

## **TO STUDENTS AND FELLOW COLLEAGUES:**

This manual has been prepared to assist students, faculty, administration, and cooperating agencies in understanding the aims, objectives, policies, and requirements for HPER 4100, 4110, and 4120 internship at Georgia Southwestern State University in Americus, Georgia. The manual should promote uniform communication and understanding among the participants in this internship (student, agency, and supervisor).

Internship serves as an integral part of each student's total educational preparation for professional practice. It is designed to allow student growth by applying classroom theory to the practicality of use in the field, and to gain knowledge of the duties, responsibilities and nature of a career in an exercise science or wellness setting.

We view the internship as a commitment to the future--a chance for aspiring young professionals to gain valuable experience under the supervision of seasoned professionals.

The success of the internship depends greatly upon the student's realization of responsibilities. During the internship, the student becomes a functional part of the agency. What the student does reflects the policies and standards of both the agency and the University. What the student gains in experience as a professional practitioner depends upon how much the student contributes to this experience.

Many thanks are due to colleagues in the field who have contributed to the internship program through their constant input and critical evaluation.

## **FACULTY**

Exercise Science and Wellness

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## EXERCISE SCIENCE/WELLNESS INTERNSHIP---HPER 4100, 4110, 4120

One of the most difficult and most important adjustments for an undergraduate major is the application of the academic knowledge achieved to the practical experience the student will face. The Exercise Science/Wellness Internship is designed to provide students with an opportunity for practical application of theory and methodology in professional work before graduation. The following are major objectives of the internship:

1. To provide the student an opportunity to gain practical experience under professional supervision, in realistic situations.
2. To provide the student with an orientation to the field of major emphasis.
3. To provide the student an opportunity to develop leadership and supervisory skills and understandings in a realistic setting.
4. To supplement the student's classroom experience and allow for adjustment or redirection of knowledge, skills, and abilities.
5. To assist the student as far as future employment is concerned by providing professional experience, job contacts, personal references, and other forms of assistance.
6. To assist the student in understanding his/her own capabilities and select areas for specialization for future course work or possible employment.

The internship coordinator, agency involved, and the student in the internship should all share in the responsibilities of the experience. The student should acquire experience in public relations, administration, working with clients in a variety of settings, program planning, etc.

The Department of HHP at Georgia Southwestern State University is providing this type of experience in cooperation with appropriate agencies in various sections of the United States.

The following is a brief description of the Internship:

1. Internship, for which students receive twelve semester hour credits, is designed to provide students the opportunity to relate theory to practice through observation and experience. Students, in a sixteen-week average program are assigned on an individualized basis to approved public, private, and commercial agencies. The Internship is a full-time placement with a minimum of 500 clock hours required. Students are expected to follow the rules, regulations, and policies of the agency as an employee.
2. GEORGIA SOUTHWESTERN STATE UNIVERSITY provides this written guide for the professional Internship. This guide explains the philosophy and objectives of the practicum experience; progression and scope of experience; basic policies and procedures; and forms, records, and reports to be submitted.
3. The University will visit the agency at least once during the internship experience when applicable or make appropriate arrangements and hold an evaluation conference, when appropriate, for all agency and university supervisors to discuss the Internship.
4. The agency will assign a staff member qualified by professional registration, education, or experience to supervise the Internship and be given a time allotment for these responsibilities; and submit an evaluation report on the student's performance during the Internship.
5. The student will participate in planning the Internship, submit required reports to the agency and the Internship coordinator; have periodic conferences with the agency and internship coordinator; and participate in an evaluation conference.
6. The agency and the University will jointly agree upon placement of a student in the agency, after consultation with the student and in consideration of the needs of the student in relation to what the agency can provide. Upon selection of the agency for placement and acceptance of the student by the agency, a general plan for the student during the Internship should be developed.

7. Students should gain experience in areas related to three major emphases:
  - A. Administration: The student should study and observe in action the policies and practices of the agency. This would include: legal and legislative foundations of the agency; financial budgeting and record keeping procedures; personnel and supervisory practices; general staff relations; methods and techniques of dealing with the public and the agency constituency in a courteous and effective manner.
  - B. Program: The student should not only help but also put into action a broad program of activities and services characteristics of the agency involved. The student should prepare program plans in an effective manner and help to carry out various types of programs (if applicable).
  - C. Areas and Facilities: The student should gain theoretical as well as practical experience in facility planning and operation. This would include experience in physical planning as well as layout and operation of various types of areas and facilities. Information related to maintenance, equipment, and supplies is essential.
  - D. General Experiences: The student should receive a variety of experiences working with clients in an individual and group setting, assessment and prescription of exercise, holding educational workshops, providing educational materials and being a resource for information. The Internship should help the student in understanding the total concept of the agency through the discussion of actual problems and situations in the operation of the agency involved.

Hopefully, the above will serve as a guide to assist agency supervisors in development quality Internship experiences. It is assumed that the material will be adapted to the characteristics of the Agency. Agency supervisors should feel free to add other appropriate and useful information.

## REQUIREMENTS FOR ADMISSION TO INTERNSHIP

1. Completion of “Application for Student Internship” one semester prior to your semester of internship.
2. Completion of at least 100 semester hours credit in the approved exercise science or wellness program.
3. Completion of 18 semester hours of credit in professional core courses with grade of “C” or higher.
4. Completion of 18 semester hours of credit in residence at GEORGIA SOUTHWESTERN STATE UNIVERSITY.
5. Completion of the General Core Curriculum (Areas A, B, C, D, E, & F) with a grade point average of 2.00 or higher on credit earned at GEORGIA SOUTHWESTERN STATE UNIVERSITY.
6. An overall grade point average of 2.00 or higher on credit earned at GEORGIA SOUTHWESTERN STATE UNIVERSITY.
7. Completion of professional courses, HPER 3280, HPER 3300, HPER 3310, and HPER 3320.
8. Recommendation by the faculty/advisor and approved by the appointed instructor of record of the Department of Exercise Science and Wellness
9. **Phoebe Sumter Medical Center and Magnolia Manor student candidates must meet the additional criteria:**
  - Certificate of insurance and/or liability insurance: suggested insurance [www.hpsso.com](http://www.hpsso.com) \$38/ year.
  - Criminal Background and Drug Test Package (Certified Background, \$96). Certified Background provides a **certified confidential data base** and includes: a) criminal background check, b) 10 panel drug test, c) hosts proof of CPR card and Immunization.
  - Fill out Internship Information Form and turn it in to the instructor of record: Appendix A

## **CRITERIA FOR SELECTION OF THE AGENCY**

Internship placements should result from the combined effort of the student, the internship coordinator, and the agency. The selection of the professional agency should be matched with the student's needs in order that the individual student can best fulfill personal and professional goals. The final responsibility for securing the internship shall rest with the student.

1. The agency should be recognized and competent in the area of emphasis.
2. The agency should have a diversified, well-balanced program.
3. The agency and its staff should be willing to provide opportunities for active participation as well as observation of programs and services.
4. The agency staff should be qualified through both education and experience to provide supervision and guidance to internship students.
5. The agency should be willing to conduct an orientation program and provide other information needed by internship students.
6. The agency should be willing to accept the student as a professional, contributing member of the agency staff.
7. The agency should have sound administrative policies and procedures, including: publicity and public relations, maintenance and operation, and personnel management.

## RESPONSIBILITIES CHECKLIST

1. Upon reaching Senior status and having completed the required 18 semester credits of professional courses, the student should apply for student Internship with the advisor and instructor of record. This form must be completed one semester before the scheduled internship.
2. Talk with the Faculty Coordinator of Interns about site possibilities. Pick up the packet of information on the internship program. READ CAREFULLY as certain deadlines apply on applications.
3. Be aware of the graduation requirements and deadlines through the Office of the Registrar.
4. Research possible intern sites attractive to you, please contact your advisor and/or instructor of record for Internship.
5. Make an appointment and talk with the Faculty Coordinator of Interns regarding completion of your internship agreement. The Faculty Coordinator of Interns will type and distribute for signing (at least three weeks before the internship begins). Typed agreements will be sent to the internship site for final signing by the agency supervisor and the intern. A copy will be returned to the Exercise Science and Wellness, the intern's file, and the intern. One copy will be retained by the agency. This deadline should provide the site a completed copy to review before the internship begins.
6. The agency supervisor will also be mailed an Internship Handbook.
7. The student is expected to enroll in the internship through normal registration procedures.
8. If you are graduating at the end of the semester (marching), the written work and evaluation should both be received no later than ONE WEEK PRIOR TO THE END OF THE SEMESTER.

### REMINDER!

**Internship is your responsibility!**

Instructions: Must be completed one semester prior to internship.

### APPLICATION FOR STUDENT INTERNSHIP

Name \_\_\_\_\_ 913# \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

College Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Major Program B.S. in Education with Concentration in Exercise Science/Wellness

Emphasis Area (if any) \_\_\_\_\_

Major Advisor \_\_\_\_\_ Department Chair \_\_\_\_\_

Semester of Internship \_\_\_\_\_ CRN#s \_\_\_\_\_

Location of Internship Experience:

Name of Agency \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Contact Person at Agency:

Name \_\_\_\_\_

Title \_\_\_\_\_

Reasons for selection of this agency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal and professional goals \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of internship preferred \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### RECOMMENDATIONS:

Major Advisor \_\_\_\_\_  
(Signature)

Date \_\_\_\_\_

ESW Instructor of Record \_\_\_\_\_  
(Signature)

Date \_\_\_\_\_

Intern's Signature \_\_\_\_\_

Date \_\_\_\_\_



**GEORGIA SOUTHWESTERN STATE UNIVERSITY**

**EXERCISE SCIENCE AND WELLNESS**

**ADMISSION TO SUPERVISED FIELD WORK**

Name \_\_\_\_\_

Date \_\_\_\_\_ GSW Box # \_\_\_\_\_

Your application for Supervised Field Work has been received and processed. Please come by the Exercise Science and Wellness if you should have any questions. The results are as follows:

\_\_\_\_\_ Approved. All requirements met.

\_\_\_\_\_ Disapproved. Requirements met have been checked.

.....  
**• To be filled by the student candidate**

\_\_\_\_\_ Completed 100 semester hours of credit in the Exercise Science program.

\_\_\_\_\_ hours attempted      \_\_\_\_\_ hours passed

\_\_\_\_\_ Completed 18 semester hours of credit in residence at Georgia Southwestern

\_\_\_\_\_ Completed the General Core Curriculum (Areas A through F) with GPA of 2.00 or higher on credit earned at Georgia Southwestern State University.

\_\_\_\_\_ Core GPA      \_\_\_\_\_ Cum GPA      \_\_\_\_\_ Grad GPA

\_\_\_\_\_ Grade point average of 2.00 or higher on credit earned at Georgia Southwestern State University.

\_\_\_\_\_ Completed 18 semester hours of credit in exercise science field above the Core Curriculum with grade of "C" or higher.

\_\_\_\_\_ Completed professional courses

\_\_\_\_\_ HPER 3280      \_\_\_\_\_ HPER 3300      \_\_\_\_\_ HPER 3310      \_\_\_\_\_ HPR 3320

\_\_\_\_\_ Recommended by the Exercise Science/Wellness faculty and approved by the instructor of record.

Comments:

**APPLICATION FOR AGENCY COOPERATION WITH  
GEORGIA SOUTHWESTERN STATE UNIVERSITY**

Agency \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Position or Title \_\_\_\_\_

TYPE OF AGENCY

\_\_\_\_\_

POPULATION(S) SERVED (socioeconomic backgrounds, age, sex, etc.)

