

EXS 496 INTERNSHIP IN EXERCISE SCIENCE

HANDBOOK & SYLLABUS



PLEASE REFER TO TOPNET FOR THE INSTRUCTOR LISTED FOR YOUR SECTION OF EXS 496
IN THE SEMESTER IN WHICH YOU WISH TO BE ENROLLED.

Please read the entire EXS 496 Handbook/Syllabus and make sure you know and understand the expectations of the course. Plan ahead and prepare accordingly to ensure you can register in EXS 496 in the semester in which you plan to conduct your observation hours.

To enroll in EXS 496 Internship, it takes a lot of effort on your part to ensure you secure an Internship site and submit the required documentation.

For the EXS 496 course, you **MUST** obtain a

- 1). Certificate of HPSO liability insurance,
- 2). Have a current and valid CPR/AED certification and
- 3). Internship site secured.

Please read the Handbook for details and to ensure information is submitted by the due date.

TABLE OF CONTENTS

[INTRODUCTION EXS 496 INTERNSHIP](#)

[GRADING POLICY](#)

[INTERNSHIPCHECKLIST](#)

[INTERNSHIPGUIDELINES](#)

[HPSO LIABILITY INSURANCE](#)

[CPR/AED CERTIFICATION](#)

[DRESS CODE](#)

[PROGRESS REPORT REQUIREMENTS](#)

[PORTFOLIO REQUIREMENTS](#)

FORM 1 - INTERNSHIPSTUDENT / AGENCY AGREEMENT (*FORM WILL BE POSTED ON BLACKBOARD*)

[STANDARD FROM 1](#)

[MEDICAL CENTER – PT - FORM 1](#) – This Form is specific for the Medical Center Physical Therapy

Note: FORM 1 will be posted on Blackboard for you to print and take to your site the first week of class.

[WKU STUDENT HANDBOOK](#)

[TITLE IX MISCONDUCT/ASSAULT STATEMENT](#)

[ADA ACCOMMODATION STATEMENT](#)

EXS 496 – INTERNSHIP IN EXERCISE SCIENCE

Western Kentucky University
School of Kinesiology, Recreation & Sport
-Exercise Science-

Supervising Faculty Member: *See Topnet for instructor of record*

Prerequisite(s): EXS 296, EXS 412 (pre- or co-requisite), declared EXS major, and GPA ≥ 2.5 at registration

Credit Hours: 6 Credit Hours

Course description: –Comprehensive practical experience in a selected Exercise Science environment. Development of practical skills with on-the-job experience. Students will be responsible for their own transportation to designated or assigned sites.

Course information: As a part of the Exercise Science curriculum, you will participate in a culminating experience by completing **300 hours** for the EXS 496 Internship in Exercise Science (6 hr.). The term, “Internship,” refers to a supervised, short-term, full-time educational work experience with an approved agency, organization, or institution. An Internship allows a student to develop professionally through a work experience under the guidance of leaders in a field. This is required to give you practical experience in various job settings related to the field of Exercise Science. These experiences will allow you to develop and enhance skills required in settings in which you are interested. Also, you should view the internship as the opportunity to determine if the experience at the specific site might represent a desirable career route. Your faculty advisor and/or Faculty supervisor will make the final decision as to the most appropriate site for you.

You will be advised to enroll in EXS 496 in your final semester. Because most internship sites will provide opportunities for a great deal of hands-on experience, you will be advised to have completed most of your 400 level courses before enrolling in EXS 496. The 400 level courses you have completed will vary based on your individual progress in the Exercise Science program. The program coordinator, your advisor and the instructor for the course will determine what exceptions or special circumstances are appropriate when enrolling in EXS 496.

Learning outcomes: Your Internship site is an extension of the curriculum where the experience affords you an opportunity to apply your theoretical knowledge and technical skills in a practical manner, gaining valuable pre-professional in-service training, which will better enable you to perform with a higher level of skill and confidence. The learning outcomes (LO) for your internship are:

LO1: Demonstrate in-depth knowledge and understanding of the theories related to Exercise Science; use this to then construct well-rounded, safe and effective programming

LO2: Demonstrate professional skills through the practical experience of conducting fitness assessments, running computer analysis of data, teaching, and conducting fitness/wellness labs, etc.

LO3: Utilize your abilities in critical thinking in written and oral communication

LO4: Cultivate intellectual self-reliance

Student Evaluation: Each student completing EXS 496 will be evaluated by the supervising WKU faculty member based on:

A) Forms and Google Form: Submitting appropriate forms (CPR certification, HPSO Liability Insurance, Progress Reports, etc.) on or before the stated deadlines.

B) Progress Reports & Portfolio: This will outline and describe activities/projects/experiences accumulated during the Internship experience. Details may vary based on faculty supervisor.

C) Student Final Performance Appraisal from the Agency Supervisor: The final written and verbal evaluations from site supervisor at the Internship site - An evaluation will be sent to your supervisor via e-mail using an electronic survey format toward the end of your Internship hours.

