

HSES Internship Packet Part I

**Community Health
Exercise Science
Sport Management**

**Department of Health, Sport, and Exercise Sciences
School of Education
The University of Kansas
Lawrence, Kansas 66045**

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THE HSES INTERNSHIP EXPERIENCE

The purpose of the Department of Health, Sport, and Exercise Sciences' (HSES) Internship program is to provide students at the University of Kansas with an opportunity for practical experience in an Agency of organization, which is involved in providing services in their related fields. The HSES Internship experience is a unique opportunity to simulate the type of employment that is in the Student's area of interest. The difference between employment and the Internship is that the Student maintains affiliation with the University during the experience. This affiliation serves to protect and provide the Student with feedback regarding progress during the Internship. The Internship is an active learning experience, which enables the Intern Student to gain practical experience in areas of administration, planning, and leadership, under the supervision of both a qualified Internship Agency Supervisor and a HSES Internship Supervisor. The Internship augments academic experiences by helping to bridge the gap from the academic present to the professional future.

The HSES Internship experience involves a three-way partnership between the University of Kansas, the Student Intern, and the Internship Agency. Each party assumes specific responsibilities and functions which, when combined, lead to valuable benefits for all partners.

GRADING CRITERIA

The grading criteria for the Internship will be announced by your HSES Internship Supervisor. An A, B, C, D, F, or I grading scale is used with a plus/minus option.

INTERNSHIP ORGANIZATION

Internship Coordinator: The HSES Department Faculty Member responsible for the overall coordination of the Department's Internship program. This includes planning and conducting Internship program meetings, contact with Internship Agencies, insuring the expeditious processing of written documentation, establishing a schedule for site visits to Internship Agencies, and assigning each Student Intern to an Internship Supervisor.

Internship Administrator: An HSES Department Staff Member who assists the Internship Coordinator by providing administrative support for all aspects of the Internship program.

Internship Supervisor: Two HSES Department Faculty Members responsible for providing guidance, direction and supervision for Student Interns. Supervisors maintain close contact with the Internship Agencies and attempt to visit each Agency/Intern once during each Internship period (Spring, Summer, Fall). Interns will be assigned to Supervisors by program area (Exercise Science, Community Health, and Sport Management) with as equitable distribution as possible.

Internship Agency: The organization or business in a health, sport management, and exercise science field that is hosting/sponsoring an HSES Student Intern or Interns.

GENERAL POLICIES

The HSES Internship is designed to permit the Student Intern an opportunity to relate previous classroom and practical experience to actual, full-time situations under the supervision of a qualified professional. Internships are limited to Agencies within a 50-mile radius of the University of Kansas. Out-of-state Internships or other Internships beyond a 50-mile radius, are permitted by petition only (*see #5 in "Specific Policies" below*). The University of Kansas will have evaluated the Internship Agency for the appropriateness as an Internship site and prepared the Agency-University agreement. **THE INTERNSHIP AGENCY INVOLVED MUST SIGN THE HSES DEPARTMENT CONTRACT BEFORE THE STUDENT INTERN IS ALLOWED TO BEGIN THEIR INTERNSHIP.**

The Student Intern will secure the names of the Internship Agencies he/she wishes to approach concerning an Internship, submit an application, interview with the Agency(ies) which is (are) recommended by the University, and perform all other duties as agreed upon in the Pre-Internship administrative requirements. The Internship is to take place after the completion of all normally scheduled academic courses. Community Health majors are required to complete 560 hours (14 credit hours) of Internship work within a 16-week period (35 hours per week) with experiences supervised jointly by the consenting Internship Agency and the University of Kansas. Exercise Science and Sport Management majors are required to complete 600 hours (15 credit hours) of full-time Internship work within a 16-week period (40 hours per week) with experiences supervised jointly by the consenting Internship Agency and the University of Kansas. If a Student Intern wishes to split their Internship between two consecutive semesters (either Summer-Fall or Spring-Summer), special permission and approval are required from the HSES Internship Coordinator. Because of University regulations, Student Interns are only allowed to enroll in a maximum of 9 credit hours of Internship during Summer enrollment. This must also be approved by the HSES Internship Coordinator.

The University will make the Internship Agency aware, in writing, of all University expectations, including: the scope and objectives of the Internship, the forms or evaluation instruments to be used, records to be kept, reports to be made, and the types of special projects, if any, to be done in conjunction with the Internship. Although the Internship Agency is expected to provide exposure to the total program, the Student Intern should make a specific contribution to the Agency through either a special project, or assuming full responsibilities for a segment(s) of the Agency's ongoing program. The Intern will not receive a salary for the Internship; however, the Agency may provide expense support for them if this arrangement is made in writing in advance of the enrollment date for the Internship.

The Internship Agency Supervisor and the Student Intern should negotiate a mutually convenient schedule to meet the necessary time commitment and plan to meet at least once each week for consultation. It is important to note that the Student Intern is functioning similar to an employee of the Internship Agency. As a result, the Intern is to be aware of, and adhere to, the policies and procedures of the Internship Agency, follow the Agency's calendar and schedule for holidays, vacations, and special events; and submit any required reports to the Agency Supervisor and the HSES Internship Supervisor when

requested. Unless special arrangements have been made and recorded in the signing of the agreement, the Student Intern may be expected to fulfill duties and responsibilities on holidays, weekends and/or evenings. In the event the Intern plans an extended stay at a conference or workshop, approval must be obtained from the Internship Agency Supervisor in accordance with the Agency's policy on sick and personal leave. The Intern is further expected to notify the Agency Supervisor in the case of any unexpected absence. **The Student Interns are expected to make up all absences.**

The University will arrange an evaluation meeting with the Internship Agency representative and a HSES Internship Supervisor. This meeting could be a telephone session with the Agency representative or a site visit attended by the Student Intern, the Agency representative, and the HSES Internship Supervisor. The purpose of such meetings shall be the joint evaluation of the Intern's progress toward meeting the expectations of the University, the Agency and the Intern. A copy of each evaluation report shall be filed with the University, the Internship Agency and the Student Intern.

The Internship of any Student Intern may be terminated at any time based on a joint recommendation of the Intern, the Internship Agency or the University of Kansas. Such a recommendation should be in writing and should contain the specific reason(s) for requesting termination. Any supporting documentation deemed necessary to clarify the requested action should also be included. The disposition of the remainder of the hours left in the Internship in these situations, and all other pertinent decisions about the early termination, shall be determined by the HSES Internship Supervisor. If a reduction in credit hours is a potential outcome in these situations, or the Student Intern's grade would be affected, due process procedures for the Student Interns shall be followed in accordance with the policies established by the University of Kansas and School of Education.

SPECIFIC POLICIES

- 1) Students must complete all academic coursework before beginning their Internship semester.
- 2) Students may not do an Internship in an area in which they have already had considerable experience. For example, doing volunteer work for the American Red Cross and then doing an Internship with the same organization. Another example would be completing an Internship with any agencies that the Student has been employed with in the past.
- 3) Students may not receive Internship credit for participation on an athletic team. An example of this would be a KU student who competes on the KU track team, and expects to receive academic credit for it.
- 4) Students must have a cumulative grade point of 2.75 before they are allowed to begin their Internship semester. **There are no exceptions to this rule.**

SPECIFIC POLICIES (continued)

- 5) To do an Internship beyond a 50-mile radius of campus, students must meet two criteria. First, the student must have a minimum of a 3.0 grade point average (**There are no exceptions to this rule**). Secondly, the Internship must be a unique experience that the Student Intern cannot duplicate in the local area. Examples of unique Internship experiences that have been approved in the past include: The Cooper Institute in Dallas, Texas, and the Olympic Training Center in Colorado Springs, Colorado. To be approved as an Internship site, an Agency beyond a 50-mile radius must meet this level of unique experience. (Wanting to be closer to home or the possibilities of job placement are not acceptable criteria for approving Internships beyond a 50-mile radius).
- 6) All Internship Agencies must have a signed contract with the HSES Department.
- 7) All paperwork, **Appendices B-G, Professional Liability Insurance**, approvals, and signatures must be completed by the end of the last day of class the semester prior to the Internship semester. A student cannot start their Internship until all paperwork is completed with all signatures.
- 8) Permission codes to enroll in Internship credit hours will not be given to the Student until all paperwork is completed.
- 9) **Professional Liability Insurance** must be secured and active by the first day of the Internship (*see page 18*).
- 10) Student Interns must complete their Internship in their major field. Exercise Science/Physical Therapy majors in exercise science/physical therapy, Community Health majors in community health, Sport Management majors in sport management.
- 11) Student Interns are discouraged from splitting their Internship between two Agencies. Under unique circumstances, there may be grounds for a split Internship; however, in most cases, there are serious problems with the completion and success of the experience. The HSES Internship Coordinator must approve split Internships.
- 12) Student Interns are discouraged from requesting Internships with Agencies that are not already under contract with the University.
- 13) Student Interns are discouraged from requesting Internships with Agencies where friends or family are employed.

