

# LAKE SUPERIOR STATE UNIVERSITY

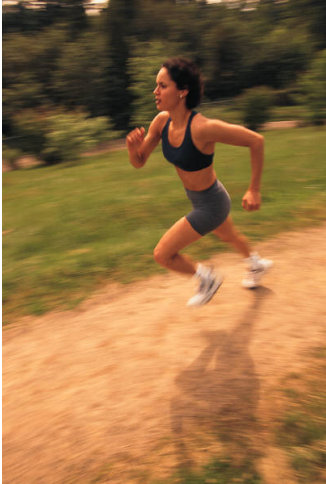
SCHOOL OF RECREATION STUDIES

AND

EXERCISE SCIENCE

EXERCISE SCIENCE DEGREE

INTERNSHIP GUIDELINES



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LAKE SUPERIOR STATE UNIVERSITY  
SCHOOL OF  
RECREATION STUDIES AND EXERCISE SCIENCE

Exercise Science Internship Program

I. Purpose of the Internship

The basic objectives of the internship are to provide a work-study program under optimum conditions to further the professional growth of the student. Through consultation with their academic advisor and their internship coordinator, students are placed in approved internship sites that conform to the student's academic option and/or career goals.

Maximum benefits of internship instruction depend greatly upon the student's realization of his/her responsibilities. Agencies considerate enough to open their doors to admit students must maintain their reputations for professional services and cannot tolerate inefficiency, irresponsibility or other actions by staff or voluntary personnel which can destroy the confidence of the public. By accepting an internship, the student becomes a functional part of the standards of both the Agency and the University. What the student gains in personal experience as a trainee depends upon how much the student contributes to help the Agency attain its objectives.

Student trainees are expected to perform a functional role over an area of operation and be in charge of drawing together the human, physical and fiscal resources necessary to deliver a health-oriented service. The assignment in an Agency should duplicate as nearly as possible the actual responsibilities of a permanent staff member.

Students in the Exercise Science curriculum are expected to acquire the competencies of the entry level professional exercise science specialist in the agency. In all cases, students will have extra assignments as outlined in the course requirements.

II. General Guidelines of the Internship

- A. EXER 492-Exercise Science internships will be taken during the summer semester of the junior year or fall, spring or summer semester of the senior year. In all case it must be for a full 10 to 15 weeks at 40 hours per week. Students earn 6 semester hours of credit for the internship.
- B. Internships may be taken only at selected internship sites with which the University has a contract of agreement, or site identified by student and agreed upon by the student's faculty advisor. It is preferred that sites selected provide experiences that will qualify the student to take the ACSM certification exam for either the Health Fitness Instructor, Exercise Test Technologist or Exercise Specialist.
- C. The internship will be supervised by the University. Advising of students into appropriate sites will be the responsibility of University advisors, internship supervisor, and Department Head.

III. Internship Responsibilities and Requirements

A. Agency

Agencies should treat the student the same as any other employee or volunteer secured for a similar position. The trainee should receive training, supervision, and ongoing evaluation as provided for

all employees. The Agency assumes additional responsibilities to meet specific agency-university requirements for internship training. In general these are:

1. Indicate acceptance of the student as a trainee by submitting an “Internship Contract” Form.
2. Designing, with the intern, an ongoing educational program based on internship requirements, and adapting the program specifically to each student trainee.
3. Completing and submitting to the University a mid-semester and final evaluation on the forms provided by the University and share the results of these evaluations with the student.
4. Meet and consult with the University supervisor as necessary, but not less than twice, during the student’s progress.

The Agency responsibilities are usually delegated to an agency supervisor of internship training.

