA 1 2 3 4 5

Communication

Speaks effectively: NA 1 2 3 4 5

Overall Performance 1 2 3 4 5

Recommended Grade A B C D F

Has the student progressed toward completing the goals that were established? Yes No

Have the goals been reviewed and revised if necessary? Yes No

Comments on Student Performance: _____

Areas to Improve: _____

Strengths: _____

Have you provided feedback to the intern about their performance? Yes No

SITE SUPERVISOR FINAL EVALUATION

Department of Health and Kinesiology College of Health and Human Sciences Georgia Southern University

INSTRUCTIONS: The Site Supervisor should evaluate the intern objectively. Consider how the performance of the intern compared with what you expected. If you have had previous interns, compare the intern with other interns of comparable academic level performing similar tasks.

Student _____
 Site Supervisor _____
 Intern Site _____
 Date _____

1 = Very Poor 2 = Poor 3 = About Average 4 = Good 5 = Excellent NA = Not Applicable

Work Habits

Punctual: NA 1 2 3 4 5
 Work is done on time: NA 1 2 3 4 5
 Finds work to do: NA 1 2 3 4 5
 Takes initiative: NA 1 2 3 4 5
 Gets it right the first time: NA 1 2 3 4 5
 Dependable & responsible: NA 1 2 3 4 5
 Finishes tasks w/o prodding: NA 1 2 3 4 5

Speaks effectively before groups: NA 1 2 3 4 5
 Can write effectively: NA 1 2 3 4 5

Professionalism

Appropriate appearance/dress: NA 1 2 3 4 5
 Professional behavior: NA 1 2 3 4 5
 Professional attitude: NA 1 2 3 4 5
 Strong interest in learning: NA 1 2 3 4 5

Abilities

Uses good judgment: NA 1 2 3 4 5
 Shows creativity: NA 1 2 3 4 5
 Exhibits problem solving skills: NA 1 2 3 4 5
 Makes good decisions: NA 1 2 3 4 5
 Catches on & learns quickly: NA 1 2 3 4 5
 Can organize tasks: NA 1 2 3 4 5
 Exhibits leadership ability: NA 1 2 3 4 5

Personality

Exhibits enthusiasm: NA 1 2 3 4 5
 Outgoing personality: NA 1 2 3 4 5
 Demonstrates self-confidence: NA 1 2 3 4 5

Relationships

Gets along with co-workers: NA 1 2 3 4 5
 Gets along with superiors: NA 1 2 3 4 5
 Interacts well with the public: NA 1 2 3 4 5
 Accepts authority: NA 1 2 3 4 5
 Accepts criticism/suggestions: NA 1 2 3 4 5

Communication

Speaks effectively: NA 1 2 3 4 5

Did the student meet the goals that were established? Yes No

Potential in Program 1 2 3 4 5

Recommended Grade: A B C D E

Areas to Improve: _____

Strengths: _____

Have you provided feedback to the intern about their performance? Yes No

INTERN EXIT EVALUATION FORM

**Department of Health and Kinesiology
College of Health and Human Sciences
Georgia Southern University**

Site	Intern
Site Name -	Name -
Site Address -	Address -
City/State/Zip	City/State/Zip
Phone - ()	Phone - ()
Supervisor -	Date -

This form is to be completed by the Intern and returned to the University Internship Supervisor at the beginning of the last week of Internship. No grade will be assigned until this form is received. The form should be typed (You may answer the questions on a word processor and attach the pages to this form). Please do not simply answer yes/no. Take some time and provide us with useful information for each item. **THE INFORMATION PROVIDED WILL BE USED TO IMPROVE THE INTERNSHIP EXPERIENCE FOR FUTURE STUDENTS.**

Instructions: Using the scale of (5) strongly agree, (4) agree, (3) undecided, (2) disagree, or (1) strongly disagree, please answer the following questions:

- | | |
|--|-----------|
| 1. Overall, this internship was a valuable learning experience. | 1 2 3 4 5 |
| 2. I would rate the quality of my site supervisor as excellent. | 1 2 3 4 5 |
| 3. I was able to meet my internship goals and objectives. | 1 2 3 4 5 |
| 4. This internship provided opportunities to develop a professional network. | 1 2 3 4 5 |
| 5. This internship provided me ample opportunities to be involved in professional level projects. | 1 2 3 4 5 |
| 6. The amount of supervision time provided by my Site Supervisor was adequate. | 1 2 3 4 5 |
| 7. The University Internship Supervisor was readily available for consultation and feedback. | 1 2 3 4 5 |
| 8. Internship assignments were interesting and stimulating. | 1 2 3 4 5 |
| 9. My coursework adequately prepared me for the internship experience. | 1 2 3 4 5 |
| 10. The University Internship Supervisor maintained adequate communication with the Site Supervisor. | 1 2 3 4 5 |
| 11. This internship provided experiences that will be useful in obtaining a job in my field. | 1 2 3 4 5 |
| 12. I would recommend this internship site to future interns. | 1 2 3 4 5 |

13. What are your future career goals? Did this internship provide experiences that foster those career goals? Explain?
14. What were the strengths of your academic preparation?
15. What were the weakest parts of your academic preparation?
16. What recommendations would you make to improve academic preparation or the internship?
17. Did you experience problems finding suitable housing? Explain.
18. What type housing did you have? (Apt., dorm, relative, etc.)
Rental cost?
Distance from work?
19. Were there any significant, unexpected living expenses?
20. Were you paid a stipend for your Internship?
If so what was the approximate monthly stipend for the Internship?
21. Were there other fringe benefits such as meals, housing, or transportation expenses? Yes_____ No
If yes, please explain:
22. Please list the duties you have performed during the Internship. (Be specific and use sheet if necessary.)
23. Did you gain a good overview of the business through your internship? Why?

24. Did the experience involve a relevant and challenging use of your skills, or were you used for menial tasks? Explain.

25. Did your Site Supervisor provide a good combination of help, advice, and supervision, at the same time allow you some freedom for working on your own? Explain.

26. Did you experience any significant problems during your Internship? Explain.

27. Have you made any contacts during your Internship that might help you in finding a job? Explain.

28. In what ways was your Site Supervisor helpful in assisting you to make contacts with other professionals?

29. What are your immediate professional plans?

SITE SUPERVISOR INTERNSHIP EXIT SURVEY

Department of Health and Kinesiology
College of Health and Human Sciences
Georgia Southern University

Your answers to the following questions will remain confidential and will be used as feedback to enhance the quality of the Health and Kinesiology Internship Program. The questions relate to the internship process and should be considered separately from the intern (student) evaluation form. Thank you for your time and input.

Please use the following scale: (5) strongly agree; (4) agree; (3) undecided; (2) disagree and (1) strongly disagree.

1.	Overall, the internship experience was a valuable one.	5	4	3	2	1
2.	The midterm and final evaluation forms were effective tools for evaluating the student.	5	4	3	2	1
3.	The communication with the university supervisor was adequate.	5	4	3	2	1
5.	I prefer phone conferences rather than site visits.	5	4	3	2	1
6.	The initial set-up procedures for the internship were effective.	5	4	3	2	1
7.	The intern was able to make a valuable professional contribution to the facility.	5	4	3	2	1
8.	The coursework provided at Georgia Southern University adequately prepared the student for the internship experience.	5	4	3	2	1
9.	The amount of on-site guidance that is required to supervise the student is appropriate.	5	4	3	2	1
10.	The communication with the student intern was adequate.	5	4	3	2	1

What are some of the positive aspects of this internship experience?
(Please be as specific as possible.)

In your opinion, what are some specific areas for improvement in our internship process?

Other comments: