

INTERNSHIP MANUAL



ES 370
Internship in Exercise Science
(4.0 credit hours)

SUMMER 2014

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INTRODUCTION

This course allows Exercise Science majors to experience hands-on training in an organizational setting, under the supervision of highly qualified professionals in their chosen field of study. Students usually complete the internship during the summer between their junior and senior year. With the exception of students following the Physical Education/ Health/Coaching Pattern, all Exercise Science majors are required to complete the internship as an undergraduate, at an off-campus agency/organization within their specific pattern area. (Physical Education/Health/Coaching students will complete a more intense teaching internship as part of their graduate degree requirements after they have been accepted into the MAE program.)

The internship requires a minimum of 200 clock hours of experience (For example, 10 weeks @ 20 hours/week or 5 weeks @ 40 hours/week) and a series of prerequisite courses, which vary with each internship. The student must follow the procedures in the application process before enrolling. **Sixty (60) hours is the minimum number of hours a student may work at any ONE site. Internship hours must be completed by August 1, 2014 due to liability insurance limitations.**

ELIGIBILITY REQUIREMENTS

In order to be eligible for the internship, the following must occur:

- Attend two mandatory meetings (one in the fall, one in the spring, prior to summer enrollment)
- Junior or Senior status (minimum 60 hours completed)
- Consent of Advisor and Department Chair
- Major GPA 2.5 or above
- Cumulative GPA 2.0 or above
- Declare pattern at least one semester prior to enrollment, and successfully complete any courses that fulfill pattern course prerequisites

Enrollment prerequisites; placement procedures; student, supervisor, and agency responsibilities; student and agency evaluation reports are listed in this Internship Manual for your perusal. This manual and accompanying resources are located on the [TruView HES website](#).

All forms and assignments required in the internship should be returned to:

ES 370 Internship
Truman State University
Health and Exercise Sciences
Pershing Building 2104
100 E. Normal
Kirksville, MO 63501

HES370@truman.edu

(660) 785-4456
(660) 785-7492 Fax

RESPONSIBILITIES OF THE COOPERATING AGENCY

1. To the University:
 - a. Criteria of supervisor:
 - i. Worked a minimum of one year in the present position
 - ii. Certified under national, state, or professional association regulations or standards where appropriate
 - b. Criteria of programs:
 - i. Maintain a comprehensive and balanced program to provide broad, multiple exposures
 - ii. Show evidence of long-range and short-term goals in administrative and program services
2. To the University and Student:
 - a. Provide a supervisor with time committed expressly for the purpose of supervising the student
 - b. Provide a program to meet the learning objectives of the student
 - c. Conduct a formal evaluation with the student at least one time during the internship
 - d. Supervise and assist students with internship projects and written assignments
 - e. Recognize that services, mileage reimbursement, and/or compensation to the student are acceptable (international students should check with the Truman State University International Student Affairs Director regarding their visa status and work eligibility in the US)
3. Complete the following forms:
 - a. Agency Acceptance/Rejection Form
 - b. Final Internship Evaluation Report

RESPONSIBILITIES OF THE STUDENT

1. The student agrees:

- a. To accept and adhere to the rules and regulations governing the agency or institution
- b. To accept the agency's philosophy, methods, leadership, and program
- c. To become an integral and participating member of the agency staff
- d. To prepare for the periodic agency supervisor-student conference
- e. To notify the agency supervisor well in advance in cases of anticipated absences from work
- f. To consult with the agency supervisor when confronted with problems that cannot be satisfactorily solved by oneself
- g. To plan thoroughly and well in advance for all assignments
- h. To do the best job possible to carry out all assignments
- i. To conduct oneself professionally and personably at all times in contacts with staff and clientele
- j. To evaluate each meeting or activity that is planned and/or conducted by the student
- k. To evaluate skills in establishing positive interpersonal relationships and in achieving personal fulfillment and growth

2. The student is responsible for:

- a. Attending two mandatory internship meetings with the university supervisor(s), one in the fall semester and one in the spring semester prior to summer enrollment. Two meeting options will be established for each semester to accommodate the scheduling needs of students. If the student's schedule cannot accommodate either option, the student must contact the HES Department Office to make an appointment with the HES Department Chair PRIOR to the meeting dates to discuss material to be missed. If this alternative is selected, the student will be docked 5% when the final ES 370 grade is determined. A maximum of 10% could be deducted if a student makes arrangements to meet with the HES Department Chair in lieu of attending the fall and spring meetings. Any student who is enrolled in a study abroad program during the fall or spring semester still must arrange to meet with the Department Chair, however, will not be docked percentage points. Failure to attend either the fall or spring meeting without prior arrangements will result in ineligibility to enroll for the class.
- b. Arranging conference time with agency supervisor and university supervisor for a site visit, if applicable.
- c. Contacting the university supervisor when concerns or problems are not solved on the site.
- d. Meeting all assignment deadlines.
- e. **Completing internship hours by August 1, 2014 due to liability insurance limitations.**
- f. International students should check with the International Student Affairs Director regarding their visa status and work eligibility in the United States.

RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR(S)

1. The university supervisor(s) will:

- a. Insure that the student has met all requirements before participating in internship
- b. Make all official arrangements with cooperating agencies and give final approval of the agency for internship participation
- c. Arrange time, date, and location for internship meetings
- d. Conduct site visits at the request of students and/or site supervisors to the extent possible given resource constraints. Some “visits” may be conducted via electronic or telephonic communication
- e. Evaluate student’s internship--**Grading:**

| Log Assignments: | Timeliness | Completeness | Total |
|---|------------|--------------|-------|
| Log 0-40 hours | 1% | 7% | 8% |
| Log 40-80 hours | 1% | 7% | 8% |
| Log 80-120 hours | 1% | 7% | 8% |
| Log 120-160 hours | 1% | 7% | 8% |
| Log 160-200 hours | 1% | 7% | 8% |
| Site Information/Modified Objectives | | | |
| Site Information | 2% | 8% | 10% |
| Modified Objectives | 2% | 8% | 10% |
| Case Study/Final Project | | | |
| Final Project | 5% | 15% | 20% |
| Agency Evaluation | | | 20% |

FINAL GRADING SCALE:

- 90% and above A
- 80-89.9% B
- 70-79.9% C
- 60-69.9% D
- 59.9% or below F

****Please Note:** Students who are dismissed from their agency at the supervisor’s request will automatically have their final grade reduced by 15%. The students’ new and old agency evaluations will be averaged.

Students must conduct themselves in a professional manner at all times. Any substantiated complaints by the supervisor about a lack of professional and/or ethical behavior during the practicum will result in a deduction of up to 25% of the final grade.

2. The university supervisor is responsible for:

- a. Making all final decisions regarding placement of internship students
- b. Maintaining communication with the agency concerning their involvement in our internship program
- c. When possible, providing an opportunity for representatives of the agencies or institutions to meet with each other and with university representatives at Truman State University

SUBMITTING WRITTEN ASSIGNMENTS

Four written assignments must be completed as part of the internship course:

1. Summary Logs for each 40 hours of work: Due within 5 days of last date covered^
2. Site Information: Due within 10 days of start date on file †
3. Modified Objectives: Due within 10 days of start date on file †
4. Case Study, Medical Brief, or Comprehensive Project: Due within 14 days of end date on file^† *

^Internship hours must be completed by August 1, 2014 due to liability insurance limitations. All assignments for **graduating seniors** (or other students who wish to have a grade determined by the end of the summer semester**) are due by **Friday, August 1 2014**.

†Date on file reflects the date submitted on the **Final Internship Information** form. It is each **student's responsibility** to notify the HES Office immediately if start or end dates change. The HES Office will **not** accept "end date" changes that push the end date **later than** the official date on file for that student, even if that means the assignment is received late according to the data on record.

(For example, a student indicates an "end date" of July 15 on the Final Internship Information form, and enrolls for the class. The student contacts the HES Office on July 18 to notify us that his/her end date has changed to July 20. The due date for the final project is still July 29, because the student did not notify us until after the "end date on file" that it had changed. If the student submits the final project after July 29, the assignment will be considered late, and 5% will be deducted for lack of timeliness.)

Students who will continue working at an agency after completing 200 hours need to make sure the "end date" on file is the date in which the 200th hour is reached.

*The final deadline that any assignment will be accepted is **Friday, August 15, 2014 at 12:00 noon**. Assignments received after this deadline will receive **zero credit**.

Students who wish to have an official grade determined by the end of the eight-week summer semester (June 2-July 25) must have all written assignments submitted by July 18, 2014; and must ensure that the **agency has submitted the **final evaluation report** no later than **Wednesday, July 23, 2014**. Otherwise, a grade of "IC" (Incomplete) will be given, and will not be changed to an official grade until the final project is submitted and graded and the agency evaluation is received.

TIMELINESS represents **14%** of the final ES 370 grade. All written assignments must be typed and submitted by one of the following methods:

1. **BLACKBOARD: (Preferred Method)**: Log onto TruView (<http://truview.truman.edu>); Click on the **Blackboard** tab and click "Login". Enter your username and password. Click Login. Click on **SUM14: ES 370 Internship** under "My Courses". To submit an assignment, please do the following:
 - a. Save your assignment to your computer or disk as either Microsoft Word (.doc) or rich text file (.rtf) format. No other formats can be accepted or retrieved. The file name must indicate *your first and last name and assignment description*
Save word document as one of the following respective examples
 - "Jane Doe 0-40 hour log.doc"
 - "Jane Doe case study.doc" or
 - "Jane Doe site info.doc"
 - b. Click "**Assignments**" on the left side of the page-**find appropriate assignment for submission**
 - c. DO NOT use "Digital Drop Box"
 - d. Click "Attach local file"
 - e. Browse for your file using the "Browse" button
 - f. Check your Title is the exact name of your file "Jane Doe 0-40 hour log"

