

**WESTERN STATE COLLEGE**  
**DEPARTMENT OF OUTDOOR LEADERSHIP, RESORT MANAGEMENT, &**  
**EXERCISE AND SPORT SCIENCE**

**MANUAL FOR**  
**ESS 498: INTERNSHIP**

**REVISED:**  
**FALL 2009**

**PHILOSOPHY**

This is an experience designed to be the capstone of the Health Promotion and Wellness emphasis. As such, it will put to use those skills, experiences, and knowledge gained during the entire college experience. An internship should integrate academia and the real world, taking the student to an entry level of functioning within the area of health promotion and wellness.

**OBJECTIVES**

- 1) Hands on experience with a variety of aspects included in health promotion and wellness at the entry level.
- 2) Operational experience, which may involve public relations, presentations, membership/recruiting, ordering, liability/insurance, paperwork, scheduling, budget, etc.
- 3) Close mentoring by an acceptable, professional site supervisor.
- 4) Opportunities for expanded networking within the field.
- 5) Professional communication, which may involve meetings, memos, proposals, client/patron interaction, etc.
- 6) Use of the basic skills (reasoning, writing, speaking, math, and information literacy) as well as course work from the major.
- 7) A minimum of ten weeks at one site. Total hours required depends on number of credit hours desired by the student intern. Minimum on site hours would be 288, 336, 384, or 432 for 6,7,8,9 credit hours respectively.

## GOALS

### I. Student

- ✓ Capstone experience
- ✓ Expansion of philosophy and knowledge of field
- ✓ Gain greater understanding of the duties and responsibilities of jobs in the field
- ✓ Identify needs for personal and professional development
- ✓ Understand professional standards in field
- ✓ Experience employment trends and expectations
- ✓ Relate to, interact with, and learn from professionals in the field
- ✓ Supplement and broaden education
- ✓ Develop an understanding of working relationships in the field
- ✓ Put theory into practice away from the campus setting

### II. College

- ✓ Exit assessment of student
- ✓ Improved educational opportunities and expanded application of curriculum
- ✓ Contact with professionals in the field
- ✓ Keeping current within the field
- ✓ Evaluation of student needs in field
- ✓ Assessment of college program

## PHILOSOPHY

### I. Student

- ✓ Act in a professional and ethical manner as a staff member
- ✓ Attend meetings and prepare written reports as required
- ✓ Inform site supervisor promptly when unable to report for work
- ✓ Plan in advance for all assignments and follow through in a prompt and satisfactory manner
- ✓ Consult with site supervisor when confronted with problems

### II. College

- ✓ Consult with students regarding internship interests, opportunities, and concerns
- ✓ Maintain a student file for the internship experience
- ✓ Establish and maintain contact with site supervisor; including evaluation of learning experience, areas for college emphasis improvement, etc.
- ✓ Provide forms and other information to site supervisor and student
- ✓ Serve as a resource for site and student
- ✓ Review evaluation materials for reported grade

### III. Site

- ✓ Mentor student intern
- ✓ Define and explain the student's role and responsibilities to the student and college
- ✓ Include the student in appropriate meetings
- ✓ Inform the student about resources available from the site and surrounding community
  
- ✓ Present the student with work schedules indicating times and assignments
- ✓ Inform faculty supervisor immediately of any problems associated with the student which cannot be resolved on site
- ✓ Complete evaluations of student, discuss them with student, and return them to faculty supervisor

## CHOOSING AN INTERNSHIP SITE

It is important for you, the student, to understand the important choice you are making as you determine a site for your internship. An internship is a symbiotic relationship as the student provides services for the site while the site provides experiences and mentoring for the student. Future job opportunities can arise at the site or from the networking you are able to do during this experience.

### **Many factors should go into locating your internship site:**

1. Can the site provide you with the experiences that will help you gain important knowledge and skills for the job possibilities you are really interested in?
2. Is the site located in an area where you would want to work after the internship is over as well as in an area where jobs would be available?
3. Do you have the certifications, skills, and experience required to be accepted at the internship?
4. Will the site supervisor be a positive mentor to you? Will this person agree to do an indepth evaluation and assist your progress?
5. Are there opportunities to gain certifications while at the site?
6. Can you afford to live in the area?
7. Can the site give you an overall picture of the business?

**This means a student would not teach aerobics or weight training for all of the hours in the internship. The student must be exposed to all areas of operation at the site. Though it may be paid, an internship is different in function from a job.**

8. Can the site offer you the number of hours needed for the internship? 288 total hours are needed for 6 credit hours; 336 for 7; 384 for 8; and 432 for 9. Can these hours be fulfilled within 10-14 weeks?
9. Will the site agree to all of the college's stipulations?

### **How Do You Go About Finding Possible Sites?**

- 1) Use departmental information found on bulletin boards, in professors' offices, in resource room, etc.
- 2) Use Career Services in the Academic Support Center
- 3) Use on-line resources
- 4) Use phone directories
- 5) Use national organizations
- 6) Visit areas of interest
- 7) Be creative. Not all internship sites are listed. You may be the first to approach a site.

Begin early in your search; usually 1-1/2 to 2 years before your proposed term. Summer internships are usually harder to obtain as more students choose this time of year to do them. Appreciate the fact that your first contact with a site sets the tone for all that follows. Not only do you represent yourself, but also the college and our department. You may be helped or hindered in your search by previous Western interns' professionalism or lack thereof. Be sure you are working to help yourself and those who may follow you.

Once you have received information from your letters or visits or phone calls of inquiry, you need to decide which sites to apply to. It is strongly suggested that you apply to many, ten or more, if possible. If you apply to only one it may not offer you an experience or offer you the one you want. Just because a site offers you an internship, you do not have to accept it. It is a nice experience to be able to pick among internships which have been offered.

When you apply, show that you have "done your homework" about the site. In your application, you should state why you want to do your internship at the site, in that area, etc. Be sure to also include the fact that this is the capstone course in your degree. Generic form letters are not good impression makers on those making decisions about acceptance. The form your resume takes should also reflect the site. Put the most important aspects of the resume before those, which are not as important to the site.

**COMMON CERTIFICATION & EXPERIENCES**  
**REQUIRED/RECOMMENDED BY INTERNSHIP SITES**

(Specific needs will depend on which area of health promotion and wellness you choose for your internship.)

**Areas in which certifications may be required include:**

Personal Training, Aerobics, Aquatics, Fitness Testing

**Experiences with:**

Non-College Age Populations, General Exercise Testing, General Health Testing, Stress Testing, Exercise Prescription, Health Promotion, Management, Public Relations, Etc.

You should have become acquainted with many of these needs during the course of your emphasis here at Western. The resource room has information on several certifications as well as national organizations in a variety of areas associated with health promotion and wellness. It is your responsibility to learn of testing dates and expenses as well as knowledge and skills needed to pass the tests.

Your co-curricular/volunteer experiences should be documented in your portfolio. Internships and employers are looking for people who volunteer their time in meaningful ways. All inclusions in your professional portfolios should be neat and computer generated.

Practicum experiences and evaluations will also be important to you. The documentation for these should also be prominent in your portfolio and look professional.

## PHILOSOPHY

(Intern should supply the Site Supervisor with this form *AT THE BEGINNING* of the internship)

### **I. TWO TO THREE WEEKS INTO EXPERIENCE**

- ✓ This contact gives both Supervisors the opportunity to explain, ask questions, etc. This is an important step. It helps ensure a good match between the student & site as well as determining if the site is willing to continue with the internship.
- ✓ This contact should include (but is not limited to):
  - 1) If the intern is fitting into the situation
  - 2) Any concerns about the intern and/or the learning contract
  - 3) Second impression compared to first of the intern
  - 4) What the College could do to help, etc.
- ✓ If possible, this should be a phone conversation with time and date coordinated by the student (to reduce phone tag to a minimum).

### **II. MIDTERM EVALUATION**

- ✓ This contact is designed to compare the Site Supervisor's impression of the Internship to the biweekly reports of the student.
- ✓ This contact should include (but is not limited to):
  - 1) If the student intern is progressing favorably toward the goals of the learning contract
  - 2) Will she/he be able to complete the contract
  - 3) What progress has the intern displayed (as well as any areas where progress would be expected but no progress has been made)
  - 4) How can the College help, etc.
- ✓ This communication can be by email, on the phone, or possibly in person. The College Internship Supervisor will try to visit interns doing their experience in the state of Colorado, but is restricted by campus duties to travel on weekends or during school holidays. The student intern should also coordinate the time and date for this evaluation.

**PRE-INTERNSHIP CHECKLIST**

Student Name: \_\_\_\_\_

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

Local Phone: \_\_\_\_\_

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

**ALL ACTIVITIES LISTED BELOW MUST BE COMPLETED BEFORE CONTACTING ANY INTERNSHIP SITE**

<u>ACTIVITY</u>	<u>DATE</u>
Admission to major	_____
Strengths/weaknesses written/discussed with advisor	_____
Career ideas written/discussed with advisor	_____
Professional portfolio discussed/implemented	_____
Major courses completed or IP	_____
GPA/course grades – progress seen in junior and senior years	_____
Practicum experiences show improvement and acceptable risk	_____
Internship Oral reports viewed	_____
Professional Portfolio evaluated	_____

***Present updated portfolio to advisor who will determine student's readiness for an internship looking at all requirements including satisfactory completion of all major courses prior to internship; write a recommendation to the department internship coordinator.***

**THIS MUST BE ACCOMPLISHED NO LATER THAN MIDTERM WEEK FALL TERM FOR SUMMER  
OR FOLLOWING FALL INTERNSHIPS;  
MIDTERM WEEK SPRING TERM FOR THE FOLLOWING SPRING**

Student resume approved by advisor \_\_\_\_\_

The department strongly recommends the student do the following before submitting these items to his/her advisor:

1. Discuss resumes and letters of inquiry with practicum supervisors, getting their opinions about these important written needs.
2. Read books, websites, and journal articles on the subjects. Pick your sources from the career areas in which you are interested.
3. Write rough drafts using more than one style. Have others critique your efforts and incorporate ideas into rewrites.
4. Investigate internship sites so resumes and letters of inquiry will be pertinent. Remember to adapt each to the particular site.

Possible sites discussed with advisor \_\_\_\_\_

Letter of inquiry – approved by advisor \_\_\_\_\_

Research, Contract & Consider possible internship sites \_\_\_\_\_

Recognize that you are a representative of Western State College and the Kinesiology department, and act in a professional and responsible manner.

**All submitted applications must contain a copy of the philosophy  
and goal sheets from your internship packet.**

Refer to the aspects required by the College. You must also send a copy of the **Employer Agreement Form** at this time and ask if the Site would send you any such forms they need the College to look over. This will help us work on any risk management concerns with enough time to get them worked out by the time you would like to do your internship. Explain that you are sending/asking these things at this time so that both the Site and the College can determine if the internship is possible IF the site decides to offer you a place.

Explain, but do not send a copy of the learning contract. You need to understand that it is something you and the site work out, not just a copy of a large packet they send you. It is **NOT** the Faculty Internship Supervisor's job to wade through such

documents to be sure the contract is acceptable. Learning to negotiate with professionals is important to your future.

Before offering you an internship, some sites will ask for an interview. These can be over the phone or in person. Be prepared. Write out questions you think might be asked and determine how you would answer them. Think about why you want to go to this particular site and do the particular things involved in the internship. Preparation will help you give a better impression. Think about professional oral communication and appearance. If in person, take your professional portfolio with you. Be honest but not long winded.

Once you have tentatively accepted an internship site offer, ask them to help with things like where to look for housing/roommates, commuting time to site from various areas, attire, etc. Be sure to stay in touch with the Site Supervisor and confirm details for the start of the experience.

Internship Registration Requirements

**Must be completed & submitted to the Faculty Exercise and Sport Science Internship Supervisor by the week before finals during the Fall for a Spring Internship or the week before finals during the Spring for a Summer/Fall Internship.**

- 1) Learning contract - jointly filled in by student and site supervisor.
- 2) Employer agreement and any Site forms if applicable. Since these legal concerns can take 3-6 months to negotiate, do not wait until the end to get them signed.
- 3) Student agreement and release

Once these have been completed to the College's satisfaction, the student will complete and **PERSONALLY** take care of the following forms, which **will be given to her/him by the Kinesiology Internship Coordinator:**

- 4) Variable credit registration form (**must also be signed by department chair**). This is the actual registration form (turned in to the Registrar) and its completion should be done with the help of the Internship Coordinator
- 5) Waiver of fees- only if done outside Gunnison County (**must be signed by SGA representative and turned into Financial Aid**). Tuition must be paid and it is the student's responsibility to be sure it is done so he/she will not be disenrolled.
- 6) Preliminary site contact to Site supervisor (Will only be sent once the above have been completed)

Student's address, phone, and email during internship must be left with the faculty

internship supervisor before leaving campus. If information is not known at that time, all information MUST be sent PRIOR to the start of the internship experience. Any changes to ANY of these during the internship must be reported immediately

