

10/27/11

THE UNIVERSITY OF
MEMPHIS.

Department of Health & Sport Sciences

Student Internship Manual

2011/2012



Departmental Mission Statement

The Department of Health & Sport Sciences is dedicated to the preparation of educational leaders, supervisors, managers, researchers, and other professional personnel to effect and manage change that promotes and optimizes quality of life and well being of individuals and family units. Consistent with the missions of the College of Education and The University of Memphis, to become a major urban research university and the academic center of the mid-south region, the Department's mission is:

- ✦ To prepare theoretically and experientially competent educational leaders and professionals with expertise in the Human Movement Sciences;
- ✦ To provide students in the General Education program with the fundamental knowledge and skills in fitness and wellness necessary to healthy living and an enhanced quality of life;
- ✦ To expand the supportive body of knowledge in the Human Movement Sciences through producing and disseminating research as well as through the interpretation and integration of existing knowledge; and,
- ✦ To extend professional services to the university community, to individuals and groups in both the public and private sector within the immediate urban setting, and to state, regional, national and international audiences.

Definitions

- ✦ **Internship.** Planned and supervised experiences in a work setting appropriate to the student's area of specialization providing opportunities to synthesize knowledge and skills and demonstrate professional competencies.
- ✦ **Clinical Experience.** Observation and participation activities in laboratory and field settings related to student's area of specialization.
- ✦ **Agency Supervisor.** A qualified professional staff member of the placement agency. The agency supervisor serves as the intern's mentor and assists and supervises the student throughout the internship.
- ✦ **University Supervisor.** A member of the faculty of The University of Memphis assigned to coordinate and supervise the student intern.
- ✦ **Student Intern.** A student who has enrolled in one of the department's internship courses, those being: EXSS 4605, EXSS 7800, HPRO 7800, HPRO 4605, PETE 4605, SLC 7605, or SLS 4605

Purpose of Internship

The fundamental purpose of all field experience activities supported by the Department of Health & Sport Sciences (HSS) is to provide students with growth and development opportunities in a field-based setting under the direct supervision of a qualified professional that necessitate application of knowledge and competencies acquired during course work, and demanded in their chosen professional field. Upon completion of required field experiences students should be able to make the transition from student to professional and function at an optimal level of competence in their professional career.

In the Department of HSS two levels of field experiences are provided: clinical experiences and internships. **Clinical experiences** are designed to introduce the pre professional to a variety of settings, roles, and responsibilities. They include both laboratory experiences (typically fulfilled on campus) and field-based experiences (typically fulfilled off campus). Clinical experiences may be both course specific and/or program specific. Course specific clinical experiences are those required to satisfy the objectives of a particular course. These are usually structured and monitored by the instructor. Program specific clinical experiences are offered as a course. As such they are broader in scope than those incorporated within a particular course and are designed to facilitate observations and participation in a variety of settings with an emphasis on how the practitioner applies concepts and principles germane to HSS fields of study. Completion of these clinical experiences will occur in sites selected and approved by assigned faculty. The amount of time to be spent in a clinical experience will vary according to the specific requirement being met. Fulfillment of these experiences requires students to make available out-of-class time that conforms to the hours of operation of assigned agencies. Students seeking teaching licensure in physical education

will be required to satisfy the College Of Education in-school clinical experience requirement which consists of 99 clock hours of approved experiences prior to student teaching.

Internship experiences are designed as culminating experiences that provide extensive, as well as intensive, hands-on work experience opportunities. The intern, while still a student, is expected to assume a responsible and comprehensive role that is commensurate with that of a full-time professional. In that vein, interns, in collaboration with their supervisors, are expected to establish objectives to be achieved during the internship experience. Credit hours assigned to internships range from 3 to 12 hours, depending on the requirements of various concentrations in the department. Students enrolling in internships for teaching licensure must complete student teaching requirements in placements arranged, coordinated, and approved by the Coordinator of Field Experiences of the College of Education. Students enrolling in internship in non-licensure programs must complete prerequisites and program requirements in placements arranged by the Department of HSS Coordinator of Internships.

Initiating the Internship

The internship program is a cooperative effort undertaken by various community agencies and the Department of HSS to provide students with an opportunity to integrate the various aspects of their academic program into a unified whole in preparation for a professional career in a chosen field of specialization. Community agencies, which accept intern placements are asked to provide students the learning and growth experiences needed to accomplish this goal. Student interns are asked to explore all possible opportunities to gain on-the-job experience, develop competencies, integrate past learning experiences, gain insight, and experience personal and professional growth under the mentorship of an experienced professional. To be admitted to an internship a student must be in good standing, have satisfied internship prerequisites, and be approved by the Coordinator of Internships.

Choosing an internship site

There are two ways of choosing an internship site. First, you may look-up the sites in the Internship Site Directory available in the Coordinator of Internships' office (FH 106A) These are all approved sites with approved intern supervisors. Students are to make initial contact with their chosen site(s), and then follow-up with an on-site visit and interview. When arranging for this interview, please state that you are and let them know you are seeking to do an internship. You might want to send a resume in advance of your meeting. Most of the supervisors listed in the directory will be familiar with internship procedures and will be interested in meeting you. Ask questions about what is expected of interns. Ask about the clients with whom you will be working, special projects/programs, equipment, etc. Be sure to discuss the hours of operation, your academic schedule, and any special concerns such as parking, security, travel, etc. If you like what you see and hear and if the on-site supervisor encourages you to pursue a placement at the site proceed by completing the internship application. If you don't

think this would be the place for you, graciously thank the interviewer and look elsewhere. At this point, nothing (except your time and energy) has been lost. Problems occur when an intern and/or on-site supervisor become unhappy with a particular arrangement. The department is very sensitive to keeping good relationship with internship sites. Once a placement has been made, site changes are generally not approved. Interns absolutely may not change sites on their own volition.

The second way to choose an internship site is to identify your own site. The Coordinator of Internships is always looking for new sites, so feel free to investigate on your own. Remember, the site should provide services/activities compatible with those expected in the intern's field of specialization and must provide a qualified supervisor. A qualified supervisor is a professional who has academic preparation in his/her field of specialization, preferably a baccalaureate degree, and/or has demonstrated his/her expertise through work experience and professional accomplishments. The Coordinator of Internships will check the site out and notify you of its approval prior to the start of the internship.

It may be possible to use your place of employment as the internship site with the stipulation that the site supervisor certify that the internship experience will include learning activities other than regular job responsibilities. Time spent in internship activities must exceed that required of the regular job. A certification form (page 17) is available in the appendix of this manual and must be completed both prior to and immediately following the internship.

It may also be possible to split internship assignments between two agencies provided the student is enrolled in at least a 6-hour internship and obtains the approval of the Coordinator of Internships. In these cases the student intern will be expected to follow the procedures outlined in this manual for both placements.

Applying for Internship

The steps in applying for internship are as follows:

- ✦ Upon completion of prerequisites and prior to the semester the student wishes to conduct an internship, students must complete an internship application form (available in FH 106A) and have it signed by their advisor.
- ✦ The application should be submitted to the Coordinator of Internships on or before the following deadlines: November 1, for spring internships; April 1, for summer and fall internships. Any application received after the deadline will not be guaranteed a placement for the next semester.
- ✦ Upon receipt of all internship applications by the scheduled deadline, the Coordinator of Internships will make the various site assignments. Contacting the appropriate site will make these assignments representative as to site availability and the assurance that the student intern will be accepted. While every effort will

be made to honor a student's choice of internship sites, there are no guarantees as to placement preference.

- ✦ Prior to the start of the new semester, a letter will be sent to the student indicating the time and place of an orientation meeting. At that meeting student interns will be assigned to their university supervisor, apprised of the status of your internship site assignment, settle on individual and/or group meeting times, and be given a general orientation to the experience. **Attending this meeting is mandatory.** If this meeting is missed, students will not be allowed to go to their site until they have talked to the Coordinator of Internships.
- ✦ Once the internship site is confirmed, the student intern must schedule a meeting with the agency supervisor for an orientation to the agency and to discuss internship goals, agency activities, projects, etc. The Internship Agency Information Form (page 15) and Agency Acceptance of Student Intern Form (page 16) should be completed at this time and returned to the university supervisor.

Internship Requirements

The following requirements are minimum expectations of interns:

- ✦ EXSS Interns must earn 9 credit hours, HPRO Interns must earn 6 credit hours, PETE Interns may earn 3-6 credit hours, and SLS Interns must earn 12 credit hours. Interns are expected to spend the equivalent of one full-time work week (40 hours) for each hour of internship credit. A three-hour internship requires a **minimum** of 120 contact hours at the internship site; a six-hour internship requires 240 hours; and a nine-hour internship requires 360 hours. However, SLS interns must work 33.3 hours per one hour credit; therefore, a 12 hour internship requires 400 contact hours. Time spent at the site can be scheduled according to any arrangement deemed satisfactory to the agency supervisor and compatible with the intern's academic schedule. For example, scheduling 20 hours per week for 12 weeks may satisfy a six-hour internship. In some cases it may be necessary to extend the internship experience beyond the typical semester calendar. Contact time is generally defined as time spent at the site or time required to complete assigned responsibilities (e.g. library research, interviews, client/patient visitations, travel to official meetings, etc.) Time spent traveling to the internship site, writing a synthesizing paper, or preparing internship log/journal may not be used as contact time. **It is important to note that this time requirement is a minimum; additional hours may be set by academic units in the department for various reasons such as complying with accreditation standards set by professional societies.**
- ✦ Time spent at the internship site must be documented using log sheets (page 19). The site supervisor is asked to verify log sheets. The log should be shown to the

site supervisor on a regular basis. Verification is done by having the site supervisor initial each page of the log.

- ✦ In consultation with the agency supervisor develop an internship-learning contract (see page 20-21) during the early part of the internship. Keep a copy for your file and duplicate copies for the agency supervisor and university supervisor. This contract should be submitted to the university supervisor sometime during the first two weeks of the internship. Modest changes in the contract are likely to occur and are even expected. All changes in the learning contract should be cleared with the agency supervisor and reflected in the final synthesizing paper.
- ✦ **A word-processed synthesizing paper** should be turned in at the completion of the internship. It should begin with a general overview of the internship setting and major objectives of the agency. Identify the objectives of your internship and summarize the activities you engaged in during the experience. Title each activity separately and clearly spell out the who, what, how, and why of it. Reflect on your response to each activity. For example, what did you gain from the experience? If there were problems, how did you correct them? What kind of strategy did you develop? What tangible products were produced (needs assessment questionnaire, marketing strategies, evaluation instruments, intervention plan, instructional media, etc.--these should be included with paper)? What were your successes? What were your failures? What did you learn from these? What new skills, strategies, information, knowledge, and awareness did you gain? What did you like and did not like about the experience? What competencies do you need to strengthen in regard to the activity? What do you see as advantages and/or disadvantages of doing an internship in this particular setting? What did you learn about yourself? What effect, if any, did the internship experience have on your career plans and goals? Do you recommend your internship site to future interns? What recommendations do you have for the HSS program at The U of M? The length of the paper will vary. However, it should be comprehensive in nature and present a smooth, flowing narrative in anecdotal and autobiographical form of your experience. It should follow guidelines with reference to citations, style, etc.
- ✦ Participate in scheduled evaluation conferences with university supervisor and site supervisor.
- ✦ Attend meetings of interns as scheduled by the university supervisor.
- ✦ Complete liability form (page 18) and return to Internship Coordinator.
- ✦ Complete medical/health history forms and medical requirements (e.g. immunizations) as required by internship agency.
- ✦ Complete University Supervisor Evaluation Form (page 31) and return it to the Internship Coordinator.

Internship Prerequisites

- ✦ Internships are restricted to students who satisfy the following prerequisites:
- ✦ Successfully complete all degree requirements, excluding internship and senior project, which are to be taken together the last semester of matriculation.
- ✦ Cumulative QPA of no less than 2.0 for undergraduates or 3.0 for graduates.
- ✦ Recommendation of the advisor in the student's major.
- ✦ Complete application procedures by posted deadlines (during the semester prior to internship).
- ✦ The Coordinator of Internships must approve exceptions to these prerequisites.

Liability Insurance

Liability insurance is encouraged but not required for students conducting their internships unless the cooperating agency specifically requires it. In the event that liability insurance is required, it can be obtained by joining the Student Tennessee Education Association. One year of liability insurance coverage of \$1,000,000 can be purchased for a nominal fee through the Office of the Teacher Education Program, Room 200, Ball Hall Education Building.

Course Work and Load Limitations

The total number of credit hours given for the internship experience varies from 3 to 12 hours, depending on the requirements of the major and/or concentration. Outside work must be scheduled so as not to interfere with the required work commitments of the internship.

Grades for an internship are satisfactory, unsatisfactory, incomplete or in progress (S/U/I/IP) and are based on the evaluations of the agency supervisor and university supervisor. Written reports and projects also contribute to the final grade.

Evaluation

Using the established forms, student interns will be formally evaluated by the agency supervisor at least twice during the internship: at a predetermined mid point and at the conclusion of the experience. Additionally, the student intern will be evaluated and ultimately assigned a grade by the university supervisor. (See pages 27-30)

Failure to Recommend Provisions

Students who receive a “satisfactory” grade for their internship experience will have fulfilled this requirement for graduation. Student whose performance is such that they cannot fulfill the requirements of the internship will receive a grade of “unsatisfactory.”

The university supervisor and the Coordinator of Internships will support an unsatisfactory grade provided that:

- ✦ The student has been given a fair opportunity to remedy the prescribed weakness(es);
- ✦ The evaluation reports reflect ratings that justify the recommendations;
- ✦ There is evidence that the student has received sufficient supervision from the cooperating agency supervisor and university supervisor to justify their evaluations;
- ✦ The Coordinator of Internships has been informed and consulted about the situation. Should a disagreement result over the final recommendation, the Coordinator of Internships will serve as a mediator. If the disagreement is still not resolved the student should use the University of Memphis grievance process as outlined in the Student Handbook.

Remuneration

Students may accept remuneration for services performed during the internship provided that these services are not part of an existing employment contract including graduate assistantship assignments.

Role of Coordinator of Internships

The role of the coordinator is to coordinate the various internships (excluding student teaching) and administer day-to-day policies and procedures. The coordinator has the responsibility for certifying sites, approving placements, and assigning students to supervisors. The Coordinator is also the person to arbitrate and settle issues that may arise if the student’s agency supervisor is not able to reach closure on such problems, or if the student is unable to resolve an issue after first consulting with the university supervisor. Specific responsibilities include:

- ✦ Develop and maintain an internship site directory.
- ✦ Establish and disseminate internship deadlines.
- ✦ Develop and distribute internship forms.

- ✦ Maintain and update the Internship Manual.
- ✦ Facilitate the communications of requests for agencies seeking interns.
- ✦ Collect and maintain a file of internship documentation including application form, agency information and acceptance form, learning contract, internship logs, and evaluation forms.
- ✦ Plan and host internship orientation sessions.
- ✦ Approve internship site assignment for each intern.
- ✦ Apprise faculty and chair of the department of recommended changes in internship policies, procedures, and practices.

Minimum Expectations of Student Intern

- ✦ Make application for internship by posted deadline.
- ✦ Ensure that the Coordinator of Internships approves the selected cooperating agency.
- ✦ Complete Internship Agency Information Form (page 15) and Agency Acceptance of Student Intern Form (page 16) and return both forms to the university supervisor.
- ✦ Discharge work responsibilities in a professional manner, participate in agency training and study sessions, and attend agency staff meetings.
- ✦ Accept the responsibilities associated with internship with the same interest and enthusiasm as if accepting a full-time professional position.
- ✦ Abide by all policies, rules, and regulations of the agency while participating in the internship experience.
- ✦ Be available to provide service to the agency on a consistent and dependable basis in return for the professional leadership and guidance provided by the agency. In the case of absences, contact agency supervisor immediately. Also apprise university supervisor.
- ✦ Complete all internship paper work in a timely manner and submit completed materials according to the schedule and guidelines set forth in this manual.
- ✦ Develop goals and objectives for internship in concert with agency supervisor.
- ✦ Develop a list of activities with timetable to achieve objectives and goals.

- ✦ Establish a work schedule in consultation with agency supervisor.
- ✦ Provide agency supervisor with a copy of the Internship Manual.

Roles and Responsibilities of Agency Supervisor

- ✦ Meet with the student to discuss interests, needs, goals, and task assignments. (A student resume may be provided at this time.)
- ✦ Serve as a mentor and role model for the student intern.
- ✦ Communicate with the university intern supervisor either verbally or via written documentation. This should be done every 3 weeks as a minimum.
- ✦ Determine grade requirements in consultation with the university supervisor:
 - Help prepare list of goals, objectives, and activities
 - Monitor completion of required hours/activities
 - Fill out mid-term and final evaluation forms (see pages 30-33)
 - Make recommendations for assigning a final grade
- ✦ Orient the intern to the agency, its staff, policies, regulations, programs and activities, and administrative procedures.
- ✦ Complete and file an Agency Information and Acceptance Form (pages 18 & 19)
- ✦ Provide the intern an opportunity to work with a variety of professional staff in areas such as planning, implementation, evaluation, administration, and community organization.
- ✦ Instruct the intern regarding the need for liability insurance.
- ✦ Provide guidance regarding special projects, tasks, and activities.