\_\_\_\_\_

PROGRAMS AND SERVICES OFFERED

\_\_\_\_\_  
\_\_\_\_\_

AREA AND FACILITY DEVELOPMENT

\_\_\_\_\_  
\_\_\_\_\_

PROFESSIONAL STAFF (number of full-time staff members)

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF PROPOSED INTERNSHIP EXPERIENCE

\_\_\_\_\_  
\_\_\_\_\_

STIPEND PROVIDED TO STUDENT

\_\_\_\_\_  
\_\_\_\_\_

LIABILITY INSURANCE, IF ANY, (provided for or required by) the intern:

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Please return to: Faculty Coordinator of Interns  
Exercise Science and Wellness  
Georgia Southwestern State University  
800 Wheatley Street  
Americus, GA 31709-4693

## INTERN LETTER OF AGREEMENT

This letter of agreement is between the Exercise Science and Wellness at GEORGIA SOUTHWESTERN STATE UNIVERSITY, \_\_\_\_\_, a student and internship in the curriculum of \_\_\_\_\_, and \_\_\_\_\_ (agency), the site at which the internship will take place. The internship will be supervised by \_\_\_\_\_, who will be responsible for the evaluation of the student intern and the overall supervision of the internship.

The starting date will be \_\_\_\_\_ and will not conclude before \_\_\_\_\_.

The intern shall be considered a member of the professional staff and have the accompanying responsibilities and privileges. Although exact hours cannot be established, it is recommended that the intern work a minimum of 40 hours per week average. This may be varied according to the needs of the supervising agency and the opportunities for the intern. The internship is an agency and the opportunities for the intern. The internship is a full-time placement and commitment. Under normal circumstances, the intern may not take additional outside work, nor take other college or university classes at the time of the internship.

The intern may accept additional assignments agreed upon by the supervisor and the GEORGIA SOUTHWESTERN STATE UNIVERSITY faculty coordinator of the internship.

Final grading and evaluation will be by the college faculty coordinator of the internship after consultation with the internship supervisor.

Additional conditions (stipend, liability insurance, etc.) must be attached.  
The above conditions are acceptable and agreeable.

SIGN BOTH COPIES.  
RETURN ONE TO GSW

\_\_\_\_\_  
(Intern)

\_\_\_\_\_  
(On-site supervisor)

\_\_\_\_\_  
(GSW Exercise Science and Wellness Advisor)

\_\_\_\_\_  
(Faculty Instructor of Record for Internship)

Please return to: Faculty Coordinator of Interns  
Exercise Science and Wellness  
Georgia Southwestern State University  
800 Wheatley Street  
Americus, GA 31709-4693

## **CONDUCT AND RESPONSIBILITIES OF THE INTERN**

The student intern should:

1. Be the best example possible of a representative of Georgia Southwestern State University.
2. Familiarize himself/herself with the policies, philosophies, rules and regulations pertaining to the agency and to modify his/her attitude and behavior accordingly.
3. Plan thoroughly and in advance for all assignments.
4. Report to an assignment at least fifteen minutes prior to the time when due.
5. Be well-groomed and appropriate dressed for all assignments.
6. Notify the Agency Supervisor well in advance of cases of absence.
7. Be tactful, courteous, and respectful to all personnel involved.
8. Use discretion as to the people with whom he associates and the places he goes.
9. Consult with the Agency Supervisor when confronted with problems.
10. Report to the Faculty Coordinator listed on your Syllabus when problems arise.

**GEORGIA SOUTHWESTERN STATE UNIVERSITY  
EXERCISE SCIENCE AND WELLNESS  
AMERICUS, GEORGIA 31709-4693**

**SUPERVISED FIELD WORK APPRAISAL FORM**

Name of Student \_\_\_\_\_

Name of Rater \_\_\_\_\_ Evaluation Date \_\_\_\_\_

Agency \_\_\_\_\_ Position or Title \_\_\_\_\_

**ACADEMIC LETTER GRADE SYSTEM**

- A = EXCELLENT - Student consistently exceeds the requirements of the position.
- B = VERY GOOD - Student frequently exceeds the requirements of the position.
- C = AVERAGE - Student consistently fulfills the requirements of the position.
- D = BELOW AVERAGE - Student frequently fails to meet the requirements of the position.
- F = INFERIOR - Student consistently fails to meet the requirements of the position

Period covered by rating: \_\_\_\_\_ Mid-term  
\_\_\_\_\_ Final

I RECOMMEND THE GRADE OF \_\_\_\_\_ FOR THE INTERNSHIP EXPERIENCE.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Evaluator) (Date)

Please return to the below address, or--preferably--to the faculty email provided by the intern.

