



# Welcome to the SES Internship Meeting

*Exercise Science/Human Performance  
Majors*

For Spring 2021 & Summer 2021 Internships



**UNC**



## **Past/Current Internship Sites:**

- UNC Cancer Rehabilitation Institute (UNCCRI)
- UNC – Exercise Physiology Research
- UNC Sports Performance
- Banner Health – Occupational Health
- Banner Health – Sports Performance
- Banner Health - Cardiac Rehabilitation
- Banner Health – Community Health/Wellness
- Banner Rehab West
- UC Health – Cardiac Rehabilitation
- UC Health – Medical Fitness
- SCL – Cardiac Rehabilitation (Denver)
- HealthOne – Cardiac Rehabilitation
- NoCo Fitness
- Simple Speed Coach
- ProActive Physical Therapy & Sports Medicine
- Greeley Parks and Recreation
- The PEAK Center at Craig Hospital (Denver)
- Denver Health Medical Center
- MedX (Estes Park) – PT and Exercise Performance
- Family Physicians of Greeley
- Hope Therapy and Wellness Gym
- University of Wyoming – Sports Performance
- Coal Creek Physical Therapy (Denver)
- Northridge High School
- Core Progression – Elite Personal Training
- Work Out West
- Mullen High School Strength and Cond
- Union Colony Preparatory School
- Boys & Girls Club
- Diamond Peak Physical Therapy
- Rehab For All (Colorado Springs)
- Rocky Mountain Physical Therapy
- Mullen Sport Performance
- Balance Health
- Performance Wellness Institute
- Alluvium Health (Loveland)
- UNCO Campus Recreation Center
- Apex Physical Therapy (Westminster)
- Orthopedic Center of the Rockies
- Genesis Health Club (Olathe, CO)
- Mayeda Total Wellness/Chiropractic
- Weld Family Clinic of Chiropractic
- Rocky Mountain Physical Therapy
- All American CrossFit Southglenn
- MSU Denver – Strength & Conditioning
- Next Level Sports Performance & PT
- Altitude Physical Therapy
- Triple Crown Sports
- Double Diamond CrossFit
- NeuAbility (Denver)
- Genesis Health Clubs



## From the UNC Undergraduate Catalog:

### Prerequisites:

- ✓ Completion of SES 490
- ✓ SES prefix courses → grade of “C” or higher
  - ✓ Exercise Science
  - ✓ 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)





## Where do I start?

### **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





## Where do I start?

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:







## Where do I start?

1. Identify an internship site that satisfies your career goals
2. Contact potential internship sites
3. **Satisfy any requirements of the internship site**
  - Hospitals may want → Background check, drug test, proof of immunizations, and other items completed.





## Where do I start?

1. Identify an internship site that satisfies your career goals
2. Contact potential internship sites
3. Satisfy any requirements of the internship site
4. **Most sites will expect a face-to-face interview. Be prepared!**

### Center for Career Readiness


INTERVIEWING


[Home](#) [About Us](#) [Students](#) [Employers](#) [Faculty](#) [Alumni](#) [f](#) [t](#)


[UNC](#) > [Center for Career Readiness](#) > [Students](#) > [Getting a Job](#) > [Interviewing](#)


## Interviewing


Feeling stressed thinking about an upcoming interview? You are not alone. There are ways to combat this, though, and Center for Career Readiness is here to help.


  
[How to Prepare](#)


  
[Sample Questions](#)


  
[Behavioral Based Tips](#)

  
[Group Interview Tips](#)


  
[Legal/Illegal Questions](#)

  
[Phone/Video Interviews](#)

  
[Dress for Success](#)

  
[Schedule a Mock Interview](#)

[Internship/Job Search](#)  
[Resume and CV](#)  
[Cover Letter](#)  
[Recommendation Letters](#)  
[Interviewing](#)  
[Networking](#)  
[Diversity Resources](#)  
[Campus Resources](#)

