

University of Idaho
A LEGACY OF LEADING

Internship Welcome Packet

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



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

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

We communicate with the student at least every two weeks via their logs/reflections. We also keep in regular contact with the site supervisors via email, phone, and the evaluations that the supervisors complete and submit to UI.

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

We look forward to working with you.

Warm regards,

Exercise Science & Health Faculty

Basic Internship Information

- The internship is a capstone experience for all undergraduates majoring in Exercise Science and Health.
- Students will have completed all major classes and two-three 40 hour practicum experiences before enrolling in internship
- 360 hours are completed in one semester (usually 40 hours/week for 9 weeks).
- There are academic requirements associated with internship. The UI Supervisor/Course Instructor, with input from site supervisors, will grade the student on an A through F scale for 9-credits.

Course Objectives

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

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

Site and Supervisor Responsibilities

Providing an experience- we look for sites that provide an environment conducive to learning and professional growth in exercise science and health-related fields. The experience needs to be 360 hours within one academic semester. The experience should allow for responsibility that progresses over time and development of knowledge, skills, and professionalism. A commitment of a minimum of 30 hours a week is required of the site to ensure that the intern can complete the hours within one academic semester. There must be some form of orientation to your site, clientele, and rules and expectations.

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

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

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

Project- students are required to complete a Project worth 20% of their grade. This can take the form of one large project (e.g., organizing, running and evaluating a health fair) or several smaller projects (e.g., creating handouts, reorganizing patient charts, researching a topic and presenting to staff, etc.). The goal is for the students to take a leadership role in the Project and also to produce some "product" that is not only useful for the site, but is also a portfolio piece for the student. The Project idea, implementation, and product development is the responsibility of the student; however, as a site we encourage your input and direction.

Student Responsibilities

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

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

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

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

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

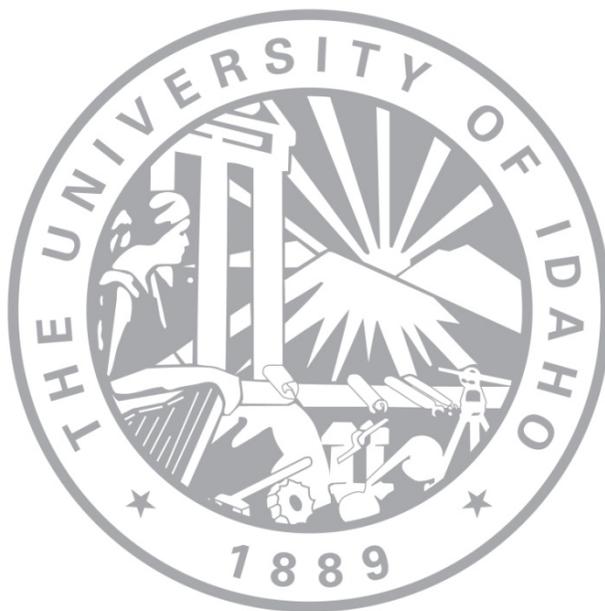
University of Idaho Supervisor's Responsibility

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

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

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

Thank you for your interest & assistance



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