



Practicum and Internship Manual

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

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Practicum & Internship Information

Practicum (PEP 495)

A practicum is a 1 credit experience in an exercise science and health setting. In the setting, or site, students will spend 40 hours observing and assisting with the day-to-day operations of the facility. Practicum experiences will help students gain a better understanding of career options, requirements for certain types of careers, and professional skills required for a career in Exercise Science and Health.

During each practicum experience, students will apply knowledge and skills that they have learned throughout their program of study, as well as gain new knowledge and skills to become more marketable for graduate school and job opportunities.

Internship (PEP 498)

An internship is a 9 credit experience in an exercise science and health setting that is completed during the last semester before graduation. 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 gain new knowledge and skills to become more marketable for graduate school and job opportunities.

The internship experience will allow students to utilize their knowledge and skills, as well as develop hands-on experiences that will help them achieve career and/or educational goals. A well-chosen site is an important investment in a student's development as a young professional and path to a successful career.

As part of the internship, students will be required to complete a project. This project will be decided upon by the student, site supervisor/mentor, and UI supervisor/course instructor. Sample projects include: the organization, conduct and assessment of a health fair; the design and dissemination of health information pamphlets; bi-weekly presentations on a health topic to employees; development of a master workout manual; a research project on participants at your site; or an in-depth case study of a patient.

Procedures & Paperwork

Below are general procedures for practicum and internship. It often takes a while to get a placement secured so start your search early. If you miss a university deadline you will have to wait until the next 8 week section (practicum only) or semester before you can begin your placement.

Steps for Practicum

1. Talk with your advisor about potential options for a practicum placement. The site cannot be somewhere that you already work.
2. Check for required certifications for the site (CPR, HIPAA, etc.). These certifications must be completed prior to starting the practicum.
3. Take your updated resume (use the Career Services Center if you need help), along with your goals and objectives to the site. Discuss your placement and complete the Practicum Contract/Agreement with them. The Practicum Contract/Agreement can be obtained from the ESH website or from the UI Coordinator.
4. Return the completed paperwork to the UI Coordinator. They will sign the Practicum Contract/Agreement. A copy will be placed in your file. A UI risk and liability form will be completed by the UI Coordinator and the Department Chair before it is sent to Risk Management.
5. The UI Coordinator will remove your hold for the Practicum class and email you when this is complete.
6. Sign up for the Practicum course. When the course begins you will see the course in Blackboard Learn. All assignments, grades, and feedback will go through Blackboard unless otherwise stated.
7. A grade of Pass or Fail will be entered at the end of the course by the UI Supervisor/Class Instructor.

Steps for Internship

1. Sign up for the Internship Preparation and Professionalism course (MVS 445)
2. View the folder in the Movement Sciences Department Office that includes previous internship sites. Talk with your advisor about potential options for an internship placement.
3. Check for required certifications for the site (CPR, HIPAA, etc.). These certifications must be completed prior to starting the practicum.
4. Update your resume and create a cover letter. Think through your goals and objectives for the internship. For example, what do you want to know and be able to do by the time you are done with your internship? If you need help, make an appointment with the Career Services Center on campus.
5. Find an appropriate site. An appropriate site is one that is related to exercise science and/or health and will allow you to gain hands-on experience in exercise science & health. The position should also allow you to have a progressive role, one which promotes skill development, critical thinking, leadership and/or teaching opportunities, and progressed responsibility. We also require you to have a designated site supervisor/mentor to oversee your experience. This individual must have appropriate credentials (e.g., education, certification, and/or work and supervision experience). This can be a site where you have completed a successful practicum. To help you get ideas for a proper site and find the right people to contact look through the Yellow Pages, review past placements, and look up specific jobs (Cardiac Rehabilitation Specialist) and websites (Gritman Medical Center). Breaks are a great time to visit sites for a tour. Remember to take along your resume, cover letter, and have your goals and objectives in mind.
6. Once you have an internship site in mind, you need to complete an Internship Proposal Form. You can obtain this form from the ESH website or from the UI Coordinator. Once the Proposal has been approved by the UI Coordinator you will be given the Internship Contract/Agreement that you need to complete with your site.
7. Discuss your goals, possible duties, nature of supervision, and potential project ideas with the site supervisor/mentor. If both parties agree to the internship then work with the supervisor/mentor to complete the Contract/Agreement and gain all signatures on all forms. Submit this completed form to the UI Coordinator.
8. The UI Coordinator will then complete the UI risk and liability forms. The forms will then be signed by the Coordinator and Department Chair, and then sent to Risk Management.
9. Once this entire application has been received and approved, your internship class hold will be removed (you will be notified by email) and you will then be able to register for the course. Once you have registered for the course, you will have access to the Blackboard Learn course for the Internship. A UI Supervisor/Instructor will oversee the course and your experience from that point forward. You will submit all assignments via Blackboard, unless otherwise directed on the assignment, and receive all feedback and grades via the site.
10. If you are completing your internship in the summer you will receive an email informing you of the identity of your Internship UI Supervisor.
11. Later in the course you will receive an email about the identity of your Site Visitor. We try to visit as many sites as possible to see you working at your site and to talk with your supervisors.
12. After the end of the semester a letter grade will be entered based on your earned points.
13. **Note-** these steps can take a long time to complete (several months on average) so please make sure you start looking early and complete your paperwork in a timely fashion. The hold for the class will not be lifted (and therefore you cannot start your placement) until all steps are complete.

Important Dates & Requirements

The Practicum or Internship application and enrollment process should be completed several weeks to months before you intend to start your placement.

Please see the website and frequently sent emails from the coordinator as to up and coming deadlines.

General rule of thumb:

Practicum- Contract/Agreement form is due no later than 2 weeks before the section start date.

Internship- Proposal is due 6 weeks before and the Contract/Agreement is due no later than one month before the section start date.

Requirements of Practicum and Internship MAY include any or all of the following:

- Current CPR certification (certain sites may require additional certifications)
- HIPAA training
- blood borne pathogen training
- Current immunizations
- Background check

Note, the costs of these certifications are generally paid by the student unless otherwise provided by the site.

Finances

Paying for credits

- Students will pay for Practicum and Internship credits the same as for a normal semester or session class; one credit for each practicum and nine credits for the internship.
- In the **fall and spring**, students pay per credit up to 8 credits; there is no cost to take additional credits. However, out-of-state students must pay out-of-state tuition per credit up to 8 credits.
- In the **summer**, students pay per credit, regardless of the number of credits taken. Typically the summer per-credit fee is a little lower than the per-credit fee during the academic year.
- The cost of credits has generally been the same for in-state students, regardless of semester. If in-state students wish to take additional credits, it is less expensive in the fall or spring.
- Please understand that university credit fees are subject to change on an annual basis.
- To find out about financial aid then please contact the UI Financial Aid Office

Earning money at your site

You can earn money at certain internship sites. Sites that have paying intern positions are few and there is competition for those particular sites.