 **HANDSHAKE**





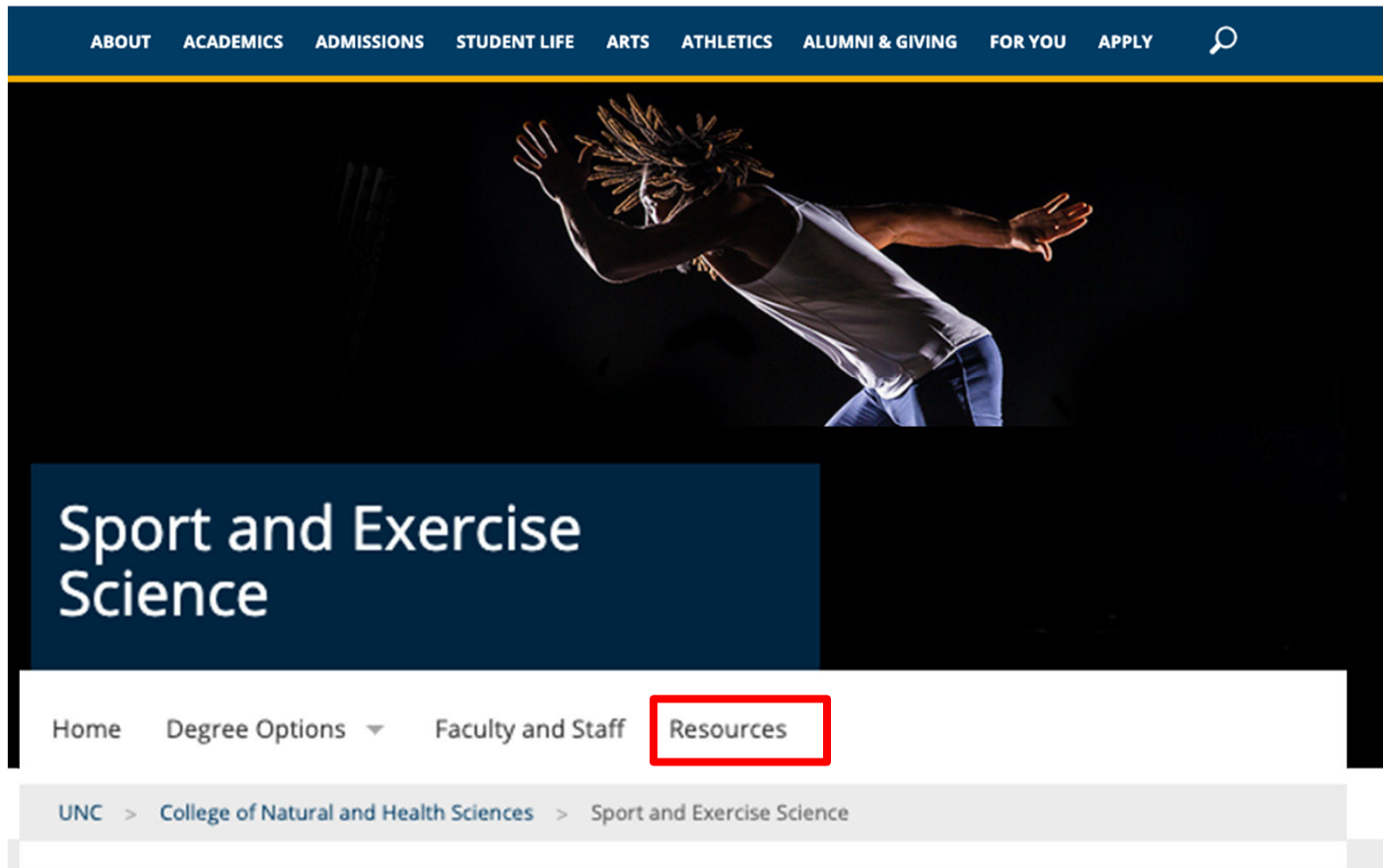
After the internship has been offered to you:

1. Complete an **Internship Request Form**

- PDF on SES website (<https://www.unco.edu/nhs/sport-exercise-science/>)



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- PDF on SES website (<https://www.unco.edu/nhs/sport-exercise-science/>)



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ABOUT ACADEMICS ADMISSIONS STUDENT LIFE ARTS ATHLETICS ALUMNI & GIVING FOR YOU APPLY



## Sport and Exercise Science

RESOURCES

Home Degree Options Faculty and Staff Resources

UNC > College of Natural and Health Sciences > Sport and Exercise Science > Resources

## Resources

Explore resources, forms, and other information for undergraduate and graduate students and faculty.

→ Contact An Advisor

→ Graduate Student Forms and Resources

→ Internship Forms and Resources

→ Student Organizations, Employment, and Resources



**After the internship has been offered to you:**

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## Resources

Explore resources, forms, and other information for undergraduate and graduate students and faculty.

→ Contact An Advisor

→ Graduate Student Forms and Resources

↓ Internship Forms and Resources

**SES Internship Request Form**

**SES Internship Manual**

**SES: Exercise Science Major GPA Calculator**

→ Student Organizations, Employment, and 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/>)

#### SES – INTERNSHIP REQUEST FORM

After you complete this form, PRINT it out and submit it to the Internship Director in your area before the deadline listed in the Internship Manual.

