

UNIVERSITY OF SOUTHERN MAINE

Department of Exercise, Health & Sport Sciences



ATHLETIC TRAINING
INTERNSHIP MANUAL

SPM 495

Revised 1/09

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INTRODUCTION

Internship Overview

The purpose of the internship is to provide you the opportunity to apply all the cognitive, psychomotor, and affective competencies gained during your entire academic program to an athletic training setting of your choice. The ultimate goal of the athletic training internship is to provide a meaningful and successful learning experience for the student outside of the structured proficiency model utilized previously in Athletic Training Clinics I-IV. It is essentially a capstone experience of the athletic training curriculum. 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 athletic training arena.

The internship 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 competency in athletic training. 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 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 evaluations. 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 evaluations, 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, use this checklist and 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 Athletic Training required courses (excluding university core courses and electives)
 - c) Minimum cumulative GPA of 2.50
- _____ 3. Meet with the University Supervisor 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 department of Exercise, Health, and Sport Sciences). 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 you are accepted by the site for placement, check with the University Supervisor to make sure that a *Clinical Affiliation 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 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 while at the site?
5. Can the site give you an overall picture of the business, affording you opportunities to gain experience in all aspects of operation?
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) |
|-----------------------|--------------------|---------------------------------------|
| 3 | 120 | 9 |
| 6 | 240 | 18 |

7. Will the site agree to all of the university's requirements?
8. 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. Professional 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 complete 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 your department and your University. Hopefully, you will be well served in your search by the professionalism of faculty and 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.

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 or the Athletic Training Education Handbook. You are also expected to wear your name tag.

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.

Time Requirement

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

| <u>No. of credits</u> | <u>Total hours</u> | <u>Hours/week</u> (based on 14 weeks) |
|-----------------------|--------------------|---------------------------------------|
| 3 | 120 | 9 |
| 6 | 240 | 18 |

If desired, you may choose to complete the required hours in a shorter or longer period of time, however, the total clock hours must be completed within the scheduled semester. Any schedule changes must be approved by the course instructor. 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.

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. 4-week initial
 - B. Final

Graduation Survey and Program Director Exit Interview

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

- Be a Certified Athletic Trainer or hold a minimum bachelor's degree in similar field
- Minimum term of employment at current location: 1 year
- Knowledge, experience, involvement with professional organizations and activities
- Ability to communicate knowledge and experience

Personal Qualifications

- Possess strong desire to work with student interns
- Aware of the demanding nature of intern supervision
- Acceptance of student as co-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
- Requires intern to participate in all aspects of the program
- 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 and programs
- Shares ideas and materials with the intern

Specific Responsibilities

- Meets with intern prior to each session and states specific responsibilities and expectations
- Provides student with long-term schedules of activities, copies of all written materials
- Plans program so that student gradually assumes greater responsibilities, from observing to assisting to leading/teaching to carrying out administrative 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 4-week and final intern evaluation with student intern and university supervisor
- Contacts university supervisor should an issue 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
- 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:

- 4-week initial 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

APPENDIX A

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

APPLICATION FOR ATHLETIC TRAINING INTERNSHIP

Instructions: Student is to complete sections A through G, then turn in application to university supervisor. University supervisor is to complete sections H through I.

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: _____

Mediator: _____ Phone: _____

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

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

APPENDIX A (cont'd)

E. Medical and professional liability insurance: Though not required, both types of insurance are 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 academic advisor):

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

_____ Date: _____
University Supervisor Signature

I. Satisfaction of internship site requirements (to be completed by academic advisor):

| <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; Send this report to your University Supervisor after reviewing with Site Supervisor. Keep a copy for your records.

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 program administration, supervision, and leadership.
- ____ 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 | 4 - Poor |
| 2 - Good | 5 - Very Poor |
| 3 - Average | |

Overall rating: _____

1. Specific strengths noted:

2. Areas needing improvement:

3. Overall comments

APPENDIX E (cont'd)

Overall Evaluation of Internship Experience

Instructions: Please answer the following questions regarding your internship experience.

