

UNIVERSITY OF SOUTHERN MAINE

DEPARTMENT OF EXERCISE, HEALTH, AND
SPORT SCIENCES



**EXERCISE PHYSIOLOGY
INTERNSHIP MANUAL**

FALL, 2009

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INTRODUCTION

Internship Overview

The ultimate goal of the exercise physiology internship is to provide a meaningful and successful learning experience for the student. It is the capstone experience of the exercise physiology curriculum. The purpose of the internship is to provide you the opportunity to apply the concepts and skills gained during your entire academic program to a “real world” exercise physiology setting. As such, it also serves as a transition from the academic experience to the professional setting, taking you to an entry level of functioning within the exercise physiology arena.

The internship takes place in an exercise physiology setting of your choice and is designed as a cooperative venture between the student, the university and the internship site. A site supervisor serves as your “mentor”, providing a variety of learning opportunities designed to further expand your knowledge and skills in exercise physiology. A university supervisor serves as an advisor, guiding you through the internship process.

Since the internship is designed to meet your needs and interests, it is important for you to select the internship site. This requires careful thought, planning, and an initiative on your part to locate an appropriate site. For most students, the internship will take place during the spring semester of senior year, therefore you should begin thinking about your internship during the spring of junior year, making contacts during the summer prior to senior year, and formally applying during the fall of senior year.

To determine the success of the internship in meeting its desired objectives, the student, university supervisor and site supervisor conduct ongoing evaluation. You will be required to maintain an internship portfolio, a compilation of the various requirements designed to meet the objectives of the internship. The site supervisor will provide both formal and informal ongoing and final evaluation, with the university supervisor contributing to that process.

Objectives of the Internship Program

1. To provide the student an opportunity to apply knowledge, skills and experiences gained during the academic program to a professional setting.
2. To further broaden the student’s knowledge, skills and experiences gained during the academic program.
3. To provide the student an opportunity to gain information on the profession as a basis for making future career choices.
4. To enable the student to identify his/her own strengths and identify needs for personal and professional development.
5. To provide the student an opportunity to gain leadership experience.
6. To help the student develop/further enhance oral and written communication skills.
7. To provide the student an opportunity to enhance human relations skills.
8. To help the student gain an understanding and appreciation of the role, duties, and responsibilities of professionals in the field.
9. To strengthen relations between the university and the host site.

INTERNSHIP PROCEDURES

Procedures

In order to ensure a smooth internship process, you should complete the following steps in order:

Date Completed:

- _____ 1. Read the *Internship Manual*.
- _____ 2. Verify that you have completed the basic requirements for Internship:
 - a) Senior standing
 - b) Completion of all Exercise Physiology required courses (excluding university core courses and electives)
 - c) Minimum cumulative GPA of 2.25
- _____ 3. Meet with your academic advisor to determine if all basic requirements for Internship have been met and to discuss the appropriate procedures to follow in order to secure an Internship placement.
- _____ 4. Review the list of approved sites for Internship placement (located in the Exercise, Health, and Sport Sciences department). If there is a site in which you may be interested that is not on the list, a new Internship site may be established. Keep in mind that the University Supervisor must approve all sites.
- _____ 5. Make an appointment for an interview with the Internship site. Prior to attending your interview, review the “Selecting an Internship Site” section of this manual (page 4).
- _____ 6. Complete the *Application for Internship* (Appendix A) and prepare a resume. Turn in application to the University Supervisor for approval.
- _____ 7. If the site for placement accepts you, check with the University Supervisor to make sure that a *Clinical Affiliation Agreement* or a *Cooperative Education Agreement* has been completed for that site. The completed form must be returned to the University Supervisor before the Internship begins.
- _____ 8. Provide the Internship site access to the *Internship Manual* and necessary forms as needed.
- _____ 9. Follow the *Student Responsibilities* section of this manual (page 6) to guide you through the requirements for the Internship.
- _____ 10. Complete the *Internship Information Form/Schedule* (Appendix B) and send to the University Supervisor along with a copy of your first *Weekly Activity Report* (Appendix C).

Selecting an Internship Site

It is important for you to be aware of the importance of your internship site selection. An internship is a conjoint experience whereby the student provides services for the Internship site while the site provides mentoring and learning experiences for the student. Future career opportunities can sometimes arise from an internship site or from the networking that you are able to do during the experience.