OBJECTIVES OF THE INTERNSHIP

Student Intern Objectives:

- 1) To articulate basic philosophical concerns relating to the delivery of services.
- 2) To understand the premises on which the participating Internship Agency builds its community health, exercise science, or sport management service philosophy.
- 3) To develop techniques and skills common to practices in programs in areas such as, but not limited to: organization, communication, motivation, self-discipline, and personal interactions.
- 4) To perform in planning, leadership administrative, and in-service education capacities.
- 5) To formulate goals and objectives to be accomplished during the Internship.
- 6) To identify, plan, implement, and evaluate projects that are challenging to the Student Intern and beneficial to the Internship Agency.
- 7) To analyze the Internship Agency in a comprehensive manner; including areas such as facility operation, budget, protocol, and management technique.
- 8) To access short- and long-term individual Agency and community needs.

University Objectives:

- 1) To expand the educational process to include areas of professional application.
- 2) To provide continuing opportunity for evaluation of the Student Intern's needs, abilities, interests, and progress during the Internship.
- 3) To coordinate direct communication with professionals and Internship Agencies involved in the Internship programs.
- 4) To inform Students and Internship Agencies regarding the University curriculum, new ideas generated by the University, and current research developments relevant to the field.
- 5) To increase the cooperation between the University and servicing Internship Agencies.
- 6) To continually update the University curriculum to meet the needs of Student Interns and Internship Agencies.

Internship Agency Objectives:

- 1) To provide qualified supervisors to enhance the Student Intern's Internship experience.
- 2) To engage the Student Intern actively in all aspects of the Internship Agency's programs.
- 3) To evaluate the Student Intern's progress on a regular basis.
- 4) To maintain close contact with the HSES Internship Supervisor for the duration of the Internship period.
- 5) To provide an opportunity for increased communication and cooperation with the University.
- 6) To recommend to the HSES Internship Supervisor a letter grade on using an A, B, C, D, F, or I grading scale (may include the plus/minus system).

STUDENT INTERN RESPONSIBILITIES

(Use Appendix A: Pre-Internship Checklist for I, II, and III)

Prior to the Internship semester, each Student Intern must complete the following requirements in addition to the on-going responsibilities of the Internship.

I. Finding an Internship:

- A. Check the list of “**Active HSES Internship Sites**” and investigate potential Internships (*see “Internship Packet-Part III”*).
- B. Develop a professional cover letter and resume.
- C. If needed, meet with your HSES Internship Supervisor to review your cover letter and resume and potential Internship sites.
- D. Internships must be within a 50-mile radius of the University of Kansas unless prior approval is obtained from the HSES Internship Coordinator. If you wish to apply for an Internship beyond a 50-mile radius, complete the required petition (*Appendix D*) and submit to HSES Internship Coordinator for approval.
- E. Make personal contact via telephone to potential Internship sites of interest approximately three months prior to your Internship starting date.
- F. If an Internship Agency is accepting Student Interns during the Internship semester, they will request a submission of your application. Applications to prospective Internship Agencies should include your cover letter and resume.

II. Site Interviews with Internship Agencies:

- A. If an Internship Agency is interested in you as a potential Student Intern, they will contact you for a site interview. Internships within a 50-mile radius should be done in-person or by telephone if they are outside a 50-mile radius.
- B. Be prepared to discuss:
 - 1. Purpose of the Internship
 - 2. Philosophy of your specialized area
 - 3. Personal goals and objectives
 - 4. Reasons for selecting particular Internship sites
- C. Be prepared to ask questions about:
 - 1. What can the Internship Agency offer in learning experience
 - 2. Agency philosophy
 - 3. Possible work schedule
 - 4. Potential for jobs after completing Internship
 - 5. Emergency procedures (i.e., Blood borne pathogens)
- D. Send a “Thank You” letter to each Internship Agency within 10 days after your interview.
- E. When you have officially accepted your Internship, notify the other Internship Agencies that you have chosen an Internship elsewhere.

