INTERNSHIP GUIDE

Department of Exercise and Sport Science

College of Health Sciences

Eastern Kentucky University

Richmond, Kentucky

Published by the Department of Exercise and Sport Science to inform students and agencies of the guidelines and requirements for the internship program

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**PART I**

**THE**

**INTERNSHIP**

**EXPERIENCE**

**Glossary of Terms**

The following terms will assist the student in understanding the references within this guide.

**< Undergraduate Curriculum Coordinator** - faculty member responsible for curricular issues regarding the undergraduate academic program

**< Graduate Coordinator** - faculty member recognized as the coordinator of administrative and curricular issues regarding the graduate academic program

**< Internship Supervisor** - faculty member supervising the student once he or she begins the internship

**< Site Supervisor** - the student’s immediate supervisor at the internship site

**< Witness** - a person other than the student who is at least 18 years old who verifies the student has signed certain forms.

**Related Administration & Faculty**

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**INTERNSHIP – ESS 470, 472, 870 or 871**

**PREFACE**

This Internship Manual is designed to assist students, faculty supervisors, staff, administrators, and agency supervisors in understanding the goals, objectives, principles, policies, procedures and requirements for the internship: Sport Management (ESS 470), Internship: Physical Fitness and Wellness (ESS 472), Internship in Sports Administration (ESS 870), and Internship in Exercise and Wellness (ESS 871) at Eastern Kentucky University (EKU).

The Department of Exercise and Sport Science at EKU believes that internship is the most important applied course/experience in the department. Our core and curriculum options’ courses focus on theories and concepts related to sports, fitness, and wellness in society. We believe the study of theories and concepts is important to the growth of our majors. However, most important are the many applications they receive in the classroom and in the field.

The internship experience is an integral part of a student’s total educational preparation. It should reflect the content and objectives of the core and option curriculum, and provide the student with the confidence that is essential in carrying out professional objectives.

The internship provides a distinct contribution to student development by the contractual provision of various types of sports, fitness or wellness field experiences. It provides a structured and systematic opportunity for students to develop professional behavior and apply theory to practice in accordance with their professional knowledge and application. The internship is a phase of professional preparation which enables students to assume leadership in their daily activities while on the job. Students are expected to progress to supervisory responsibilities while under supervision of an experienced agency supervisor. The internship should provide an opportunity for the student to gain insight and understanding into the total agency operation, and thus allow a gradual and smooth transition into professional status.

**Purpose & Selection of the Internship**

This manual serves as a guide for the internship experience. The intern is an emerging professional who in the future must guide the course of his or her own career. Consequently, a major portion of the responsibility for the success of the experience rests with the student and the supervising agency.

An internship is included in the program for several reasons. First, the internship serves as the final segment of the formal education process. This experience, following the required didactic courses, provides the finishing touches for the student entering the exercise and sport science fields. Second, entry into the field usually requires experience on the part of the applicant. The internship helps the student meet this experience requirement. Third, the internship often serves as a stepping stone to employment. At times the student is hired by the site with which the student interns. At other times, the student networks with professionals in the field and makes valuable contacts that sometimes lead to employment opportunities within the profession.

**Student purposes of the internship include**:

1. Provide the University with a setting for the practical experiences portion of the total professional preparation program for entry level professions.
2. Provide an avenue of communication between sports, fitness and wellness service agencies and the University.
3. Provide the student with experience which will provide a more complete understanding of the role of agencies offering sport, fitness, and wellness opportunities and services.
4. Provide the student with practical experiences in which to plan and build a future career as a professional employee.
5. Provide the student with a practical setting to put into actual practice the knowledge and understandings acquired in University coursework, previous fieldwork, and related professional experiences.
6. Provide the student with a setting which allows the opportunity to discover professional strengths and weaknesses.
7. Opportunity for mentoring by experienced professionals.

**University purposes of the internship include**:

1. Enlarge the scope of the professional and educational curriculum.
2. Provide students with a working laboratory to apply theory and classroom knowledge.
3. Evaluate the student and agency needs, abilities, and progress allowing for an adjustment in the professional curriculum.
4. Establish collaborative relationships between the program faculty and agencies at the local, state and national levels that provide sport management services.
5. Increase the relations between Eastern Kentucky University and the community.

**Agency purposes of the internship include:**

1. Express in real terms its commitment in preparing professional sport management leaders for the future.
2. Provide the University with a setting for the practical experiences portion of the total professional preparation program for entry level professions.
3. Provide a contact for the student and the college with trained professionals and relates the agency service to current classroom theory.
4. Provide growth for staff to take direct supervision and teaching of young professionals in training.
5. Gain opportunities to evaluate perspective staff candidates for future employment.
6. Increase current staff that would allow for the strengthening and expansion of existing programs and services.

**Agency Selection**

The final selection and approval as to the appropriateness of an agency will be the decision of the coordinator of the sport management, fitness and wellness, sports administration or exercise and wellness program at Eastern Kentucky University. Students should be aware that they will be included in the decision making process as to where they are to be placed. Any agency wishing to become a site for student placement may discuss the agency with the program coordinator. The selection of an agency in which to complete a practicum or internship will be based upon the following criteria:

1. The internship may be carried out in any recognized or accredited public, voluntary, or private agency.
2. The agency reflects a desire to supervise volunteer students through written communication to the Exercise and Sport Science Graduate or Undergraduate Coordinator.
3. The agency exhibits a sound philosophy within its programs and services.
4. The agency has standing and is recognized as a leader in the field at the local, state, or regional level.
5. The agency has adequate areas, facilities, and equipment to conduct a broad program that provides for various learning experiences.
6. The agency utilizes employment standards through a written personnel policy.
7. The agency employs at least one or more persons with at least a bachelor’s degree in sport management, exercise and wellness, or related field.

**Internship Policies**

1. Students should complete the internships during the last semester (or next to last semester) in school, having completed 90% of course work requirements for the degree program. This prepares the students for the challenges and responsibilities of an internship as well as leaving them free to accept a position at the internship site should one be offered.

2. The internship consists of 300 clock hours and is three (3) credit hours for graduate students and six (6) credit hours for undergraduate students. During the fall/spring semesters, this equates to approximately 20 hours per week for 15 weeks. Summer interns typically work 25 hours per week for approximately 12 weeks.

3. Students are encouraged to do their internships outside of the Richmond area. However, placements can be arranged within the Richmond community as well as on the EKU campus. Students are responsible for their own transportation and housing while completing the internship experience.

4. Students should not intern at sites where they were previously employed. Exceptions may be made, with the permission of the program director and/or the department chair, and in situations where there is great likelihood of employment following graduation.

5. The student must be in good academic standing before registering for the internship. The program coordinator is responsible for making this determination.

6. The internship may be terminated if the site supervisor or university supervisor is dissatisfied with the student’s performance.

**Responsibilities**

**Responsibilities of the Student:**

1. Supply the organization with appropriate references and a statement of expectations for the internship.
2. Meet with the site supervisor to design an appropriate work assignment and a major project/assignment.
3. Become familiar with all information on the organization and materials furnished to provide background.
4. Undertake all assignments and special projects willingly.
5. Complete all assignments and projects by the designated deadlines and meet all the criteria of the organization.
6. Meet with the site supervisor for evaluation conferences and progress reports.
7. Submit all reports as required by the internship.
8. Make arrangements for the visit by the university supervisor, if possible.
9. Represent the university and the organization in a professional manner.

**Responsibilities of the Site Supervisor:**

1. Meet with the intern to determine the internship responsibilities, a major project/assignment, and the working relationship with the organization.
2. Provide the intern with resources and information relative to the organization (i.e. policy/procedures manual, code of ethics, etc.).
3. Schedule periodic evaluation conferences with the intern to make the intern aware of progress made and identify areas that require additional attention.
4. Complete two formal evaluations of the intern's performance and forward these to the university supervisor.
5. Communicate with the university supervisor during visitations and/or by phone or email.
6. Forward suggestions for improvement of the sport management and exercise and wellness internship program to the university supervisor.

**Responsibilities of the University Supervisor:**

1. Provide copies of all official agreements to the organization and to the intern.
2. Monitor the weekly reports submitted by the intern. Correspond with the intern on areas of progress and/or concern.
3. Provide opportunities for discussion of the progress of the intern, either through visitation, phone contacts, or email.
4. Maintain files for each intern, noting receipt of reports and evaluations, records of accomplishments, concerns or questions.
5. Schedule visitations, phone or letter contacts, as deemed possible and appropriate.
6. Evaluate the site supervisor reports and the student exit report.
7. Assign final grade for the internship experience.

Student Internship Requirements

The current course syllabus shall be the final criteria used to determine if the requirements for the completion of the internship experience have been met. Each student will be responsible for insuring that they fully understand the requirements as outlined. Each student is required to:

1. Follow the policies governing students outlined in the Eastern Kentucky Catalog and student handbook.
2. Confer with the internship coordinator the semester prior to the semester the student wishes to begin his/her internship through the internship orientation training, then enroll in ESS 470/471/870/872 and the appropriate PLI course.
3. To make contact on a weekly basis with the internship coordinator during the internship.
4. To meet daily with the agency supervisor.
5. Provide personal information via a resume.
6. Provide a statement of professional and vocational objectives for the student’s practicum or internship.
7. To complete the Application Form
8. To complete the Site Description Form
9. To complete the Off-campus Participation Agreement Form
10. To complete Internship Placement Understanding Form
11. To complete Internship and Project Goal Form
12. To complete Weekly Log Forms (due at the end of each week)
13. To complete the Intern Exit Form

**Student Competencies and Expectations**

During the internship the student should develop skills and competencies in the following:

**Problem Analysis:**

1. Provide direct fitness and wellness and/or sport management and administration services.
2. Effectively assess the needs of the targeted population and plan appropriate programs.
3. Evaluate clients’ progress against measurable objectives as documented in the treatment or program plan.
4. Perform activity analysis/modification for specific skills/equipment based on clients’ needs/interest.
5. Actively participate in team building and team conferences giving progress reports and making appropriate recommendations.

**Decisiveness/Judgment:**

1. Under general supervision be able to make sound independent decisions regarding needs and program planning.
2. Independently monitor supplies, programs, events and inventory as assigned.
3. Assist in the safe and efficient management and maintenance of programs and adhere to safety and treatment precautions.

**Planning and Organization:**

1. Exhibit good time management skills for timely completion of scheduling and documentation.
2. Exhibit good time management skills for completion of departmental assignments and site related committees as assigned.

**Job Knowledge:**

1. Maintain awareness of current professional standards and practices as evidenced by participation in professional organizations and review of professional literature.
2. Attend departmental meetings and in-service sessions at internship site.
3. Maintain current professional certification and/or C.P.R where appropriate.
4. Maintain a good working relationship with interdisciplinary team members and a thorough understanding of the roles of team members.

**Work Quality:**

1. Maintain consistently high productivity and effectiveness for responsibilities.
2. Maintain consistently high productivity and effectiveness for departmental and site wide responsibilities.

**Communication:**

1. Demonstrate clear, concise and thorough documentation of client/program progress.
2. Contribute to unit and departmental discussions in an effective manner.
3. Demonstrate the ability to vary approach to patients, staff, visitors, students, managers, clients, volunteers as indicated.
4. Collaborate with other site members to assure highest quality programs

**Adaptability/Dependability:**

1. Demonstrate punctuality with written reports.
2. Demonstrate punctual/reliable in attendance to work and/or scheduled meetings.
3. Demonstrate willingness to learn new skills and improve on existing skills.

**Group Acceptance:**

1. Demonstrate effective working relationship with departmental and unit peers.
2. Demonstrate the respect of team members for personal and professional contributions to clients and site needs.
3. Relate well to assigned client populations.

**Assertiveness/Initiates:**

1. Initiate new ideas and follow through with minimal or no supervision.
2. Confront situations with open-minded approach.
3. Exhibit good listening skills and problem solving abilities.

**Interpersonal Effectiveness:**

1. Respond well to supervision.
2. Exhibit restraint, consideration and flexibility in interactions.
3. Maintain a professional appearance appropriate to work related responsibilities.

**PART II**

**FINDING AN**

**INTERNSHIP**

**Finding the Internship**

**Who finds the internship?**

The primary responsibility for finding and obtaining an internship rests with the student. When needed, the coordinators will assist the student in finding an internship.

The role of the coordinator is to assist the student in getting an internship in two ways. First, the coordinator provides direction and advice to the student. The coordinator makes suggestions as to how and when to find the internship. Secondly, the coordinator maintains resources that will help the student. The coordinator keeps a notebook containing internship site descriptions or a database listing all sites where previous students have interned. In addition, the coordinator has several publications containing names, addresses, and phone numbers of persons in many avenues within fitness and wellness and sport management and administration. Students are encouraged to visit the coordinator's office often and take full advantage of the resources available there.

**Why don't faculty assign internships?**

Faculty at some universities assigns the internships to the students. We choose not to do that for several reasons. First, we believe that students can find many exciting internships that we may know nothing about. Second, we wish to give the students as much freedom as possible in selecting this important phase of the degree program. Third, we believe that undergoing the process of searching for and applying for internships serves as great training for what comes next --- finding and getting that first job.

**Feeling lost? Here’s some help.**

An internship should be selected that fulfills the student’s needs, interests and future goals. A student may be allowed to commence the Internship only when the internship site has a supervisor with the educational experiential qualifications to supervise the student.

The following factors are considered in selecting an internship:

1. The agency should show evidence of a sound professional philosophy of sport management, fitness and/or wellness.
2. The agency should show evidence of adequate acceptance and support.
3. The agency should be professionally recognized and competent in the area of sport management, fitness, and/or wellness.
4. The agency and its staff should be willing to provide opportunity for active participation as well as observation of program procedures.
5. The staff should be highly qualified through both education and/or experience to give supervision to students.

**Steps in Finding the Internship**

These are the steps you should follow in finding and obtaining an internship. Students who carefully follow these procedures should have little difficulty in finding a beneficial internship experience. The Program Coordinators will be happy to answer any questions and give additional suggestions. Students should work closely with the Program Coordinator to take advantage of this help.

**STEP 1 -DECIDE WHAT CAREER FIELD** **TO** **PURSUE**

We realize that many students are not at all sure what area of Exercise and Sport Science they wish to enter. Some have two or three areas that they find equally interesting while some would consider a job in almost any area. It is important that the student try to narrow it down to one area.

Exercise and Sport Science (Fitness and Wellness and Sport Management and Sport Administration) are very diverse fields offering many career paths. In the chart, below (page 15) careers in Exercise and Sport Science, are placed in two major categories. This chart should help the student to understand the variety of opportunities open to the graduate and should enable the student to make a more enlightened internship/career choice.

**STEP 2 -WHEN TO BEGIN YOUR SEARCH**

When should the student begin? What seems to work best is to send out letters of inquiry and resumes **early in the semester** before the student plans to intern. For instance, if the student plans to intern in the spring, the first mailing should occur very early in the Fall Semester. Undergraduate students will receive guidance in resume preparation in their academic coursework. Prior to mailing, all cover letters and resumes must be critiqued by the EKU Career Services Center and approved by the Program Coordinator.

By mailing early in the fall, most students are able to have a firm commitment by the middle of the Fall Semester. Procrastination can cause difficulty getting the internship the student really wants. If the student does not have a commitment by the middle of the semester prior to internship, the student needs to inform and work closely with the Program Coordinator.

**Examples of Sites in Exercise and Sport Science**

**Sport Management and Sport Administration**

Administrator of Nonprofit Sport Enterprises Administrator of Sport Enterprises

Athlete Management Services Collegiate Sport Manger

Collegiate Sport Marketing Representative Director of Athletics

Event Manager Facilities Manager

Professional Sports Manager Sports Marketing Representative

Public Relations Director Sales and Marketing Director

Sports Agent Sports Communication

**Fitness and Wellness**

Corporate Fitness Fitness Instructor

Hospital Wellness Specialist/Commercial Fitness

Community Based Fitness Industrial Fitness

Personal Trainer Cardiac Rehabilitation

**Internet/WWW Resources**

http://www.fitnessworld.com/pro/free/jobs

<http://www.nassm.org>

<http://www.ascm.org>

**STEP 3 - WHERE TO LOOK FOR YOUR INTERNSHIP**

We want the student to have the best internship experience possible, so we place no geographical limits on you. If the student finds a good internship in Alaska or New York or California, that is great. Even international internships may be approved. If it is a new site for EKU ESS majors, the Program Coordinator will contact the person in charge at that site and discuss the experience. We do reserve the right to approve all internships and if the Program Coordinator believes the site will not provide an appropriate educational experience, the student will be advised to find another site. This situation may be avoided by working closely with the Program Coordinator throughout the process.

Where do you find the site? This usually comes from one of four sources: 1) From contacts the individual student has - someone he or she knows or someone a friend or relative knows. Some of the best sites are found this way. 2) From talking with other students about where they have interned or plan to intern. 3) From the notebook of previous sites or database found in the office of the Program Coordinator. This is a source of good sites. Take advantage of it. 4) From other sources found in the office of the Program Coordinator and/or Undergraduate/Graduate Program Directors.

**STEP 4 -YOU HAVE ONE OPPORTUNITY TO MAKE A "GOOD FIRST IMPRESSION!"**

The student’s cover letter (letter of inquiry) and resume will be the first contact the internship site has. The site receives many requests for internship opportunities, has time to interview only a few, and can select only the best. To get to the second step, the interview, it is crucial that one’s resume and cover letter help make a "good first impression" when inquiring about internship opportunities.

**STEP 5 -MAILING OUT YOUR INQUIRIES/RESUMES AND FOLLOWING UP**

Once letters and resumes are prepared, mail these to the sites selected. The following are some suggestions that should be followed:

1. Select up to six sites that would be most preferred
2. Send a letter of inquiry along with a resume to each of the six sites chosen
3. Be certain to send these to the person who is in charge of selecting interns. If that is not known, call to find that information
4. One week later, CALL THAT PERSON to be certain material was received. At that time the student should have a good idea of their interest. YOU MUST CALL IF YOU WANT THE INTERNSHIP. If you are not willing to make that call, save your stamp because very few internship sites are going to call you and chase you down. You must show some initiative.
5. Personnel at many organizations are not familiar with our internship program here at Eastern Kentucky University, or with the internship process in general. If they have questions and/or concerns the program coordinator may need to contact them and discuss our procedures.
6. If several of the sites indicate that they do not use interns or are not interested at that time, send out letters to some more sites.
7. If you get one or two "maybe" responses, DO NOT WAIT, hoping they will come through. This tactic can leave the student with no internship. Send letters and resumes to other sites at once. It is better to have too many sites wanting you than none.
8. When the student has three or four sites that seem genuinely interested, then it is time to pursue them. Most will want to interview the student. You can get some pointers on successful interviews from Career Services, the program coordinator, or from the faculty. Students can schedule a “mock” interview at Career Services. This service provides students with an opportunity to practice interviewing skills, review their performance on videotape, and receive written and verbal feedback from a career counselor. Be certain you dress professionally for the interview. Note: Some organizations will have a date that they must wait for prior to confirming the internship. If that date is near the time of the internship, the student must operate under the assumption it is going to fall through and pursue something more definite.

**STEP 6 -SEALING THE BARGAIN**

Once the student and the site have reached an agreement the following forms must be complete:

**Internship Application Form**

This form is completed by the student and signed by the Program Coordinator. It is at this point that the Program Coordinator approves or disapproves the internship site. For the site to be acceptable, the experiences available at the site must be both appropriate and educational in nature.

**Internship Site Description Form**

This form is to be completed by the site supervisor and returned by the student to the Program Coordinator.

**Off-Campus Student Participation Agreement**

This form is to be completed by the student and returned to the Program Coordinator. This form represents a release of legal rights by the student. Students must complete this form for internship sites both on and off-campus.

**Intern Placement Understanding Form**

This form is to be completed and signed by the student, site supervisor, and Program Coordinator. This form presents the basic responsibilities of the Student, Site Supervisor, and University Internship Supervisor. Once this form is complete, it represents a contract among the three parties that defines the legal limits of participation.

The forms noted above are found in Part 4 of this guide.

**STEP 7 -REGISTERING**

Registration for the internship is done just as registration for any class. However, students do have certain prerequisites and requirements associated with their program of study and should consult their program coordinator for the CRN number.

**STEP 8 -INITIATING THE INTERNSHIP**

Prior to beginning the internship, students must have successfully completed all coursework.

