



Exercise Science

EXSC 479-370
Internship

<https://shadygrove.umd.edu/academics/degree-programs/bs-exercise-science/internship>

The 10-credit internship experience is designed to provide students with an opportunity to gain real-world experience in Exercise Science settings. Students will select an internship site and complete 375 hours of meaningful work while completing assignments as outlined in the Internship Manual and EXSC 479-370 syllabus.

Pre-requisites

- Must have completed
 - EXSC 344 (Exercise Physiology)
 - EXSC 333 (Kinesiology)
 - 90 Total Credits

Credits:Hours

- Internship is a total of 10 credits = 375 working hours (1 credit = 37.5 hours)
- Credits may be divided across a max of 2 semesters
 - Winter term
 - 3 credits max
 - Spring or Fall term
 - 3–10 credits
 - Summer term
 - 3–10 credits

Credits

- You may NOT exceed 17 total credits in any semester that you are enrolled in internship.
- You may NOT enroll in less than 3 credits in any given semester
- You may NOT take more than the mandatory 10 internship credits

Internship Semester

- Spring and Fall
 - Begins day one of the semester ONLY! All hours must be complete before Finals week.
- Winter and Summer intern
 - Begins the day after Spring or Winter graduation. You do NOT have to wait for the 1st day of the term

Internship Locations

Your internship site must be specific to the Exercise Science field and may include:

- Community Gyms
- Corporate Wellness Programs
- Cardiac/Pulmonary Rehabilitation Programs
- Physical/Occupational Therapy Clinics
- Strength and Conditioning Programs
- Assisted Living Facilities
- Community Wellness Programs
- Hospitals
- Etc.

You are not limited to the state of MD, and may intern internationally.

How to Start

1. Attend a mandatory Internship Meeting
2. Enroll for EXSC 479-370
 - A permission code will be provided by Mrs. Gibson
 - Be sure to select desired credits as Gull Net defaults to 1
3. Create a list of potential sites
4. Contact each site and provide:
 - A. Updated resume
 - B. If possible, request a meeting to talk with the supervisor in person.
 - C. Total hours to complete and how many hours per week you wish to spend at the site
 - A. Example: Spring semester is 12 weeks (removing spring break and finals week)
 - A. $10 \text{ credits} \times 37.5 \text{ hours} = 375 \text{ hours}$
 - B. $375 \text{ hours} / 12 \text{ weeks} = 31\text{-}32 \text{ hours/week}$

Found a site..Now What?

Once a site agrees to have you as an intern:

5. Have site complete the **SITE AGREEMENT**

#7c on the website

6. Complete the **DEMOGRAPHIC SURVEY**

#5 on the website

SU Responsibilities

- Once a DEMOGRAPHIC SURVEY is submitted, this will start the process of a Legal Binding 'Affiliate Agreement' being created.
- This document is emailed to your site. We request them to sign it and return it ASAP. You are NOT APPROVED for internship until this legal document is complete. The process can take 2-8 weeks.
- Follow all due dates to ensure you aren't delayed.

Required Paperwork

7. Health Provider Checklist (#7a on website)
 - A. Gather the following mandatory vaccination records
 - Hep B (3 shot series)
 - PPD (must have updated in the last 12 months)
 - Cleared Physical Exam (within the last 12 months)
 - Flu Shot

You have likely already submitted these in the Health Portal:

- MMR #1 and MMR #2
- Tdap
- **The Nurse Practitioner at SU Health Services will notify you in the Health Portal for what is required to be completed for the internship.**
- **You will load remaining required documents.**
- **SU Health Services will send a completed Health Care Checklist Form via the Health Portal for you to submit in My Classes.**

Required Paperwork

7. Submit a copy of your current CPR card (AHA or American Redcross) to Mrs. Abby Gibson (#7b on website)
 - Your CPR must be valid for the entirety of your internship! If your CPR is set to expire during your internship, you MUST renew prior to beginning your internship.
 - Need to recertify CPR?
 - Complete the online Part I portion here: <https://www.onlineaha.org/courses/84>
 - Print your completion certificate and schedule a 15 minute skills check off session with Mrs. Gibson

Recap

1. Attend a mandatory Internship Meeting
2. Find a site
3. Complete Demographic Survey
4. Have site complete Site Agreement
5. Complete Healthcare Checklist
6. CPR
7. Submit to Mrs. Gibson
 1. Site Agreement
 2. Copy of CPR card
 3. Complete Healthcare Checklist

Due Dates

- **WINTER**

NOV 15: Demographic Survey

DEC 1: Paperwork (CPR, Healthcare Checklist, Site Agreement)

- **SPRING**

DEC 1: Demographic Survey

DEC 15: Paperwork (CPR, Healthcare Checklist, Site Agreement)

- **SUMMER**

APRIL 15: Demographic Survey

MAY 1: Paperwork (CPR, Healthcare Checklist, Site Agreement)

- **FALL**

MAY 1: Demographic Survey

MAY 1: Paperwork (CPR, Healthcare Checklist, Site Agreement)

APPROVAL

You are NOT APPROVED to begin any hours until the following has occurred:

1. You submit all mandatory information and forms
2. You are properly enrolled
3. You have received an approval email from Mrs. Gibson

Course Responsibilities

- My Classes access
- Objectives
- Project Proposal
- Hour logging

Resources

Website:

[https://www.shadygrove.umd.edu/academics/degree-programs/bs-exercise-science/internship.](https://www.shadygrove.umd.edu/academics/degree-programs/bs-exercise-science/internship)

Exercise Science Internship Manual:

[https://www.shadygrove.umd.edu/sites/default/files/u179/USG%20Internship%20Manual.pdf.](https://www.shadygrove.umd.edu/sites/default/files/u179/USG%20Internship%20Manual.pdf)