KINESIOLOGY PROGRAM INTERNSHIP 
GUIDELINES AND PROCEDURES

NOTICE TO 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.”

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# Internship Checklist-

## KIN 471/472 Course Requirements

### I. Preparation Phase

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>A.</td>
<td>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.</td>
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<td>B.</td>
<td>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.</td>
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<tr>
<td>C.</td>
<td>Finalize arrangements with internship site in the first week. Submit a) Internship Agreement and b) Work Schedule to faculty supervisor.</td>
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### II. Implementation Phase

<table>
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<tbody>
<tr>
<td>A.</td>
<td>Contact faculty advisor in the first week of the internship to confirm beginning of work and to clear up any initial problems.</td>
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<tr>
<td>B.</td>
<td>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.</td>
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<tr>
<td>C.</td>
<td>Participate in Mid-term Organization Evaluation with organization supervisor. Submit Student Internship Midterm Evaluation Form to the faculty supervisor.</td>
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<tr>
<td>D.</td>
<td>Arrange for a site visit and midterm review with the faculty supervisor.</td>
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### III. Final Evaluation Phase

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<tr>
<td>A.</td>
<td>Participate in Final Organization Evaluation with organization supervisor. Submit Student Internship Final Evaluation to faculty supervisor.</td>
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<tr>
<td>B.</td>
<td>Complete the evaluation and contact the faculty supervisor for any final arrangements. Submit the Student Internship Evaluation to the faculty supervisor.</td>
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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 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.
**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 and reviewed prior to initial organization contact
   - **Student Intern Information Sheet**: to be completed 2-4 weeks before the beginning of the internship and prior to registration for the internship.
   - **Internship Agreement**: to be completed with the prospective internship organization and submitted to the university faculty advisor by the second week of the internship.
   - **Internship Work Schedule**: to be completed and submitted to the university faculty advisor by the second week of the internship.
   - **Weekly Reports**: complete weekly and mail or email 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 mailed to the faculty supervisor.
   - **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 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.

**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 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

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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Personal Goals and Information

Name: __________________________ Date: ____________
Advisor: __________________________

What are your career goals?

What are your internship goals?

What skills do you hope to acquire as a result of your internship?

How do your internship goals relate to your career goals?
What are your strengths?

In what areas do you feel you need further growth? (Include both personal attributes and professional concerns.)

List and briefly describe your previous work experience. (Paid and voluntary)

List areas in which you are currently certified. (WSI, ARC First Aid/CPR, ACSM, NSCA, IDEA, etc.)

Additional comments and information.
STUDENT INTERN INFORMATION SHEET

Completed by student intern   WWU ADVISOR:______________

Please complete this form two to four weeks prior to the beginning of your internship and give to your University Internship Supervisor.

Student’s Name: (Please Print)__________________________________________________________________________

Student ID Number:__________________, Student E-mail:__________________________

Student’s Home Address During Internship: ____________________________________________________________
____________________________________________________________________________________

Work Phone: (____) _________   Home Phone: (____) ________________________________

Internship Agency Name: ________________________________________________________________

Agency Address: ____________________________________________________________

Agency Fax: (____) ____________________

Internship Agency Supervisor: (Please Print) __________________________________________ Phone: __________________________

Internship Agency Supervisor Title: _________________________________________________________

Agency Supervisor E-mail: ______________________________________________________________

Starting Date of Internship:_______________________________________________________________

Ending Date of Internship:_______________________________________________________________

Note: The internship is planned assuming full time work of 40 hours per week for nine weeks (360 hours). It is acknowledged that sick days and personal time off during the internship often occurs. Accordingly, allowing for some time to be missed from the full time work for nine weeks, interns must complete a minimum of 333 hours.
**Internship Agreement - Completed by Student and Agency Supervisor**

__________________________________________________________________________

(Name of Agency) hereby accepts (Name of Student) as an internship student and employee for the time and the specifications listed below.

