

Exercise Science B.S. Degree
Internship Handbook

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Department of Kinesiology and Health

Exercise Science Major - B.S. Degree Guidelines for KH 4750 Practicum and KH 4760 Internship

The purpose of the internship is to afford the student practical experience in planning, organizing, assessing, and implementing programs in exercise science including, but not limited to, industrial fitness, health clubs, rehabilitation clinics, wellness centers, and athletic clubs. A student can select more than one site and divide time between the sites to gain multiple exposures. A minimum of 375 hours are required for the internship. Typically, a student will work 25 hours a week during a 15 week semester. For summer internships, a student completes the internship over the May and Summer sessions combined (11 weeks), and 34 hours a week are required. To select a site for the internship the student should consult with their KH advisor in the Exercise Science program. **NOTE: KH 4750 and KH 4760 are graded S/U.**

Potential agencies for internship experiences are expected to meet the following criteria:

1. The site supervisor must be degreed in Exercise Science or a closely related area to supervise the student.
2. The program at the site is expected to provide an opportunity for well rounded experiences in exercise science (fitness evaluation, prescription, rehabilitation procedure, or related experiences).
3. Opportunities should be provided for the student to evaluate fitness or wellness, discuss results, write prescriptions, and counsel clients.
4. Additionally, the site supervisor may have special projects for the student to work with.

Questions and/or concerns should be directed to the KH advisor or Jeffrey C. Rupp, Ph.D. The telephone number is (404) 413-8376 or jrupp@gsu.edu.

The internship may be satisfied at one or two of many approved Exercise Science settings (i.e., fitness, wellness, rehabilitation, etc.). A list of these designated sites is included in this handbook. In addition, this handbook includes:

1. Responsibilities of the participating parties;
2. Internship guidelines, including evaluation procedures and required reporting and assessment.

Exercise Science Internship Guidelines

- I. Planning for the Internship
 - A. Application and Advisement
 - 1. The student must apply for the internship during the semester prior to actual placement.
 - 2. A list of possible internship sites is provided on request by the KH advisor and this person will assist the student in selecting a suitable job site based on the student's training and career objectives. The list is also available on the KH web site.
 - B. Registration
 - 1. Students must register for internship (KH4750/4760) at the beginning (Phase I or II of University registration) of the semester of the assignment.
 - 2. No other course work should be taken during the semester of the internship, unless special permission is granted by the KH advisor.
 - C. Prerequisites
 - 1. Students should have completed all course work before doing an internship.

- II. Evaluation
 - A. Criteria for Grade - The grade for the internship (S/U) will be determined by Jeffrey C. Rupp, Ph.D. using evaluations by the site supervisor as well as other information.
 - B. Schedule of Reports
 - 1: Initial report - to be submitted by the deadline announced at the internship meeting held each semester and sent by e-mail to all exercise science students.
 - 2. Mid-term report - to be submitted by the end of the **seventh** week of the assigned internship. (**fifth** wk of summer)
 - 3. Final report - to be submitted by the beginning of finals week for the semester in which the internship is done.
 - C. Supervisor Rating

Two ratings of the student by the site supervisor are required. They are submitted with the student's midterm and final reports. A sample copy of the rating form can be found in this handbook. Additional copies are available from the KH advisor or the KH web site. It is the student's responsibility to secure each evaluation and submit it with his/her report, or have the supervisor mail it to the KH office.

III. Forms

All of the forms needed to carry out the required procedures are included in this handbook. Additional working copies of the forms are available from the KH advisor or from the KH web site.

The forms are:

- 1. Exercise Science Internship Initial Report
- 2. Clinical Agreement Request Form
- 3. Exercise Science Internship Mid-Term Evaluation

4. Exercise Science Internship Final Evaluation
5. Exercise Science Internship Supervisor's Rating Form

Responsibilities of the Parties

It is understood that responsibilities of the internship are shared between the University (Department), the student, and the agency of assignment. The student responsibilities are set forth as follows:

Student Responsibilities:

1. To have a prepared vitae.
2. To be dependable, arrive on time, do assigned work conscientiously, inform the supervisor when absence will be unavoidable.
3. To display initiative at all times.
4. To be professional in appearance: **neat, clean, and suitably dressed.**
5. To act in a professional way: be **courteous, discreet, reliable, objective, non-defensive and logical.**
6. To strive toward excellence at all times.
7. To strive to exceed performance expectation whenever and wherever possible.
8. To question the agency personnel and the university coordinator about incompletely understood facets of the experience in order to maximize learning.
9. To file all reports and evaluation forms on time.
10. To complete satisfactorily all of the requirements for the internship.