Tips on Finding a Site

- Choose your practicum and internship sites wisely and act professionally while you are there. If you are fabulous during your practicum your site may invite you to return and pay you during the internship.
- Put a professional resume and cover letter together to present to each site. Add coursework, practicum knowledge, certifications, and skills. Contact the UI Career Services Center on campus to help you.
- Start looking for sites early. Many summer internships will have a Dec/Jan deadline for applications.
- Look through the Example Sites on the website and look through the Site Spec binders in the PEB main office for more details on many sites listed.
- Talk to as many people as possible about potential sites - friends, family, neighbors, your local doctor, your high school coach, and people in your classes, meetings, and conferences. You never know who can help you get your foot in the door.
- Research each site before you approach them. Know what the site has to offer, who you should talk to, and develop thoughtful questions.
- Seek out a good supervisor. You are looking for someone with education, skills, experience, and relevant credentials in Exercise Science and Health.
- Develop internship goals and objectives and discuss them with potential supervisors.
- Practice your interview skills. UI's Career Services Center can help you with mock interviews.

Resume Tips

Below are sample resumes and cover letters courtesy of the Career Center. For more information and or assistance go to <http://www.uidaho.edu/careercenter/Students.aspx>

Sample Resume

30 Main Street

Moscow, ID 83843

X. R. Size

xrcise@uidaho.edu

(208) 555-8945

OBJECTIVE

To become an intern in an exercise-related industry.

EDUCATION

Bachelor of Science, Exercise Science & Health

University of Idaho, Moscow, ID

Expected May 2013

Course Highlights:

Introduction to Sport Sciences, Human Anatomy

Honors and Awards:

UI Presidential Scholarship

2009-Present

National Honor Society

2006-2009

Most Inspirational Player Basketball

March 2009

EXPERIENCE

Tutor, University of Idaho Tutoring and Academic Assistance Program August 2009-Present

- Assist students with understanding and solving math and science problems

Recreation Counselor, YMCA, Spokane, WA

Summer 2009

- Supervised 12-15 children ages 6-13
- Ensured the physical and emotional safety of day camp participants
- Collaborated to plan and organize educational, recreational and social activities with a \$1000 budget for 150 students during a six-week session
- Communicated clearly with campers, administration and parents

Lifeguard Substitute, Community Pool, Coeur d'Alene, ID

Summers 2006-2008

- Monitored up to 50 patrons to ensure an enjoyable experience
- Responded immediately to inappropriate behavior and resolved tense situations
- Performed administrative tasks in scheduling and registering students in classes

Food Server, McDonald's, Post Falls, ID

May 2005-July 2008

- Provided fast and friendly customer service for about 100 guests per shift
- Handled cash and credit transactions accurately and balanced cash register
- Maintained a pleasant and clean environment

SKILLS

Certification: Current in Red Cross First Aid and CPR

Language: Conversational in Spanish

Computer: Proficient in Microsoft Office and Adobe Photoshop

ACTIVITIES

Member, University of Idaho Football Team

Volunteer, Habitat for Humanity, Moscow, ID and Spokane, WA

Mentor, University of Idaho Women's Center

Sample Resume**ALEX E. WORDEN**

P. O. Box 123 Moscow, ID 83844 aeworden@vandals.uidaho.edu (208) 885-1234

OBJECTIVE

To obtain a position teaching high school history.

EDUCATION

Bachelor of Science in Education; Minor in History
University of Idaho (UI), Moscow, ID Expected May '10
GPA: 3.85
Study Abroad Program, Rome, Italy
Selected to study at the University of Rome Fall '08

CREDENTIALS AND TESTS

Idaho Secondary School Certification Expected June '10
Endorsement in Social Science
Praxis II April '09

TEACHING-RELATED EXPERIENCE

Field Experiences, Genesee School District, Genesee, ID September '09 – Present
Observe, critique, and interact with two teachers. Create and implement lessons in history and psychology classes. Coach running events for track team.
Tutor, Moscow Senior High School, Moscow, ID January '07 – May '09
Explained concepts and assisted with homework in Psychology and US History classes for 30 students.

OTHER EXPERIENCE

Resident Advisor, UI, Moscow, ID August '07 – May '08
Increased student wellness by organizing educational and social activities. Counseled over 50 residents and mediated roommate conflicts. Budgeted funds and delegated tasks.
Barista, Starbucks, Seattle, WA Summers '06 & '07
Guided new employees through orientation process. Provided efficient and friendly customer service. Handled financial transactions and balanced daily receipts up to \$1000.

SKILLS

Conversational in Spanish. Certified in Red Cross Standard First Aid. Proficient in Microsoft Word, Excel, PowerPoint, FrontPage.

HONORS AND AWARDS

Dean's List (Six semesters)
UI Academic Scholarship August '05 – Present

EXTRA-CURRICULAR ACTIVITIES

Captain/Member, Cross Country Team, UI September '06 – Present
Secretary/Member, Black Student Alliance, UI February '07 – Present
Volunteer, Habitat for Humanity, Renton, WA Summers '05 – '07

Cover Letter Tips**YOUR FIRST AND LAST NAME**

Street Address, City, State ZIP, Area Code/Phone Number, E-mail Address
(When in transition you may use both a school and permanent address)

Month 21, 2009

Ms./Mr. Potential Employer

Title

Company

Street Address

City, State Zip Code

Dear Mr./Ms. (employer's last name):*

Tell why you are particularly interested in the company, location, or type of work. Explain why you are writing: name the positions, or field, or general area about which you are asking. Tell how you heard of the opening or organization.

Mention one or two qualifications you think would be of greatest interest to the employer. Tailor your remarks to the employer's point of view. Refer to any related experience or specialized training you have had. Look for and use key words and phrases in the qualifications sections of the job description that have not been used in the resume.

Discuss some personal qualities that you possess that the employer specifically asks for in the job description. If you do not have a job description, describe some qualities you possess that would be valuable to the employer and mention if possible where you obtained these qualities (such as from specific work experiences, school, projects, etc.) This is the paragraph in which you can mention qualities about you that don't quite fit anywhere in your resume.

Restate your interest in the position. Direct the reader to the enclosed resume, application form, and other materials. Close by making a specific request for an interview, suggesting date and time, and indicate that you will call to set up an appointment. If your request is for further information concerning the position, instead of wanting an interview, it would be polite to enclose a self-addressed, stamped envelope. Make sure your closing is not vague, but makes a specific action from the reader likely. It may be helpful to give your phone number and email address, in the event that the employer would like additional information from you.