Agency Supervisors guidelines for a Successful Internship

- ✦ Before the intern arrives:
 - Indicate to colleagues that you will soon have an intern working closely with you;
 - Gather materials and resources that should become familiar information to the intern;

- Tentatively plan ways in which you will involve the intern in the program; and
- Make arrangements for the intern to have a personal workspace.

✚ When the intern arrives:

- Introduce yourself to the intern and attempt to set aside time for getting to know one another;
- Make sure you have exchanged relevant information regarding phone numbers, addresses, etc.;
- Introduce the intern to as many colleagues in the agency as possible;
- Give the intern a tour of the facility;
- Show the intern his/her workspace and where personal items can be stored;
- Describe expectations related to dress, parking, arrival and dismissal times, procedures for absences, etc.;
- Schedule a time for regular conferences and feedback sessions;
- Explain how your position fits into the agency's overall program;
- Discuss with the intern the importance of establishing positive working relationships with colleagues; and
- Assist the intern in completing various forms required by the Department of Health & Sport Sciences.

✚ During the internship:

- Coordinate the intern's talents/skills with the task to be performed whenever possible;
- Assist the intern in drafting immediate and long range objectives, list of activities to accomplish these objectives, and a timetable for each (the intern will present this information in the internship learning contract, see pages 23-24, gold form).
- If multiple tasks are assigned, establish priorities to ensure that the most important elements are completed first;

- Provide background information on the project/task assigned to the intern so that he/she will understand its relationship to the overall work of the organization;
 - Give specific, step-by-step instructions/explanations of the work to be performed. Support this information with a set of written instructions and samples of the desired results;
 - Maintain open lines of communication. Reassure the intern that you or another staff member will always be available to answer questions. Encourage interns to ask questions regarding any aspect of the work about which they are uncertain;
 - Organize work by separating it into manageable tasks that can be completed independently to create a feeling of accomplishment;
 - Specify the deadline by which projects are to be completed. Set due dates to provide time for consultation with the intern;
 - Give constructive feedback that will assist the intern in developing professional skills;
 - Include, when possible, interns in all staff meetings, conferences, etc. so that they can benefit from exposure to the various aspects of the agency;
 - Encourage the intern to think creatively and to experiment with ideas;
 - Try to foster reflection on the part of interns in terms of critiquing their working style and performance; and
- ✚ While all staff members must occasionally do routine tasks, interns should not be assigned the following tasks as part of their regularly scheduled duties;
- routine clerical duties such as typing of general correspondence,
 - file maintenance, photocopying of quantities of routine material;
 - performing personal errands for staff members; and
 - serving exclusively as office receptionist.

Roles and Responsibilities of the University Supervisor

- ✚ Contact the agency supervisor as soon as you have been assigned to supervise the student intern.

- ✦ Meet with intern at least twice a month on either The University of Memphis campus or the assigned agency. (Students assigned to agencies outside the Memphis metropolitan area will be supervised via mail and/or telephone.)
- ✦ Visit with intern on site at least twice. Visitations should be prearranged at the convenience of the student and agency supervisor. (More than two visitations are recommended when feasible and/or necessary.) On-site visitations may not be possible when interns are placed in settings outside of Shelby County. In these cases the sufficient use of alternate forms of communication via telephone calls, conference calls, electronic mail, etc. is expected.
- ✦ Collect evaluation forms, reports, and documentation.
- ✦ Assign internship grade in consultation with agency supervisor.
- ✦ Maintain checklist of student intern responsibilities.
- ✦ File internship records, reports, log, work schedule, checklist, and evaluation forms with the office of the Coordinator of Internships.
- ✦ Inform the Office of the Coordinator of Internships **immediately** if problems are encountered that cannot be resolved with the intern, agency supervisor, and university supervisor working together.

