

University of Idaho
A LEGACY OF LEADING

Internship Welcome Packet

**Exercise Science & Health
Department of Movement Sciences**

College of Education



Exercise Science & Health
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Dear prospective internship site and supervisor(s),

Thank you for your interest in serving as an internship site for Exercise Science and Health students from the University of Idaho (UI). The internship is a capstone course for our students to gain valuable experiences that allows them to apply their classroom knowledge and skills in a practical setting. In addition, during their 360 hours (9 credits), students will be challenged to understand more about real-world application, develop communication and leadership skills, and grow as young professionals. We greatly appreciate the service that our sites provide, as we believe the sites and supervisors are key players in our students' learning and development.

We communicate with the students weekly via their discussion board posts and bi-weekly journals and reflections. We also keep in regular contact with the site supervisors via email, phone, and the evaluations that the supervisors complete and submit to UI.

The following pages contain additional information that you may find useful about our internship class, requirements, and advice on supervision and mentoring. If you have any further questions please feel free to contact us.

We greatly look forward to working with you.

Warm regards,

Exercise Science & Health Faculty

BASIC INTERNSHIP INFORMATION

- The internship is a capstone experience for all undergraduates majoring in Exercise Science and Health.
- Students will have completed all major classes and two 40 hour practicum experiences before enrolling in internship
- 360 hours are completed in one semester (usually 40 hours/week for 9-10 weeks). Usually this is at one site, but in certain situations the student may split site their experience. The split is determined by the student and sites (e.g., 180hrs and 180hrs).
- There are academic requirements associated with internship. The UI Supervisor/Course Instructor, with input from site supervisors, will grade the student on an A through F scale for 9-credits.

COURSE OBJECTIVES

Course objectives align with the following goals of the University of Idaho: 1) Teaching and Learning 3). Reach & Engagement & 4). Community & Culture. Course objectives will be demonstrated by the successful completion of the course assignments.

- **Work Experience:** Gained an understanding of a “real world setting” by contributing to the facility’s day-to-day operations. Observed and then progressed to conducting a variety of duties assigned by the site supervisor. Worked independently and as an integral member of the facility’s team. Became more aware of current issues and trends in the field. Gained more specific knowledge and skills required in the field.
- **Application of Learning:** Applied academic training, and university experiences, to the real world setting. Observed and then progressed to conducting a variety of duties assigned by the site supervisor. Sought feedback from all supervisors and mentors about knowledge, skills, and practical application abilities. Reflected on academic preparation and new information learned during the placement.
- **Career Preparation:** Practiced professionalism on a day to day basis (e.g., dress, punctuality, communication, and willingness to seek and grow from feedback, willingness to take on any task). Networked with potential employers/organizations. Gained valuable work experience to add to a resume. Created a Project that helped to add to a resume and can be used as a portfolio piece. Updated resume and cover letter to be prepared to apply for jobs and/or graduate school.
- **Evaluation and Assessment:** Self reflected and evaluated own strengths and weaknesses. Demonstrated ability to work closely with supervisors and mentors to evaluate progress, to process feedback, and to continue to develop as a new professional in the field.

SITE AND SUPERVISOR RESPONSIBILITIES

Providing an experience-

Learning - we look for sites that provide an environment conducive to learning and professional growth in exercise science and health-related fields. The experience should allow for responsibility and hands-on work that progresses over time to allow for the development of knowledge, skills, and professionalism. We ask that the student be involved in many aspects of the profession and business to allow for a well-rounded learning experience. For example- observation of several health care professionals, time spent with scheduling and billing, sitting in on meetings, assisting with room set up and facility maintenance, assisting with marketing and outreach, time spent observing, talking, or working with partners or collaborators that the site works with, having them do informational interviews with a variety of people and organizations, floating around different departments, being involved in projects such as research, updating site material or handouts for patients, and/or having them network with potential employers.

Hours -we look for the 360hours to be completed in one academic semester, which typically means 35- 40 hours/week for 9-10 weeks. While the 360 hours must be completed during the semester's official dates, the placement can start later or finish earlier if the site and student so chose. The spring and fall semesters are actually 16 weeks long, which does allow for less hours a week if need be. in those cases we recommend no less than 30 hours a week.

Split site - usually all 360 hours are completed at one site, but in certain situations the student may choose to "split site" their experience. The split is determined by the student and sites (e.g., 180hrs and 180hrs).

Providing supervision and mentoring-

Expectations- there must be should be some form of orientation to your site, clientele, and rules and expectations.

Supervision - it is expected that the intern will be given both direct and indirect supervision (as appropriate for your site and the intern's duties). Direct supervision is key for the student to gain valuable feedback from trained professionals. Having several mentors is also encouraged. These may be people who are not the named supervisor, but who work closely with the intern. Daily or weekly meetings are recommended to allow for feedback and questions.

Goals and objectives- the students are to generate a list of goals and objectives of what is to be accomplished during their time at your site. Students are required to share this document with you and to obtain your feedback. The signed and dated document must be returned via fax or email (pdf) to the UI supervisor so that a grade can be entered for the student.

Evaluation- there are midway and final evaluations that the site completes and shares with the student.. We look for you (and any of his/her mentors) to provide constructive feedback to help the student develop their knowledge and skills, as well as to encourage professional growth. These evaluations must be returned via fax or email (pdf) to the UI supervisor so that a grade can be entered for the student.

