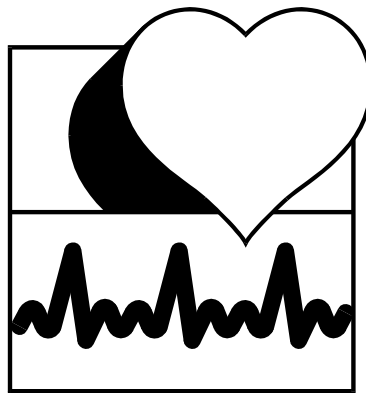


KINESIOLOGY INTERNSHIP

GUIDELINES AND PROCEDURES



DR. LORRIE BRILLA 360.650.3056, Lorrie.Brilla@wwu.edu
DR. GORDON CHALMERS 360.650.3113, Gordon.Chalmers@wwu.edu
DR. KATHY KNUTZEN 360.650.3055, Kathy.Knutzen@wwu.edu
DR. BRANDI ROW 360.650.4277, Brandi.Row@wwu.edu
DR. DAVE SUPRAK 360.650.2586, Dave.Suprak@wwu.edu
DR. RALPH VERNACCHIA 360.650.3514, Ralph.Vernacchia@wwu.edu

WESTERN WASHINGTON UNIVERSITY
516 HIGH STREET
BELLINGHAM, WA 98225-9067
360.650.3105 360.650.7447 (FAX)

Table of Contents

	<u>Page</u>
Internship Checklist	3
Introduction	4
Objectives of the Internship.....	4
Features of the Internship.....	4
Characteristics of the Organization Providing the Internship.....	5
Responsibilities of the Organization Supervisor.....	5
Responsibilities of the University Faculty Advisor.....	6
Responsibilities of the Student.....	6
Grading of the Internship.....	6
Frequently Asked Questions.....	7
Form #1: Personal Goals and Information.....	9
Form#2: Student Intern Information Sheet.....	11
Form #3: Internship Agreement.....	12
Form #4: Work Schedule.....	13
Form #5: Student Internship Weekly Report.....	14
Form #6: Student Internship Midterm Evaluation Form.....	15
Form # 7: Student Internship Final Evaluation Form.....	23
Form #8: Student Internship Evaluation.....	31
Cooperating Agency Supervisor Information.....	34

Internship Checklist-

PE 471/472 Course Requirements

I. Preparation Phase

Date Completed

- A. Meet with your faculty advisor to review goals and discuss internship possibilities. Submit a) Personal Goals and Information form (pgs 9-10), b) proof of current CPR/1st Aid and c) proof of purchase of malpractice insurance (pick up form from CV 102).
- B. Select an intern site and make the initial contact with the organization. Provide site supervisor with a copy of the Cooperating Agency Supervisor Guidelines (pgs 34-40). Submit Student Intern Information Sheet (pg 11) when internship confirmed at least 2 weeks prior to the beginning of the internship.
- C. Finalize arrangements with internship site in the first week. Submit a) Internship Agreement (pg 12) and b) Work Schedule (pg 13) to faculty supervisor.

II. Implementation Phase

- A. Contact faculty advisor in the first week of the internship to confirm beginning of work and to clear up any initial problems.
- B. At the completion of each week, write a summary of the events and tasks you observed or were directly involved with. Submit the Student Internship Weekly Report via mail or email at the end of each week (sample on pg 14).
- C. Participate in Mid-term Organization Evaluation with organization supervisor. Submit Student Internship Midterm Evaluation Form (pgs 15-22) to the faculty supervisor.
- D. Arrange for a site visit and midterm review with the faculty supervisor.

III. Final Evaluation Phase

- A. Participate in Final Organization Evaluation with organization supervisor. Submit Student Internship Final Evaluation (pgs 23-30) to faculty supervisor.
- B. Complete the evaluation and contact the faculty supervisor for any final arrangements. Submit the Student Internship Evaluation (pgs 31-33) to the faculty supervisor.

Introduction:

The Internship Program in Exercise and Sport Science is designed to provide students with a practical, in-depth experience in the professional field they plan to enter. Examples of work settings where students will complete internships include fitness facilities, hospital settings, physical therapy clinics, and various business settings. Students enroll in PE 471-Internship I for 3 credits in the fall or spring quarter surrounding the internship and PE 472-Internship II for 12 credits in the summer. Students are expected to complete 360 hours of on-site participation over a 9-week university quarter. The participating organization and the university faculty advisor coordinate the intern experience jointly.

Objectives of the Internship

1. To provide opportunities to apply theory to practice.
2. To help students develop professional skills and knowledges.
3. To help students learn as much as possible about the organizations they serve and the broader communities served by those organizations.
4. To help students to establish a foundation for professional growth and development.
5. To help students assess their personal goals in light of professional expectations and commitments.
6. To help students identify personal strengths and weaknesses.
7. To contribute to preparation for entry-level employment.