STUDENT INTERN RESPONSIBILITIES (continued)

III. Pre-Internship Requirements:

- A. Check your Degree Progress Report (DPR), all courses must be completed prior to the semester of your internship. See your Academic Advisor with any questions.
- B. Complete the **Academic Approval for Internship** form (**Appendix B**) and submit to the HSES Internship Administrator for approval from the HSES Undergraduate Coordinator and HSES Internship Coordinator.
- C. After **Appendix B** is approved, you will receive an email letting you know.
- D. Submit **Appendices C-G** to the HSES Internship Administrator in Robinson, Room 161 who will route them to the HSES Internship Coordinator for approval.
- E. Prepare a professional list of personal goals and objectives for the Internship experience (**Appendix C: Internship Information & Objectives**). If needed, meet with your HSES Internship Supervisor to review goals and objectives.
- F. If applicable, complete the **Petition for Internships Beyond a 50-mile Radius** (**Appendix D**).
- G. Give the **Response to Internship Application** form (**Appendix E**), the **Memorandum of Understanding** (**Appendix F**), and the **Internship Agency Information** form (**Appendix G**) to your Internship Agency Supervisor to complete.
- H. When all **Appendices** are signed by the HSES Internship Coordinator, they will be returned to the HSES Internship Administrator.
- I. Buy a **Professional Liability Insurance** plan for the duration of the Internship. (www.hpso.com, www.aahpherd.org, or www.acsm.org)
- J. **By the end of the last class of the semester prior the Internship semester:**
 - 1) Pick up your approved Internship materials from the HSES Internship Administrator;
 - 2) make **2 copies** of **Appendices B-G** and verification of **Professional Liability Insurance**;
 - 3) give one copy to the HSES Internship Administrator;
 - 4) give one copy to your Internship Agency Supervisor; and,
 - 5) retain the original copy for your records.
- K. Obtain a **Permission Code** from the HSES Internship Administrator for enrollment in the Internship course.
- L. Enroll in **HSES 499 Internship in Sport Management** (15 credits) or **HSES 580: Internship** for Community Health (14 credits) or Exercise Science (15 credits).

IV. Internship Requirements* (**see "Internship Packet-Part II"*):

- A. A 2.75 cumulative grade point average is required. (A 3.0 GPA is required to go outside a 50-mile radius).
- B. Completion of a minimum of 26 hours of 300-level or above courses is required.
- C. No other coursework can be taken during the Internship semester.
- D. Attend the required Internship meeting before the start of your Internship semester. This meeting will be announced in a separate e-mail.
- E. Meet with your Internship Agency Supervisor once a week.
- F. Submit **Weekly Activity Logs*** as directed by your HSES Internship Supervisor.
- G. Participate in the **Mid-Term Evaluation***.
- H. Participate in the **Final Evaluation***.

APPENDIX A: PRE-INTERNSHIP CHECKLIST

(Student must complete the following before the Internship begins)

- _____ 1. Completed all required program courses and have been admitted to the School of Education.
- _____ 2. Advising Tool - check your Degree Progress Report (DPR). If you have any questions see your academic advisor.
- _____ 3. Developed a professional cover letter and resume.
- _____ 4. Reviewed the list of "Active HSES Internship Sites" and selected potential Internship sites for personal contact.
- _____ 5. Contacted Internship Agencies of interest via telephone to inquire about possible internships.
- _____ 6. Confirmed that the Internship Agency(ies) of interest has/have a current contract with the HSES Department and the University of Kansas or are interested in/willing to sign a contract to become an approved HSES Internship site.
- _____ 7. Completed and submitted the **Academic Approval for Internship** form (**Appendix B**) to the HSES Internship Administrator for approval by the HSES Internship Coordinator. Use the Degree Progress Report to fill out this form.
- _____ 8. Submitted cover letter and resume to Internship Agencies accepting applications.
- _____ 9. Interviewed in-person with Internship Agencies within a 50-mile radius or by telephone with Internship Agencies outside a 50-mile radius.
- _____ 10. Sent "Thank You" letters to all Internships Agencies where I interviewed.
- _____ 11. Acquired an Internship with an approved HSES Internship Agency.
- _____ 12. Notified the other Internship Agencies where I interviewed that I have chosen an Internship elsewhere.
- _____ 13. Received notification that **Appendix B** has been approved and my graduation check has been sent from the School of Education.
- _____ 14. Completed and submitted the **Internship Information & Objectives** form (**Appendix C**) to the HSES Internship Administrator for approval by the HSES Internship Coordinator.