INTERNSHIP AGENCY INFORMATION FORM
To be completed by student & submitted to university supervisor @ end of first week of internship

Student Intern:

Name _____
Street Address _____
City _____ State _____ Zip _____
Mobile Telephone # _____ Home # _____
Work # _____ Email Address _____
Student # U00 _____ Major _____
University Supervisor _____
Semester _____ Year 20 ____ Course # _____ Credit Hrs. _____

Internship Site:

Name of Sponsoring Organization: _____
Street Address _____
City _____ State _____ Zip _____
Site Supervisor _____ Phone # _____
Email Address _____

Internship Schedule:

Beginning Date _____ Projected # of work hours per week _____

Schedule: (indicate time scheduled to be at internship site)

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Agency Acceptance of Student Intern Form
To be completed by student & submitted to university supervisor @ end of first week of internship

Name of Sponsoring Organization: _____

Address: _____

Name of Agency Supervisor: _____

Contract:

The agency specified above hereby accepts Mr./Ms. _____
(Name of student)

as a student intern beginning _____, 20 ____ and projected to end
(month, day)

on _____, 20 ____.
(month, day)

General Description of Assignment: _____

Approving Signatures

Agency Supervisor _____ Date: _____

Student Intern _____ Date: _____

University Supervisor _____ Date: _____

Instructions: (1) Student intern obtains agency supervisor's approval and transmit this form and Internship Agency Information Form to university supervisor during the first week of internship (agency retains a copy of this form); (2) University supervisor signs form and adds it to student interns portfolio.

CERTIFICATION OF INTERNSHIP DUTIES FORM
(To Be Completed by the Agency Supervisor)

Complete this form only if the intern is regularly employed by your organization.

Please complete and sign form before internship commences and then return form to Dr. Stan Walls via the student intern.

As an employee of _____, _____'s
name of company/organization **name of intern**

customary compensated job duties are/were: _____

Listed below are the specific new duties to be completed by the student intern between
_____, 20__ and _____, 20__
beginning month/date **ending month/date**

to fulfill the requirements of the internship contract with The University of Memphis.

signature of agency supervisor **date**

Field Experience Liability Form

I understand that I may be liable for actions while in schools or community agency settings while working with clients.

Please place a check mark by each of the following that apply:

- My internship site is providing liability insurance.
- I have joined the Tennessee Student Education Association.
- I have joined a comparable professional association that provides liability insurance.
- My homeowner's insurance has a specific personal liability policy which covers me during my field experience.
- I have chosen not to have liability insurance and understand my responsibility as a student intern in community settings.

Student Intern's Signature

Date

Internship Learning Contract
Department of Health & Sport Sciences
The University of Memphis

(To be completed by intern during the first two weeks of the internship in consultation with the agency supervisor. Make duplicate copies for your files, agency supervisor, and university supervisor.)

Student Intern's Name _____ Student # U00 _____

Course: _____
 Prefix Number Hours Semester Year

Name of Sponsoring Organization: _____

Name of Agency Supervisor _____

1. Description: (Provide a brief description of the role and responsibilities of the intern.)

2. Internship objectives: Specify what knowledge, skills, or abilities you expect to acquire and/or apply during this internship. Use verbs to outline what you plan to do. Be concrete: tell who, where, and how many.)

(Internship learning contract, continued)

3. Internship activities/tasks: List tasks and activities planned for the internship that will facilitate the achievement of your objectives. Propose a timetable for the completion of activities/tasks.

4. Resources: What resources will be used for the internship. Specify titles of books, journals, or other published information/data, other agencies, equipment, funds to be used, names and titles of professional contacts, computer programs, and/or special sources of information or experience.

Preliminary Approval:

Agency Supervisor _____ Date _____

University Supervisor _____ Date _____

Internship Checklist (for student intern)

Name _____ Semester/Year _____

University Intern Supervisor _____

Agency _____

Agency Supervisor _____

Date(s) Completed

Responsibility

- | | |
|-------|-----------------------------------------------------------------------------------------------------------------------|
| _____ | 1. Complete application for internship |
| _____ | 2. Obtain advisor’s signature; submit application to Coordinator of Internship office |
| _____ | 3. Schedule on-site visit at internship agency; interview agency supervisor |
| _____ | 4. Complete internship information form. |
| _____ | 5. Complete agency acceptance form |
| _____ | 6. Complete Certification of Internship Duties form (required when internship occurs at intern’s place of employment) |
| _____ | 7. Attend internship orientation session |
| _____ | 8. Obtain liability insurance, if required by agency |
| _____ | 9. Complete liability waiver form and return to Dr Walls. |
| _____ | 10. Complete medical/health history forms and medical procedures (e.g. immunizations) as required by agency |
| _____ | 11. Deliver internship manual to agency supervisor |
| _____ | 12. Submit internship learning contract to university supervisor |
| _____ | 13. Complete and turn in log sheets with signatures |
| _____ | 14. Turn in synthesizing paper (see page 7) |
| _____ | 15. Complete Certification of Internship Duties form if internship occurs at intern’s place of employment. |
| _____ | 16. Complete university supervisor evaluation and submit to Dr. Walls |

