

School of Sport & Exercise Science Internship Manual

General Internship Information:

An internship in the area of Sport and Exercise Science (SES) provides an opportunity to apply knowledge from the classroom environment to real world scenarios. Unlike courses offered on campus, this experience requires the student to plan an internship during advising sessions, well in advance of the intended internship semester. In addition, registering for internship credit requires several preliminary steps that are spelled out in this manual. SES faculty and staff will assist students along the way, but students must take the initiative in planning their internship.

As this experience is meant to give you a preview of what a career in the field would be like, treat all initial interactions with potential internship agencies as if you were applying for a job. Accordingly, you must satisfy any application requirements of the agency that may not be contained within this document (e.g. background checks, proof of immunizations, etc.)

Purpose:

The internship is viewed as the capstone class in a student's professional preparation. Thus it is important to carefully select an agency that will meet a student's professional goals and the professional guidelines expected by national credentialing organizations.

Objectives:

At the completion of the internship, students should be able to (with appropriate levels of effort):

- Facilitate a smooth transition from the classroom environment to the professional world.
- Apply classroom, textbook, laboratory etc. knowledge to a professional setting.
- Demonstrate a professional approach and attitude toward their work.
- Demonstrate competency in specific skills required for post-graduate experience.
- Demonstrate strong communication skills in the context of professional expectations (verbal and written).

Hours:

Students must complete 37.5 hours of internship work for each credit. Some common total hours are:

- 2 credit internship: *75 hours*
- 4 credit internship: *150 hours*
- 6 credit internship: *225 hours*
- 12 credit internship: *450 hours*

Internship Requirements:

Interns are required to submit log sheets that contain a record of the hours spent at the internship site and the tasks completed at the site. Evaluations of an intern's performance must be completed as well. Communication among the intern, UNC internship director, and site supervisor may occur via email, phone, fax, and site visits, however, each internship course and degree option within SES has individual requirements and documentation. Deadlines for setting up and completing the internship are the same for all internships (see below). Refer to the *Internship Syllabi* in the appropriate appendix for specific requirements.

Obtaining An Internship (Where do I start?)

1. **Plan Accordingly**- many of the steps must be completed months in advance of your intended internship semester.
2. Verify that **ALL** prerequisites will be complete.
3. Identify an internship site that satisfies your career goals. Consult your advisor and/or the internship director in your area for advice.
4. Communicate with potential internship sites – approach them as if you were applying for a job. For example, have your resume prepared and be professional when communicating with them, and especially when visiting.
5. Satisfy any application requirements of the internship site. Hospitals, for example, will want a background check, proof of immunizations, and other items completed.
6. Most sites will expect a face-to-face interview. Be prepared!

For professional advice (resume development, internship search, interview skills etc.):

Career Services (<http://www.unco.edu/careers/>)

University Center, 2nd Floor

Once internship is obtained (What comes next?)

1. Submit UNC paperwork to the specific SES internship director two weeks prior to the previous semester's last day of classes. Example: If completing the internship in the spring semester, then internship paperwork is due two weeks prior to the fall semester's last day of class.
2. The internship director in your area will verify if there is a contract between UNC and the internship site. If there is no contract in place, one will be initiated.
3. If student meets **ALL** prerequisites and a final contract is on file, then the internship director will provide an override for the course (i.e. SES 392, SES 492, SES 692) and notify student to register.
4. If student **DOES NOT** meet all prerequisites and a contract cannot be initiated, the internship director will contact you via email for a meeting.
5. This entire process must be completed before the **ADD** date each semester (see the relevant calendar at <http://www.registrar.unco.edu/Registrarscalendar.htm>). Internship credits are treated like **ALL** other UNC course credit. For example, students will not be allowed in the internship course after the **ADD** date. **Plan Accordingly**.