Table of Contents

INTERNSHIP, WHERE DO I BEGIN? ......................................................... 4
  Purpose of the Internship ............................................................... 4
  Internship goals ........................................................................... 4
  Desired student outcomes .............................................................. 5
  What type of internship do I want? .................................................. 5
  What if I don’t know what I want to do professionally? ...................... 5
  When can I do my internship? .......................................................... 6
  Where can I do my internship? .......................................................... 6
  Can I do my internship at the same facility I did my practicum? .......... 6
  What types of internships are available? .......................................... 6
  Potential internship agencies ........................................................... 8
  Registering for my internship ........................................................... 9
  Do I need liability insurance? ......................................................... 9

DESCRIPTION OF THE INTERNSHIP ...................................................... 9
  Length ......................................................................................... 9
  Internship agency responsibilities .................................................. 10
  GWU internship coordinator responsibilities ................................... 10
  Intern responsibilities .................................................................... 10
  Agency supervisor .......................................................................... 11
  Professionalism ............................................................................ 11
  Credit vs. Stipend ......................................................................... 11
  Student utilization .......................................................................... 12
  Grading .......................................................................................... 12
  Termination .................................................................................... 12

HOW DO I FIND AN INTERNSHIP AGENCY? ............................................ 13
  Researching possible agencies ....................................................... 13
  Steps in securing an internship ....................................................... 13

HOW DO I SUCCESSFULLY COMPLETE MY INTERNSHIP? ....................... 15
  Internship requirements ............................................................... 15

HOW DO I SET APPROPRIATE INTERNSHIP GOALS? ............................. 16
  The importance of goals: Why set Goals? How do they help? ............ 16
  Goal setting key principles .............................................................. 16
  Developing SMART goals .............................................................. 17

FREQUENTLY ASKED QUESTIONS .......................................................... 18

APPENDICES ....................................................................................... 21
  A. Affiliation Agreement ............................................................... 22
  B. Application for Exercise Science Internship ................................ 27
  C. Internship Goals ...................................................................... 29
  D. Weekly Report ....................................................................... 30
  E. Weekly Time Sheet .................................................................. 31
F. Evaluation of In-Service Project .................................................. 32
G. Midterm/Final Agency Supervisor Evaluation .............................. 33
H. Student Internship Evaluation .................................................... 35
I. Internship Final Report .............................................................. 37
J. Sample Agency Supervisor Thank You Letter ............................. 39
K. Internship Portfolio Assessment Rubric ..................................... 40
L. Internship Programs Under The Fair Labor Standards Act .......... 42

If you have specific questions, please contact the Exercise Science Internship Coordinator: Jeffrey M. Hartman, PhD, ACSM EP-C, CSCS, NSCA-CPT HSB 180 704-406-3202; or at jhartman@gardner-webb.edu
INTERNERSHIP, WHERE DO I BEGIN?

Purpose of the Internship

Student involvement in a professional field experience has significant value during an academic career. The practical application of classroom theory gives meaning and fulfillment to formal education experiences through the world of full-time professional involvement. The purpose of completing an internship in Exercise Science is twofold. First, to further develop applied practical skills and abilities based on the theory, knowledge and principles learned in the classroom and laboratory. You will have the opportunity to observe, participate, and learn from experienced exercise science professionals to prepare you to function effectively and efficiently in the professional setting of your choice. Second, and extremely important, the internship enables the student to develop professional behavior with both other professionals and patients/clients. The internship is your first exposure to the professional world. The impressions you leave will follow you during your professional career.

This handbook is a guide for the cooperative arrangements between the students, the various sponsoring agencies, and Gardner-Webb University (GWU). The handbook has been prepared to assist students, faculty, administrators, and organization supervisors in understanding the aims, objectives, principles, policies, and requirements for the professional internship at GWU.

Internship Objectives:

1) To provide the student with an opportunity to integrate theory and practice into her/his professional education. To accomplish this objective, exchange of contemporary thinking and insights between the student and Agency personnel should be encouraged.

2) To provide the student with an opportunity to promote and broaden her/his philosophy and understanding of the exercise science profession s/he is interested in.

3) To enable the student to obtain information that can be used as a basis for making choices in relation to future jobs, areas of specialization, and/or further study in exercise science.

4) To enable the student to realize personal strengths and weaknesses.

5) To provide the student with an opportunity to gain experience in leadership, supervision, and administrative functions within the field of exercise science.

6) To help the student gain an understanding and appreciation of the roles, duties, and responsibilities of a full-time exercise scientist.

7) To provide the student with experiences that will enable her/him to develop sound human relations and spiritual development.
8) To strengthen relationships between exercise science related service agencies and Gardner-Webb University.

**Desired Student Outcomes:**

1) Increase the knowledge, skills, and abilities of the student.

2) Develop positive references for future employment opportunities.

3) Develop network of exercise science related professionals in the specific profession of interest.

4) Gain feedback through evaluation of professional performance by agency supervisor and university internship coordinator to use for internship performance and future improvement.

5) Develop student journal that will chronicle internship activities, reflections, and future goals.

6) Gain experience through worksite-related and in-service project(s) to improve an exercise science aspect of the Agency.

7) Gain competence in transitioning from student to field practitioner.

**What Type of Internship Do I Want?**

When choosing the type of internship you want to do, you should answer the following question: What would you like to do for your professional career? If you want to go into cardiac rehabilitation, obviously, you should select an internship in cardiac rehabilitation. Other possible areas for internship include: clinical exercise physiology, corporate fitness/wellness center management, worksite health promotion, strength and conditioning, pre-professional preparation, and community fitness/personal training. These will be discussed in more detail later. Other contributing factors that can help you decide on an internship are: time commitment, compensation, and location. However, these should not be major determinants.

**What If I Do Not Know What I Want To Do Professionally?**

If you are not sure what path you want to pursue, it is always best to do a clinical based internship. You can always work in any field with a clinical internship. In fact, some corporate facilities look for employees who have completed a clinical internship. On the other hand, cardiac rehabilitation programs most likely would not hire a person who did not do a cardiac rehabilitation internship.
**When Can I Do My Internship?**

The internship is a summer only capstone experience to be completed before graduation. There are three requirements that must be completed before you may start an internship. First, you must have achieved candidacy. Second, you must have valid Adult CPR/AED certifications. Third, you must have completed all prerequisite courses in the major. This includes: BIOL 111, 203, 204, 222; CHEM 111; EXSI 200; EXSI 306 or 335; EXSI 432. Accordingly, plan ahead! If you want to graduate in a certain semester, make sure all courses are taken on time. Certain courses are only offered in certain semesters. You may not take a required class during your internship. This may potentially be a disservice to the agency.

**Where Can I Do My Internship?**

There is no automatic placement process for internships. Most internship agencies have an interview process in place to select student interns. You may choose where to apply for an internship. However, remember some agencies are extremely competitive. You may choose to do your internship in either a cardiac rehabilitation program, hospital-based wellness center, physical therapy clinic, physician’s office, corporate-based wellness center, university, team sports organization, strength and conditioning center or community-based fitness center settings. Other agencies must be approved by the internship coordinator.

**Can I Do My Internship at the Same Facility I Did My Practicum (EXSI 421)?**

Internships should be performed at a different facility than your practicum. The reason being, the advantages gained by new experiences and viewpoints outweigh the comfort level gained at a previous facility. In certain instances, internships at the same facility as a practicum will be allowed if you can document that new experiences will be learned. In other words, the internship will not be a repeat of the practicum.

**What Type of Internships are Available?**

There are seven standard types of internships available. These will be briefly described individually. Other agencies must be approved by the internship coordinator.

**Cardiac Rehabilitation**

An internship in cardiac rehabilitation prepares you to work with patients not only recovering from a heart attack and/or bypass surgery, but also with patients at high risk for heart disease. You will be exposed to a variety of experiences depending upon the agency you choose. These experiences may include: graded exercise stress testing, dynamic and static EKG interpretation, exercise prescription writing, phase I, II and III exercise leadership, patient education. Strong EKG skills are important. Some agencies may give you an EKG test during an interview. Completion of this internship should prepare you for the ACSM Exercise Physiologist Certified® (EP-C) Exam. Also, this internship should begin to prepare you for the Registered Clinical Exercise Physiologist® (RCEP) exam.
Clinical Exercise Physiology

An internship in clinical exercise physiology gives you a variety of experiences. Some cardiac rehabilitation may be included. However you also learn to work with many different clinical populations. These may include patients with diabetes, cancer, Parkinson’s disease, osteoporosis, multiple sclerosis, COPD, obesity, multiple risk factors for heart disease and others.

The populations depend on the agency. Skills that should be strengthened during this internship are exercise testing, prescription writing, exercise leadership, and exercise progression. Completion of this internship should prepare you for the ACSM EP-C® exam. This internship should also begin to prepare you for the RCEP® exam.

Corporate Fitness/Wellness Center Management

An internship in corporate fitness/wellness center management prepares you to do fitness testing and prescription writing for healthy populations. In addition, opportunities should be available to learn the operations procedures of the center (e.g., management techniques, center statistics, interviewing skills, marketing, budget analysis). This internship should prepare you to take the ACSM EP-C® exam.

Worksite Health Promotion

An internship in worksite health promotion is closely related to corporate fitness. However, additional emphasis is placed on health promotion programs for company employees (e.g., smoking cessation, stress management, cholesterol and blood pressure screenings and others).

Strength and Conditioning

An internship in strength and conditioning prepares you to work as a strength and conditioning coach for university or professional sports teams. You will perform all types of strength testing and training for various muscle groups geared for performance enhancement. This internship should prepare you to take the NSCA Certified Strength and Conditioning Specialist (CSCS) exam.

Pre-Professional Preparation

This internship is for students pursuing advanced professional degrees in Medicine, Physical Therapy or Physician’s Assistant. Experiences include a combination of patient care under the direct supervision of a physician and/or allied health professional.

Community Fitness/Personal Training

An internship in community fitness/personal training prepares you to work with healthy adults in the context of personal training. At the completion of this internship you should be eligible to apply for a personal training certification exam.
“Other”

Other internship agencies may be approved by the internship coordinator as long as the program meets the following criteria:

1) They are professionally recognized and competent in the field of exercise science or a specific related area.

2) They have extensive, active, and well-balanced programs and administrative structures.

3) They provide opportunities for students to observe and participate in all of their programs, operations, and administrative procedures.

4) They have equipment and facilities adequate for comprehensive programming.

5) They have staff members who are qualified through education and experience to give supervision to interns.

_Potential Internship Agencies_

There are a growing number of health care organizations, businesses, wellness centers, and industries in and around the Carolinas that offer exercise science internships. The following is a partial list of potential internship agencies:

Advanced Therapy Solutions (Spartanburg, SC)
Apex Physical Therapy (Phoenixville, PA)
Bommarito Performance Systems (Davie, FL)
Carolina Medical Center (Charlotte, NC)
Carolina Neurosurgery & Spine Associates (Charlotte, NC)
Carolina Orthopedic Specialists (Taylorsville, NC)
Carolina’s Rehabilitation (Belmont, NC)
CaroMont Health and Fitness Center (Gastonia, NC)
Champions Sports Performance (Cornelius, NC)
Cleveland Physical Therapy Associates (Shelby, NC)
Cleveland Regional Cardiac & Pulmonary Rehab. (Shelby, NC)
CMC Myer’s Park Outpatient Cardiac Rehab. (Charlotte, NC)
CMC Northeast – Cardiac & Pulmonary Rehab. (Charlotte, NC)
Davie Training Systems (Longwood, NC)
Dynamo Swim Club (Atlanta & Alpharetta, GA)
Elon University Athletics (Elon, NC)
Explosive Performance (Gaithersburg, MD)
Forsyth Memorial Hospital Cardiac Rehab
Frye Regional Medical (Hickory, NC)
Furman Athletics (Greenville, SC)
Georgia Tech Athletics (Atlanta, GA)
Harris YMCA (Charlotte, NC)
Hendrick Motorsports (Concord, NC)
High Point Regional Hospital (High Point, NC)
Mecklenburg County Health Department
Mecklenburg County Park & Recreation
OT4Kids (Lexington, NC)
Pardee Rehab and Wellness Center (Hendersonville, NC)
Performance Unlimited (Charlotte, NC)
Phoenix Physical Therapy and Wellness Specialists (Denver, NC)
Physical Therapy Inc. (Gaffney, SC)
Pivotal Fitness (Summerville, SC)
Presbyterian Center for Preventative Cardiology (Charlotte, NC)
Presbyterian Pulmonary Rehabilitation (Charlotte, NC)
Proaxis Therapy (Spartanburg, SC)
PT Center (Monroe, NC)
Quest Performance (Brentwood, TN)
Rex Healthcare Wellness Center (Cary, NC)
Rowan Regional Cardiac Rehab & Wellness (Salisbury, NC)
Therapy Plus (Forest City, NC)
Transylvania Community Hospital (Brevard, NC)
Velocity Sports Performance (Spartanburg, SC)

Registering for the Internship (EXSI 451)

You may not participate in an internship program for academic credit if you have not registered with the University. You must register for the internship the summer semester you are actually in attendance at the internship agency. You must register for the full six (6) hours at the current summer tuition rates. If you have any questions about this process, please ask.

Do I Need Liability Insurance?

The University provides basic liability insurance coverage for all students performing internships at facilities where a signed contract exists. A certificate of insurance can be provided, if needed, once the agreement is signed. Additional coverage is available from HPSO for purchase at an additional cost to the student. Some internship facilities may require additional coverage. If desired, contact HPSO at 800-982-9491 or www.hpso.com.

DESCRIPTION OF THE INTERNSHIP

Length

The internship consists of 300 contact hours. This translates to 15 weeks of 20 hours per week. Under certain circumstances, hours per week may be shortened, but the number of weeks will be increased to compensate. All 300 hours should be completed at the same internship agency. In special situations, internships may be split between two different agencies. However, this is discouraged and must be approved by the internship coordinator. If a non-traditional internship is approved, 150 of the 300 hours must be exercise science related.
**Internship Agency Responsibilities**

1) The Agency will supply a job description to the student that will be submitted to the GWU internship coordinator with a contract. The job description should list the duties and experiences the student will encounter. Basic learning objectives for the student should also be listed in the job description.

2) Regular feedback and instructional meetings must be held between supervisor(s) and intern(s). One or more telephone and/or in-person conference between the Agency supervisor and GWU internship coordinator should be held.

3) The Agency supervisor will submit an evaluation of the student’s performance and experience using the form(s) supplied in the Appendices of this handbook at the mid-point and end of the internship. A total of two evaluation forms are required.

4) If the student’s performance does not meet professional standards for an intern with similar experience and education the Agency has the right to ask for the removal of the student intern.

**GWU Internship Coordinator Responsibilities**

1) Assist the student in focusing on professional and career interests.

2) Assist the student in setting realistic goals.

3) Provide the Agency with information concerning the student’s background.

4) Make one or more telephone and/or in-person conferences with the agency supervisor. E-mail communication may be utilized as well when available.

5) Provide advice and guidance for the student intern through on-site visits, phone calls, and responses to weekly reports and evaluations.

6) Take immediate remedial action when agency supervisor and/or student notes that the internship experience is detrimental to either party.

**Intern Responsibilities**

1) Cooperate with the GWU internship coordinator in selecting an internship agency. This process should start at least 4-6 months prior to the start of the internship. The contract, job description, and resume should be on file at GWU no later than one month prior to the start of the internship.

2) Thoroughly examine, discuss, and review all aspects of the Internship Handbook with the Agency supervisor. NOTE: the intern should provide a copy for the agency to retain. Review the contract(s) and job-description with the Agency supervisor, sign them, and return them to the GWU internship coordinator.
3) Develop and submit to the GWU internship coordinator and Agency supervisor a statement of goals to be met during the internship.

4) Prepare to the best of one’s ability for the experience with the Agency. Acquire as much information as possible about the Agency before arrival.

5) Provide a resume for the Agency and the GWU internship coordinator prior to signing the internship contract.

6) Make necessary residential and transportation arrangements prior to the internship.

7) Agree to fulfill the terms of the written agreement with the Agency and the GWU internship coordinator.

8) Conduct oneself as a member of the Agency by performing within the policies and expectations of that Agency. Be professional as regards to appointments, attendance, meetings, and discussions with supervisors and others. Act and dress professionally.

9) Submit accurate records, reports, etc. as requested by the GWU internship coordinator and/or Agency supervisor, according to schedule.

10) The internship experience should be educational. Therefore, seek as much variety as possible, attending meetings, observing different programs within the Agency, and volunteering for new and demanding opportunities.

Agency Supervisor

The agency where the internship takes place must have an individual designated as the agency supervisor. This individual should be a Master’s prepared professional or a Bachelor’s prepared professional with a minimum of five-years experience. The agency supervisor will be responsible for determining a high percentage of your final grade.

Professionalism

You are expected to follow all rules, policies and procedures, which have been established for the employees of the agency. This includes showing up for work on time, calling ahead if late, and calling with enough notice if ill. If you are not given a uniform to wear, you should dress professionally at all times. Check with your supervisor to see what is appropriate.

Credit vs. Stipend

You will be granted six (6) academic credits for successful completion of your summer internship. Depending upon the resources of the agency, you may or may not be compensated for your services. Usually there are no stipends available for internships. Internships that do pay are extremely rare and competitive.
**Student Utilization**

Once properly trained, it is expected that you become an integral part of the agency. If you feel you are not being used properly, please address this situation with your agency supervisor. If not satisfied with his/her action, contact the internship coordinator. Please follow this line of command for all problems that transpire during your internship.

**Grading**

Your internship will be graded in the following manner. Weekly reports and time sheets 20%; Agency supervisor midterm/final evaluations 20%; In-service project 15%; Internship coordinator final evaluation 10%; Exit interview 5%; Final Report 10%; Internship portfolio 20%. Failure to complete any one assignment will result in the lowering of your final grade by one letter grade.

**Termination**

If you fail to adhere to institutional policies and procedures you will receive warnings from your supervisor (as an example, see “Professionalism”). If the adverse behavior occurs on a continual basis, the internship supervisor has the right to terminate your internship. In this instance, you will receive a “F” for the internship. The internship must be repeated before graduation is official. The student is responsible for tuition and fees when repeating an internship. If you are terminated from a second internship, you will be dismissed from the Exercise Science Program and not be given permission to register for a third opportunity.
HOW DO I FIND AN INTERNSHIP AGENCY?

Researching Possible Agencies

1) Become aware of possible internship agencies in your area of specialization by considering the following resources:
   a. Files in internship coordinator’s office
   b. Former students of GWU
   c. Exercise Science program faculty
   d. Contacts with professionals at conferences and workshops

2) Contact internship agency coordinator or search the Internet and gather as much information on internship agencies as possible, such as:
   a. Requirements of internship (some facilities may require a longer internship period)
   b. Agency’s philosophy toward the use of student interns
   c. Staffing
   d. Patient populations/clientele
   e. Programs available
   f. Additional options

3) Further investigate agency by:
   a. Arranging an on-site visit
   b. Reading brochures on agency
   c. Read internship papers completed by previous interns (if any).

Steps in Securing an Internship:

1) Prepare a draft cover letter and resume. Bring to advisor and/or internship coordinator for approval.

2) Obtain advisor’s approval to start soliciting internship information 4-6 months prior to anticipated internship start date.

3) Contact potential agencies by mail or phone. Ask for internship availability and information packet. Initial contact should take place 4-6 months prior to anticipated internship start date. Follow researching tips above.

4) Depending on the agency, you will probably have to fill out an agency application, acquire letters of recommendation, arrange for transcripts, and submit resume and cover letter, all in a timely fashion.

5) If no one has contacted you in two weeks, place a follow-up phone call to check on possible interview date.