Preparation for the internship:

- 1) At least one semester before the internship is to begin, the student should attend an internship information meeting.
- 2) Make sure all materials necessary for registration for the internship have been submitted to the Supervisor.
- 3) Follow the time line for submitting materials distributed or discussed at the meeting.

Exercise Science Internship

Initial Report

Instructions: To be completed by the student and returned to the KH Advisor as soon as possible upon reporting to the host agency.

Term of Internship: Semester _____ Year _____ Date of Application _____

Student Name _____

Student Panther ID Number _____ Student E-mail _____

Student **Current** Address _____

Student Telephone Number (**including Area Code**) _____

Agency Assigned _____

Agency Address _____

Agency Telephone Number (**including Area Code**) _____

Agency Fax Number (**including Area Code**) _____

Agency Director's Name _____

Agency Supervisor's Name _____

BRIEF DESCRIPTION OF INITIAL ORIENTATION BY AGENCY:

SPECIFIC FOCUS OF THE INTERNSHIP (i.e. corporate wellness, cardiac rehabilitation, physical therapy aid, etc.):

Student's Signature

Clinical Agreement Request Sheet

(Used to Request Internship Site Not on the Approved List or Renewal of Existing Agreement)

Name of Faculty Member making this request: _____

Name of Department: _____ Dept. Phone: _____

Date of Request: _____ Date Needed : _____ Renewal: _____ New: _____

Legal Name of the Agency/Facility: _____

Mailing Address: _____

Facility Contact Name: _____

Designation/Title: _____

Telephone Number: _____

Email: _____

Mailing Address (if different from above): _____

Contact Person for Clinical Agreements: _____

Designation/Title: _____

Telephone Number: _____

Fax Number: _____

Email: _____

Mailing Address (if different from above): _____

Exercise Science Internship

Midterm Evaluation

Student Name: _____ ID#: _____

Semester and Year: _____ Date Submitted: _____

Supervisor Rating Attached? Yes _____ No _____

Name of Agency: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number (with Area Code): _____

Name of Supervisor: _____

Title/Position: _____

Please complete the rating of the intern's performance using the attached form.

Georgia State University
Exercise Science Internship
Midterm Supervisor Evaluation Form

Phone: 404-413-8376

Fax: 404-413-8053

Name of Student: _____

Date of Rating: _____

Name of Rater: _____

Position or Title: _____

Agency: _____

Agency Address: _____

Time Period of Rating: _____ Midterm _____ Final

Please reflect carefully on the intern's work and rate the qualities and performance of the intern in each category listed. Please base your ratings on the entire period of review. Each intern should be reviewed twice, once at the midpoint of the internship and again at the conclusion. Each review should be shared with the student.

As a guideline, the following categories should be helpful in conducting the review:

- Outstanding Consistently exceptional in carrying out assignments and duties
- Commendable Regularly meets and frequently exceeds minimum requirements
- Good Regularly meets and occasionally exceeds minimum requirements
- Fair Does passable work but does not extend above minimum requirements
- Poor Fails to meet minimum requirements

Midterm Evaluation of Professional Skills

Evaluation Element	Rating	Additional Comments
Productivity Use of time and facilities Volume & nature of work produced Planning and follow-through	___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor	Strong Points: Suggestions for Improvement:
Quality of Work Organization Thoroughness Accuracy Neatness Foresight Soundness of Decisions Clarity of Expression	___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor	Strong Points: Suggestions for Improvement:
Relationship with Public Respect Tact Insight Effectiveness Courtesy	___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor	Strong Points: Suggestions for Improvement:
Attendance and Punctuality Regularity of attendance Promptness of reporting absence, tardiness and time off for illness or personal business	___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor	Strong Points: Suggestions for Improvement:

Midterm Evaluation of Professional Skills – continued

Evaluation Element	Rating	Additional Comments
<p>Communication</p> <p>Ability to communicate effectively with other staff members</p> <p>Ability to secure acceptance of ideas, methods, procedures, and plans by other staff members</p> <p>Consideration for other viewpoints</p>	<p>___ Outstanding</p> <p>___ Commendable</p> <p>___ Good</p> <p>___ Fair</p> <p>___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Relationship with other Agencies</p> <p>Knowledge of community resources (public and private)</p> <p>How effectively student relates to other agencies</p> <p>How effectively student interacts with other agencies</p>	<p>___ Outstanding</p> <p>___ Commendable</p> <p>___ Good</p> <p>___ Fair</p> <p>___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Writing Ability & Oral Expression</p> <p>Degree of skill and ability to express thoughts on paper, reports, or projects</p> <p>Command of language and ability to speak to others</p>	<p>___ Outstanding</p> <p>___ Commendable</p> <p>___ Good</p> <p>___ Fair</p> <p>___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Responsibility</p> <p>Dependability</p> <p>Ability to meet schedules, follow-through, and attendance to instructions</p> <p>Adherence to principle of confidentiality and other ethical requirements</p>	<p>___ Outstanding</p> <p>___ Commendable</p> <p>___ Good</p> <p>___ Fair</p> <p>___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>