##### Undergraduate:

\*Choose one of the following

##### Graduate: \*Choose one of the following

If you chose a variable credit, please choose your credit hours (1-6):

2 credits = 75 hours; 6 credits = 225 hours; 12 credits = 450 hours

**Undergraduate students – If you choose SES 492 for 6 credits and will be doing 2 6-credit internships in the same semester, you need to fill out 2 of these forms.**

Semester of Internship: Year

\*Choose one of the following

Student Name:

Bear Number:

x1234

UNC e-mail:

Phone Number:

Internship Agency Name:

Agency Address:

City

State

Zip

Agency Supervisor Name & Title:

Agency Supervisor e-mail:

Contract Person Name and Title:

Phone Number and E-Mail:

(Contract Person is person authorized to sign a legal contract at the internship agency. If your internship is with a school the Athletic Director or upper Administration must sign contract.)

Job Title & Description of Proposed Work or Coaching Activities:

Start Date:

End Date: No later than the **FRIDAY OF FINALS WEEK**

Hours per week:

Additional Paperwork? (e.g., background check, HIPPA, drug test) \* Choose one of the following ☐

#### FOR SES USE ONLY:

Contract Status:

Advisor Notes:

Cleared for Section:

CRN:



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

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



## Campus Recreation

AMERICAN RED CROSS CPR AND FIRST AID CERTIFICATION

[Home](#) [About](#) [Facilities](#) [Services](#) [Fitness & Wellness](#) [Outdoor Pursuits](#)

[UNC](#) > [Campus Recreation](#) > [Services](#) > [CPR/First Aid Certification](#)

American Red Cross CPR and  
First Aid Certification



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## Adult CPR, AED, & First Aid Training

**October 2**

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

**October 30**

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

**November 13**

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

**November 20**

**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](mailto: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)
<b>SUMMARY OF QUALIFICATIONS</b> <ul style="list-style-type: none"><li>[List exactly (word for word) what you match in the minimum and preferred qualifications of job description]</li><li></li><li></li></ul>				
<b>EDUCATION</b>				
Bachelor/Master/Doctorate of	in	Expected: Month 20XX		
Minor in		University of Northern Colorado, Greeley, CO		
<b>Study Abroad</b> <ul style="list-style-type: none"><li></li></ul>				
<b>RELATED EXPERIENCE</b>				
<b>Position Title</b>				
Place/Organization, City, State		Month 20XX-Month 20XX		
<ul style="list-style-type: none"><li>[Action Verb + Task &amp; Details + Result/Outcome (see reverse bullet statements section)]</li><li></li><li></li></ul>				
<b>Position Title</b>				
Place/Organization, City, State		Month 20XX-Month 20XX		
<ul style="list-style-type: none"><li></li><li></li><li></li></ul>				
<b>ADDITIONAL EXPERIENCE</b>				
<b>Position Title</b>				
Company Name/Organization, City, State		Month 20XX-Month 20XX		
<ul style="list-style-type: none"><li></li><li></li><li></li></ul>				
<b>Position Title</b>				
Company Name/Organization, City, State		Month 20XX-Month 20XX		
<ul style="list-style-type: none"><li></li><li></li><li></li></ul>				
<i>[Other experiences not yet listed go here]</i> <ul style="list-style-type: none"><li></li><li></li><li></li></ul>				





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

- 1. Complete an Internship Request Form**
  - 2. CPR Certification**
  - 3. Resume**
- Submit required UNC documents before the following deadlines:  
(Friday, two weeks before finals week)
    - *For Spring 2021 semester internship – November 20, 2020*
    - *For Summer semester 2021 internships – April 16, 2021*
  - Submit to the internship coordinator **BEFORE** the deadline via email at [Sara.Winges@unco.edu](mailto:Sara.Winges@unco.edu)



## Responsibilities During Internship:

- ✓ SES 492
  - ✓ 12 credits = 450 clock hours / 6 credits = 225 clock hours
- ✓ Check/Read/Respond
  - ✓ [bears.unco.edu](https://bears.unco.edu) / Canvas email (on your phone?)!
- ✓ Weekly Log Sheets– hours/comments/signatures
- ✓ Mid-Term Check-in
- ✓ Reflection Paper
- ✓ Internship Project & Summary
- ✓ Final Evaluation (from you & your supervisor)



