

Exercise Science Internship Packet EXS 419



Western Oregon
UNIVERSITY

Created Fall 2007
Revised Winter 2018

STOP

Carefully Read and Honestly Answer the Following Questions:

Have I completed all of required courses by the term I want to do the internship?

Required Core Classes: **EXS230** Foundations of Exercise Science, **EXS310W** Motor Learning, **EXS371** Kinesiology, **EXS415** Lifespan Motor Development, **EXS444** Adapted Physical Activity, **EXS470** Soc. & Psych. of Physical Activity, **EXS473** Physiology of Exercise, **EXS483W** Biomechanics, **EXS485** Exercise Testing and Prescription

YES

NO

See your advisor and set up a plan for completion

Have I identified my career goals and interest beyond graduation?

YES

NO

Contact the service learning and career office on campus and complete some of the career interest available.

Do I have an idea of potential places where I want to intern?

YES

NO

Make an appointment with the internship coordinator TWO terms in advance to the term you want to intern.

Once you identify your career interest you will be able to figure out places where these professionals with your same interest practice.

If you answer NO to any of these questions, please follow the recommendation to see your academic advisor and speak with the Internship Coordinator.

Table of Contents

• Internship Overview	4
• Criteria for Internship	5
• BEFORE your Internship Checklist	6
• DURING your Internship Checklist	7
• AFTER your Internship Checklist	9
• Grading Scale	11
• Frequently Asked Questions	12
• Appendix	16
○ Form A – Master Agreement	17
○ Form B – Student Internship Agreement	19
○ Form C – Internship Objectives	21
○ Daily Log	23
○ Tangible Product(s)	24
○ Weekly Discussion Forums	25
○ Exercise Science Interviews	26
○ Supervisor’s Evaluation and Student Intern’s Self-Evaluation	27
○ Summary of Internship Experience	28
○ Exercise Science Competency Portfolio	29
○ Self-Assessment of Competencies / Skills in Exercise Science	30
○ Competencies Rubric	33

Internship Overview

INTRODUCTION

The information contained in this packet is designed to help maximize your internship experience in exercise science. This experience is intended to be a partnership between you, your internship site, and the Division of Health and Exercise Science at Western Oregon University.

Through participation in an internship you learn to apply academic learning in a professional setting, perform work related to career interest, receive supervision and training and assess the possibilities of permanent employment. The internship experience provides an opportunity to bridge the gap between theory and practice and offer opportunities to be employed in entry level positions along with an experience to enhance your admittance to graduate school.

In select circumstances, you may receive some financial compensation. However, reimbursement agreements must be directly between you and your internship site. Our division is not in a position to negotiate payment for you.

PURPOSE

Western Oregon University students have the potential to leave our institution competent and capable of beginning a fulfilling and successful career in Exercise / Sports Science. We expect our students to graduate having gained the following skills:

1. Plan effective exercise interventions based on assessment of individual, environmental, and task constraints, and on assessment of interactions among constraints.
2. Implement and evaluate strategies, interventions and programs.
3. Demonstrate professional development and advocate for research-based practices within Exercise Science.

The internship program allows the student the opportunity to demonstrate that they are capable of applying these academic competencies to a professional setting.

The internship will provide the opportunity to:

- Gain an understanding and appreciation of the roles, duties, and the responsibilities of full-time professionals in exercise science, health and fitness industry, and allied health occupations.
- Expose you to the work of professional organizations and agencies.
- Encourage participation in activities on the local, state, and national levels.
- Expose you to leadership opportunities.
- Enable you to observe and participate in the planning, implementation and evaluation of programs within various agencies and organizations.
- Establish professional contacts and references.

Criteria for Internship

For an internship to be approved, the internship site and internship learning objectives must:

- Be community-based
- Ideally the internship site has someone who is trained in Exercise and Sports Science.
- Be related to Exercise / Sports Science and allied health professions.
- Result in a tangible product (see page 24 for more details about tangible products).
- Incorporate exercise science methods, such as:
 - Exercise education (i.e. presentations, conferences, classes, etc)
 - Exercise communication
 - Planning and implementing fitness programs
 - Assessment and Evaluation
 - Case studies
 - Fitness classes
 - Sports or exercise coaching

BEFORE your internship

The following list needs to be completed **BEFORE** you may start your internship.

- Complete the Exercise Science required courses:** EXS230 Foundations of Exercise Science, EXS310 Motor Learning, EXS371 Kinesiology, EXS415 Lifespan Motor Development, EXS444 Adapted Physical Activity, EXS470 Soc. & Psych. Aspects of Physical Activity, EXS473 Physiology of Exercise, EXS483 Biomechanics and EXS485 Exercise Testing and Prescription.
- Meet with the Division Exercise Science Internship Coordinator**, Ada Massa Gonzalez, to assist in finding and approving an internship at least two terms before registering for EXS419 Internship. Contact Ada at massagonzaleza@wou.edu or call (503) 838-9290.
- Attend the first Mandatory Internship Meeting.**
 - The first Mandatory Internship Meeting will be held the week of registration prior to the term the internship will be completed.
 - For Fall term internships: the meeting will be held the week of registration in May
 - For Winter term internships: the meeting will be held the week of registration in November
 - For Spring term internships: the meeting will be held the week of registration in February
 - For Summer term internships: meeting will be announced by internship coordinator.
 - Add/Drop forms to register for EXS419 will be signed at this meeting.
 - Students should check their WOU email on a regular basis for meeting information: date, time and location.
- Complete Required Forms A, B & C.**
 - All forms need to be **typed** and **signed** when they are turned in.
 - Forms A, B & C are included in the Appendix of this packet.
 - Form A (Master Agreement) is signed by the site supervisor and the Division Internship Coordinator.
 - Form B (Student Internship Agreement) is signed by the student intern and the Division Internship Coordinator.
 - Form C (Internship Objectives) is signed by the student intern, the site supervisor, and the Division Internship Coordinator.
 - Keep a copy of this form for your records.
 - Forms must be completed and turned in to the Division Internship Coordinator before you may start your internship.
- Attend the second Mandatory Internship Meeting** to turn in your required forms and go over remaining internship instructions.
 - The second Mandatory Internship Meeting will be held the first week of classes.
 - Check your WOU email on a regular basis for meeting information: date, time and location.