(continued on next page)

APPENDIX A: PRE-INTERNSHIP CHECKLIST

- _____ 15. *IF APPLICABLE*: Completed and submitted the **Petition for Internships Beyond a 50-mile Radius (Appendix D)** to the HSES Internship Administrator for approval by the HSES Internship Coordinator.
- _____ 16. Provided the **Response to Internship Application** form (**Appendix E**), the **Memorandum of Understanding (Appendix F)**, and the **Internship Agency Information** form (**Appendix G**) to my Internship Agency Supervisor for completion and returned them to the HSES Internship Administrator for approval by the HSES Internship Coordinator.
- _____ 17. Secured a **Professional Liability Insurance** plan for the duration of my Internship.
- _____ 18. Received notification from the HSES Internship Administrator that **Appendices C-G** have been approved and are ready for pick-up.
- _____ 19. Picked up my approved Internship materials from the HSES Internship Administrator.
- _____ 20. Made **2 copies** of **Appendices B-G** and verification of **Professional Liability Insurance**.
- _____ 21. Gave one copy of **Appendices B-G** and verification of **Professional Liability Insurance** to the HSES Internship Administrator.
- _____ 22. Gave one copy of **Appendices B-G** and verification of **Professional Liability Insurance** to my Internship Agency Supervisor.
- _____ 23. Retained the original copy of **Appendices B-G** and verification of **Professional Liability Insurance** for my records.
- _____ 24. Obtained a **Permission Code** from the HSES Internship Administrator for enrollment in the Internship course.
- _____ 25. Enrolled in **HSES 499 Internship in Sport Management** (15 credits) or **HSES 580: Internship** under the appropriate line # in your area of specialization: Community Health (14 credits) or Exercise Science (15 credits)

**APPENDIX B:
ACADEMIC APPROVAL FOR INTERNSHIP**

(Student Intern to complete & submit to HSES Internship Administrator in 161 Robinson for approval)

Internship request for (Semester): _____ (Year): _____

Name (Last, First): _____ Today's Date: _____

KU Home Address: _____

KU Phone Number: _____ Email: _____

Permanent Address: _____

Permanent Phone Number: _____

KU Advisor: _____

KU ID Number: _____ Program Major: _____

This section is to be completed by the STUDENT before placement can be made. To complete the section below you need to generate a New Degree Progress Report (DPR) Checklist. Not having all courses completed (including correspondence courses) by the Internship semester may prevent the student from enrolling in HSES 499/580: Internship.

Total Hours Completed (All Colleges): _____

Accumulated GPA: _____ (minimum 2.75 at beginning of Internship semester; 3.0 is required to go beyond a 50-mile radius).

Completion of all required courses by the end of current semester: _____ (yes) _____ (no)

If No, list courses by Department, number, location and semester enrolled: _____

Completion of all "Incompletes," correspondence/independent study courses: _____ (yes) _____ (no)

If No, list courses by Department, number, location and semester enrolled: _____

NOTE: Obtain the signatures below in the order of listing:

Approved: _____
HSES Undergraduate Coordinator Date

Approved: _____
HSES Internship Coordinator Date

**APPENDIX C:
INTERNSHIP INFORMATION & OBJECTIVES**

(Student Intern to complete & submit to HSES Internship Administrator in 161 Robinson for approval)

Name: _____

Address: _____
(During Internship)

Circle the course enrolled in: HSES 499 (Sport Management) or HSES 580 (Health or Exercise Science)

Number of credits enrolled in _____ Fall or Spring or Summer (Circle One)

Your objectives of the Internship are:

- 1.
- 2.
- 3.