**IN-PROGRESS INTERNSHIP CHECKLIST**

Student Name: \_\_\_\_\_ Faculty Supervisor: \_\_\_\_\_

Advisor: \_\_\_\_\_ Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Term/year: \_\_\_\_\_

**STUDENT SECTION**

Each student will: (DURING THE COURSE OF HIS/HER INTERNSHIP)

DATE/INITIAL

1) Send date started to Kinesiology Faculty Coordinator immediately \_\_\_\_\_/\_\_\_\_

2) Your internship address and phone number \_\_\_\_\_/\_\_\_\_  
(email if available) to the faculty supervisor

**NO LATER than the first biweekly report. If possible this information should be added to the learning contract prior to leaving campus.**

3) Coordinate the beginning discussion between supervisors \_\_\_\_\_/\_\_\_\_

**This is the student's responsibility. This should take place after 2-3 weeks at the site. The student also coordinates the midterm evaluation. Give the form about these communications to the Site supervisor at the beginning of the internship.**

4) Biweekly reports- must be sent every two weeks \_\_\_\_\_/\_\_\_\_

- ✓ Biweekly #1 \_\_\_\_\_
- ✓ Biweekly #2 \_\_\_\_\_
- ✓ Biweekly #3 \_\_\_\_\_
- ✓ Biweekly #4 \_\_\_\_\_
- ✓ Biweekly #5 \_\_\_\_\_
- ✓ Biweekly #6 (if needed) \_\_\_\_\_
- ✓ Biweekly #7 (if needed) \_\_\_\_\_
- ✓ Biweekly #8 (if needed) \_\_\_\_\_

5) Final student written report \_\_\_\_\_/\_\_\_\_  
**Sent immediately upon completion of experience and serves as final biweekly report**

6) Final student oral report \_\_\_\_\_/\_\_\_\_  
**Sent immediately or presented at first on-campus scheduled time after completion of internship.**

7) Student exit evaluation of site \_\_\_\_\_/\_\_\_\_  
**Sent immediately upon completion of experience**

**SITE SECTION**

1) Three week and midterm evaluation by site supervisor \_\_\_\_\_/\_\_\_\_  
**The times and modes for these evaluations are coordinated by the student in a professional manner.**

2) Final evaluation by site coordinator \_\_\_\_\_/\_\_\_\_  
**Sent as soon as possible after experience. Intern responsible for giving copy to Site Supervisor at beginning of experience.**

## **WRITING RESUMES & LETTERS OF INQUIRY**

Each student must submit a resume and letter of inquiry to her/his advisor prior to application for internship.

The department strongly recommends the student do the following before submitting these items to his/her advisor:

- 1) Contact Career Services for an individual or group session on writing resumes.
- 2) Pick up literature on resumes and letters of inquiry from Career Services.
- 3) Discuss resumes and letters of inquiry with practicum supervisors, getting their opinions about these important written needs.
- 4) Read books, web sites, and journal articles on the subjects. Pick your sources from the career areas in which you are interested.
- 5) Write rough drafts using more than one style. Have others critique your efforts and incorporate ideas into rewrites.
- 6) Investigate internship sites so resumes and letters of inquiry will be pertinent. Remember to adapt each to the particular site.

## **FORMS REQUIRED FOR ESS 498 - INTERNSHIP**

Prior to internship: completed by week before finals week Fall for Spring and Spring for Summer/Fall, turned into Faculty Internship Supervisor

- 1) Learning contract - jointly filled in by student and site supervisor.
- 2) Employer agreement and any Site forms if applicable. Since these legal concerns can take 3-6 months to negotiate, do not wait until the end to get them signed.

**Once these have been completed to the College's satisfaction, the student will compete and PERSONALLY take care of the following forms which will be given to her/him by the Internship Coordinator:**

- 3) Student agreement and release
- 4) Variable credit registration form (must also be signed by department chair). This is the actual registration form ( turned in to the Registrar) and its completion should be done with the help of the Internship Coordinator
- 5) Waiver of fees- only if done outside Gunnison County (must be signed by SGA representative and turned into Financial Aid). Tuition must be paid and it is the student's responsibility to be sure it is done so he/she will not be disenrolled.
- 6) Once these have been completed the Faculty internship supervisor will send:
  - ✓ Preliminary site contact to Site supervisor- including copies of forms 1-3 above, all evaluations required from site, and letter.
- 7) Student's address, phone, and email during internship must be left with the faculty internship supervisor prior to leaving campus. If information is not known at that time, all information MUST be sent PRIOR to the start of the experience. Any changes to ANY of these during the internship must be reported immediately.