Faculty Coordinator of Interns  
Exercise Science and Wellness  
Georgia Southwestern State University  
800 Wheatley Street  
Americus, GA 31709-4693

Please rate the student on the following traits based on your observation made during this student's internship period.

**Excellent = 5    Very Good = 4    Average = 3    Below Average = 2    Inferior = 1    NA = 0**

	0	1	2	3	4	5
<b>I. PROFESSIONAL PERFORMANCE</b>						
1. Establishes work goals	_____	_____	_____	_____	_____	_____
2. Success in achieving goals	_____	_____	_____	_____	_____	_____
3. Plans work to be accomplished	_____	_____	_____	_____	_____	_____
4. Displays ability to organize people and resources	_____	_____	_____	_____	_____	_____
5. Completes assignments on or before due date	_____	_____	_____	_____	_____	_____
6. Has skills commensurate with academic degree	_____	_____	_____	_____	_____	_____
7. Is critical of own performance and quality of work	_____	_____	_____	_____	_____	_____
8. Displays capacity for motivating others	_____	_____	_____	_____	_____	_____
9. Conducts self well before others.	_____	_____	_____	_____	_____	_____
10. Demonstrates ability to communicate ideas	_____	_____	_____	_____	_____	_____
<b>II. PROFESSIONAL KNOWLEDGE</b>						
11. Displays ability to integrate conceptual knowledge and activity skills	_____	_____	_____	_____	_____	_____
12. Displays knowledge and understanding of program principles and methods	_____	_____	_____	_____	_____	_____
13. Displays ability to apply knowledge in a practical way	_____	_____	_____	_____	_____	_____
14. Display ability to think independently	_____	_____	_____	_____	_____	_____
15. Possesses a wide variety of interests	_____	_____	_____	_____	_____	_____
16. Displays expanding scope of interests	_____	_____	_____	_____	_____	_____
<b>III. PROFESSIONAL PERSONALITY</b>						
17. Is enthusiastic	_____	_____	_____	_____	_____	_____
18. Is cheerful and friendly	_____	_____	_____	_____	_____	_____
19. Exhibits pleasant, tasteful personal appearance	_____	_____	_____	_____	_____	_____
20. Is courteous and tactful	_____	_____	_____	_____	_____	_____
21. Displays quality voice and speech	_____	_____	_____	_____	_____	_____
22. Displays sense of humor	_____	_____	_____	_____	_____	_____
23. Displays mature judgement	_____	_____	_____	_____	_____	_____

- |      |  |       |       |       |       |       |       |
|------|--|-------|-------|-------|-------|-------|-------|
| 24.  | Is consistent but fair in personal relationships     | _____ | _____ | _____ | _____ | _____ | _____ |
| 25.  | Is persistent but flexible                           | _____ | _____ | _____ | _____ | _____ | _____ |
| 26.  | Displays concern for others                          | _____ | _____ | _____ | _____ | _____ | _____ |
| <br> |  |       |       |       |       |       |       |
| IV.  | PROFESSIONAL ATTITUDE                                |       |       |       |       |       |       |
| 27.  | Displays initiative and imagination                  | _____ | _____ | _____ | _____ | _____ | _____ |
| 28.  | Displays zeal for the professional                   | _____ | _____ | _____ | _____ | _____ | _____ |
| 29.  | Accepts assignments willingly                        | _____ | _____ | _____ | _____ | _____ | _____ |
| 30.  | Upholds departmental policies                        | _____ | _____ | _____ | _____ | _____ | _____ |
| 31.  | Accepts suggestions, directions, critical evaluation | _____ | _____ | _____ | _____ | _____ | _____ |
| 32.  | Offers opinions and suggestions at staff meetings    | _____ | _____ | _____ | _____ | _____ | _____ |

COMMENTS:

**RESUME**  
**(Sample Format)**

NAME

CAMPUS ADDRESS (including zip code, area code, local phone) or

HOME ADDRESS (including zip code, area code, home phone)

EDUCATION

1. College(s)

(Include all colleges and curricula, dates, major, minor, etc.)