GRADING POLICY

Agency Supervisors will provide a Midterm and Final Evaluation of the Student (forms may vary based on faculty supervisor, examples are provided below). These ratings will be taken into consideration when the WKU Faculty Supervisor determines the final grade. Students complete ALL required forms and assignments to the Faculty Supervisor prior to receiving a grade.

The following list indicates the assessment and relative weight of each assessment (this may vary based on faculty instructor):

<u>ITEM</u>	<u>Weight</u>
Completing 300 Hours	30%
Weekly Reporting Quizzes	10%
Mid-term Evaluation by Supervisor	10%
Final Evaluation by Supervisor	20%
Portfolio	20%
Student Evaluation of Internship Site, Supervisor, & Advertisement	<u>10%</u>
	100%

EXS 496 Internship- Check-list

FOLLOW THE BELOW STEPS – IN ORDER

- The **DUE DATE** for Internship site, HPSO Liability Insurance, and CPR/AED is the **Friday before Finals Week** of the **semester before the semester you plan to take EXS 496**. For example, if you plan to take EXS 496 in the Summer or Fall, you must submit the information/paperwork by the Friday before Finals Week of the Spring semester. Or, if you plan to take EXS 496 in the Spring semester, you must submit the information/paperwork by the Friday before finals week in the Fall semester.
 - **Internship Site:** Begin searching for you Internship site early. It is optimal to begin the process of searching for an Internship site approximately of three (3) months prior to the beginning of the semester in which you plan to enroll. Please note, three (3) months is optimal, but not always necessary. For example, plan early in the Fall semester by searching for a site and getting the required documents ready to be able to submit on or before the deadline so you can complete your hours during the Summer session or Spring semester. Another example, plan early in the Spring semester by searching for a site and getting the required documents ready to be able to submit on or before the deadline so you can complete your hours during the Fall semester.
 - An Excel spreadsheet with a list of approved Internship sites is provided on the EXS webpage. <http://www.wku.edu/exs/practintern.php> or directly [here](#).
 - If you **find a site not on this list** please email the Faculty Supervisor for approval. Include the name and contact information of the site along with a description of what you plan on observing. Please include a web link for the facility in your email. It is up to you to make an effort to contact the potential sites where you are interested in conducting your observation hours and follow-up, if necessary.
 - **Purchase HPSO Liability Insurance:** More information about purchasing HPSO Liability Insurance is located later in this Handbook/syllabus (page 4 below).
 - **Obtain or renew CPR/AED certification:** Additional information about CPR/AED certification is located later in this Handbook/syllabus.
- Submit Internship site information, CPR certification, and HPSO Liability Insurance to Google Forms:** use the Google link below OR click [GOOGLE FORM](#) to submit. Read the instructions carefully when submitting site information and documents using Google Forms. You must have a Google Account for this course and you will need to sign into Google to complete the EXS 496 Google Form.

To submit, you may click the link or cut and paste into to your web browser. <https://goo.gl/forms/bvg63HQszCbQjFFo1>

- Register for the EXS 496 course via Topnet when you are scheduled to register for courses during priority registration. Once you enroll in the course, you have until the Friday before Finals to submit the required information. When you are registered for the course, you understand that you will have the required documentation (Internship site, HPSO Liability Insurance, Form 1, and CPR/AED) submitted on or before the due date.

****FAILURE TO SUBMIT YOUR CPR, HPSO LIABILITY CERTIFICATE, AND SITE INFORMATION BY THE DUE DATE, MAY RESULT IN BEING DROPPED FROM THE COURSE BY THE INSTRUCTOR.**

- For the semester in which you are enrolled in EXS 496, the instructor will notify you when the **EXS 496 Internship Blackboard Course** site is available.

YOU MUST ADHERE TO THE DUE DATES TO ENSURE YOU WILL BE ABLE TO CONDUCT YOUR INTERNSHIP HOURS IN THE SEMESTER YOU PLAN TO ENROLL.

INTERNSHIP GUIDELINES

- 1) When obtaining an Internship site, it is your responsibility to inquire about their requirements for you to perform Internship hours at their facility. You are responsible for ensuring all requirements are completed before beginning your Internship hours. Not all sites have the same requirements, inquire with your site of interest to ensure you are prepared to start your Internship. When setting up your site, you will need to inquire what they require for you to be an internship student at their facility. *All required documents for the site are to be submitted to the faculty supervisor via email prior to starting your Internship hours. You may not start your Internship hours until you have completed the requirements and submitted the required documentation to the faculty supervisor. Also, be prepared to submit the required documents to your site, upon request. You are responsible for any cost associated with the internship site requirements.*

Some examples of site requirements include:

- a. Immunizations (must be current and remain up to date)
 - b. Background check
 - c. Drug Screen (you can start by contacting your Primary care physician or inquire with WKU Student Health)
- 2) Affiliation agreements with Internship Site and WKU
 - a. Does your Internship site of interest have an affiliation agreement with WKU?
 - b. Do they need / require one? Check the signed Form 1 offer letter and communicate with WKU faculty member.
 - c. One example, the Medical Center and WKU have an affiliation agreement.
 - d. Contact the faculty supervisor if your site will need an affiliation agreement. This process typically takes a great deal of time complete and will need to be initiated and completed with ample time prior to starting your Internship hours. You cannot collect hours without an affiliation agreement (if required)
 - 3) You will log 300 clock hours at your Internship site.
 - a. You may NOT start your Internship hours before the official start date of the course on Topnet.
 - b. Review the syllabus for how your grade will be affected by not completing your 300 hours. No incompletes will be given unless arranged before the start of the semester. Opportunities to pursue an “incomplete” for the internship is completely at the discretion of your WKU faculty member.
 - 4) If you intern at a site you work at or have previously worked at. The job duties of the Internship student **MUST BE DIFFERENT** from those offered previously. You are at the site to learn new skills, simply performing your already mastered skills does not make you more marketable.
 - 5) Internship students shall be subject to the work schedule of the Internship site. You understand that you will schedule your Internship hours outside of your WKU courses and that attending your Internship hours is not an excuse for missing scheduled courses during the semester. 300 hours is the minimum required for your WKU course. Your site might require more – this must be negotiated when evaluating and choosing your site.
 - 6) In case of unexpected circumstances (such as illness or emergency) affecting attendance during the Internship assignment, the student shall notify the EXS 496 Faculty supervisor and the Agency Supervisor as soon as possible.
 - 7) If you are having any issues or concerns with the site or the personnel at your site, please contact the faculty supervisor immediately. Professional expectations are a two-way street, we expect you to be professional at all times and you should expect the same from your site supervisor and professionals you are shadowing.
 - 8) Travel/lodging expenses are the responsibility of the student during the Internship experience.
 - 9) Failing to meet the qualifications set forth in this handbook may result in the termination of the Internship experience. An independent decision by the student to terminate the Internship without approval of the Faculty supervisor may result in a failing grade. Always communicate with your WKU faculty member!
 - 10) Internship students officially enrolled in the EXS 496 Internship course represent Western Kentucky University, the School of KRS, and the Exercise Science Program. Failing to meet the standards set forth in this EXS 496 handbook and the WKU student handbook may result in a failing grade and/or disciplinary action taken. <https://www.wku.edu/handbook/>
 - 11) You are required to wear an official WKU Exercise Science Polo shirt for your Internship. Typically, it will be the EXS Polo and Kakis UNLESS the Agency Supervisor requires a specific uniform for you to be able to perform the duties of your Internship. Check with your supervisor and your site mentors and ask them what they recommend/require. You are representing WKU, the EXS program, and yourself. Your professional conduct and dress should meet the highest of standards.

- 12) The University accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the Internship.

RESPONSIBILITIES AND EXPECTATIONS

INTERNSHIP STUDENT

1. To conform with the policies set forth in this manual and those pertaining to the agency staff.
2. To plan thoroughly and in advance for all assignments.
3. To do the best possible job in carrying out all assignments.
4. To submit all documentation to the Faculty supervisor in a timely fashion.
5. To prepare for periodic Agency Supervisor/Internship Student conferences.
6. To be well groomed and appropriately dressed.
7. To notify the Agency Supervisor well in advance in cases of absence from work.
8. To be prompt, tactful, friendly, courteous, and respectful to all.
9. To be present in the moment- leave your cell phone in your bag or car.
10. To consult the Agency Supervisor when confronted with problems he/she cannot satisfactorily solve by himself/herself.
11. To complete assignments and responsibilities as outlined in the "Internship Student/Agency/University Contract".
12. To represent the University in a professional manner at all times.
13. **To conform and attend to any international requirements/paperwork that must be completed if you are an international student. See your international advisor the semester before you plan to intern**

AGENCY SUPERVISOR

1. Is responsible for student's orientation to the program, the staff, and for helping the student understand the supervisor's job as it relates to the agency.
2. Will provide a job description to the student prior to the internship.
3. Will establish a schedule of experiences for the student prior to the internship. The minimum requirement consists of a weekly outline highlighting major events of each week.
4. Will evaluate the work of the student in a constructive, objective and tactful way
5. Complete a mid- and final evaluation, with comments, and submit it to the Faculty supervisor.
6. Will require the highest standards in performance of all internship work. Where serious issues arise, the Agency Supervisor will contact the Faculty supervisor for informational purposes and for assistance.

FACULTY SUPERVISOR

1. Assist intern students and placement site by providing appropriate materials and processing internship paperwork and requests.
2. Visit intern at least once. If the intern is far from campus, your instructor will telephone/teleconference with the intern and supervisor in lieu of visit.
3. Electronic communication (email, blackboard, remind) as needed throughout the internship experience.
4. Assign grades based on intern assignments, performance, and supervisor input.
5. Conduct evaluation to enhance the curriculum and internship experience, and create information exchanges to assist with career and educational opportunities.

HPSO Liability Insurance


Purchase HPSO **liability insurance**. Regardless of the semester in which you plan to enroll in Internship, proof of liability insurance is required. This insurance must be in effect throughout the entire Internship. If your selected Internship site provides insurance coverage for you do not have to purchase your own liability insurance. However, the facility must provide a signed letter stating you are covered under their policy. You are responsible for ensuring that the liability will remain current throughout all of your Internship hours. **DO NOT SUBMIT LIABILITY INSURANCE THAT EXPIRES DURING YOUR INTERNSHIP.**

The University accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the Internship.