### During internship - student

- 8) Biweekly reports- must be sent every two weeks
- 9) Final student written report - sent immediately upon completion of experience and serves as final biweekly report
- 10) Final student oral report - sent immediately or presented at first on-campus scheduled time after completion of internship
- 11) Student exit evaluation of site- sent immediately upon completion of experience

### During internship - site supervisor

- 12) Three week and midterm evaluation by site supervisor. The times and modes for these evaluations are coordinated by the student in a professional manner.

### GENERAL PRACTICUM IDEAS

- 13) ~~Final evaluation by site coordinator. Sent as soon as possible after experience.~~

### **GUIDELINES**

- 1) At the end of each second week of your internship, send a computer generated report to your College internship coordinator. Keep a copy for yourself.
- 2) Use the following information to guide your communication about your experience. Explain, give examples, and give your opinions about the events. These biweekly reports will be the basis of your final written report which takes the past of the last journal entry. Information about new experiences should be in more depth than continuing opportunities. Your journal must be more than just duties.
  - a. duties performed
  - b. how mentored
  - c. strengths/ positive experiences
  - d. weaknesses/ how to overcome
  - e. speaking opportunities
  - f. writing opportunities
  - g. use of computers
  - h. assimilation of information from many sources
  - i. decision making - include where you get your answers and what changes you would make in next decision
  - j. math skills
  - k. use of knowledge/skills from specific courses in your emphasis. List course and what you used
  - l. networking opportunities
  - m. concerns/ frustrations
  - n. progress made
  - o. documentation of hours worked during period
  - p. Interaction with others - how you feel they perceive you in both verbal and nonverbal ways.
  - q. other comments
- 3) Maintain confidentiality by not giving client/patron names or other personal information not needed to explain situations.
- 4) **Be prompt** in sending these reports to your internship coordinator. They may be sent by e-mail if prior arrangements have been made. If problems with email, be prepared to fax or regular mail the journal.

## **GUIDELINES FOR FINAL WRITTEN REPORT**

At the completion of the internship, each student will submit a final written report. It will take the place of a final biweekly report. This report will be evaluated for the student's use of language, clarity, and content. As the internship is the capstone experience for the Health Promotion and Wellness Emphasis, **this final report needs to assess the entire spectrum of your program at Western**. By using the copies of biweekly reports, you will need to assess your competency (at an entry level) in the areas listed below.

**Examples from the internship are required in each area and should be chosen as representative of those used throughout the experience.**

**1 Speaking** - being able to speak to the general public as well as professionals in the field with fluency, organization, and good body language. Explain **how** this was accomplished.

**2 Writing** - being able to produce written proposals, plans, memos, letters, etc. as needed in the field. Actually attach copies of things produced during the internship.

**3 Thinking** - integration of ideas into good decisions, understanding, and application of knowledge. Give examples.

**4 Information literacy** - use of the computer and/or assimilation of materials from various sources. Where were sources found? Where else could you have looked? Give examples.

**5 Math** - use of math techniques ( computations, graphs, etc.,) for effective expression of information. Give examples.

**6 Emphasis courses:** Explain how **each** was used during your internship experience. Give insights you learned into the application of theory learned in classrooms as well as progression with the hands on experiences. Do not just list your practicums as important. Think about your entire college experience and put it together.

- ✓ Introduction to Kinesiology
- ✓ Lifetime Wellness (Health and Fitness)
- ✓ Anatomical and Biomechanical Kinesiology
- ✓ Fitness Instruction
- ✓ Nutrition
- ✓ Exercise Physiology and Lab
- ✓ Epidemiology
- ✓ Health Promotion and Wellness Program Design
- ✓ Exercise Assessment and Prescription
- ✓ Practicums
- ✓ Supporting courses

**7 Co curricular experiences.** Explain how they influenced your internship experience.

8 Give a general summary of your internship experience. List the positive and negative

### INTERNSHIP FINAL ORAL REPORT REQUIREMENTS

during this time and how you accomplished your goals set in the learning contract.

This report will be used as an exit competency in speaking. The report will be evaluated for content, organization, fluency, and appropriateness for the group hearing the report.