- g. Enter any comments if desired
 - h. Click **“Submit”**
 - i. A confirmation screen will appear indicating your assignment has been successfully sent
 - j. Click OK
 - k. The date of submission will be used to determine whether your assignment is on time based on your personal due dates.
2. **E-MAIL:** (use only if for some reason you are unable to use BlackBoard) HES370@truman.edu. The **e-mail subject line** and attached **file name** must indicate ***your name and assignment description*** (i.e. “*Jane Doe 0 - 40 hour log*” or “*Jane Doe case study*”, etc.) The assignment must be submitted as an attachment in MS Word (preferred) or rich text format only. You will receive a confirmation e-mail back indicating the date that the HES Office received your submission. If these guidelines are not followed, the e-mail will be sent back requesting proper format. The assignment will then be forwarded to internship instructors for grading and further feedback.
3. **LAND MAIL:** Assignment must be **postmarked** by the date due and mailed to:

Truman State University
 ES 370 INTERNSHIP
 Health and Exercise Sciences
 Pershing Building 2104
 100 E. Normal
 Kirksville, MO 63501

Academic Integrity is a standard set for this course. You will be expected to act in accordance to the rules set forth in the Truman State University Student Handbook. The Truman State University *Student Conduct Code (8.020.01)* defines the term “academic dishonesty” to include, but not be limited to any one of the following acts: cheating, fabrication, facilitating academic dishonesty, and plagiarism. (Plagiarism means presenting the work of others as your own work: copying material from a published text (including an online text) without giving the writer proper credit; allowing others to write or rewrite your assignments; copying the work of other students and passing it off as your own, and so on.) A student found to have not upheld the expectations for academic integrity is subject to failing this course and being reported to the Vice President for Academic Affairs and the University Conduct Officer.

Department of Health and Exercise Sciences Academic Integrity Policy

The Truman State University Student Conduct Code provides definitions and consequences of student academic integrity (see <http://conduct.truman.edu/docs/AcademicIntegrity.pdf>); its procedures are adhered to by the Department of Health and Exercise Sciences faculty. In addition, the athletic training (CAATE), exercise science (ACSM), health education (CHES) professions require adherence to their respective **Codes of Ethics**.

Because of these Codes of Ethics, the Health and Exercise Sciences (HES) faculty will supplement the university academic integrity policy with additional sanctions when a HES major engages in academic misconduct. With evidence of academic misconduct, the following steps/consequences will occur:

1. The student will meet with a panel of faculty members of the respective discipline and the Chair of the Department of Health and Exercise Sciences (HES) to discuss the expectations of a professional in the respective discipline.
2. When a grade of F is received in an AT, ES or HLTH course as the result of misconduct, the F grade will remain in the major GPA calculation.

Depending on the outcome of the meeting with faculty, the following steps will also occur as warranted:

3. The student will not be permitted to perform scholarship, institutional, or work study within the HES Department.
4. HES faculty members will not provide letters of recommendation for the student.
5. The student will be ineligible for HES funds (e.g., Cogan Scholarship or other HES reimbursement).
6. The student will not be eligible for HES Departmental Honors.
7. The student will be removed from the respective major and will not be eligible for admission to any other major in the HES Department.

The HES Department’s Academic Integrity policy only extends to cases where violations of academic integrity are verifiable. Incidences of behavioral misconduct inconsistent with the codes of ethics for each program will be addressed by individual faculty.

CONTENT OF WRITTEN ASSIGNMENTS

1. **LOG ASSIGNMENTS:** The **first** written assignment is the internship log that provides a summary of each 40 hours worked. Each log is to be typed, formatted as per example in Appendix A, and submitted **within 5 days of every 40 hours of work completed.** *(For example, if you begin your internship on June 1, and you complete 40 hours by June 5, your first log is due 5 days later, or no later than June 10. However, if you begin your internship on June 1, and it takes you until June 12 to complete 40 hours, then your first log is due 5 days later, or no later than June 17;... and so on for each log submitted.)* Cutting and pasting extensively from a previous log(s) is not conducive to receiving a good grade on the log assignment.

On all assignments including the logs-no information that violates confidentiality or privacy is expected.

Each log (5 logs total) must include the following components:

- a. **Your Name, Agency Name, Agency Location (City, State), Range of hours (i.e. 80-120) and specific dates covered by log** to appear on **first page** of each log submission
 - b. Summary of your responsibilities during the period covered (if you write about your involvement with a client, please use only first names or initials, never full names)
 - c. What general and/or specific learning took place during the time period (learning related to career or learning in general)
 - d. Your impression of your assignment (feeling about duties, etc.)
 - e. How the activities related to your career path and your five learning objectives (be specific and highlight or underline the appropriate objective to which you are referring).
 - f. On your final log (160-200 hour) you should summarize the progress you made on all of your learning objectives. This provides some closure for you as you reflect over the course of the internship and helps the faculty member understand what you did or did not accomplish during the entire internship. You do not lose points for failing to accomplish an objective, but you should consider and discuss why it was not met.
2. **SITE INFORMATION:** The **second** assignment provides information about your site location. This assignment is due **within 10 days of the start*** of your internship. *(For example, if you start your internship on June 1, this assignment is due on or before June 11. *If your start date changes after you enroll for the course, it is your responsibility to notify the HES Office.)*
 - a. If you choose to complete your internship at multiple sites, a site information assignment must be completed for each site and is due within 10 days of the start at each facility. You must also submit objectives for each site indicating what changes have been made (if appropriate.) *See Modified Objectives assignment description below.
 - b. This assignment must be typed in **APA style, 6th edition** and include **a title page, table of contents, headings, and page numbers.** *(An example title page is included in Appendix A. For help with APA format, please refer to the APA Guide on the [TruView HES website](#). After reading your site information assignment, your university supervisor should have a clear impression of your internship site and the program with which you are going to be involved.*

All of the required components listed below need to be addressed in the site information assignment. If any of the requested information is not available, you need to document as to why it is not available and your efforts to find the information. The required components should be organized as one to three descriptive paragraphs for each item. **Use each of the nine areas in the table of contents and as headings within the paper.** Provide sufficient depth and detail for each.

Work environment – provide a description of the following:

- i. Facility: name of facility, facility location, including description of town or city (not just street address), purpose of facility

- ii. Revenue: source of general operating budget –what are the sources of revenue?
- iii. Clientele: clientele demographics, not who is allowed in the facility, but who uses the facility (gender, ethnicity, injury type, age, etc.); include average number of clients handled per day

Overview of program to include the following:

- iv. Space: facility size & description of layout-may add a diagram to illustrate
 - v. Equipment: administrative and functional equipment
 - vi. Staff: number of staff members and qualifications (for example, degrees, certifications, licenses, years of experience). Be sure to include support staff.
 - vii. Programs: programs of services offered
 - viii. Mission: program philosophy/mission statement
 - ix. Objectives: program objectives (not to be confused with your learning objectives)
3. **MODIFIED OBJECTIVES:** The **third** assignment provides information about your objectives. Please refer to **Appendix E** for information on writing learning objectives. List your five original learning objectives and the five final objectives. Based on what was discussed with your agency supervisor, briefly explain why you did or did not make changes to the objectives. This assignment is due **within 10 days of the start*** of your internship. *(For example, if you start your internship on June 1, this assignment is due on or before June 11. *If your start date changes after you enroll for the course, it is your responsibility to notify the HES Office.)*
- a. If you choose to complete your internship at multiple sites, a Modified Objectives assignment must be completed for each site and is due within 10 days of the start at each facility. You may have objectives relevant to only one site and objectives relevant to both sites. You are responsible for clearly delineating what objectives are relevant in each assignment. You may also modify any objective specifically for each site, again indicating what changes have been made (if appropriate).
4. **FINAL PROJECT:** The **fourth** assignment is to complete one of the following final projects. Submission of the third written assignment must be received **within 14 days of the completion** of your internship (***or if you are graduating, by Friday, August 1, 2014.*** *(For example, if the last day of your internship is on August 1, then this assignment is due on or before August 15. However, if you are a graduating senior, the assignment is due by August 1.)* This assignment must be typed in **APA style, 6th edition** and include **a title page, table of contents, headings, and page numbers**. *(An example title page is included in Appendix A. For help with APA format, please refer to the APA Guide on the [TruView HES website](#).* You must select from one of the following three options, **clearly delineating which option you are submitting:**
- a. Option 1 – **Case Study:** Follow one client from admission to termination of intervention. The Case Study must have the following information. Do not use any last names in the written report.
 - i. Description of the client(s)
 - a) Client(s) goals and objectives
 - b) Pre-assessment (initial data collection and interpretation)
 - c) New objectives based on pre-assessment data
 - d) Client(s) development
 - e) Approaches to help client(s) meet the objectives
 - f) Post assessment results
 - ii. Conclusions and Implications
 - a) The strategies work well and why?
 - b) The strategies did not work well and why?
 - c) Tables and charts to support when appropriate
 - iii. References
 - a) References cited in the Case Study must be documented

- b. Option 2 – Medical Brief: This assignment is to be used by those who are not in a setting in which they work with a client for an extended period of time.
 - i. Write a brief describing a condition you observed. Be sure to include:
 - a) What was the condition?
 - b) What are the common signs and symptoms associated with the condition?
 - c) What is the recommended treatment (to include medications if appropriate)?
 - d) What precautions or side effects are associated with the treatment protocol?
 - e) What is the general prognosis for the condition?
 - f) What is the complete recovery success rate?
 - ii. Be sure to cite sources used and include a reference page
- c. Option 3 – Comprehensive Project: Complete a project associated with your internship area. This project could focus on the development of a comprehensive health care survey, development of a new education program for participants of the program, development of any comprehensive manual to be utilized by the agency after completion of your internship, etc.
 - i. The work must demonstrate an in-depth investigation into the various aspects necessary to have a successful program or to develop a manual that would have a life longer than the internship time interval.
 - ii. Accompanying this project or manual should be a paper that outlines the steps used to create the submitted work, goals of the work, and who/what resources were used, etc.