Features of the Internship

1. It is expected that the students will have the opportunity to experience the full range of professional responsibility within the participating organization.
2. The internship may be paid or unpaid. If the internship is paid employment, it is acceptable as long as the student is provided with an opportunity to experience the full breadth of the total work experience.
3. Students should be provided with a variety of experiences that may include programming, administration and management of the facilities, general responsibilities, and specialized functions that are related to the work experience.
4. Where allowed, students should study, observe, and assist in the implementation of the organization policies and practices; help plan and carry out program activities; have the opportunity to gain familiarity with maintenance and responsibilities regarding facility planning and operation; be introduced to the specialized functions carried on by the organization.
5. Student interns will be visited at least once during the internship period unless the internship is outside a 100-mile radius of the university, in which case contact will be made by phone and through the mail. The university faculty supervisor will maintain regular phone contact with the internship organization.

Characteristics of the Organization Providing the Internship

1. The organization must provide a productive, representative experience for the students that will contribute to professional growth and development.
2. The organization must have adequate resources to provide students with a valid experience.
3. The organization must employ a professional staff capable of fulfilling the responsibilities outlined for the internship supervisor and a staff that is interested and able to help students grow into their chosen professions.

Responsibilities of the Organization Supervisor

1. To be responsible for the organization's end of the relationship between the university and organization.
2. To create and facilitate a working environment within which the student can participate and grow in regard to their duties and responsibilities.
3. To interpret the internship program to the organization board or controlling body and to obtain official organization approval of the internship program.
4. To interpret the internship program to the organization staff and help students gain acceptance as staff members.
5. To assist students to understand their work responsibilities as it relates to the organization and the community it serves.
6. To define student responsibilities and facilitate their growth and development by:
 - meeting with students to outline the program,
 - meeting weekly with students to discuss problems, leadership techniques, operational methods and other matters which will assist students in fulfilling their internship functions,
 - keeping students informed of all rules and regulations to be observed,
 - establish performance standards that would facilitate the student's professional growth.
7. To evaluate student work through:
 - scheduled and unscheduled conferences with the student,
 - scheduled conferences with the university faculty advisor,
 - the development of evaluative criteria with assistance and cooperation of the university faculty advisor,
 - oral evaluation of the student work during the internship,
 - written mid-term and final evaluations, a copy of which may be kept by the student.

Responsibilities of the University Faculty Advisor

1. To be responsible for the university's end of the internship.
2. To confer with the student and provide advice and support.
3. To supervise arrangements for and give final approval of internship agreements.
4. To evaluate internship reports, the student's overall performance, and communicate progress to the student.
5. To communicate with the organization supervisor.
6. To be available for consultation as necessary.
7. To serve as a resource person for both the organization supervisor and student

Responsibilities of the Student

1. Students are responsible for selecting their internship site, establishing initial contact with the organization, developing the tentative internship agreement and gaining final faculty approval for the experiences.
2. Students are responsible for completing all requirements and assignments in a timely fashion.
3. Students shall submit the following reports to the university faculty advisor:
 - **Personal Goals and Information Statement**: to be completed and reviewed prior to initial organization contact
 - **Student Intern Information Sheet**: to be completed 2-4 weeks before the beginning of the internship and prior to registration for the internship.
 - **Internship Agreement**: to be completed with the prospective internship organization and submitted to the university faculty advisor by the second week of the internship.
 - **Internship Work Schedule**: to be completed and submitted to the university faculty advisor by the second week of the internship.
 - **Weekly Reports**: complete weekly and mail or email to university faculty advisor
 - **Midterm and Final Evaluation**: the agency supervisor should complete the midterm evaluation after 180 hours at the agency. The final evaluation is completed at the end of the internship and both forms should be mailed to the faculty supervisor.
 - **Student Internship Evaluation**: submit at the conclusion of the internship

Grading of the Internship

Students will receive a Satisfactory/Unsatisfactory grade upon completion of the internship experience. The grade will be based on the organization supervisor's written evaluations and satisfactory completion of the internship assignments. The university faculty advisor will assign the final grade.

Frequently Asked Questions:**WHEN IS A STUDENT ELIGIBLE FOR THE INTERNSHIP?**

Students may intern in summer quarter only. Students usually complete their internship in the summer between their junior and senior years or at the end of their studies. Students must be enrolled in PE 471/472 to receive university credit during their internship. PE 471/472 is graded on the S/U scale. Twelve credits of PE 472 are taken in the summer and an 3 credits of PE 471 are taken in the spring quarter preceding or the fall quarter following the internship. All internship credits are graded at the completion of 360 hours.

HOW DO STUDENTS SELECT THEIR INTERNSHIP SITES?

With the assistance of their faculty advisor, students review potential sites and make initial contact with an agency. Out of state sites are allowed with permission of the faculty supervisor. Informational interviews with potential site supervisors are recommended. Once students choose their site, with approval of the cooperating agency and Western's faculty supervisor, they submit the "Student Intern Information Sheet" to their designated supervisor.

WHERE MAY STUDENTS LOOK FOR INTERNSHIP SITES?

Students complete their internships at sites that offer opportunities for optimal professional experiences. These sites are generally in Washington State but may be outside the State or the country. Interns selecting sites beyond a 100 mile radius of Bellingham may not be visited by their supervisor. In such cases, communication with the intern and agency supervisor is by email, telephone, and/or mail.