Location of the Internship: (Agency) _____

(Address) _____ Phone: _____
(Street) (City) (State, Zip)

Supervisor: _____ Title: _____ Email: _____

Internship Agency Website: _____

NOTE 1: This form must be completed prior to the Internship experience and will be shared with the site and contact person to facilitate communication. It will be kept on file in the office of your HSES Internship Supervisor during and after the Internship.

NOTE 2: A log of hours must be kept and approved by the contact person at the Internship site. This log must be turned in to your HSES Internship Supervisor prior to the end of the semester involved and prior to the final examination period. Your HSES Internship Supervisor will contact the Internship Agency Supervisor to determine the quality of the experience prior to assigning the final Internship grade.

For the period of: Fall or Spring or Summer (Circle One)

Starting Date: _____ Ending Date: _____ Graduation Date: _____
(First day of semester classes) (Last day of semester classes)

HSES Internship Supervisor: Dr. Bernie Kish Sarah Clopton Dr. Leon Greene
(Circle One)

Special Consideration:

Approved: _____ Date: _____
HSES Internship Coordinator

**APPENDIX D:
PETITION FOR INTERNSHIPS BEYOND A 50-MILE RADIUS**

(Student Intern to complete & submit to HSES Internship Administrator in 161 Robinson for approval)

Out-of-state Internships or Internships beyond a 50-mile radius of the University of Kansas will only be granted if the following criteria are met. Place a check mark in front of all criteria that you have met below.

- _____ 1. I have completed all my Internship responsibilities as previously stated.
- _____ 2. I have an overall cumulative GPA of 3.0. **There are no exceptions to this rule.**
- _____ 3. I have demonstrated a willingness to acquire the necessary experience in the field by volunteering for related work in the community, or had a significant full- or part-time work experience in the area, and attended professional conferences and workshops.
- _____ 4. This Internship is a unique experience that I do not have access to in the local area.
- _____ 5. The Internship Agency is an approved site for an Internship. I will be supervised directly by a professional in my respective field.
- _____ 6. The Internship Agency is willing to sign the HSES Department Contract.

Rationale for completing an Internship beyond a 50-mile radius: (Write in space below)

Please sign below if you approve of the Student Intern's petition for an Internship beyond a 50-mile radius of the University of Kansas.

Student Intern

HSES Internship Coordinator

**APPENDIX E:
RESPONSE TO INTERNSHIP APPLICATION**

(Internship Agency & Student Intern to complete & Student Intern to return to HSES Internship Administrator)

Internship Agency: We, _____ (Agency), do hereby accept the application of _____ (Student), to serve as a Student Intern in our Agency. The above named Student should report to: _____ (place) at _____ (time) on _____ (date) to begin the Internship.

The Student Intern's Agency Supervisor will be:

Supervisor's Name: _____ Title: _____
Phone Number: _____ Email Address: _____
Internship Address: _____

The following special arrangements have been made for this Student Intern:

Expense Support: _____

Is the Student Intern covered by **your** Professional Liability Insurance: _____ (yes) _____ (no)
(If "YES" - **please** attach proof of insurance)

Signature: _____ Date: _____
Internship Agency Supervisor

Internship Agency: _____

Student Intern: I, _____ (name) understand the conditions of my Internship as outlined in this document and agree to abide by the conditions set forth.

Date: _____ Signature: _____ KU ID: _____
Student Intern

University: We approve the placement of the above Student Intern at the Agency listed.

Signature: _____ Date: _____
HSES Internship Coordinator

INTERNSHIP AGENCY INFORMATION

Becoming an Internship Site: There are two ways for a business or organization to become a sponsoring Internship Agency in the University of Kansas Internship program. An Internship Agency may request a Student Intern or a Student Intern may approach the Agency. In either case, certain guidelines must be followed for the Agency to be placed on the "active list" for potential HSES Internship sites.