Agency Supervisor Checklist

Agency _____

Agency Supervisor _____

Date(s) Completed

Activities

- | | |
|-------|--------------------------------------------------------------------------------------------------------------|
| _____ | 1. Conduct initial interview with intern |
| _____ | 2. Complete Agency Acceptance Form |
| _____ | 3. Complete Certification of Internship Duties form if required |
| _____ | 4. Advise intern of agency requirements regarding liability insurance, liability waiver, immunizations, etc. |
| _____ | 5. Assist intern in formulating goals, objectives, and list of activities |
| _____ | 6. Familiarize intern with agency staff, programs, policies, procedures, etc. |
| _____ | 7. Complete mid-term evaluation form and discuss with university supervisor |
| _____ | 8. Conduct mid-term evaluation conference with intern (27-28) |
| _____ | 9. Sign intern's daily log sheets |
| _____ | 10. Conduct final evaluation conference with intern |
| _____ | 11. Complete final evaluation form (30-31) |
| _____ | 12. Complete Certification of Internship Duties form if required. |

University Supervisor Checklist

Name of Intern _____

Name of Agency _____

Date(s) Completed

Activities

- | | |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| _____ | 1. Conduct initial interview with student intern; discuss agency placement, placement, guidelines, general expectations, etc. |
| _____ | 2. Approve intern’s agency placement by signing Agency Acceptance of Student Form; forward from to Internship Coordinator. |
| _____ | 3. Initiate contact with agency supervisor. |
| _____ | 4. Meet with agency supervisor; discuss intern/internship |
| _____ | 5. Meet with intern biweekly (give dates)
1st meeting _____ 2nd meeting _____
3rd meeting _____ 4th meeting _____
5th meeting _____ 6th meeting _____
7th meeting _____ 8th meeting _____ |
| _____ | 6. Visit with intern on-site at least twice (give dates)
1st visit _____ 2nd visit _____ other _____ |
| _____ | 7. Discuss mid-term evaluation with agency supervisor and student intern. |
| _____ | 8. Collect internship records, reports, log, work schedule, intern’s checklists, and evaluation forms. |
| _____ | 9. Discuss final evaluation with agency supervisor and intern. |
| _____ | 10. Assign grade and forward to internship coordinator. |
| _____ | 11. Complete university supervisor’s evaluation form. |

University Supervisor's Evaluation Form

(To be completed by university supervisor at the conclusion of the internship)

Name (Intern): _____

University Supervisor: _____

Semester: _____ Grade: _____ (S,U,I)

University supervisor's comments on student's performance during internship with emphasis on his/her ability to meet the goals and objectives of the internship contract.

Signature of Intern

Date

Signature of University Supervisor

Date

Internship Midterm Evaluation Form
Department of Health & Sport Sciences
The University of Memphis
Memphis, TN 38152

(To be completed by agency supervisor at the mid-point of the internship)

Name of Student Intern _____ Date _____

Name of Agency Supervisor _____

Name of Agency _____ Telephone _____

Agency Address _____

Period Covered by Rating: From _____ to _____.

Instructions: Please assess intern's performance by commenting on the student's strong points for the criteria listed. For each criterion, place in the square the number which best describes the intern's performance. You are encouraged to comment on each factor. **Brief comments are expected for ratings of outstanding, needs improvement or unsatisfactory.** Try to make specific suggestions in those areas in need of improvement. Once completed, please share the report with the intern, obtain signatures, and forward it to the student's university supervisor.

- | | |
|---------------------------|-------------------------------------------------------|
| <u>5</u> Outstanding | <u>2</u> Needs improvement |
| <u>4</u> Good performance | <u>1</u> Unsatisfactory |
| <u>3</u> Acceptable | <u>NA</u> Not applicable or no opportunity to observe |

_____ **Productivity:** Use of time and facilities; actual quantity of work produced in meeting the objectives and requirements of the internship.

_____ **Quality of Work:** The degree of thoroughness, accuracy, and professionalism exhibited in completing internship tasks and responsibilities.

_____ **Dependability:** The degree of consistency in performing internship responsibilities.

Midterm Evaluation, cont.

_____ **Initiative:** The degree to which the intern is a self-starter and takes appropriate independent work related action.