Sincerely,

(Legible Signature)

Type your name

* If you cannot distinguish the employer's gender, use: *Dear Pat Johnson:*

** If you do not have a name to address your cover letter, use: *RE: Internship in _____*

Cover Letter Example

Imagine A. Student

1212 Sixth Avenue
Moscow, ID 83844

208-555-1111
imastudent@vandals.uidaho.edu

April 15, 2010

Mr. Todd Hine
President & Director of Services
The Athletic Training Center - Sport Performance and Physical Therapy
10259 W. Emerald Street
Boise, Idaho 83704

Dear Mr. Hine:

The combination of sports performance and physical therapy that your center offers is what I am looking for in starting my professional experience. I value that what The Athletic Training Center offers clients is not only professional advice to improve but then continues with clients when they are injured to return them to participation and health as quickly and safely as possible. Please consider this my application for the Physical Therapy Assistant position listed on your website.

As a Student Athletic Trainer, I interacted with trainers and student/athletes in handling conditioning exercises, injury prevention, immediate injury assessment/care, and rehabilitation. My education and experience was enhanced this last semester in my PT internship where I learned and assisted in various modalities and gained experience operating machines to administer treatment. I bring not only experience in training and therapy but also enthusiasm for the field as a former athlete, former PT client, and future DPT.

Past supervisors and professors have commented on my hard work ethic, dedication to learn, and thoroughness in completing tasks. I possess strong interpersonal skills that have allowed me to lead teams as a captain and interact successfully with co-workers, supervisors and clients. As a quick and life-long learner, it energizes me when faced with new challenges to conquer them through understanding information and performing tasks competently.

I believe my skills, experience and knowledge will be an asset to The Athletic Training Center and I value the opportunity to make a contribution while gaining experience in my quest to eventually be a Physical Therapist. Also attached is my resume and I submitted my application online per instruction. I will contact you early next week to check on the status of my application and see about setting up an interview to further discuss my qualifications. Please do not hesitate to contact me at 208-555-1111 or imastudent@vandals.uidaho.edu, if I can supply any other materials or if you have questions. Thank you for your time and consideration.

Sincerely,

Imagine M. Student

Imagine M. Student

Attachment: Resume



Department of Movement Sciences- Exercise Science and Health
PEP 495 Practicum

UI Supervisor/Instructor: E.Grindley, EdD

Email: egrindle@uidaho.edu

Fax: 208-885-5929

Office: PEB 103

Mail box: Grindley in PEB 101

Office Phone: 208-885- 2181

Required Reading:

This syllabus and all practicum assignment directions are posted on Blackboard.

Course Description:

This one credit (40hrs) practicum is intended to provide students with experiences in observing, (and assisting, and working, where possible) in a supervised setting. The exact nature and setting may vary according to the situation. The program is experiential and the outcomes will vary with each individual.

Course Objectives:

Course objectives align with the University of Idaho's goals 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 working under supervisory personnel, observing and contributing where possible to the facility’s day-to-day operations. 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 where appropriate progressed to conducting 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.
- **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.

Contact:

It is your responsibility to stay in contact with both your University and Site Supervisors. To do this you must check your school email and Blackboard regularly. If internet access will be an issue for you, which would affect your submission of work or your communication, you must notify your University Supervisor to work out alternative options as soon as possible.

Blackboard:

Blackboard will be used for the submission of your assignments. Your Site Supervisor can email, fax, or mail any evaluations to your UI supervisor.

Due Dates & Late Work:

It is your responsibility to stay on top of the assignments for this course.

Due Dates: General dates are noted on Blackboard. I have to put in due dates on Blackboard –they are suggested dates. If you are starting at a different time in the semester (i.e., not the first week) your due dates will be different from those posted on Blackboard. It may show as “late” when you submit assignments but you will not be penalized unless your assignment is truly late (i.e. turning in your first logs 2 weeks after the last day on the log sheet).

Late Work: A 50% penalty will apply to your first Log and Reflection Sheet if it is more than one week past the last date entered on the sheet. All other papers are due no later than the Friday before finals week (earlier if possible).

BRIEF DESCRIPTIONS OF COURSE REQUIREMENTS*

(*Detailed descriptions and specific instructions are provided on subsequent pages)

Requirement	Description	Due Dates	Points/% of Grade	Your Points
Hours Log and Reflection	Summary log of all hours & personal reflection.	At 20hours & 40hours	20 20	
Site Spec	Information about your placement to help future students.	Near end of 40 hours	5	
Final Supervisor Evaluation	Questionnaire rating and evaluation by site supervisor of your professional and personal qualities.	End of 40 hours	10	
Completion of Work Hours	A minimum of 40 on-site hours is required.	End of 40 hours	40	
Exiting Practicum Thank You Letter	Letter to agency and/or site supervisor to express gratitude for your practicum opportunity.	Draft to be sent to professor before the end of 40 hours	5	
Course Grade	Pass > 85pts Fail < 85 pts		100	

PLACEMENT INFORMATION CHART & LOG & REFLECTION SHEET (20pts+20pts)

DirectionsPlacement Information Chart

- Before you begin your placement you will complete the Placement Information Chart (see below- also on BB).
- It is highly recommended that you review your goals and logs with your site supervisor to ensure that you get the most out of your placement.
- This chart will be submitted with your first Log and Reflection submission

Log and Reflection Sheet

- During your experience you will keep a log of all of your hours and experiences using the Log and Reflection Sheet provided (see second chart below- also on BB). At the end of every ten hours you will complete the reflection questions. Use a new log sheet for every ten hours.

Submission

- You will submit your work after 20hours (20pts)and again at the end of your 40hours(20pts). Thus, your first submission will include your Placement Information Chart, and two completed Log and Reflection Sheets, while your second submission will include your last two completed Log and Reflection Sheets.
- Submit your work to Blackboard.
- Keep a copy in your files somewhere as you may want to review them when you apply for jobs or graduate school!