The first step of involvement is to make contact with the appropriate HSES Internship Supervisor. This can be done by direct appointment, telephone, mail, e-mail, or through a potential Student Intern. This contact will initiate the communication that must follow. The interested Internship Agency should be ready to explain the nature of their programs as well as the anticipated role in which an Intern may be placed. The willingness to share information about an Agency's staff, organization, or other related areas is essential. Once contact is established, the Agency will be supplied with an HSES Department Internship contract, which must be completed and returned to the HSES Department's Internship Coordinator. If the Agency has signed the contract, then students may apply for an Internship with the Agency involved. This process takes approximately four to six weeks to complete. Approval of the contract allows the Agency to be placed on the "active" list of potential HSES Internship sites.

Selection of Student Interns: It is very important to remember that being placed on the "active" list of HSES Internship sites does not guarantee that an Agency will receive Student Interns. Student Interns determine which Internship Agencies they would like to investigate. It may be that one semester yields no interested Interns and the next semester brings in three or four applicants. At no time is an Internship Agency required to accept a Student Intern. The Agency has the right to review applications and reject any applicant.

If a student is interested in an Agency as a potential Internship site, they will contact the Internship Agency via telephone and send a letter of intent and resume upon request. Students should interview with the Agency before both parties agree to a placement. Once the Student Intern and Internship Agency agree to a placement, the Agency will be provided with and complete the following forms related to the HSES Internship: **Response to Internship Application** form (**Appendix E**), **Memorandum of Understanding** (**Appendix F**), and **Internship Agency Information** form (**Appendix G**).

Professional Liability Insurance: If the Internship Agency is providing Professional Liability Insurance for the Student Intern, it is requested that it be the same type of health-accident workman's compensation and liability insurance provided to employees who have comparable assignments. The University requires that Student Interns be covered with Professional Liability Insurance prior to the start date of their Internship. Student Interns may be asked to supply their own Professional Liability Insurance which is an added cost to them. Consequently, they may seek out those Agencies which can supply the most benefits. If the Student Intern needs to supply his/her own Professional Liability Insurance, the Healthcare Providers Service Organization (HPSO-www.hpso.com), American College of Sports Medicine (ACSM-www.acsm.org) and the American Alliance for Health, Physical Education, Recreation, and Dance (AAHPERD-www.aahpherd.org) have excellent plans.

Internship Agency Supervision: The cooperating Internship Agency must designate a member of its administrative or supervisory staff as the Internship Agency Supervisor of the accepted Student Intern. The Internship Agency Supervisor will serve as the contact person for both the Student Intern and the University.

HSES Department Supervision: Each University of Kansas HSES Student Intern will be under the supervision of a HSES Internship Supervisor. The HSES Internship Supervisor will work to coordinate the relationship between the Student Intern, Internship Agency, and the University and will always be ready to assist in enhancing the working relationship between these three parties.

Mid-term & Final Evaluations: On two occasions during the Internship (approximately the 8th and 15th weeks), the Internship Agency Supervisor and the Student Intern, along with other staff members, if desirable, will complete an evaluation of the Intern. The Student Intern will provide the official HSES evaluation forms to the Internship Agency. However, these may be replaced with other forms mutually agreed upon by the Agency and the HSES Internship Supervisor. These, in turn, will be returned to the HSES Internship Supervisor. The goal of these evaluations is to provide the Student Intern with feedback, to identify his or her strengths and weaknesses, and to provide the Intern with an opportunity to improve professional performance. The outcome of these evaluations will have a direct bearing in the grading of the Student. On the basis of these evaluations, written reports, an on-sight visit, and recommendations by the Agency Supervisor, a letter graded A-F (may include plus/minus system) will be assigned by the HSES Internship Supervisor.

Site Visits: To assist with the Internship process, the HSES Internship Supervisor will visit the Internship Agency on at least one occasion during an Internship semester and an additional telephone session may also be employed. In the case of Agencies outside of a 50-mile radius, contacts will be made by telephone, mail, or e-mail. Time will be spent with the Internship Agency Supervisor, Student Intern and if desirable, other members of the staff. If convenient and practical, the Student Intern should assume a customary leadership role for the HSES Internship Supervisor to observe.

Other Concerns: Student Interns are expected to carry out all duties necessary to complete a given assignment. This often involves menial, or errand-type jobs that are frequently a part of the task. Interns should be given no more than the usual employee's share of such tasks.

The Internship Agency is expected to provide transportation, or compensation for the use of a personal car, when unusual travel is involved in executing assignments. At no time are Student Interns permitted to transport program participants or employees in their personal vehicle. Please refrain from placing Interns in this situation.

