

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 in your area before the following deadlines:
 - **For Fall semester internships – July 15**
 - **For Spring semester internships – November 15**
 - **For Summer semester internships – April 15**
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**.

Appendix A: Sports Coaching

Sports Coaching Emphasis (B.S. degrees – 6 credits)

Brett Nichols

2700 Gunter Hall; 970-351-4637; brett.nichols@unco.edu

Coaching Minor (2 credits):

Brett Nichols

2700 Gunter Hall; 970-351-4637; brett.nichols@unco.edu

Sports Coaching Emphasis (M.A. degree – 4 credits)

Brett Nichols

2700 Gunter Hall; 970-351-4637; brett.nichols@unco.edu

SES 392: Internship in Physical Education (Sports Coaching)

Instructor: Dr. Brett Nichols

e-mail: brett.nichols@unco.edu

Office: Gunter 2700

Phone: (970) 351-4637

Office Hours: M/W 10:00am - 11:00am; T/R 11:00am – 12:00pm; or by appointment

UNC Catalog Description: Consent of instructor. Put into practice the knowledge and skills learned in the classroom. Assume responsibilities in administration, supervision, and evaluation in physical education and athletic settings. S/U graded. Repeatable, may be taken two times.

Course 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.
- 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).

Class Resources:

Website: <https://canvas.unco.edu>

Internship Hours:

Students are required to complete 37.5 internship hours per credit that they are enrolled in the internship. For Sports Coaching majors 6 credit hours are required, for students getting a minor in Sports Coaching 2 credit hours are required.

Required Forms:

The student is responsible for ensuring that all required forms are completed and submitted to the Internship Director prior to course enrollments. The forms are listed and explained below and can be downloaded at <http://www.unco.edu/nhs/sport-exercise-science/resources/>

- **Internship Application Form-** This form starts the enrollment process and should be provided to the Internship Director before the established deadline (see page 1 for deadlines).
- **Internship Weekly Hours Log-** This form is necessary to track your internship hours weekly throughout the semester. It is completed by you and initialed and dated by your Field/Site Supervisor. In order for hours to count towards the completion of the internship they must be submitted on Canvas the week following the hours accrued. For full credit hours weekly hours logs must be completely filled out, have at least one meaningful comment from your onsite supervisor and submitted correctly on Canvas by Tuesday at 11:59 pm (each week ends on Sunday).
- **Final Evaluation-** This evaluation will be provided by the Internship Director directly to the Field/Site Supervisor, as well as you, the student.

NOTE: Students will only be able to apply internship hours the semester they are registered NO EXCEPTIONS.

Student Evaluation:

This course is pass-fail (S = satisfactory; U = unsatisfactory). Your final grade for the class will use the following percentages based on the weighted course requirements:

$$S = 100-70\% \quad U = 69.9-0\%$$

All of the assignments for the class are clearly posted on Canvas in the Assignments folder and instructions, due dates, and submission information is accurately posted for each assignment. The important assignment categories are as follows:

A satisfactory grade is the result of completing the following:

- **Weekly Log Sheets:** Upload weekly log sheets with summaries of your work, daily and weekly totals of your hours, and a running count of your required hours. These log sheets should be signed by you and your supervisor. Your supervisor does not need to write comments for every day, but a comment from your supervisor every week is expected (minus 1 point will be deducted from your weekly log score if your log sheet is missing any of the following: signature, at least one comment from your supervisor, and/or incomplete or illegible description of your duties). Weekly log sheets must be submitted through Canvas via word document or a .pdf file.
- **Evaluations:** Forms will be posted on Canvas for students to complete and/or give to their supervisor to complete. All students will complete an end-of-semester evaluation. Phone conversations, emails or in-person visits from Dr. Nichols will serve as the mid-semester evaluations for all students. Everyone is encouraged to schedule meetings with your supervisor(s) in the middle of the semester and at the end to get some verbal, face-to-face feedback on your work.
- **Final Report:** Submit a double-spaced, typed paper (Minimum 2 full pages) commenting on your internship experience* We would appreciate hearing about the value of the experience, the pros and cons of the experience, and any other comments that you feel are relevant.

*This is (or should be) self-explanatory. If you are not sure what constitutes good writing, consider having someone look over your early drafts (e.g. UNC Writing Center). Organization, grammar, spelling, sentence structure, paragraph structure, citations are all included in this expectation.