The directions for obtaining HPSO insurance for EXS 496 Internship are:

- a) To obtain this insurance, go to www.hpso.com and click "Apply Now" at the top of the page. The click "Professional Liability Insurance Quick Quote." For question #1 enter the appropriate information; for question #2 enter "**Exercise Physiologist**"; for question #3 enter "No"; and for question #4 enter "**Student**" Click continue, and on the next page click "Online Application." (Applying on-line is much quicker than applying through the regular mail.)
- b) The rest of the form is self-explanatory. The insurance will cost approximately \$35 - \$45 and it is good for 12 months.
- c) Towards the end of the form, you will see an option that says "Sign me up for HPSO e-Billing." Under that, click YES. That will allow HPSO to email you the copy of your insurance confirmation once it is processed. Under that, where it says "Would you like to receive confirmation by fax?" click NO.
- d) After that, you will see where to enter your credit card information.

You are responsible for ensuring that you have the correct policy and that your policy will be active during the time you are performing your Internship hours. See example Certificate of Insurance below.



**HEALTHCARE PROVIDERS SERVICE
ORGANIZATION PURCHASING GROUP**
Certificate of Insurance



Print Date: 12/13/18

Example OCCURRENCE POLICY FORM

PRODUCER	BRANCH	PREFIX	POLICY NUMBER	Policy Period: From 01/01/19 to 01/01/20 at 12:01 AM Standard Time
				The Policy period must be for the entire time you are participating in the Internship.

Named Insured: Program Administered by: Healthcare Providers Service Organization
1100 Virginia Drive, Suite 250
Fort Washington, PA 19034-3278
1-800-982-9491
www.hpso.com

Medical Specialty: Exercise Physiologist Student Code: Insurance is provided by: American Casualty Company of Reading, Pennsylvania
333 South Wabash Avenue Chicago, Illinois 60604


Professional Liability \$1,000,000 each claim \$3,000,000 aggregate
Your professional liability limits shown above include the following:
 • Good Samaritan Liability • Malpractice Liability • Personal Injury Liability
 • Sexual Misconduct included in the PL Limit shown above subject to \$25,000 aggregate sublimit


Coverage Extensions		
Defendant Expense Benefit	\$ 1,000 per day limit	\$ 25,000 aggregate
Deposition Representation	\$ 10,000 per deposition	\$ 10,000 aggregate
Assault	\$ 25,000 per incident	\$ 25,000 aggregate
<small>Includes Workplace Violence Counseling</small>		
First Aid	\$ 10,000 per incident	\$ 10,000 aggregate
Damage to Property of Others	\$ 10,000 per incident	\$ 10,000 aggregate
Information Privacy (HIPAA) Fines & Penalties	\$ 25,000 per incident	\$ 25,000 aggregate

Total: \$35.63

Premium \$35.00 Surcharge \$0.63 KY LGPT Tax: Tompkinsville \$0.00 KY LGP Tax: Monroe county \$0.00
 Premium reflects student rate.

Policy Forms & Endorsements (Please see attached list for a general description of many common policy forms and endorsements.)
 G-121500-D G-121501-C GSL13424 GSL15563 GSL15564 GSL15565 GSL17101 CNA80052 CNA80051 G-123846-C16
 CNA89027 CNA64406


 Chairman of the Board


 Secretary

Keep this Certificate of Insurance in a safe place. This Certificate of Insurance and proof of payment are your proof of coverage. There is no coverage in force unless the premium is paid in full. In order to activate your coverage, please remit premium in full by the effective date of this Certificate of Insurance.