PLACEMENT INFORMATION CHART

PLACEMENT INFORMATION CHART			
Site Name and Description		Name: Dr Paul's House of Pain. Description: Dr Damon Paul runs a small chiropractic clinic in Pullman. He sees patients from 5years to 99 years old for any and all aches and pains.	
My Goals and Objectives (2 goals and 2 objectives for each goal)		Goal 1: To learn more about what a chiropractic does Objective: Observe what Dr Paul does Objective: Ask Dr Paul about his education and about running the business. Goal 2: To learn more about patient interactions Objective: Observe how Dr Paul asks questions and responds Objective: Talk to the patient about their pain, treatments, and experiences with healthcare	
Day & Date	Time	Hours Worked	Key Activities
Mon 6/12/2015	8:30-9:30 am	1	<i>Observed David treat patients. He used XYZ to help with the ankle sprain. The patient had some relief at the end of the session.</i>
Friday 1- /12/2015	9:30- 10:30am	2	<i>Things got really busy with 6 patients coming in. Many patients were younger club athletes with lots of back issues. The treatments varied. They included.....</i>
Things I knew a little about before and I saw in action. (several bullets or a paragraph) From my PEP100 class I knew some of what a physical therapist did but I really didn't know exactly what that was. I saw the PTs doing.....			
Things I did not know, skills that I don't have yet, things that I need to learn more about and/or practice ...etc (several bullets or a paragraph) I am not very good with the all the bones and muscles so I need to work on that. Very rusty on my anatomy application.			
Key things that stood out/meaningful lessons learned. (several bullets or a paragraph) You have to be really good with asking lots of questions to do a good evaluation. I say this as I saw.....			
Issues so far.(Note any issues that you have come across, questions you have, or advice you need.)			
Hours	10	Running total for hours so far:	10

PRACTICUM SITE SPEC 5pts

Please complete the following and then delete all items in parentheses along with this introduction. Please get permission to use any logos or images before attaching and submitting. Remember that this information will be used to help future students and it will be able to be viewed by everyone, so please be thoughtful and professional in your responses. Worth 5pts.

Type of Practicum/Job Title: (e.g., Physical Therapy Observation, Assistant Coach)	Image (site, company logo, std working at site.)
Number of Openings a Semester:	
Business/Organization Name:	
Address & Phone Number:	
Website:	
Description of Site/Facility: (e.g., what do they do, what population do they serve etc)	
Duties and Outcomes of Students Placement (e.g., X% observation of XYZ, become more proficient at....practical application of....see X class material used)	
Type of Supervision and Education: (e.g., 100% direct supervision, weekly meetings, they let you ask questions all the time)	
Application Information: Requirements: (e.g., CPR certified, senior, enthusiastic) Contact (name and title): (e.g., first person to contact about applying) Procedures: (e.g., what, where, and when of applying)	
Strength of Placement: (e.g., observe a variety of patients go all the way through a program. Great mentors....Very helpful staff.)	
Tips For Success At Placement: (e.g., Very limited opportunity to do hands on so make sure you ask at least 3 Qs a day to make sure you learn. Throw yourself into the placement and it will help you to see if you like working with youth or not.	
Overall Rating Of Experience (0 Poor-10 Excellent).	

PRACTICUM SUPERVISOR'S FINAL EVALUATION (10pts)

Once this verification of your hours has been submitted then your Completion of Hours (40pts) will be entered.

Student's Name: _____ Date: _____

Agency: _____

Supervisor's Name and Signature: _____

Has the student completed the minimum requirement of 40hours? Yes No

DIRECTIONS: Please rate this student in relation to how they rank in the *professional and personal qualities*. Circle the appropriate number for each quality. Please send the document to Dr Grindley by (a) fax (attn: Dr. Grindley, 208-885-5929), or (b) e-mail attachment (egrindle@uidaho.edu). Thank you!

Key Areas	No Opportunity To Observe	Unsatisfactory	Below Average	Average	Above Average	Excellent
Exercise science and health knowledge (e.g., how the body works, program planning, & patient care).	na	1	2	3	4	5
Exercise science and health skills (e.g., taking BP, creating a survey, doing an assessment, & designing handouts).	na	1	2	3	4	5
Professional interaction with clients/patients (e.g. communication & behavior).	na	1	2	3	4	5
Teaching/presenting/explaining exercise and health information.	na	1	2	3	4	5
Written skills.	na	1	2	3	4	5
Engagement in assigned duties.	na	1	2	3	4	5
Initiative to learn (e.g., asking questions, asking for feedback and help, & asking for opportunities for growth).	na	1	2	3	4	5
Reaction to constructive criticism and feedback.	na	1	2	3	4	5
Ability to work with other members of the staff/team.	na	1	2	3	4	5
Professional conduct (e.g., punctuality, dependability, & reliability).	na	1	2	3	4	5
Emotional maturity (e.g., judgment, self-control, & responsibility).	na	1	2	3	4	5
Professional appearance (e.g., manner, dress, & grooming).	na	1	2	3	4	5
Mental awareness (e.g., judgment, understanding of the situation at hand).	na	1	2	3	4	5
Physical Health (e.g., in relationship to absenteeism and job performance).	na	1	2	3	4	5
Other (Please specify):	na	1	2	3	4	5

COMMENTS (e.g., strengths, weaknesses, areas in need of improvement):

SAMPLE EXITING PRACTICUM THANK YOU LETTER (5pts)

Please note that your thank you letter should be sincere, specific to your site and the experience that you had, and professional. A generic letter (i.e. if you use this one word for word) is less meaningful to the person reading it. Also there is information in this letter that is not true for you, our program, your site, or your experience, so I can tell if you made an effort to read and change it or not.

Remember that the people at your site could be people that you would like to use as a reference in the future - so make a great impression!

May 20, 2015

Diane Walster
Sonya Shriver
North Central Health Department
215 10th
Lewiston, ID 83501

Dear Supervisors,

Thank you so much for giving me the opportunity to have a practicum with you and (name of school/and or agency). It was a very rewarding, meaningful experience, which has given me an understanding of what it would be like to work in this field.

I was impressed with the level of professionalism that I experienced while I was working with you and your colleagues. It has influenced my personal philosophies about School/ Community Health Education. I appreciate being allowed to observe various areas of the site and programming opportunities; this has provided me with a broad base of experience. I was able to experiment with some of my other interests in order to decide what I would like to do when I graduate.

I would also like to state that in my review of my practicum with you, I would highly recommend your program to other students. This program exceeded my expectations for my student practicum experience. Thank you again for this very enriching experience.

Sincerely,

Student's name
Student's address



Department of Movement Sciences- Exercise Science and Health
PEP 498 Internship

UI Supervisor/Instructor: E.Grindley, EdD

**Summer- there are several faculty instructors. You will be informed at the start of summer who your instructor will be.*

Email: egrindle@uidaho.edu

Fax: 208-885-5929

Office: PEB 103

Mail box: Grindley in PEB 101

Office Phone: 208-885- 2181

Required Reading:

This syllabus and all internship assignment directions and examples posted on Blackboard.

Course Description:

This 9 credit (360hour) internship is intended to provide students with experiences in observing, assisting, and working in an exercise science and health setting. Supervision will be provided by the site and the UI course instructor. This program is experiential and the outcomes will vary with each individual.

Course Objectives:

Course objectives align with the University of Idaho's goals 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.

Other Policies

Late Work:

It is your responsibility to stay on top of the assignments for this course. General dates are noted on Blackboard. There is some leeway with those dates depending on when you start. However, items that are late will be scored at 50%, work what that is significantly late will not be accepted and will earn zero.

Contact:

It is your responsibility to stay in contact with your UI supervisor and to communicate with any site visitor. To do this you must check your school email and Blackboard regularly. If internet access will be an issue for you, which would affect your submission of work or your communication, you must notify your supervisor to work out alternative options as soon as possible.