Course Requirements	Possible Points Each Assignment	Final Weighted Grade Percentage
PRELIMINARY INFORMATION (completed week 1)		
Statement of Goals and Objectives	10	10%
Internship Site Description	10	
Statement of why the internship is appropriate	10	

Description of Roles and Responsibilities	10	
WEEKLY HOUR LOGS		
Weekly Log Sheets	10 each/150 total	50%
SUPERVISOR EVALUATIONS		
Mid-Term Assessment	20	10%
Final Performance Evaluation	50	
STUDENT EVALUATION FORMS		
Self-Evaluation Form	20	20%
STUDENT REFLECTION		
At least 2 full pages	10	10%

An unsatisfactory grade is the result of failure to:

- Complete the required number of work/contact hours at the agency.
- Provide weekly documentation of work/contact hours with an indication of duties/activities for the week.
- Keep the UNC Internship Director advised of any changes in agency Field/Site Supervisor and supervisor's contact information.
- Submit a well-written final report of the internship experience.
- Receive an acceptable final evaluation from the agency.
- Maintain professional ethics.
- A score below 70% - keeping in mind that assignments that are not completed on time will not be eligible for full credit.

**SES 692: Graduate Internship in Sport and Exercise Science
Sports Coaching Graduate Students**

Instructor: Brett Nichols
Office: Gunter 2700
Office Hours: By appointment

e-mail: brett.nichols@unco.edu
Phone: (970) 351-4637

UNC Catalog Description: Consent of instructor. Supervised experience structures to the special focus and functions of the student's graduate program. S/U graded. Repeatable, maximum of six credits.

Course 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).

Class Resources: All materials will be posted on Canvas.

Required Forms:

The student is responsible for ensuring that the internship application form is completed and submitted to the Internship Director prior to course enrollment. The Internship Application form can be downloaded at <http://www.unco.edu/nhs/sport-exercise-science/resources>

- **Internship Application Form-** This form starts the enrollment process and should be provided to the Internship Director before the established deadline (see page 1 for deadlines).

NOTE: Students will only be able to apply internship hours the semester they are registered NO EXCEPTIONS.

Student Evaluation:

This course is pass-fail (S = satisfactory; U = unsatisfactory). Your final grade for the class will use the following percentages based on the weighted course requirements:

S = 100-80% U = 79.9-0%

A satisfactory grade is the result of successfully completing the following:

- Preliminary Information: It is imperative that all interns have a baseline understanding of the internship responsibilities and set learning goals and objective early during the internship experience. There are four assignments which need to be completed. All assignment materials will be posted on Canvas for download, completion and subsequent upload.

- **Weekly Log Sheets:** Student are responsible for uploading weekly log sheets with summaries of your work, daily and weekly totals of your hours, and a running count of your required hours. These log sheets must be signed by you and your supervisor. Your supervisor does not need to write comments for every day, but a comment from your supervisor every week is expected for full credit. Weekly log sheets that are not turned in on time, will result in those hours not being counted towards the hourly total for the internship. All weekly logs must be uploaded to Canvas before Tuesday night at 11:59 pm (following the previous week that ended two days earlier on Sunday). All weeks run from Monday to Sunday.
- **Intern Evaluations:** All evaluations materials will be posted on Canvas for download and distribution, as needed. Evaluations are designed to provide the intern with performance related feedback and suggestions related to coaching. There are 5 evaluations which need to be completed during the internship for satisfactory completions:
 - Preliminary Student Performance Evaluation
 - Mid-Session Performance Evaluation
 - Final Student Performance Evaluation
 - Self-Evaluation Form
 - Student Evaluation of the Internship

Everyone is encouraged to schedule meetings with supervisors in the middle of the semester and at the end to get some verbal, face-to-face feedback on your work.

- **Research Project:** In SES 604 students developed an action research project proposal designed to improve one’s own coaching. As part of the internship it is expected that students implement the developed proposal and generate a preliminary research report documenting the outcomes of the research, and determining recommendations related to one’s own coaching practices. This is one of the culminating projects of the program and as such is expected to be very well researched and well written.
- **Final Report:** Submit a double-spaced, typed paper (4-5 page) commenting on your internship experience and reflecting upon the lessons you have learned related to coaching during the experience. The School of SES would appreciate hearing about the value of the experience, the pros and cons of the experience, and any other comments that you feel are relevant.