Questions to think about when selecting an internship site:

1. Can the site provide you with the experiences that will help you gain important knowledge and skills for the potential jobs/graduate programs that you are interested in?
2. Do you have the knowledge, skills, certifications and experience required to be accepted into the internship?
3. Will the site supervisor be a positive mentor to you? Will this person agree to do an in-depth evaluation and assist your progress?
4. Are there opportunities to gain certifications and/or learn new techniques while at the site?
5. Can the site give you an overall picture of the profession, affording you opportunities to gain experience in clinical/research/sport exercise physiology?
6. Can the site offer you the number of hours needed for the internship? Keep in mind the following requirements:

<u>No. of credits</u>	<u>Total hours</u>	<u>Hours/week</u> (based on 14 weeks)
9	360	26
12	480	34

7. Will the site agree to all of the university's requirements?
8. Can you afford to live in the area?
9. Is the site located in an area where you would want to work after the internship is over as well as in an area where jobs would be available?

Sources of information on possible sites:

1. Internship Manual
 2. Career Services
 3. On-line resources
 4. Telephone directories
 5. National organizations
 6. Previous interns
 7. Conferences
- Begin your search early. Spring internships will be the hardest to obtain, as most students will choose this time of year to do them. Remember that first impressions are very important; your first contact with a site will set the tone for all that follows. Also, remember that not only do you represent yourself, but also the university and our department. Hopefully, you will be helped in your search by the professionalism of previous interns.

INTERNSHIP POLICIES

Assignment of the Student

As determined through interviews and/or consultations to determine needs and interests, the student's University Supervisor assigns the student to an appropriate internship situation.

Assignment of the University Supervisor

A department faculty member assigned by the department director will supervise students during internships.

The university supervisor will visit the internship site to observe and consult with the intern in order to ensure the appropriateness of the situation in meeting the desired educational objectives. A minimum of 3 visits throughout the semester is recommended, with the first visit occurring early in the semester.

Assignment of Internship Mediator

1. The student submits the name of a University official who could be consulted should any adverse situations arise during the course of the internship.
2. The mediator schedules a designated time where all affected parties meet to present and discuss any conflicting viewpoints of the adverse situation.
3. The mediator determines the final outcome of the situation.

Procedure for a Request for Change of University Supervisor

1. The student submits a written request to the department director with the reasons for the desired change in faculty assignment.
2. The department director, after consideration of student and faculty viewpoints, makes a decision and notifies the student and faculty member of the outcome.
3. Written records of the student's request, any faculty response and the department director's decision regarding the request will be kept on file.

Procedure for Withdrawal of the Student from the Internship Situation

In case of the need for a student to withdraw from the internship experience, the university supervisor, after consultation with the department director and site supervisor may withdraw the student from that specific internship experience.

STUDENT INTERN RESPONSIBILITIES

General Responsibilities

Attendance

It is expected that students will arrive at the internship site on time. Inform your site supervisor and university supervisor if you are absent for any reason. Check with your site supervisor to see if you need to make up any work for missed time. If your internship requires travel between facilities, make sure you arrive at all sites on time.

Appearance

It is expected that you will dress as a professional within the standards set by the internship facility.

Professionalism

As a representative of the University and this department, it is expected that you will conduct yourself in a professional manner. You should uphold the rules and regulations pertaining to your internship facility. Avoid making unsolicited, critical comments about the internship site, site staff, your professional program, university faculty and students. Maintain confidentiality regarding site staff and clients. Refrain from the use of alcoholic beverages or non-prescription drugs while on the internship site.

Attitude

Try to exhibit a positive attitude, demonstrating enthusiasm and concern towards staff and program participants.

Communication

Share information with your site supervisor and accept guidance and feedback.

Arrange for periodic oral feedback from your site supervisor.

Be open to suggestions and criticism regarding areas identified as needing improvement.

Personal Initiative

Exercise initiative in carrying out assigned responsibilities.

Take advantage of opportunities for learning and skill development.

Specific Responsibilities

You are encouraged to participate in all activities planned by the internship site. It is required that you also develop a project around one particular area of interest.