Requirements:

Each intern must complete the final oral report through one of the following methods:

- 1) Return to campus and give the report to faculty and students. This might be with a specific class or at a majors' meeting.
- 2) Video tape his/her report and send the report to campus. This must be on a Standard VHS tape or CD-ROM from a digital camera, not DVD or camcorder tape.

Each student must prepare a 10-15 minute presentation with the following as guidelines. Organize the presentation into a comprehensive discussion, not just reading the question and answering it. There may be a lot of overlap that can be condensed through good planning. Be sure to include examples. The report must include some form of visual aid: power point, slides, overheads, posters, handouts.

- 1) How has your internship helped prepare you for your career goals at this time?
- 2) How did your course work and experiences at Western prepare you for your internship?
- 3) If possible, what would you have done differently during your time on campus to better prepare yourself for the internship?
- 4) What words of wisdom do you have for students coming through the program behind you?
- 5) What interpersonal skills did you find most valuable in this experience?
- 6) What are some of the unexpected things you encountered during the internship?
- 7) Now that the internship is completed, what are your plans? How did your internship help determine these plans?

**DEPARTMENT OF OUTDOOR LEADERSHIP, RESORT MANAGEMENT AND EXERCISE AND  
SPORT SCIENCE, WESTERN STATE COLLEGE INTERNSHIP LEARNING CONTRACT**

**THIS FORM MUST BE TYPED (RECREATE USING A WORD PROCESSOR)**

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Inclusive dates: \_\_\_\_\_

Supervisor at Internship Site (direct mentor/evaluator): \_\_\_\_\_

Site Supervisor's Title: \_\_\_\_\_

Site Supervisor's Address: \_\_\_\_\_  
\_\_\_\_\_

Site Supervisor's Phone/fax: \_\_\_\_\_/\_\_\_\_\_

Site Supervisor's Email Address: \_\_\_\_\_

Time to Contact Site Supervisor: \_\_\_\_\_

Academic Credit Hours: \_\_\_\_\_ Number of Hours/Week: \_\_\_\_\_

Wage: Yes No If yes, rate of pay: \_\_\_\_\_

The intern will discuss with the site supervisor the goals for our internship. Both parties will work on this contract and agree to the provisions decided upon. **On the back or separate sheet of paper please break the information into the following areas.** Remember, this contract must be completed by the end of the experience.

- 1) Job description:**
- 2) Experiences and skills expected of student upon entering internship:**
- 3) Experiences and skills that will be achieved during the internship:**
- 4) Explanation of how site supervisor will mentor student intern:**
- 5) Additional comments (if desired):**

If for some reason the student does not fulfill the terms of this contract, depending on the circumstances, an incomplete (I), a withdraw (W), or an unsatisfactory grade will be assigned in accordance with the academic policies of Western State College.

Each of the following have read and agree to this contract. All signatures are required for the contract to be valid and for the student to receive credit for the internship.

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Student's signature/date

Internship Site Supervisor's signature/date

**HEALTH PROMOTION AND WELLNESS INTERNSHIP STUDENT AGREEMENT AND RELEASE FORM**

College Internship Coordinator's signature/date

**UNDERSTANDING:**

**Return this contract to the internship coordinator. Copies will then be sent to the site supervisor**

employers, each of whom becomes a partner with the college in higher education; that the college and participating student must recognize the employer's objectives of manpower development and productivity must be reasonably accommodated to justify their participation. Western cannot guarantee placement of an applicant, much less at a specific time, location, or pay rate. Job availability, student qualification, faculty approval, and the employer's decision must be positively integrated.

**AGREEMENT:**

- 1) I understand an internship is an academic program for which academic credit is awarded. I acknowledge that I must register and pay tuition for the appropriate course when I have accepted a position.
- 2) I agree to remain at the internship site on the dates agreed upon in the learning contract provided the site wishes to continue my services. I will not terminate, or arrange to be released from my internship without prior approval from the internship coordinator.
- 3) I will learn from my site supervisor the conditions of this experience prior to accepting a position. We will jointly establish a written learning contract which will function as my syllabus. I will abide by all the rules and regulations of the site as well as the college.
- 4) I will complete and submit internship reports to the internship coordinator within the time frames established.
- 5) I will, to the best of my ability, perform the assigned duties and academic requirement of my internship. I understand academic credit is given only when all assignments are completion to the satisfaction of the internship coordinator.
- 6) In accordance with Federal Unemployment Tax Act 1971, Internal Revenue Code 3306(c)10(c), I will not apply for unemployment benefits due to the fact I am an intern.