_____ **Communication:** Degree of skill and ability to express thoughts on paper, reports, projects, etc., and command of language and ability to speak to others.

_____ **Attendance and Punctuality:** Regularity of attendance, promptness of reporting absence, tardiness, and time off for illness or personal business, clock watching.

_____ **Knowledge and Preparation:** The degree of competency, skill, and understanding in carrying out assigned responsibilities and willingness to make adequate preparation for completion of new tasks.

_____ **Adaptability:** The degree of flexibility and ability to adjust to a variety of situations as related to this specific internship setting.

Overall Evaluation

Place an X at the point on the scale, which indicates your overall assessment.

Outstanding Good Performance Acceptable Needs Improvement Unsatisfactory

Signatures:

_____ Agency Supervisor _____ Date

_____ Student Intern _____ Date

_____ University Supervisor _____ Date

Internship Final Evaluation Form
Department of Health & Sport Sciences
The University of Memphis
Memphis, TN 38152

(To be completed by agency supervisor at the conclusion of the internship)

Name of Student Intern _____ Date _____

Name of Agency Supervisor _____

Name of Agency _____ Telephone _____

Agency Address _____

Period Covered by Rating: From _____ to _____.

Instructions: Please assess intern's performance by commenting on the student's strong points for the criteria listed. For each criterion, place in the square the number which best describes the intern's performance. You are encouraged to comment on each factor. **Brief comments are expected for ratings of outstanding, needs improvement or unsatisfactory.** Try to make specific suggestions in those areas in need of improvement. Once completed, please share the report with the intern, obtain signatures, and forward it to the student's university supervisor.

- | | |
|---------------------------|-------------------------------------------------------|
| <u>5</u> Outstanding | <u>2</u> Needs improvement |
| <u>4</u> Good performance | <u>1</u> Unsatisfactory |
| <u>3</u> Acceptable | <u>NA</u> Not applicable or no opportunity to observe |

_____ **Productivity:** Use of time and facilities; actual quantity of work produced in meeting the objectives and requirements of the internship.

_____ **Quality of Work:** The degree of thoroughness, accuracy, and professionalism exhibited in completing internship tasks and responsibilities.

_____ **Dependability:** The degree of consistency in performing internship responsibilities.

Final Evaluation, cont.

_____ **Initiative:** The degree to which the intern is a self-starter and takes appropriate independent work related action.

_____ **Communication:** Degree of skill and ability to express thoughts on paper, reports, projects, etc., and command of language and ability to speak to others.

_____ **Attendance and Punctuality:** Regularity of attendance, promptness of reporting absence, tardiness, and time off for illness or personal business, clock watching.

_____ **Knowledge and Preparation:** The degree of competency, skill, and understanding in carrying out assigned responsibilities and willingness to make adequate preparation for completion of new tasks.

_____ **Adaptability:** The degree of flexibility and ability to adjust to a variety of situations as related to this specific internship setting.

Overall Evaluation

Place and X at the point on the scale, which indicates your overall assessment.

Outstanding Good Performance Acceptable Needs Improvement Unsatisfactory

Recommended Grade: _____ S=Satisfactory _____ U=Unsatisfactory

Signatures:

Agency Supervisor Date _____ Student Intern Date

University Supervisor Date

Department of Human Movement Sciences & Education

University Supervisor Evaluation Form

(To be completed by student intern)

University Supervisor's Name: _____ Year: _____

Please indicate with a check mark the degree to which you agree or disagree with the following statements. (SA=Strongly Agree, A=Agree, D=Disagree, SD=Strongly Disagree, and U=Undecided)

My University Supervisor:

	SA	A	D	SD	U
Met with me biweekly during my internship.	___	___	___	___	___
Visited with me on-site at least twice.	___	___	___	___	___
Discussed my mid-term evaluation with me and my agency supervisor.	___	___	___	___	___
Collected my internship records, reports, logs, work schedule, checklists, and evaluation forms.	___	___	___	___	___
Discussed my final evaluation with me and my agency supervisor.	___	___	___	___	___
Was courteous and helpful.	___	___	___	___	___
Was knowledgeable about the requirements of my internship.	___	___	___	___	___
Was assessable when I needed him/her.	___	___	___	___	___
Kept appointments when they were made.	___	___	___	___	___
Showed a genuine interest in my professional development during my internship.	___	___	___	___	___

Comments:

Submit completed form to Dr. Walls