DURING your internship

The following list should be completed **during** your internship.

- Keep a detailed daily log of your internship experience.**
 - A Daily Log form may be found in the Appendix of this packet.
 - The completed Daily Log will be uploaded on to Moodle (bi weekly or weekly)
 - The Daily Log should show good reflection by the student of what is being learned and experienced at the site, as it relates to undergraduate courses and career goals.
 - Total hours need to equal at least 120 hours at your internship site.

- Work on your tangible product(s)** as you are working through your internship hours.
 - The tangible product(s) should be unique or a new contribution to the site or to an existing site program. The project should be left with the site and a copy submitted with your Final Internship Materials.
 - The tangible product(s) will be graded on whether the project showed good Exercise Science promotion/education/prevention practice and/or skill application; and is free from errors.
 - Examples include:
 - Exercise-based educational materials (presentations with handouts, brochures, bulletin boards, etc)
 - Case studies
 - Group or individual fitness classes with handouts for participants
 - Coaching / training materials
 - Assessment and evaluation of fitness programs

- Discussion Forums**
 - Answer the questions posted on the forum each week before Wednesday
 - Respond to at least two peers' responses before Friday night.
 - Discussion forums cannot be made up. Plan accordingly.

- Conduct 2 interviews with exercise / sports science professionals** working in two different careers within the field. Write a short summary of each interview to be included with your Final Internship Materials.
 - Professionals may work at the internship site or at other community organizations and agencies.
 - Only one of the professionals may be from the internship site.
 - You may NOT interview a professor/instructor/staff member working for Western Oregon University, nor a relative or family member.
 - At least four questions should be asked of each professional.
 - **A list of possible questions is included in the Appendix of this packet.**
 - The summary may be typed in question and answer format.
 - A short 2-3 sentence reflection should follow the question and answer section.
 - Each summary should be typed, double-spaced, 1 inch margins and be approximately 1 page.

- Students will be graded on whether appropriate professionals were identified to interview, if the student asked appropriate questions, the student showed good reflection and the interviews were spell-checked and proof-read.



Complete the Exercise Science Competency Portfolio.

- The Exercise Science Competency Portfolio should consist of these sections:
 - A resume and Cover Letter
 - The resume should accurately reflect the degree and expected graduation date of the student and should also be updated with internship experience.
 - A self-assessment of the exercise science competencies/skills
 - At least three evidences from required exercise science courses.
 - A completed, self-graded rubric of the self-assessment competencies
- **See the Exercise Science Competency Portfolio section included in the Appendix of this packet.**



Continually work on the required elements of your Internship Materials.

LAST WEEK of your internship

The following list should be completed to turn in after completion of your internship hours.

- Send a thank you letter to the site supervisor** shortly following completion of your internship.

- Complete the online Student Intern’s Self-Evaluation survey.**
 - The Student Intern’s Self-Evaluation survey will give you the opportunity to evaluate your professional skills and community health competencies in relation to your internship.
 - **A list of the competencies and skills that you will be evaluated on are included in the Appendix of this packet.**
 - An electronic link will be provided to you starting week 8 of the term (week 5 for summer term).
 - Completion of this survey is part of your internship grade. It will be graded on a Pass / No Pass basis and must be passed in order to receive a passing grade for your internship.
 - Please save a screen shot or a picture of the last page of the electronic survey to upload on Moodle on the due date established on the syllabus.

- Complete a summary of your internship experience.**
 - The summary of your internship experience should be approximately 5 pages in length, 1 inch margins, double-spaced and typed.
 - The summary will be graded on the following components:
 - The summary showed good insight and growth by the student
 - All sections of the outline provided were addressed
 - **Use the “Summary of Internship Experience” outline included in the Appendix of this packet**
 - The summary was proof-read and spell-checked; 1 point will be deducted for every 3 proof-reading or spelling errors.

- Complete the online Exit Survey – link provided via email before last mandatory meeting.**
 - An electronic link will be emailed before the last mandatory meeting.
 - Completion of this survey is part of your internship grade. It will be graded on a Pass / No Pass basis and must be passed in order to receive a passing grade for your internship.
 - Please save a screen shot or a picture of the last page of the electronic survey to upload on Moodle on the due date established on the syllabus.

- Compile your Internship Materials and UPLOAD** by due dates outlined in the syllabus.
 - Your Internship Materials should include these files:
 - Final Daily Log
 - Final Discussion Forum
 - Interviews with two (2) exercise / sports science professionals
 - Summary of Internship Experience
 - Tangible Product(s)

- A copy of a thank you letter addressed to your site supervisor
- Pictures of you at your internship site
- Screen shot, or scanned print out showing completion of the Student Intern's Self-Evaluation
- Screen shot, or scanned print out showing completion of the Exit Survey – link is provided via email.

Grading Scale

A total of 225 points are available for the internship. Grades will be based on the percentage of the total possible points earned and that all Pass / No Pass elements have met Pass criteria.

All elements of the internship will be pass / no pass and receive points based on the intern's work. If the element is not turn in or is deemed unsatisfactory, it will receive a no pass and a 0-point value.

*Any **NO PASS** grade will be ground for **FAIL** grade in the internship.