Form #: G-141241-B (3/2010) Master Policy: 188711433

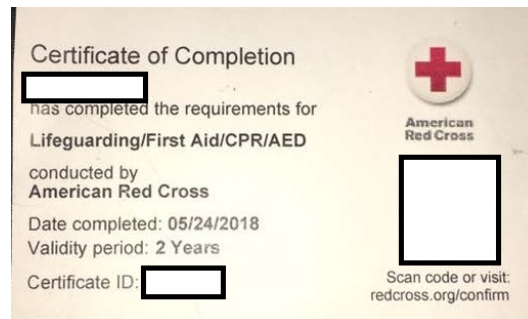
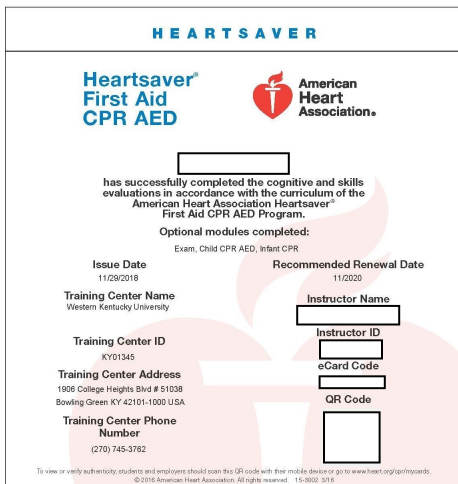
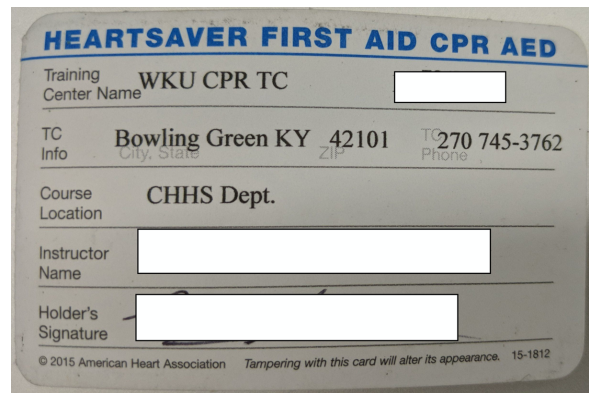
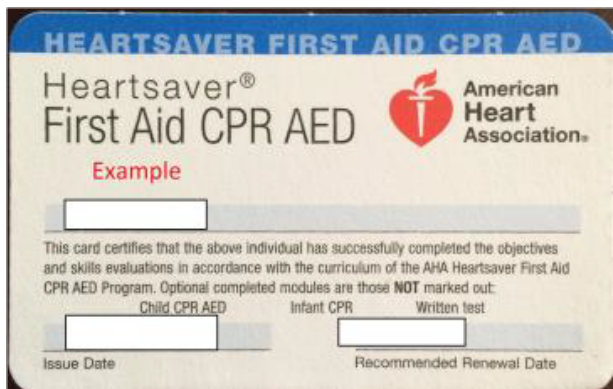
CPR/AED Certification

You must have your current **CPR/AED certification** and keep your certification current throughout your Internship and throughout the Exercise Science program. Safety certification is recommended, but not required. American Heart Association or American Red Cross certifications are acceptable. Failure to maintain current CPR/AED certification could result in a failing grade for the course. CPR/AED re-certifications and certifications are offered on campus by Dr. Whitley Stone (whitley.stone@wku.edu). For more information click <http://www.wku.edu/exs/practintern.php>

Some examples of CPR certification cards

Front of card

Back of card



DRESS CODE

For the dress code, you are required to wear an official **WKU Exercise Science Polo shirt**, with logo for your Internship UNLESS your Agency Supervisor requires another uniform. Here are the steps for you to purchase a shirt.



1. BlueCotton. Address and Phone number can be located via the web address below. <https://www.bluecotton.com/helpcontact.html>
2. You will purchase a Black Polo with the UNDERGRADUATE EXERCISE SCIENCE logo for *around* \$26.00 + tax. The shirts are very nice! ASK FOR THE UNDERGRADUATE EXERCISE SCIENCE LOGO! Do not order the Master's Kinesiology program logo. These shirts are REQUIRED for your Internship experience as well, so you will have to purchase one eventually.
3. You are representing WKU, the EXS program, and yourself. Your professional conduct and dress should meet the highest of standards. Comfortable shoes are fine---no flip flops or sandals.

Check out the shirts here: <https://www.bluecotton.com/proof/proof14647-EX.jpg>

Close up: <http://www.bluecotton.com/proofs13/Aug/116710wkuexerciscUNDERGRADPROOF.jpg>

Here is a sizing chart: <http://shop.russellathletic.com/info/sizeGuide>

PROGRESS REPORTS

DUE DATES WILL BE POSTED ON **BLACKBOARD** COURSE PAGE

To keep the Faculty Supervisor up-to-date (and you accountable) in staying on top of your weekly time sheets / hours logged and your weekly reflections on your Internship experience, you will be required to **submit weekly reports and update your portfolio** throughout your 300 Internship hours. These weekly reports will be found on Blackboard and will also prompt you to build your bulb portfolio website.

For these assignments, you will upload the following to your bulb page:

- Your weekly time sheets / hours logged (with a running tally of hours completed). You will make your own time sheet, unless your site provides one for you.
- Your weekly reflections which should include specific details of each week and what you have learned and what you able to experience by observing. Include the good the bad and the ugly... You are there to observe and to get a better idea of the day to day responsibilities of the career you are observing. Your weekly reflections should include an image of you at your site. Details and guidelines will follow.

These do not have to be the final versions of these documents. Eventually, final versions of these documents will need to be included in your portfolio. The Progress Reports should simply be "works in progress."

Blackboard Portfolio Requirements

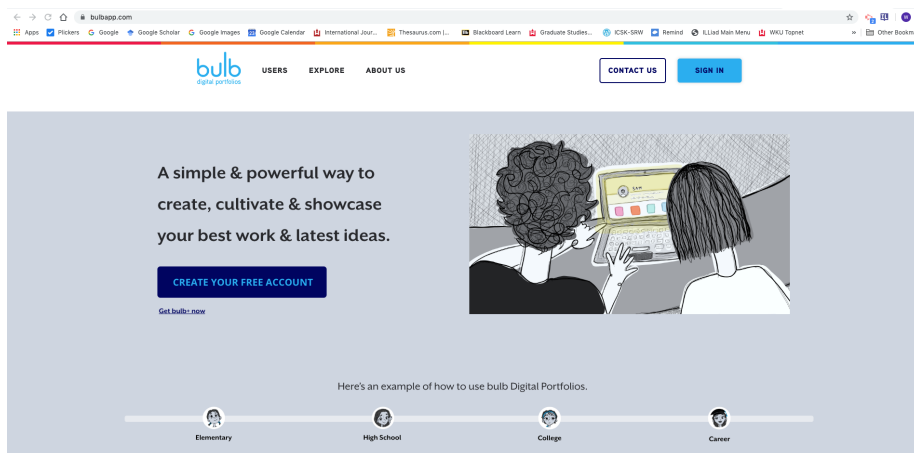
Due date will be posted in the **Blackboard** course page

