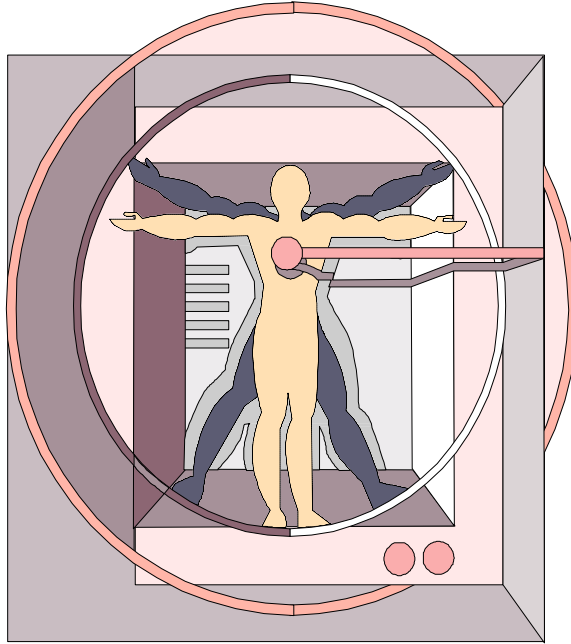


Salisbury
UNIVERSITY



EXSC
Internship Manual



Exercise Science Internship

Introduction

Exercise Science majors are required to complete an internship at a Salisbury University / Shady Grove University approved health care facility or fitness-related program site. As the field of health enhancement encompasses many different organizations in diverse settings, the actual sites for student internships will vary. Some settings that are appropriate for an internship may include health clubs, corporate fitness programs, hospital-based wellness programs, physician-based health care facilities, cardiac rehabilitation programs, and non-profit health related agencies. This document describes the nature of the Exercise Science Major at Salisbury University/ Shady Grove University, the associated internship experience, as well as the responsibilities of the student, the University, and the participating internship site.

Overview of the Exercise Science Major

The Exercise Science track at Salisbury University was introduced in 1982 to prepare students to enter the field of health enhancement. In 2002, it became an official major. Exercise Science students receive a solid academic foundation in Nutrition, Health Behavior, Exercise Leadership, Strength Training Techniques & Program Design, Strength Training for Rehabilitation, Exercise Physiology, Kinesiology, Stress Testing and Exercise Prescription, Exercise Physiology Aging & Special Populations, and Administration of Health/Fitness Programs. Within the student's final academic calendar year, a **375-hour internship (10credits)** at an approved site is completed. Coursework is designed to enhance the student's competency in mastery of essential “hands-on” assessment techniques and skills, overall content knowledge, and communication in verbal and written form. The curriculum has been designed to cover the Knowledge, Skills and Abilities for a Health-Fitness Specialist as defined by the American College of Sports Medicine. Salisbury University / Shady Grove University’s Exercise Science program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

RESPONSIBILITIES

Students Policies, Procedures, and Requirements

1.To enroll for Internship credits:

- a. Must have completed 90 total credits
- b. Prerequisites: EXSC 333 and EXSC 344, Must have a passing grade
- c. Complete an Internship Application Survey found on Exercise Science Internship web page
- d. Complete the Demographic Survey to secure a contract with your site once a site has agreed to you performing your internship at that location

PLEASE SEE THE DETAILED CHECKLIST ON THE WEBSITE FOR ITEMIZED TO DO ITEMS

2. Complete a minimum of 375 hours (10 credits) for the internship experience

- a. The credits may be taken over a maximum of 2 semesters: Summer term counting as 1 semester
- b. A minimum of 3 credits may be taken during any one semester
- c. Winter Internships are 3 credits (112.5 hrs)
- d. Summer Internships may range from 3 (112.5 hrs) to 10 credits (375 hrs)
- e. You may not enroll in more than 17 credits in any given semester while taking Internship

credits

3. May divide the Internship experience over a **maximum of 2 different locations**.

a. If there is NOT a current contract with Salisbury University and the site, it is recommended that the student **submit all Demographic information up to 8 weeks prior** to the first day of the semester in which the student is enrolled in the internship credits. Otherwise, the student may be asked to acquire an internship location that has an existing contract with Salisbury University. This is at the Internship Coordinators discretion.