Minimum standards of specific responsibilities:

1. Assist and perform exercise tests/rehabilitation and/or research data collection and analysis
2. Assist in developing individual exercise prescriptions and/or research study designs/methods
3. Develop and conduct one special project during the internship experience
4. Enforce site rules and regulations to assure patient/subject/athlete safety
5. Keep records and files on patients/subjects/athletes secured and confidential
6. Assist with patient/subject/athlete management on a regular basis
7. Assist the site supervisor in all aspects of the program and/or research
8. Share knowledge, skills and materials with your cooperating supervisor

Time Requirement

The total required clock hours for the internship is as follows:

<u>No. of credits</u>	<u>Total hours</u>	<u>Hours/week</u> (based on 14 weeks)
9	360	26
*12	480	34

A minimum of 9 credit hours is required for the internship. *For students desiring a full-time internship (12 credit hours), 3 additional elective credits may be used beyond the 9 credit hours.

If desired, you may choose to complete the required hours in a shorter period of time, however, the total clock hours must be completed within the scheduled semester. The total hours includes all scheduled activities at the site.

Written Responsibilities

Weekly Schedule

You are to submit your weekly schedule to your university supervisor at the beginning of the semester. If there are any schedule changes, you are to submit a revised weekly schedule to your university supervisor. You are required to keep copies of your schedule and any revisions in your portfolio.

Weekly Activity Report

You are to submit a summary report (*Appendix C*) at the end of every week to your site supervisor for review and signature, then forward the report to your university supervisor. You may deliver this document in person to your university supervisor or fax it to 780-4745.

Daily Log/Personal Journal

You will keep a daily log or journal outlining your daily internship experiences. You should summarize the day's activities at the end of each day and describe what you learned that day. Your journal may be both descriptive and reflective and should include all experiences. Logs should be kept in your portfolio.

Special Project

With assistance from your site supervisor, you will have the opportunity to develop a major project of your choice. This project may take the form of a comprehensive case study report on a cardiopulmonary patient; collecting, interpreting and analyzing research data and writing up a formal research report; developing a comprehensive exercise prescription and training program for an elite athlete or professional sports team; or any other relevant undertaking. The university supervisor must approve this project.

Portfolio

You will compile an internship portfolio that will assist in organizing your materials and activities. A hardback, loose-leaf, 3-ring binder is recommended, along with delineated sections. Sections should include the following:

- I. Table of Contents**
- II. Personal Resume**
 - A. Educational background
 - B. Employment history
 - C. Awards/community service
 - D. Address, phone, email
- III. General Information**
 - A. Weekly schedule
 - B. Internship information form
- IV. Internship Site Information**
 - A. Site, supervisor, phone number, mailing address, fax, email address
 - B. Description of the organization
 - C. Outline of the programs
 - D. List of facilities and equipment
 - E. Description of participants
- V. Daily Log/Personal Journal**
- VI. University Supervisor's Observation Reports**
- VII. Intern's Special Project**
- VIII. Scheduled Assignments**
- IX. Evaluations**
 - A. Mid-term
 - B. Final

SITE SUPERVISOR QUALIFICATIONS & RESPONSIBILITIES

The site supervisor plays an important role in the internship program, assisting the intern in attaining further knowledge and skills related to the field, and in influencing the intern's decisions regarding future career choices. The site supervisor should be an enthusiastic and dedicated professional in the field, willing to establish a mutual, positive relationship with the intern.

Professional Qualifications

- Hold an undergraduate or graduate degree in the field of exercise physiology or related field
- Minimum of 3 years supervisory experience in exercise physiology
- Minimum term of employment at current location: 1 year
- Knowledge, experience, involvement with professional organizations and activities
- Ability to communicate knowledge and experience
- Awareness of current research, knowledge, programs in exercise physiology

Personal Qualifications

- Possess strong desire to work with student interns
- Aware of the demanding nature of intern supervision
- Acceptance of student as co-worker
- Understand concerns of "novice" worker
- Well organized
- Good communication skills
- Role model: maintains emotional and physical well-being

General Responsibilities

- Introduces intern to all personnel
- Familiarizes student with facilities, equipment, policies, procedures
- Familiarizes intern with forms, records, files to be used
- Emphasizes importance of professional appearance and standards, communication and organizational skills
- Encourages intern to be creative and try new ideas
- Shares ideas and materials with the intern

Specific Responsibilities

- Meets with intern and states specific responsibilities and expectations
- Provides student with long-term schedule and copies of all written materials
- Plans program so that student gradually assumes greater responsibilities, from observing to assisting to performing or carrying out independent tasks and duties
- Assesses intern's knowledge and skills on a regular basis and provides frequent oral and written feedback to the intern, outlining strengths and areas needing work
- Completes required evaluation forms (see Appendices F, H))
- Reviews mid- and final intern evaluation with student intern and university supervisor
- Contacts university supervisor should issues arise

UNIVERSITY SUPERVISOR RESPONSIBILITIES

The role of the university supervisor is to assist and counsel the student intern throughout the internship experience. The university supervisor works cooperatively with the site supervisor in meeting the joint goal of a positive and fulfilling internship experience for the student.