MAY STUDENTS BE PAID FOR THEIR INTERNSHIP?

Typically the internship is unpaid; but some internship sites do pay stipends to student interns. Stipends or paid internships are acceptable when they do not limit the opportunity for students to gain a well-rounded educational experience.

WHAT ARE THE MEDICAL MALPRACTICE INSURANCE REQUIREMENTS?

Student interns at Western Washington University are required to purchase student medical malpractice insurance prior to their internships. A record of this purchase is kept at the university and in the office of the supervisor. The Student Medical Malpractice Insurance Program at Western Washington University "specifically insures the professional liability of students who furnish professional services that are part of and a requirement of curriculum or internship through the university." The policy covers what the student "may be legally obligated to pay for bodily injury or property damage caused by any act or omission in furnishing professional services. The limit of liability is \$1,000,000 per occurrence and \$3,000,000 annual aggregate, per student."

WHAT HAPPENS IF AN AGENCY REQUIRES A CONTRACT WITH WESTERN WASHINGTON UNIVERSITY'S CONTRACT OFFICE?

Some agencies, such as hospitals, require a contract with the Contract Office of Western Washington University. During the internship informational interview, the prospective intern should determine if such a contract is required. Generally, the University has a contract in place but it may need updating. The contract office, the Assistant Attorney General for Western Washington University, and the Provost sign off on the contract. The agency and the University maintain copies of the contract. The internship cannot begin until this contract is in place so the process must be expedited.

CAN THE AGENCY OR STUDENT TERMINATE THE INTERNSHIP?

If there is cause for dissatisfaction between the student and the agency, either one may terminate the experience after consultation with, and approval by, the Western Washington University Internship Supervisor. Just cause for termination must be shown in either case. Where possible, and if circumstances are warranted, the University Internship Supervisor will help the student locate another internship site. Do note that this rarely occurs.

WHEN I CALCULATE MY WORK HOURS FOR EACH DAY, DO I SUBTRACT THE TIME I SPEND AT LUNCH?

No. If you work 9 am to 5 pm, including a lunch break, this is a 8 hour day for your total hours in the summer.

DOES THE STUDENT NEED TO PAY RECREATION CENTER FEES WITH THEIR SUMMER REGISTRATION?

If the internship is outside Bellingham, the student can request at the Registrar's Office to not pay this fee.

Personal Goals and Information

Name: _____ Date: _____

Advisor: _____

What are your career goals?**What are your internship goals?****What skills do you hope to acquire as a result of your internship?****How do your internship goals relate to your career goals?****What are your strengths?**

In what areas do you feel you need further growth? (Include both personal attributes and professional concerns.)

List and briefly describe your previous work experience. (Paid and voluntary)

List areas in which you are currently certified. (WSI, ARC First Aid/CPR, ACSM, NSCA, IDEA, etc.)

Additional comments and information.

STUDENT INTERN INFORMATION SHEET

Completed by student intern **WWU ADVISOR:** _____

Please complete this form two to four weeks prior to the beginning of your internship and mail to your University Internship Supervisor.

Student's Name: (Please Print) _____

Student ID Number: _____ Student E-mail: _____

Internship Agency Name: _____

Agency Address: _____

Agency Fax: () _____

Internship Agency Supervisor: _____ Phone: () _____

Internship Agency Supervisor Title: _____

Agency Supervisor E-mail: _____

Internship Term: Year: _____

Starting Date of Internship: _____

(Note: If possible, internships should start one week before the start of summer session.)

Ending Date of Internship: _____

(Note: Interns must complete a minimum of 37 hours/week for 9 weeks)

Student's Home Address During Internship: _____

Work Phone: () _____ Home Phone: () _____

E-mail (if different from above): _____

Student Signature

Mail/hand to University Internship Supervisor: _____



Internship Agreement - Completed by Student and Agency Supervisor

_____ hereby accepts _____
(Name of Agency) (Name of Student)
as an internship student and employee for the time and the specifications listed below.

Starting Date: _____ Terminating Date: _____

Salary Per Week (If applicable): _____ Agency Telephone: _____

Agency Address: _____

Organization Internship Supervisor: _____ Title: _____

Specific Description of Internship Assignment (Use additional pages if necessary):
Note! The student and the Agency supervisor should discuss agency policy. If the student wishes to take a vacation during the internship period, plans to ensure the required hours are completed must be addressed.

Date: _____

Signed: _____
(Organization Internship Supervisor)

Date: _____

Signed: _____
(Internship Student)

Date: _____

Signed: _____
(Faculty Advisor)

Work Schedule - Completed by Student and Agency Supervisor

Name _____ Resident Phone _____

Resident Address _____

Internship Organization _____

Organization Address _____

Organization Phone _____ Organization Supervisor _____

Work Schedule:

Times

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Has your organization supervisor informed you of your role in emergencies and the procedures you are to follow?

Yes No (If no, give date by which this will be done.)

Has your organization supervisor informed you of organization standards and regulations applicable to your internship employment?

Yes No (If no, give date by which this will be done.)