Blackboard:

The course is online and Blackboard will be used for discussions, the posting of assignments guides and examples, the submission of your assignments, and to provide you with feedback. Please log in weekly to keep up to date. Your site supervisor can email, fax, or mail any evaluations to your UI supervisor.

OVERVIEW OF COURSE ASSIGNMENTS

Assignments	Description	Suggested Due Dates	Points/% of Grade	Your Points
Journal	Student will submit their journal every two weeks using the template on BB.	Every 2 weeks- 14days	20	
Discussion Board	Student will take part in all 5 discussion board posts, posting an initial response and then reading and responding to the posts of classmates.	5 Topics WK2 (1), Mid way (2), 2 Wks before end (2)	5	
“Getting Started Part 1” Assignment	Paper describing the site and population served as well as the identification of the student’s Project.	Week 3 No later than week 3	5	
“Getting Started Part 2” Assignment	Paper listing goals and objectives for your internship. Feedback obtained from the site supervisor about goals and Project.	Week 3 No later than week 3	5	
Midway Supervisor Evaluation	Questionnaire rating and evaluating your professional and personal qualities completed by site supervisor.	Week 5 No later than 200hr mark	5	
Midway Self Evaluation	Midway summary and evaluation of your internship experiences and Project progress report.	Week 5 No later than 200hr mark	10	
Resume and Cover Letter	Updated Resume and Cover Letter with feedback obtained from UI Career Center and the site supervisor.	Week 7 Within your last 3weeks.	10	
Project	Completion of Project and submission of a product that reflects Project work or Project product.	Week 8 Within your last 2 weeks.	20	
Thank You Letter	Draft of thank you letter. Personalized letter to site and/or site supervisor to express gratitude for your internship opportunity.	Week 8 Within your last 2 weeks.	3	
Student’s Evaluation of Supervision	Questionnaire rating and evaluating the supervision received during the internship.	Week 8 Within your last 2 weeks.	2.5	
Final Supervisor Evaluation	Questionnaire rating and evaluating your professional and personal qualities completed by site supervisor.	Week 9 On last day.	10	
Site Spec	Information about your site to help other students find an Internship site.	Week 9 Within last 2 weeks.	2.5	
Evaluation of Course Objectives	Questionnaire assessing the ability of the course and internship to meet the course objectives.	Week 9 Within last week.	2	
Site Visit	When possible we will visit you at your site in person, via SKYPE, or via phone.	Mid pointish	Not graded	

DISCUSSION BOARD

There are five discussion board topics. The purpose of the topics are 1) make sure that you are coming in and out of Blackboard posting your assignments and reading announcements, 2) create a sense of community amongst the class members, 3) provide you an opportunity to communicate and learn from your peers and from their work experiences, and to 4) gain ideas and feedback from your peers about the discussion questions and internship assignments (e.g., your project).

DIRECTIONS

- You are required to make an initial response. These should be thoughtful and well written comment (e.g. approximately 1 paragraph).
- You are then required to get active in the discussion threads by reading and responding to the posts of fellow internship students. All posts should be professional, polite, and provide an opportunity for learning.

DISCUSSION BOARD TOPICS

1. **Welcome and Meet and Greet.** 1) Make sure you read the main page's announcements and also read through the syllabus. In the discussion board note that you have read all of this AND post any questions. 2) Post who you are, where and what you are doing for your internship, and one of your goals. Come back to the threads to post questions and comments to all of your classmates. Must be completed within your first two weeks.
2. **Project.** Here post your idea(s) and questions about your Project. You can also post items/outlines/examples and get feedback on it from classmates. Please respond to two other students and also answer questions posed to you by the mid-way mark.
3. **Challenges & Advice.** Tell us about a challenge that you have had during your internship and what advice or ideas you would like from your peers. For example, how to motivate a challenging client, how to get the respect of the team, tips on how to get a good exercising BP, what to include on a weekly newsletter. Please post and respond to two classmates by the mid-way mark.
4. **ESH Program Review.** 1) Write about your overall thoughts about the ESH program- how it has helped prepare you for your future, as well as strengths and weaknesses, and what you would like to see included or improved upon. Please be specific and offer ways of enhancing things. For example, saying that something "sucks" doesn't really help us figure out realistic ways to enhance the class, course, degree, and saying everything was "great" also doesn't tell us what we are doing that really hits the spot! Please put your comments down in a polite and respectful manner as they will be shared with the ESH faculty (your names will not be attached to your comments). 2) Please tell us about any courses that you took outside of the major that you would highly recommend to others.

Write your responses before reviewing and responding to two of your classmates - we want to hear your personal opinion first without it being influenced by others/the group. We know that you will all have different perspectives and opinions and we want you to freely and honestly express yours. You will earn your points for contributing in a thoughtful and respectful manner. Please do this no later than two weeks before the end of your internship.

5. **The End.** What is the biggest lesson you learned during your internship? Come back to the threads to read and respond to two classmates. Please do this no later than two weeks before the end of your internship

"GETTING STARTED- PART ONE" ASSIGNMENT

You will tell us about your site and your Project idea.

DIRECTIONS

- Complete this assignment between weeks two and three of your placement.
 - Respond to each of the following questions (letters below) demonstrating thoughtful reflection and clarity of response.
 - Please leave all of the questions in your paper (cut out the examples).
 - See the full assignment details and the grading rubric on Blackboard.
- 1. Tell us about your site**
- a) Describe the services and/or program(s) offered by your internship site.
 - b) Describe the basic operation of your site (*e.g., How is coordination of various activities accomplished? What sort of record keeping is done? What safety precautions are utilized? How are activities chosen? How are leaders selected? How is scheduling done? What factors effect planning? How do they assess success*)
 - c) Describe who works there. (*e.g., Who are you working with? What is their educational background and what are their qualifications? What kind of supervision is provided*)?
 - d) Describe the population served by the site.*(e.g., What are demographics of the group? What implications do the characteristics of the group have on the services and activities provided? What are the most enjoyable characteristics of the population served? What are the least enjoyable? What are you strengths and weaknesses in working with the group?)*
 - e) Describe your orientation to the agency/institution. If there are any issues of concern please note them here.
- 2. Tell us about your Project**
- Please read over the Project section of the syllabus for more details and examples.
 - Identify a project that you can work on during the course of your internship. You may identify one semester-long project or a series of smaller projects. You are responsible for this but your site supervisor may have some great ideas so talk with them.
- a. Tell us what the Project will be, what you will do to complete it, and what your final product will look like. The project should be related to at least one goal that you have identified.

