

EXSC 479-370

Exercise Science Internship

Salisbury University Exercise Science
The Universities at Shady Grove

Information

- Website: <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>.
- [COVID-19 Risk Statement](#)

Prerequisites

- EXSC 344
- EXSC 333
- 90 credits
 - You will begin the internship initiation process when you are taking courses and may fall between 75-90 credits.

Credits/Hours

- The internship is a total of 10 credits = 375 working hours 1 credit = 37.5 hours
- Credits may be divided between two semesters
 - Winter, 3 credits
 - Spring/Fall, 3-10 credits
 - Summer, 3-10 credits

Credits

- You may not exceed 17 credits in any semester that you are interning.
- You may not enroll in less than 3 internship credits in any given semester.
- You may not take more than the required 10 internship credits.

Length of each semester

- Spring and Fall internships begin day one of the semester. All hours must be complete before finals week.
- Winter and Summer internships begin the day after Spring or Winter graduation. You do not have to wait for the first day of the semester.

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. Navigate to the USG Exercise Science Internship Website (<https://www.shadygrove.umd.edu/academics/degree-programs/bs-exercise-science/internship>) to review all information.
2. Enroll via Gull Net in EXSC 479-370 for your desired credit amount. You must manually change the credits using the drop-down box.
3. Secure a site
 1. Contact potential sites and provide:
 1. Updated resume
 2. If possible, request a meeting to talk with the supervisor in person.
 3. Total hours to complete and how many hours per week you wish to spend at the site
 1. Example: Spring semester is 12 weeks (removing spring break and finals week)
 1. 10 credits x 37.5 hours = 375 hours
 2. 375 hours/12 weeks = 31-32 hours/week

How to Start

4. Have the site complete the **Site Agreement** form found on the website.
 - Submit via My Classes
5. Complete the **Demographic Survey** on the website.
 - This allows me to check if we have a current contract or if I need to initiate this.

Salisbury's Legal Responsibilities

- Once your Demographic Survey is submitted, the legal binding process to create an Affiliate Agreement with your site will begin.
- This document is emailed to your site for signature and return.
- You are not approved for your internship until the Affiliate Agreement is complete.
- This process can take 2-8 weeks, so be sure to submit your Demographic Survey ASAP.

How to Start

6. Complete health requirements

- SU requires record of the following mandatory vaccinations:
 - MMR #1 and #2
 - Tdap
 - Hepatitis B (3 shot series)
 - PPD (must be within 12 months)
 - Cleared physical exam (must be within 12 months)

Some locations may require a current flu shot, a drug test, and a background check.

Healthcare Checklist Submission

- Upload all required health information to your SU Health Portal
- Once you have fulfilled all requirements, SU Student Health will send you a completed and signed Healthcare Provider Checklist.
- Upload this document to My Classes.
- Health Portal:
 - <https://www.salisbury.edu/administration/student-affairs/student-health-services/health-web-portal.aspx>
- Health Services Contact:
 - StudentHealth@salisbury.edu

How to Start

7. Submit a copy of your current CPR card (AHA or American Red cross) via My Classes.

- 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://elearning.heart.org/course/334>
 - Print your completion certificate and schedule a 15 minute skills check off session with Mrs. Gibson

Overview of Internship Initiation Process

1. Navigate to the USG Exercise Science Internship Website (<https://www.shadygrove.umd.edu/academics/degree-programs/bs-exercise-science/internship>).
2. Enroll in EXSC 479-370 (3-10 credits) using your permission code.
3. Find an Internship Site
4. Work with the site to have the Site Agreement signed & submit on My Classes.
5. Complete the Demographic Survey on the website
6. Complete Healthcare Requirements & submit on My Classes.
7. Submit a copy of your CPR card on My Classes.

Approval

- You are not approved to begin any hours until:
 - All mandatory information, forms, and surveys have been properly completed.
 - You are enrolled for your desired credit amount.
 - **You have received an approval email from Mrs. Gibson.**

Due dates

WINTER

NOV 15: Demographic Survey

DEC 1: Site Agreement, Healthcare Checklist, & CPR Certification

SPRING

DEC 1: Demographic Survey

DEC 15: Site Agreement, Healthcare Checklist, & CPR Certification

SUMMER

APRIL 15: Demographic Survey

MAY 1: Site Agreement, Healthcare Checklist, & CPR Certification

FALL

MAY 1: Demographic Survey

MAY 1: Site Agreement, Healthcare Checklist, & CPR Certification