Date: _____

Signed _____
(Student Intern)

Date: _____

Signed _____
(Organization Supervisor)

Student Internship Weekly Report - completed at end of each week
and mail/email to faculty supervisor

NOTE: Determine with advisor at the beginning of the internship whether an email or hard copy is to be submitted. If an email is submitted, include all of the items listed below in the text of the email.

WWU ADVISOR: _____Week # _____
Days/Hours worked: _____**DATES:** _____**Summary of Activities for the Week:**

Need for Assistance? List any questions/problems you have for which you would like assistance from your Western Washington University Internship Supervisor.

DATE: _____**Signed:** _____
(Internship Student)

Student Internship Midterm Evaluation Form

Intern _____

Date of Evaluation _____

Position _____

Time in Present Position _____

Dept./Division _____

Supervisor _____

WWU Supervisor _____

Major Position Responsibilities: Review the job descriptions, internship contracts, work plans, etc., in completing this section. Attach separate sheet if necessary.

Evaluation. Please mark the box, which most accurately described intern performance in comparison to internship expectations. Cite examples and make comments to explain rating.

1. Internship Knowledge. Consider: present knowledge of the techniques, skills, equipment, procedures, and/or materials to do the job.

- Severe lack of knowledge. Very little understanding of tasks, techniques. Constant supervision required.
- Limited knowledge. Considerable supervision and job instruction required.
- Satisfactory knowledge. Needs normal amount of supervision and work instruction.
- Very good knowledge of own and related tasks. Occasionally needs work instructions.
- Authoritative knowledge. Rarely needs assistance. Extremely capable.

Comments and examples:

2. Quality of Work. Consider: freedom from errors and mistakes; accuracy; neatness; general quality of work.

- Work is of poor quality. Continually makes errors. Requires excessive rework.
- Is careless and often makes mistakes. Work is marginally acceptable.
- Makes no more mistakes than should be expected. Quality is definitely acceptable.
- Quality exceeds normal requirements. Makes few errors and mistakes.
- Consistently turns out highest quality work. Very seldom makes mistakes. Final job nears perfection.

Comments and examples:

3. Quantity of Work. Consider: actual work accomplished in relation to the results expected; speed of performance.

- Extremely low output. Very slow worker. Has difficulty staying on task.
- Marginal output. Produces less than most interns. Stays on task with constant supervision.
- Average output. Definitely acceptable.
- Produces more than most interns.
- Is usually productive and fast worker. Regularly meets highest expectations.

Comments and examples:

4. Ability to Learn. Consider: speed with which intern masters new tasks and methods, grasps concepts and explanations; retains knowledge.

- Is extremely slow to absorb instruction, new techniques, etc.
- Requires unusual amount of instruction. Learns new tasks slowly.
- Average amount of instruction required for new tasks.
- Learns rapidly. Retains most instructions well.
- Exceptionally fast to learn and adjust to changed conditions. Rarely forgets prior instructions.

Comments and examples:

5. Initiative. Consider: degree to which intern is self-motivated; makes constructive suggestions and contributes ideas; completes own assignments.

- Never volunteers to undertake work. Unable to grasp what is required in a particular work situation.
- Rarely shows initiative. Need prodding to step up and do work.
- Seldom seeks new tasks or responsibilities, accepts them when assigned. Occasionally makes suggestions or volunteers ideas.
- Seeks new tasks. Often makes suggestions and contributes ideas.
- Definitely self-motivated. Sees what's required and steps in. Seeks responsibility. Routinely makes suggestions and contributes ideas.

Comments and examples.

6. Interpersonal Relations. Consider: tactfulness, courtesy to public and co-workers; how intern presents self; skills in interpersonal and work-group situations.

- Unable to work with others. Is usually tactless, rude, antagonistic to public and co-workers. Rarely cooperative. Regularly creates problems.
- Finds it difficult to work with others. Is frequently tactless, discourteous. Often unwilling to cooperate.
- Works well with others. Is generally agreeable, courteous, helpful. Able to contribute to others with normal guidance.
- Works well with others in a positive manner. Usually polite and considerate. Employs principles and skills required to work as a group member.
- Works extremely well with others. Cooperative, thoughtful, courteous. Stimulates good group interaction and employs excellent interpersonal skills.

Comments and examples:

7. Judgment. Consider: degree to which intern shows good common sense; thinks while making decisions or before acting. Considers implications and consequences.

- Shows little common sense. Decisions are usually poor and unreliable.
- Sometimes has problems with judgments and decisions. Generally reliable with direct supervision.
- Generally makes appropriate decisions and works reliably with normal supervision.
- Almost always makes sound decisions with little supervision. Shows unusual insight.

Comments and examples:

8. Professional Ethics. Consider: awareness of ethics; ability to recognize moral dilemmas; care in making ethical decisions; applies rational decision making.

- Unethical. Shows disregard for ethical concerns.
- Lacks ethical awareness and sensitivity.
- Aware of professional ethics. Has occasional difficulty understanding how to handle ethical problems.
- Recognizes and handles ethical problems efficiently.
- Extremely ethical. Shows unusual insight and sensitivity. Handles situations skillfully.