“GETTING STARTED PART TWO- GOALS, OBJECTIVES & SITE SUPERVISOR’S FEEDBACK” ASSIGNMENT

DIRECTIONS

- Complete this assignment between week two and three of your placement.
- Complete the Goals and Objectives as described below.
- Arrange a time to meet with your supervisor to review your Goals and Objectives and to discuss your Project. .
- Have your supervisor give you feedback (you do not have to make any changes to your original responses/document, but your supervisor should make some brief notes to detail what you both discussed and any changes that will be made).
- This form can be faxed, turned into a pdf and submitted to Blackboard, or come as a word attachment from your supervisor’s email (coming directly from their email will work in place of a written signature)
- Please see full assignment details and the grading rubric on Blackboard.

1. Tell us about your goals and objectives

- a) Formulate a list of 3 +goals for yourself for your internship. In order to do this, you might ask yourself the following questions: How do you want to be different at the end of the experience? What experiences or skills do you want to acquire? What do you want to learn or do differently?
- b) Under each of the 3+goals you have listed, write 2-3 specific objectives for each. Remember that objectives are the steps you will need to take to achieve goals; a well written objective contains an observable behavior, the conditions under which you expect that behavior to occur and how you will judge whether you have been successful in meeting the objective.

Supervisor’s Name

Comments about goals & objectives

Comments about project

Any other thoughts, comments, issues or concerns?

Signature

Date

INTERNSHIP SUPERVISOR'S MIDWAY EVALUATION.
PLEASE REVIEW THE EVALUATION WITH THE STUDENT AND THEN SEND

Student's Name: _____ Date: _____

Site: _____

Site Supervisor's Name and Signature: _____

PLEASE ESTIMATE THE NUMBER OF HOURS, TO DATE, THE STUDENT HAS WORKED AT YOUR SITE & UNDER YOUR SUPERVISION:-

DIRECTIONS: Please rate this student in relation to how they rank in the professional and personal qualities. Circle the appropriate number for each quality. Once reviewed with the student please send the document to Dr Grindley by (a) fax (attn: Dr. Grindley, 208-885-5929), or (b) e-mail attachment (grindle@uidaho.edu). Thank you!

Key Areas	No Opportunity To Observe	Unsatisfactory	Below Average	Average	Above Average	Excellent
Exercise science and health knowledge (e.g., how the body works, program planning, & patient care).	na	1	2	3	4	5
Exercise science and health skills (e.g., taking BP, creating a survey, doing an assessment, & designing handouts).	na	1	2	3	4	5
Professional interaction with clients/patients (e.g. communication & behavior).	na	1	2	3	4	5
Teaching/presenting/explaining exercise and health information.	na	1	2	3	4	5
Written skills.	na	1	2	3	4	5
Engagement in assigned duties.	na	1	2	3	4	5
Initiative to learn (e.g., asking questions, asking for feedback and help, & asking for opportunities for growth).	na	1	2	3	4	5
Reaction to constructive criticism and feedback.	na	1	2	3	4	5
Ability to work with other members of the staff/team.	na	1	2	3	4	5
Professional conduct (e.g., punctuality, dependability, & reliability).	na	1	2	3	4	5
Emotional maturity (e.g., judgment, self-control, & responsibility).	na	1	2	3	4	5
Professional appearance (e.g., manner, dress, & grooming).	na	1	2	3	4	5
Mental awareness (e.g., judgment, understanding of the situation at hand).	na	1	2	3	4	5
Physical Health (e.g., in relationship to absenteeism and job performance).	na	1	2	3	4	5
Other (Please specify):	na	1	2	3	4	5

COMMENTS (e.g., strengths, weaknesses, areas in need of improvement):

MIDWAY SELF EVALUATION**DIRECTIONS**

- Meet with your site supervisor to review your midway evaluation
- Reflect on your experience so far and what you have left to accomplish.
- Respond to each of the following questions demonstrating honest self-reflection and clarity of response.
- Please leave all questions in your paper.
- Please see full assignment details and the grading rubric on Blackboard.

QUESTIONS (approx 1-2 paragraphs for each question)

1. **Briefly summarize your internship experience so far (e.g., what have you been doing, biggest lessons learned, challenges you have faced, and key contributions you have made to the site.)**
2. **Describe the objectives that have you met from your Getting Started assignment, and explain how you intend to meet the remaining objectives.**
3. **Please describe how the midway evaluation review with your supervisor went (e.g., what strengths and weaknesses were identified, did they say what you thought they would, was it uncomfortable or was it easy to take the constructive criticism, what is one area that you decided to work on based on this mid way evaluation).**
4. **Please write a brief summary of your Project and its progress so far, Include your plan for the completion of your project - please include a timeline, tasks, events etc**
5. **Please describe the supervision that you are receiving and your thoughts about it.**

RESUME AND COVER LETTER

Now you are close to the end of your college career, and internship, it is time to reflect on what you have learned and to get ready for the next phase of your career. Application materials (e.g., cover letter and resume) are the first steps to getting a job or into graduate school. You have two pieces of paper and about 6 seconds for each one to make an awesome initial impact with an employer. We devised this assignment, and the steps below, to help you make your materials outstanding so that you can go from good to great!

DIRECTIONS

- Please review the great PowerPoint presentation posted on Blackboard about basic do's and don'ts of resume and cover letter writing.
- Also review the Career Center examples of both cover letters and resumes on Blackboard.
- You will then create a Master Resume and Cover Letter
- **Or** find an exercise science and health related job or graduate school advertisement that you can gear your Resume and Cover Letter to.
- You will create both documents and then follow the editing steps listed below before submitting to Blackboard.
- Please see full assignment details and the grading rubric on Blackboard.

Resume

1. It will be 1-2 pages. You can always reduce the Master Resume length as you tailor it to a specific job or school.
2. Write it geared towards that exercise science and health employer or school- what do they want to see first about you, what do they want to know etc
3. Include all relevant exercise science and health experiences in a section titled "Experience" and include practicum, class projects, work, and volunteer experience as well as your internship.
4. Have a "skills" type of section and list all relevant certifications, qualifications, and things like language skills.
5. Most people spend **6-10 seconds** reviewing your resume so avoid including non relevant information- Wait Staff at Mingles, Volunteer for Kappa Sigma Tao's Pledge as these are not attention grabbers for the gym owner. Consider putting a comment about what these say about you into your cover letter instead.

Cover Letter

1. Write a 1-page cover letter that would accompany your resume. You have about 3-4 paragraphs to explain a little more about why you are applying for the job/position, to sell your skills and experiences, and to explain how you would use them to be an outstanding employee/candidate.
2. Use the Career Center's PowerPoint and the examples posted on Blackboard to help you structure your paragraphs and to help you really sell yourself.

Editing Steps

- You must have your resume and cover letter reviewed by the Career Center and you are to provide proof of this (e.g., signature, email confirmation, take a picture of the written edits on your draft version).
- Then have your site supervisor review them. They will sign a box on their final evaluation form to confirm this.
- Make your final changes and submit both to Blackboard.

