

# **EXERCISE SCIENCE INTERNSHIP MANUAL**



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**UNIVERSITY OF NORTHERN COLORADO**  
**SPORT AND EXERCISE SCIENCE**  
**EXERCISE SCIENCE INTERNSHIP MANUAL**

**INTRODUCTION**

Exercise Science is a non-teaching major in the School of Sport and Exercise Science and prepares the student for a variety of careers in the exercise sciences. The student obtains a solid preparation in the basic biological and movement sciences. Upon graduation, the Exercise Science Physiologist is prepared to enter the fields of 1) Strength and Endurance Conditioning of Athletes, 2) Fitness and Exercise Program Management, 3) Gerontological Fitness, 4) Cardiac Rehabilitation, 5) Corporate Fitness, 6) Occupational Fitness, and 7) Worker Rehabilitation.

Each graduate will have obtained competencies that include:

- |  |                           |
|--|---------------------------|
| 1. Movement analysis                   | 8. Functional anatomy     |
| 2. Physical fitness assessment         | 9. Fitness education      |
| 3. Exercise program design             | 10. Maturation fitness    |
| 4. Exercise leadership and supervision | 11. Fitness Management    |
| 5. Lifetime fitness counseling         | 12. Exercise Nutrition    |
| 6. Cardiopulmonary resuscitation       | 13. Electrocardiography   |
| 7. Physiology of exercise              | 14. Psychological Aspects |

While a thorough knowledge in a variety of areas is essential in the preparation of the competent Exercise Science professional, it provides only the foundation upon which the individual will function professionally. The application and consolidation of the skills necessary to do quality work can best be achieved during a real life situation. Therefore, it is essential that the educational training provide an opportunity to utilize that knowledge in a practical environment. To facilitate this goal, internship experiences are provided as an integral part of the Exercise Science curriculum.

It is the purpose of this manual to provide the pertinent personnel, including the student intern, the sponsoring agency and the University supervisor, with a delineation of the goals, policies, procedures, and responsibilities of each party.

## **SES 492: INTERNSHIP IN SPORT and EXERCISE SCIENCE**

### **STATEMENT OF GOALS**

The overall goals of the UNC Sport and Exercise Science supervised internship program are:

1. To provide students with supervised opportunities for practical leadership and on-the-job experiences:
  - a. Through observation of programs and activities.
  - b. In planning or assisting with programs.
  - c. In leading and directing activities.
  - d. In attending, observing, or participating as a group member in staff, board, or department conferences and workshops.
  - e. In reporting, recording, and evaluating the program and activities.
2. To acquaint students with the philosophy, purpose, and general program goals of the agency.
3. To allow students to become familiar with routine departmental procedures of the agency.
4. To provide an opportunity for the intern to test philosophy, theories, and concepts learned in the classroom and practicum.
5. To provide opportunities for the intern to test his/her own competencies and skills.
6. To provide opportunities for the intern to evaluate oneself in relation to his/her professional preparation, goals, and aspirations in the field of Sport and Exercise Science.
7. To provide an opportunity for both the University supervisor and agency supervisor to evaluate the student in terms of skills and competencies as well as provide an opportunity for the student to set realistic goals for his/her professional development.
8. To prepare the student for entry into the exercise and sport science professions.

## **POLICIES AND PROCEDURES FOR STUDENT INTERNS**

Student interns will be guided in their internship experiences by the following instructions. No deviation from these instructions is permitted unless approved by the student's advisor, University internship supervisor, and School Director. Adherence to these policies and procedures is a condition of the student's successful completion of the internship.

### **A. About the Student Internship**

1. The central purpose of an internship is to help the student make an effective transition from the classroom to the practical situation. Internship is not a program designed to give the student an opportunity to explore the field. Students will be given an initial orientation to the agency and then assigned one or more major program responsibilities, which they are to carry through to completion.
2. The student must look upon the internship in much the same manner as beginning full-time employment. The total number of hours per week should equal those of a full-time employee and many of the responsibilities will be the same or similar.
3. The students' relationship to their supervisor and to other department personnel is vital to their personal success, as well as to the success of the University's entire internship program. If the student creates an unfavorable impression on his/her co-worker's and on the participants in the program; if they fail for any reason to produce as an effective worker, their supervisor has the authority and the right to dismiss the student from the agency after consultation with the University supervisor. This will mean forfeiture of the student's entire semester's work and will make it very difficult for UNC to place other interns in this particular situation. It will also make it very difficult for UNC to place the student in another agency.

Above all, remember that the internship should be a learning experience. The students are placed in this situation to learn – not to teach their co-workers. This does not mean the students should never have any ideas of their own nor contribute their best thinking to that of the group, but they should do so with tact and good judgment. Furthermore, a number of studies have revealed that a very high percentage of people who fail in their work do so, not because of any lack of technical competency, but because they are unable to get along with people.

### **B. Prior to Internship**

1. The Sport and Exercise Science internship may be taken any semester during the senior year, but if at all possible it should be taken during the student's last academic semester. The student must have successfully completed the Sport and Exercise Science core requirements (with a minimum GPA of 2.7 in those courses with the SES prefix) and successfully pass the required assessment exams in SES 490 prior to enrolling in the internship.