In summary, the Student Intern is expected to be a creative thinker and to be alert for ideas to enhance or improve a program, facility or system. They should be treated as an employee of the Agency, subject to the same considerations, rules, and regulations. If at any time, there are questions regarding the Internship, the Internship Agency Supervisor or Student Intern may contact the HSES Internship Supervisor.

**APPENDIX F:
MEMORANDUM OF UNDERSTANDING**

(Internship Agency & Student to complete & Student will submit to HSES Internship Administrator)

THE INTERNSHIP AGENCY AGREES:

- 1) to designate a staff member as an Internship Agency Supervisor who will be responsible for the planning and implementing the Internship experience. The staff member so designated shall meet the criteria established jointly by the University and the Agency for supervising Student Interns;
- 2) to provide the Internship Agency Supervisor with time to plan and implement the Internship experience including, when feasible, time to attend relevant meetings and conferences;
- 3) to provide the physical facilities and equipment necessary to conduct the Internship;
- 4) to have available a written description of the Internship being offered;
- 5) to advise the University of any changes in its personnel, operation, or policies which may affect the Internship experience;
- 6) to determine and notify the University of the number of Student Interns which it can accommodate during a given period of time;
- 7) to provide the assigned Student Intern, whenever possible, with use of library facilities and reasonable study and storage space;
- 8) to provide the assigned Student Intern t with a copy of the Agency's existing pertinent rules and regulations with which the Intern is expected to comply;
- 9) to make available, whenever possible, emergency health care for the assigned Student Intern (the Intern is to be otherwise responsible for his or her health care);
- 10) to evaluate the performance of the assigned Student Intern on a regular basis using the evaluation forms supplied by the University;
- 11) to forward the completed evaluation to the University within one (1) week following conclusion of the Student Intern's Internship;
- 12) to advise the University at least by mid-term of any serious deficiency noted in the ability of the assigned Student Intern to progress toward achievement of the stated objectives of the Internship experience (it then becoming the mutual responsibilities of the assigned Student Intern, the Internship Agency Supervisor, and the HSES Internship Supervisor to devise a plan by which the Intern may be assisted to achieve the stated objectives);
- 13) to have the right to remove the Student Intern from its facilities if they are not acting in accordance with applicable Agency policies and procedures;
- 14) to make any recommendation that a Student Intern be terminated from the Internship to the HSES Internship Supervisor, in writing, and to work with the HSES Internship Supervisor to resolve the situation;
- 15) to support continuing education, professional growth, and development of those staff who are responsible for Student Intern supervision; and
- 16) to inform the University of the Internship Agency's requirements of acceptance.

(continued on next page)

**APPENDIX F:
MEMORANDUM OF UNDERSTANDING**

In witness whereof, the University and Internship Agency have caused this agreement to be signed by their respective administrative officers.

Agency: _____

Department of Health, Sport, and
Exercise Sciences
Room 104, Robinson Center
University of Kansas
Lawrence, KS 66045

Address: _____

Internship Agency Supervisor

HSES Internship Coordinator

Date: _____

Date: _____

THE ASSIGNED STUDENT AGREES:

1. To purchase and maintain at his/her own expense Professional Liability Insurance with limits of \$1 million per event and \$3 million annual aggregate. A certificate of insurance shall be provided to Internship Agency prior to beginning the Internship experience; and a copy shall be provided to the University.
2. To comply with Internship Agency's policy regarding confidentiality or Agency records and patient medical records.

Internship Agency Supervisor

Student Intern

Date: _____

Date: _____

**APPENDIX G:
INTERNSHIP AGENCY INFORMATION**

(Internship Agency to complete & Student to submit HSES Internship Administrator for approval)

Please complete the following information:

Internship Agency: _____ Date: _____

Address: _____ Phone _____

Internship Agency's Supervisor(s):

(1) Name: _____ Title: _____

(2) Name: _____ Title: _____

(3) Name: _____ Title: _____

Internship Agency Description: (Include items such as type of Agency setting, population served, number of personnel, facilities and program summary.)

Number of Student Interns accepted per semester: _____

Internship Program Description: (Might include requirements, goals and objectives, examples of possible areas of involvement, expectations, and application procedures.)