#### B. Agency Supervisor

The Agency Supervisor serves as an agency-based teacher offering tutorial instruction and supervision to the trainee utilizing the agency’s operations to further the student’s professional competence, and student’s contribution to host operation/program. The agency supervisor should:

1. Have an initial conference with the trainee to determine the specific needs of the student and to adapt the training program to meet those needs.
2. Review student-developed goals and objectives with the purpose of verifying their feasibility of achievement within the Agency. Goals and objectives which cannot be achieved within the Agency should be returned to the student for revision. It is not the role of the Agency supervisor to draft the student’s goals and objectives – this is the student’s responsibility under guidance of the Agency supervisor.
3. Confer with the student at least once a week to arrange schedules, discuss work performance and to analyze problems.
4. Monitor the student to safeguard the quality of the Agency’s practice as well as the Student’s well-being while affiliated with the Agency.
5. Inform the student of all personnel policies and procedures.
6. Help the student understand the role of professional practice.
7. Assist the student to meet specific University requirements.
8. Evaluate the student’s performance and submit the results on forms provided.
9. Allow the trainee reasonable freedom of operations so that an adequate learning experience can be completed.
10. Provide necessary program supplies and equipment for activities conducted by trainee.
11. Interpret the internship program to the local board or controlling authority of the Agency.
12. Be responsible for the relationship between the University and the Agency in regard to the internship program.

### C. Student Trainee

The student engaged in the internship assumes certain responsibilities. These are to:

1. Register and pay the appropriate fees as required by the University.
2. Make arrangements for housing. Agency supervisors may assist with this task since they are more familiar with the housing situation in their community.
3. Attend and complete the training program designed by the Agency.
4. Follow the policies and duties outlined by the Agency, meeting all scheduled commitments and arrangements made in connection with training assignments.
5. Check with the Agency supervisor before any money is expended for program materials.
6. Submit periodic reports as required by the University and Agency.
7. Attend periodic conferences with the Agency and University supervisor.
8. Affiliate with a professional organization that has an interest in the student's area of specialization, i.e., ACSM or AFB.
9. Arrange for personal liability insurance and present proof to the University and the Agency of such coverage.
10. Submit a final evaluation of the internship experience to the internship coordinator and send a copy to the Agency supervisor.
11. Perform work assignments to the best of one's ability.
12. Obtain liability coverage if not provided by the Agency.

### D. University

The internship supervisor for the University has overall responsibility for the Internship Program. The duties are:

1. To oversee the system of assuring that students have meaningful internship experiences and adequate preparation prior to the internship. This is shared with the student's advisor.
2. To help students prepare for their internship.
3. To supervise arrangements for and give final approval of all internship assignments.
4. To represent the University in all official arrangements with the cooperating agencies in the conduct of the Internship Program.
5. To monitor the student's experience and be available for consultation with either students or agency personnel. This is shared with other faculty on an assigned basis.

Faculty assigned as University supervisors will:

1. Evaluate the student's written reports and assignments and assist them in completing satisfactory work.
2. Serve as liaison between the Agency and the University.
3. Visit the student on-site at least once during the student's experience to observe the student's work and evaluate the student's progress. Students who are placed out-of-state are not visited. If suitable visitation arrangements cannot be made, University supervisors will monitor the student's progress with frequent phone calls.

#### IV. General Course Reports and Requirements

Students enrolled in EXER 492 are responsible for fulfilling the responsibilities assigned by the Agency, and establishing a schedule for completion of internship course reports and projects on time.

All students in EXER 492 must complete projects A through E.

##### A. Student Intern Contract

This form gives all pertinent information regarding the intern placement. Administrative information, work schedule, and goals and objectives (see B for description of goals and objectives). Any revisions to this initial contract should be shared with University supervisor.

##### B. Goals and Objectives

Each student is responsible for developing up to four goals with at least three learning objectives for each goal. These goals and objectives should be shared with both campus and agency supervisors. Supervisors will check your work to see if it reflects a realistic set of learning outcomes that are possible to achieve at the agency.

##### C. Bi-weekly (Every Two Weeks) Reports

Reports are due on a bi-weekly basis. These reports are an analysis of activities engaged in, problems encountered, insights gained, and professional growth realized during the period covered.

The function of these reports is to provide the University supervisor with an ongoing understanding of the student's experience. They should also be shared with the Agency supervisor.