Comments and examples.

9. Policy Compliance. Consider: degree to which intern accepts and follows organization policies and procedures.

- Often hesitant or unable to accept and follow policies and procedures.
- Normally accepts and follows policies and procedures. Occasionally needs correction.
- Almost always follows policy and procedures or has satisfactory explanations when unable to do so.
- Always follows policy and procedures.

Comments and examples:

10. Work Habits. Consider: degree to which intern's work habits exhibit neatness, safe working procedures, proper care and efficient use of equipment and supplies; punctual, conforms with work schedule.

- Work is usually sloppy. Careless with equipment, supplies, procedures.
- Work is sometimes messy. Sometimes careless with equipment and supplies.
- Meets minimal organization and professional expectations with regard to work habits. Work is acceptably neat. Generally careful and efficient with equipment and supplies.
- Work is well done and looks neat. Generally careful and efficient with equipment and supplies.
- Work is fastidious. Consistently uses equipment and supplies carefully and efficiently.

Comments and examples:

11. Communication. Consider: degree to which intern effectively expresses her/himself orally and in writing.

- Fails to communicate effectively.
- Sometimes misunderstood. Needs significant improvement in writing and oral communication skills.
- Adequately communicates with others. Needs continued practice with writing and oral communication skills.
- Usually communicates effectively. Ideas are understood. Good writing and oral communication skills.
- Exceptional communicator. Excellent writing and oral communication skills. Communicates well with just about everyone he/she comes in contact with .

Comments and examples:

12. Personal Appearance. Consider: hygiene, neatness, and appropriateness of dress on job.

- Unacceptable.
- Needs improvement.
- Acceptable.

Comments and examples:

13. Additional Criteria. (Use this space for work related factors not covered above.)

Consider:

Rating:

Comments and examples:

Supervisor's Comments: Consider: major strong points and how they can be used more effectively; major weak points and how they can be improved; training and development needs; internship objectives still to be achieved and how they will be achieved. **Finish on another sheet of paper if necessary.**

Intern's Comments: Provide comments on the evaluation and the internship experience; personal goals and objectives still to be achieved and how they will be achieved. **Finish on another sheet of paper if necessary.**

Evaluator Signature: _____

Date: _____

Title: _____

Intern Signature: _____

Date: _____

Student Internship Final Evaluation Form

Intern _____

Date of Evaluation _____

Position _____

Time in Present Position _____

Dept./Division _____

Supervisor _____

WWU Supervisor _____

Major Position Responsibilities: Review the job descriptions, internship contracts, work plans, etc., in completing this section. Attach separate sheet if necessary.

Evaluation. Please mark the box, which most accurately described intern performance in comparison to internship expectations. Cite examples and make comments to explain rating.

1. Internship Knowledge. Consider: present knowledge of the techniques, skills, equipment, procedures, and/or materials to do the job.

- Severe lack of knowledge. Very little understanding of tasks, techniques. Constant supervision required.
- Limited knowledge. Considerable supervision and job instruction required.
- Satisfactory knowledge. Needs normal amount of supervision and work instruction.
- Very good knowledge of own and related tasks. Occasionally needs work instructions.
- Authoritative knowledge. Rarely needs assistance. Extremely capable.

Comments and examples:

2. Quality of Work. Consider: freedom from errors and mistakes; accuracy; neatness; general quality of work.

- Work is of poor quality. Continually makes errors. Requires excessive rework.
- Is careless and often makes mistakes. Work is marginally acceptable.
- Makes no more mistakes than should be expected. Quality is definitely acceptable.
- Quality exceeds normal requirements. Makes few errors and mistakes.
- Consistently turns out highest quality work. Very seldom makes mistakes. Final job nears perfection.

Comments and examples:

3. Quantity of Work. Consider: actual work accomplished in relation to the results expected; speed of performance.

- Extremely low output. Very slow worker. Has difficulty staying on task.
- Marginal output. Produces less than most interns. Stays on task with constant supervision.
- Average output. Definitely acceptable.
- Produces more than most interns.
- Is usually productive and fast worker. Regularly meets highest expectations.

Comments and examples:

4. Ability to Learn. Consider: speed with which intern masters new tasks and methods, grasps concepts and explanations; retains knowledge.

- Is extremely slow to absorb instruction, new techniques, etc.
- Requires unusual amount of instruction. Learns new tasks slowly.
- Average amount of instruction required for new tasks.
- Learns rapidly. Retains most instructions well.
- Exceptionally fast to learn and adjust to changed conditions. Rarely forgets prior instructions.

Comments and examples:

5. Initiative. Consider: degree to which intern is self-motivated; makes constructive suggestions and contributes ideas; completes own assignments.

- Never volunteers to undertake work. Unable to grasp what is required in a particular work situation.
- Rarely shows initiative. Need prodding to step up and do work.
- Seldom seeks new tasks or responsibilities, accepts them when assigned. Occasionally makes suggestions or volunteers ideas.
- Seeks new tasks. Often makes suggestions and contributes ideas.
- Definitely self-motivated. Sees what's required and steps in. Seeks responsibility. Routinely makes suggestions and contributes ideas.