# Weekly Log Sheets

Week 6

**WEEKLY INTERNSHIP REPORT FORM** Spring, 2019

Attach a scan/photo of this log sheet in Canvas under "assignments" tab.  
Create a new entry for each submission

DATES: 2/11 - 2/17 AGENCY SUPERVISOR [REDACTED]

Student's Name: [REDACTED] Agency: [REDACTED]

Address: [REDACTED] Address: [REDACTED]

Phone: [REDACTED] Phone: [REDACTED]

DATE	SUMMARY OF WORK	SUPERVISOR COMMENTS
MONDAY 2/11 (Hours) 5	7:30am - 12:30pm •wiped off tables and replaced/ removed dirty linens •worked on project •wiped down fitness equipment •refilled frame Readys w/ ice •made list of last weeks evaluations for thank you notes •delivered evaluation files to therapists	[REDACTED] regularly initiates tasks without being asked. Always one step ahead!
TUESDAY 2/12 (Hours) 5	7:30am - 12:30pm •delivered evaluation files to therapist •wiped down fitness equipment •wiped dirty tables and removed/ replaced dirty linens •went to mail room •removed patients from e-stim and cleaned set up •replaced heating pads to <del>hydrocollator</del>	
WEDNESDAY 2/13 (Hours) 5	7:30am - 12:30pm •wiped down dirty tables and replaced/removed dirty linens •went to mail room •put heating pads back into hydrocollator •delivered evaluation files to therapist •put labels on envelopes for thank you notes	

DATE	SUMMARY OF WORK	SUPERVISOR COMMENTS
THURSDAY 2/14 (Hours) 0		
FRIDAY 2/15 (Hours) 5	7:30am - 12:30pm •wiped down dirty tables and replaced/removed dirty linens •filled frame Readys •delivered patient files to therapists •filed patient files away •worked on project •wiped down fitness equipment	
SATURDAY 2/16 (Hours) 0		
SUNDAY 2/17 (Hours) 0		

Weekly Total (hrs):  
20

Running Total (hrs):  
12.0

Student's Signature [REDACTED] Date 2/15/19

Supervisor's Signature [REDACTED] Date 2/15/19



# Deadlines

- Application for Graduation ([unco.edu/registrar/](https://unco.edu/registrar/))
  - Friday, February 12<sup>th</sup>, 2021
    - Applications for graduation must be received by this date in order to have your name printed in the Commencement program.

## Graduation

### APPLYING FOR UNDERGRADUATE GRADUATION

[Home](#) [Registration Information](#) ▼ [Current Students](#) ▼ [Graduation](#) ▼ [Transferring Credit to UNC](#) ▼ [Residency](#) ▼ [Veteran Services](#)

[Faculty & Staff](#) ▼

[UNC](#) > [Office of the Registrar](#) > [Graduation](#) > [Applying for Undergraduate Graduation](#)

## Applying for Undergraduate Graduation

### Bachelor's Degrees

[Undergraduate Graduation Requirements](#)

[Applying for Graduation](#)

[Cap & Gown \(Regalia\) Ordering](#)



# Deadlines

- Internship Application (Due Friday, *November 20<sup>th</sup>*)
  1. Internship Request Form
  2. CPR Certification
  3. Current Resume
- Submit via email [Sara.Winges@unco.edu](mailto:Sara.Winges@unco.edu)

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UNC e-mail: Phone Number:

Internship Agency Name:

Agency Address: City State Zip

Agency Supervisor Name & Title:

Agency Supervisor e-mail:

Contract Person Name and Title:

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(Contract Person is person authorized to sign a legal contract at the internship agency. If your internship is with a school the Athletic Director or upper Administration must sign contract.)

Job Title & Description of Proposed Work or Coaching Activities:

Start Date: End Date: No later than the **FRIDAY OF FINALS WEEK**

Hours per week:

Additional Paperwork? (e.g., background check, HIPPA, drug test) \* Choose one of the following



Name  
Street Address  
City, State, Zip Code  
Cell Phone  
Home Phone/Office Phone  
E-mail Address

**Objective**  
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 minimum qualifications.  
• 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).

**Professional Skills**  
• 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.

**Sales**  
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)  
• Customer service call experience  
• Voter recruitment initiative participation  
• Census bureau work

**Skill 2**

**Employment History**  
You may not need this category if you covered it in the skill summaries above.

**Education**  
List earned degrees and incomplete education if applicable:  
• Undergraduate Studies, 86 credits, University of State

**References**  
List names of references, their positions, and their contact information or include "references upon request"





# Questions?

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