6) Prepare for interview. Follow interviewing tips and prepare answers to commonly asked questions.
7) It is very important during the interview process that you interview the agency as much as they interview you. Have 5-10 questions prepared to ask the interviewer about the internship. You should get a feel for the personality and managerial style of your potential supervisor. If you do not feel comfortable working for him/her or for the agency—DON’T! While primarily educational, the internship should also be enjoyable. If you do not get along with your supervisor, it can make for a never-ending experience. Make sure you are aware of what will be expected of you to complete the internship.

8) Following interview, send thank you letter to interviewer. Express your continued interest in the position.

9) Upon receiving an internship offer or rejection, respond to the agency with a letter of acceptance, or a letter of regret (“Thank you for your consideration”). If GWU has no affiliation agreement (Appendix A) with the agency that has accepted you, initiate affiliation agreement process with internship coordinator. Technically, your internship is not official until an agreement exists.

10) Complete internship application (Appendix B) and attach a copy of official acceptance and turn in to your advisor. After your advisor signs the application form, turn in to internship coordinator.

11) Remember, YOU MUST HAVE CANDIDACY; VALID ADULT CPR/AED CERTIFICATIONS; AND HAVE COMPLETED ALL PREREQUISITE COURSES IN MAJOR TO START YOUR INTERNSHIP. The Exercise Science Internship (EXSI 451) is only offered during the summer, and students will be charged for the 6-credit hour experience at the current summer tuition rate.

12) Call agency supervisor 2-3 weeks prior to starting to confirm start date.
HOW DO I SUCCESSFULLY COMPLETE MY INTERNSHIP?

Internship Requirements:

1) 300 contact hours (20 hours/week for 15 weeks), fulfilling internship goals (Appendix C), unless other arrangements have been made with internship coordinator.

2) Daily log, weekly reports (Appendix D), and weekly time sheets (Appendix E) – keep track of all activities performed both practical and educational. Record your perception of the activity – was it organized, interesting; were you given sufficient instruction and/or guidance to complete assignment, etc.

3) Perform an in-service (Appendix F) to agency professional staff on relevant topic of your choosing and approved by your agency supervisor.

4) Meet with internship coordinator during an on-site visit (if site is within 150 miles of GWU). For sites outside this distance, phone conversations may take place.

5) Agency supervisor completion of midpoint and final student evaluation (Appendix G). Midpoint and final evaluation must be signed by agency supervisor and student and turned in to Internship coordinator (fax or email) at the midpoint and completion of internship.

6) Each student must complete an Internship Evaluation (Appendix H).

7) At the completion of internship, each student must write a 5-10 page final report on the internship experience (Appendix I).

8) To assure receiving a grade for the current semester, a completed internship portfolio should be turned into the GWU internship coordinator a minimum of one-week prior to the final grades due date of that semester.

9) Student should not share agency evaluation or final report with agency supervisor. Internship coordinator will review and send report to agency supervisor if warranted.

10) Final grade will be based on the following: Weekly reports and time sheets 20%; Agency supervisor midterm/final evaluations 20%; In-service project 15%; Internship coordinator final evaluation 10%; Exit interview 5%; Final Report 10%; Internship portfolio 20% (Appendix J). Failure to complete any one assignment will result in the lowering of your final grade by one letter grade.

11) Following completion of your internship, you must send a Thank You Letter to your agency supervisor for their time and effort in helping you complete your education (Appendix K). If you were extremely pleased with your experience, a small gift as a token of your appreciation is not compulsory or expected, but is a nice gesture.
HOW DO I SET APPROPRIATE INTERNSHIP GOALS?

The Importance of Goals: Why Set Goals? How Do They Help?

Goals:

• Are a communication tool; clarifies what you are expected to accomplish and how.
• Increase the likelihood you will achieve your desired results.
• Are a way to challenge and stretch yourself; to help you perform even better and surpass expectations.
• Help to engage everyone; when you see how your goals fit with broader departmental goals or strategic priorities, it makes your work more meaningful.
• Help everyone succeed. Alignment within your group regarding your goals and those of your co-workers is important.
• Focus effort, use resources efficiently, and help you to accomplish more.

Goal Setting Key Principles

• Mutual understanding and buy-in between you and your site supervisor is key to effective goal setting.
• Working with others to identify the resources and collaboration that may be needed is essential.
• It is important to track progress and revise goals as needed.

Begin with the end in mind.

Developing SMART Goals

Using the SMART acronym can help ensure that you and your site supervisor share the same understanding of goals.

<table>
<thead>
<tr>
<th>S</th>
<th>Specific</th>
<th>Clearly state the expected outcome (what is to be accomplished).</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>Measurable</td>
<td>Provide the metrics to measure completion.</td>
</tr>
<tr>
<td>A</td>
<td>Attainable</td>
<td>Identify goals (and deliverables) that are capable of being met.</td>
</tr>
<tr>
<td>R</td>
<td>Results-oriented</td>
<td>Describe the desired changes, improvements, or output</td>
</tr>
<tr>
<td>T</td>
<td>Time-defined</td>
<td>Identify interim milestone dates and a final completion date</td>
</tr>
</tbody>
</table>
A. Clearly Describe What SMART Goal Completion Looks Like

- What is the current state and what is the desired state (following goal completion)?
- How will performance against the goal be assessed?
- What are the metrics used to measure completion?
- What are the interim milestone dates and final completion date?
- What specific results and behaviors will indicate successful completion?

B. Examples of “SMART” Goals

Below are examples of job and performance goals that have been reworked to become “SMART” goals.

<table>
<thead>
<tr>
<th>Original Goal:</th>
<th>Revised Goal:</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Organize our department processes”</td>
<td>“Document key department processes and procedures and distribute them internally to key stakeholders by year’s end.”</td>
</tr>
<tr>
<td>“Continue with professional development”</td>
<td>“Attend a CWD class on effective delegation and share what I learned with my manager and colleagues. Apply at least one delegation skill that I learned.”</td>
</tr>
<tr>
<td>“Create a system to track grants”</td>
<td>“Create a system to track international grants so we can sort and report them by at least source, date, and amount. System to be completed by the end of March.”</td>
</tr>
<tr>
<td>“Maintain lab”</td>
<td>“On a weekly basis, complete lab inventory and order any needed supplies. Ensure safety procedures are up-to-date and posted. Provide preliminary safety training and onboarding for new staff.”</td>
</tr>
<tr>
<td>“Fix database”</td>
<td>“Identify issues with current database and prioritize based on need and time spent to resolve. Rework database to resolve issues, test changes, and launch new database. Review enhancements after two months.”</td>
</tr>
</tbody>
</table>

C. Types of Effective Goals

- To increase something (funding, output, effectiveness).
- To provide something (research, service, training).
- To improve something (efficiency, transparency, communication, customer service).
- To decrease something (expenses, inefficiency, redundancy).
- To save something (time, resources, energy).
D. Tips for Increasing Goal Success

• Once your SMART goals are mapped out, identify the deliverables (with time frames) that will contribute to successful goal completion.
• Determine what resources are needed to carry out each goal and make sure that they are available; ask for help when you need it.
• Discuss your goals with others who can help you or be supportive.
• Consider potential obstacles and then map out possible solutions for each.
• Take time to recognize your success after reaching critical milestones.