Course Requirements	Possible Points Each Assignment	Final Weighted Grade Percentage
PRELIMINARY INFORMATION (completed week 1)		
		10%
Statement of Goals and Objectives	10	
Internship Site Description	10	
Statement of why the internship is appropriate	10	

Description of Roles and Responsibilities	10	
EVALUATION		
Preliminary Student Performance Assessment	10	60%
Weekly Log Sheets	100	
Mid-Session Performance Evaluation	20	
Final Student Performance Evaluation	30	
Self-Evaluation Form	10	
Student Evaluation of the Internship	10	
RESEARCH PROJECT		
Project Proposal	20	20%
Final Research Paper	50	
FINAL REPORT		
4-5 Page Report	20	10%

DUE DATE: All parts of this internship **MUST** be completed and submitted appropriately on Canvas, prior to 5 pm on Tuesday, December 5th, 2017.

An unsatisfactory grade is the result of failure to:

- Complete the required number of work/contact hours at the agency.
- Provide weekly documentation of work/contact hours with an indication of duties/activities for the week.
- Keep the UNC Internship Director advised of any changes in agency Field/Site Supervisor and supervisor's contact information.
- Submit a well-written final report of the internship experience.
- Receive an average score of 4 on the final student performance evaluation from the site supervisor.
- Receive an overall rating of above average or excellent.
- Receive an acceptable final evaluation from the agency.
- Maintain professional ethics.
- Fulfill any of the requirements stated in the fall semester report. **(for spring interns only)*

Additional Course Expectations and UNC Policies, Academic Resources, and Netiquette information can be viewed under the Start Here Tab on Canvas.

***In the event that a student split the 4-credit internship over two semesters (fall and spring) a fall semester progress report will be provided to the student at the beginning of the second semester. Any failure to address items in the fall semester progress report will result in an unsatisfactory grade for the student in the spring semester. Students rolling over their credits into the spring semester will be required to sign and return their personalized progress report before the end of the first week of the spring semester, failure to do so may result in an unsatisfactory grade.**

Appendix B: Exercise Science

Exercise Science Emphasis (B.S. degree)

Kyle Bolen

2770 Gunter Hall; (970) 351-2431; kyle.bolen@unco.edu

Biomechanics, Exercise Physiology, Social Psychology Emphases (M.S. degree)

Gary Heise

2620 Gunter Hall; (970) 351-1738; gary.heise@unco.edu

SES 492: Internship in Sport and Exercise Science
(Exercise Science)

Instructor: Kyle Bolen
Office: Gunter 2770
Office Hours:

e-mail: Kyle.Bolen@unco.edu
Phone:(970) 351-2431

UNC Catalog Description: Prerequisites: SES 490, completion of SES prefix courses with a GPA of 2.7; current CPR certification and consent of the Internship Director. Supervised experience in fitness and exercise programs or cardiac rehabilitation. S/U graded. Repeatable, maximum of 12 credits.

Course 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).

Class Resources:

Website: <https://unco.blackboard.com/>

Required Forms:

The student is responsible for ensuring that the internship application form is completed and submitted to the Internship Director prior to course enrollment. The Internship Application form can be downloaded at <http://www.unco.edu/nhs/sport-exercise-science/resources>

- **Internship Application Form-** This form starts the enrollment process and should be provided to the Internship Director before the established deadline (see page 1 for deadlines).
- **Internship Hours Log-** This form is necessary to track your internship hours weekly throughout the semester. It is completed by you and initialed and dated by your Field/Site Supervisor. **(This form can be found on Blackboard)**
- **Final Evaluation-** This evaluation will be provided by the Internship Director directly to the Field/Site Supervisor, as well as to you, the student.

NOTE: Students will only be able to apply internship hours the semester they are registered NO EXCEPTIONS.

Student Evaluation:

This course is pass-fail (S = satisfactory; U = unsatisfactory)

A satisfactory grade is the result of completing the following:

- Weekly Log Sheets: Upload weekly log sheets with summaries of your work, daily and weekly totals of your hours, and a running count of your required hours. These

log sheets should be signed by you and your supervisor. Your supervisor does not need to write comments for every day, but a comment from your supervisor every week would be appreciated.

