

The University of West Florida  
Department of Health, Leisure and  
Exercise Science

**Exercise Science**  
**Student Internship**  
Manual and Guidelines



*The American College of Sports Medicine has endorsed the curricula for the University of West Florida's undergraduate Exercise Science Program. This curriculum covers the knowledge, skills, and abilities expected of an ACSM Health/Fitness Instructor®.*

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INTERNSHIP PROCEDURE CHECKLIST  
“WHAT DO I NEED TO DO WHEN?”

1. Attend the Exercise Science Internship Advisory meeting to be held during the end of both the Fall and Spring semesters. You will be notified via e-mail about the exact date and place of the meeting so please make sure to check your student account regularly. Although you should plan on attending the Internship Advisory meeting prior to your last semester or once you have reached 100 semester hours, you can attend the advisory meeting anytime throughout tenure at UWF.
2. Prior to registering for an internship you must have completed 3 of the following 4 classes:
  - PET 4310/L      Mechanics of Human Motion
  - PET 3351/L      Exercise Physiology
  - PET 4383C      Physiological Basis of Strength Training
  - PET 4380C      Exercise Testing and Prescription
3. Choose an internship site and make contact with that agency (call the agency first to arrange for an interview); if you do not have a specific site in mind, the Internship Committee can help you with a list of internship sites available.
4. Have the internship contract signed by you and your agency representative (last page of the contract) and return it to your department for signatures of the internship committee and department chair. Please make sure you get the signatures of all the Exercise Science faculty members listed on your contract before you turn it in to the main office. You do not have to get the department chair's signature; the office staff will obtain the department chair's signature for you.
5. Once the internship contract is signed by the appropriate individuals, the Internship Committee will register you for the agreed upon credit hours (3-6) and a member of the Internship Committee will be assigned to you as your faculty supervisor. You will receive an e-mail at the beginning of the semester from your prospective faculty supervisor.
6. Schedule an initial meeting between your internship site supervisor, the faculty supervisor and yourself. Also, it is your responsibility to schedule a mid-point evaluation meeting as well as a final meeting between the agency supervisor, the faculty supervisor, and yourself.
7. During your internship, email your assigned internship coordinator a weekly summary which includes a daily log (journal) where you briefly describe your experiences and activities. Also include the number of hours you worked. For detailed description of the weekly summary guidelines please review the “Weekly Report Grading Rubric”.
8. Upon completion of your internship:
  - Prepare a final report (3-5 pages typed) and ask your internship site supervisor to complete the internship evaluation form.
  - Place all forms in your faculty supervisor's mailbox in Building 72, HLES office at least one week before the end of the semester.

**UNIVERSITY OF WEST FLORIDA  
DEPARTMENT OF HEALTH, LEISURE AND EXERCISE SCIENCE  
INTERNSHIP LETTER OF AGREEMENT**

This letter of agreement is between the University of West Florida (hereafter referred to as “The University”) and \_\_\_\_\_, a student intern, and \_\_\_\_\_ the site  
(Students Name) (Internship Site)  
at which the internship will take place (hereafter referred to as the “Agency”). The internship will be supervised by \_\_\_\_\_, who will be responsible for the evaluations of the student intern  
(Internship Supervisor)  
and the overall supervision of the internship. The starting date will be \_\_\_\_\_ and will conclude not  
before \_\_\_\_\_. (Start Date)  
(End Date)

The intern shall be considered a member of the professional staff and have the accompanying responsibilities and privileges. It is required that the intern work a minimum of 360 total hours (equivalent of 6 credit hours). Although exact hours cannot be established, it is recommended that the intern work approximately 20 hours per week to complete the internship within one semester. This may vary according to the needs of the supervising agency and the opportunities for the intern.

**PURPOSE**

The parties specified in the Agreement have determined that they have a mutual interest in providing for student learning experiences in Agency. University has determined that student placements in Agency are consistent with the goals and objectives of the curriculum and will enhance the program of study. Specifically the following five domains will be evaluated:

- ◇ Exercise Related Content
- ◇ Critical Thinking Skills
- ◇ Communication Skills
- ◇ Project Management Skills
- ◇ Integrity/Ethics

**INTERNSHIP EXPECTATIONS: STUDENT**

1. From initial contact/interview I understand that my duties will include:

2. My individual goals for the internship include:

### 3. Outline of General Weekly schedule:

#### TERM

Effective date for the Agreement shall be the dated indicated above. It shall run continuously without necessity for renewal. This agreement may be terminated by either party upon written notice of at least ninety (90) days, provided that such termination cannot occur during the middle of a regular semester and, provided further that, in the determination of the University, termination will not negatively affect students currently placed in the Agency. The party initiating termination will bear costs, if any, resulting from non-cancelable commitments.

#### PRIORITY OF POLICIES

Students working in the Agency will be subject to University's and Agency's Disciplinary Code, copies of which will be provided to Agency by Faculty Supervisor. If alleged violations occur, Agency will notify Faculty Supervisor. If such alleged violations reasonable seem to pose a continuous threat to others, the alleged violator may be suspended immediately by the Agency from participation in Agency activities. Agency must immediately notify Faculty Supervisor, who will arrange proper hearing procedures as soon as practical.

