

**HHP 465 Internship Manual**

**Department of Health and Human Performance**

Revised October 28, 2021

**What is an internship/What is not an internship?**

An internship is a structured academic experience that takes place in an established facility/program and includes a variety of professional duties within that setting. **An internship is not a job for which the student also receives academic credit. More specifically:**

The host agency must have an established sequence of policies, training, and responsibilities for intern students. If the agency has not hosted intern students previously they must develop such a written plan before internship students can be placed in that setting.

The host agency must have designated internship supervisor who is an employee of that agency. This individual must demonstrate appropriate training and education to properly implement the required learning sequences. Typically, this means at least a masters degree or a bachelors degree with advanced certifications.

The student can (and should) be paid a stipend to offset expenses, but **may not be paid as an employee**. Typical stipends range from $300.00 to $1,000.00 or provide specific housing, travel and/or food allowances. The student may not currently be, or have previously been, a regular employee of that facility.

**How do I find an internship location?**

Students are responsible for finding an internship location. Students should work with their advisor to determine appropriate internship host sites and experiences. Students should have multiple internship site ideas before approaching the advisor. Career services provides internship placement assistance that students should utilize. <https://www.fhsu.edu/career/intern/index.html>

**What’s next?**

The following steps represent a sequence of requirements for final internship placement, evaluation, and academic credit.

**Step 1:** Enroll in the internship course. Talk with your advisor about how many credit hours of internship that you should take. One credit hour= 40 hours of on-site internship work.

To be eligible, the following class work must have been completed\*:

 HHP 200 Personal Wellness

 HHP 210 Introduction to Health and Human Performance

 HHP 220 Responding to Emergencies

 HHP 340 Tests and Measurement

 Plus, for Health Promotion or Exercise Science Interns, 2 of

 HHP 390 Physiology of Exercise

 HHP 440 Kinesiology

 HHP 445 Clinical Exercise Physiology or HHP 447 Instrumentation

 For Recreation Interns, 2 of

 HHP 272 Recreation Leadership

 HHP 371 Leisure Programming

 HHP 450 Program Organization and Administration

\* Permission may be requested to take internship when coursework is not completed.

Other prerequisite classes may be required by specific agencies. The prospective intern must demonstrate a minimum grade point average of 2.0 overall, 2.25 in the major and no grade below a C in the classes above in order to be approved for placement.

**Step 2:** Read through the internship manual.

**Step 3:** Research potential internship locations using Career Services.

**Step 4:** Discuss possible sites with academic advisor and faculty mentor(s). You may develop your own site, but it must be approved as worthy of University credit by the faculty supervisor**. Sites where the student is currently employed are not acceptable**.

**Step 5:** Write a cover letter of application (with resume) to the site. Have it appraised by Career Services and complete the “Career Services Appointment” form, then submit to faculty supervisor via blackboard. Send to internship site location.

**Step 6:** Follow-up any of your applications with phone calls or visits to the site.

**Step 7:** Upon receiving an internship offer or rejection, respond to the site with either a letter of acceptance or a letter of regret ("Thank you for your consideration").

**Step 8:** Provide your internship site supervisor with a copy of the “Agency Responsibilities” and “Agency Evaluation.” Have site supervisor complete “Internship Acceptance Form.”

\*\*THE STEPS ABOVE SHOULD BE ACCOMPLSHED BEFORE YOU START THE SEMESTER OF YOUR INTERNSHIP.

**Step 9:** During the first week of the semester (BEFORE STARTING INTERNSHIP), submit “COVID Waiver,” “Resume & Cover” and “Internship Acceptance Form” to respective locations in BB.

**Step 10:** Keep a daily log and reflection of daily activities and hours worked. Turn in the “Daily Reflection” (formatting found on BB submission area).

**Step 11:** Arrange for and complete an internship “exit interview” with the internship site supervisor. Have supervisor complete “Agency Evaluation” form. Submit to BB.

**Step 12:** Turn in “Final Project” to BB submission site. This project is a final online portfolio that displayed the internship experience and information learned.

**Assignment of grade:**

A letter grade (A, B, C, D, U) will be assigned at the end of the internship. Completion of the internship with satisfactory evaluations does not guarantee the student will receive an A. Students must demonstrate learning through various assignments and activities submitted through BB.

**ACKNOWLEDGEMENT, WAIVER, AND RELEASE**

**FOR CERTAIN ACTIVITIES**

I, , am a student enrolled at Fort Hays State University (FHSU). Despite continued community spread of COVID-19 and ongoing risks presented by the COVID-19 pandemic, I wish to participate in an internship, fellowship, volunteer service, apprenticeship, clinical, lab, practicum, preceptorship, or similar site placement and/or hands on learning opportunity (“Activity”) associated with FHSU. I acknowledge that this Activity is a voluntary undertaking on my part, and I acknowledge and assume all risk in undertaking the Activity.

This Activity, further described as \_internship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is scheduled to commence on \_\_\_\_\_\_\_\_\_\_\_, and scheduled to end on .

I acknowledge that FHSU has implemented various health and safety policies and protocols relating to the COVID-19 pandemic, and I agree to comply with these policies and protocols during the course of the Activity. I also agree that I am personally responsible for consulting and complying with any other public health guidance, and any other health and safety guidelines that may apply to the Activity.

I recognize that the Activity, especially during this time of COVID-19 pandemic, carries with it certain circumstances over which FHSU has no control. I further recognize and acknowledge that as a state agency, FHSU does not maintain insurance for the purpose of providing coverage for injuries or illness befalling students participating in such activities. To the fullest extent permitted by law, I agree to waive any and all claim, legal or otherwise, now and in the future, against the State of Kansas, Fort Hays State University, the Kansas Board of Regents, or their agents and employees, for injuries, illnesses, or damages which may result from participation in the Activity.