Comments and examples:

6. Interpersonal Relations. Consider: tactfulness, courtesy to public and co-workers; how intern presents self; skills in interpersonal and work-group situations.

- Unable to work with others. Is usually tactless, rude, antagonistic to public and co-workers. Rarely cooperative. Regularly creates problems.
- Finds it difficult to work with others. Is frequently tactless, discourteous. Often unwilling to cooperate.
- Works well with others. Is generally agreeable, courteous, helpful. Able to contribute to others with normal guidance.
- Works well with others in a positive manner. Usually polite and considerate. Employs principles and skills required to work as a group member.
- Works extremely well with others. Cooperative, thoughtful, courteous. Stimulates good group interaction and employs excellent interpersonal skills.

Comments and examples:

7. Judgment. Consider: degree to which intern shows good common sense; thinks while making decisions or before acting. Considers implications and consequences.

- Shows little common sense. Decisions are usually poor and unreliable.
- Sometimes has problems with judgments and decisions. Generally reliable with direct supervision.
- Generally makes appropriate decisions and works reliably with normal supervision.
- Almost always makes sound decisions with little supervision. Shows unusual insight.

Comments and examples:

8. Professional Ethics. Consider: awareness of ethics; ability to recognize moral dilemmas; care in making ethical decisions; applies rational decision making.

- Unethical. Shows disregard for ethical concerns.
- Lacks ethical awareness and sensitivity.
- Aware of professional ethics. Has occasional difficulty understanding how to handle ethical problems.
- Recognizes and handles ethical problems efficiently.
- Extremely ethical. Shows unusual insight and sensitivity. Handles situations skillfully.

Comments and examples.

9. Policy Compliance. Consider: degree to which intern accepts and follows organization policies and procedures.

- Often hesitant or unable to accept and follow policies and procedures.
- Normally accepts and follows policies and procedures. Occasionally needs correction.
- Almost always follows policy and procedures or has satisfactory explanations when unable to do so.
- Always follows policy and procedures.

Comments and examples:

10. Work Habits. Consider: degree to which intern's work habits exhibit neatness, safe working procedures, proper care and efficient use of equipment and supplies; punctual, conforms with work schedule.

- Work is usually sloppy. Careless with equipment, supplies, procedures.
- Work is sometimes messy. Sometimes careless with equipment and supplies.
- Meets minimal organization and professional expectations with regard to work habits. Work is acceptably neat. Generally careful and efficient with equipment and supplies.
- Work is well done and looks neat. Generally careful and efficient with equipment and supplies.
- Work is fastidious. Consistently uses equipment and supplies carefully and efficiently.

Comments and examples:

11. Communication. Consider: degree to which intern effectively expresses her/himself orally and in writing.

- Fails to communicate effectively.
- Sometimes misunderstood. Needs significant improvement in writing and oral communication skills.
- Adequately communicates with others. Needs continued practice with writing and oral communication skills.
- Usually communicates effectively. Ideas are understood. Good writing and oral communication skills.
- Exceptional communicator. Excellent writing and oral communication skills. Communicates well with just about everyone he/she comes in contact with .

Comments and examples:

12. Personal Appearance. Consider: hygiene, neatness, and appropriateness of dress on job.

- Unacceptable.
- Needs improvement.
- Acceptable.

Comments and examples:

13. Additional Criteria. (Use this space for work related factors not covered above.)

Consider:

Rating:

Comments and examples:

Supervisor's Comments: Consider: major strong points and how they can be used more effectively; major weak points and how they can be improved; training and development needs; internship objectives still to be achieved and how they will be achieved. **Finish on another sheet of paper if necessary.**

Intern's Comments: Provide comments on the evaluation and the internship experience; personal goals and objectives still to be achieved and how they will be achieved. **Finish on another sheet of paper if necessary.**

Evaluator Signature: _____

Date: _____

Title: _____

Intern Signature: _____

Date: _____

11. What suggestions do you have for improving communications between the organization supervisor and student?

12. What requirements did the organization ask of you? Did you complete them? Explain.

13. What suggestions would you make to the organization to improve internship for future students?

14. Additional Comments:

Signed: _____
(Internship Student)

Date: _____

COOPERATING AGENCY SUPERVISOR

INFORMATION

The Internship Program in Exercise and Sport Science is designed to provide students with a practical, in-depth experience in the professional field they plan to enter. Examples of work settings where students will complete internships include fitness facilities, hospital settings, physical therapy clinics, and various business settings. Students enroll in PE 471-Internship I for 3 credits in the fall or spring quarter surrounding the internship and PE 472-Internship II for 12 credits in the summer. Students are expected to complete 360 hours of on-site participation over a 9-week university quarter. The participating organization and the university faculty advisor coordinate the intern experience jointly.