**Please refer to term syllabus for the specifics details on assignments and point values.*

Grading Scale:

A 94% - 100%	B- 80% - 83.5%	D+ 67% - 69.5%
A- 90% - 93.5%	C+ 77% - 79.5%	D 64% - 66.5%
B+ 87% - 89.5%	C 74% - 76.5%	D- 60% - 63.5%
B 84% - 86.5%	C- 70% - 73.5%	F 59.5% or below

Site Supervisor's Evaluation of Student Intern

- The site supervisor will be emailed an evaluation link the beginning of week 8 (week 5 summer term).
- The site supervisor's feedback will go directly to the Division Internship Coordinator.
- Site supervisor's feedback will impact grades.

Frequently Asked Questions

The following questions and answers are designed to further address any questions regarding the requirements outlined in this packet.

Do I pay tuition for internship credits?

Yes, internships count as part of the credit hours necessary for graduation, thus a student must be enrolled and pay all tuition fees (i.e. cost of transportation to the internship site, materials, etc) required for these credit hours during the internship experience. You may sign up for the credit hours for EXS419 during one of your last quarters at WOU.

How and when should I contact the Division Internship Coordinator?

Staying in close contact with the Internship Coordinator during your Junior and Senior years is recommended as you will be more aware of the internship opportunities available to you. Meeting with the internship coordinator face to face is required two terms in advance. The internship must be approved and the paperwork must be filled out before starting your internship. The current Division Exercise Science Internship Coordinator is Ada Massa Gonzalez. You can call (503) 838-9290 or email massagonzaleza@wou.edu to make an appointment.

What should I consider when selecting an internship?

- What do I want to learn from the internship?
- What skills do I have, and how can I contribute to an agency?
- Is it located in a community with which I am already somewhat familiar?
- Is it located where I might be able to stay with friends or relatives to reduce costs?
- Is the environment of the site, and travel to and from the site, safe?
- Does the internship represent the type of setting in which I would eventually like to be employed?
- Is it located in a community large enough to likely contain significant employment options into which I might network?
- Is it located in an area of the country where I would like to live?
- For more information on requirements for an approved internship, see the “Criteria for Internship” section of this packet.

Where can I find an internship?

Potential internship opportunities and agencies available:

- Talk with the Division Exercise Science Internship Coordinator about available internships.
- Visit the Service Learning and Career Development Center for help in finding additional resources for finding internships. (The center is located in the Werner University Center and is open M-F between 8:00am – 5:00pm)
- Review sites listed at the website and contact the person or agency listed to make an appointment.

- Talk to previous students / classmates about their internship experiences.
- Call agencies or organizations and ask about available opportunities.
- Connect with any volunteer agency, local or state health department, etc. where previous volunteer experience has been given.

What advice is available for contacting agencies to inquire about internship?

- First, brainstorm a list of agencies where you would like to do an internship.
- Next, find the name and contact information of the program manager or director.
- Call or email this person and set up an appointment to meet with him/her in person to discuss potential internships.
- Before meeting with this person, do some background research to learn more about the agency, what they do, who they serve, etc.
- During the interview articulate what you want to learn in your internship, what your skills are, and how you can contribute to their agency. Also be prepared to discuss possible internship objectives (see Form C) and tangible products to be produced in order for the proposed internship to be evaluated and approved by the Division Internship Coordinator.
- Do not wait until the last minute to contact agencies. By this time they may already have interns hired. Start exploring options for internships at least two terms before you want to start.

What is an appropriate internship?

See the “Criteria for Internship” section of this packet.

What are some examples of the tangible product?

The tangible product should be a unique or new contribution to the site or to an existing site program. Examples include:

- Exercise-based educational materials (presentations with handouts, brochures, bulletin boards, etc)
- Case studies
- Group or individual fitness classes with handouts for participants
- Coaching / training materials
- Assessment and evaluation of fitness programs

What does the university require me to do before I officially start my internship?

In order to avoid liability risks, the University requires that all interns fill out the necessary University forms prior to starting an internship; otherwise the time put in will not count. In order to do this, make an appointment with your site supervisor at his/her agency prior to your starting date to fill out the needed forms. Give the forms directly to the Division Exercise Science Internship Coordinator. You are also required to register for EXS 419 to receive internship credits.

Required Forms to be turned in before you start your internship:

- Form A – Master Agreement (signed by the site supervisor and the Division Internship Coordinator)
- Form B – Student Internship Agreement (signed by the student intern and the Division Internship Coordinator)
- Form C – Internship Objectives (signed by the student intern, the site supervisor and the Division Internship Coordinator)

All of the required forms need to be typed and signed. All of the required forms are included in the Appendix of this packet.

What happens if there needs to be a change in my internship?

Student employees or interns are expected to accept cooperative education positions with a seriousness of purpose to perform their work accurately and responsibly. If the work performance does not meet the established reasonable standards, the internship site is not obligated to continue the student's employment.

Discharge may be for one of several nondiscriminatory reasons such as:

- Unsatisfactory performance
- Incompetence
- Irregular attendance
- Inability to perform expected tasks
- Habitual tardiness
- Unsatisfactory attitude
- Improper behavior
- Lack of dependability
- Damaging relationships between the agency and its partners, etc

The circumstances that led to a student being discharged should be carefully documented and reviewed by both the site supervisor and the Division Internship Coordinator. As a safeguard for all parties, the case should be referred to the Division Chair, Dean, and if deemed appropriate, legal counsel.

Should you find yourself terminated without adequate warning, you should follow these instructions. Immediately contact the Division Internship Coordinator. When you talk with the Division Internship Coordinator, or Division Chair, be prepared with the following information:

- Your city and state location
- The name of the site with whom you are interning
- Your immediate site supervisor's name
- The office phone number of your site supervisor
- A full written explanation of the possible reasons for the impending or immediate termination

The Division Internship Coordinator reserves the right to contact the site supervisor to check on student progress, solve problems, determine value of internship, provide input, explain expectations, etc.