You will need to submit a portfolio by sharing a link to your Bulb site (See Blackboard Assignment for Instructions). At the end of the semester, you are required to submit an extensive portfolio of your experience via Blackboard. Your grade comes from both your on-site Agency supervisor's evaluation of you and from your portfolio. **YOU NEED TO PUT A GREAT DEAL OF EFFORT INTO YOUR PORTFOLIO** and ensure that you clearly validate your experience and how it has further established your realistic goal to pursue your career choice or how it has directed you in a positive manner toward some career path. Each of the assigned documents in the portfolio need to look very professional and organized.

Instructions for What to Include in your Portfolio.

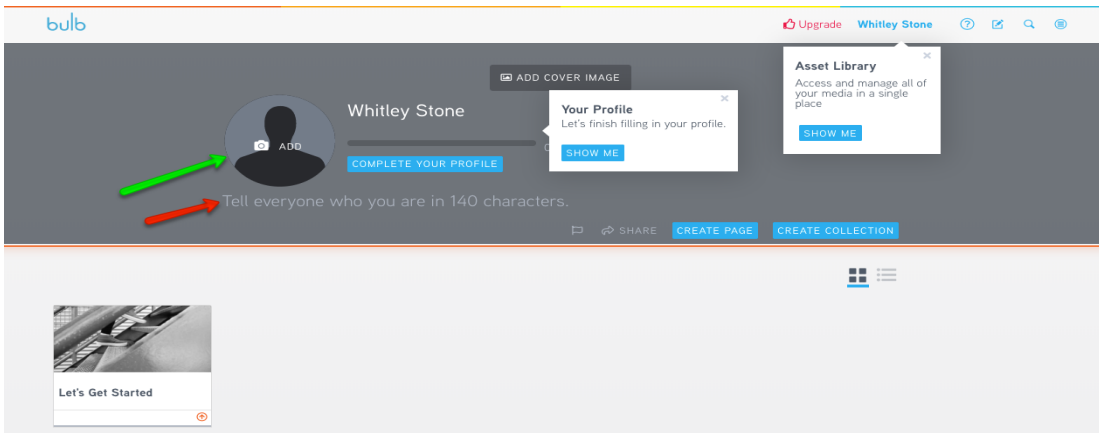
Follow the instructions and troubleshooting guide on Bulbapp.com. The brief tutorial below will get you started.

1. Start by creating a bulb account.

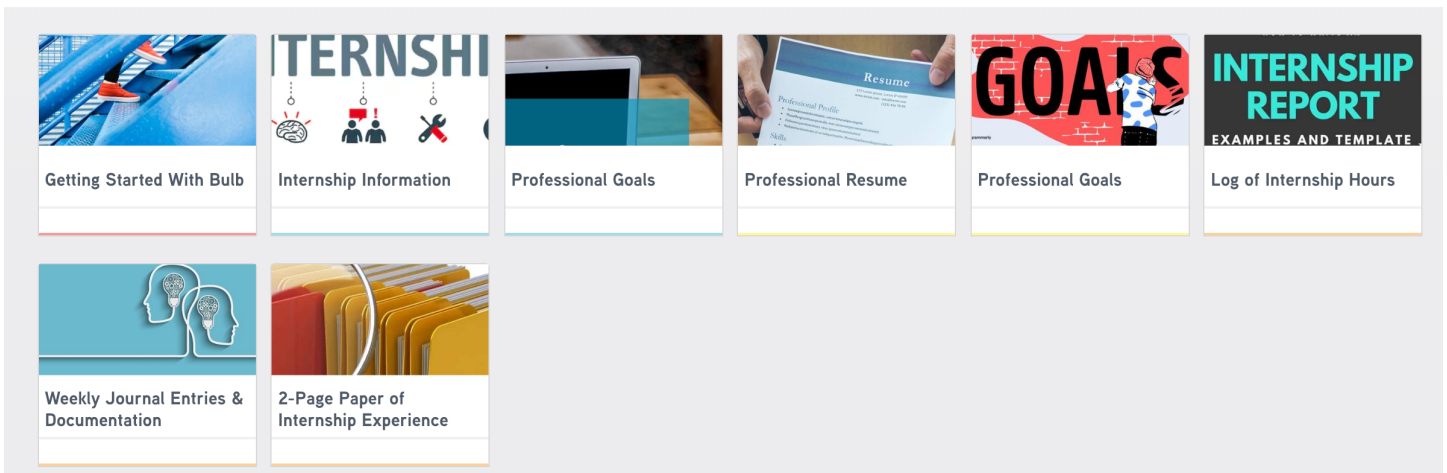
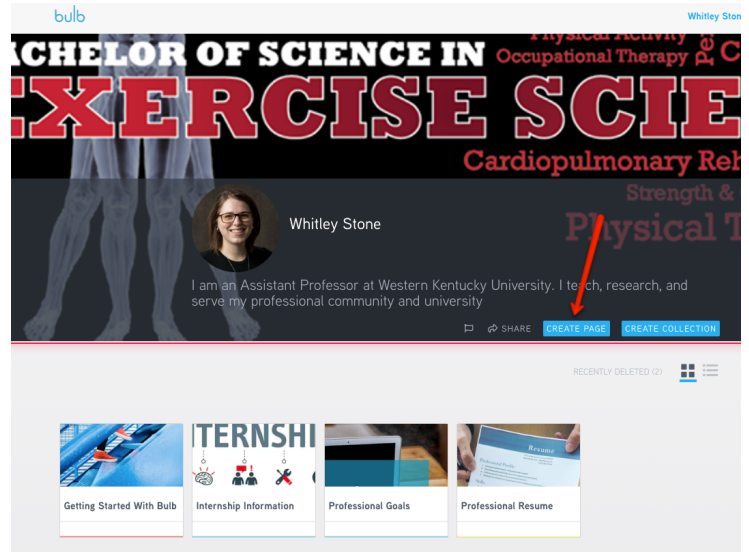