Student interns at Western Washington University are required to purchase student medical malpractice insurance prior to commencing their internships. A record of this purchase is kept at the university and in the office of the faculty supervisor. The Student Medical Malpractice Insurance Program at Western Washington University "specifically insures the professional liability of students who furnish professional services that are part of and a requirement of curriculum or internship through the university." If your agency requires proof of purchase, a copy of the student's enrollment form can be sent to you. The policy covers what the student "may be legally obligated to pay for bodily injury or property damage caused by any act or omission in furnishing professional services. The limit of liability is \$1,000,000 per occurrence and \$3,000,000 annual aggregate, per student." For details of the activities covered under this policy, you may contact the Risk Manager at Western Washington University (office phone: 360-650-3064).

Your willingness to participate in the internship program at Western Washington University is appreciated. Questions can be addressed to any of the supervisors listed on the front cover.

Objectives of the Internship

1. To provide opportunities to apply theory to practice.
2. To help students develop professional skills and knowledges.
3. To help students learn as much as possible about the organizations they serve and the broader communities served by those organizations.
4. To help students to establish a foundation for professional growth and development.
5. To help students assess their personal goals in light of professional expectations and commitments.
6. To help students identify personal strengths and weaknesses.
7. To contribute to preparation for entry-level employment.

Features of the Internship

1. It is expected that the students will have the opportunity to experience the full range of professional responsibility within the participating organization.
2. The internship may be paid or unpaid. If the internship is paid employment, it is acceptable as long as the student is provided with an opportunity to experience the full breadth of the total work experience.
3. Students should be provided with a variety of experiences that may include programming, administration and management of the facilities, general responsibilities, and specialized functions that are related to the work experience.
4. Where allowed, students should study, observe, and assist in the implementation of the organization policies and practices; help plan and carry out program activities; have the opportunity to gain familiarity with maintenance and responsibilities regarding facility planning and operation; be introduced to the specialized functions carried on by the organization.
5. Student interns will be visited at least once during the internship period unless the internship is outside a 100-mile radius of the university, in which case contact will be made by phone and through the mail. The university faculty supervisor will maintain regular phone contact with the internship organization.

Characteristics of the Organization Providing the Internship

1. The organization must provide a productive, representative experience for the students that will contribute to professional growth and development.
2. The organization must have adequate resources to provide students with a valid experience.
3. The organization must employ a professional staff capable of fulfilling the responsibilities outlined for the internship supervisor and a staff that is interested and able to help students grow into their chosen professions.

Responsibilities of the Organization Supervisor

1. To be responsible for the organization's end of the relationship between the university and organization.
2. To create and facilitate a working environment within which the student can participate and grow in regard to their duties and responsibilities.
3. To interpret the internship program to the organization board or controlling body and to obtain official organization approval of the internship program.
4. To interpret the internship program to the organization staff and help students gain acceptance as staff members.
5. To assist students to understand their work responsibilities as it relates to the organization and the community it serves.
6. To define student responsibilities and facilitate their growth and development by:
 - meeting with students to outline the program,
 - meeting weekly with students to discuss problems, leadership techniques, operational methods and other matters which will assist students in fulfilling their internship functions,
 - keeping students informed of all rules and regulations to be observed,
 - establish performance standards that would facilitate the student's professional growth.
7. To evaluate student work through:
 - scheduled and unscheduled conferences with the student,
 - scheduled conferences with the university faculty advisor,
 - the development of evaluative criteria with assistance and cooperation of the university faculty advisor,
 - oral evaluation of the student work during the internship,
 - written mid-term and final evaluations, a copy of which may be kept by the student.

Responsibilities of the University Faculty Advisor

1. To be responsible for the university's end of the internship.
2. To confer with the student and provide advice and support.
3. To supervise arrangements for and give final approval of internship agreements.
4. To evaluate internship reports, the student's overall performance, and communicate progress to the student.
5. To communicate with the organization supervisor.
6. To be available for consultation as necessary.
7. To serve as a resource person for both the organization supervisor and student

Responsibilities of the Student

1. Students are responsible for selecting their internship site, establishing initial contact with the organization, developing the tentative internship agreement and gaining final faculty approval for the experiences.
2. Students are responsible for completing all requirements and assignments in a timely fashion.
3. Students shall submit the following reports to the university faculty advisor:
 - **Personal Goals and Information Statement**: to be completed and reviewed prior to initial organization contact
 - **Student Intern Information Sheet**: to be completed 2-4 weeks before the beginning of the internship and prior to registration for the internship.
 - **Internship Agreement**: to be completed with the prospective internship organization and submitted to the university faculty advisor by the second week of the internship.
 - **Internship Work Schedule**: to be completed and submitted to the university faculty advisor by the second week of the internship.
 - **Weekly Reports**: complete weekly and mail or email to university faculty advisor
 - **Midterm and Final Evaluation**: the agency supervisor should complete the midterm evaluation after 180 hours at the agency. The final evaluation is completed at the end of the internship and both forms should be mailed to the faculty supervisor.
 - **Student Internship Evaluation**: submit at the conclusion of the internship

Grading of the Internship

Students will receive a Satisfactory/Unsatisfactory grade upon completion of the internship experience. The grade will be based on the organization supervisor's written evaluations and satisfactory completion of the internship assignments. The university faculty advisor will assign the final grade.