Specific Responsibilities

- Assist with the placement of interns when requested
- Direct interns toward use of the internship manual
- Send introductory and thank you letters to the site supervisor (Appendix I & J)
- Observe and evaluate the student intern and site supervisor
- Conduct conferences with the site supervisor on a regular basis
- Participate in at least 2 meetings (within 60 mile radius) with the student intern and the site supervisor to evaluate the intern's progress. Note: A minimum of 1 visit is required for internships within a 60-120 mile radius. There is no minimum requirement for internships located outside a 120-mile radius.
- Periodically review the intern's portfolio
- Collect and evaluate all assignments in a timely manner
- Schedule individual conferences with interns if requested
- Write recommendations for student interns upon request
- Serve as a resource person to the site supervisor and/or organization
- Take immediate remedial action when site supervisor and/or intern notes that the internship experience is detrimental to either party
- Maintain intern evaluations on file and forward a copy of the final evaluation to the department director

EVALUATION OF THE STUDENT INTERN

Evaluation of the student intern is an integral part of the intern's learning experience. It is an ongoing and cooperative process that should enhance the total development of the student intern, assisting the intern in obtaining a realistic understanding and acceptance of himself/herself. The site supervisor and university supervisor shares responsibility for the final grade, with the site supervisor determining an initial evaluation and the university supervisor making modifications to the grade based on completion and evaluation of additional assignments.

The evaluation process consists of:

- Mid-term and final evaluation sheets jointly completed by the student intern and site supervisor
- Written observations by the site and university supervisors
- Completed student portfolio
- Completed assignments and projects

BLOOD AND OTHER BODY FLUIDS EXPOSURE

1. Universal Blood and Body Fluid Precautions as set forth by the Centers for Disease Control are to be adhered to in all clinical courses.
2. Nursing, Athletic Training, and Exercise Physiology students are required to have the Hepatitis B vaccine series prior to entering clinical courses.
3. If a student is exposed to blood or other body fluids through a needle stick, cut, splash to the eyes or mouth or has a cutaneous exposure involving large amounts of blood or prolonged contact with blood the following actions are to be taken:
 - a. The student immediately informs the clinical faculty member/preceptor.
 - b. The faculty member, informs the pertinent agency staff, program chair or director and the Dean.
 - c. A physician medically evaluates the student within 48 hours in the facility or within a designated agency if the evaluation cannot be done within the original clinical facility, by a physician of the student's choice, or through University Health Services.
 - d. An incident report is filed with the facility, if required.
 - e. A USM incident report is completed and sent to the Dean by the appropriate department.
 - f. Centers for the Disease Control Guidelines for Prevention of Transmission of Human Immunodeficiency Virus and Hepatitis B Virus should be followed (on file in CON Administrative offices).

POLICY RELATED TO STUDENT INJURY WHILE IN THE CLINICAL AGENCY

1. Seek testing, evaluation, and treatment as appropriate.
2. Fill out an incident report.
3. Through appropriate department, provide copy of incident report to the Dean.
4. Contact Susan Taylor, Director of Administration, if you have any questions.

APPENDIX A

DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES UNIVERSITY OF SOUTHERN MAINE

APPLICATION FOR EXERCISE PHYSIOLOGY INTERNSHIP

Instructions: Student is to complete sections A through F, then turn in application to academic advisor. Academic advisor is to complete sections G through H and forward to university supervisor.