1. In light of your objectives, has this been a good learning experience for you? Have you been able to accomplish your objectives?
2. Describe your most valuable experiences during the internship. Describe the most disappointing aspects of the internship.
3. How would you rate this Internship placement overall? Why?
4. What changes would you recommend to make the internship placement more meaningful (please be specific).

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 organization's program.
- ____ 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

4-WEEK INITIAL 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:

- (*) = Inadequate information or does not apply to job
- (5) = Excellent: meets top expectations of criteria
- (4) = Good: consistently better than satisfactory in criteria
- (3) = Average: adequate, but no more than satisfactory
- (2) = Below Average: not consistently satisfactory in criteria
- (1) = 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 Program Participants (___)
Able to get people involved; shows interest, respect, and concern for program participants.
Comments:

Adaptability (___)
Can adjust plans and actions according to developing situations and changing moods of group.
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, 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:

Participates adequately in marketing and sales aspects. (___)
Comments:

Knowledge and Skills Performed (___)

Overall knowledge and skill related to program planning, implementation, evaluation

Comments:

Knowledge in proper use of equipment, including safety aspects. (___)

Comments:

Knowledge and skills in conducting and interpreting assessment data. (___)

Comments:

Knowledge in exercise prescriptions for clientele. (___)

Comments:

Plans activities well in advance of the program. (___)

Comments:

Keeps facilities and equipment in good condition. (___)

Comments:

Is a team player, works well with his/her participants. (___)

Comments:

Professional Growth (___)

Searches for more knowledge and experience; attends meetings; reads, discusses, inquires about the profession.

Comments:

TOTAL POINTS

Part I (Personal Characteristics): _____

Part II (Professional Relations): _____

Part III (Professional Proficiencies): _____

Total Points: _____

Grading Scale: A = > 122 points A- = 117-121 points B+ = 113-116 points B = 109-112 points

B- = 104-108 points C+ = 100-103 points C = 95-99 points C- = 91-94 points

D+ = 87-90 points D = 78-86 points F = < 78 points

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 _____
Internship Supervisor

Date: _____

Signed _____
University Supervisor

Date: _____

Signed _____
Internship Student

Date: _____

**UNIVERSITY OF SOUTHERN MAINE
ATHLETIC TRAINING EDUCATION PROGRAM
GRADUATION SURVEY**

DEMOGRAPHIC INFORMATION

Gender (circle) M F

Year graduating from USM:

Number of clinical hours completed to date (please circle)

600

700

800

900

1000

BOC CERTIFICATION INFORMATION

Comments to Support Choice(s)

Anticipated date for challenging the BOC certification examination: _____

BOC certification exam portion(s) you feel **most** prepared (circle)

1. Prevention
2. Recognition, Evaluation & Assessment
3. Immediate Care
4. Treatment, Rehabilitation & Reconditioning
5. Organization & Administration
6. Professional Development & Responsibility

BOC certification exam portion(s) you feel **least** prepared (circle)

1. Prevention
2. Recognition, Evaluation & Assessment
3. Immediate Care
4. Treatment, Rehabilitation & Reconditioning
5. Organization & Administration
6. Professional Development & Responsibility

POST UNDERGRADUATE EDUCATION (answer if applicable)

College/University Accepted to: _____

Anticipated area of study (eg ex phys, kinesiology, etc) _____

Anticipated Degree (eg MS, MEd, MPT): _____

Date of Anticipated Graduation: _____

DESIRED FUTURE FULL OR PART-TIME EMPLOYMENT IN ATHLETIC TRAINING

Desired Work Setting(s)(high school, clinic, etc)

USM UNDERGRADUATE ATHLETIC TRAINING EDUCATIONAL EXPERIENCE EVALUATION

Please use the following rating scale when evaluating the Athletic Training Education Program at the University of Southern Maine.