2. Placement procedures should be completed by the end of the first week of the academic semester immediately preceding the internship. Remember that some internship sites require application up to a year in advance.
3. Procedures for Internship Site Selection:
  - a. The type of agencies visited must be appropriate to the student's area of emphasis. (Strength and endurance conditioning of athletes; fitness program management; gerontological fitness; cardiac rehabilitation, etc.)
  - b. The agencies selected for visitation may be identified through consultation with the internship supervisor.
  - c. A minimum of two agencies must be visited by the student (special arrangements may be made for out-of-state intern sites).
  - d. The University reserves the right to accept or reject the student's agency choices for internship.**
4. The following items must be on file or verified with the University internship supervisor prior to final approval. The **internship applicant** is solely responsible for seeing that all required documents are completed and filed.
  - a. Agency Visitation Form (**Appendix A, page 13**)
  - b. Internship Application as follows: (**Appendix B, page 15**)
    1. Valid CPR Certification
    2. Current DEGREE EVALUATION from URSA
    3. Current Resume
    - 4. Graduation Check completed; minimum 2.3 overall cumulative GPA required and 2.7 cumulative GPA in SES core.**
  - c. Internship Agency Information Sheet (**Appendix C, page 17**)
    1. Agency Address and Supervisor
    2. Job Description
    3. Internship Goals and Objectives
  - d. Signed Student Disclosure (**Appendix D, page 23**)
- C. During Internship: The student shall assume the following responsibilities during the internship:
  1. Complete 400 hours of on-site work plus 20 hours on required assignments (weekly reports, evaluations, etc.) per semester for 12 semester credit hours (or 200 hours of on-site work plus 10 hours on assignments per semester for 6 semester credit hours). Meetings, conferences, special assignments, etc., may be included in the total hours.
  2. Prepare and turn in to the University supervisor, on the weekly report forms, a daily summary listing work activities. Please indicate the work engaged in, meetings attended, workshops, etc., and any other relevant learning experiences encountered. The report and your week in review should be evaluated, commented on, and **signed** by the agency

supervisor. This report should be mailed or delivered to your University supervisor no later than Monday of the following week.

3. Provide your own transportation.
4. Be punctual and appropriately dressed throughout the internship experience.
5. Be directly responsible to the agency supervisor for responsibilities and duties assumed.
6. Become familiar with the philosophy, general policies, and procedures of the agency or department.
7. Confer with both the agency and University regarding any special problems that may arise.
8. The student is required to do at least one **special project** during the internship. In conjunction with the agency supervisor, a project must be planned, organized, coordinated, conducted, and evaluated for the agency.
9. Turn in to your agency and University Supervisor, at the close of the internship experience, a critical evaluation of the internship. Indicate the best and worst experiences, improvements that could be employed, specific changes needed, adequate intern responsibility, challenging experiences, etc. This final evaluation paper will be typed and submitted to the Internship Supervisor. When the internship is over, all weekly reports and the final evaluation will be placed in the student's file. These weekly reports, the supervisor's evaluation, and the final evaluation paper are the basis for the student's satisfactory/unsatisfactory grade.

**CHECKLIST** of the student's responsibilities **PRIOR** and **DURING** the internship:

**Pre-internship**

- \_\_\_\_\_ 1. Complete required classes. (Sport and Exercise Science Core)
- \_\_\_\_\_ 2. Graduation Check completed; minimum 2.3 overall cumulative GPA required and 2.7 cumulative GPA in SES core.
- \_\_\_\_\_ 3. Complete Agency Visitation Form (**Appendix A, page 13**) (visit at least two agencies)
- \_\_\_\_\_ 4. Complete Internship Application (**Appendix B, page 15**)
- \_\_\_\_\_ 5. Student DEGREE EVALUATION-URSA
- \_\_\_\_\_ 6. Complete CPR requirement
- \_\_\_\_\_ 7. Develop a Resume
- \_\_\_\_\_ 8. Contact possible agencies for an internship at least one semester prior to internship semester.
- \_\_\_\_\_ 9. Fill out the Internship Agency Information Sheet (**Appendix C, page 17**)
- \_\_\_\_\_ 10. Develop a Job Description and Internship Goals and Objectives for the agency you have chosen.
- \_\_\_\_\_ 11. Sign the Student Disclosure Internship Contract (**Appendix D, page 23**)
- \_\_\_\_\_ 12. Get final approval and get PIN number to register (6 or 12 semester hours).

**During Internship**

- \_\_\_\_\_ 1. Complete 400 hours of on-site work plus 20 hours on assignments (weekly reports, etc).
- \_\_\_\_\_ 2. WEEKLY REPORTS (**pages 29-30, make 10 copies**) Neat, Itemized, Time Spent per Item

**Signed by: -- Self and Supervisor**

- \_\_\_\_\_ 3. MAJOR PROJECT – Determined by the agency supervisor and intern.
- \_\_\_\_\_ 4. MID-EVALUATION (200 hours) (**pages 27-28, make 2 sets**)
  - \_\_\_\_\_ Self
  - \_\_\_\_\_ Agency Supervisor
  - \_\_\_\_\_ Discuss with Agency Supervisor
  - \_\_\_\_\_ Give both Self and Agency Supervisor Mid-Evaluations to UNC Supervisor
- \_\_\_\_\_ 5. FINAL EVALUATION (400 hours) (**pages 27-28, make 2 sets**)
  - \_\_\_\_\_ Self
  - \_\_\_\_\_ Agency Supervisor
  - \_\_\_\_\_ Give both Self and Agency Supervisor Final Evaluations to UNC Supervisor
- \_\_\_\_\_ 6. TYPED SUMMARY OF MAJOR PROJECT (one page)
- \_\_\_\_\_ 7. TYPED CRITICAL EVALUATION OF INTERNSHIP (one page)

## **RESPONSIBILITIES OF AGENCIES ACCEPTING UNC INTERNS**

The central purpose of the Sport and Exercise Science internship is to help the student make an effective transition from the classroom to the practical situation. At the University of Northern Colorado, we believe the internship experience should come as close to the finish of the student's campus life as possible, preferably the final academic semester. The student should be as well prepared as his/her classwork and laboratory experience can make him/her. The internship is not a program designed to give the student an opportunity to explore the field. The student has explored the field and expressed a desire for a particular kind of work experience with your agency as a starting point.

It is our desire to have each agency cooperate with the University in the selection of students for internships. If desired, we will furnish the agency with a summary of the student's academic experience background to aid in appraisal of the student.

### A. Position Placement

We urge the agency to place students in positions comparable to beginning full-time positions after an initial orientation to the agency. We recognize the problem of assigning students major program responsibilities with limited experience, but when students have completed most of their studies and are serious and mature they should be able to carry out their assigned responsibilities. You have the right and responsibility to relieve them, upon consultation with the University, if the student's work is of inferior quality.

We cannot emphasize strongly enough that the internship experiences should be varied and meaningful in terms of challenging the varied exercise and sport science capacities of the student. These experiences should be characterized by:

1. Breadth: through orientation to the total agency program.
2. Depth: through a project full of responsibility from a segment of your program, which the student can follow through to completion during the internship semester.
3. Application: hands-on participatory involvement in as much of the exercise testing, exercise prescription, and exercise leadership as possible.

### B. Supervision

This is the key to the success of the internship program. It should be understood that the agency is expected to assume full responsibility for supervision of the intern. The agency shall assign one supervisor who shall have one intern during an academic semester. This does not eliminate the possibility of the intern being placed under some other person's supervision for a special experience or orientation period. The University and the agency will agree upon the competency of the supervisor prior to placement of the student and review the supervisor's status each year.

The supervisor must hold regular conferences with the student for guidance purposes, sign weekly reports compiled by the student, prepare a written evaluation of the student's work at mid-semester and at the close of the internship.

University personnel cannot visit the intern very frequently, but will visit or call during the course of the internship. The agency supervisor should feel free to call or write the University supervisor at any time. A fairly close personal relationship is preferable among agency supervisor, interns, and University personnel, which will hopefully permit beneficial modifications of the internship as dictated by the specifics of each situation.

C. The Content of the Internship Experience

The internship agency is responsible for training, facilitating, and assisting in providing exposure for the intern in the following areas:

1. Orientation to the Internship Experience

History, purpose and goals of the agency or institution, explanation of organizational chart, introduction to staff and explanation of staff of purpose of the intern student, tour of agency, introduction to clients, patients, residents, etc., and review of personnel policies applicable to the intern. Intern should be briefed on assignments, scheduled hours, rules, and regulations.

2. Learning Experience

Students, during their internship, should gain experience in the following areas:

a. Administration

The student intern should study and observe in action the policies and practices of the agency, when applicable to his/her type of internship. This would include the study of budgeting and record keeping procedures, review of clearance forms for activities, personnel and supervisory practices, attendance at meetings of the administrative body of the agency, general staff relations and information related to purchase and maintenance of equipment and supplies.

b. Program

The student intern is required to select and conduct at least one special project during the internship. In conjunction with the agency supervisor, the student must plan, research, organize, coordinate, conduct, and evaluate a project for the agency. In addition, the intern must assist in putting into action both individual, small, and/or large group activities and services characteristic of the nature of the agency.

c. General Experiences

The student intern must, as part of his/her internship assignment, gain exposure to or participate in at least three of the following areas with the extent of participation to be determined by the agency supervisor:

1. In-service training
2. Departmental, Staff, or Unit meetings
3. Visitation of at least one other agency providing similar services.
4. Exercise leadership
5. Exercise testing and prescription
6. Fitness education

D. Responsibility of the Agency to the Student Intern

1. To provide professional guidance and direction relevant to the function of the agency's programs.
2. To progressively lead the student into assuming increasing responsibilities as a specialist in the exercise sciences.
3. To assist the student in achieving stated goals and objectives.
4. To provide the student with a written set of expectations and duties during the internship.
5. To conduct two formal evaluations of student performance during the semester. The University will provide forms. (**Appendix E, page 26**)
6. To evaluate and sign the student's weekly report to the University supervisor. (**pages 29-30**)