A. Background Information

Name: _____ Student ID No.: _____
Address: _____ Phone: _____
_____ Email: _____
Current Cumulative GPA: _____ Semester of Internship: _____
Anticipated Date of Graduation: _____

B. Internship Site Request

List, in order of preference, two to three organizations at which you would like to take your internship (if more than one, list in order of preference)

1. Organization: _____ Supervisor: _____
Address: _____ Phone: _____
_____ Email: _____
2. Organization: _____ Supervisor: _____
Address: _____ Phone: _____
_____ Email: _____
3. Organization: _____ Supervisor: _____
Address: _____ Phone: _____
_____ Email: _____

C. Mediator Designation: In the space provided, designate an internship mediator per instructions in the “Internship Policies” section of this manual, page 5.

Mediator: _____ Phone: _____

D. Resume: Attach one copy of your resume to this application. Use additional copies for your organization interviews.

E. Proof of CPR certification: Attach a photocopy of your current CPR card to this application.

F. Medical and professional liability insurance: Medical insurance is required, and though not required, liability insurance is highly recommended and may be required at your internship site. Attach a photocopy of professional liability insurance policy.

G. Understanding of responsibility:

I understand that I will be responsible for a) arranging transportation to and from the internship site, b) all financial arrangements connected with this placement may be arranged with the Internship site by the student, c) housing arrangements, and d) other arrangements as necessary to fulfill this educational experience.

_____ Date: _____
Student Signature

*** The section below is to be completed by the University Supervisor**

H. Satisfaction of internship eligibility requirements (to be completed by university supervisor):

	<u>Acceptable</u>	<u>*Deficient</u>
Required course work completed	_____	_____
Minimum G.P.A. attained	_____	_____
C- or better in major coursework	_____	_____
C- or better in non-major coursework	_____	_____

_____ Date: _____
University Supervisor Signature

I. Satisfaction of internship site requirements (to be completed by university supervisor):

<u>Internship Site</u>	<u>Accepted</u>	<u>*Rejected</u>
1 st Choice: _____	_____	_____
2 nd Choice: _____	_____	_____
3 rd Choice: _____	_____	_____

_____ Date: _____
University Supervisor Signature

* Explain deficiencies or reasons for rejecting internship site application:

APPENDIX B

*DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES
UNIVERSITY OF SOUTHERN MAINE*

INTERNSHIP INFORMATION FORM/SCHEDULE

Instructions: Please complete and return this form to your University Supervisor with your first week's activity report. Make a copy to keep in your portfolio. Include directions/map for your University Supervisor.

Internship Student Information

Internship Student: _____
Address: _____ Phone: _____
_____ Work Phone: _____
E-Mail Address: _____

Internship Site/Supervisor Information

Internship Site: _____
Site Supervisor: _____ Phone: _____
Job Title of Site Supervisor: _____
*Site Address: _____ E-Mail Address: _____
_____ Fax: _____

Date Internship Started: _____
Anticipated End Date of Internship: _____

Internship Schedule

Day	Hours
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

APPENDIX C

DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES UNIVERSITY OF SOUTHERN MAINE

WEEKLY ACTIVITY REPORT

Date: _____

Internship Student Name: _____

Internship Student Signature: _____

Site Supervisor Signature: _____

University Supervisor Signature: _____

Intern Log # _____ Week of _____ to _____

Instructions: Use this page as the first page of the Weekly Activity Report; attach copies of fliers, news items, and other publications that you prepared or that relate to your internship experience. Send this report to your University Supervisor after reviewing with Site Supervisor. Keep a copy for your records.

Area to Report	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Exercise Testing							
Developing Exercise Prescriptions							
Data Collection							
Data Analysis							
Assisting the Supervisor							
Taking/teaching Classes							
Administrative Activities							
Maintenance Activities							
Conferences, Meetings, Training							
Planning							
Other:							
TOTAL HOURS							

Total Weekly Hours: _____

Cumulated Internship Hours: _____

APPENDIX D

*DEPARTMENT OF EXERCISE, HEALTH AND SPORT SCIENCES
UNIVERSITY OF SOUTHERN MAINE*

UNIVERSITY SUPERVISOR OBSERVATION REPORT

Instructions: This form is to be completed by the University Supervisor. Give a brief summary of the intern's activity, including appropriateness of content, communication skills, interpersonal skills, and instructional skills.

Student Intern: _____ Date: _____

Internship Site: _____

Site Supervisor: _____

Activity: _____

Activity Summary:

University Supervisor Signature

Date

APPENDIX E

DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES
UNIVERSITY OF SOUTHERN MAINE

STUDENT EVALUATION OF INTERNSHIP

Internship Student: _____ Date: _____

Internship Site: _____

Site Supervisor: _____

University Supervisor: _____

Evaluation of Internship Site

Instructions: This report is to be completed by the Internship Student. Using the following scale, rate the site in terms of meeting your needs as an Internship Student.