**Internship Goals**

• Internship goals answer the question, “What do I need to accomplish this internship and what do I need to deliver?”
• Create a draft of your internship goals. Remember to follow the SMART (Specific, Measurable, Attainable, Results-oriented, Time-defined) model. For each goal, identify what it will take to accomplish it:
  - What steps are necessary to complete the goal?
  - What resources, tools, skills, and support will you need?
  - What challenges/obstacles might you face?
• Meet with your site supervisor on a regular basis to ensure that you are aligned regarding your goals, including needed behaviors. Discuss the tools needed, as well as potential obstacles. Discuss any changes to your goals and update them based on the department’s changing needs and/or shifting priorities.

**FREQUENTLY ASKED QUESTIONS**

Below are some of the frequently asked questions that students ask about internships. This section might answer some current and future questions you might have.

1) *I’m currently working full time at an exercise science/health fitness company. Can I just stay here to do my internship?*

No. This internship is designed to expand your knowledge, skills, abilities, expertise and connections in the exercise science field. By completing a separate internship, you are building a resume with multiple experiences, which is to your advantage. An internship is a contractual agreement among the university, approved agency, and the student. If a person is employed in the worksite, the needs of the company (down sizing, firing, etc.) supersede the needs of the university or the student and may jeopardize the completion of the internship.

2) *I am currently working full time to pay for school, my apartment, my car, etc. To be able to pay for these expenses my internship is going to have to be paid, especially if I am expected to intern ~20 hours a week. Where is a good paying internship agency?*

In prior semesters, it is likely that you spent approximately the same amount of time going to classes and studying as will be required in a ~ 20 hour per week internship. Up to this point you
scheduled your work life around your academic schedule. You would be well advised to do the same during your internship. While some internships are paid, they usually provide only token remuneration, so do not quit your night or weekend job. Students should attain the best possible internship to support their future careers. Often the best internships don’t pay now, but they lead to better starting positions than paid internships.

3) I can’t get my schedule to work out this semester, so I’d like to take my internship a semester early. Can I enroll in EXSI 451: Internship in Exercise Science earlier?

No. The exercise science internship is designed to be a capstone experience, utilizing all the course work and skills acquired in your academic career. Working at an internship earlier in your academic progress puts you at a disadvantage. You may not have the necessary knowledge, skills, abilities, or experiences to perform the tasks required, which could result in a poor evaluation of your work. Internships are designed to transition the student between college and full time employment. Getting the experiences in proper order and completing them well is important to your success and the department’s reputation.

4) Can I do my internship and take a course in the same semester?

If you are able to work your ~ 20 hours per week for the internship and take a course not required for the exercise science major, you may do so as long as you have approval by the department faculty.

5) Do I need to return to Gardner-Webb University to fulfill the requirements of EXSI 451?

No. You may complete the Exit Interview via phone, Skype, or FaceTime in the absence of a face-to-face conversation.

6) Now that I’ve started my internship I have realized that this is not the experience I was looking for. What can I do?

In an attempt to ensure that you gain the experiences that you desire, we have you outline your internship goals and sign them with the University internship coordinator and the Agency supervisor. If you are working towards the completion of these goals and you are unhappy, there isn’t much we can do. Therefore, be thorough when completing your internship goals prior to the start of your internship experience.

7) What happens if I don’t complete the required 300 internship hours before the end of the semester?

If you do not complete the internship hours before the end of the semester in which you are enrolled in EXSI 451, you will receive the grade of “Incomplete.” Once you complete your internship hours and the necessary paperwork, evaluations, and exit interview, the grade of “Incomplete” will be replaced with your course grade.
8) **What if I am all set to begin my internship experience and I earn a grade less than “C” in a course required for the Exercise Science major?**

Since you must complete all courses required for the Exercise Science major with a grade of “C” or better prior to beginning your internship experience, you will have to relinquish your internship site.

9) **What should I expect when the University Internship Coordinator comes for a Site Visit?**

The internship site visit by the University internship coordinator will involve a tour of the facility, a review of the student’s work, and a conference with the agency supervisor. A typical site visit will last approximately 60 minutes.

10) **Do I have to pay tuition to complete my internship for academic credit?**

Students completing the required 6-credit hour Exercise Science major internship experience (EXSI 451) must pay the current summer tuition rate during the summer in which they are enrolled in EXSI 451.
APPENDICIES
AFFILIATION AGREEMENT
between
GARDNER-WEBB UNIVERSITY
and

Agreement made this ___ day of ________________, 20___, by and between
________________________, hereinafter called the Agency, located in
________________________, ____, and Gardner-Webb University, hereinafter called the
University.

WHEREAS, the parties wish and intend by this Agreement to set forth the terms and conditions
of engaging in a program for the practice experience at the Agency of students enrolled in the
School of Preventive and Rehabilitative Health Sciences’ Exercise Science program.

IT IS THEREFORE AGREED AS FOLLOWS:

I. UNIVERSITY RESPONSIBILITIES

The University shall, in consultation with representatives of the Agency, plan and
administer the educational program for its students at the Agency and shall assume the
following responsibilities.

A. The University shall provide the Agency with its overall plan for the use of Agency
facilities at least one month(s) prior to the commencement of the academic year. The plan
shall include details of the University’s educational program at the Agency, including the
objectives, and approximate number of students for each term, dates, times, and levels of
each student’s academic preparation. The University shall modify its educational
program as necessary to accommodate the reasonable requirements of
the Agency.

B. The University will provide the names of students as soon as possible after registration
for each semester, but in no event later than one week before the beginning of the
practice experience at the Agency.

C. The University agrees to provide instruction to each student, in accordance with
standards mutually agreeable to the University and the Agency, and to present for
practice experience at the Agency only those students who have satisfactorily completed
the instructional program.

D. The University shall inform all its students assigned to the Agency that, as a condition
of participating in the Agency’s program, the University’s students are required to
cooperate with all rules, regulations, policies and procedures of the Agency, including but
not limited to those relating to the confidentiality of patient and Agency records and
information, and to the responsibility and authority of the medical, nursing, and
administrative staff of the Agency over patient care and Agency administration. The
University shall instruct all of its students that Agency identification badges must be
worn at all times students are in the Agency.
E. The University shall maintain all educational records and reports relating to the educational program completed by individual students at the Agency, and the Agency shall have no responsibility respecting the same other than those agreed upon reports from Agency supervisors which are necessary to the University’s monitoring of student progress. The timing and nature of such reports shall be described in the plan specified in section 1A of this Agreement. The Agency shall refer all requests for information respecting such records to the University. The University agrees to comply with all applicable statutes, rules and regulations respecting the maintenance of and release of information from such records.

F. If requested by the Agency, the University shall instruct each student to provide the Agency with evidence that the student has passed a physical examination of a scope and within time periods satisfactory to the Agency, and such evidence shall indicate that the time of the physical examination, the student was free from contagious diseases as nearly as could be ascertained by such examination. The University shall inform each student of the importance of having in force a policy of health insurance to defer the cost of hospital and medical care of any illness or injury that might be sustained while the student is participating in any field work, and also shall inform each student of the substantial monetary liability that the student might incur as a result of failure to have such insurance in force.

G. The University shall have full responsibility for the conduct of any student disciplinary proceedings and shall conduct the same in accordance with all applicable statutes, rules, regulations and case law.

H. (i) No provision of this Agreement shall prevent the Agency from refusing to accept any student who has previously been discharged for cause as an employee of the Agency, who has been removed from or relieved of responsibilities for cause by the Agency, or who would not be eligible to be employed by the Agency. The Agency shall notify the University in writing of its refusal to accept a student and the basis therefore.

(ii) The Agency may submit a written request to the University for the withdrawal of any student from the program for a reasonable cause related to the need for maintaining an acceptable standard of patient care, and the University shall immediately comply with such request. The written request from the Agency shall set forth the basis for removal.
II. **FACILITY RESPONSIBILITIES:**

The Agency shall plan and administer all aspects of patient care and shall assume the following responsibilities:

A. The Agency shall provide qualified supervision of University students during their practice experience. Agency supervisory personnel may, in an emergency, or in certain cases based upon applicable standards of patient care, temporarily relieve a student from a specific assignment or require that such student leave an area or department pending a final determination of the future status of the student by the parties.

B. The Agency shall cooperate with the University in the planning and conduct of the student's practice experience, to the end that the student's practice experience may be appropriate in light of the University's educational objectives.

C. No provision of this Agreement shall prevent any patient from requesting not to be a teaching patient or prevent any member of the Agency's medical staff from designating any patient as a non-teaching patient.

III. **GENERAL PROVISIONS:**

The parties mutually acknowledge and agree as follows:

A. The University agrees that statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, costs, actions, causes of action, losses or expenses (including attorney fees) resulting from or caused by the actions or omissions of the University, its employees and students pursuant to this Agreement. The Agency agrees that, statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, costs, action, causes of action, losses or expenses (including attorney fees) resulting from or caused by the actions or omissions of the Agency or its employee pursuant to this Agreement.

B. The University shall provide or require that each student maintain professional liability insurance with policy limits satisfactory to the Agency and the University.

C. Each party shall be separately responsible for compliance with all laws, including antidiscrimination laws, which may be applicable to their respective activities under this program.

D. Students of the University shall not be deemed to be employees of the Agency for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholdings, social security or any other purpose, because of their participation in the educational program. Each student is placed with the Agency to receive practice experience as a part of his or her academic curriculum; those duties performed by a student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no
time shall students replace or substitute for any employee of the Agency. This provision shall not be deemed to prohibit the employment of any such participant by the Agency under a separate employment agreement. The University shall notify each student of the contents of this paragraph.

E. This Agreement is intended solely for the mutual benefit of the parties hereto, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than the Agency and the University; without limiting the generality of the foregoing, no rights are intended to be created for any patient, student, parent or guardian of any student, employer or prospective employer of any student.

F. In the performance of their respective duties and obligations under this Agreement, each party is an independent contractor, and neither is the Agency, employee or servant of the other, and each is responsible only for its own conduct.

G. This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements and understandings, whether verbal or in writing, are hereby merged into this Agreement.

H. No amendment or modification to this Agreement, including an amendment or modification of this paragraph, shall be effective unless the same is in writing signed by the party to be charged.
IV. **TERM OF AGREEMENT:**

This Agreement shall become effective as of __________, 20___ and shall continue thereafter until terminated by either party upon forty-five (45) days written notice of termination; provided, however, that students then receiving instruction in any program shall be given an opportunity to complete the full program during that instructional period.

V. **NOTICE:**

Any notice under this Agreement shall be directed to:

**AGENCY**

________________________________________
________________________________________
________________________________________

**UNIVERSITY:**

Benjamin Leslie, DTh and Jeffrey M. Hartman, PhD, ACSM-HFS, CSCS, NSCA-CPT, Exercise Science Program and Internship Coordinator
Gardner-Webb University Gardner-Webb University
Boiling Springs, NC 28017 School of Preventive and Rehabilitative Health Sciences
Boiling Springs, NC 28017

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

**GARDNER-WEBB UNIVERSITY**

BY: __________________
Dr. Ben Leslie, DTh
Provost & Executive Vice President

**THE AGENCY**

BY: __________________

DATE: __________________
DATE: __________________
APPENDIX B
APPLICATION FOR EXERCISE SCIENCE INTERNSHIP
School of Preventive and Rehabilitative Health Sciences
Gardner-Webb University

Instructions: Student is to complete (typed) sections “A” through “H,” then turn in application to university internship supervisor. University academic advisor is to complete section “I,” and University internship supervisor is to complete section “J.”

A. Background Information
Name: Student ID#: 
Address (local): 
Phone: 
Address (permanent): 
Phone: 
Email: Current Cumulative GPA: 
Semester of Internship: Anticipated Date of Graduation:

B. Brief Description of Career Aspirations:

C. Internship Agency Request
List in order of preference, two to three organizations at which you would like to complete your internship.

1) Organization: Supervisor:
   Address: 
   Phone: 
   Email: 

2) Organization: Supervisor:
   Address: 
   Phone: 
   Email: 

3) Organization: Supervisor:
   Address: 
   Phone: 
   Email: 

D. Brief Description of Internship Goals:

E. Resume:
Attach a copy of your resume to this application.

F. Proof of CPR Certification:
Attach a photocopy of your current CPR card to this application
G. Medical and Professional Liability Insurance:
Though not required, both types of insurance are highly recommended and may be required at your internship agency. Attach a photocopy of professional liability insurance policy.

H. Understanding of Responsibility
I understand that I will be responsible for a) arranging transportation to and from the internship agency, b) all financial arrangements connected with this placement may be arranged with the internship agency by the student, c) housing arrangements, and d) other arrangements as necessary to fulfill this education experience.

____________________________________  _______________________
Student Signature                        Date

I. Satisfaction of internship eligibility requirements (to be completed by Academic Advisor):

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Acceptable</th>
<th>Deficient*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required course work completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Minimum GPA attained</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C or better in major coursework</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D or better in non-major coursework</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

____________________________________  _______________________
Academic Advisor Signature                        Date

J. Satisfaction of internship agency requirements (to be completed by University Internship Coordinator):

<table>
<thead>
<tr>
<th>Internship Agency</th>
<th>Acceptable</th>
<th>Deficient*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd Choice</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd Choice</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

____________________________________  _______________________
University Internship Coordinator Signature       Date

*Explain deficiencies or reasons for rejecting internship agency application:
APPENDIX C
EXERCISE SCIENCE INTERNSHIP GOALS
School of Preventive and Rehabilitative Health Sciences
Gardner-Webb University

INSTRUCTIONS: To be completed by the intern in cooperation with the agency supervisor and submitted (email) to the GWU internship coordinator prior to the internship start date. Must be typed.

The Intern is expected to state a minimum of three (3) and maximum of five (5) clearly defined and measurable goals for the internship experience (follow SMART goal setting principles). These goals are to be discussed with the Agency Supervisor and presented in written form to the Agency Supervisor and the Exercise Science Internship Supervisor.

1.

2.

3.

4.

5.

________________________________________
Date                  Intern’s signature

________________________________________
Date                  Agency supervisor’s signature
INSTRUCTIONS: Each intern is expected to journal her/his daily work. The weekly report should be a summary of that daily reflection, and must be submitted to the GWU internship supervisor no later than the first Monday following the week for which the report is submitted. Reports submitted after the scheduled deadline will result in reductions in the internship final grade. The weekly reports must be typed and include the following information and data:

DATE: ______________

WEEK OF INTERNSHIP: _________________________

INTERN: ___________________________________

AGENCY: __________________________________

AGENCY SUPERVISOR: _________________________

1. Nature of week’s work (all encompassing detailed reflection).

2. Minimum of two (2) key lessons learned from the week’s work.

3. Specific challenges encountered and how they were specifically addressed and/or resolved.

4. Role agency supervisor played in your internship experience.

5. Changes you would initiate if you were to conduct week’s work a second time.

_____________________________________________  ______________________________
Date                                              Intern’s signature

_____________________________________________  ______________________________
Date                                              Agency supervisor’s signature
**APPENDIX E**

**WEEKLY TIME SHEET**

School of Preventive and Rehabilitative Health Sciences

Gardner-Webb University

**INSTRUCTIONS:** This Excel form is to be submitted (email) to the GWU internship coordinator no later than the Monday following the week for which the report is submitted. Emailed forms DO NOT have to be signed; however, the final internship portfolio MUST include all signed time sheets. It is the intern’s responsibility to calculate cumulative hours with each submission. Please see the course blackboard homepage for this Excel form.

---

### Weekly Time Sheet Form

| Week Start: | 6/10/12 |
| Intern: | [Type Name Here] |
| Agency Supervisor: | [Type Name Here] |
| Employee phone: | [Phone] |

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Time In 2</th>
<th>Time Out 2</th>
<th>Regular Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>6/10/12</td>
<td>8:00 AM</td>
<td>11:00 AM</td>
<td>12:00 PM</td>
<td>2:00 PM</td>
<td>5</td>
</tr>
<tr>
<td>Monday</td>
<td>6/11/12</td>
<td>11:00 PM</td>
<td>3:00 AM</td>
<td>4:00 AM</td>
<td>10:00 AM</td>
<td>8</td>
</tr>
<tr>
<td>Tuesday</td>
<td>6/12/12</td>
<td>8:00 AM</td>
<td>10:00 AM</td>
<td></td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>Wednesday</td>
<td>6/13/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Thursday</td>
<td>6/14/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>6/15/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>6/16/12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>

Cumulative Intern Hours: [Must calculate and track by hand]

---

Intern’s Signature: ____________________________  Date: __________

Agency Supervisor’s Signature: ____________________________  Date: __________
APPENDIX F
EVALUATION OF INTERNSHIP PROJECT
School of Preventive and Rehabilitative Health Sciences
Gardner-Webb University

INSTRUCTIONS: To be completed by the agency supervisor and reviewed with the intern. Due to the potential diversity of internship projects, this form is general in nature. Please provide additional comments relating to project specifics. Rate each category to the following scale:

<table>
<thead>
<tr>
<th>Rating</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outstanding</td>
<td>10</td>
</tr>
<tr>
<td>Excellent</td>
<td>9</td>
</tr>
<tr>
<td>Above Average</td>
<td>8</td>
</tr>
<tr>
<td>Average</td>
<td>7</td>
</tr>
<tr>
<td>Below Average</td>
<td>6</td>
</tr>
<tr>
<td>Poor</td>
<td>1-5</td>
</tr>
</tbody>
</table>

Title of Project: ______________________________________________________

____ Project was well planned and organized.
____ Sought help and information when necessary.
____ Carried out necessary research for the project.
____ Worked cooperatively with others as necessary.
____ Worked independently on the project.
____ Appropriate communication of final project.
____ Content and level selected was appropriate for the given population.
____ Original idea well carried out.
____ Created a product and/or provided a service that is of value to the organization’s program.
____ Professional presentation of final product.

____ TOTAL POINTS  _______ GRADE

Comments:

Date ______________________  Agency supervisor’s signature ______________________

Date ______________________  Intern’s signature ______________________
APPENDIX G
MIDTERM/FINAL INTERNSHIP EVALUATION
School of Preventive and Rehabilitative Health Sciences
Gardner-Webb University

**INSTRUCTIONS: To be completed by intern.**
Intern name: _________________________________ Date: __________________

Internship agency: ________________________________

Internship agency supervisor: ________________________________

**INSTRUCTIONS: To be completed by agency supervisor.**
Please check the appropriate box that best represents your evaluation if the student intern.

<table>
<thead>
<tr>
<th>Excellent (5)</th>
<th>Good (4)</th>
<th>Average (3)</th>
<th>Below Average (2)</th>
<th>Poor (1)</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Working relationship with On-site supervisor
Working relationship with staff
Working relationship with patients/participants
Dependability
Attendance and punctuality
Attitude towards work
Initiative and creativity
Trustworthiness
Judgment
Professional appearance
Acceptance of criticism
Sets realistic goals
Identifies new opportunities to contribute
Follows instructions from On-site supervisor
Ability to learn and adapt
Quality of work
Written communication
Oral communication
Knowledge and skills performed

Evaluate the intern’s progress on the internship project:
What are the intern’s greatest weaknesses at this time?

What are the intern’s greatest strengths at this time?

What areas should the intern work on to improve their internship experience?

What is your evaluation of the intern’s performance thus far? Please feel free to assign any number from 20 (highest) to 0 (lowest).

| 20 | 15 | 10 | 5 | 0 |

Other comments:

Date Agency supervisor’s signature

Date Intern’s signature
APPENDIX H

STUDENT EVALUATION OF INTERNSHIP
School of Preventive and Rehabilitative Health Sciences
Gardner-Webb University

Intern Name: ______________________________________ Date: __________________

Internship Agency: __________________________________________

Agency Supervisor: _________________________________________

INSTRUCTIONS: This report is to be completed by the intern. Using the following scale, rate
the agency in terms of meeting your needs as an exercise science internship student.

1 – Excellent          4 – Fair
2 – More than adequate 5 – Poor
3 – Adequate

___ 1. Acceptance of you as a functional member of the staff; willingness to integrate you into
all appropriate levels of activities, programs, and projects.

___ 2. Provision of relevant experience in program administration, supervision, and leadership.

___ 3. Cooperation of agency staff to provide professional growth experiences through training
programs, seminars, and similar activities.

___ 4. Provision of assistance in helping you meet your personal and professional goals.

___ 5. Possession of resources essential to the preparation of professionals (library, equipment,
supplies, etc.).

___ 6. Employment of qualified, professional staff with demonstrated capability to provide
competent supervision.

___ 7. Adequate scheduling of one-on-one meetings with supervisor(s) and on-going evaluation
of your performance.

___ 8. Willingness to listen and to discuss suggestions or recommendations offered, and
explanation given stating rationale for acceptance or rejection of recommendations.
**INSTRUCTIONS:** *Please answer the following questions regarding your internship experience.*

1. In light of your internship goals, has this been a good learning experience for you? Have you been able to accomplish your goals?

2. Describe your most valuable experiences during the internship. Describe the most disappointing aspects of the internship.

3. How would you rate this internship overall? Why?

4. What changes would you recommend to make the internship more meaningful (please be specific).
INSTRUCTIONS: The Final Report is a type-written, prose format paper to be turned in to the GWU Internship Coordinator by 3:00pm on the last day classes for the internship semester. You should answer the following questions as thoroughly as possible. You will be graded on the accuracy of your answers, completeness of work, and grammar.

1. Explain the purpose of the organization where you completed your internship and how the organization is related to the Exercise Science field.

2. Discuss the organizational structure of your internship agency. Explain how each structure participates in the major purpose of the organization, which you described in question one.

3. Describe the financial support structure responsible for the internship agency’s function.

4. Describe the activities you participated in as you completed your internship experience.

5. How did the above activities help you achieve each of your internship goals? Did you meet all of your goals?

6. Which experiences did you enjoy most about your internship? Why?

7. Which activities did you dislike about your internship? Why?

8. Discuss your relationships with the internship agency supervisor, staff, and employees during your internship. How did these relationships impact your internship experience?

9. Discuss your relationship with the internship agency patients/clients. How did these relationships impact your internship experience?

10. Has your career focus changed or been strengthened by your internship experience? Explain.
APPENDIX J

SAMPLE AGENCY SUPERVISOR THANK YOU LETTER
I want to take this opportunity to thank you for your guidance and supervision this summer during my internship experience with Name of Agency. Your leadership throughout the summer assisted me in further development of my writing and communications skills as well as my ability to implement individual projects and function as a leading contributor on various team projects within the company.

The experience was more than I could have expected and allowed me the freedom to develop as a professional member of the team. I actually felt like a major contributor in the weekly planning sessions and I was able to independently assist clients in making changes to their health and wellness with Name of Agency. Working for Name of Agency helped me use the knowledge I’ve acquired over the past three years as a college student, as well as the skills I’ve developed during my previous internships with Name of Agency(s).

I also want to thank the entire staff at the Name of Agency for taking the time to share their expertise and knowledge in the field of exercise science. It was through these times that I felt I was able to learn and grow the most in developing my skills over the course of the summer. The staff was most responsive to my requests and always made me feel like a full-time member of the group.

I appreciate your willingness to write me a recommendation letter, and you can mail it directly to my home address included above. I will keep you informed of my progress in searching for jobs as I get closer to actually applying and posting my resume.

Sincerely,

Your Name
APPENDIX K

INTERNSHIP PORTFOLIO ASSESSMENT RUBRIC
School of Preventive and Rehabilitative Health Sciences
Gardner-Webb University

Intern Name: _______________________________ Date: ____________________

Internship Agency: ________________________________

GWU Internship Supervisor: ________________________________

INSTRUCTIONS: This form is to be completed by the GWU Internship Supervisor and reviewed with the internship student, utilizing the rating scale below and by the provision of additional comments as necessary.

Portfolio Assessment Scale
5 – Excellent: high quality, complete, on-time, well above expectations
4 – Good: good quality, complete, on-time, above expectations
3 – Average: satisfactory quality, complete, on-time, meets expectations
2 – Poor: low quality, incomplete, late submission(s), below expectations
1 – Very poor: very low quality, very incomplete, late, well below expectations

Section 1: Portfolio Contents

____ Table of contents
____ Personal resume
____ General internship agency information (e.g., handouts/related literature)
____ Internship goals
____ Daily log and weekly reports/time sheets
____ In-service project
____ Agency supervisor evaluations
____ Student internship evaluation
____ Final report
____ Agency supervisor thank you letter

____ Total Points

Comments:
Section 2: Portfolio Quality

_____ Overall organization
_____ Layout/visual appeal
_____ Creativity/expressiveness
_____ Spelling, punctuation, grammar
_____ Neatness/orderliness

_____ Total Points

Comments:

Section 3: Summary Ratings

<table>
<thead>
<tr>
<th>Portfolio Contents</th>
<th>Portfolio Quality</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Outstanding (45 – 50 points)</td>
<td>_____ Outstanding (23 – 25 points)</td>
</tr>
<tr>
<td>_____ Good (40 – 44 points)</td>
<td>_____ Good (20 – 22 points)</td>
</tr>
<tr>
<td>_____ Satisfactory (35 – 39 points)</td>
<td>_____ Satisfactory (17.5 – 19 points)</td>
</tr>
<tr>
<td>_____ Unsatisfactory (30 – 34 points)</td>
<td>_____ Unsatisfactory (15 – 17 points)</td>
</tr>
<tr>
<td>_____ Poor (less than 30 points)</td>
<td>_____ Poor (less than 15 points)</td>
</tr>
</tbody>
</table>

Section 4: Total Points (content and quality): _____

Grade: _____

______________________________  ______________________________
Date  Intern’s signature

______________________________  ______________________________
Date  GWU Internship Coordinator’s signature
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background
The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

The Test For Unpaid Interns
There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.
Similar To An Education Environment And The Primary Beneficiary Of The Activity
In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA’s minimum wage and overtime requirements because the employer benefits from the interns’ work.

Displacement And Supervision Issues
If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide educational experience. On the other hand, if the intern receives the same level of supervision as the employer’s regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement
The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information
This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

* The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.