RATING SCALE

5 =Superior 4 =Above Average 3 =Average 2 =Below Average 1 =Poor

OVERALL EVALUATION

Please evaluate your overall impression of the Athletic Training Education Program with regard to the following:

| CRITERIA | RATING |
|---------------------------------------|--------|
| ATHLETIC TRAINING DIDACTIC KNOWLEDGE | |
| ATHLETIC TRAINING CLINICAL EXPERIENCE | |
| OVERALL RATING OF PROGRAM | |

DOMAINS OF ATHLETIC TRAINING

Please evaluate your overall impression of the Athletic Training Education Program with regard to the Domains of Athletic Training as defined by the NATA.

| DOMAIN | RATING |
|---|--------|
| PREVENTION | |
| RECOGNITION, EVALUATION AND ASSESSMENT | |
| IMMEDIATE CARE | |
| TREATMENT, REHABILITATION & RECONDITIONING | |
| ORGANIZATION AND ADMINISTRATION | |
| PROFESSIONAL DEVELOPMENT AND RESPONSIBILITY | |

SPECIFIC COURSE CONTENT RELATED TO ATHLETIC TRAINING

According to athletic training accreditation standards, students must receive formal instruction in the following subject matter areas. Please evaluate how well the Athletic Training Education Program prepared you in each of these areas.

| | Rating |
|---|--------|
| SPM 100 Introduction to Sports Medicine | |
| SPM 210 Athletic Training Principles I | |
| SPM 211 Protective Taping & Wrapping | |
| SPM 230 Psychology of Physical Activity & Sport | |
| SPM 265 Therapeutic Modalities | |

| |
|--|
| SPM 270 Athletic Training Clinic I |
| SPM 310 Athletic Training Principles II |
| SPM 325 Methods of Resistance, Training & Conditioning |
| SPM 330 Physiology of Exercise |
| SPM 340 Therapeutic Exercise |
| SPM 370 Athletic Training Clinic II |
| SPM 371 Athletic Training Clinic III |
| SPM 381 Kinesiology |
| SPM 480 Organization & Administration of Athletic Training |
| SPM 495 Internship |
| CON 216 Emergency Response |
| CON 219 Lifetime Fitness & Wellness |
| CON 252 Human Nutrition |
| CON 321 Health Related Research |
| CON 352 Nutrition for Physical Performance |
| NUR 209 Health Assessment |
| NUR210 Health Assessment Practicum |

Please respond to each of the following aspects of the Athletic Training Education Program with respect to strengths and areas which need improvement.

Please use additional sheets of paper if necessary.

Clinical Preparation: (USM Athletic Training Room & Lab, Off Campus Clinical Sites)

(Areas of strength) _____

(Areas needing improvement) _____

Academic Preparation:

(Areas of strength) _____

(Areas needing improvement) _____

Instructors:

(Areas of strength) _____

(Areas needing improvement) _____

Facilities/Equipment:

(Areas of strength) _____

(Areas needing improvement) _____

ALUMNI ACTIVITIES

Are you interested in helping to form a USM Athletic Training Alumni Association? This association would take on the responsibilities of keeping the alumni up to date on USM Athletic Training and University alumni activities and meeting socially at events, such as at the NATA national meeting, on an annual or semi-annual basis.

Yes _____

No _____

If you are not interested in forming a USM Athletic Training Alumni Association, would you be interested in being a member?

Yes _____

No _____

Can we include you in a listing of all of the graduates of this curriculum? This means we have your permission to print your name, home address, home phone, work address, work phone, fax, e-mail address and present position with the approval to mail this information to your fellow alumni?

Yes _____

No _____

If you answered no to the above, please circle all information which you do not want to share with your fellow alum: name, home address, home phone, work address, work phone, fax, e-mail address, present position.

Thank you for taking the time to complete this survey. In order to assure your responses are properly interpreted, please be sure to schedule an exit interview with the Program Director of Athletic Training prior to graduation.

CONHP POLICY: 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 and Athletic Training 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 Associate Dean.
 - c. The student is medically evaluated within 48 hours by a physician 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 Associate 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 Associate Dean.
4. Contact Susan Taylor, Director of Administration, if you have any questions.