CAREER CENTER INFORMATION

- <http://www.uidaho.edu/careercenter/Students.aspx>.
- 208-885-6121.
- Drop by the office or call to set up either an in-person **or phone** appointment.
- They really are amazing at what they do.
- It is free as a student and forever as alumni.
- They can also help you do mock interviews and salary negotiations.

PROJECT

DIRECTIONS

Each Project will be unique to the individual student and site, but should follow these general guidelines:

1. The Project should showcase your knowledge, skills, and ability to apply your exercise science and health training. This may include your understanding of exercise and lifelong movement, patient/client care and interactions, how to facilitate change, how to work as part of a team, how to effectively research, plan, implement, and evaluate programs or events, how to effectively communicate with a variety of co-workers and clients/colleagues etc.
2. It is worth 20% of your grade so you need to allocate a few hours a week to work on your Project throughout your internship experience.
3. It will be something that you can work on independently during your time at your site, but you should ask for help and feedback on as you go.
4. The Project should be a combination of yours and your sites idea(s). Some sites have very clear and specific projects that you will be working on while others do not. Sites are not required to provide you with a Project so please be prepared to generate ideas and then seek your site's and your UI supervisors input. You will write about your Project idea in your Getting Started Assignments, which will allow you to get feedback from your site supervisor and your UI supervisor/instructor. You will also post your idea to the discussion board to get feedback from your peers.
5. The Project needs to be focused on the population you are serving, the type of service/treatment you are providing, typical issues you may see, solutions to problems that they have experienced, providing new and innovative ways to provide care/treatment/service etc. Therefore, the project should not be focused on just you (i.e. do not design and perform a weight loss program for yourself).
6. The Project should be practical. This means it should be piloted, used, or shared during your experience. For example, presenting your Case Study to your co-workers, piloting your informational flyers with co-workers and clients/patients to get their feedback, running the event that you have planned, sharing your fitness manual and website with others to gain their feedback, implementing changes that you have researched and evaluating their effectiveness.
7. It can be one big Project or a several smaller ones. Sample projects include: organize, conduct and assess a health fair, the design and dissemination of health information pamphlets, bi-weekly presentations on a health topic to staff, an internship guide for the site, development of a master workout manual, a research project looking at VO₂ max of patients, an in-depth case study of a patient from initial injury in the ER to fully recovery. Please review the sample Projects posted on Blackboard.

FINALPRODUCT

On completion you **MUST** have some form of finished project that you "submit" for a grade, can leave at your site, AND that you can use as a portfolio piece to wow potential employers with. In most cases you will create one document/manual that includes the whole project and submit that (e.g., a well put together binder of case studies, a full manual of multiple handouts, a manual of events). For example, if you were in charge of several health presentations this should be in a manual that includes your project overview, the research conducted, photos of the event, materials created, and assessment data etc. In some cases you will have to submit a brief write up about what it was, how you did it, and what you learned along with some "evidence" of it. For example, you worked on updating your sites files and policies so you submit your write up and some sample updated forms, policy documents, and photos of the finished product.

STUDENT EVALUATION OF SUPERVISION
--

Site name and location

Supervisor's name (please list all supervisors and mentors that were integral in your learning)

DIRECTIONS: Please rate the strengths and weaknesses of the overall supervision you received at your site in terms of meeting your needs as an intern; therefore, your scores may reflect your main supervisor and two mentors that you had. For each area noted below, circle the appropriate number

Key Areas	Poor	Below Average	Average	Above Average	Excellent
The supervisor accepted you as a functional member of the staff: where applicable were willing to integrate you into all activities, programs discussions, meetings, and projects.	1	2	3	4	5
The supervisor provided an on-going educational experience: was instrumental in enhancing your knowledge and skills, and encouraged you to gain relevant certifications.	1	2	3	4	5
The supervisor encouraged you to incorporate classroom theory and experience into practical situations.	1	2	3	4	5
The supervisor gave you opportunities for increased responsibility, independence, and creativity.	1	2	3	4	5
The supervisor helped you to meet your personal and professional goals and objectives.	1	2	3	4	5
The supervisor provided time to discuss your work and progress, and provided constructive feedback in a manner that encouraged you to grow as a young professional.	1	2	3	4	5
The supervisor was willing to discuss your career options and planning.	1	2	3	4	5
The supervisor was professional: was a model of health-care professional behavior, was appropriate, encouraging, polite, and approachable.	1	2	3	4	5

COMMENTS:

INTERNSHIP SUPERVISOR'S FINAL EVALUATION

Student's Name: _____ Date: _____

Agency: _____

Supervisor's Name and Signature: _____

Please estimate the number of hours that the student has worked for your agency _____

Please initial to confirm that the student has sought your feedback on their resume and cover letter _____

DIRECTIONS: Please rate this student in relation to how they rank in the professional and personal qualities. Circle the appropriate number for each quality. Once reviewed with the student please send the document to Dr Grindley by (a) fax (attn: Dr. Grindley, 208-885-5929), or (b) e-mail attachment (egrindle@uidaho.edu). Thank you!

Key Areas	No Opportunity To Observe	Unsatisfactory	Below Average	Average	Above Average	Excellent
Exercise science and health knowledge (e.g., how the body works, program planning, & patient care).	na	1	2	3	4	5
Exercise science and health skills (e.g., taking BP, creating a survey, doing an assessment, & designing handouts).	na	1	2	3	4	5
Professional interaction with clients/patients (e.g. communication & behavior).	na	1	2	3	4	5
Teaching/presenting/explaining exercise and health information.	na	1	2	3	4	5
Written skills.	na	1	2	3	4	5
Engagement in assigned duties.	na	1	2	3	4	5
Initiative to learn (e.g., asking questions, asking for feedback and help, & asking for opportunities for growth).	na	1	2	3	4	5
Reaction to constructive criticism and feedback.	na	1	2	3	4	5
Ability to work with other members of the staff/team.	na	1	2	3	4	5
Professional conduct (e.g., punctuality, dependability, & reliability).	na	1	2	3	4	5
Emotional maturity (e.g., judgment, self-control, & responsibility).	na	1	2	3	4	5
Professional appearance (e.g., manner, dress, & grooming).	na	1	2	3	4	5
Mental awareness (e.g., judgment, understanding of the situation at hand).	na	1	2	3	4	5
Physical Health (e.g., in relationship to absenteeism and job performance).	na	1	2	3	4	5
Other (Please specify):	na	1	2	3	4	5

COMMENTS (e.g., strengths, weaknesses, areas in need of improvement):

THANK YOU LETTER

PLEASE DO NOT USE THIS EXACT FORM. MANY STUDENTS GO TO THESE SITES SO PLEASE MAKE SURE THAT YOUR LETTER IS PERSONAL AND MEANINGFUL TO THE SITE AND YOUR SITE SUPERVISOR.