The Agency will require student participating in Agency activities to comply with its own operational policies and procedures; however, in the case of inconsistencies, University policies will supersede unless Faculty Supervisor and agency agree on alternative provisions. Agency will provide copies of such policies and procedures to Faculty Supervisor and to students assigned to work in Agency.

#### **General Responsibilities of the Parties**

University will have the following general responsibilities:

1. Notify students of appropriate placement opportunities for the experiential learning activity.
2. Approve placement site and learning objective.
3. Award University credit to students, where appropriate, at end of placement.
4. Identify for the Agency the personnel serving as the primary contact for specified learning activities.
5. Provide Agency with evaluation forms and deadlines.

6. Inform Agency of the University calendar and initiate discussions of the students' obligations to report to Agency whenever classes are not in session.

**Agency shall have the following general responsibilities:**

1. Provide opportunities for student observation and/or participation on Agency premises.
2. Provide a safe environment in compliance with all federal and state law and inform University and student of hazardous conditions and unusual circumstances that may create unsafe conditions.
3. Provide to Faculty Supervisor and students written policies and operational procedures to which students are expected to adhere while they are in Agency setting.
4. Provide to Faculty Supervisor a list of duties or job descriptions for student placements with notation of any specific prerequisite skills or abilities.
5. Participate in planning and evaluation sessions with students and, where appropriate, with University faculty.
6. Identify for Faculty Supervisor the Agency personnel primarily responsible for supervising learning activity in Agency.
7. Provide on-site supervision and guidance to learning activity.
8. Provide timely final evaluation of student performance in the manner specified by University.
9. Conduct exit interviews with students that will include discussion of Agency's final evaluation.
10. Notify Faculty Supervisor of unsatisfactory performance or misconduct of a student and provide documentation of any charge to Faculty Supervisor for handling under University policies regulating student behavior and/or academic conduct. If the notice of an incident involving a student reasonable suggests that the students may be an imminent danger to the safety or property of others, the Agency may dismiss the student with immediate notice to Faculty Supervisor. An appropriate hearing will be held for the student as soon as practical.

**Number of Placements**

Agency and University will mutually determine the number of students to be placed in Agency for a given term. Agency and University may decide to have no active placements for a period of time without affecting the continuation of this Agreement.

**Nondiscrimination**

Both parties give mutual assurance that in performing their duties under this Agreement, they will not discriminate on the basis of race, sex, religion, national origin, age, and handicap. Reasonable accommodation for participation by disabled persons will be made in compliance with Section 504 of the Rehabilitation Act of 1973.

In witness whereof, the parties have caused this Agreement to be signed by their respective administrative officers:

I have read and reviewed the Internship Safety Guidelines attached.

\_\_\_\_\_  
(Student – print name)

\_\_\_\_\_  
(Student Number)

\_\_\_\_\_ (Date)  
(Student Signature)

For and on behalf of The University of West Florida:

Members of the ES Internship Committee:

\_\_\_\_\_ (Date)  
Dr. Cosio-Lima

\_\_\_\_\_ (Date)  
(Chairman-Department of HLES)

\_\_\_\_\_ (Date)  
(Agency Representative-Internship Site Supervisor)

Agency Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Agency Representative  
Phone \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Fax: \_\_\_\_\_

**\*\*\*\*\*Please note: The HLES Office will register you for this class – You cannot register yourself.**

## **Guidelines for Completion of Final Report**

Directions: Upon completion of your internship, place final report and final internship evaluation form in your faculty supervisor's mailbox in Building 72 (HLES Office). The exact due date will be announced via e-mail during the course of the semester.

Please include each of the following sections in your final report (3-5 typed pages):

- AGENCY DESCRIPTION-Philosophy, goals and objectives of overall system and units involved, organizational structure, programs and services, areas and facilities, and general administrative policies and procedures (attach a copy of the organizational chart showing lines of authority, policy and procedures manual, etc.).
- STUDENT-Goals and objectives, accomplishments, problems and difficulties encountered.
- PROFESSIONAL EXPERIENCES-Nature and scope of internship experience; program areas arts and crafts, sports and athletics, dance, drama, music, etc; settings—playgrounds, centers, special facilities, parks, etc.; populations served—physically handicapped, mentally retarded, emotionally disturbed, wellness, cardiac rehabilitation, etc.
- SPECIAL PROJECTS ASSIGNED-Nature and scope of any special projects assigned by agency supervisor (attach copies).
- PROFESSIONAL DEVELOPMENT-Orientation sessions, workshops, conferences, seminars, symposiums, etc.
- SELF-ANALYSIS OF INTERNSHIP EXPERIENCE-Personal and professional growth, development of competencies, recognition of strengths and weakness, suggestions for self-improvement, surfacing of future career interests.
- RECOMMENDATION RELATIVE TO UNIVERSITY, AGENCY, AND AGENCY SUPERVISOR-Recommendations and suggestions to the University for improving the internship experience. Recommendations and suggestions to the agency for improving the internship experience. Recommendations and suggestions to the agency supervisor for improving the internship experience.