APPENDIX A

SAMPLE LAYOUT OF A SUMMARY LOG

COVER PAGE EXAMPLE FOR SITE INFORMATION/FINAL PROJECT

Your Name
Agency Name
Agency Location (City, State)
Summary Log Hours 0-40
Specific Dates Covered By This Log

- **Summary of responsibilities:**
 - Identify and thoroughly describe all responsibilities you performed during the log time
 - Provide examples that illustrate your specific behaviors relative to each responsibility identified
 - Subsequent logs must indicate how new responsibilities differ from previous logs and the interactions with supervisors that led to these changes
 - If you were only observing, what were the responsibilities of the professional?
 - Do not say “my activities were the same” in subsequent logs. If your responsibilities were similar, how did the situations differ? What was unique in the current log?

- **Impressions:**
 - What did you like about your experiences; what did you not like
 - To what extent do your experiences reflect what you thought they would
 - Provide specific examples of how they reflect and fail to reflect what you expected to experience
 - How have your experiences changed the way you look at this occupation

- **Learning:**
 - What knowledge and/or skills have you learned as a function of your responsibilities specific to this log
 - How does your new information/skills relate to specific courses you have taken to this point
 - What classroom content have you applied
 - Provide very specific examples that illustrate how classroom content has been applied

- **Relation of information to five learning objectives:**
 - **Highlight or underline** the specific modified objectives completely or partially met during this log period
 - Clearly indicate how the responsibility in which you engaged met the highlighted objective
 - Note: summarize the progress you made on all of your learning objectives in the **last** log. This provides some closure for you as you reflect over the course of the internship and helps the faculty member understand what you did or did not accomplish during the entire internship. You do not lose points for failing to accomplish an objective, but you should consider and discuss why it was not met.

- **Final Project Progress:**
 - Describe what steps were taken toward completing the final project

Details, Details, Details!!!

Running head: SITE INFORMATION

Site Information and Modified Objectives

Your Name

Your Major & Specialization

Truman State University

Date Submitted: [Date]

Author Note

Your Name, Exercise Science, Truman State University

Please address all correspondence to: Your Name, Your Address, Your Telephone
Number, Your E-mail

APPENDIX B
INTERNSHIP CHECKLIST

INTERNSHIP CHECKLIST--Summer 2014

- Attend the **mandatory fall pre-internship meeting**, held in early December. Attendance at this meeting is a **pre-requisite to enrollment**.
- Print out 2 copies of the **Internship Manual**, available by download on the Health and Exercise Sciences homepage <http://hes.truman.edu/internship.asp>.
- Meet with **academic advisor** to determine whether prerequisites for ES 370 have been met.
 1. Discuss expectations and potential objectives to be completed for your pattern area. Please refer to Appendix E for further information on the objectives.
 2. Discuss agency possibilities (A listing of work sites used by former students is available on the web at <http://hes.truman.edu/internship.asp>)
 3. Complete **Application for Internship** and **PRINT Major GPA from DegreeWorks**, and turn them into the Health and Exercise Sciences Office **by March 7, 2014**.
- Contact **agency** (or agencies) and arrange for an appointment to:
 1. Meet with agency supervisor.
 2. Inquire about experience and/or duties provided by the agency.
 3. Inquire as to the prerequisites (if any) required by the agency.
 4. Find out whether the agency will require a criminal background check. Unless otherwise specified by an agency, the criminal background check will be conducted through the Department of Elementary and Secondary Education Department. The form to request the background check is available in the HES Office. You will need to complete the form and bring it into the HES Office with \$5.00 to cover the background check fee.
 5. Determine **5 Objectives** you would like to personally accomplish through this internship. Deliver one copy to agency supervisor.
 6. Complete **Agency Acceptance/Rejection** form, and return the form to the Health and Exercise Sciences Office **by March 28, 2014**.
- Deliver one copy of the **Internship Manual** to the agency supervisor.
- Deliver a copy of your Exercise Science **degree worksheet** for the catalog year you are following, indicating *completed coursework*, to the agency supervisor.
- Complete the **Final Internship Information Form**, *attach your 5 Learning Objectives*, and obtain your advisor's signature. Return materials to the HES Department Office, PB 2104.
- Attend the **mandatory spring meeting**. (Check bulletin boards and e-mail for announcement of meeting time and place) Attendance at this meeting is a **pre-requisite to enrollment**.
- After all materials above have been submitted, you will receive an e-mail from the HES Office that gives you permission to enroll in the course.
- Register for ES 370 Internship prior to **April 14, 2014**.