Appendix

The Appendix includes the following forms: ****All forms need to be typed when completed****

Form A – Master Agreement

- To be filled out BEFORE the internship begins
- Signed by the Site Supervisor and the Division Internship Coordinator

Form B – Student Internship Agreement

- To be filled out BEFORE the internship begins
- Signed by the Student Intern and the Division Internship Coordinator

Form C – Internship Objectives

- To be filled out BEFORE the internship begins
- Signed by the Student Intern, the Site Supervisor and the Division Internship Coordinator

Daily Log

- Fill out DURING the internship by the student intern

Tangible Product(s)

- Work on DURING your internship

Weekly Discussion Guidelines

- See syllabus for due dates

Sample questions for the interviews with exercise / sports science professionals

- Complete these interviews DURING your internship

Supervisor’s Evaluation and Student Intern’s Self-Evaluation

- Separate electronic links will be provided to both the site supervisor and the student intern starting week 8 of the term and closing on Tuesday of finals week.

Summary of Internship Experience

- Complete AFTER completion of internship hours

Exercise Science Competency/Skills Portfolio

- Complete During completion of internship hours

Exit Survey

- An electronic link will be provided to you via email during Finals week.

Division Exercise Science Internship Coordinator

Ada Massa Gonzalez, MEd
Health & Physical Education
Western Oregon University
345 N. Monmouth Ave
Monmouth, OR 97361

Office Location: RWEC #246
Office Phone #: (503) 838-9290
Email: massagonzaleza@wou.edu

Form A
MASTER AGREEMENT
Western Oregon University

This agreement is entered into this day of 20 (“Effective Date”) between Western Oregon University (WOU), an Oregon non-profit corporation and educational institution (WOU), and (the “Experience Provider”) located at .

1. **PURPOSE.** In order to facilitate internship opportunities and educational experiences for students, this Agreement is intended to govern the relationship between Experience Provider and WOU with respect to student interns from WOU in an internship agreement with the Experience Provider.

2. **GENERAL CONSIDERATIONS.**

2.1 An internship is a cooperative student program between WOU and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction that help students of WOU (each an “Intern”) acquire skills and knowledge related to their chosen field of study or occupation.

2.2 This Agreement is effective as of the Effective Date and may be terminated by WOU or the Experience Provider for any reason by providing 90 days advance written notice to the other party.

2.3 Experience Provider and WOU shall each provide a contact person (the “Internship Coordinator”) for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Internship Coordinators for the Experience Provider and for WOU. Others may be designated in writing by the parties at any time.

For Experience Provider:

Name:
Address:
Telephone:
Email:

For WOU:

Name:
Address:
Telephone:
Email:

2.4 WOU and the Experience Provider agree to indemnify each other from any claims or liability, including reasonable attorney’s fees, due to their respective negligent acts or omissions arising from the performance of this Agreement. Each party further agrees to have in effect insurance coverage to adequately underwrite this promise of indemnity.

2.5 Neither WOU nor the Experience Provider will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party’s actions, inactions or negligence. If, however, such claims, disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both the Experience Provider and WOU, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.

2.6 WOU acknowledges that all original creative work of any Intern performed as part of an internship shall be considered a “work made for hire”, and that copyright and other intellectual property rights in any such original creative work of Intern shall be owned entirely by the Experience Provider.

2.7 The parties acknowledge and agree that it shall be the responsibility of each Intern to: (i) comply with the Experience Provider’s policies and procedures; (ii) report any serious problems related to the Experience Provider, including safety and personnel problems, to the Internship Coordinator at WOU and the Experience Provider; and (iii) maintain a health insurance policy in effect during the full period of any internship with the Experience Provider.

3. RESPONSIBILITIES OF WOU. WOU shall:

- 3.1 Provide course information and objectives, and ensure that each participating Intern meets academic and other qualifications that are consistent with the objectives and requirements of WOU’s program;
- 3.2 Make reasonable efforts to ensure that each Intern from WOU is aware of Intern’s responsibilities to abide by the terms of Section 2.7, and that each Intern from WOU shall enter into a separate written agreement between WOU and the Intern (“Student Internship Agreement”) identical to the agreement attached as Exhibit A;
- 3.3 Provide an administrative framework and a teaching faculty adequate in number, qualifications, and competence to develop and carry forward its instruction and supervision;
- 3.4 Ensure that for each internship, the Internship Coordinator of WOU (i) maintains ongoing contacts with the Intern and the Experience Provider; (ii) discusses the specifics and expectations of the internship with the Intern and the Experience Provider; (iii) maintain the Intern’s progress with the Intern and the Experience Provider, and (iv) advises the Intern relative to the program of study related to the internship experience.

4. RESPONSIBILITIES OF THE EXPERIENCE PROVIDER. The Experience Provider shall:

- 4.1 Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of WOU’s program;
- 4.2 Orient the Intern to the Experience Provider’s rules, policies, procedures, methods, and operations;
- 4.3 Evaluate the Intern’s performance and notify WOU’s Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern.
- 4.4 Comply with all the federal, state, local, and municipal laws, ordinances, and codes applicable to Experience Provider, including but not limited to providing Worker’s Compensation and/or other employment benefits to the Intern where applicable.
- 4.5 If applicable, pay the Intern agreed upon rate of compensation for the term of the internship and fulfill all legal requirements related to Experience Provider’s independent contractor/employment relationship with the Intern; and
- 4.6 Accept the primary responsibility for supervision and control of the Intern at the internship site.

5. ENTIRE AGREEMENT. This agreement constitutes the entire agreement of the parties with respect to the subject matter of the agreement.