- | | |
|------------------------|----------|
| 1 - Excellent | 4 - Fair |
| 2 - More than adequate | 5 - Poor |
| 3 - Adequate | |

- ___ 1. Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels of activities, programs, and projects.
- ___ 2. Provision of relevant experience in patient/subject/athlete management and supervision.
- ___ 3. Cooperation of site staff to provide professional growth experiences through training programs, seminars, and similar activities.
- ___ 4. Provision of assistance in helping you meet your personal and professional goals and objectives.
- ___ 5. Possession of resources essential to the preparation of professionals (library, equipment, supplies, etc.)
- ___ 6. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
- ___ 7. Adequate scheduling of one-on-one meetings with supervisors and on-going evaluation of your performance.
- ___ 8. Willingness to listen and to discuss suggestions or recommendations offered, and explanation given stating rationale for acceptance or rejection of recommendations.

APPENDIX E (cont'd)

Evaluation of Internship Site Supervisor

Instructions: Using the following scale, rate the Site Supervisor in terms of meeting your needs as an Internship Student.

1 - Excellent

2 - Good

3 - Average

4 - Poor

5 - Very Poor

Overall rating: _____

1. Specific strengths noted:

2. Areas needing improvement:

3. Overall comments

APPENDIX E (cont'd)

Evaluation of University Supervisor

Instructions: Using the following scale, rate the University Supervisor in terms of meeting your needs as an Internship Student.

1 - Excellent
2 - Good
3 - Average

4 - Poor
5 - Very Poor

Overall rating: _____

1. Specific strengths noted:

2. Areas needing improvement:

3. Overall comments

APPENDIX F

*DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES
UNIVERSITY OF SOUTHERN MAINE*

EVALUATION OF INTERNSHIP PROJECT

Instructions: This form is to be completed by the Site Supervisor and reviewed with the Internship Student. Due to the potential diversity of internship projects, this form is general in nature. Please provide additional comments relating to project specifics.

Rate each category according to the following scale:

<u>Rating</u>	<u>Points</u>
Outstanding	10
Excellent	9
Above Average	8
Average	7
Below Average	6
Poor	1-5

- ___ Project was well planned and organized.
- ___ Sought help and information when necessary.
- ___ Carried out necessary research for the project.
- ___ Worked cooperatively with others as necessary.
- ___ Worked independently on the project.
- ___ Appropriate communication of final product.
- ___ Content and level selected was appropriate for the given population.
- ___ Original idea well carried out.
- ___ Created a product that is of value to the internship site or site supervisor.
- ___ Professional presentation of final product.

___ TOTAL POINTS

___ GRADE

Comments:

Site Supervisor Signature: _____

Internship Student Signature: _____

APPENDIX G

DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES
UNIVERSITY OF SOUTHERN MAINE

INTERNSHIP PORTFOLIO EVALUATION

Instructions: This form is to be completed by the University Supervisor and reviewed with the Internship Student. Utilize the rating scale below and provide additional comments as necessary.

Student's Name: _____ Date: _____

Internship Site: _____

University Supervisor: _____

Portfolio Rating Scale

- 5 – Excellent: high quality, complete, well above expectations
- 4 – Good: good quality, complete, above expectations
- 3 – Average: satisfactory quality, complete, meets expectations
- 2 – Poor: low quality, incomplete, below expectations
- 1 – Very Poor: very low quality, very incomplete, well below expectations

Section 1: Portfolio Contents

- _____ 1. Table of contents
- _____ 2. Personal resume
- _____ 3. General internship information
- _____ 4. Internship site information
- _____ 5. Daily log/personal journal
- _____ 6. Weekly activity reports
- _____ 7. Intern's special project
- _____ 8. Handouts/related literature
- _____ 9. University supervisor's observation reports
- _____ 10. Evaluations

_____ Total Points

Comments:

Section 2 : Portfolio Quality

- _____ 1. Overall organization
- _____ 2. Layout/visual appeal
- _____ 3. Creativity/expressiveness
- _____ 4. Spelling, punctuation, grammar
- _____ 5. Neatness/orderliness

_____ Total Points

Comments:

Section 3: Summary Ratings

Portfolio Contents

- _____ Outstanding (45-50 points)
- _____ Good (40-44 points)
- _____ Satisfactory (35-39 points)
- _____ Unsatisfactory (30-34 points)
- _____ Poor (less than 30 points)

Portfolio Quality

- _____ Outstanding (23-25 points)
- _____ Good (20-22 points)
- _____ Satisfactory (17.5-19 points)
- _____ Unsatisfactory (15-17 points)
- _____ Poor (less than 15 points)

Section 4: Total Points (contents & quality): _____

Grade: _____

Internship Student Signature

Date

University Supervisor Signature

Date

APPENDIX H

DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES
UNIVERSITY OF SOUTHERN MAINE

MID-TERM AND FINAL EVALUATION

Instructions: This form is to be completed by the Site Supervisor. Utilizing the rating scale below, rate the Internship Student in each of the three areas that follow and forward this appraisal to the University Supervisor at mid-term and one week prior to the end of the Internship experience.

*CONFIDENTIAL
INFORMATION

Student's Name: _____ Date: _____

Internship Site: _____

College Supervisor: _____

Site Supervisor: _____

Evaluation Rating Scale:

- (0) = Inadequate information or does not apply to job
- (1) = Excellent: meets top expectations of criteria
- (2) = Good: consistently better than satisfactory in criteria
- (3) = Average: adequate, but no more than satisfactory
- (4) = Below Average: not consistently satisfactory in criteria
- (5) = Unsatisfactory: a completely unsatisfactory performance in criteria

****Place appropriate number in box***

PART I: PERSONAL CHARACTERISTICS

Attendance and Punctuality

(___)

Dependable, reliable, punctual.

Comments:

Personal Appearance

(___)

Neat, clean and appropriately dressed for internship setting.

Comments:

Resourcefulness

(___)

Uses resources well, seeks information from variety of sources.

Comments:

Judgment and Problem Anticipation

(___)

Could handle emergency situations, makes common sense

Decisions, anticipates possible problems areas.

Comments:

Motivational Skills

(___)

Is enthusiastic, motivates others, can get the ball rolling.

Comments:

Acceptance of Responsibility

(___)

Willingness to readily assume responsibility when appropriate.

Comments:

Initiative, Creativity

(___)

Looks for additional work, avoids idleness, originates ideas,

makes creative efforts.

Comments:

PART II: PROFESSIONAL RELATIONS

Public Relations Skills

(___)

Tactful, diplomatic, courteous behavior.

Comments:

Work Attitudes

(___)

Industrious, willing to assist others, does share of work.

Comments:

Rapport with Staff

(___)

Works harmoniously with others, cooperative, considerate.

Comments:

Relates to Patients/Subjects/Athletes

(___)

Able to get people motivated; shows interest, respect, and concern for patients/subjects/athletes.

Comments:

Adaptability

(___)

Can adjust plans and actions according to developing situations.

Comments:

Takes Criticism Constructively

(___)

Willing to discuss and recognize weaknesses, works on areas needing improvement.

Comments:

PART III: PROFESSIONAL PROFICIENCIES

Written Communication, Reports

(___)

Conveys ideas clearly; does neat, grammatically correct, typographical error-free, organized work; meets deadlines.

Comments:

Oral Communication

(___)

Expresses self well, makes points clear to public and others.

Comments:

Task Accomplishment

(___)

Completes tasks in quality and timely manner, pursues and follows tasks through to completion.

Comments:

Administrative and Management Ability

(___)

Exhibits adequate record-keeping skills.

Comments:

Knowledge and Skills Performed

(___)

Overall knowledge of clinical testing/research methods/exercise program implementation skills.

Comments:

Knowledge in proper use of testing/laboratory equipment, including safety aspects.

(___)

Comments:

Knowledge and skills in conducting and interpreting results and/or Data. (___)
Comments:

Knowledge in exercise prescriptions/research protocols for patients/subjects/athletes. (___)
Comments:

Plans things well in advance. (___)
Comments:

Keeps facilities and equipment in good condition. (___)
Comments:

Is a team player, works well with others. (___)
Comments:

Professional Growth (___)
Searches for more knowledge and experience; attends meetings; reads, discusses, inquires about the profession.
Comments:

Considering the following criteria, in addition to any evaluative information particularly relative to your organization, what is your overall rating of this Internship Student's performance. Please attach any additional evaluation forms. It is understood that each organization will weigh the criteria to its own particular situations.