Absolute final deadline to submit all materials is Reading Day, May 7, 2014

| Prerequisites for Internship |
|---|
| <ul style="list-style-type: none">• Attend two mandatory meetings (one in the fall, one in the spring, prior to summer enrollment)• Junior or Senior status (minimum 60 hours completed)• Consent of Advisor and Program Director• Major GPA 2.5 or above• Cumulative GPA 2.0 or above• Declare pattern at least one semester prior to enrollment, and successfully complete any courses that fulfill pattern course prerequisites |

APPENDIX C

APPLICATION FOR INTERNSHIP

APPLICATION FOR INTERNSHIP

INSTRUCTIONS: To be completed by the student, with consultation of academic advisor, by **March 7, 2014** and returned to HES Department Office, Pershing Building 2104.

Name _____ Date _____
 Student ID # _____ Semester to Complete Internship: _____
 Local Address _____
 Permanent Address _____
 Cell Phone# _____ email _____
 Major _____ Expected Date of Graduation _____
 Specialization _____ # Hours Completed in Pattern _____

- _____ 1. Attended Fall mandatory meeting.
 _____ 2. Completed 60 semester hours.
 _____ 3. Cumulative GPA is _____, as of _____ (Date)
 _____ 4. Major GPA is _____, as of _____ (Date)

****Attach a copy of the DegreeWorks Major GPA printout**

- _____ 5. Consulted with HES academic advisor, who is _____.

I understand during the internship course that I must meet the full responsibilities of the daily, weekly, and seasonal work schedule of the agency regardless of the hourly schedule. In addition, I agree to inform the internship coordinator of any changes in my situation as to availability. I further understand that the minimum number of hours I can work at any site is 60. I have not committed a felony or other act that would prohibit my employment with any public agency. I have completed all course requirements; I have the required GPA and will not be taking any course work during my internship without approval of internship supervisor and HES Department Chair.

Signature Date

FOR HES ACADEMIC ADVISOR TO COMPLETE

| Prerequisite | Acceptance | Deficient | If deficient, explain steps for completion, including date prerequisite will be met |
|---|------------|-----------|---|
| Student has met with advisor | | | |
| Student has declared pattern | | | |
| All prerequisites to pattern courses completed successfully | | | |
| Cumulative GPA of 2.00 | | | |
| Major GPA of 2.50 | | | |
| Discussion of Potential Learning Objectives | | | |

Advisor's Signature _____ Date _____

APPENDIX D

AGENCY ACCEPTANCE/REJECTION FORM

AGENCY ACCEPTANCE/REJECTION FORM

Due by March 28, 2014

Student's Name: _____

Agency: _____

Agency Address: _____

Street City State Zip
Student's Workplace Address (if different than above):

Street City State Zip

Student's Immediate Supervisor: _____

Supervisor's Title: _____

Work site Telephone #: _____ Supervisor's E-mail: _____

After the student has completed at least 40 clock hours, *and if and when feasible*, the student will be personally visited at the agency by a Truman State University Supervisor. As the **Agency Supervisor**, how would you like the University Supervisor to interact with you regarding the **site visit**? Please choose **one**:

- I would prefer a **telephone conference call** from the University Supervisor
- I would prefer to communicate with the University Supervisor by **e-mail** only
- I do not desire a contact from the University Supervisor

The internship student is required to work in the agency a minimum of 200 contact hours to receive four semester hours of credit (these contact hours may also include seminars, meetings, conferences, etc. related to the internship).

_____ This agency **will** accept this student in internship.
General description of the assignment:

What compensation, mileage, or reimbursement of services will the student receive from your agency? (Not required)

*This agency **requires** / **does not require** a criminal background check (Please circle one). Unless otherwise specified by an agency, the criminal background check will be conducted through the Department of Elementary and Secondary Education Department.*

_____ This agency **will not** accept the student in internship.
State reason:

Authorized Agency Signature

Date

Telephone

After the interview, return to:

**ES 370 Internship
Health and Exercise Sciences Department
Pershing Building Room 2104
Truman State University
Kirksville, Missouri 63501
(660) 785-7492 FAX**

<http://hes.truman.edu>

APPENDIX E

WRITING MEASURABLE LEARNING OBJECTIVES
FOR INTERNSHIP

FINAL INTERNSHIP INFORMATION FORM

Writing Measurable Learning Objectives for Internship

The learning objectives you develop for this course should provide direction for you when reflecting upon and evaluating your internship. Individualize your objectives for your specific internship site. Useful, well-written learning objectives are **measurable** and address the following four key elements:

1. Audience (**Who** will learn)
2. Behavior (**What** is the desired learning outcome)
3. Condition (**When** learning will occur or the conditions under which the outcome will be observed)
4. Degree (**How much**, or to what extent, will constitute achievement of the learning outcome)

In other words, your learning objectives must specify “**who will learn how much of what by when.**” For many of you the phrase, “By the end of my internship, I will,” should sufficiently address **who** and **when**. The challenge is writing measurable objectives that sufficiently address the “what” and “how much.” Using verbs that show action are often more precise and less open to multiple interpretations.