In witness whereof, the parties have affixed their signatures below:

Experience Provider:

Western Oregon University:

By: _____

By: _____

Name: _____

Name: _____

Date: _____

Date: _____

Student Internship Agreement

Health & Exercise Science, Western Oregon University

Student Name:

Internship Start Date:

End Date:

Department and Course Number:

Quarter Enrolled:

Year:

Credit Hours:

Internship Site (“Experience Provider”):

Complete Internship Address:

Site Supervisor:

Phone:

Email:

WOU Internship Coordinator:

Phone:

Email:

WOU Faculty Mentor / Advisor:

Phone:

Email:

The student hereby agrees to the following:

1. Be enrolled as an internship student.
2. Comply with all Experience Provider rules, policies and procedures.
3. Complete the internship during the dates specified unless modified by the Experience Provider and WOU.
4. Work conscientiously under the direction of the supervision assigned by the Experience Provider, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the WOU Internship Coordinator.
6. Complete all WOU academic assignments and course work as outlined by the applicable department.
7. Adhere to WOU’s Code of Student Responsibility and the Experience Provider’s Standards of Personal Conduct and Dress and Grooming Standards.
8. Receive and read a copy of the Internship Master Agreement between WOU and the Experience Provider. I acknowledge that it is incorporated by reference in this Agreement and I am bound by such terms and conditions therein which specifically apply to interns. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
9. Authorize WOU’s designated representative to grant permission for any necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.

10. Participation as an intern may involve risks not found in study at WOU. These include risks involved in traveling to and returning from place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
11. Be personally responsible for all housing, transportation, study, and other arrangements in connection with my internship and personally bear all associated costs. In addition, be personally responsible for any financial liability and obligation which I personally incur and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during my participation in the internship program. I understand that WOU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the internship. I understand that WOU is not responsible for matters that are beyond its control, including without limitation, strikes, war, loss, or theft of personal belongings, delays, weather, acts of God, governmental restrictions or acts, errors, or omissions of third party providers of goods or services.
12. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter and incur as an intern.
13. Acknowledge and agree that WOU is acting as an internship facilitator only and that WOU will be neither responsible for nor held liable for any claims, losses, damages, injuries, adverse events or outcomes arising out of or caused by the internship, including but not limited to such claims, losses, damages, injuries, adverse events and outcomes caused by Experience Provider's actions, inactions or negligence, even if WOU has been advised of the possibility of such.
14. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire", and that all copyright and other intellectual property rights in any such original work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Western Oregon University in the creative work or internship performance without the express written permission of Western Oregon University.

Student Intern's Signature

Date

Division Internship Coordinator's Signature

Date

Internship Objectives

When completing your objectives, consider the following guidelines:

Under normal circumstances, a well-formulated measurable objective will meet the following criteria:

1. It starts with the word “to”, followed by an action verb.
2. It specifies a single key result to be accomplished. (What / how much)
3. It specifies a target date for its accomplishment. (When)
4. It specifies only the “what” and “when”; it avoids venturing into the “why” and “how”.
5. It is readily understandable by those who will be contributing to its attainment.
6. It is realistic and attainable, but still represents a significant change.
7. It is consistent with the resources available or anticipated.
8. It is consistent with agency and organizational policies and practices.
9. It is recorded in writing, with a copy kept and periodically referred to by both site supervisor and intern.

Example Objectives

1. To develop a fitness program for beginners by June 30, 2011.
2. To implement strength training program for the target population by July 31, 2011.
3. To assess and evaluate a fitness program for seniors by December 2011.

Form C
Internship Objectives

Complete with your Site Supervisor; keep a copy for your records and turn in with Forms A & B before starting your internship. Form needs to be typed and signed before turning in to Division Internship Coordinator for approval.

Student Name:

Phone:

Email:

Quarter Enrolled:

Internship Site:

Address:

Site Supervisor:

Phone:

Email:

Your Personal Objectives:

Site / Agency Objectives:

- 1.
- 2.
- 3.
- 4.

- 1.
- 2.
- 3.
- 4.

Sample

Signature: _____
(Student Intern)

Date: _____

Signature: _____
(Site Supervisor)

Date: _____

Signature: _____
(Division Internship Coordinator)

Date: _____

Daily Log

Date: (Today's Date)	Tasks / Skills: (Refers to what you accomplished or worked on at your internship)	Reflection: (Refers to what you learned about yourself, what you learned about your field, if you encountered any issues or concerns, how was it solved or what could be done to solve it)	Hours:	
			Daily	Total
Example: 10 Oct 2011	Example: Today I was assigned to work on a fall prevention program for seniors living in assisted living. I will be presenting my program to the caregivers at the assisted living facility on Oct. 20 th .	Example: I discovered that I really enjoy doing the research necessary to plan programs and presentations. I hadn't realized that falls were so detrimental to senior's health. The only issue so far is work space but my site supervisor is finding a desk for me so hopefully this issue will be solved shortly.	Ex: 6	

Sample

To access the excel version of the daily log click here: [Excel Version Daily Log](#)

Tangible Product(s)

The tangible product(s) should be unique or a new contribution to the site or to an existing site program. The product or project should be left with the site and copy submitted with your Final Internship Materials.

The tangible product(s) will be graded on whether the project showed good exercise / sports science practice and/or skill and is free from errors.

Examples include:

- Exercise-based educational materials (presentations with handouts, brochures, bulletin boards, etc)
- Case studies
- Group or individual fitness classes with handouts for participants
- Coaching / training materials
- Assessment and evaluation of fitness programs

Weekly Discussion Forum

You are expected to participate in **all** discussion forums weekly. Discussion questions for each week will be posted on the Discussion Forum. The questions will be available for review on your syllabus. You need to post an original response to the questions. Also, **thoughtfully** respond to at least two (2) other post of a peer by 11 pm of their assigned due dates, either Monday or Fridays.

R.E.S.P.E.C.T. Guidelines: Throughout the course of the term we will engage in discussions about Internship related issues, assignments and progress. In order to create an environment that is welcoming to all, I propose that we recognize and follow the RESPECT guidelines as follows: **R**ecognize your communication style; **E**xpect to learn something about yourself and others; **S**peak clearly and use personal examples when making a point; **P**articipate honestly and openly; **E**ngage in the process by listening as well as speaking; **C**onfidentiality; **T**ake Responsibility for yourself and what you say.