EVALUATION SCALE

- | | |
|-------------------------------------|--|
| 1. Excellent
(Grade of "A") | "Outstanding" – indicates the very best performance you might reasonably hope for in an entry-level worker in the position concerned. Should be awarded to a "top flight" person, one whom you would hire unreservedly and with enthusiasm. |
| 2. Above Average
(Grade of "B") | "Above Average" – indicates a very high quality all-around performance on the part of the Internship Student. This is a person whom you would hire without reservations. |
| 3. Average
(Grade of "C") | "Average" – indicates a satisfactory performance that would be expected from any employee. Performance is adequate and no more. This is a person whom you would hire with some reservations. |
| 4. Below Average
(Grade of "D") | "Below Average" – indicates a below average all-around performance to date. Improvement expected with additional training/experience. This would be a person whom you would not consider for employment. |
| 5. Unsatisfactory
(Grade of "F") | "Unsatisfactory" – indicates all-around unsatisfactory performance. Shows that the Internship Student is not suited to the job or appears not to be capable of doing better. This would be a person whom you would definitely reject for employment. |

Based on the Internship Student's total performance, it is suggested that his/her grade be:
(please check one)

(___) A (___) B (___) C (___) D (___) F

(___) Incomplete (please state reason(s) why):

The potential of the Internship Student is that he/she:
(please check one)

- (___) Displays great potential
- (___) Displays very promising potential
- (___) Displays possible potential
- (___) Displays little potential
- (___) Displays definitely no potential

Please comment to support your total appraisal:

Signed _____ Date: _____
Site Supervisor

Signed _____ Date: _____
University Supervisor

Signed _____ Date: _____
Internship Student

APPENDIX I

DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES UNIVERSITY OF SOUTHERN MAINE

Sample Introductory Letter to Site Supervisor

Date

Supervisor's Name

Facility Name

Facility Address

Dear _____:

Thank you for providing an Exercise Physiology internship experience for _____ for the summer, 2009 semester. _____ is enrolled in SPM 495, Clinical Internship in Health Fitness, in the Department of Exercise, Health, and Sport Sciences, at the University of Southern Maine. This internship serves as the culminating experience for the Exercise Physiology student, whereby he/she gets to apply all they have learned in their undergraduate program.

See attached for a list of site supervisor qualifications and responsibilities, as well as a list of required student intern experiences. The student is required to complete a minimum of 360 hours (9 credits) during their internship. Students are allowed to accumulate internship hours up to 45 hours per week. Required start and finish dates for the internship are listed on the attached form as well.

While at your site, _____ will work with you as her designated Site Supervisor. I will serve as the student's University Supervisor and will be responsible for overall supervision of the student, including on-site visits to be arranged (if within 120 mile radius of the University). You shall directly supervise the student and ensure that the student does not work independently as a practitioner.

Our procedure in Exercise Physiology internships requires a signed Clinical Affiliation Agreement. As stipulated in the agreement, the University provides liability insurance coverage for students in unpaid internships, and the Site provides coverage for students in paid internships. A copy of the signed Agreement is attached.

Thank you again for agreeing to provide a valuable learning experience for _____. Should you have any questions/concerns, feel free to contact me. I look forward to meeting/talking with you in the near future.

Respectfully,

University Supervisor

APPENDIX J

*DEPARTMENT OF EXERCISE, HEALTH, AND SPORT SCIENCES
UNIVERSITY OF SOUTHERN MAINE*

Sample Thank You Letter to Site Supervisor

Supervisor's Name

Facility Name

Facility Address

Dear _____,

Thank you for providing a valuable internship experience for _____ during the past semester. Feedback from _____ was most positive and I know he/she felt she learned a great deal from you and others at your facility.

This internship serves as the culminating experience for students, allowing them to apply all they have learned in their undergraduate program. We appreciate you serving as our student's designated Site Supervisor and all the responsibilities, written or otherwise, that go along with that position.

I hope to send future interns your way. Should you have any feedback on our curriculum or the student's preparation for the internship, feel free to contact me. I've attached a copy of our Exercise Physiology curriculum and will contact you in the future for your input. I look forward to working with you again in the future.

Respectfully,

University Supervisor