**PART III**

**COMPLETING**

**THE**

**INTERNSHIP**

**Completing the Internship Successfully**

**What does the Site expect of the intern?**

The expectations and requirements of the internship site will vary depending on the organization, however, all will expect the student to behave and dress as a professional.

They will have the same expectations that they would have of any other employee, regardless of whether the intern is paid or not. Payment is irrelevant to the performance of the intern.

The intern needs to shed the "student mode." Many students cut class, arrive late occasionally, fail to come to class prepared, do unacceptable work, and have a less-than-professional interest in the class. This conduct will not be acceptable in the workplace. The intern needs to develop a get-the-job-done, professional attitude. The work must be of high quality and the intern must be 100% dependable. The intern needs to adopt the attitude that he or she will do what it takes.

Most interns have a good attitude and are willing to work hard. Characteristics or traits that will help you to stand out above other interns are traits such as enthusiasm, initiative, motivation, take-charge approach, and problem solving ability.

The job market is flooded with applicants and employers can select the best for job openings. The nonchalant student with the unprofessional attitude will not succeed in this field. There are too many good people wanting that same job. The Site Supervisor will submit a written evaluation of your performance which will in large part determine your grade for the internship. Keep in mind that one of your most important references will be that of the Site Supervisor.

**What does the University Internship Supervisor expect of the intern?**

The University internship supervisor has the same expectations as the site supervisor.

We want each student to be an ideal representative of the Department of Exercise and Sport Science at Eastern Kentucky University.

In addition, there are several other things that you must do in completing your internship:

1. Every week the student must send to the internship supervisor a completed Internship Weekly Log Form. Take the time to complete it in detail. It tells the coordinator what types of experiences the student is getting. Prompt and fully completed logs are an important part of the final grade. The sheet should be attached to a copy of daily activities. Also include any other materials completed during the week that might illustrate the type of work being completed. These forms can be mailed, e-mailed, or faxed 859.622.1254.
2. At the middle of the semester give the site supervisor a copy of the Midterm Evaluation Form. Be certain he or she completes and returns it to the university internship supervisor.
3. At the end of the semester, the student must complete the Intern Exit Evaluation Form. Please take time and carefully answer all questions. Give the site supervisor a copy of the Final Evaluation Form. Be certain the supervisor completes it and returns it to the internship supervisor. Each of these forms is due to the internship supervisor by the first day of final exam week.
4. It is the responsibility of the student to be certain the site supervisor completes and returns both the Midterm and the Final Evaluation Forms.
5. The intern is expected to develop a portfolio showing all aspects of the internship.

**Note:** The Weekly Log Form, Midterm Evaluation Form, Final Evaluation Form, and

Site Evaluation Form are included in Part IV of this guide. Please reproduce enough copies of The Weekly Log Form to last through the internship.

**How is an internship grade determined?**

The internship supervisor will assign the final grade. The grade will be ABCDF just as in other courses. To receive the highest grade, take the time to do the little extras. Grading an internship is a difficult task. There are no exams or term papers and the instructor is not even present during the internship. Several factors will be used to arrive at the grade. They are:

1. **Site Supervisor's Evaluations**

The supervisor will make a recommendation for a grade. This will weigh heavily when a grade is assigned.

1. **Weekly Logs**

Logs are required each week. They should contain enough detail so that the internship supervisor can get a good idea of what the student is doing.

1. **Other Materials Submitted**

It is suggested that the student sends copies of any materials that he or she prepare (such as press releases, brochures, schedules, etc.) so that the internship supervisor can see the type of work that the student is doing.

1. **Personal Contact with the Site Supervisor**

The internship supervisor will discuss the student’s performance with the site supervisor.

1. **Final Forms Received On Time**

Final Evaluation and Exit Evaluation forms need to be received by the internship supervisor by the first day of final exam week. It is the student’s responsibility to see that both arrive on time.

**What happens if there is a problem?**

**Student Not Performing to Expectations**

If the management of the internship site (Site Supervisor) is dissatisfied with the performance of an intern and terminates the internship prior to the end of the experience, the internship supervisor has two options available. If there is evidence that the site management was justified in the termination of the internship, the student will be assigned an F grade for the internship. Acts that would justify termination would include, but not be limited to: persistent tardiness or absenteeism, inability to get along with the supervisor or staff, poor quality work, and failure to adjust to a work environment. If the

site supervisor does not seem to be justified in the termination, the internship supervisor will attempt to place the student at another site as soon as possible. This might require continuing the internship through part or all of the next semester. The internship supervisor will make a determination about options in consultation with the program coordinator and department chairperson.

**Site Not Providing Appropriate Experience**

If the student believes the site is not fulfilling their responsibilities, the student should contact the internship supervisor who will attempt to mediate and resolve the situation. The internship supervisor will make a determination about options in consultation with the program coordinator and department chairperson.

**How long should the internship last?**

The internship should last for a minimum of 300 hours. Some organizations require longer internships and interns are encouraged to continue with the internship for longer periods if possible. Normally the internship starts at the beginning of the semester and lasts throughout the semester, however, because some organization’s needs do not fit into the semester, starting and finishing dates can be flexible. If this is the case, all parties should have a clear understanding of start and stop dates. Supervisors will need to meet the deadline for grade submission once the 300 hours have been completed even if the intern works beyond that.