2. Once an account has been created, consider following any tutorials the platform offers. You are WELCOME to improve upon your instructor's bulb page!
3. Update your header information by telling us who you are and adding a professionally appropriate photo

A screenshot of the Bulb 'Create New Account' form. The form is titled 'Create New Account' with the subtitle 'or Sign In to Your Account'. It offers three social login options: Google, Microsoft, and Clever. Below these are fields for 'FIRST NAME' and 'LAST NAME', an 'EMAIL' field, a 'USERNAME' field with a URL 'https://www.bulbapp.com/' next to it, and 'PASSWORD' and 'CONFIRM PASSWORD' fields. A red arrow points to the 'YOUR ROLE' dropdown menu, which is currently set to 'Student'. Below that is a 'DATE OF BIRTH' field. A green arrow points to the 'INSTITUTION NAME' field, which contains 'Western Kentucky University'. At the bottom, there are two checkboxes: 'I want resources and information to get started on bulb.' and 'I agree to the Terms of Use and Privacy Policy.' A 'CREATE ACCOUNT' button is at the very bottom.



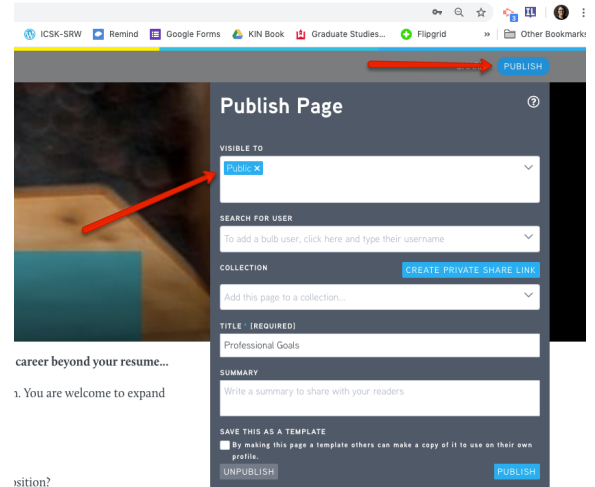
4. Start creating content pages titled:
 - a. Internship Information
 - b. Professional Goals
 - c. Professional Resume
 - d. Log of Internship Hours
 - e. Weekly Journal Entries & Documentation
 - f. 2 Page Paper of Intern Experience



5. Minimal Page Requirements

- a. Title Matching #4's list
- b. Header Picture
- c. Content addressing respective page requirements (outlined below)

6. When publishing, make sure to publish **each page** publicly



Bulb Page Required Content

1. Internship Information

- a. Please add a high-quality picture of yourself at your internship site. In the photo, you should:
 - i. Be wearing either your Exercise Science polo or the required attire/uniform for your internship site.
 - ii. Have the facility in the background of the picture.
 - iii. Have someone take the photo for you (no selfies)
- b. Tell Me Information About Your Site:
 - i. Name of the facility and its physical address:
 - ii. Name of your coordinator or site supervisor:
 - iii. Phone number for your coordinator or site supervisor:
 - iv. Email for your coordinator or site supervisor:

2. Professional Goals

- a. This is your chance to express what you want to do with your career beyond your resume...
- b. Here are a few prompts you should use to start the conversation. You are welcome to expand beyond this list:
 - i. Are you going to start a job or do you have a job lined up?
 - ii. Are you going to start a graduate program?
 - iii. Have you applied for a job? If so, where and what is the position?
 - iv. Have you applied to a graduate program?
 - v. Are you going to take any professional certification exams?
 - vi. What has your internship done to help you pursue your professional goals?
 - vii. What are your short- and long-term professional goals?
 - viii. Now that you are going to be an Exercise Science graduate, where do you plan to be in 5-10 years professionally? Geographically?
 - ix. What did you plan to do professionally when you enrolled at WKU?
 - x. Have you decided to do something different for, career wise, after graduation? What is your career path now?
 - xi. If you plan to do something different (not directly related to Exercise Science, that is great! tell me about it...)
 - xii. Feel free to add any additional details, tell me your story...