Email Etiquette: When communicating via email with me, your peers, with community agencies, and human service professionals, please follow the rules listed below.

- **Use proper spelling, grammar & punctuation.** This is not only important because improper spelling, grammar and punctuation give a bad impression of your ability, it is also important for conveying the message properly. Paragraph with no full stops or commas are difficult to read and can sometimes even change the meaning of the text. And, if your program has a spellchecking option, use it.
- **Writing in CAPITALS letters.** IF YOU WRITE IN CAPITALS IT SEEMS AS IF YOU ARE SHOUTING. This can be highly annoying and might trigger an unwanted response in the form of a flame mail.
- **Read the posts and emails before you send it.** Reading a post/email before they send it out, can help identify many spelling and grammar mistakes contained in it. Apart from this, reading your posts/email through the eyes of the recipient will help you send a more effective message and avoid misunderstandings and inappropriate comments.
- **Do not use email to discuss confidential information.**

Exercise Science Interviews

Each student intern will interview 2 current exercise / sports science professionals. These two professionals must work at different community organizations or agencies. No WOU personnel or relatives are allowed for this task.

- At least four questions should be asked of each professional.
- The summary may be typed in question and answer format.
- A short 2-3 sentence reflection should follow all of the questions and answers. (Reflect after the entire interview transcription)
- Each summary should be typed, double-spaced, 1 inch margins and be approximately 1 page.
- Students will be graded on if appropriate professionals were identified to interview, if the student asked appropriate questions, the student showed good reflection and the interviews were spell-checked and proof-read.
 - The interviews are worth 10 points total and 1 point will be deducted for every 3 spelling or proof-reading errors.

Sample Interview Questions

1. How long have you been in the field of exercise / sports science?
2. What initially drew you to pursue a career in this field?
3. What is / are your area(s) of expertise?
4. What do you feel is your greatest triumph in your career? What challenges or difficulties have you faced in achieving that triumph?
5. What goals and visions do you have for your future as an exercise / sports science professional?
6. What would you say is the greatest quality required to be successful in exercise science?
7. Do you have any advice for those who are preparing themselves to be future leaders in exercise science?
8. Did you complete an internship? What helped you and what was difficult?
9. Do you plan to attend graduate school?
10. What advice do you have for those upper division students who are thinking about applying for graduate school?
11. What do you feel has prepared you most for your career?
12. What was your career path to start with, and how is it the same/different from today?
13. Any other questions that you may be interested in asking.

Supervisor's Evaluation and Student Intern's Self-Evaluation

Below are the professional skills and exercise science competencies that will be used to evaluate your internship. Separate electronic links will be provided to you and your site supervisor starting week 8 of the term (week 5 for summer term). Completion of this survey is part of your internship grade. **Please print out the last page of the electronic survey to turn in with your Final Internship Materials.**

General Professional Skills:

Displayed appropriate level of confidence in professional abilities.
Ability to effectively communicate orally.
Ability to effectively communicate in writing.
Ability to effectively utilize and apply knowledge.
Ability to analyze problems and effectively problem solve.
Ability to develop a professional network (within the agency / community).
Ability to meet deadlines.
Ability to work beyond minimum expectations.
Ability to accept feedback.
Ability to maintain appropriate professional appearance and attitude.
Ability to interact appropriately with all audiences (clients / colleagues).
Displayed an interest in the operations of the agency.

Exercise Science Competencies / Skills:

Applied appropriate qualitative and quantitative measurement and analysis techniques in assessment of constraints and constraint interactions.
Determined intervention outcomes based on constraint and interaction assessment.
Demonstrated effective manipulation of individual, environmental and task constraints in intervention development.
Selected and implemented intervention components appropriate to a diverse range of individuals and groups.
Applied interventions using a diverse range of equipment, facilities, resources and methods.
Assessed effectiveness of a diverse range of individual and group interventions.
Effectively communicated findings and recommendations for future practice to multiple audiences.
Used oral, electronic and written techniques to communicate effectively with a diverse range of audiences.
Retrieved and evaluated research-based information from a variety of resources.

Exit Survey

Complete the online Exit Survey

- An electronic link will be provided to you via email before the last mandatory meeting during finals week.
- Completion of this survey is part of your internship grade and will be graded on a Pass / No Pass basis and must be passed in order to receive a passing grade for your internship.
- Please save a screen shot or a picture of the last page of the electronic survey to upload on Moodle on the due date established on the syllabus.

Summary of Internship Experience

Complete a summary of your internship experience.

- The summary of your internship experience should be approximately 5 pages in length, 1 inch margins, double-spaced and typed.
- The summary is worth 25 points and will be graded on the following components:
 - The summary showed good insight and growth by the student
 - All sections of the outline provided were addressed
 - The summary was proof-read and spell-checked; 1 point will be deducted for every 3 proof-reading or spelling errors.
- Include your summary with your Final Internship Materials.

Use the following outline when writing your summary.

- Overview
 - Provide an overview of what you did during your internship
 - Include an overview of your internship site
 - Describe the site's mission, how the site contributes to community health and the extent to which the agency is working to achieve their mission.
- Objectives
 - List your personal internship objectives and your internship site objectives (from Form C – Internship Objectives).
 - Describe to what degree you accomplished these objectives.
- Professional Growth
 - Explain how your internship experience has contributed to your professional growth.
 - As a result of this experience, describe how you have redefined your specific professional objectives/goals.
 - Describe any problems or concerns that you may have encountered and how they were solved or could have been solved.
- Skills / Competencies
 - Explain the skills or competencies you were required to use in your internship, including those that you felt prepared to use and those you felt unprepared to use.
 - Describe any new skills you have developed through your internship.
- Challenges and rewards
 - Identify those experiences of the practicum that were the most difficult for you.
 - Identify those experiences of the practicum that were that gave you the most satisfaction.
- Future
 - Explain how your internship experience will impact your future.