E. Responsibility of the Agency to the University

1. To make available its facilities to University staff and students as appropriate and necessary for the provision of supervised internship experiences.
2. Sign all contractual agreements between University and Agency (**Appendix C, page 19-22, sample**)
3. To assure the student is receiving maximum opportunity, direction, and guidance during the internship.
4. To cooperate fully with the University of Northern Colorado's representative on all matters pertaining to the student's internship experience.
5. To assign only one supervisor who shall coordinate all phases of the intern's experience at the agency.
6. The internship will be for one academic semester for a minimum of 200 clock hours for each 6-semester hours of credit. The intern's hours assigned per week are to be determined by the agency.
7. To conduct two formal evaluations of student performance during the semester. The University will provide forms. The first evaluation is to be turned in to the University coordinator after 5-7 weeks and the second at the conclusion of the internship.

Clearly, the student intern must have the opportunity to test philosophy, theories, and concepts learned in the classroom and practicum. The intern must also have the opportunity to do a self-evaluation regarding his/her internship

experience. Opportunities must be provided for the student to read materials related to the internship experience and to obtain copies of forms, documents, etc., used at the agency or institution, which may be used as reference materials in the future.

The internship must help the student to understand the total concept of the agency through observing, working through, reading about and discussing actual problems and situations in the operation of the agency involved. Agency supervisors must feel free to add other appropriate and useful information. The aforementioned statements and outline of agency responsibilities is a guide: no substitute exists for original thinking. **IT IS ASSUMED THE MATERIAL WILL BE ADAPTED TO THE NATURE AND CHARACTERISTICS OF THE PARTICULAR AGENCY.** Further, both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (Buckley Amendment) in the handling of educational records of students enrolled in the internship experience.

## UNIVERSITY RESPONSIBILITIES

Academic preparation for the student in Exercise Science is provided through the University of Northern Colorado. The Undergraduate Exercise Science core curriculum is designed specifically to address the needs of the exercise science profession as well as to begin preparation for certification by the American College of Sports Medicine.

The University will select, in consultation with the cooperating professional staff of the Agency, appropriate learning environments and activities to which students shall be assigned in accordance with required objectives of the University and the opportunities available at the Agency.

The University, through the School of Sport and Exercise Science, shall provide a faculty supervisor who will be responsible for maintaining contact with both the student intern and the agency throughout the internship experience.

### A. Responsibility of Internship (Faculty) Supervisor to Agency Supervisor

1. To make contact with Agency personnel about the Agency's willingness to participate in an internship program.
2. The University reserves the right to accept or reject a student's choice for internship.
3. To submit appropriate materials regarding the purpose and objectives of the internship experience.
4. To make available the internship manual to the agency.
5. To sign all contractual agreements with the agency for internship placements.
6. To disclose background information about the student's professional abilities and goals.
7. To provide copies of all evaluation forms to agency.
8. To contact the agency supervisor and intern at least once, and preferably twice, during the internship.

### B. Responsibility of Internship (Faculty) Supervisor to Student

1. To provide frequent academic counseling.
2. To assist the student in identifying appropriate goals and measurable objectives for his/her internship.
3. To assist in the placement of the student in an internship environment, which will meet identified professional goals and objectives of the student.
4. To maintain consistent contacts (visits and phone) with the student intern.
5. To review, in depth, the internship manual with the student prior to the commencement of the internship experience.
6. To review the internship experience, evaluate attainment of objectives, and finally, to discuss the student's perceptions of the agency and University roles.

## **APPENDIX A**

### **AGENCY VISITATION FORM**

**Each internship applicant is required to contact at least two agencies prior to making final arrangements for an internship site. Please submit these to the Sport and Exercise Science Internship coordinator.**

# AGENCY VISITATION FORM

Student Name \_\_\_\_\_ Phone \_\_\_\_\_  
Last First Initial

Greeley Address: \_\_\_\_\_  
Street Address or PO Box  
\_\_\_\_\_  
City State Zip

1. AGENCY: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address or PO Box  
\_\_\_\_\_  
City State Zip

PERSON CONTACTED: \_\_\_\_\_ Date \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

2. AGENCY: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address or PO Box  
\_\_\_\_\_  
City State Zip

PERSON CONTACTED: \_\_\_\_\_ Date \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

3. AGENCY: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_  
Street Address or PO Box  
\_\_\_\_\_  
City State Zip

PERSON CONTACTED: \_\_\_\_\_ Date \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

## **APPENDIX B**

### **INTERNSHIP APPLICATION INSTRUCTIONS**

**Please complete and submit to the Sport and Exercise Science Internship Coordinator,**

**At Least one semester prior to the time you hope to be doing your internship.**

## SPORT AND EXERCISE SCIENCE – INTERNSHIP APPLICATION

DO YOU HAVE A 2.7 GPA IN YOUR SES CORE COURSES? \_\_\_\_\_ YES \_\_\_\_\_ NO

HAVE YOU PASSED THE ASSESSMENTS IN 490? \_\_\_\_\_ YES \_\_\_\_\_ NO

Application Instructions:

1. All information should be **typed or written neatly**.
2. Attach a photocopy of your current **CPR card**.
3. Attach a current “**DEGREE EVALUATION**” form from URSA.
4. Attach a current **resume**.
5. Completion of Exercise Science required courses.
6. Internship Credit: **12** Semester Hours (Undergraduate); **6** Semester Hours (Graduate)

OVERALL GPA \_\_\_\_\_ EXERCISE SCIENCE CORE GPA (SES COURSES) \_\_\_\_\_

### INTERNSHIP SELECTION

Be sure that your site selection is appropriate in the Exercise Science area, for example, cardiac rehabilitation, fitness and exercise programming, conditioning of athletes, fitness for the elderly, etc.

## **APPENDIX C**

### **INTERNSHIP AGENCY INFORMATION**

**Please complete the information on your Internship Agency (Appendix C). Submit to the Internship Coordinator. The internship coordinator initiates the University-Agency Contract, a copy of which is included in the manual for YOUR INFORMATION ONLY.**

**INTERNSHIP AGENCY INFORMATION SHEET**

**IS THIS A PAID INTERNSHIP?**           YES           NO

Student Name: \_\_\_\_\_ Semester of Internship \_\_\_\_\_

Email address \_\_\_\_\_ Number of Hours        6 hrs        12 hrs

Student Phone/Cell # \_\_\_\_\_ Bear #: \_\_\_\_\_

Agency: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Agency Supervisor (s):

(1) Name: \_\_\_\_\_ Title: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Internship Starting Date: \_\_\_\_\_

Internship Ending Date: \_\_\_\_\_

Intern's Work Schedule:

\_\_\_\_\_

**Job Description of Internship**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This contract is completed by the SES Secretary at UNC**

SAMPLE SAMPLE SAMPLE SAMPLE FOR YOUR INFORMATION

State of Colorado University of Northern Colorado College of Health & Human Sciences Contract Routing No. GKA03-06
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EDUCATIONAL AFFILIATION AGREEMENT  
BETWEEN  
UNIVERSITY OF NORTHERN COLORADO  
COLLEGE OF NATURAL and HEALTH SCIENCES  
AND

**Name of Agency**

**THIS EDUCATIONAL AFFILIATION AGREEMENT** is made **today's date** between the State of Colorado acting by and on behalf of the BOARD OF TRUSTEES OF THE UNIVERSITY OF NORTHERN COLORADO, an institution of higher education organized and existing under the laws of the State of Colorado, for the use and benefit of the College of Natural and Health Sciences, Gunter Hall, Campus Box 134, Room 1000, 501 20<sup>th</sup> Street, Greeley, Colorado 80639, hereinafter referred to as "College" or "State", and **Name and Full Address of Agency**, hereinafter referred to as "Agency" or "Contractor".

FACTUAL RECITALS

A. The purpose of this Agreement is to secure various clinical practicum experience sites for students enrolled in the College's accredited academic programs and/or educational requirements and/or as required for the award of a degree in a particular area of study, students must complete supervised experience, such as this internship.

B. College has established and is a provider of degreed programs for the education of students studying health and human sciences identified as Community Health; Dietetics; Gerontology; Human Rehabilitative Services, Sport and Exercise Science; Recreation; Audiology Speech-Language Sciences, and Nursing, hereinafter referred to as "Programs", which require the educational facilities of Agency. College desires students to have clinical educational experiences that can be provided by Agency under the terms and conditions set forth in this Agreement.

C. Clinical or internship education and experience is a required and is an integral component of the College Program, and College desires that certain of its students, and when appropriate, certain of its faculty members be permitted to visit and utilize Agency's premises to afford such students and faculty the opportunity to engage clinical educational experiences.

D. College desires to enhance educational programs and clinical education of College's students by and through this Educational Affiliation Agreement because Agency recognizes the need for expansion of the educational development of healthcare professionals, and desires to make its premises available for such purposes. Agency is an established provider of such services. Agency has the facilities and professional staff appropriate for this internship.

E. The parties agree that no money will be paid by either party to the other under the terms and conditions of this Agreement and that the mutual benefits contained herein constitute sufficient consideration.

**NOW, THEREFORE**, in consideration of the mutual agreements set forth herein, Agency and College agree as follows:

**1. DEFINITIONS.** The following definitions apply:

1.1 "Internship" means a program of study as part of a University course or degree requirement, conducted in cooperation with the Agency, whereby students receive supervised experience and instruction in a professional setting.

1.2 "Site Supervisor" means that person employed or retained by the Agency as responsible for the development and administration of the internship affiliation with the University.

1.3 "Student" means a person enrolled in an academic program at University who is to perform the internship.

1.4 "College Supervisor" means the person employed or retained by College who is responsible for the development and administration of this internship affiliation with the Agency.