**WHAT’S NEXT?**

**When to start looking for a job?**

Finding a job always takes some time, sometimes, as many as several months. For that reason, the student would be wise to begin a serious job search while looking for an internship and during the internship.

It is always a good policy to maintain contact with people from Eastern Kentucky University as well as people in the field. Faculty like to know what our graduates are doing. Also, we may be aware of potential job opportunities in the field. Stay in touch with the Department of Exercise and Sport Science faculty!

**Should I consider a graduate degree?**

Although a master's degree is not a requirement in some areas of exercise and sports science, more preparation can certainly be an advantage. Students who can qualify for graduate school should consider that option. Students with an undergraduate degree can pursue an advanced degree in Exercise and Sport Science, Exercise and Wellness, or Sports Administration.

Students should be aware that admission to graduate schools is not automatic. For admission here at EKU, students should see the most recent Graduate Catalog. Most graduate programs have similar admission requirements.

**Part IV**

**APPENDIX**

**(FORMS)**

**INTERNSHIP APPLICATION FORM**

**Department of Exercise and Sport Science**

**College of Health Sciences**

**Eastern Kentucky University**

**Student Information**

This form should be completed by the Student and returned to the Internship Coordinator. Please type or print clearly. Complete all spaces. If an Internship Site Description Form is not on file, please submit this form also.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last First Middle

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City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_ Zip\_\_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent E-mail (1 – 3 years beyond graduation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Minor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Professional Goals:

**Semester registering for internship (Check one)**

Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

Date internship begins \_\_\_\_\_\_\_\_\_\_\_\_ Date internship ends \_\_\_\_\_\_\_\_\_\_\_\_

**Information on Proposed Internship**

Name of Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of Organization (Mission Statement)**

**Are you receiving a stipend?** Yes \_\_\_\_\_ No \_\_\_\_\_ **Amount?** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Site Supervisor Information**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_ Zip \_\_\_\_\_\_\_\_\_\_

Phone (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax (\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Briefly respond to the following questions**

1. Why did you choose this site for the internship?
2. Have you previously been associated with this site? If so, in what capacity and when?
3. What do you hope to learn from this internship?

**Please have Academic Advisor Complete**

Number of Credit Hours completed \_\_\_\_\_\_\_\_\_\_ GPA :\_\_\_\_\_

*Graduate Students only: Plan of Study approved: Yes: \_\_\_\_\_ No: \_\_\_\_\_*

Academic status: Regular:\_\_\_\_\_ Probation: \_\_\_\_\_

Advisor signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE**

**Departmental Use Only**

**To be completed by the Internship Coordinator (*or Graduate Program Coordinator*)**

Internship Site Description Completed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Internship Application Completed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Off-Campus Participation Agreement Completed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Intern Placement Understanding Completed: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Approved: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Internship Coordinator’s (*or Graduate Program Coordinator’s*) Signature

**INTERNSHIP SITE DESCRIPTION FORM**

**Department of Exercise and Sport Science**

**College of Health Sciences**

**Eastern Kentucky University**

Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form should be completed by the Site Supervisor and returned to the student. Please type or print clearly. Complete all spaces.

**A. General Information**

Name of Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person Completing Form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person to Contact (If Different):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**B. Intern Site Information**

What is the general purpose of your institution? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please give a general description of the size of your business or operation, i.e., number of employees, members, nature of facilities, etc.

Please give a general description of the duties you plan to assign the intern.

Also, please list some of the specific duties that the intern will perform.

Check the seasons during which you could use an intern:

All Year \_\_\_\_\_\_ Fall \_\_\_\_\_\_ Spring \_\_\_\_\_\_ Summer \_\_\_\_\_\_

Please explain if there is there any reason why a 15 week internship beginning: a) Late

August, b) Early January, or c) Mid May would not work for your business or institution.

Would you be able to make effective use of more than one intern at a time?

If yes, how many?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Stipend** (While pay is not required for an internship, we do suggest that interns receive at least a modest stipend. All must register and pay tuition for the semester and all are incurring significant additional expenses.)

Will a stipend be paid? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, what is the approximate stipend for 12 weeks? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there any fringe benefits such as meals, lodging, etc.? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, please list them here. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the likelihood of employment for an intern who completes a successful internship? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you help the intern to make contacts with other potential employers?\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. Level of Students**

We have both undergraduate students and graduate students seeking internships.

Will you accept: Undergraduate students? \_\_\_\_\_\_\_\_\_\_\_

Graduate students? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this form to the student who will return it to the Internship Supervisor**.

This form will be kept on file and made available for future students seeking internships.