##### D. Final Student Evaluation Report

The final report should communicate to the University and the Agency in four areas:

1. Goals. How far did you progress in reaching your goals? Try to analyze the reasons for your successes and failures. Were the goals unrealistic in the first place? Did the Agency adequately help you in achieving the goals? As a result of this experience, how do you now view the goals?
2. Accomplishments. Discuss your most significant accomplishment and your most glaring failure during the experience and the lessons and insights you've gained from them. Were the Agency's goals met for the program in which you were involved?
3. The Agency. Discuss the Agency as an internship site. Did they provide you with enough guidance and direction? How could your training program have been improved? Do you

recommend this internship site to other students? What type of training do you feel this Agency is best prepared to give?

4. Other. This section is the student's to discuss any other pertinent detail of the field training program; constructive criticisms and suggestions are welcome.

E. Internship Notebook

The student should develop a notebook or file of pertinent materials from the Agency. Some of the items to be included are: the Agency's philosophy, ordinances, enabling legislation, record and report forms, program brochures, budget and accounting forms, administrative processing forms, charting forms, etc. All information collected should have some future value to the student. Students are expected to know the purposes and uses of each item in the book and to organize it logically for future retrieval.

**DUE: At the completion of internship.**

Students are required to complete and return to faculty internship supervisor an (F) Administrative Project, a (G) Client Oriented Project, and an (H) Agency Oriented Project.

F. Administrative Project

The student, with the assistance of the Agency supervisor, should formulate a project that is both meaningful to the student and to the Agency. Examples of possible projects include: conducting a workshop, a complete program plan and evaluation, developing a manual, a planning study, a feasibility study, etc. This project should be typed in professional format and submitted to the University supervisor.

**DUE: F is due the final week of internship.**

G. Client Oriented Project (Student may choose to do *Client Assessment* or *Client Case Study*)  
*Client Assessment*

An individualized treatment plan is an established method and procedure for assessing the client's needs, problems, or abilities functional level. This information is then analyzed and specific programs and/or treatments are prescribed or selected related to the unique characteristics of the client. If this procedure is in use by the Agency there will be a described procedure established and uniform record keeping developed to assess client progress in the program.

Assessment is a formalized procedure for determining a given client's problems, needs, interests or functional abilities. The student has two options regarding this project.

Option 1: If the Agency has no assessment procedure, the student may develop and test a procedure for its appropriateness and feasibility. If the student selects this option, they need to work in close conjunction with their Agency supervisor to gain their assistance and approval in the development of the assessment procedure. A written description of the assessment tool and process will be submitted to the University supervision.

Option 2. If the Agency uses an established procedure, the student may elect to do a full description of that procedure. A client is then selected and assessed. This information is summarized using existing Agency forms and submitted to the University Supervisor.

*Client Case Study*

A case study is an in-depth narrative description of an individual client.

Such a study serves a specific purpose or function in client treatment, i.e., staffing, case review boards, discharge planning or reporting, etc. It includes medical, social, educational, and demographic information. It also includes a history or biographical sketch of the client. The current functional status of the client is described, as well as identified needs or problems. All of this information is then related to leisure utilization.

#### H. Agency Oriented Project

The student will design, implement and evaluate an in-service training session for Exercise Science staff, other professional staff, or volunteers. The in-service training is a formal session to transfer knowledge, skill or ability to existing staff within the agency. The subject to be covered will be by mutual agreement of the Agency supervisor and the student. A written report related to the in-service training should be submitted to the University, including the content of the training, strengths and weaknesses of the training, and an analysis of the reactions of Agency participants.

This project can be selected for a clinical setting or community based exercise program. The exact information included will vary depending on the setting. For example, it may be more difficult to acquire the necessary background information in a community setting where records are not easily available and observation time limited. The student needs to be aware, however, of confidentiality concerns in completing this assignment. Agency supervisor assistance and approval will be required. Regardless of the setting, this project calls for an in-depth, narrative description of an individual client.