Project- students are required to complete a Project worth 10% of their grade. This can take the form of one large project (e.g., organizing, running and evaluating a health fair) or several smaller projects (e.g., creating handouts, reorganizing patient charts, researching a topic and presenting to staff). The goal is for the students to take a leadership role in the Project and also to produce some “product” that is not only useful for the site, but is also a portfolio piece for the student. The Project idea, implementation, and product development is the responsibility of the student; however, as a site we encourage your input and direction.

Insurance - The site or the University of Idaho can provide Professional Liability Insurance (only) for the intern- this can be identified on the agreement/contract. Insurance arrangements must be made prior to interns starting at the site.

STUDENT RESPONSIBILITIES

Student information and certifications- students are aware that sites may require any or all of the following prior to starting at the site:

- Current CPR certification (certain sites may require additional certifications)
- HIPAA training
- Blood Borne Pathogen training
- Current immunizations
- Background check
- Drug Screen

Please note that the student is responsible for presenting the documentation to the site and is aware that there may be costs involved.

Completing all assignments – it is the responsibility of the student to complete all assignments and the required 360 hours (see last pg of Packet). The students are also required to discuss issues surrounding duties and hours with the site supervisor and the UI supervisor/course instructor. It is the student's responsibility to ensure the site supervisor completes and submits the evaluations to the UI supervisor/course instructor.

Meeting the requirements of your site – it is expected that once an intern starts at your site that they must meet your employee expectations and rules. It is recommended that these expectations be made clear in the student's orientation and that the site supervisor will deal with any inappropriate behavior consistent with company policies and procedures, as well as talk with the UI supervisor/course instructor. See below for our procedures for dealing with issues.

UNIVERSITY OF IDAHO SUPERVISOR'S RESPONSIBILITY

Assignments- all assignments will be submitted to the UI supervisor/course instructor for a grade. A final grade will be submitted by the UI supervisor/course instructor.

Supervision- feedback will be given to interns when each assignment is returned. In addition, any issues that arise should be discussed with the UI supervisor/course instructor.

Site Visit – we try to conduct a site visit with each intern. This allows us to meet you, tour your facility, and see what the student is doing. We conduct these visits in person when possible, while other times this will be by phone or internet.

DEALING WITH ISSUES

Journals-intern journals are submitted every two weeks. The journals detail daily experiences (protected and private patient and employee information removed), require interns to reflect on major lessons learned, and document any issues that have arisen. The UI supervisor will provide feedback to help the intern to develop as a professional and address issues that have arisen. For example, the UI supervisor may encourage the intern to ask for help from a supervisor, be confident in their skills, or help them with communication strategies to use with challenging patients/clients.

Meetings- interns have a mid-way and final evaluation meeting with their site supervisor. We encourage interns, and supervisors, to discuss what they are enjoying, learning, struggling with, or new goals that have been identified. Interns can also “meet” with their UI supervisor in person or via phone or SKYPE at any time.

Warnings-if an issue is reoccurring (e.g., the intern continually shows up late), or is more serious in nature (e.g., the intern feels that they are being asked to do something that is out of their competence, or the intern is breaking company policy), we ask that the intern and the site supervisor immediately address the issue with each other as well as notify the UI site supervisor. In most cases the UI supervisor will then talk directly with the student and the site. If the intern has been at fault the student will be required to write a letter documenting the issue, the discussions that occurred, lessons learned, and a plan for how to successfully move forward. The letter will be sent to the site and placed in their UI internship records.

Termination of Placement-In certain situations it may be deemed that the intern should no longer continue at the site. If the intern is asked to leave following warnings, or due to a very serious issue, then they will earn an F in the course and be asked to submit a reflection paper before being considered for another internship placement.

In certain situations it may be deemed that the student and site are no longer compatible (e.g., the main supervisor leaves, there is no longer enough work). In these cases the site and/or student will inform the UI supervisor. The student and UI supervisor will then determine if an alternate site or a Withdrawal from the course will be the best option.

QUESTIONS AND THANKS

- Please contact us know if you have any other questions or concerns.
- We greatly appreciate all of our sites and supervisors as they play an integral role in our students' educational experience and also help to prepare the next generation of Exercise Science and Health reatled professionals.
- Thank you for your interest & assistance.

ESH INTERNSHIP COURSE ASSIGNMENTS

Assignments	Description
Journal	Students will submit their Journal every two weeks using the Excel WorkBook on BBLearn.
Discussion Board	Students will take part in the discussion boards. Students are required to do an initial post to Topics and then read and respond to the posts of classmates.
Goals & Objectives, And Project	Paper listing goals and objectives for your internship as well as your Project idea. Feedback obtained on this document from your Site Supervisor.
Site Supervisor's Midway Evaluation	Questionnaire rating and evaluating your professional and personal qualities completed by Site Supervisor.
Thank You Letter	Draft of thank you letter. Personalized letter to site and/or site supervisor to express gratitude for your internship opportunity.
Site Specifications	Information about your site to help other students find an Internship site.
Resume and Cover Letter	Updated Resume and Cover Letter with feedback obtained from UI Career Center and the Site Supervisor.
Project	Completion of Project and submission of a product that reflects Project work or Project product.
Site Supervisor's Final Evaluation	Questionnaire rating and evaluating your professional and personal qualities completed by Site Supervisor.
Evaluation of Course Objectives	Questionnaire assessing the ability of the course and internship to meet the course objectives.
Site Visit	When possible we will visit you at your site in person, via SKYPE, or via phone. Not graded.
Successful Completion of 360hrs	If you are requested to leave your site due to unprofessional behavior you will earn an F in the course.



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