**Off-Campus Student Participation Agreement**

**[THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY BEFORE SIGNING]**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby acknowledge my awareness that participation in an off-campus internship or applied learning experience arranged through Eastern Kentucky University Department of Exercise and Sport Science may expose me to a risk of property damage and bodily or personal injury, including injury that may prove fatal, to myself or others. For the sole consideration of the University arranging for my participation in an off-campus internship or applied learning experience at

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I agree to assume all the risks and responsibilities surrounding my participation in the above referenced internship/experience, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, forever discharge, and covenant not to sue the University, or the Board of Regents of their members individually and their officers, agents, employees, and any students acting as employees (hereinafter collectively referred to as the "Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the premises where the internship/experience, or any adjunct to the internship/experience, occurs or is being conducted. I understand that acceptance of this signed Off-Campus Student Participation Agreement by the Board of Regents of Eastern Kentucky University shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further agree to follow all administrative policies, standards, and practices of the off-campus facility. I understand that I shall not be deemed to be employed by, or to be an agent or servant of, the Board of Regents of Eastern Kentucky University for any services I provide during the internship and that I will not receive monetary compensation for such services from the University. I further state that there are no health-related reasons or problems which preclude or restrict my participation, without provisions of reasonable accommodation, in this activity and that I shall be fully responsible for any medical costs, through adequate health insurance or otherwise, that may be attendant as a result of injury to me during my internship activities.

I have read and understand the above Off-Campus Student Participation Agreement and I agree that it binds my heirs, executors, administrators, and assigns, as well as me. I have freely and voluntarily signed this Agreement and agree that it shall be construed in accordance with the laws of the State of Kentucky. If any terms or provision of this Agreement shall be held illegal or unenforceable, the validity of the remaining portions shall not be affected.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_

Signature of student participant Signature of witness Date

**INTERN PLACEMENT UNDERSTANDING FORM**

**Department of Exercise and Sport Science**

**College of Health Sciences**

**Eastern Kentucky University**

This is to certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ has been accepted as a student intern with the following site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

It is understood that he/she is expected to work an average of 25 clock hours per week for 12 weeks:

Beginning \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_ .

**Nature of the Understanding**

! The Internship Supervisor, Site Supervisor, and the Student agree that the above named student will perform his or her internship at the above named internship site for the period specified above.

! The Internship Supervisor, Site Supervisor, and the Student will assume all roles and responsibilities as described in the Department of Exercise and Sport Science’s Internship Guidelines (see attached).

! The student will register at Eastern Kentucky University to receive academic credit for the internship. The student is neither an employee nor an agent of Eastern Kentucky University.

! The student has read the Department of Exercise and Sport Science Internship guide and agrees to assume all roles and responsibilities as described.

! The student will work the equivalent of an average or 20/25 hours per week until 200 hours have been completed

! The Site Supervisor will supervise and perform a midterm and final evaluation of the student’s performance (appropriate forms will be provided).

! The Internship Supervisor will provide assistance as requested by the student and/or the Site Supervisor and will assign the final grade for the internship experience.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Internship Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Internship Goal Sheet**

This sheet is to be completed by the student and the site supervisor during the first few weeks of the internship and forwarded to the internship supervisor. There is no set number of goals or projects, but please be fair and realistic.

Goals for the internship:

Expectations to attain these goals (outline activities):

Identify personal strengths:

Identify limitations:

List major projects to be performed:

List 1 to 3 learning objectives to be accomplished:

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Site Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_

**INTERNSHIP WEEKLY LOG FORM**

**Fax: 859.622.1254**

|  |  |
| --- | --- |
| Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Internship Type (sport management or fitness/wellness):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Internship Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Site Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Site Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Initials of Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Instructions:**

**Make enough copies of this log to last through the entire internship**

I**ndicate the total number of hours that you worked daily and weekly**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WEEK | DATES | MON | TUES | WED | THUR | FRI | SAT/SUN | WEEK TOTAL |
| # |  |  |  |  |  |  |  |  |
| Total Hours This Week  |  |  |  |  |  |  |  |  |

The reporting period’s actual assignment and responsibilities:

Analysis (your success and/or challenges):

Supervisory conferences (discussion topics, field trips, directed readings, meetings attended, etc):

Next week’s primary objectives and proposed plan:

(Please use additional paper as needed)

**SITE SUPERVISOR MIDTERM EVALUATION**

**Department of Exercise and Sport Science**

**Eastern Kentucky University**

**Phone: 859.622.1887 Fax: 859.622.1254**

Student's Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please comment on the intern's status or progress for each of the expectations listed below.

1. Appearance: The intern is well groomed and dressed appropriately.

1. Attitude: The intern accepts tasks and assignments willingly.
2. Teamwork: The intern displays a good rapport and ability to work with others.
3. Communication: The intern displays the ability to express ideas effectively, both orally and in writing. The intern possesses computer skills.

1. Dependability: The intern is punctual, accepts responsibility and completes assignments on time.
2. Initiative: The intern displays resourcefulness in originating new plans, finds work on own, does more than is required.
3. Judgment: The intern shows maturity in selecting courses of action and is consistent in making decisions.
4. Knowledge: The intern demonstrates an understanding of the philosophy and procedures basic to programming and management.
5. Leadership: The intern is capable of organizing and guiding the work of others to produce a satisfactory result.
6. Professionalism: The intern displays an active interest in all work assignments, takes advantage of learning opportunities, and contributes to the goals of the organization,

Site Supervisor (signature)

Site Supervisor

Student Intern (signature)

**SITE SUPERVISOR FINAL EVALUATION**

**Department of Exercise and Sport Science**

**Eastern Kentucky University**

**Phone: 859.622.1887 Fax: 859.622.1254**

Student's Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone/email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please use the rating scale to describe the intern's performance. *Comments should be included to support the rating assigned.*

1. Exceeds expectations and requirements

2. Meets expectations and requirements

3. Needs improvements in the area

4. Does not meet expectations, poor performance

1. Appearance: The intern is well groomed and dressed appropriately.

Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Attitude: The intern accepts tasks and assignments willingly.

Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Teamwork: The intern displays a good rapport and ability to work with others.

Rating: \_\_\_\_\_\_\_\_\_\_\_

Comments:

1. Communications: The intern displays the ability to express ideas effectively both orally and in writing. Displays computer mastery.

Rating: \_\_\_\_\_\_\_\_\_

Comments

:

5. Dependability: The intern is punctual, accepts responsibility and completes assignments on time.

Rating: \_\_\_\_\_\_\_\_\_

Comments:

6. Initiative: The intern displays resourcefulness in originating new plans, finds work on own, does more than is required.

Rating:\_\_\_\_\_\_\_\_\_\_

Comments:

7. Judgment: The intern shows maturity in selecting courses of action and is consistent in making decisions.

Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

8. Knowledge: The intern demonstrates an understanding of the philosophy and procedures basic to programming and management.

Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

9. Leadership: The intern is capable of organizing and guiding the work of others to produce a satisfactory result.

Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

10. Professionalism: The intern displays an active interest in all work assignments, takes advantage of learning opportunities and contributes to the goals of the organization.

Rating: \_\_\_\_\_\_\_\_\_\_

Comments:

1. Major Project/Assignment:
2. Please comment on the intern’s strengths and potential in the area.
3. In what areas are the student’s weaknesses?
4. What preparation, if any, was lacking in the intern’s background?
5. What, if any, new courses or/changes to our curriculum would you recommend?
6. Additional Comments:
7. Overall rating (1 – 4 scale) \_\_\_\_\_\_\_\_\_

Organization Supervisor (Signature) Date

Organization Supervisor (Please print or type) Date

 Student Intern (Signature) Date

**INTERN EXIT EVALUATION REPORT FORM**

**Department of Exercise and Sport Science**

**College of Health Sciences**

**Eastern Kentucky University**

|  |  |
| --- | --- |
| Site | Intern |
| Site Name | Name |
| Site Address | Address |
| City/State/Zip | City/State/Zip |
| Phone ( ) | Phone ( ) |
| Supervisor | Date |

This form is to be completed by the intern and returned to the internship supervisor at the beginning of the last week of internship. No grade will be assigned until this form is received. The form should be typed (You must answer the questions on a word processor and attach the pages to this form). Please do not simply answer yes/no. Take some time and provide us with useful information for each item. THE INFORMATION PROVIDED WILL BE USED TO IMPROVE THE INTERNSHIP EXPERIENCE FOR FUTURE STUDENTS.

Site Summary

1. Describe the site in which you worked, i.e. demographic data, and community resources
2. Give a brief ‘job description’ of the internship experience
3. List written assignments completed
4. Give a brief description of and results of one or more major written projects completed
5. Describe planning, decision-making, organizing, problem-solving, communications, etc. in which you participated
6. Describe significant meetings attended
7. Describe any additional experience to which you may have been exposed

Overall Summary

1. Comment on your expectations for this internship, whether you attained your goals, and why or why not. Be specific. Include opportunities and challenges
2. Comment on the opportunities you used to develop your strengths during the internship. What were your strengths and how did you employ them? How will these strengths help you in future employment?
3. How were you able to work on your areas of weakness and what progress was made? Were your weaknesses detrimental to your completion of responsibilities/assignments?
4. Identify 3-4 courses from your area of specialization and comment on the contributions that these made to your preparation for your internship.
5. What other skills contributed to or detracted from your performance as an intern? Examples might include: computer skills, writing skills, telephone skills, other
6. What courses/areas of study seem to be missing from your preparation, or what courses should be considered for addition to the curriculum? Please be specific.
7. Were there any required courses (or courses you took) in your program which you categorize as being of no use? If so, please indicate which course(s) and the year of completion.
8. Recommendations to: (give examples for each recommendation you provide)
	1. The Exercise and Sport Science program (sports administration and exercise and wellness)
	2. The Internship Site/Organization
	3. The University
9. Comment on the types of employment opportunities that could result from this internship. If your internship has resulted in a job offer, please provide specific information, including the name of the employing organization, job title, and major responsibilities.

**Student Internship Check Sheet**

\_\_\_\_\_ 1. Complete Internship Orientation and enroll in the class

\_\_\_\_\_ 2. Develop Resume

\_\_\_\_\_ 3. Develop Cover Letter

\_\_\_\_\_ 4. Complete Internship Application Form

\_\_\_\_\_ 5. Complete Internship Description Form

\_\_\_\_\_ 6. Complete Off-Campus Student Participation Agreement

\_\_\_\_\_ 7. Complete Intern Placement Understanding Form

\_\_\_\_\_ 8. Complete Internship Goal Sheet

\_\_\_\_\_ 9. Submit Weekly Log Forms to Internship Supervisor at EKU

\_\_\_\_\_ 10. Agency sends EKU Supervisor Midterm Evaluation

\_\_\_\_\_ 11. Agency sends EKU Supervisor Final Evaluation

\_\_\_\_\_ 12. Complete Intern Exit Evaluation Form

CONGRATULATIONS. YOU HAVE SUCCESSFULLY COMPLETED YOUR INTERNSHIP.