

Welcome to the KiND Internship Meeting

Exercise Science/Human Performance
Majors

Spring 2023 Internships





From the UNC Undergraduate Catalog:

Prerequisites:

- ✓ Completion of SES 490
- ✓ SES prefix courses → grade of "C" or higher
 - **✓** Exercise Science

- **SES GPA ≥ 2.7**
- **✓** Human Performance
- ✓ Current BLS/CPR certification
- **✓** Consent of the Internship Director
- ✓ Supervised experience in Sport and Exercise Science emphasis
- ✓ S/U graded (Satisfactory = pass/Unsatisfactory = fail)
- ✓ Repeatable, maximum of 12 credits
- ✓ Credits 6-12 (can complete two 6-credit internships)
 - ✓ 6 credits = 225 hours; 12 credits = 450 hours





- 1. Identify an internship location that satisfies your career goals
 - Where do you plan on living?
 - Talk with your advisor about internship location ideas
 - Check out potential internship program websites















- 1. Identify an internship site that satisfies your career goals
- 2. Contact potential internship sites
 - Approach them as if you were applying for a job
 - Provide a resume & cover letter
 - Wear professional attire ("business casual")

What **NOT** to wear:

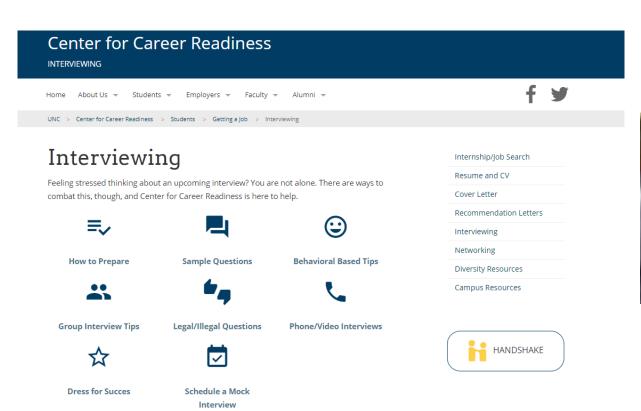


What to wear:





- 1. Identify an internship site that satisfies your career goals
- 2. Contact potential internship sites
- 3. Most sites will expect a face-to-face interview. Be prepared!







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- 2. Contact potential internship sites
- 3. Most sites will expect a face-to-face interview. Be prepared!
- 4. Satisfy any requirements of the internship site
 - Hospitals may want → Background check, drug test, proof of immunizations, and other items completed.



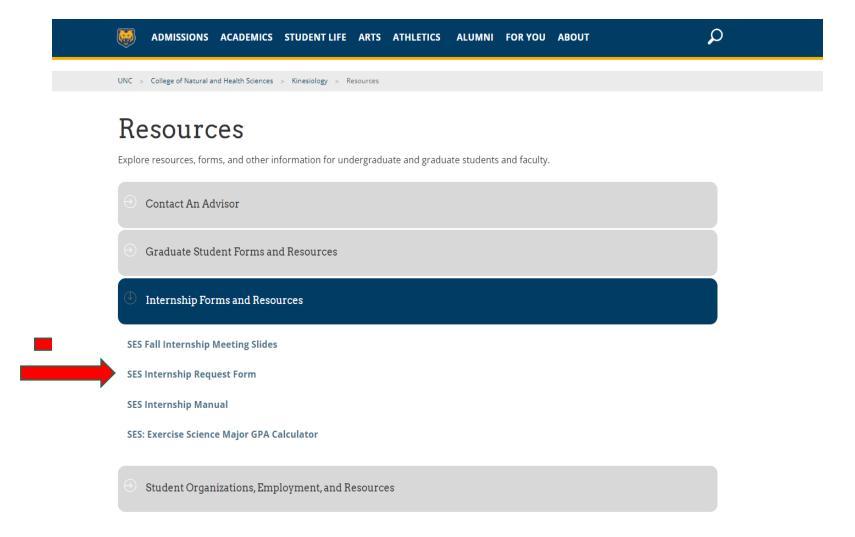






After the internship has been offered to you:

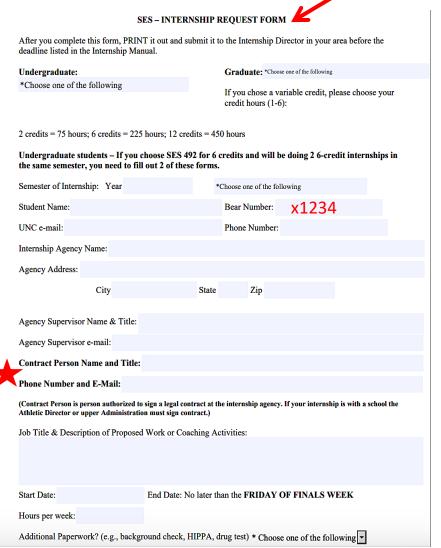
- 1. Complete an Internship Request Form
 - PDF on SES website (unco.edu/nhs/sport-exercise-science/resources/)