- Evaluations: Emails will be sent to students and supervisors that will have a link to online evaluations via Qualtrics, an online survey application. Phone conversations, emails or in-person visits from Professor Bolen will serve as the mid-semester evaluations for all students. Everyone is encouraged to schedule meetings with supervisors in the middle of the semester and at the end to get some verbal, face-to-face feedback on your work.
- Final Report: Submit a double-spaced, typed paper (1-2 pages) commenting on your internship experience.* The School of SES would appreciate hearing about the value of the experience, the pros and cons of the experience, and any other comments that you feel are relevant.

*This is (or should be) self-explanatory. If you are not sure what constitutes good writing, consider having someone look over your early drafts (e.g. UNC Writing Center). Organization, grammar, spelling, sentence structure, paragraph structure, citations are all included in this expectation.

- Project Summary: Each intern should take on some project that s/he can call their own during the semester. Discuss this requirement with your supervisor. Many supervisors have small projects that are “sitting on a shelf” somewhere because they never have time to address it. Some supervisors have interns do “standard” projects – these would be from internship sites that regularly host our students. The summary should be a 1-2 page, double-spaced, typed description of the project. If you created any materials for the project, please submit those as well (do NOT submit any materials that may have identifying information of clients or patients). RMCRI interns will follow guidelines from Jessica Brown.

An unsatisfactory grade is the result of failure to:

- Complete the required number of work/contact hours at the agency.
- Provide weekly documentation of work/contact hours with an indication of duties/activities for the week.
- Keep the UNC Internship Director advised of any changes in agency Field/Site Supervisor and supervisor’s contact information.
- Submit a well-written final report of the internship experience.
- Receive an acceptable final evaluation from the agency.
- Maintain professional ethics.

SES 692: Graduate Internship in Sport and Exercise Science

(Biomechanics, Exercise Physiology and Social Psychology of Sport and Physical Activity)

Instructor: Gary Heise

e-mail: Gary.Heise@unco.edu

Office: Gunter 2620

Phone: (970) 351-1738

Office Hours:

UNC Catalog Description: Consent of instructor. Supervised experience structures to the special focus and functions of the student's graduate program. S/U graded. Repeatable, maximum of six credits.

Course 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).

Class Resources:

Website: <https://unco.blackboard.com/>

Required Forms:

The student is responsible for ensuring that the internship application form is completed and submitted to the Internship Director prior to course enrollment. The Internship Application form can be downloaded at <http://www.unco.edu/nhs/sport-exercise-science/resources>

- **Internship Application Form-** This form starts the enrollment process and should be provided to the Internship Director before the established deadline (see page 1 for deadlines).
- **Internship Hours Log-** This form is necessary to track your internship hours weekly throughout the semester. It is completed by you and initialed and dated by your Field/Site Supervisor. **(This form can be found on Blackboard)**
- **Final Evaluation-** This evaluation will be provided by the Internship Director directly to the Field/Site Supervisor, as well as to you, the student.

NOTE: Students will only be able to apply internship hours the semester they are registered NO EXCEPTIONS.

Student Evaluation:

This course is pass-fail (S = satisfactory; U = unsatisfactory)

A satisfactory grade is the result of completing the following:

- Weekly Log Sheets: Upload weekly log sheets with summaries of your work, daily and weekly totals of your hours, and a running count of your required hours. These

log sheets should be signed by you and your supervisor. Your supervisor does not need to write comments for every day, but a comment from your supervisor every week would be appreciated.

- Evaluations: Emails will be sent to students and supervisors that will have a link to online evaluations via Qualtrics, an online survey application. Phone conversations, emails or in-person visits from Dr. Heise will serve as the mid-semester evaluations for all students. Everyone is encouraged to schedule meetings with supervisors in the middle of the semester and at the end to get some verbal, face-to-face feedback on your work.
- Final Report: Submit a double-spaced, typed paper (1-2 pages) commenting on your internship experience* The School of SES would appreciate hearing about the value of the experience, the pros and cons of the experience, and any other comments that you feel are relevant.

*This is (or should be) self-explanatory. If you are not sure what constitutes good writing, consider having someone look over your early drafts (e.g. UNC Writing Center). Organization, grammar, spelling, sentence structure, paragraph structure, citations are all included in this expectation.

- Project Summary?