**DUE: Projects G and H are due upon completion of internship.**

#### Grading

Students enrolled in EXER 492 are assigned a letter grade. To receive a final grade, all of the student's course reports and their performance in the Agency must be evaluated as satisfactory. Any course report evaluated as unsatisfactory will be returned to the student until it is satisfactory. University supervisors are available to consult with students and help them improve the quality of their work.

All projects and reports must be typed in an appropriate professional format. If agencies request copies of these reports, the student is responsible for providing a duplicate copy for the agency.

Grades will be reduced when materials are not turned in according to due dates.

*LAKE SUPERIOR STATE UNIVERSITY  
SCHOOL OF RECREATION STUDIES/EXERCISE SCIENCE  
EXERCISE SCIENCE  
INTERNSHIP CONTRACT*

PERSONAL  
NAME \_\_\_\_\_ SEMESTER REGISTERING \_\_\_\_\_

INTERNSHIP ADDRESS \_\_\_\_\_  
NUMBER/STREET CITY/STATE/ZIP

TELEPHONE \_\_\_\_\_ E-MAIL \_\_\_\_\_

STUDENT # \_\_\_\_\_ EMERGENCY CONTACT: \_\_\_\_\_ RELATION \_\_\_\_\_

INTERNSHIP  
AGENCY SUPERVISOR \_\_\_\_\_ TITLE \_\_\_\_\_

AGENCY \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_  
NUMBER/STREET CITY/STATE/ZIP

SUPERVISOR'S TELEPHONE \_\_\_\_\_ BEST DAYS/TIME TO CALL \_\_\_\_\_

SUPERVISOR'S E-MAIL \_\_\_\_\_

ATTACH:           1. DESCRIPTION OF INTERNSHIP  
AGENCY CONTRACT/REQUIREMENTS  
STUDENT INTERNSHIP GOALS AND OBJECTIVES

LAKE SUPERIOR STATE UNIVERSITY IS PLACING \_\_\_\_\_ WITH \_\_\_\_\_  
NAME OF LSSU INTERN NAME OF  
AGENCY

UNDER THE SUPERVISION OF \_\_\_\_\_ THIS PLACEMENT WILL  
NAME OF AGENCY SUPERVISOR

BEGIN \_\_\_\_\_ AND BE COMPLETED \_\_\_\_\_  
STARTING DATE ENDING DATE

*A minimum of 600 hours practical experience will be guaranteed, supervised opportunities to meet the intern's goals and objectives will be provided and continued evaluation will take place through the sponsoring agency and supervisor. The intern will meet deadlines, submit projects and fulfill obligations detailed in the internship guidelines. The university supervisor will make necessary contacts and serve as a liaison with the agency, agency supervisor and intern. The following parties agree to this contract:*

STUDENT  
INTERN \_\_\_\_\_ DATE \_\_\_\_\_

AGENCY  
SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

UNIVERSITY  
SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

LAKE SUPERIOR STATE UNIVERSITY  
RECREATION STUDIES EXERCISE SCIENCE  
EXER 492 INTERNSHIP MID-SEMESTER EVALUATION

Student: \_\_\_\_\_ Semester of Internship: \_\_\_\_\_

Agency: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Purpose of evaluation: (1) To take a professional and personal inventory of the student's strengths and weaknesses. (2) To develop a practical improvement program for the second half of the placement.

Instructions: Evaluate the student's current level of performance in each of the following traits and make suggestions for improvement. The evaluation should be shared with the student prior to returning to University.

Evaluation Traits:

1. *Personal Habits:* Attention to appearance, including suitability of attire and grooming.
  - a. Current level of performance
  - b. Suggestions for growth.
  
2. *Responsibility:* Dependability. Ability to meet schedules, follow through, and attend to instructions.
  - a. Current level of performance.
  - b. Suggestions for growth.
  
3. *Attitude:* Loyalty, interest, and approach to job, associates, public and the agency. Ability to comply with established procedures and policies.
  - a. Current level of performance.
  - b. Suggestions for growth.