Exercise Science Competency Portfolio

The exercise science competency portfolio should consist of these sections:

- A resume and cover letter
- A self-assessment of the exercise science competencies (worksheet follows this page)
- At least three evidences from required exercise science courses.
- A print out showing completion of the Exit Survey.
- All of these sections will be emailed to the instructor. Please see your syllabus for due dates.

Resume and Cover Letter

- Should be professionally prepared and reflect current skills and experiences.
- Should be updated to include internship experience.
- Should be typed and free from spelling and proof-reading errors.
- The resume and cover letter will be graded on a Pass / No Pass basis and a 10 point scale and must be passed in order to receive a passing grade on your internship.
 - More than 3 errors will result in a No Pass grade.

Self-Assessment of Competencies/Skills

- Students should use the self-assessment worksheet included in this packet.
- The self-assessment should be typed, proof-read and spell-checked.
- The student should show good reflection and provide specific examples of these competencies and skills from their required exercise science courses.
- The self-assessment will be graded on a 30 points scale and a Pass / No Pass basis and must be passed in order to receive a passing grade on your internship.
 - 1 point will be deducted for every 3 spelling or proof-reading errors.

At least three (3) evidence from required exercise science courses.

- Include at least one evidence from Competency 1 (subcompetency a, b, c, d, or e)
- Include at least one evidence from Competency 2 (subcompetency a, b, c, d, e, or f)
- Include at least one evidence from Competency 3 (subcompetency a, b, c, d, or e)
- The evidences should represent your best work.
- The evidences will be graded on a 15 points scale and a Pass / No Pass basis and must be passed in order to receive a passing grade on your internship.
 - Failure to include at least one evidence from each competency (1, 2 and 3) will result in a No Pass grade.

Self-Graded Rubric

- Using the Competencies Rubric provided, self-evaluated your competencies write up
- Assign a score per sub-competency using the grading scale for expectations
 - Not met: 0 points
 - Met: 2 points
 - Exceed: 2.5 points
- Complete this form by hand, and upload a scanned version of it.
- Complete all calculations (-5 point for missing this step)

Self-Assessment of Competencies / Skills in Exercise Science

Type at least one specific example of how each sub-competency was accomplished and reference specific required core classes (these are listed at the top of each page.)

<p>Competency 1.</p> <p>Plan effective exercise interventions based on assessment of individual, environmental, and task constraints, and on assessment of interactions among constraints.</p>	<p>Course Experience:</p> <p><u>Required Core Classes</u></p> <p>EXS230 Foundations of Exercise Science, EXS310 Motor Learning, EXS371 Kinesiology, EXS415 Lifespan Motor Development, EXS444 Adapted Physical Activity, EXS470 Soc. & Psych. of Phys. Activity, EXS473 Physiology of Exercise, EXS483 Biomechanics, EXS485 Exercise Testing and Prescription, and EXS419 Internship</p>
<p>1a. Apply appropriate qualitative and quantitative measurement and analysis techniques in assessment of constraints and constraint interactions.</p>	
<p>1b. Determine intervention outcomes based on constraint and interaction assessment.</p>	
<p>1c. Demonstrate effective manipulation of individual, environmental and task constraints in intervention development.</p>	

Self-Assessment of Competencies / Skills in Exercise Science

<p>Competency 2</p> <p>Implement and evaluate strategies, interventions and programs.</p>	<p>Course Experience:</p> <p><u>Required Core Classes</u></p> <p>EXS230 Foundations of Exercise Science, EXS310 Motor Learning, EXS371 Kinesiology, EXS415 Lifespan Motor Development, EXS444 Adapted Physical Activity, EXS470 Soc. & Psych. of Phys. Activity, EXS473 Physiology of Exercise, EXS483 Biomechanics, EXS485 Exercise Testing and Prescription, and EXS419 Internship</p>
<p>2a. Select and implement intervention components appropriate to a diverse range of individuals and groups.</p>	
<p>2b. Apply interventions using a diverse range of equipment, facilities, and pedagogical resources and methods.</p>	
<p>2c. Assess effectiveness of a diverse range of individual and group interventions.</p>	
<p>2d. Effectively communicate findings and recommendations for future practice to multiple audiences.</p>	

Self-Assessment of Competencies / Skills in Exercise Science

<p>Competency 3</p> <p>Demonstrate professional development and advocate for research-based practices within Exercise Science.</p>	<p>Course Experience:</p> <p><u>Required Core Classes</u></p> <p>EXS230 Foundations of Exercise Science, EXS310 Motor Learning, EXS371 Kinesiology, EXS415 Lifespan Motor Development, EXS444 Adapted Physical Activity, EXS470 Soc. & Psych. of Phys. Activity, EXS473 Physiology of Exercise, EXS483 Biomechanics, EXS485 Exercise Testing and Prescription, and EXS419 Internship</p>
<p>3a. Develop a personal plan for professional development.</p>	
<p>3b. Use oral, electronic and written techniques to communicate effectively with diverse audiences.</p>	
<p>3c. Retrieve and evaluate research-based information from a variety of resources.</p>	
<p>3d. Develop and communicate research and content-knowledge based positions relative to critical questions in Exercise Science.</p>	
<p>3e. Demonstrate professional skills and ethics appropriate within the field.</p>	

Exercise Science Competency / Skills Rubric

	Not Met	Met – “Part of the way”	Exceeded – “All of the way”
For all competencies:	<ul style="list-style-type: none"> • Student struggles to list or explain how courses meet sub-competencies; no critical thinking/problem solving • Student’s examples missing, incomplete or does not reference specific EXS core courses. • Examples not well articulated to show competency/skill in each area. 	<ul style="list-style-type: none"> • Student lists and minimally explains how courses meet sub-competencies; minimal, if any, critical thinking/problem solving displayed • Student’s examples reference at least one specific EXS core course. 	<ul style="list-style-type: none"> • Student demonstrates critical thinking and problem solving skills in explanations of how sub-competencies were met, • At least one example from more than one required core course is presented. • Student Projects into the future how this competency would be used or applied beyond the classroom.
SCORING	0	M = 2 points	E = 2.5 points