## 2. RESPONSIBILITIES OF COLLEGE

2.1 College will plan and implement an educational program for its students, such as plan and determine the adequacy of the educational experience of its students in theoretical training, basic skills in the provision of health care, professional ethics, attitude and behavior. College will determine a student's final grade. College will notify the Agency of each student's assignment and schedule, including the dates and purpose of affiliation, the name (of each the student, and the level of academic preparation. Agency may approve or disapprove all schedules and assignments.

2.2 College will advise students and faculty assigned to Agency of their responsibility for complying with the policies, rules and regulations of the Agency.

2.3 College's students will maintain health insurance or be responsible for all medical expenses incurred during a clinical or internship experience, and College will provide Agency with the names, and other pertinent information about each student to be assigned to Agency at least four (4) weeks prior to the student's assignment at Agency. College will also begin and provide Agency with advanced notice of its intention to remove a student from any clinical assignment at Agency.

2.4 Effective July 1, 2006, College's employees receive liability insurance protection coverage under the University's self-insurance program to protect itself and its employees from claims arising out of state and federal law. A certificate evidencing the State's self-insurance program will be provided upon request.

2.5 Workers' compensation coverage is also provided for students who are participating in on-the-job training programs as a result of an accredited academic program and who receive no pay or remuneration from Agency.

2.6 Each student will be notified to obtain professional and general liability insurance within Agency's required limits of \$1,000,000 per person/\$3,000,000 aggregate. College will notify each student to provide to Agency a copy of said insurance requirement and further to provide any change in coverages within thirty (30) days prior to any change going into effect.

2.7 College will educate students in HIPAA confidentiality and in universal blood and body fluid precautions, and to provide a current health record showing the student's physical status and all required immunizations and vaccinations, current Mantoux method PPD, and follow-up on exposures.

2.8 College has instructed students to comply with all requirements of this Agreement in a competent and professional manner, and in compliance with applicable guidelines, laws and regulations such as JCAHO, Medicare, and other applicable agencies.

## 3. RESPONSIBILITIES OF THE AGENCY

3.1 Agency will retain ultimate responsibility for provision of all client/patient care or patron service and that such care or service is its first priority of care to its patients or residents.

3.2 Agency will make available to assigned students, appropriate working environment, excluding living accommodations, equipment and supplies in order to provide supervised clinical educational experiences.

3.3 Agency will evaluate the performance of the College student(s) using forms provided by College. Agency will permit College students to perform services for Agency only when under the direct supervision of a registered, licensed or certified Agency caregiver in the discipline in which supervision is to be provided. Students will work, perform assignments, and participate in rounds, clinics, staff meetings, and in-service education programs at the discretion of supervisors designated by the Agency.

3.4 Agency will designate a Site Supervisor to coordinate this program and function as clinical supervisor with College's designated coordinator.

3.5 Agency will advise College in a timely manner of any serious deficiency noted in an assigned student's performance. In such event, the Agency and College will attempt to devise a plan by which the student may be assisted in achieving the stated objectives of the educational program. Agency has the right to require College to withdraw any student whose health (despite reasonable accommodation) or performance is a detriment to patient, client or patron well being or to the achievement of the objectives of the affiliation.

Agency may immediately remove from the premises any student who poses an immediate threat or danger to personnel, or property, or for unprofessional behavior.

3.6 Agency requires criminal background checks and drug screen of any student or faculty member, College shall notify each student and faculty member of this requirement prior to enrollment or participation in the Program or as soon as the requirement is known. It shall be the responsibility of the student to ensure that (i) timely arrangements for the background checks are made; (ii) such checks are conducted by a third party approved by Agency and (iii) the results of the background checks are forwarded directly to Agency. Agency shall bear the costs associated with such checks.

3.7 **Name of Agency** will provide emergency care to the student in the case of illness or accident; the student will be responsible for all costs incurred.

#### 4 MUTUAL RESPONSIBILITIES OF COLLEGE AND AGENCY

4.1 College and Agency will determine the number of students assigned to the Agency and the length of the assignment.

4.2 This Agreement does not contemplate the payment of a fee or remuneration by either party to the other. By entering into this Agreement, the parties hereto contemplate that this Agreement anticipates an independent working relationship. It does not intend that any party of one entity be or become an employee of the other party, except that to the extent that the activities performed hereunder are subject to the provisions of the Healthcare Information Portability and Accountability Act of 1996 ("HIPAA"), the student shall be deemed a member of the Agency's workforce at all times while performing the internship duties and activities.

4.3 Both parties agree that each will have equal opportunity and affirmative action programs in effect that do not discriminate on the basis of race, sex, creed, color, age, national origin, individual handicap or veterans status in any aspect of student selection for clinical experiences or in disciplining procedures.

4.4 Both parties mutually agree to modify this Agreement to comply with the requirements of any privacy act with respect to the confidentiality of University, Agency or student confidential information, rules and safeguards for covered data and information which may be anticipated under this Agreement (covered data and information includes both paper and electronic records). Any provision of this Agreement creating obligations extending beyond the term of this Agreement will survive the expiration or termination of this Agreement, regardless of the reason for termination.