Starting Date: ___________________    Terminating Date: ___________________

Salary Per Week (If applicable): __________

Organization Internship Supervisor: ___________________

Specific Description of Internship Assignment (Use additional pages if necessary):

Note! The student and the Agency supervisor should discuss agency policy. If the student wishes to take a vacation during the internship period, plans to ensure the required hours are completed must be addressed.

**Internship site SUPERVISOR acknowledgement of responsibility:** Staff at this site hosting a Western Washington University student are aware that engaging in an activity outside of the workplace site and/or work hours with a student carrying out an internship is allowed only when a minimum of five staff members are present, unless pre-approved by the WWU faculty supervisor.

**Child or vulnerable adult verification:** If the WWU student will have unsupervised access to children or vulnerable adults, the student will be required by WWU to obtain a background check.

- Vulnerable adult: Adult of any age who lacks the functional, mental, or physical ability to care for themselves, including persons who are developmentally disabled.
- Child/minor: any person under the age of 18 years.
- Unsupervised Access – Being with a child/minor or vulnerable adult when not in the presence of: (a) another University representative; (b) another representative from a University co-sponsored program; or (c) any adult relative or guardian of any of the children or developmentally disabled persons or vulnerable adults. This does not include incidental contact with a single child which is minor or casual contact in an area accessible to and within visual or auditory range of others, such as passing a child or
Kinesiology Program
Department of Health and Human Development

vulnerable adult while walking down a hallway. It does include being alone with a child or vulnerable adult for any period of time in a closed room or office.

The WWU student WILL ___ / WILL NOT _____ (check one) have unsupervised access to children or vulnerable adults while performing this internship.

Date: _______________  Signed: ____________________________
(Organization Internship Supervisor)

Date: _______________  Signed: ____________________________
(Internship Student)

Date: _______________  Signed: ____________________________
(WWU Faculty Advisor)
**Work Schedule - Completed by Student and Agency Supervisor**

Student Name  
Internship Organization

<table>
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<tr>
<th>Work Schedule:</th>
<th>Times</th>
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<td>Saturday</td>
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<tr>
<td>Sunday</td>
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Has your organization supervisor informed you of you role in emergencies and the procedures you are to follow?  
Yes [ ] No [ ] (If no, give date by which this will be done.)

Has your organization supervisor informed you of organization standards and regulations applicable to your internship employment?  
Yes [ ] No [ ] (If no, give date by which this will be done.)

Date: ________________  
Signed ____________________________  
(Student Intern)

Date: ________________  
Signed ____________________________  
(Organization Supervisor)
STUDENT acknowledgement of responsibilities

(A) Reporting Requirements: WWU students doing internship work at any site on or off campus are responsible for reporting concerns of safety or welfare of children and vulnerable adults who are participating in the internship work (POL-U5310.14).

    Vulnerable adult: Adult of any age who lacks the functional, mental, or physical ability to care for themselves, including persons who are developmentally disabled.
    Child/minor: any person under the age of 18 years.
    Abuse or neglect: Sexual abuse, sexual exploitation, or injury of a child. Negligent treatment or maltreatment of a child by a person responsible for providing care. Abuse or neglect of a vulnerable adult.
    Harassment, intimidation or bullying: Any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any illegally discriminatory characteristic, when the intentional electronic, written, verbal, or physical act: (a) physically harms a child or vulnerable adult or damages a child’s or vulnerable adult’s property; (b) has the effect of substantially interfering with a child’s or vulnerable adult’s welfare or safety; (c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or (d) has the effect of substantially disrupting the orderly operation of the school.

If you (the WWU student) observes, learns about, or has reasonable cause to believe a child or vulnerable adult has been abused, neglected, harassed, intimidated or bullied, you must report at the first opportunity, but in no case longer than 48 hours, to both: (a) law enforcement (University police 360-650-3911, or local 911) and (b) faculty supervisor or chair of the HHD department. Exception: if there is imminent danger to the child or vulnerable adult, or a crime is in progress, the report must be made immediately to both: (a) law enforcement (University police 360-650-3911, or local 911) and (b) faculty supervisor or chair of the HHD department.

(B) Unsupervised Access to Children or Vulnerable Adults: If you will have unsupervised access to a child/minor or vulnerable adult during the performance of your duties during your internship work, you must report this to your faculty supervisor within 48 hours for evaluation of whether you need to have a criminal background check, or a change in duties.

    Unsupervised Access – Being with a child/minor or vulnerable adult when not in the presence of: (a) another University representative; (b) another representative from a University co-sponsored program; or (c) any adult relative or guardian of any of the children or developmentally disabled persons or vulnerable adults. This does not include incidental contact with a single child which is minor or casual contact in an area accessible to and within visual or auditory range of others, such as passing a child or vulnerable adult while walking down a hallway. It does include being alone with a child or vulnerable adult for any period of time in a closed room or office.

(C) Sexual Harassment: If I am subject to sexual harassment I will report this to my faculty supervisor or chair of the HHD department (see also WWU policy PRO-U1600.02A).

    Sexual harassment is a form of sex discrimination and is therefore prohibited by law. Sexual harassment is unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
    • Submission to such conduct or activity is made either explicitly or implicitly a term or condition of an individual's employment or academic progress;
    • Submission to or rejection of such conduct or activity is used as the basis for employment or academic decisions affecting such individuals, or
    • Such conduct or activity unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive working or learning environment.

    Sexual harassment can occur between persons without regard to gender, age, appearance, or professional status.

In addition, I will comply with the sexual harassment reporting requirements of the workplace of my internship.

RESPONSIBILITIES CONTINUE ON NEXT PAGE.
(D) Discrimination: If I am subject to discrimination (including sex discrimination) during an internship I must report the discrimination to my university advisor or chair of the HHD department, as required under WWU policy POL-U1600.04 Preventing and Responding to Sex Discrimination Including Sexual Misconduct.

(E) Behavioral Expectations:
- Engaging in a consensual relationship with a supervisor, staff or client at the workplace of my internship is not allowed.
- Engaging in an activity outside of the workplace site and/or work hours of my internship with members of the staff of the workplace is allowed only when a minimum of five staff members are present, unless pre-approved by the WWU faculty supervisor.

(F) Acknowledgement of Risk and Hold Harmless: I acknowledge that I am responsible for identifying and assessing risks to my health, safety and well-being that may arise from the activities of the internship. If an activity has an unacceptable level of risk, I will immediately discontinue the activity and notify my faculty advisor or field site supervisor. Therefore, any activity of the internship in which I participate will be considered to have been undertaken with my understanding and acceptance of the risks.

(G) If injured: If I am injured at an internship site or activity I must report the injury to my university advisor or chair of the HHD department within 24 hours of the accident. The university advisor or chair completes the University’s accident reporting procedures.

In consideration of my participation in the internship and to the fullest extent permitted by law, I agree to hold Western Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns harmless from and against all claims arising out of or resulting from the internship, except for claims resulting from the negligent acts or omissions of Western Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns. "Claim" means any financial loss, claim, suit, action, damage, or expense, including but not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting therefrom. In addition, I hereby voluntarily hold harmless Western Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns from any and all claims, both present and future, that may be made by me, my family, estate, heirs or assigns.

I have read and understand my responsibilities listed A, B, C, D, E above. I have asked and had any questions I have regarding these responsibilities answered.

_________________________ ____________
Printed student name

____________________________
Signed student name

____________________________
Date
Student Internship Weekly Report - completed at end of each week and mailed/ emailed to faculty supervisor

NOTE: Determine with advisor at the beginning of the internship whether an email or hard copy is to be submitted. If an email is submitted, include all of the items listed below in the text of the email.

WWU ADVISOR: ____________________________________

Week # ___________________________ DATES: ___________________________

Days/Hours worked: ___________________________

Summary of Activities for the Week:

Need for Assistance? List any questions/problems you have for which you would like assistance from your Western Washington University Internship Supervisor.

DATE: ________________ Signed: ___________________________

(Internship Student)
# Student Internship Midterm Evaluation Form

<table>
<thead>
<tr>
<th>Intern</th>
<th>Date of Evaluation</th>
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<th>Position</th>
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<th>Field Site Supervisor</th>
<th>WWU Supervisor</th>
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**Major Position Responsibilities:** Review the job descriptions, internship contracts, work plans, etc., in completing this section. Attach separate sheet if necessary.

---

**Evaluation.** Please mark the box, which most accurately described intern performance in comparison to internship expectations. Cite examples and make comments to explain rating.

### 1. Internship Knowledge

- [ ] Severe lack of knowledge. Very little understanding of tasks, techniques. Constant supervision required.
- [ ] Limited knowledge. Considerable supervision and job instruction required.
- [ ] Satisfactory knowledge. Needs normal amount of supervision and work instruction.
- [ ] Very good knowledge of own and related tasks. Occasionally needs work instructions.
- [ ] Authoritative knowledge. Rarely needs assistance. Extremely capable.

**Comments and examples:**
2. **Quality of Work.** Consider: freedom from errors and mistakes; accuracy; neatness; general quality of work.

- Work is of poor quality. Continually makes errors. Requires excessive rework.
- Is careless and often makes mistakes. Work is marginally acceptable.
- Makes no more mistakes than should be expected. Quality is definitely acceptable.
- Quality exceeds normal requirements. Makes few errors and mistakes.
- Consistently turns out highest quality work. Very seldom makes mistakes. Final job nears perfection.

**Comments and examples:**

3. **Quantity of Work.** Consider: actual work accomplished in relation to the results expected; speed of performance.

- Extremely low output. Very slow worker. Has difficulty staying on task.
- Marginal output. Produces less than most interns. Stays on task with constant supervision.
- Average output. Definitely acceptable.
- Produces more than most interns.
- Is usually productive and fast worker. Regularly meets highest expectations.

**Comments and examples:**
4. **Ability to Learn.** Consider: speed with which intern masters new tasks and methods, grasps concepts and explanations; retains knowledge.

- [ ] Is extremely slow to absorb instruction, new techniques, etc.
- [ ] Requires unusual amount of instruction. Learns new tasks slowly.
- [ ] Average amount of instruction required for new tasks.
- [ ] Learns rapidly. Retains most instructions well.
- [ ] Exceptionally fast to learn and adjust to changed conditions. Rarely forgets prior instructions.

**Comments and examples:**

5. **Initiative.** Consider: degree to which intern is self-motivated; makes constructive suggestions and contributes ideas; completes own assignments.

- [ ] Never volunteers to undertake work. Unable to grasp what is required in a particular work situation.
- [ ] Rarely shows initiative. Need prodding to step up and do work.
- [ ] Seldom seeks new tasks or responsibilities, accepts them when assigned. Occasionally makes suggestions or volunteers ideas.
- [ ] Seeks new tasks. Often makes suggestions and contributes ideas.
- [ ] Definitely self-motivated. Sees what’s required and steps in. Seeks responsibility. Routinely makes suggestions and contributes ideas.

**Comments and examples:**
6. **Interpersonal Relations.** Consider: tactfulness, courtesy to public and co-workers; how intern presents self; skills in interpersonal and work-group situations.

- Unable to work with others. Is usually tactless, rude, and antagonistic to public and co-workers. Rarely cooperative. Regularly creates problems.
- Finds it difficult to work with others. Is frequently tactless, discourteous. Often unwilling to cooperate.
- Works well with others. Is generally agreeable, courteous, and helpful. Able to contribute to others with normal guidance.
- Works well with others in a positive manner. Usually polite and considerate. Employs principles and skills required to work as a group member.
- Works extremely well with others. Cooperative, thoughtful, courteous. Stimulates good group interaction and employs excellent interpersonal skills.

**Comments and examples:**

---

7. **Judgment.** Consider: degree to which intern shows good common sense; thinks while making decisions or before acting. Considers implications and consequences.

- Shows little common sense. Decisions are usually poor and unreliable.
- Sometimes has a problem with judgments and decisions. Generally reliable with direct supervision.
- Generally makes appropriate decisions and works reliably with normal supervision.
- Almost always makes sound decisions with little supervision. Shows unusual insight.

**Comments and examples:**
8. Professional Ethics. Consider: awareness of ethics; ability to recognize moral dilemmas; care in making ethical decisions; applies rational decision making.

- Unethical. Shows disregard for ethical concerns.
- Lacks ethical awareness and sensitivity.
- Aware of professional ethics. Has occasional difficulty understanding how to handle ethical problems.
- Recognizes and handles ethical problems efficiently.

Comments and examples.

9. Policy Compliance. Consider: degree to which intern accepts and follows organization policies and procedures.

- Often hesitant or unable to accept and follow policies and procedures.
- Normally accepts and follows policies and procedures. Occasionally needs correction.
- Almost always follows policy and procedures or has satisfactory explanations when unable to do so.
- Always follows policy and procedures.

Comments and examples:
10. **Work Habits.** Consider: degree to which intern’s work habits exhibit neatness, safe working procedures, proper care and efficient use of equipment and supplies; punctual, conforms with work schedule.

- Work is usually sloppy. Careless with equipment, supplies, procedures.
- Work is sometimes messy. Sometimes careless with equipment and supplies.
- Meets minimal organization and professional expectations with regard to work habits. Work is acceptably neat. Generally careful and efficient with equipment and supplies.
- Work is well done and looks neat. Generally careful and efficient with equipment and supplies.
- Work is fastidious. Consistently uses equipment and supplies carefully and efficiently.

**Comments and examples:**

11. **Communication.** Consider: degree to which intern effectively expresses her/himself orally and in writing.

- Fails to communicate effectively.
- Sometimes misunderstood. Needs significant improvement in writing and oral communication skills.
- Adequately communicates with others. Needs continued practice with writing and oral communication skills.
- Usually communicates effectively. Ideas are understood. Good writing and oral communication skills.
- Exceptional communicator. Excellent writing and oral communication skills. Communicates well with just about everyone he/she comes in contact with.

**Comments and examples:**
12. **Personal Appearance.** Consider: hygiene, neatness, and appropriateness of dress on job.

- ☐ Unacceptable.
- ☐ Needs improvement.
- ☐ Acceptable.

**Comments and examples:**

---

13. **Additional Criteria.** (Use this space for work related factors not covered above.)

**Consider:**

**Rating:**

**Comments and examples:**
Supervisor’s Comments: Consider: major strong points and how they can be used more effectively; major weak points and how they can be improved; training and development needs; internship objectives still to be achieved and how they will be achieved. Finish on another sheet of paper if necessary.

Intern’s Comments: Provide comments on the evaluation and the internship experience; personal goals and objectives still to be achieved and how they will be achieved. Finish on another sheet of paper if necessary.

Evaluator Signature: ___________________________ Date: __________
Title: ___________________________
Intern Signature: ___________________________ Date: __________
Student Internship Final Evaluation Form

Intern ___________________________ Date of Evaluation ____________

Position ___________________________ Hours Completed ____________

Field Site Supervisor ________________ WWU Supervisor _____________

Major Position Responsibilities: Review the job descriptions, internship contracts, work plans, etc., in completing this section. Attach separate sheet if necessary.

Evaluation. Please mark the box which most accurately described intern performance in comparison to internship expectations. Cite examples and make comments to explain rating.

1. Internship Knowledge. Consider: present knowledge of the techniques, skills, equipment, procedures, and/or materials to do the job.

☐ Severe lack of knowledge. Very little understanding of tasks, techniques. Constant supervision required.

☐ Limited knowledge. Considerable supervision and job instruction required.

☐ Satisfactory knowledge. Needs normal amount of supervision and work instruction.

☐ Very good knowledge of own and related tasks. Occasionally needs work instructions.

☐ Authoritative knowledge. Rarely needs assistance. Extremely capable.

Comments and examples:
2. Quality of Work. Consider: freedom from errors and mistakes; accuracy; neatness; general quality of work.

- Work is of poor quality. Continually makes errors. Requires excessive rework.
- Is careless and often makes mistakes. Work is marginally acceptable.
- Makes no more mistakes than should be expected. Quality is definitely acceptable.
- Quality exceeds normal requirements. Makes few errors and mistakes.
- Consistently turns out highest quality work. Very seldom makes mistakes. Final job nears perfection.

Comments and examples:


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- Average output. Definitely acceptable.
- Produces more than most interns.
- Is usually productive and fast worker. Regularly meets highest expectations.

Comments and examples:
4. Ability to Learn. Consider: speed with which intern masters new tasks and methods, grasps concepts and explanations; retains knowledge.

- Is extremely slow to absorb instruction, new techniques, etc.
- Requires unusual amount of instruction. Learns new tasks slowly.
- Average amount of instruction required for new tasks.
- Learns rapidly. Retains most instructions well.
- Exceptionally fast to learn and adjust to changed conditions. Rarely forgets prior instructions.

Comments and examples:

5. Initiative. Consider: degree to which intern is self-motivated; makes constructive suggestions and contributes ideas; completes own assignments.

- Never volunteers to undertake work. Unable to grasp what is required in a particular work situation.
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- Recognizes and handles ethical problems efficiently.

**Comments and examples.**

9. **Policy Compliance.** Consider: degree to which intern accepts and follows organization policies and procedures.

- Often hesitant or unable to accept and follow policies and procedures.
- Normally accepts and follows policies and procedures. Occasionally needs correction.
- Almost always follows policy and procedures or has satisfactory explanations when unable to do so.
- Always follows policy and procedures.

**Comments and examples:**
10. **Work Habits.** Consider: degree to which intern’s work habits exhibit neatness, safe working procedures, proper care and efficient use of equipment and supplies; punctual, conforms with work schedule.

- ☐ Work is usually sloppy. Careless with equipment, supplies, procedures.
- ☐ Work is sometimes messy. Sometimes careless with equipment and supplies.
- ☐ Meets minimal organization and professional expectations with regard to work habits. Work is acceptably neat. Generally careful and efficient with equipment and supplies.
- ☐ Work is well done and looks neat. Generally careful and efficient with equipment and supplies.
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**Comments and examples:**

11. **Communication.** Consider: degree to which intern effectively expresses her/himself orally and in writing.

- ☐ Fails to communicate effectively.
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- ☐ Adequately communicates with others. Needs continued practice with writing and oral communication skills.
- ☐ Usually communicates effectively. Ideas are understood. Good writing and oral communication skills.
- ☐ Exceptional communicator. Excellent writing and oral communication skills. Communicates well with just about everyone he/she comes in contact with.

**Comments and examples:**
12. **Personal Appearance.** Consider: hygiene, neatness, and appropriateness of dress on job.

- Unacceptable.
- Needs improvement.
- Acceptable.

Comments and examples:

13. **Additional Criteria.** (Use this space for work related factors not covered above.)

    Consider:

    Rating:

    Comments and examples:
Supervisor’s Comments: Consider: major strong points and how they can be used more effectively; major weak points and how they can be improved; training and development needs; internship objectives still to be achieved and how they will be achieved. Finish on another sheet of paper if necessary.

Intern’s Comments: Provide comments on the evaluation and the internship experience; personal goals and objectives still to be achieved and how they will be achieved. Finish on another sheet of paper if necessary.

Evaluator Signature: _____________________________ Date: _________

Title: _____________________________

Intern Signature: _____________________________ Date: _________
Student Internship Evaluation - completed by student and submitted to faculty adviser

A. General

1. Have you enjoyed the internship? Explain.

2. What were the most valuable skills/information you gained through this experience?

3. Describe any other personal skills or knowledge deficiencies that were revealed to you during this internship.

4. List any of your initial personal learning objectives that you did not attain through this internship.

5. Do you have any plans or ideas for filling the “gaps” identified in #2 and #3 above? Yes No If yes, please give details.
6. What suggestions can you make for improving the communication between university supervisors and internship students?

7. What suggestions can you make for students taking this type of internship next summer?

8. If you had to describe your internship in one word, what would that word be?

9. Was your organization supervisor available and helpful? Explain.

10. What did your organization supervisor provide in terms of advice, leadership assistance and information, which helped you in your activities and development of leadership skills? Explain.
11. What suggestions do you have for improving communications between the organization supervisor and student?

12. What requirements did the organization ask of you? Did you complete them? Explain.

13. What suggestions would you make to the organization to improve internship for future students?

14. Additional Comments:

Signed: __________________________

(Internship Student)

Date: __________________________
COOPERATING AGENCY SUPERVISOR

INFORMATION

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.

Student interns at Western Washington University are required to purchase student medical malpractice insurance prior to commencing their internships. A record of this purchase is kept at the university and in the office of the faculty 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." If your agency requires proof of purchase, a copy of the student's enrollment form can be sent to you. 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." For details of the activities covered under this policy, you may contact the Risk Manager at Western Washington University (office phone: 360-650-3064).

Your willingness to participate in the internship program at Western Washington University is appreciated. Questions can be addressed to any of the supervisors listed on the front cover.
Objectives of the Internship

1. To provide opportunities to apply theory to practice.
2. To help students develop professional skills and knowledges.
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 the full 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 of the university, in which case contact will be made by phone and through the mail. The university faculty supervisor will maintain regular phone contact with the internship organization.
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,
   - 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.
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 and reviewed prior to initial organization contact
   - **Student Intern Information Sheet:** to be completed 2-4 weeks before the beginning of the internship and prior to registration for the internship.
   - **Internship Agreement:** to be completed with the prospective internship organization and submitted to the university faculty advisor by the second week of the internship.
   - **Internship Work Schedule:** to be completed and submitted to the university faculty advisor by the second week of the internship.
   - **Weekly Reports:** complete weekly and mail or email 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 mailed to the faculty supervisor.
   - **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 3 credits of KIN 471 are 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. Generally, the University has 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.

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.
**KIN 471/472: COURSE REQUIREMENTS**

1. **PREPARATION FOR THE INTERNSHIP:**
   - Students meet with their faculty advisor to review goals and discuss internship possibilities.
   - Students submit the a) **Personal Goals and Information form**, b) **proof of current CPR/1st Aid** and c) **proof of purchase of malpractice insurance** to the faculty supervisor.
   - Student selects an intern site and makes the initial contact with the organization.
   - If an internship is a possibility, the student submits the **Student Intern Information Sheet** at least 2 weeks prior to the beginning of the internship.

2. **STARTING THE INTERNSHIP:**
   - The student finalizes arrangements with internship site/organization in the first week and then submits the: a) **Internship Agreement** and b) **Work Schedule** to faculty supervisor.

3. **WEEKLY INTERNSHIP SUMMARY (due each week for nine weeks):**
   - Students correspond, via email or mail, each week with their Western Washington University Internship Supervisor by mailing or emailing the **Student Internship Weekly Report**.

4. **INTERNSHIP EVALUATION:**
   - The Agency Supervisor completes the **Student Internship Midterm Evaluation** halfway through the internship and the **Student Internship Final Evaluation** at the end of the internship. The results of both evaluations should be shared with the student and the student is given an opportunity to provide a written response (see forms). Evaluation forms are to be signed by both the student and the Agency Supervisor and given/mailed to the University Internship Supervisor. All evaluations should be in no later than the end of the tenth week of the internship. The student submits a separate **Student Internship Evaluation** to the University Supervisor at the completion of the internship. Course grade (satisfactory or unsatisfactory) is not recorded until the evaluations and other documentation have been received by the University Supervisor.

5. **WORKPLACE SITE VISITS:**
   - The University Internship Supervisor meets with the student intern and the Agency Supervisor at least once during the course of the internship. The student assists the University Supervisor in scheduling a meeting time and space. During the visits, some or all of the following are covered:
     - a review of internship expectations
     - a review of the intern’s progress and highlights of projects and activities
     - a visit to the intern's work space
     - a tour of the facility/agency (optional)
     - a review and discussion of the intern's evaluation forms