- 7) I will work at this site for the specified period of time and, upon, completion, will leave voluntarily.
- 8) I understand Western will not owe any financial obligation to me or to my site in conjunction with the execution of this agreement.
- 9) I understand that I may need to purchase my own liability insurance and check to see that my health care program covers injuries which might arise at the internship site. Workman's compensation injuries must be seen in Gunnison for the College to consider being responsible for them.
- 10) I hereby release, indemnify, and hold harmless Western State College or any of its officers or employees for any harm or injuries which I may incur during my internship under this program.

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Student's signature/date

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Student's Personal Internship Address

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Student's Personal Internship Phone & Email Address

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Internship Coordinator's signature/date

**Please return this form to the Internship Coordinator**  
copies will then be sent to: student, site supervisor

## **HEALTH PROMOTION AND WELLNESS INTERNSHIP PROGRAM COLLEGE-SITE AGREEMENT**

**This internship program is a coordinated combination of specialized in-the-school instruction provided by Western State College (“College”) and on-the-job training provided by \_\_\_\_\_ (“Site”) in cooperation with the College.**

The College and the Site agree as follows:

- 1) A student’s application for an internship with the Site must be approved by the College.
- 2) The Site may accept or reject any College student applying for an internship provided, however, that no student applicant shall be rejected in violation of paragraph 3 of this Agreement.
- 3) The Site shall comply with all federal and state laws prohibiting discrimination against student applicants and interns (“Interns”) on the basis of race, national origin, sex, disability, age, religion, and Vietnam-era veteran status.
- 4) The Site shall appoint a site supervisor (“Site Supervisor”) with overall responsibility for supervising the Intern and coordination and communication with the College concerning the Intern and internship program. The College shall appoint an internship coordinator (“College Internship Coordinator”) with responsibility for coordination and communication with the Site concerning the Intern and internship program. Before the internship period begins, the Site Supervisor, College Internship Coordinator, and Intern shall agree to a “Learning Contract” specifying the educational and experiential goals of the internship, the Intern’s position and duties, and the Intern’s obligation to comply with all applicable Site and College rules, regulations, procedures, directives, guidelines, instructions, and expectations.
- 5) The Site shall furnish the Intern with all necessary and prudent orientation, training, and safety instruction, and shall supervise the performance of his or her duties and services.
- 6) The Site shall use its best efforts to assist the Intern to achieve the goals of the Learning Contract.
- 7) The Site shall evaluate Interns twice during the internship period using

approved College forms. The final evaluation shall be discussed with the Intern, signed by both the Intern and the Site Supervisor, and returned to the College Internship Coordinator as soon as possible at the end of the internship.

- 8) The Site shall promptly notify the College Internship Coordinator of any questions, concerns, or problems related to the Intern or the internship program.
- 9) The Site shall employ the Intern in accordance with the Learning Contract and shall notify the College Internship Coordinator in advance of any material change in the Intern's duties or reassignment, dismissal or termination of the Intern.
- 10) The Site agrees to obtain workers' compensation and liability insurance coverage for the Intern if required to do so by the laws of the Site's state. A Site in the State of Colorado is required to provide the Intern with workers' compensation and liability insurance coverage at its own expense if the Intern receives wages, a salary, or other remuneration from the Site.
- 11) The Site expressly understands and agrees that the College has no financial obligation to pay wages, a salary, stipends, withholding or other taxes, premiums, costs, expenses or other remuneration or benefits to or on behalf of the Intern and that the Site shall not be reimbursed by the College for any such payments the Site makes to or on behalf of the Intern during the internship period.
- 12) The Site expressly agrees to hold harmless, release, and indemnify the Trustees of the State Colleges in Colorado, the College, and their officers, employees, and agents, against any and all claims, damages, liability and court awards, including costs, expenses, and attorney fees incurred as a result of any act or omission of the Intern, the Site, and the Site's officers, employees, and agents arising, directly or indirectly, under the terms of this Agreement and the Learning Contract, or otherwise related to Intern's performance of duties or services for the Site.
- 13) Any Site Agreement/Risk Management forms must be sent to the College Coordinator either prior to/at signing of this form.