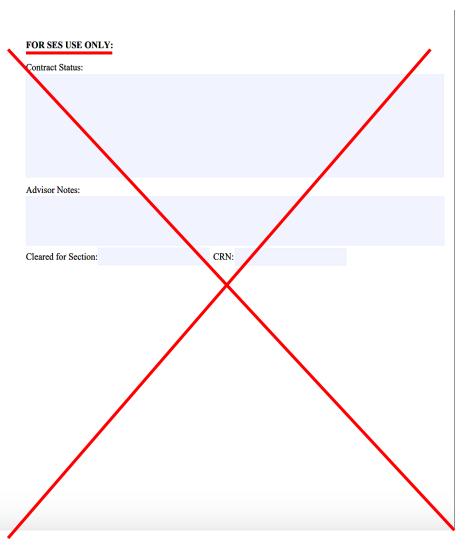




After the internship has been offered to you:

- 1. Complete an Internship Request Form
 - PDF on SES website (https://www.unco.edu/nhs/sport-exercise-science/)







After the internship has been offered to you, turn in:

- **Complete an Internship Request Form**
- **CPR Certification**
 - Hospital Internships (may require AHA)









Adult CPR, AED, & First Aid Training

September 23

Location: Ben Nighthorse Campbell Center (BNCC), Rm 1100

October 7

Blended Learning Format: This course has both online eLearning as well as instructor-led classroom components. eLearining online content component must be completed **BEFORE** attending the class.

November 4

Registration: Register in advance with Kacie Kondrotis at the BNCC Front Desk. Payment is due at time of registration.

December 2

Cost: \$75

Payment: Cash, Credit Cards, or Check made payable to UNCCRI

3:00-4:30 PM

Questions: Email Michael Lazio at Michael.Lazio@unco.edu

The class may be cancelled if fewer than 4 students are registered



After the internship has been offered to you, turn in:

- 1. Complete an Internship Request Form
- 2. CPR Certification
- 3. Resume
 - UNCO Center for Career Readiness

Resume/Curriculum Vitae

The purpose of a resume/curriculum vitae (CV) is to earn an interview by providing an overview of your relevant experiences to potential employers. Career Counselors are here to offer personalized feedback at any stage in your resume writing process.

For additional support schedule an appointment with a Career Counselor

GENERAL RESUME SAMPLE

RESUME CHECKLIST

RESUME HEADS/ACTION VERBS

CV SAMPLE CATEGORIES

SAMPLE CV

Name E-mail

Address
Phone Number
LinkedIn Profile Address (optional)

Expected: Month 20XX

LinkedIn Profile Address (optional)

SUMMARY OF QUALIFICATIONS

[List exactly (word for word) what you match in the minimum and preferred qualifications of job description]

EDUCATION Bachelor/Master/Doctorate of in

University of Northern Colorado, Greeley, CO

Study Abroad

RELATED EXPERIENCE

Place/Organization, City, State Month 20XX-Month 20XX

[Action Verb + Task & Details + Result/Outcome (see reverse bullet statements section)]

Position Title

Place/Organization, City, State Month 20XX-Month 20XXX

Position Title

Place/Organization, City, State Month 20XX-Month 20XX

ADDITIONAL EXPERIENCE

Position Title

Company Name/Organization, City, State Month 20XX-Month 20XX

Position Title

Company Name/Organization, City, State Month 20XX-Month 20XX

[Other experiences not yet listed go here]

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After the internship has been offered to you:

- 1. Complete an Internship Request Form
- 2. CPR Certification
- 3. Resume
- Submit the above required UNC documents <u>before</u> the following deadlines:

(Friday, two weeks before finals week)

- For Spring 2023 semester internships November 18, 2022
- For Summer 2023 semester internships April 14, 2023
- For Fall 2023 semester internship July 14, 2023
- Submit to the internship coordinator <u>BEFORE</u> the deadline via email at <u>Sara.Winges@unco.edu</u>



Responsibilities During Internship:

- ✓ Complete and submit complete <u>Weekly Logs</u> documenting the required number of hours before Friday of finals week
 - ✓ 12 credits = 450 clock hours / 6 credits = 225 clock hours
- ✓ Check/Read/Respond
 - ✓ bears.unco.edu / Canvas / Canvas email (on your phone?)!
- ✓ Weekly Log Sheets—hours/comments/signatures
- ✓ Mid-Term Check-in
- ✓ Reflection Paper
- ✓ Internship Project Plan & Summary
- ✓ Final Self Evaluation
- ✓ Satisfactory Evaluation from Site Supervisor (they will receive a link via email to complete the evaluation)

Weekly Log Sheets

- All hours must be documented on the log sheets provided in canvas
- Only <u>complete</u> log sheets will be accepted
- Dates match semester Week
- Agency internship site
- Student
- Supervisor matches information provided to internship coordinator & signature
- Daily hours and description of duties for the day
- Supervisor's comments at least once a month the supervisor should supply comments
- Weekly Total Hours
- Running total Hours
- Signatures you AND your supervisor
 MUST sign the completed form

Fall 202

Sam Student

Must be completed and submitted on Canvas under 'Log Sheets' assignments corresponding to Semester Week#during which the reported hours were accrued. Hours will not be accepted without both the Student and Supervisor Signatures.

Agency:	iner Health* Supervisor: Jessie Super*
Report hours in 15 min	
Monday 0 hrs	Summary of work:
Tuesday 4.5 hrs	Summary of work: Cleaning, COVID procedures
Wednesday 8.0 hrs	assisted w/ exercises, organized patient files
Thursday 8.0 hrs	Summary of work: assisted w/ exercises, programming work
Friday 8.0 hrs	Summary of work: assisted w/ exercises, programming work, filing
Saturday 0 hrs	Summary of work:
Sunday 0 hrs	Summary of work:
Supervisor's Com **	ments:
Weekly Total (h	rs): 28.5* Running Total (hrs): 60.5*

You MUST sign & date

Supervisor must sign AFTER you have filled in everything else

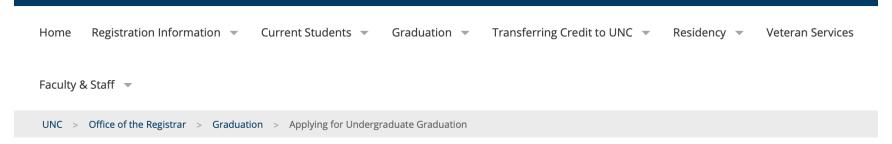
Week 1: 8/23 - 8/29



- Application for Graduation (unco.edu/registrar/graduation)
 - Spring graduation application
 - March 5th / April 17th to have name in commencement program
 - May 5th, 2023 final deadline to graduate in Spring 2023
 - Summer graduation application
 - March 5th / April 17th to have name in commencement program
 - August 4th, 2023 final deadline to graduate in Summer 2023

Graduation

APPLYING FOR UNDERGRADUATE GRADUATION



Applying for Undergraduate Graduation

Bachelor's Degrees

Undergraduate Graduation Requirements

Applying for Graduation

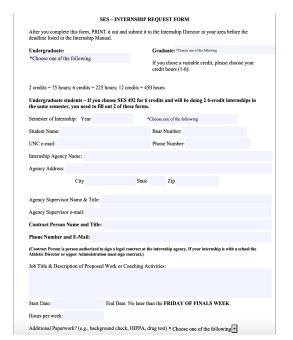
Cap & Gown (Regalia) Ordering



Spring 2023 Internship Application Due Friday, November 18th

- 1. Internship Request Form
- 2. CPR Certification
- 3. Current Resume

Submit via email Sara.Winges@unco.edu





Street Address City, State, Zip Code Home Phone/Office Phone Clear and concise statement of professional goal (job or position) **Qualification Highlights** Experience that directly relates to job description You may choose to highlight a specific skill that relates to the position (e.g., bilingual, computer and technology proficient, certified diesel technician). · Only highlight specific skills, certifications, or license(s) that indicate you meet (or exceed) the Only highlight personal traits if they clearly meet the position description (e.g., if a sales position requires an outgoing personality, highlight theater experience and previous sales experience). You may want to list skills with clear "because" statements, demonstrating your mastery of a skill because of your volunteer work, internship, previous employment, or similar accomplishment You may also want to use a key skill as the focal point (e.g., sales) and include a series of brief statements that demonstrate range or depth of experience in that skill: · Fundraising for your youth group (name of organization, date) · Voter recruitment initiative participation Census bureau work **Employment History** You may not need this category if you covered it in the skill summaries above. · Undergraduate Studies, 86 credits, University of State



Questions?

Dr. Sara Winges
Sara.Winges@unco.edu
970-351-1956