- A. Activities (extracurricular, hobbies, etc.)
- B. Scholarships
- C. Honors received
- D. Campus and community service

2. High school(s)

(Include dates of enrollment and date of graduation)

- A. Activities (extracurricular, etc.)
- B. Honors received
- C. Community service

PROFESSIONAL TRAINING (Volunteer, and paid professional work)

OTHER WORK EXPERIENCES

SPECIAL APTITUDES OR TRAINING (certifications)

PROFESSIONAL WORKSHOPS OR CONFERENCES ATTENDED

(Include name, date, etc.)

REFERENCES (list three references. Include name, position or title, mailing address, phone number and e-mail address)

Instructions: Must be completed and turned in / mailed to the Instructor of record by the deadlines listed below. You are responsible for all mailings.

1. Summer Semester: *May 1<sup>st</sup>*
2. Fall Semester: *July 22<sup>nd</sup>*
3. Spring Semester: *December 1<sup>st</sup>*



**ORIENTATION OR INITIAL REPORT  
(Sample Format)**

Student Intern \_\_\_\_\_ ID# \_\_\_\_\_

Present Address \_\_\_\_\_

Present Phone \_\_\_\_\_

Cooperating Agency \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Agency Supervisor \_\_\_\_\_

Position or Title \_\_\_\_\_

Phone \_\_\_\_\_

Type of Agency \_\_\_\_\_

\_\_\_\_\_

Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

Place of operation (Hospital, Fitness Center, Corporate Wellness Facility, etc.) \_\_\_\_\_

\_\_\_\_\_

Statement of Duties \_\_\_\_\_

\_\_\_\_\_

Time Schedule \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Student

\_\_\_\_\_  
Supervisor's Initials

Instructions: Must be completed and e- mailed (PDF format) to the Faculty Coordinator of Interns EACH TUESDAY (following the initial report) during the internship. You are responsible to e-mail the reports on time, PDF format.

**WEEKLY REPORTS**  
**(Sample Format to be typed in Word Document)**

Student Intern \_\_\_\_\_

Cooperating Agency \_\_\_\_\_

Week # \_\_\_\_\_ Week of \_\_\_\_\_, 19 \_\_\_\_\_

**NARRATIVE ACCOUNT OF ACTIVITIES**

Monday \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_

Tuesday \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_

Wednesday \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_

Thursday \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_

Friday \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_

Saturday \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_

Sunday \_\_\_\_\_

\_\_\_\_\_ Hours \_\_\_\_\_

**BRIEF SYNOPSIS OF NEXT WEEK'S PLANS** \_\_\_\_\_

\_\_\_\_\_

**Total hours for the week** \_\_\_\_\_

**Total hours to date** \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Initials

\_\_\_\_\_  
Intern's Signature

Instructions: To be completed by the intern and mailed to the internship coordinator within three calendar days after the completion of the internship experience.

**FINAL REPORT  
(Sample format)**

DATE \_\_\_\_\_ SEMESTER OF INTERN \_\_\_\_\_

STUDENT INTERN \_\_\_\_\_

AGENCY SUPERVISOR \_\_\_\_\_ POSITION OR TITLE \_\_\_\_\_

AGENCY \_\_\_\_\_ LOCATION \_\_\_\_\_

**I. PLANNING**

- A. Outline the agency's master plan---its basic goals, objectives, nature, and scope.
- B. Describe area and facility developments completed during the last two years.
- C. Describe area and facility developments planned for the future.