3. Professional Resume

- a. Research the various resume templates and create a well-organized resume that represents your academic and professional experience. You will continue to update your resume throughout your academic and professional career. Put time and effort into submitting a resume that you would submit for a job or for a graduate program.

- b. After uploading your resume document, write a comment that includes your permanent email address and social media handles.
4. Professional Goals
- a. Take time to eloquently describe your short- and long-term goals. Tell us what you specifically want to do professionally upon graduation.
 - b. Prompts will be provided by your instructor. Use those prompts to get you started- you do not have to answer all the prompts and you can address other topics not specified. This is your chance to tell us your story and dreams.
5. Log of Internship Hours
- a. You need to record your daily internship hours and keep a running tally. You should keep your site supervisor informed of your hourly progress along with your WKU faculty member. Post images or PDFs here to document your weekly progress.
 - b. You can use Word or Excel to document your time. If your site provides a time sheet, use it!
6. Weekly Journal Entries & Documentation
- a. Your internship will be full of memorable experiences that may escape your recollection if you don't write them down!
 - b. You will answer prompts through Blackboard reporting *quizzes*, but take this opportunity to do a video/photo journal of your experiences at your site. Provide a short (2-3 sentences) descriptions of your images.
 - c. This is a very short example of what a Week 1 report might look like:
 - i. Week 1: Date X-Y- # hours collected
 - ii. "This week I went through orientations at my site. My orientation was delivered by my site supervisor and a new hire at their facility. I learned about general expectations, code of conduct, and what my daily responsibilities would be. My site supervisor was very approachable and welcoming to my observation and I think I'll have a chance to learn a lot from this semester!"



- d. Take time to record your experiences here in visual form!

- e. Include evidence of anything in which you participated, programs you designed, classes you taught, activities that went on during your time at the Internship site.
- f. Include pictures, video, scanned in documents etc. -- add as much as you would like!
- g. Examples include: pictures/video* of the facility, pictures of you performing your responsibilities, video interview of your supervisor or clients, treatment plans, brochures, exercise prescriptions, etc. Make sure to give us a description of what the photo/video reflects!
- h. Please take a look at the bulb video tutorial for adding video and pictures to your bulb Internship portfolio.
- i. *Please follow all facility guidelines in regards to taking pictures and video in regards to patient privacy and HIPPA regulations. Ask your supervisor about the policy and what is acceptable in regards to taking pictures or videos before attempting to do so.
 - i. You DO NOT have to have a client/patient in the picture.

7. 2-Page Paper of Internship Experience

- a. This is a Final Synopsis of Your Internship Experience
- b. Include a two-page paper summarizing your experience (i.e. why you chose that particular site, what you liked/disliked, what you learned, whether that particular type of job still interests you as a potential career path, etc.).
- c. Upload a Word or PDF document to your bulb site. Keep in mind that a future employer may read this as an example of writing. Make sure you are presenting yourself in the best possible way!

Offer Letter from Internship Site

To be completed by site supervisor

Date Completed: _____

Student Name: _____

Start and end dates of internship: _____

Number of hours per week to be worked _____ (cannot exceed 40hr/week)

Address of Internship Site: _____
Street City State Zip

Brief description of duties to be performed:

Does this site need an affiliation agreement completed? ____ Yes or ____ No

- If “yes” who should we send the affiliation agreement to?

- Name: _____
- Title: _____
- Email: _____
- Phone: _____

We agree to cooperate with Western Kentucky University in achieving the curricular purposes of the training for this student. If any questions or concerns should arise, I will reach out to the student’s WKU instructor as soon as possible.

Signature of Site Supervisor

Printed Name of Site Supervisor

Western Kentucky University Student Handbook

Academic Misconduct: All acts of dishonesty in any work constitute academic misconduct. In the event of academic misconduct, the student(s) will receive a failing grade (“F”) for the course, and may be reported to the University Disciplinary Committee. You must do your own work for **all** of the assigned material for this course. Any submitted work for the course that is not your own, plagiarized from another student, or not completed by you will result in immediate and extreme disciplinary action. Do not risk your academic career by cheating in any way during this course.

Please take a moment to read the Western Kentucky University code of student conduct. The student handbook provides information regarding academic dishonesty, academic integrity, academic dishonesty, plagiarism, cheating and other types of dishonesty. It is expected that you will conduct yourself in a manner that is consistent with classroom and university policies and procedures. Failure to do so will result in the necessary disciplinary action through the college, department and/or university. I encourage you to get a copy of the WKU Undergraduate catalog and WKU Student Handbook and review **all** of the student guidelines. Please refer to the link for the most up to date handbook and WKU Student Handbook. <https://www.wku.edu/handbook/> <https://www.wku.edu/undergraduatecatalog/>

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU’s Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at

https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

*Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are “Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.*

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.