4.5 This Agreement will become effective on **date**, and will remain in effect until **date**, or as other provisions for termination contained herein may allow. In the event this Agreement is not renewed for a subsequent term or is otherwise terminated as contemplated herein, students who are participating in the clinical learning experiences at the time of termination will be allowed to complete the experience for the then current school semester under the terms and conditions herein. Any amendments to this Agreement will be effective only if in writing and signed by the parties hereto.

4.6 The invalidity or unenforceability of any provision of this Agreement will not affect the validity or any other provision.

4.7 It is the intent of the parties that no individual or entity be construed or considered to be an intended or implied as a third-party beneficiary under this Agreement. It is the express intention of the undersigned parties that any entity, other than the undersigned parties, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

4.8 Either party may terminate this Agreement during its term with or without cause.

4.9 No waiver of a breach of any provision of this Agreement will be construed to be a waiver of any other breach of this Agreement, whether of a similar or dissimilar nature.

4.10 For the purpose of this Agreement, the individuals identified below are hereby designated representatives of the respective parties. Either party may from time to time designate in writing substitute addresses or persons to whom such notices shall be sent:

4.11 Neither party may assign its rights or obligations hereunder without the prior written approval of the other party, which approval shall not be unreasonably withheld.

4.12 The person(s) executing this Agreement on behalf of each party warrants that such person has full authorization to execute this Agreement.

Please complete the following information:

If to Agency: Name: Title: Address: City/State/Zip: Phone: 970-945-8683 Fax: email:
---

If to College:  
 Dr. Denise A. Battles, Dean  
 College of Natural & Health Sciences  
 University of Northern Colorado  
 Gunter Hall 1000, Campus Box 134  
 Greeley, CO 80639  
 Phone: 970-351-2877/Fax:

Any notice mailed in compliance with this clause will be deemed to have been given upon the earlier of receipt or three days after deposit, except that notice of change of address will not be deemed effective until actual receipt by the intended recipient.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first written above.

COLLEGE (STATE):  
 STATE OF COLORADO  
 Bill Ritter, Jr., Governor  
 Acting by and through the Board of Trustees of  
 The University of Northern Colorado  
 College of Natural & Health Sciences

AGENCY (CONTRACTOR):  
 a \_\_\_\_\_ corporation

By: \_\_\_\_\_  
 Denise A. Battles, Dean Date

By: \_\_\_\_\_  
 Name Date

Title: \_\_\_\_\_

**APPENDIX D**  
**STUDENT INTERN DISCLOSURE AND RELEASE**

**Turn in signed copy of Student Disclosure to the  
Exercise Science Internship Coordinator**

## **STUDENT INTERN DISCLOSURE AND RELEASE**

### **PLEASE READ CAREFULLY**

As a student intern in the internship program of the School of Sport and Exercise Science, you are required to read, understand and abide by the following terms and conditions of the internship program. If you have any questions with respect to any of the provisions herein, please consult your personal advisor or the director of the departmental internship program.

1. Student shall not prescribe or conduct any physical exercises or patient therapy without proper authorization and supervision.
2. Students are not authorized, as part of the internship program, to engage in any activities or perform any services for the sponsor, which are not authorized parts of the internship program.
3. Student shall comply with all of the established procedures of the sponsor agency in performing internship activities.
4. The student must comply with all applicable policies, regulations and procedures of the University of Northern Colorado in performance of activities of the internship program. In the event of conflict between the policies of the regulations and procedures of the agency and of the University of Northern Colorado, the student shall immediately bring the conflict to the attention of the agency's internship supervisor and the University's internship supervisor.
5. The student understands and represents that he/she has self-selected the sponsor agency and has been advised to, and has to the extent that he/she desires to, undertaken to inspect the premises and environment of the location where the internship activities are to be performed on behalf of the sponsor and assumes all risks with respect to or attendant to his/her involvement in the internship and performance of internship activities at the sponsor's location. Student represents and agrees that the University of Northern Colorado has not made representations concerning the sponsor, the activities of the sponsor, or the environment in which the internship activities are to be performed and that the student is not relying upon representations made by the University or any of its officers, employees or agents in that regard. The student agrees to save, hold harmless and indemnify the University against any liability that may arise out of the activities performed by the student, whether authorized or unauthorized, during the course of the internship or as a result of the student's travel to and from the internship site or presence in the internship environment. It is understood and agreed that it is the intent of this provision that the student shall release the University, its officers, employees and agents from any liability whatsoever arising out of the student's activities at the sponsor location, transportation to and from that location, or the environment internal or external to the sponsor premises.
6. Interns will be expected to complete a minimum of 200 contact hours for each 6-semester hours. These hours may include evenings and weekends.
7. Interns must arrange for the internship through the Exercise Science Internship Coordinator by the beginning of the preceding semester. Internships will be arranged on a first come, first serve basis, availability of location, and on approval by the agency.