**II. PROGRAM PLANNING AND DEVELOPMENT**

- A. Outline the programs and services offered by the agency.
- B. Outline any innovative programs and services offered by the agency.
- C. Outline the major program policies and practices. (Obtain copies of available information concerning participant registration, rules and regulations, fees and charges, by-laws, program publicity, etc.).
- D. Outline the methods used to evaluate the agency's programs and services.

**III. ORGANIZATION**

- A. Outline the basic goals and objectives of the agency.
- B. Describe the organizational structure of the agency. (Obtain a copy of the organizational chart showing lines of authority).

**IV. BUDGETS AND FISCAL MANAGEMENT**

- A. List the major sources of funds for current expenditures and capital improvements.
- B. Outline the agency's policies and procedures concerning fees and charges. (Obtain copies of fee schedules, etc.).
- C. Describe the type of budget used by the agency and show budget breakdown category by category (if available).

**V. PERSONNEL MANAGEMENT**

- A. Describe how agency recruits, selects, and hires personnel.
- B. Outline the various job titles within the agency. (Obtain copies of available information on job titles and descriptions).
- C. Describe staff orientation and in-service training programs.
- D. Outline agency personnel policies and practices. (Obtain copies of personnel policies and practices, including: Probationary appointments, hours of work and leave, health and welfare benefits, promotions, assignments and transfers, retirement plans, professional development, job separation, and personnel evaluations).

**VI. PUBLIC RELATIONS**

- A. Outline the objectives of the agency's public relations program.
- B. Outline the various components of the public relations programs. (Obtain copies of available public relations materials, including: newspaper releases, newsletters, brochures, slides, magazines, exhibits and displays, and annual reports).

## VII. MAINTENANCE

- A. Describe how the agency goes about master maintenance planning and scheduling. (Obtain copies of operations calendars, maintenance schedules, maintenance manuals, checklists, forms and reports, etc.).
- B. Outline policies and procedures concerning the selection and purchase of maintenance supplies and equipment.

## EXERCISE SCIENCE CLINICAL INITIATION FORM

1. Please circle one: Practicum / Internship      Semester: \_\_\_\_\_ Year: \_\_\_\_\_
2. To be completed by the intern and signed by student, advisor, and instructor of record and submitted by the below deadlines.

Student's Legal Name	
Student's Phone Number	
Student Date of Birth (ACEMAP)	
Student's School Email Address	
Student's 913 number	
GSW Instructor's Name	
GSW Instructor's Email Address	
GSW Instructor's Phone Number <i>*Instructor prefers to be contacted via email</i>	
Name of Field Experience Facility	
<u>Field Facility Contact Information</u> Need BOTH Preceptor (student agency educator AND Facility Administrator (MOU, credentialing contact) information. Need mailing address, email address, and telephone number.	Preceptor: _____ Facility Administrator: _____
Anticipated Clinical Rotation Start Date	
Anticipated Clinical Rotation End Date	
Length of time on rotation (Total number of hours required for experience)	
Anticipated Graduation Date	

***Completed forms should be brought to the office of the Clinical Coordinator, Mrs. Tiffany Battle, School of Nursing and Health Sciences, room 134.***

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor of Record: \_\_\_\_\_ Date: \_\_\_\_\_

**Deadlines for submission of this form to the Clinical Coordinator:**

<b>Semester</b>	<b>With contract in place</b>	<b>*No contract in place</b>
<b>Fall - Practicum/Internship:</b>	<b>June 1<sup>st</sup></b>	<b>April 15th</b>
<b>Spring - Practicum/Internship</b>	<b>October 1<sup>st</sup></b>	<b>August 15th</b>
<b>Summer - Practicum/Internship</b>	<b>March 1<sup>st</sup></b>	<b>January 15th</b>

**\*NOTE: If an MOU contract is needed and not currently in place, allow an additional 6 weeks to process and set up contract. A semester contract can be used and should be set up two weeks ahead of the above time schedule.**