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Site Manager or Legal Representative (This person must have the legal authority to sign)

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Site Manager or Legal Representative's Signature/Date

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Site Internship Supervisor's Signature/Date (if other than the Site Manager)

College Internship Coordinator's signature/date

### COMMUNICATIONS BETWEEN FACULTY AND SITE SUPERVISORS DURING EXPERIENCE

#### 1) Two to three weeks into experience

- ✓ This contact is important to be sure there is a match of student to site and the site is willing to continue with the internship. It gives both Supervisors the opportunity to explain, ask questions, etc.
- ✓ Included should be if the intern is fitting into the situation, any concerns about the intern and/or the learning contract, second impression compared to first of the intern, what the College could do to help, etc.
- ✓ If possible this should be a phone conversation with time and date coordinated by the student with a minimum of phone tag.

#### 2) Midterm evaluation

- ✓ This contact is important to compare the Site Supervisor's impression of the internship to the biweekly reports of the student. Included should be if the student intern is progressing favorably toward the goals of the learning contract, will she/he be able to complete the contract, what has the intern improved in, not improved in, how can the College help, etc.
- ✓ This communication can be by email, on the phone, or possibly in person. The College Internship Supervisor will try to visit interns doing their experience in the state of Colorado, but is restricted by campus duties to travel on weekends or during school holidays. The student intern should also coordinate the time and date for this evaluation.

**WESTERN STATE COLLEGE – ESS 498: INTERNSHIP SITE SUPERVISOR’S FINAL EVALUATION**

Intern’s name: \_\_\_\_\_ Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Inclusive dates: \_\_\_\_\_

For each of the following skills/characteristics, please indicate your evaluation on a 1-5 scale, with 5 being the highest. Please complete your evaluation comparing the intern to other interns. **Please comment on each area in addition to the rating, as we must assess this capstone experience with more than just numbers.** Use a separate sheet as needed. If not applicable please so indicate.

**Speaking: (fluency, organization, adaptation to general public & professionals)**

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Writing: (use of language, clarity, content)**

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thinking: (integration, decision making, understanding, application)**

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Information literacy: (use of computers, ability to assimilate information from different sources)**

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Math: (coherence, correctness, effective use)**

Rating: \_\_\_\_\_ Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please rate the intern as she/he has progressed to the end of the internship, not as they entered. Again use a 1-5 rating scale and give comments.

**Professionalism** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Motivation** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Dependability** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Creativity** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Maturity** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Self confidence** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Team Player** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Social/interpersonal skills** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Work skills** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

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Knowledge areas: Please use the following areas and others not listed but important at your site. Again use a 1-5 rating scale but also give helpful comments with each section.

Theory:

**Anatomy** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Physiology** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Dimensions of wellness** Rating: \_\_\_\_\_

Comments: \_\_\_\_\_

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**Health promotion** Rating: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**Behavior modification** Rating: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**Fitness instruction** Rating: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**Biomechanics** Rating: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**Nutrition** Rating: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**Psychology** Rating: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**Exercise Testing** Rating: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**Exercise prescription** Rating: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**Management & Organization** Rating: \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_

**Hands on experience (please list those used in internship)** Rating: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please answer the following:**

Identify the intern's personal strengths.

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Identify the intern's personal weaknesses.

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Identify aspects of the intern's educational background which appeared to be strong.

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Identify aspects of the intern's educational background which appeared to be weak.

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How could the college have been more helpful during this internship?

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After completing this evaluation, **please discuss it with the intern prior to both of you signing below. Please print then sign names and date.**

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Intern/date

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Site supervisor/date



**INTERNSHIP SITE EVALUATION COMPLETED BY STUDENT INTERN**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

**Evaluation Instructions:**

For each of the questions below use a rating scale of 1-5, with one being the worst and 5 being the best. Comments and examples are required on each area. Please give positive as well as negative opinions. Use additional space when needed.

**Was the learning contract honored?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Was your mentor organized?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Did your mentor use good leadership skills?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Were communication channels open to you?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Did you receive appropriate feedback on your performance?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Were you treated as a professional?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_

**Did your mentor give you the help you needed?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_

**Were you exposed to all aspects of the site?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_

**Were you challenged in a positive way?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_

**Were you able to provide input for programs, planning, etc.?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_

**Were your anticipated goals met?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_

**Was the internship meaningful?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_

**How would you rate the experience, overall?** \_\_\_\_\_ **Rating:** \_\_\_\_\_

Comments: \_\_\_\_\_