Calculate the final score after grading your competencies:

Total Marks per section:	Not Met: # _____	Met: # _____	Exceeded: # _____
Multiplied by pts. values:	NM x 0 = _____ pts.	M x 2 = _____ pts.	E x 2.5 = _____ pts.
TOTAL POINTS:	_____ / 30pts. _____ %		

Competency 1. Plan effective exercise and movement interventions based on assessment of individual, environmental, and task constraints, and on assessment of interactions among constraints.	Not Met	Met	Exceeded
	0	M = 2 points	E = 2.5 points
1a. Apply appropriate qualitative and quantitative measurement and analysis techniques in assessment of constraints and constraint interactions.	Does not show evidence of an ability to acquire qualitative and/or quantitative examples Appropriate measurement and analysis techniques are not demonstrated.	Appropriate qualitative and/or quantitative examples represented Analysis is demonstrated on both constraints and constraint interactions.	Appropriate qualitative and/or quantitative examples represent Thorough analysis is demonstrated on both constraints and constraint interaction.
SCORE			
1b. Determine intervention outcomes based on constraint and interaction assessment.	Intervention outcome examples are not based on both constraint and interaction assessment Outcome examples are minimally discussed.	Intervention outcome examples are based on both constraint and interaction assessment Intervention outcome examples are appropriate based on the type of assessment.	Intervention outcome examples are discussed and connected back to best practices Intervention outcome examples are compared to other forms of assessment.
SCORE			
1c. Demonstrate effective manipulation of individual, environmental and task constraints in intervention development.	One or more constraint is missing Constraints are discussed but manipulation not effectively demonstrated. Descriptions inaccurate	Demonstration of all three types of constraints is appropriate Demonstrated through at least one specific example of each of the types of constraints.	Demonstration of all three types of manipulation is effective, appropriate, and critically discussed More than one example is used for each of the constraints and/or the constraints are compared against each other, demonstrating critical thinking skills.
SCORE			

Competency 2. Implement and evaluate strategies, interventions and programs.	Not Met	Met	Exceeded
SCORE	0	M = 2 points	E = 2.5 points
2a. Select and implement intervention components appropriate to a diverse range of individuals and groups.	Only one component is selected and it is not clearly tied to a diverse range of individuals and groups No examples provided Diversity is not highlighted.	Explores the connection between the use of the different techniques to connect with diverse audiences, using at least one specific example.	Clearly articulates the connection between the use of the different techniques to connect with diverse audiences, citing specific examples that show culturally and demographically sensitive strategies for both individuals and groups.
SCORE			
2b. Apply interventions using a diverse range of equipment, facilities, and pedagogical resources and methods.	Focuses on one kind of equipment, facility or pedagogical perspective.	Intervention strategies are applied using examples that include equipment, facility, and pedagogical variability.	Intervention strategies are applied using examples that include equipment, facility, and pedagogical variability and includes examples of the evaluation of intervention techniques
SCORE			
2c. Assess effectiveness of a diverse range of individual and group interventions.	Only one population is assessed	Effectiveness of interventions explored among diverse range of individuals and groups.	Effectiveness of interventions thoroughly explored and demonstrated among diverse range of individuals and groups.
SCORE			
2d. Effectively communicate findings and recommendations for future practice to multiple audiences.	Findings and recommendations are missing or inaccurate Findings and recommendations do not appeal to multiple audiences.	Findings and recommendations are present and appeal to multiple audiences Findings and recommendations are appropriate and applicable to future practice.	Findings and recommendations are culturally and demographically sensitive Findings and recommendations are applicable to future practice, assessing the relevance of existing program objectives to current and future needs.
SCORE			

Competency 3. Demonstrate professional development and advocate for research-based practices within Exercise Science.	Not Met	Met	Exceeded
SCORE	0	M = 2 points	E = 2.5 points
3a. Develop a personal plan for professional development.	Professional development plan is not in-depth enough to comprehensively cover needs.	Plan is thoughtful and considers some immediate goals and at least one long term career goal.	Plan is clear and considers immediate and long term professional goals Plan articulates a clear course of action for attaining short and long term professional development goals.
SCORE			
3b. Use oral, electronic and written techniques to communicate effectively with a diverse range of audiences.	Does not address all 3 techniques; diverse audiences not considered Communication strategies are poorly connected with the 3 techniques.	Mostly addresses all 3 of the communication techniques Explores the connection between the use of the different techniques to connect with diverse audiences.	Benefits/challenges of each of the 3 techniques are explored Each technique is connected with demographically and culturally sensitive strategies to communicate effectively with specific, diverse audiences.
SCORE			
3c. Retrieve and evaluate research-based information from a variety of resources.	Inappropriate sources identified, not health and/or exercise science related Examples or resources are not current and/or valid.	Appropriate health-related/exercise-related sources identified Examples or resources are current, valid and compared against another data source.	Valid, diverse health related/exercise-related source and online databases identified Examples or resources are compared and critiqued amongst different data sources.
SCORE			
3d. Develop and communicate research and content-knowledge based positions relative to critical questions in Exercise Science.	Non-specific or incomplete position that is not current Positions too broad, poorly communicated or content-knowledge is lacking Does not address a critical question in the field.	Development of specific, defensible, content-centered position that is relevant to the field Displays a current understanding of both research and content knowledge in the field of Exercise Science.	Clearly articulated specific, defensible, and content-centered positions that are relevant to the field Displays ability to thoughtfully critique research and content-knowledge.
SCORE			
3e. Demonstrate professional skills and ethics appropriate within the field.	Ethical practice not demonstrated.	Ethical practice is demonstrated and is mostly well articulated.	Ethical practice is demonstrated and highly articulated.
SCORE			