An unsatisfactory grade is the result of failure to:

- Complete the required number of work/contact hours at the agency.
- Provide weekly documentation of work/contact hours with an indication of duties/activities for the week.
- Keep the UNC Internship Director advised of any changes in agency Field/Site Supervisor and supervisor's contact information.
- Submit a well-written final report of the internship experience.
- Receive an acceptable final evaluation from the agency.
- Maintain professional ethics.

Appendix C: *Sport Administration*

Alan Morse

261-A Butler Hancock; (970)351-1722; alan.morse@unco.edu

SES 692: Graduate Internship in Sport and Exercise Science
(Sport Administration)

Instructor: Alan Morse
Office: BH 261A
Office Hours:

e-mail: Alan.Morse@unco.edu
Phone: (970) 351-1722

UNC Catalog Description: Consent of instructor. Supervised experience structures to the special focus and functions of the student's graduate program. S/U graded. Repeatable, maximum of six credits.

Course 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).

Class Resources:

Website: <https://unco.blackboard.com/>

Required Forms:

The student is responsible for ensuring that the internship application form is completed and submitted to the Internship Director prior to course enrollment. The Internship Application form can be downloaded at <http://www.unco.edu/nhs/sport-exercise-science/resources>

- **Internship Application Form-** This form starts the enrollment process and should be provided to the Internship Director before the established deadline (see page 1 for deadlines).
- **Internship Hours Log-** This form is necessary to track your internship hours weekly throughout the semester. It is completed by you and initialed and dated by your Field/Site Supervisor. **(This form can be found on Blackboard)**
- **Final Evaluation-** This evaluation will be provided by the Internship Director directly to the Field/Site Supervisor, as well as to you, the student.

NOTE: Students will only be able to apply internship hours the semester they are registered NO EXCEPTIONS.

Student Evaluation:

This course is pass-fail (S = satisfactory; U = unsatisfactory)

A satisfactory grade is the result of completing the following:

- Weekly Log Sheets: Upload weekly log sheets with summaries of your work, daily and weekly totals of your hours, and a running count of your required hours. These

log sheets should be signed by you and your supervisor. Your supervisor does not need to write comments for every day, but a comment from your supervisor every week would be appreciated.

- **Evaluations:** Emails will be sent to students and supervisors that will have a link to online evaluations via Qualtrics, an online survey application. Phone conversations, emails or in-person visits from Dr. Morse will serve as the mid-semester evaluations for all students. Everyone is encouraged to schedule meetings with supervisors in the middle of the semester and at the end to get some verbal, face-to-face feedback on your work.
 - **Interview Paper:** Additionally, the student will be required to conduct an on-site interview with an employee at the organization and write a paper (2-3 pages) summarizing that interview. The interview should be turned in approximately **one month after the start of the internship** via an e-mail attachment. Here are a set of questions to guide you in the interview:
 - What is the individual's current job, and what are the primary responsibilities of his/her job?
 - What is the nature of his/her work? What is a "typical" workday like? What is his/her work schedule like?
 - What is his/her educational background & professional background?
 - What motivated this person to go into his/her particular job/career?
 - What is rewarding about his/her career?
 - What challenges does he/she face in his/her current career?
 - What knowledge/skills are most important for someone getting into that particular career?
 - What are his/her current professional goals? What does this person hope the future holds for his/her career?
 - What advice would he/she give to a current student hoping to enter this career?
 - What are some current trends he/she sees occurring in this field?
 - **Final Report:** Submit a double-spaced, typed paper (1-2 pages) commenting on your internship experience* The School of SES would appreciate hearing about the value of the experience, the pros and cons of the experience, and any other comments that you feel are relevant.

*This is (or should be) self-explanatory. If you are not sure what constitutes good writing, consider having someone look over your early drafts (e.g. UNC Writing Center). Organization, grammar, spelling, sentence structure, paragraph structure, citations are all included in this expectation.

An unsatisfactory grade is the result of failure to:

- Complete the required number of work/contact hours at the agency.
- Provide weekly documentation of work/contact hours with an indication of duties/activities for the week.
- Submit a well-written interview of an on-site employee.

- Keep the UNC Internship Director advised of any changes in agency Field/Site Supervisor and supervisor's contact information.
- Submit a well-written final report of the internship experience.
- Receive an acceptable final evaluation from the agency.
- Maintain professional ethics.