I further acknowledge that this waiver and release has been entered into knowingly and voluntarily and that my signature hereon has not been obtained under duress or by coercion.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print) Student Identification No.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Parent/Guardian (if individual is minor) Date

Signature of Parent/Guardian (if individual is a minor)

**Internship Acceptance Form**

Student Name:

Age:

ID#

Date:

Home Address:

Telephone Number:

Overall GPA IN MAJOR\_\_\_\_\_

(minimum GPA of 2.0 overall/ 2.25 in major required for approval)

Date of expected graduation

Agency Name:

Agency Address:

Agency Supervisor Name:

Agency Supervisor Phone Number:

1. Specific goals and objectives you would like to attain during your internship experience.
2. The particular skills and knowledge you have to offer these agencies.

**APPROVAL**

This student has met all requirements listed approved for final internship placement approval.

 Internship Site Supervisor Signature/Date

 Advisor Signature/Date

**Career Services Appointment Form**

**Resume and cover letter assistance**

**HHP 465 Internship in Health and Human Performance**

**Date/time of appointment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of career services staff: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Responsibilities and Suggestions for the Agency**

Agency Responsibilities:

We hope you will sit down with the intern at the beginning of the internship to establish open communication that will continue throughout the internship.

Suggestions for Agency Supervisors:

1) Prepare the staff for the arrival of the intern, and present the intern to the agency staff as a co-worker and in a manner to insure his/her professional status.

2) At the beginning of the internship experience, work out a list of written objectives and/or activities with the intern.

3) Present the intern with an overview of the agencies purposes, policies, administration, programs, and facilities, and orient the intern to both the agency and the community. The intern should be informed of regulations with which he/she must abide. Discuss policies and procedures for:

 -time schedule

 -transportation or mileage reimbursement

 -phone use / completion of office forms

 -parking permits and/or identification name tags

 -other appropriate concerns of the agency

4) Have the intern observe a cross section of activities in which you normally participate. Please do not allow observations to be the primary activity.

5) As soon as possible, phase the intern into doing things on his/her own. Treat the intern as a staff member that you would give assignments to and expect him/her to plan, implement, and evaluate. Give the student significant and real problems, not busy work. Try to use interns interests and talents as much as practical.

6) Establish open channels of communication where programs and issues can be discussed fully. Weekly conferences to provide two-way feedback are recommended. If problems arise that are not "worked out" with the intern, contact the FHSU faculty supervisor for assistance.

7) At the end of the experience, complete the required evaluation form promptly and submit it to the FHSU faculty supervisor. Feel free to submit supplementary reports if appropriate. Students should provide you with internship faculty advisor’s email address.

8) Encourage and allow the intern to attend professional conferences and/or intern seminars during the internship.

**Fort Hays State University**

**Department of Health and Human Performance**

**Internship Supervisor Assessment – 100 points**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_ HHP Concentration:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The purpose of the internship is to demonstrate a variety of professional skills and attributes.

Please complete the following assessment based on the intern’s overall performance. Each area is rated based on a 0-5 scale. Thank you.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Category | **5****Excellent**Demonstrated all the time | **4****Very Good**Demonstrated most of the time | **3** **Average**Demonstrated some of the time | **2****Below Average**Demonstrated a few times | **1****Poor**Demonstrated rarely | **0****No Effort**Never Demonstrated | Score |
| **Kept Appointments** |  |  |  |  |  |  |  |
| **Kept Scheduled work hours** |  |  |  |  |  |  |  |
| **Followed work attendance policies** |  |  |  |  |  |  |  |
| **Completed tasks on time** |  |  |  |  |  |  |  |
| **Completed responsibilities on time** |  |  |  |  |  |  |  |
| **Followed pertinent policies and regulations** |  |  |  |  |  |  |  |
| **Maintained appropriate communication with supervisor** |  |  |  |  |  |  |  |
| **Maintained appropriate communication within the organization** |  |  |  |  |  |  |  |
| **Communicated effectively with clients** |  |  |  |  |  |  |  |
| **Communicated effectively in writing** |  |  |  |  |  |  |  |
| **Worked effectively without immediate supervision** |  |  |  |  |  |  |  |
| **Worked effectively with others** |  |  |  |  |  |  |  |
| **Made decisions and carried out plans & tasks independently**  |  |  |  |  |  |  |  |
| **Applied critical thinking and problem solving skills to work tasks** |  |  |  |  |  |  |  |
| **Applied knowledge of theories of the profession** |  |  |  |  |  |  |  |
| **Applied knowledge of equipment & facilities** |  |  |  |  |  |  |  |
| **Planned programs based on client needs** |  |  |  |  |  |  |  |
| **Applied knowledge of assessment**  |  |  |  |  |  |  |  |
| **Acted within the ethics of the profession** |  |  |  |  |  |  |  |
| **Carried out the mission of the organization** |  |  |  |  |  |  |  |
| **TOTAL SCORE** |  |  |  |  |  |  |  |

Grading Scale: A= 90% (90/100 points), B=80% (80/100 points), C=70% (70/100 points), D=60% (60/100 points),

U=< 60% (59/100 points).

Minimal Acceptable Level: Mastery (80% & above) = 80/100 points & above

What are the strengths of this intern?

What are the weaknesses of this intern?

What changes, knowledge, skills, and educational experiences would benefit this intern most?

If your agency had a job vacancy for someone with this individual’s training and experience, would you consider him or her as a prospective employee? Why?

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_