

**PEP 495: Internship
Exercise Science Program**

CHECKLIST

- | <u>Activity</u> | <u>Date Completed</u> |
|--|------------------------------|
| 1. Completion of agency acceptance form | _____ |
| 2. Submission of bi-weekly activity reports to University Supervisor
EACH SEMESTER THESE DATES WILL BE POSTED IN SYLLABUS
AND ON THE WEB PAGE SYLLABUS | |
| 3. Worksite Supervisor's Midpoint Evaluation (post week 8) | _____ |
| 4. Exercise Science Internship Portfolio's Due Date
This is at the end of semester: Dr. Kravitz will announce due date | _____ |
| 5. Worksite Supervisor's Final Evaluation (post week 15) | _____ |

**PEP 495: Internship
Exercise Science Program**

AGENCY ACCEPTANCE OF INTERNSHIP STUDENT FORM

This agency hereby accepts the following student as an internship student trainee for the time and under the specifications listed below:*

Name of student: _____

Starting Date: _____ Terminating Date: _____

General Description of Assignment:

Date

Student

Date

Worksite Supervisor

PEP 495
Exercise Science Program
Internship Mid-Term (Post 8th week) Evaluation

To: Agency or Institution Supervisor for Exercise Science Students Involved in an Internship
 From: University Internship Supervisor
 Subject: EVALUATION OF STUDENT'S INTERNSHIP AND GRADE RECOMMENDATION

Agency _____ Date _____

Student's name _____

Agency Supervisor's Name _____

PROFESSIONAL PERFORMANCE

1. Planning of field work through goals, objectives and activities.....
2. Implementing and organizing to accommodate goals and objectives....
3. Knowledge (depth, currency, breadth) & skills as exercise leader.....
4. Judgement and decisions (consistent, accurate, effective).....
5. Plan and organize work (timeliness, creative).....
6. Management of resources (material resourcefulness).....
7. Leadership (initiative, human relations, accept responsibility).....
8. Adaptability (dependable, punctual, flexible).....
9. Oral communication (clear, concise, confident preparation).....
10. Written communication (clear, concise, organized).....

PERSONAL QUALITIES

11. Professional attitude (cooperation, demeanor).....
12. Intellectual curiosity.....
13. Poise and self-confidence.....
14. Professional appearance.....

	No opportunity to observe	Outstanding	Above average	Average	Needs to improve	Unsatisfactory	
							1
							2
							3
							4
							5
							6
							7
							8
							9
							10
							11
							12
							13
							14

Comments:

(Do you feel the student has successfully completed his/her field work to date?)

Grade Recommendation: A+ A A- B+ B B- C+ C C- D+ D D- F

Signature

Date

**PLEASE Scan evaluation and email to:
Dr. Len Kravitz at lkravitz@unm.edu**

Thank You Very Much!

PEP 495
Exercise Science Program
Internship Final (Post 15th week) Evaluation

To: Agency or Institution Supervisor for Exercise Science Students Involved in an Internship
 From: University Internship Supervisor
 Subject: EVALUATION OF STUDENT'S INTERNSHIP AND GRADE RECOMMENDATION

Agency _____ Date _____

Student's name _____

Agency Supervisor's Name _____

PROFESSIONAL PERFORMANCE

1. Planning of field work through goals, objectives and activities.....
2. Implementing and organizing to accommodate goals and objectives....
3. Knowledge (depth, currency, breadth) & skills as exercise leader.....
4. Judgement and decisions (consistent, accurate, effective).....
5. Plan and organize work (timeliness, creative).....
6. Management of resources (material resourcefulness).....
7. Leadership (initiative, human relations, accept responsibility).....
8. Adaptability (dependable, punctual, flexible).....
9. Oral communication (clear, concise, confident preparation).....
10. Written communication (clear, concise, organized).....

PERSONAL QUALITIES

11. Professional attitude (cooperation, demeanor).....
12. Intellectual curiosity.....
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							12
							13
							14

Comments:

(Do you feel the student has successfully completed his/her field work to date?)

Grade Recommendation: A+ A A- B+ B B- C+ C C- D+ D D- F

Signature

Date

**PLEASE Scan evaluation and email to:
Dr. Len Kravitz at lkravitz@unm.edu**

Thank You Very Much!

PEP 495: Internship
Exercise Science Program

RESPONSIBILITIES OF STUDENT, AGENCY AND SUPERVISOR

- I. Student Responsibilities
 - A. To the agency/business/site:
 - 1. To conform to the rules/regulations of the agency/business/site
 - 2. To complete the **AGENCY ACCEPTANCE OF INTERNSHIP STUDENT FORM**
 - 3. To complete all safe and security checks of the agency/business/site
 - 4. To provide 12 hours of service per week for 15 weeks in the area of clinical health or fitness/health promotion.
 - B. To the university supervisor:
 - 1. To submit: **AGENCY ACCEPTANCE OF INTERNSHIP STUDENT FORM**
 - 2. To submit bi-weekly activity reports (at end of even numbered weeks).
- II. Agency/Business/Site Responsibilities
 - A. To the student:
 - 1. To confer with student to determine his/her responsibilities and to present an overview of the agency/business/site's purposes, policies, program, rules and regulations
 - 2. To schedule periodic conferences with student to assess his/her progress (schedule as needed)
 - 3. To develop working agreement with the student which clearly outlines his/her role and responsibilities at the worksite during 1st week of experience
 - 4. Optional: To review and evaluate bi-weekly reports and discuss them with the student when necessary
 - 5. To complete the midterm (post 8th week) and final (post 15th week) evaluations of the student's performance
 - 6. To provide liability insurance for the student to acquire if necessary
 - B. To the University
 - 1. To receive approval from the Exercise Science Program Coordinator as a PEP 495 field experience worksite
 - 2. To cooperate with the exchange of information concerning the student's performance
 - 3. To discuss with University supervisor the student's progress as needed
 - 4. To submit formal evaluations (post 8th, and 15th weeks) of the student's performance
 - 5. To discuss curriculum offerings as are related to the student's weaknesses and suggest changes
 - 6. To notify the university supervisor in the event of a serious problem with the student

III. University Supervisor Responsibilities

A. To the student:

1. To assist the student in selecting the field experience worksite
2. To give final approval for all field experience worksites.
3. To review the agency acceptance form
4. To review and evaluate bi-weekly activity reports and discuss them with the students.
5. To assign final grade as outlined in the course description.

B. To the agency/business/site:

1. To approve the agency/business/site as a field experience worksite
2. To provide student evaluation form for evaluations
3. To maintain open communication with the agency/business concerning its supervision of students

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