Midterm Evaluation of Professional Skills – Continued

Evaluation Element	Rating	Additional Comments
<p>Independent Functioning Ability to perform without constant supervision and to function constructively on own initiative</p>	<p>___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Personal Habits Attention to appearance including suitability of attire and grooming</p>	<p>___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Attitude Loyalty, interest, and approach to job, associates, public and the agency Ability to comply with established procedures and policies</p>	<p>___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Judgment Possesses common sense Distinguishes important from unimportant Evaluates the problem before making decisions Exercises tact</p>	<p>___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>

Exercise Science Internship

Final Evaluation

Student Name: _____

ID#: _____

Semester and Year: _____

Date Submitted: _____

Supervisor Rating Attached? Yes _____ No _____

Name of Agency: _____

Street Address: _____

City: _____

State: _____

Zip: _____

Phone Number (with Area Code): _____

Name of Supervisor: _____

Title/Position: _____

Please complete the final rating of the intern's performance using the attached form.

Final Evaluation of Professional Skills

Evaluation Element	Rating	Additional Comments
Productivity Use of time and facilities Volume & nature of work produced Planning and follow-through	___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor	Strong Points: Suggestions for Improvement:
Quality of Work Organization Thoroughness Accuracy Neatness Foresight Soundness of Decisions Clarity of Expression	___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor	Strong Points: Suggestions for Improvement:
Relationship with Public Respect Tact Insight Effectiveness Courtesy	___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor	Strong Points: Suggestions for Improvement:
Attendance and Punctuality Regularity of attendance Promptness of reporting absence, tardiness and time off for illness or personal business	___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor	Strong Points: Suggestions for Improvement:

Final Evaluation of Professional Skills – continued

Evaluation Element	Rating	Additional Comments
<p>Communication</p> <p>Ability to communicate effectively with other staff members</p> <p>Ability to secure acceptance of ideas, methods, procedures, and plans by other staff members</p> <p>Consideration for other viewpoints</p>	<p>___ Outstanding</p> <p>___ Commendable</p> <p>___ Good</p> <p>___ Fair</p> <p>___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Relationship with other Agencies</p> <p>Knowledge of community resources (public and private)</p> <p>How effectively student relates to other agencies</p> <p>How effectively student interacts with other agencies</p>	<p>___ Outstanding</p> <p>___ Commendable</p> <p>___ Good</p> <p>___ Fair</p> <p>___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Writing Ability & Oral Expression</p> <p>Degree of skill and ability to express thoughts on paper, reports, or projects</p> <p>Command of language and ability to speak to others</p>	<p>___ Outstanding</p> <p>___ Commendable</p> <p>___ Good</p> <p>___ Fair</p> <p>___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Responsibility</p> <p>Dependability</p> <p>Ability to meet schedules, follow-through, and attendance to instructions</p> <p>Adherence to principle of confidentiality and other ethical requirements</p>	<p>___ Outstanding</p> <p>___ Commendable</p> <p>___ Good</p> <p>___ Fair</p> <p>___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>

Final Evaluation of Professional Skills – Continued

Evaluation Element	Rating	Additional Comments
<p>Independent Functioning Ability to perform without constant supervision and to function constructively on own initiative</p>	<p>___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Personal Habits Attention to appearance including suitability of attire and grooming</p>	<p>___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Attitude Loyalty, interest, and approach to job, associates, public and the agency Ability to comply with established procedures and policies</p>	<p>___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>
<p>Judgment Possesses common sense Distinguishes important from unimportant Evaluates the problem before making decisions Exercises tact</p>	<p>___ Outstanding ___ Commendable ___ Good ___ Fair ___ Poor</p>	<p>Strong Points:</p> <p>Suggestions for Improvement:</p>

Post Evaluation Comments
Overall Evaluation of Student Performance

		Circle One	
Excellent	Good	Average	Deficient
Upper 10%	Upper 25%	Upper 50%	Lower 50%

Space is provided below for additional comments for improving performance or correcting deficiencies.

Student Comments: (Note: student comments are mandatory)

University Coordinator Comments:

Summary of Evaluation Conference: