

This internship manual consists of 8 parts, each individual files

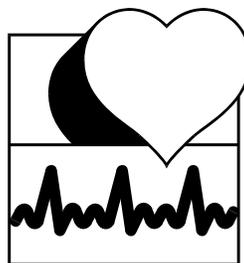
	Student responsibility	Site supervisor responsibility
Part 1: Internship general information	Read	Read
Part 2: Student preparation	Complete & submit to WWU supervisor and site supervisor	Read
Part 3: Internship contract	Complete student information, sign and forward as listed	Complete agency information, sign and forward as listed
Part 4: Student responsibilities contract	Complete & submit to WWU supervisor	Informational only
Part 5: Weekly report	Complete & submit to WWU supervisor	Informational only
Part 6: Midterm evaluation	Provide file to site supervisor	Complete, sign and submit to faculty supervisor
Part 7: Final evaluation	Provide file to site supervisor	Complete, sign and submit to faculty supervisor
Part 8: Student feedback on internship to WWU supervisor	Complete & submit to WWU supervisor	N/A

NOTICE REGARDING HOSPITAL & CLINICAL SITES:

The use of the term “Internship” in many hospital and clinical sites is different from the use of the term “Internship” at Western Washington University, and in this document.

- A WWU internship is an undergraduate doing 360 hours of job shadowing to learn about the profession.
- A hospital or clinic definition of an internship may be a clinical student developing professional related skills in the clinic.

A hospital or clinic should understand that the experience the WWU undergraduate student is setting up with this document is a “job shadow.”





Department of Health and Human Development
Kinesiology Program Internship Manual
Part 1 of 8: **Internship general information**

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KIN 471/472 Course Requirements

I. Preparation Phase

- A. Meet with your faculty advisor to review goals and discuss internship possibilities. Submit a) Personal Goals and Information form , b) proof of current CPR/1st Aid (See: Policy Regarding CPR and First Aid Certifications and Re-Certifications in FAQs) and c) proof of purchase of malpractice insurance.
- B. Select an intern site and make the initial contact with the organization. Provide site supervisor with a copy of the Cooperating Agency Supervisor Information. Submit Student Intern Information Sheet when internship confirmed at least 2 weeks prior to the beginning of the internship.
- C. Finalize arrangements with internship site in the first week. Submit a) Internship Agreement and b) Work Schedule to faculty supervisor.

II. Implementation Phase

- A. Contact faculty advisor in the first week of the internship to confirm beginning of work and to clear up any initial problems.
- B. At the completion of each week, write a summary of the events and tasks you observed or were directly involved with. Submit the Student Internship Weekly Report via mail or email at the end of each week.
- C. Participate in Mid-term Organization Evaluation with organization supervisor. Submit Student Internship Midterm Evaluation Form to the faculty supervisor.
- D. Arrange for a site visit and midterm review with the faculty supervisor.

III. Final Evaluation Phase

- A. Participate in Final Organization Evaluation with organization supervisor. Submit Student Internship Final Evaluation to faculty supervisor.
- B. Complete the evaluation and contact the faculty supervisor for any final arrangements. Submit the Student Internship Evaluation to the faculty supervisor.

Introduction:

The Internship Program in Exercise and Sport Science is designed to provide students with a practical, in-depth experience in the professional field they plan to enter. Examples of work settings where students will complete internships include fitness facilities, hospital settings, physical therapy clinics, and various business settings. Students enroll in KIN 471-Internship I for 3 credits in the fall or spring quarter surrounding the internship and KIN 472-Internship II for 12 credits in the summer. Students are expected to complete 360 hours of on-site participation over a 9-week university quarter. The participating organization and the university faculty advisor coordinate the intern experience jointly.

Objectives of the Internship

1. To provide opportunities to apply theory to practice.
2. To help students develop professional skills and knowledge.
3. To help students learn as much as possible about the organizations they serve and the broader communities served by those organizations.
4. To help students to establish a foundation for professional growth and development.
5. To help students assess their personal goals in light of professional expectations and commitments.
6. To help students identify personal strengths and weaknesses.
7. To contribute to preparation for entry-level employment.

Features of the Internship

1. It is expected that the students will have the opportunity to experience and/or observe a range of professional responsibility within the participating organization.
2. The internship may be paid or unpaid. If the internship is paid employment, it is acceptable as long as the student is provided with an opportunity to experience the full breadth of the total work experience.
3. Students should be provided with a variety of experiences that may include programming, administration and management of the facilities, general responsibilities, and specialized functions that are related to the work experience.
4. Where allowed, students should study, observe, and assist in the implementation of the organization policies and practices; help plan and carry out program activities; have the opportunity to gain familiarity with maintenance and responsibilities regarding facility planning and operation; be introduced to the specialized functions carried on by the organization.
5. Student interns will be visited at least once during the internship period unless the internship is outside a 125 mile driving distance from the university, in which case contact will be made by phone and through the mail.

Characteristics of the Organization Providing the Internship

1. The organization must provide a productive, representative experience for the students that will contribute to professional growth and development.
2. The organization must have adequate resources to provide students with a valid experience.
3. The organization must employ a professional staff capable of fulfilling the responsibilities outlined for the internship supervisor and a staff that is interested and able to help students grow into their chosen professions.

Responsibilities of the Organization Supervisor

1. To be responsible for the organization's end of the relationship between the university and organization.
2. To create and facilitate a working environment within which the student can participate and grow in regard to their duties and responsibilities.
3. To interpret the internship program to the organization board or controlling body and to obtain official organization approval of the internship program.
4. To interpret the internship program to the organization staff and help students gain acceptance as staff members.
5. To assist students to understand their work responsibilities as it relates to the organization and the community it serves.
6. To define student responsibilities and facilitate their growth and development by:
 - meeting with students to outline the program,
 - meeting weekly with students to discuss problems, leadership techniques, operational methods and other matters which will assist students in fulfilling their internship functions,
 - keeping students informed of all rules and regulations to be observed and
 - establish performance standards that would facilitate the student's professional growth.
7. To evaluate student work through:
 - scheduled and unscheduled conferences with the student,
 - scheduled conferences with the university faculty advisor,
 - the development of evaluative criteria with assistance and cooperation of the university faculty advisor,
 - oral evaluation of the student work during the internship,
 - written mid-term and final evaluations, a copy of which may be kept by the student.



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Responsibilities of the University Faculty Advisor

1. To be responsible for the university's end of the internship.
2. To confer with the student and provide advice and support.
3. To supervise arrangements for and give final approval of internship agreements.
4. To evaluate internship reports, the student's overall performance, and communicate progress to the student.
5. To communicate with the organization supervisor.
6. To be available for consultation as necessary.
7. To serve as a resource person for both the organization supervisor and student

Responsibilities of the Student

1. Students are responsible for selecting their internship site, establishing initial contact with the organization, developing the tentative internship agreement and gaining final faculty approval for the experiences.
2. Students are responsible for completing all requirements and assignments in a timely fashion.
3. Students shall submit the following reports to the university faculty advisor:
 - **Personal Goals and Information Statement**: to be completed by student prior to meeting with site supervisor, to prepare for that meeting
 - **Student Intern Information Sheet**: to be completed with the prospective internship organization and submitted to the university faculty advisor prior to registration for the internship.
 - **Internship Agreement**: to be completed with the prospective internship organization and submitted to the university faculty advisor prior to registration for the internship.
 - **Internship Work Schedule**: to be completed with the prospective internship organization and submitted to the university faculty advisor prior to registration for the internship.
 - **Student acknowledgement of responsibilities**: to be completed by the student and submitted to the university faculty advisor prior to registration for the internship.
 - **Weekly Reports**: complete weekly and submit to university faculty advisor
 - **Midterm and Final Evaluation**: the agency supervisor should complete the midterm evaluation after 180 hours at the agency. The final evaluation is completed at the end of the internship and both forms should be submitted to the faculty supervisor. Submit the midterm as soon as it is completed.
 - **Student Internship Evaluation**: submit at the conclusion of the internship

Grading of the Internship

Students will receive a Satisfactory/Unsatisfactory grade upon completion of the internship experience. The grade will be based on the organization supervisor's written evaluations and satisfactory completion of the internship assignments. The university faculty advisor will assign the final grade.



Frequently Asked Questions:

WHEN IS A STUDENT ELIGIBLE FOR THE INTERNSHIP?

Students may intern in summer quarter only. Students usually complete their internship in the summer between their junior and senior years or at the end of their studies. Students must be enrolled in KIN 471/472 to receive university credit during their internship. KIN 471/472 is graded on the S/U scale. Twelve credits of KIN 472 are taken in the summer and an 3 credits of KIN 471 are usually taken in the spring quarter preceding or the fall quarter following the internship. All internship credits are graded at the completion of 360 hours.

HOW DO STUDENTS SELECT THEIR INTERNSHIP SITES?

With the assistance of their faculty advisor, students review potential sites and make initial contact with an agency. Out of state sites are allowed with permission of the faculty supervisor. Informational interviews with potential site supervisors are recommended. Once students choose their site, with approval of the cooperating agency and Western's faculty supervisor, they submit the "Student Intern Information Sheet" to their designated supervisor.

WHERE MAY STUDENTS LOOK FOR INTERNSHIP SITES?

Students complete their internships at sites that offer opportunities for optimal professional experiences. These sites are generally in Washington State but may be outside the State or the country. Interns selecting sites beyond a 125 mile driving distance of Bellingham may not be visited by their supervisor. In such cases, communication with the intern and agency supervisor is by email, telephone, and/or mail.

MAY STUDENTS BE PAID FOR THEIR INTERNSHIP?

Typically the internship is unpaid; but some internship sites do pay stipends to student interns. Stipends or paid internships are acceptable when they do not limit the opportunity for students to gain a well-rounded educational experience.

WHAT ARE THE MEDICAL MALPRACTICE INSURANCE REQUIREMENTS?

Student interns at Western Washington University are required to purchase student medical malpractice insurance prior to their internships. A record of this purchase is kept at the university and in the office of the supervisor. The Student Medical Malpractice Insurance Program at Western Washington University "specifically insures the professional liability of students who furnish professional services that are part of and a requirement of curriculum or internship through the university." The policy covers what the student "may be legally obligated to pay for bodily injury or property damage caused by any act or omission in furnishing professional services. The limit of liability is \$1,000,000 per occurrence and \$3,000,000 annual aggregate, per student."

WHAT HAPPENS IF AN AGENCY REQUIRES A CONTRACT WITH WESTERN WASHINGTON UNIVERSITY'S CONTRACT OFFICE?

Some agencies, such as hospitals, require a contract with the Contract Office of Western Washington University. During the internship informational interview, the prospective intern should determine if such a contract is required. The University may have a contract in place but it may need updating. The contract office, the Assistant Attorney General for Western Washington University, and the Provost sign off on the contract. The agency and the University maintain copies of the contract. The internship cannot begin until this contract is in place so the process must be expedited.



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CAN THE AGENCY OR STUDENT TERMINATE THE INTERNSHIP?

If there is cause for dissatisfaction between the student and the agency, either one may terminate the experience after consultation with, and approval by, the Western Washington University Internship Supervisor. Just cause for termination must be shown in either case. Where possible, and if circumstances are warranted, the University Internship Supervisor will help the student locate another internship site. Do note that this rarely occurs.

WHEN I CALCULATE MY WORK HOURS FOR EACH DAY, DO I SUBTRACT THE TIME I SPEND AT LUNCH?

No. If you work 9 am to 5 pm, including a lunch break, this is an 8 hour day for your total hours in the summer.

DOES THE STUDENT NEED TO PAY RECREATION CENTER FEES WITH THEIR SUMMER REGISTRATION?

If the student is registered for only an internship course in the summer, some fees associated with campus life (e.g., recreation center fee, Tech fee) will not be included in the student's summer term fee statement.

POLICY REGARDING CPR AND FIRST AID CERTIFICATIONS AND RE-CERTIFICATIONS:

Original certifications must be obtained through classes that contain a both a cognitive and hands-on practical assessment, no entirely online certifications will be accepted. Certification must also be from a professional organization that complies with the guidelines established by the International Liaison Committee on Resuscitation and/or the American Heart Association. All re-certifications must include an in-person hands-on practical portion as well. Completely on-line certification or re-certification will not be accepted. The original signature of the instructor on the certification card indicating the completion of a practical portion will be required as evidence that the class was not online only class. Examples of organizations that provide this type of certification include the American Heart Association, American Red Cross and Medic First Aid however this list is not all inclusive.

First aid certification must be "standard" first aid. CPR/AED certification must be for adults, although if student is working in an environment with children then child CPR is also advised.



International Internships

Education Abroad

Miller Hall 208 • (360) 650-3298

Explore the World of Learning Opportunities

Health and Human Development (HHD) International Internships Guidelines

Students can participate in an international internship that may range from ten weeks to six months of full-time work. The internship integrates academic credit at Western Washington University with on-the-job experience, allowing students to gain valuable skills while working towards a degree. Students should start planning at least two quarters in advance for an international internship. Education Abroad (EdAbroad) and the Career Services Center offer internship resources.

Academic Requirements:

- Meet Education Abroad (EdAbroad) and Health and Human Development (HHD) eligibility requirements for international internships (min. 2.5 GPA, completion of at least 30 credits at WWU).
- Internship approval by a faculty advisor and academic department or college chair; faculty advisor must determine how the internship is evaluated and graded.
- Acceptability to the internship program or agency.

Procedures:

- Meet with faculty advisor and obtain approval for internship.
- Obtain and complete [EdAbroad Independent Study Abroad Application](#) and follow departmental internship procedures including departmental registration.
- International internships credit can only be applied to one academic department. It is up to the student and faculty advisor to determine how the internship will be graded. Some departments have specific guidelines and students must follow departmental and EdAbroad guidelines for international internships.
- Submit the EdAbroad Independent Study Abroad Application and schedule an advising appointment with an EdAbroad advisor to process the application.
- If the internship program provides this service, the student must request the program or agency to send the evaluation or transcript directly to EdAbroad for processing upon completion of the internship. EdAbroad will send the internship evaluation or transcript to the faculty advisor for review.
- After the internship is completed, the student must meet with his/her faculty advisor to discuss the internship and evaluation before a grade and number of credits is determined.
- The Registrar's office will then post the grade and number of credits earned to the student's WWU transcript.

For more information, contact Krista Mantello, Education Abroad, Krista.Mantello@wwu.edu; 360-650-7627.

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