4. *Judgement:* Possesses common sense. Distinguishes important from unimportant. Tactful. Makes responsible decisions.
  - a. Current level of performance.
  - b. Suggestions for growth.
5. *Attendance and Punctuality:* Regularity of attendance. Promptness of reporting, absence, tardiness, and time off for illness or personal business, clock watching.
  - a. Current level of performance.
  - b. Suggestions for growth.
6. *Oral Communications:* Ability to communicate effectively with other staff members, and ability to secure acceptance of ideas, methods, procedures, and plans by other staff members. Consideration of others' viewpoints.
  - a. Current level of performance.
  - b. Suggestions for growth.
7. *Written Communications:* Degree of skill and ability to express thoughts on paper, reports, projects.
  - a. Current level of performance.
  - b. Suggestions for growth.
8. *Quality of Work:* Thoroughness. Soundness of decisions. Foresight.
  - a. Current level of performance.
  - b. Suggestions for growth.

9. *Knowledge & Understanding:* Possess adequate knowledge and skill commensurate with academic training. Understands recreation's value for the particular participants.
  - a. Current level of performance.
  - b. Suggestions for growth.
10. *Independent Functioning:* Ability to perform without constant supervision and to function constructively on own initiative when necessary.
  - a. Current level of performance.
  - b. Suggestions for growth.
11. *Productivity:* Use of time and facilities. Volume and nature of work produced. Planning and follow through.
  - a. Current level of performance.
  - b. Suggestions for growth.
12. *Identify Client Needs:* Ability to draw conclusions from various input sources.
  - a. Current level of performance.
  - b. Suggestions for growth.
13. *Develop Treatment Plans:* Plans are appropriate for identified needs. Plans are successful.
  - a. Current level of performance.
  - b. Suggestions for growth.

**Practicum Goals:** Indicate if satisfactory progress is being made toward student goals.

Practicum Goals	Satisfactory ✓	Unsatisfactory ✓
1.		
2.		
3.		
4.		
5.		
6.		

Agency Supervisor's Signature & Date: \_\_\_\_\_

Student's Signature & Date: \_\_\_\_\_

University Supervisor's Signature & Date: \_\_\_\_\_

Please return evaluation to:

Lake Superior State University  
School of Recreation Studies Exercise Science  
Exercise Science Internship Supervisor  
650 W. Easterday Avenue  
Sault Ste. Marie, MI 49783

LAKE SUPERIOR STATE UNIVERSITY  
 RECREATION STUDIES EXERCISE SCIENCE  
 EXER 492 INTERNSHIP FINAL EVALUATION



Student: \_\_\_\_\_ Semester of Internship: \_\_\_\_\_

Agency: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Purpose of the evaluation: (1) To take a professional and personal inventory of the student's strengths and weaknesses. (2) To develop a practical improvement program for the second half of the placement.

Instructions:

1. Indicate the student's satisfactory or unsatisfactory progress in achieving goals.
2. Indicate the student's satisfactory or unsatisfactory performance in the traits listed.
3. Any observed deficiencies should be explained.
4. Discuss the evaluation with the student.

Practicum Goals:	Satisfactory 	Unsatisfactory 
1.		
2.		
3.		
4.		
5.		
6.		

Traits:	Satisfactory ✓	Unsatisfactory ✓
1. Personal Habits		
2. Responsibility		
3. Attitude		
4. Judgement		
5. Attendance and Punctuality		
6. Oral Communication		
7. Written Communications		
8. Quality of Work		
9. Knowledge and Understanding		
10. Independent Functioning		
11. Productivity		

Agency Supervisor's comments:

Student comments:

Overall Agency evaluation of student performance: Satisfactory \_\_\_\_ Unsatisfactory \_\_\_\_

Agency supervisor's Signature and Date: \_\_\_\_\_

Student's Signature and Date: \_\_\_\_\_

Return to:

Lake Superior State University  
School of Recreation Studies and Exercise Science  
Exercise Science Internship Supervisor  
650 W. Easterday Avenue  
Sault Ste. Marie, MI 49783