Frequently Asked Questions:**WHEN IS A STUDENT ELIGIBLE FOR THE INTERNSHIP?**

Students may intern in summer quarter only. Students usually complete their internship in the summer between their junior and senior years or at the end of their studies. Students must be enrolled in PE 471/472 to receive university credit during their internship. PE 471/472 is graded on the S/U scale. Twelve credits of PE 472 are taken in the summer and an 3 credits of PE 471 are taken in the spring quarter preceding or the fall quarter following the internship. All internship credits are graded at the completion of 360 hours.

HOW DO STUDENTS SELECT THEIR INTERNSHIP SITES?

With the assistance of their faculty advisor, students review potential sites and make initial contact with an agency. Out of state sites are allowed with permission of the faculty supervisor. Informational interviews with potential site supervisors are recommended. Once students choose their site, with approval of the cooperating agency and Western's faculty supervisor, they submit the "Student Intern Information Sheet" to their designated supervisor.

WHERE MAY STUDENTS LOOK FOR INTERNSHIP SITES?

Students complete their internships at sites that offer opportunities for optimal professional experiences. These sites are generally in Washington State but may be outside the State or the country. Interns selecting sites beyond a 100 mile radius of Bellingham may not be visited by their supervisor. In such cases, communication with the intern and agency supervisor is by email, telephone, and/or mail.

MAY STUDENTS BE PAID FOR THEIR INTERNSHIP?

Typically the internship is unpaid; but some internship sites do pay stipends to student interns. Stipends or paid internships are acceptable when they do not limit the opportunity for students to gain a well-rounded educational experience.

WHAT ARE THE MEDICAL MALPRACTICE INSURANCE REQUIREMENTS?

Student interns at Western Washington University are required to purchase student medical malpractice insurance prior to their internships. A record of this purchase is kept at the university and in the office of the supervisor. The Student Medical Malpractice Insurance Program at Western Washington University "specifically insures the professional liability of students who furnish professional services that are part of and a requirement of curriculum or internship through the university." The policy covers what the student "may be legally obligated to pay for bodily injury or property damage caused by any act or omission in furnishing professional services. The limit of liability is \$1,000,000 per occurrence and \$3,000,000 annual aggregate, per student."

WHAT HAPPENS IF AN AGENCY REQUIRES A CONTRACT WITH WESTERN WASHINGTON UNIVERSITY'S CONTRACT OFFICE?

Some agencies, such as hospitals, require a contract with the Contract Office of Western Washington University. During the internship informational interview, the prospective intern should determine if such a contract is required. Generally, the University has a contract in place but it may need updating. The contract office, the Assistant Attorney General for Western Washington University, and the Provost sign off on the contract. The agency and the University maintain copies of the contract. The internship cannot begin until this contract is in place so the process must be expedited.

CAN THE AGENCY OR STUDENT TERMINATE THE INTERNSHIP?

If there is cause for dissatisfaction between the student and the agency, either one may terminate the experience after consultation with, and approval by, the Western Washington University Internship Supervisor. Just cause for termination must be shown in either case. Where possible, and if circumstances are warranted, the University Internship Supervisor will help the student locate another internship site. Do note that this rarely occurs.

PE 471/472: COURSE REQUIREMENTS**1. PREPARATION FOR THE INTERNSHIP:**

- Students meet with their faculty advisor to review goals and discuss internship possibilities.
- Students submit the a) **Personal Goals and Information form**, b) **proof of current CPR/1st Aid** and c) **proof of purchase of malpractice insurance** to the faculty supervisor.
- Student selects an intern site and makes the initial contact with the organization.
- If an internship is a possibility, the student submits the **Student Intern Information Sheet** at least 2 weeks prior to the beginning of the internship.

2. STARTING THE INTERNSHIP:

- The student finalizes arrangements with internship site/organization in the first week and then submits the a) **Internship Agreement** and b) **Work Schedule** to faculty supervisor.

3. WEEKLY INTERNSHIP SUMMARY (due each week for nine weeks):

- Students correspond, via email or mail, each week with their Western Washington University Internship Supervisor by mailing or emailing the **Student Internship Weekly Report**.

4. INTERNSHIP EVALUATION:

- The Agency Supervisor completes the **Student Internship Midterm Evaluation** halfway through the internship and the **Student Internship Final Evaluation** at the end of the internship. The results of both evaluations should be shared with the student and the student is given an opportunity to provide a written response (see forms). Evaluation forms are to be signed by both the student and the Agency Supervisor and given/mailed to the University Internship Supervisor. All evaluations should be in no later than the end of the tenth week of the internship. The student submits a separate **Student Internship Evaluation** to the University Supervisor at the completion of the internship. Course grade (satisfactory or unsatisfactory) is not recorded until the evaluations and other documentation have been received by the University Supervisor.

5. WORKPLACE SITE VISITS:

- The University Internship Supervisor meets with the student intern and the Agency Supervisor at least once during the course of the internship. The student assists the University Supervisor in scheduling a meeting time and space. During the visits, some or all of the following are covered:
 - a review of internship expectations
 - a review of the intern's progress and highlights of projects and activities
 - a visit to the intern's work space
 - a tour of the facility/agency (optional)
 - a review and discussion of the intern's evaluation forms