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**Internship Coordinator’s Notes**

**EXERCISE, SPORT, & HEALTH SCIENCES Internship Proposal**

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| **Dr. Emma Grindley**Internship Coordinator | **Phone:**  (208) 885-2181**Email:** *egrindle@uidaho.edu* | **Website:** <http://www.uidaho.edu/ed/mvsc/academics/esh/practicum-internship> |

1. This form will serve as your request to conduct your internship and will propose your experience.
2. The information helps to determine if you can move forward with your search and plan and allows us to provide assistance in your search process.
3. Return the completed form to the coordinator who will then contact you with any questions, notice of approval, comments and details of the next steps.

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| **Student Information** |
| **Student Name** |  |
| **Student ID#** |  |
| **Student Email** |  |
| **Student Phone** |  |
| **Planned Graduation Date** |  |
| **Planned Internship Dates** |  |
| **GPA** (and any explanation) |  |
| **List all ESHS major classes left to take during, or after, internship** Note D for during or A for after next to each class |  |
| **List all non ESHS major classes left to take during, or after, internship**Note D for during or A for after next to each class |  |
| **List any classes that you are at risk of failing that you would have to retake during or after internship.** **Please explain your action plan to pass, or your plan to retake.** |  |
| **Explanation of why you wish to take internship with, or before, the classes listed above. Also provide evidence to show how you can be successful with, and in, internship and your classes.**  |  |
| **Please draw up a weekly schedule for internship. Include things such as any classes and labs, homework, transition/commute times, work, volunteer work, other commitments, as well as daily tasks (e.g. sleeping, eating, family time). Then, as best as you can, lay out internship days and times. Note that the suggested hours a week should show that you can obtain 360 hours within the semester you are proposing to do it in.****Please attach your schedule to this document.** |
| **For the following placements follow the directions listed.****Moscow Mountain Physical Therapy** – Please visit their website to apply for Observation Hours  <http://moscowpt.com/observation-students>**St Luke’s -** Please contact Brenda Krueger- Professional Students Placement Coordinator - kruegerb@slhs.org**Working with Minors-** this requires a UI training, document, and a background check. Plan around the fact that these can take several weeks to process. |
| **Internship Information** |
| **Career Plans** |  |
| **3 Goals for your Internship Experience**(What do you want to learn, achieve, know, enhance…?) |  |
| **What type of supervision do you require from the site to obtain your goals?** (e.g., direct supervision until you are comfortable with the tasks, weekly meetings, 80% direct supervision) |  |
| **What types of sites are you looking at and what contacts have you made?** (e.g., YMCAs, PTs) |  |
| **What questions, concerns, or help do you need at this time?** |  |
| **Internship Search Tips**1. Check out the Examples of Internship Experiences, the Careers and Electives List, past Site Specs in the MVSC445 Canvas class, and the internship opportunities that get emailed out.
2. Brainstorm ideas. Contact DrG via email, set up a time to come in and talk. Chat with any of our knowledgeable and enthusiastic faculty. Our wonderful Career Center can help you too with career uncertainty, your materials, your pitch, give you pitch or interview practice, and maybe other resources or connections for you. They can do this over the phone if you are not in Moscow.
3. Make a map of the geographical area(s) that you are willing to work within or travel to.
4. Look through the web and phone books to see what facilities are in that/those area that may be of interest. Look at, and for, listed internships, jobs, as well as simply identifying businesses and companies. 80-90% of our students obtain their internship after contacting places of interest that don’t have a formal internship laid out or advertised.
5. Be open to looking at a variety of sites outside of the realm of what you are looking for (e.g., you want to be a PT, but you may look at OT or AT, public health, or cardiac rehab), just to explore what they do and what they may be able to do for you.
6. Ask all of your friends and family to put feelers out for you too- get them to talk to their coworkers, friends, use social media. Talk to as many people as possible!
7. Work on the 2min pitch for internship and practice so that you feel comfortable and confident describing what internship is, what your goals are, how the site may be a great fit for you, and if the site has any opportunities or advice for you.
8. Have your resume and goals for internship ready. Also be able to speak about your interests, the internship course, and be ready to ask them about their site, clients, supervision, and internship application process.
9. Share the Welcome Packet with the site.
10. Follow up. If you have some contacts and leads reconnect with each to make sure all of your materials (e.g., resume, cover letter, application) have been received and to share the Welcome Packet (if you have not done so already). Make a timeline for a third follow up and/or check based on their decision-making timeline.

**When Negotiating With Sites Discuss:**1. What duties you would perform.
2. How you would progress in tasks, skills, leadership, and/or responsibility.
3. How they can help you reach your learning and career goals.
4. What type of supervision you require and can obtain.
5. Documentation that they require. Items such as immunization records and background checks will be obtained by you (the student) and will be provided by you directly to your site as a part of your application or orientation process with them. Documentation such as a certificate of professional liability insurance or an Affiliation Agreement can be provided by UI to your site.

**Please read the following and initial at the end to show that you have read and understood all the information on this page.**Internship is a 9-credit experience in an Exercise, Sport, and Health Sciences setting. This capstone experience requires students to be fully immersed in the setting, or site, for 360 hours during one semester.During the internship students will apply knowledge and skills that they have learned throughout their program of study, as well as develop hands-on experiences that will help them to develop professionally to achieve career and/or educational goals.The internship is an academic course with required assignments that must be completed by the student. It is strongly advised that you do not attempt to take more than one-two classes with internship due to the demands of the experience. **Student’s Signature** **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_* Please remember to create a weekly schedule and submit it with this document!

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