3. Must accrue the registered internship hours **during the semester** in which they are enrolled.

4. Complete ALL required paperwork prior to accruing internship hours: Please see detailed Due Dates on Website

MANDATORY PAPERWORK

a. *Application for Approval of Internship Survey*: Link on Website

i. Coordinator will provide you with permission code once Internship Application is submitted for enrollment

b. Internship site Demographics: Online Survey: Link on Website

c. Internship Site Agreement: Signed by site supervisor: Link on Website

d. Current CPR certification: (Must be current entire duration of internship dates) submit copy to Ms. Abby Gibson

e. Current physical examination (within the last calendar year): submit copy to Ms. Abby Gibson

f. Current Vaccinations including: (submit copy to Health Services to have Health Form found on website signed)

i. Negative PPD within one year (or medically satisfied chest x-ray within one year)

ii. Proof of vaccination of the following:

1. MMR
2. Tetanus
3. Hep B

6. In conjunction with site supervisor, design and carry out a major project during the internship experience
7. Complete all assigned course work throughout each semester enrolled in the Internship experience
8. Evaluate the Internship experience at the conclusion of obtaining all registered hours for the enrolled semester

The Internship Site and Site Supervisor's Responsibilities:

1. Assign an on-site Supervisor to work closely with the intern.
2. Develop a written job description with responsibilities and duties for the internship with a typical weekly assignment schedule that includes specific learning objectives.
3. Help the intern identify and carry out a project that will positively impact the Company/Agency program.
4. Integrate the intern into the daily operation of the program as much as possible.
5. Ensure that the internship is a minimum of the required number of hours (Student and Internship Coordinator will provide the exact required hours at the start of the internship).
6. Discuss evaluation procedures with the intern, which should take place at the start of the internship.
7. Complete the online evaluations of the student(s) performance to the Program's assigned Internship Instructor at the mid-term point and completion of the internship experience.
8. Communicate with the Program's Internship Coordinator immediately concerning any problems that arise.

The University will:

1. Approve internship placements in consultation with the student and the Company/Agency.
2. Provide the student and the Company/Agency with an Exercise Science Internship Manual.
3. Assign a University Exercise Science Internship Coordinator to carry out the responsibilities of the University with respect to the internship.
4. In consultation with the Company/Agency Supervisor, evaluate the internship experience and the student's performance, and assign the student's final grade for the internship.
5. Contact the Company/Agency Supervisor and the student by e-mail during the first few weeks of the intern's experience.
6. Provide the Company/Agency Supervisor with contact information in case the University needs to be notified of events transpiring with an intern.

INTERNSHIP GUIDELINES

Attendance

1. The internship will officially begin on the date as noted on the agreement, designated by the SU Exercise Science Coordinator and the Internship Site Supervisor. Students will be notified by the SU Internship Coordinator and the Internship Site Supervisor of this date, in advance, to make appropriate plans to begin the internship.
2. The student will follow a schedule mutually agreed upon by the Internship Site Supervisor and the Intern with in the guidelines of the semester.
3. The internship will conclude on a mutually agreed upon date. This date will be agreed upon by the Internship Site Supervisor and the Intern.

Dress Code and Required Attire

Appropriate dress will be determined by the Supervisor at each Internship site. It is the expectation of the entire Salisbury University Exercise Science Program that the intern will dress appropriately and professionally at all times. This includes not only clothing appearance, but also professional grooming and hygiene (i.e. hair, nails, footwear with socks, earrings, tattoos, etc.). Students must adhere to the Dress Code of their Internship site.

Evaluations

Interns will be formally evaluated by their Internship Site Supervisor two times, with the first occurring upon completion of 50% of the registered internship hours and the second occurring upon completion of at least 95% of the registered internship hours. It is expected that the Internship Site Supervisor will review these evaluations with the Intern. The Internship Site Supervisor may contact the Exercise Science assigned Internship Instructor to discuss the outcomes of these evaluations.

Termination of the Internship Experience

If at any point throughout the Internship experience the Internship Site Supervisor requests the experience be terminated, the Intern, Internship Site Supervisor, and Exercise Science Internship Coordinator will meet to discuss the rationale for termination. The results of this meeting will be used to determine if the Intern is allowed to continue the Internship experience, is required to change sites for continuation of the experience, or obtains a grade of "I" or "F" for the course. Each case will be handled on an individual basis. It is highly encouraged for all parties involved to notify the Exercise Science Coordinator as soon as problems arise at the Internship site, in order to address concerns immediately.

****Must get approval to hold a job in addition to internship credits in Winter and Summer Internship**

****May NOT exceed 17 total credits in any semester when enrolled for internship without permission by Mrs. Gibson.**