Examples of verbs to use when writing objectives related to knowledge:

identify recognize describe record state write

Examples of verbs to use when writing objectives related to comprehension:

contrast distinguish compare differentiate explain discuss

Examples of verbs to use when writing objectives related to application:

apply operate calculate employ report examine

Examples of verbs to use when writing objectives related to analysis:

analyze distinguish inspect relate conclude examine

Examples of verbs to use when writing objectives related to synthesis:

plan create test develop organize produce

Examples of verbs to use when writing objectives related to evaluation:

measure revise critique assess determine select

Examples of verbs to avoid (these verbs are vague and not measurable) *and will result in a loss of points.*

acknowledge be aware of believe experience be familiar with
appreciate enjoy know understand learn

Some examples:

An Exercise Science student who works in Sport and Recreation Management might have an objective such as:

By the end of my internship, I will have compared the mission statements of at least two national organizations (for example, YMCA, National Recreation and Park Association, National Intramural Recreational Sports Association).

An Exercise Science student who works with an Exercise Physiologist might have an objective such as:

By the end of my internship, I will have critiqued at least three certifications in the field of personal training.

An Exercise Science student who works with a Physical Therapist might have an objective such as:

By the end of my internship, I will have written goals for at least three physical therapy patients.

FINAL INTERNSHIP INFORMATION FORM

Summer 2014

Date:

Name: Student ID:

Summer Address: Street City State Zip

Summer Telephone: Summer E-mail:

Local Telephone Prior to Leaving Campus:

Local E-mail Prior to Leaving Campus:

Agency Name:

Agency Department:

Agency Address: Street City State Zip

Workplace Address: (where site visit will occur, if different than above)

Street City State Zip

Workplace Telephone: (where you can be directly reached by phone)

Immediate Supervisor's Name: (Dr./Mr./Ms.) Credentials:

Immediate Supervisor's Title:

Immediate Supervisor's Telephone: E-mail:

Secondary Supervisor's Name: (Dr./Mr./Ms.) Credentials:

Secondary Supervisor's Title:

Secondary Supervisor's Telephone: E-mail:

*START DATE: *END DATE:

Advisor's signature indicates they have reviewed the learning objectives and found them to be consistent with the goals of the Internship.

Advisor's Signature Date:

*The start and end dates you indicate on this form will directly affect site visit scheduling, as well as your due dates and timeliness grades for the Site Information assignment and the Final Project. If your "start date" or "end date" changes, you must notify the HES Office immediately. The HES Office will not accept "end date" changes that push the end date later than the official date on file for you, even if that means the assignment is perceived late according to the data on record. (See written assignment section of the manual for more information.)

Attach the 5 approved Learning Objectives you would like to personally accomplish through this internship.

APPENDIX F

STUDENT EVALUATION FORM

STUDENT EVALUATION OF AGENCY AND INTERNSHIP

This form is to be filled out by the **STUDENT** at the conclusion of the internship, and returned to the HES Department Office, Pershing Building 2104, 100 E. Normal, Kirksville, MO 63501.

Name _____ Date: _____

Worksite _____

1. In light of your objectives, has this been a good learning experience for you? Have you been able to approach the accomplishment of your objectives? What have been the most significant values of the internship? What have been the most disappointing aspects?

2. How would you rate this work site as a internship position (Rate from 1 to 5, with 5 being the highest rating)? Why? What recommended changes would you suggest making it a more meaningful position?
(Please be as specific as possible.)

APPENDIX G

AGENCY'S FINAL INTERNSHIP EVALUATION REPORT

FINAL INTERNSHIP EVALUATION REPORT

For convenience, this form may be submitted by the agency [online](#).

Student's Name: _____ Dates Under Your Supervision: _____

Supervisor Name: _____ Your Position (Supervisor): _____

Name of Your Agency: _____ Today's Date: _____

Overall Evaluation: Overall, I believe the student's work performance was equivalent to an academic grade of (circle one):

A B C D F

For the following characteristics, please rate the student appropriately, **based on your expectations for an undergraduate student intern**, using the following scale:

- 5 Excellent (Indicates a grade of "A")
- 4 Above average (Indicates a grade of "B")
- 3 Average (Indicates a grade of "C")
- 2 Below average (Indicates a grade of "D")
- 1 Unsatisfactory (Indicates a grade of "F")
- NA No basis for judgment

Personal and Professional Characteristics:

1. _____ **Timeliness and Responsibility.** attendance and punctuality, meets deadlines, willingness to assume responsibility, plans activities well in advance of the program, attends required functions/meetings
Comments:

2. _____ **Personal appearance.** neat, clean, appropriately dressed in relation to the job
Comments:

3. _____ **Initiative and Motivational Skills.** enthusiastic, generates or shows interest, shows leadership, looks for additional work
Comments:

4. _____ **Adaptability, Judgment and Problem Anticipation.** can adjust plans and actions according to developing situations; handles emergency situations, makes common sense decisions, anticipates possible problem areas, works effectively for solutions
Comments:

5. _____ **Resourcefulness and Creativity.** uses resources well, originates ideas and approaches, makes creative efforts
Comments:

6. _____ **Evaluation and Self-Improvement.** analyzes weaknesses, searches for more knowledge and experience, inquires about profession
Comments:

Communications and Professional Relations

7. _____ **Written Communications.** Conveys ideas clearly, minimal errors, neat, organized
Comments:

8. _____ **Oral Communications.** Expresses self well, uses tact, makes points clear to public
Comments:

9. _____ **Attitude towards clients or co-workers.** Willing to assist others, cooperative, industrious, works harmoniously with others, considerate, courteous, respectful
Comments:

Knowledge and Skills

10. _____ **Task accomplishment.** Tasks completed effectively, pursues difficult tasks to completion *Comments:*

11. _____ **Skills.** Displays knowledge of program skills and techniques in developing activities *Comments:*

Student-Prepared Learning Objectives

12. _____ **Learning Objectives.** Indicate the degree to which the student accomplished the learning objectives presented and modified by the supervisor and student

Please provide any additional information that you feel will be beneficial to the student as they pursue employment in this area.

Agency Supervisor Signature: _____ Date: _____

Further, (please select one)

- I have shared this evaluation with the student
- I have not shared this evaluation with the student, but hereby give my consent to release the results of this evaluation to the student
- I have not shared the evaluation with the student, and would prefer that it NOT be made available to the student

Please mail completed form to:

ES 370 Internship
Health and Exercise Sciences
Truman State University
Pershing Building 2104
100 E. Normal
Kirksville, MO 63501

APPENDIX H

UNIVERSITY INSURANCE COVERAGE LETTER

Purchasing
(660) 785.4139
(660) 785.7337 FAX



McClain Hall 106
100 E Normal
Kirksville, MO 63501-4221

August 15, 2013

RE: Malpractice Insurance

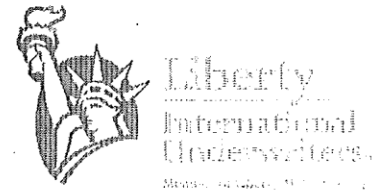
Truman State University provides student interns with malpractice liability insurance for internships approved through the University. The policy is an occurrence policy, which means the policy will cover any claim filed for any occurrence as long as the policy was in effect at the time of the incident. The coverage includes \$2,000,000 per incident or occurrence and \$4,000,000 individual aggregate. The current policy term is 08/15/2013 – 08/15/2014.

For additional coverage information, please feel free to contact me directly at 660.785.4326.

Sincerely,

A handwritten signature in cursive script that reads "Kim Murphy".

Kim Murphy
Purchasing Supervisor



Healthcare Professional Liability

LIBERTY INSURANCE UNDERWRITERS INC.

(A Stock Insurance Company, hereinafter the "Company")
 55 Water Street, 18th Floor
 New York, NY 10041

DECLARATIONS - SPECIFIED MEDICAL PROFESSIONAL LIABILITY OCCURRENCE INSURANCE POLICY

| | | |
|------|---|---|
| Item | Policy Number: AHV-101714003 | Renewal Of: AHV-101714002 |
| 1. | Named Insured The Students Of Truman State University | |
| 2. | MAILING ADDRESS Purchasing 100 East Normal Avenue Kirksville MO 63501 | |
| 3. | Policy Period 12:01 A.M. Standard Time At | From: 08/15/2013 To: 08/15/2014 |
| | Location of Designated Premises | |
| 4. | The insurance afforded is only with respect to such of the following types of insurance as indicated by specific premium charge or charges: | |
| | COVERAGE | PREMIUM |
| | A. Professional Liability [X] | \$4,740.00 |
| | B. General Liability [X] | \$0.00 |
| | Terrorism Risk Insurance Act [X] | \$0.00 |
| | C. Endorsements [] | |
| | TOTAL: | \$4,740.00 |
| 5. | LIMITS OF LIABILITY | |
| | \$2,000,000 each Incident or Occurrence | \$4,000,000 in the Aggregate |
| 6. | Deductible (if applicable): \$0 each Incident or Occurrence | |
| 7. | The Named Insured is: <input type="checkbox"/> Sole Proprietor (including Individual) <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Other: Affiliation: 3188 - Student Malpractice Blanket Liability | |
| 8. | Business or Occupation of the Named Insured: Student | |
| 9. | This policy is made and accepted subject to the printed conditions of this policy together with the provisions, stipulations and agreements contained in the following form(s) or endorsement(s): HCPL-2157 (11/09), HCPL-2025-9000-MO(11/09), HCPL-9001-MO (11/09), HCPL-2040 (11/09) OFAC (08/09), HCPL-2025 (11/09), HCPL-2038 (11/09), TRIA-E003-0210, TRIA-N004-0208 | |
| | Representative Agent: | Marsh U.S. Consumer a service of Seabury & Smith, Inc. P.O. Box 14576 Des Moines IA 50306-3576 |