8. Supervisors will be assigned by the agency to work with the intern. The Exercise Science faculty assigned will oversee the University supervision of the intern.
9. Interns will be evaluated (S/U) by the Exercise Science supervisor. The agency supervisor will submit a written mid-term and final evaluation report of the intern's performance. These reports will become a part of the student's records.
10. Interns will be expected to submit a log of their activities (i.e., recording daily activities and responsibilities assumed) on a week-to-week basis.
11. Interns will submit a mid-term and final self-evaluation.
12. In addition to the duties and assignments agreed upon by the intern, the agency, and the University supervisor, the intern will be asked to work on one major project for the agency during the internship (i.e., a case study of one individual's fitness assessment, program design, training adherence and follow-up testing results).

I have read and understand all of the responsibilities and representations and agreements listed hereinabove and I agree to accept them as my own and to abide by them.

\_\_\_\_\_  
Student Intern Signature

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Street Address

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

\_\_\_\_\_  
Phone                      Date

(If student is under the age of 18, parents' signature must also be provided.)

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

## **APPENDIX E**

### **EVALUATION OF EXERCISE SCIENCE INTERN**

Please complete the Student Performance Evaluation as follows:

1. At midterm both the intern and agency supervisor will **separately** complete the Student Performance Evaluation. At this time, results will be jointly discussed and revised; objectives will be jointly established, if necessary. Return results to UNC supervisor.
2. Upon completion of the internship, separate Student Performance Evaluations will again be completed and **returned** to the UNC supervisor for inclusion in the student's file.

**UNIVERSITY OF NORTHERN COLORADO  
EXERCISE SCIENCE INTERNSHIP**

**STUDENT PERFORMANCE EVALUATION**

NAME \_\_\_\_\_ AGENCY \_\_\_\_\_

AGENCY SUPERVISOR \_\_\_\_\_

MIDTERM \_\_\_\_\_ FINAL \_\_\_\_\_ SEMESTER \_\_\_\_\_ YEAR \_\_\_\_\_

Use the following scale to evaluate the student's performance: (Circle the one that best fits)

**(4) Excellent (3) Good (2) Average (1) Below Average (0) Poor (NA) Not applicable to this setting**

**1. QUALITY OF WORK**

A. Job Knowledge	4	3	2	1	0	NA
B. Fitness Assessment Skills	4	3	2	1	0	NA
C. Exercise Prescription Skills	4	3	2	1	0	NA
D. Exercise Leadership Skills	4	3	2	1	0	NA
E. Organization of Work	4	3	2	1	0	NA
F. Verbal Expression	4	3	2	1	0	NA
G. Written Expression	4	3	2	1	0	NA

**Comments:**

**2. INDEPENDENT ACTION**

A. Initiative	4	3	2	1	0	NA
B. Judgment	4	3	2	1	0	NA
C. Flexibility	4	3	2	1	0	NA
D. Acceptance of Responsibility	4	3	2	1	0	NA
E. Self Evaluation	4	3	2	1	0	NA

**Comments:**

**3. INTERPERSONAL RELATIONSHIPS**

A. Clients	4	3	2	1	0	NA
B. Agency Supervisor	4	3	2	1	0	NA
C. Staff	4	3	2	1	0	NA
D. Other Professional Colleagues	4	3	2	1	0	NA

**Comments:**

**4. WORK HABITS**

A. Efficiency	4	3	2	1	0	NA
B. Compliance with Instructions	4	3	2	1	0	NA
C. Punctuality	4	3	2	1	0	NA
D. Attendance	4	3	2	1	0	NA
E. Appearance	4	3	2	1	0	NA
F. Care/Use of Facilities and Equipment	4	3	2	1	0	NA
G. Safety	4	3	2	1	0	NA

**Comments:**

## 5. PROFESSIONAL COMMENTS:

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### ADDITIONAL COMMENTS:

Supervisor and intern answer the following on a separate sheet and attach combined answers to this form.

- A. What are the intern's professional and personal strengths?
- B. What professional and personal skills need improvement at this point?
- C. What does the intern need for continued growth (MIDTERM ONLY)
  - 1. From agency supervisor?
  - 2. From fellow workers?
  - 3. From himself/herself?
- D. **(For Intern)** Are their skills and knowledge's acquired during academic training not being used in the internship?  
DESCRIBE
- E. **(For Supervisor)** Are their skills and knowledge's needed to adequately perform, that are lacking in the intern's preparation? DESCRIBE
- F. What is the intern's suitability and interest for work in this type of Agency?

# WEEKLY REPORT FORM

*Mail or FAX To:*  
**Carole Schneider, Internship Coordinator**  
**Ben Nighthorse Campbell Center, Box 6**  
**University of Northern Colorado**  
**Greeley, CO 80639**  
**FAX (970) 351-1720**

DATES: \_\_\_\_\_ AGENCY SUPERVISOR \_\_\_\_\_

Student's Name: \_\_\_\_\_ Agency: \_\_\_\_\_

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

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

DATE	SUMMARY OF WORK	SUPERVISOR COMMENTS
MONDAY (Hours)		
TUESDAY (Hours)		
WEDNESDAY (Hours)		

DATE	SUMMARY OF WORK	SUPERVISOR COMMENTS
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THURSDAY (Hours)		
FRIDAY (Hours)		
SATURDAY (Hours)		
SUNDAY (Hours)		

_____ Student's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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