Once you have received feedback on your letter please send it to your site.

Please see full assignment details and the grading rubric on Blackboard.

Student's name
Student's address

May 20, 2067

Diane Walster
Sonya Shriver
North Central Health Department
215 10th
Lewiston, ID 83501

Dear Supervisors,

Thank you so much for giving me the opportunity to have an internship with you and (name of school/and or agency). It was a very rewarding, meaningful experience, which has prepared me for working in this field of expertise.

I was impressed with the level of professionalism that I experienced while I was working with you and your colleagues. I learned a great deal about interacting with clients, specifically XYZ. I was fortunate enough to be able to learn about XY from Peter..... It has influenced my personal philosophies about School/ Community Health Education. I appreciate being allowed to work in various areas of concentration; this enabled me to receive a broad base of knowledge in this field of work. I was able to experiment with some of my other interests in order to decide what I would like to do when I graduate.

I would also like to state that in my review of my internship with you, I would highly recommend your site to other students. This program far exceeded my expectations for my student internship experience. Thank you again for this very enriching experience.

Sincerely,

INTERNSHIP SITE SPEC

Please complete the following and then delete all items in parentheses along with this introduction. Please get permission to use any logos or images before attaching and submitting. Remember that this information will be used to help future students and it will be able to be viewed by everyone, so please be thoughtful and professional in your responses.

Type of Internship/Job Title: (e.g., Physical Therapy Observation, Assistant Coach)	Image (site, company logo, std working at site.)
Number of Openings a Semester:	
Business/Organization Name:	
Address & Phone Number:	
Website:	
Description of Site/Facility: (e.g., what do they do, what population do they serve etc)	
Duties, Opportunities, and Outcomes of Student Placement: (e.g., X% observation of XYZ, become more proficient at....practical application of....see X class material used, certified in X)	
Brief Description of Project Completed:	
Type of Supervision and Education: (e.g., 100% direct supervision, weekly meetings, they let you ask questions all the time, opportunity for training via courses in XYZ)	
Application Information: Requirements: (e.g., CPR certified, senior, enthusiastic) Contact (name and title): Procedures: (e.g., what, where, and when of applying)	
Strength of Placement/Experience: (e.g., observe a variety of patients go all the way through a program. Great mentors....Very helpful staff.) Tips For Success At Placement/Experience: (e.g., Very limited opportunity to do hands on so make sure you ask at least 3 Qs a day to make sure you learn. Throw yourself into the placement and it will help you to see if you like working with youth or not.	
Number of Interns Employed By The Site After Internship is Done:	Overall Rating Of Experience (0 Poor-10 Excellent).

EVALUATION OF COURSE OBJECTIVES

DIRECTIONS: Please rate the internship course and your internship experience's ability to help you reach each of the objectives set out below. Comments about how to enhance the course are welcomed. Submit to Blackboard.

Course Objectives		Poor	Below Average	Average	Above Average	Excellent
Work Experience	Gained an understanding of a "real world setting" by contributing to the facility's day-to-day operations.	0	1	2	3	4
	Observed and then progressed to conducting a variety of duties assigned by the site supervisor.	0	1	2	3	4
	Worked independently and as an integral member of the facility's team.	0	1	2	3	4
	Became more aware of current issues and trends in the field.	0	1	2	3	4
	Gained more specific knowledge and skills required in the field.	0	1	2	3	4
Application of Learning	Applied academic training, and university experiences, to the real world setting.	0	1	2	3	4
	Observed and then progressed to conducting a variety of duties assigned by the site supervisor.	0	1	2	3	4
	Sought feedback from all supervisors and mentors about knowledge, skills, and practical application abilities.	0	1	2	3	4
	Reflected on academic preparation and new information learned during the placement.	0	1	2	3	4
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).	0	1	2	3	4
	Networked with potential employers/organizations.	0	1	2	3	4
	Gained valuable work experience to add to a resume.	0	1	2	3	4
	Created a Project that helped to add to a resume and can be used as a portfolio piece.	0	1	2	3	4
	Updated resume and cover letter to be prepared to apply for jobs and/or graduate school.	0	1	2	3	4
Evaluation & Assessment	Self reflected and evaluated own strengths and weaknesses.	0	1	2	3	4
	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.	0	1	2	3	4
Comments						

INTERNSHIP VISIT

Purpose.

The purpose of summer internship visit is to 1) Observe the student in their placement to ensure learning is occurring and professionalism is being developed, 2) To spend time with the student at the site to encourage and challenge their knowledge and professional growth, 3) To see the site and meet with site supervisors to build relationships that facilitate ongoing site opportunities, and to 4) Elicit information from the student and site supervisor about strengths and weaknesses of the ESH program to help to facilitate growth.

Procedure.

You will be contacted by a UI supervisor to arrange a day and time for their visit. This visit will either be in person, via phone, or via computer (e.g., SKYPE or IM).

In person.

- We will send you a rough idea of dates we will be in your area. Due to students' varied locations you may be visited by another supervisor who is in your area.
- You are responsible for arranging access and a time for us to complete the visit. You will see approximate times for each part of the visit below. These times may vary based on the size of the facility, the amount of questions that you have, how much time your site supervisor has etc. However, we do recommend that you and your site plan for a visit that will range between 40mins – 1h15.
- You will be required to send the exact location address to your UI site visitor so that they can find you as well as note where they should park when visiting with you.
- Please note that we are visiting several places over a couple of days so need to have things organized so that we can get to see you all.

Phone/Computer

- Send three days and times that we can call you and your supervisor to talk.
- We will then get back to you and confirm the day and time.
- Send a phone number where we can reach you at or your username for a computer chat.

During the visit you will be required to (phone and computer visits will be modified)

- Give your UI site visitor a tour of the facility (5-15mins)
- Arrange a meeting with your site supervisor where placement details, student strengths and weakness, and supervision type questions will be discussed. (10-20mins)
- You will then meet with your UI site visitor to discuss your experience so far (to include academic knowledge used, new skills and knowledge learned, interpersonal skills used, confidence to meet requirements and to ask for assistance or more responsibility, general strengths and weaknesses of self and the placement). Also a discussion of the Project/Projects should take place, and where possible evidence of progress so far shown. (15mins)
- If possible observe you working at your site. Following this we will meet with you to discuss how it went. Feedback will be based around items identified in the discussion prior (e.g., you are not sure if they are clear with instructions with patients, how do I do dealing with unruly children). (10mins + 10mins)

We are aware that for some sites, for example hospitals, it will not be possible to observe you in action due to confidentiality and safety reasons. We will modify the visit to accommodate your sites rule and requirements.

NOT GRADED