# PEP 495: Internship
## Exercise Science Program

**CHECKLIST**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance at UNM Seminars</td>
<td></td>
</tr>
<tr>
<td>1st week</td>
<td></td>
</tr>
<tr>
<td>5th week (Resume and/or Cover Letter due)</td>
<td></td>
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<tr>
<td>16th week</td>
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<tr>
<td>2. Completion of internship placement form</td>
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<tr>
<td>3. Completion of worksite acceptance form</td>
<td></td>
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<tr>
<td>4. Submission of internship goals/objectives (typed) to UNM Supervisor and Worksite supervisor</td>
<td></td>
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<tr>
<td>5. Submission of bi-weekly activity reports to University Supervisor</td>
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<tr>
<td>post 2nd week</td>
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<tr>
<td>post 4th week</td>
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<tr>
<td>post 6th week</td>
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<tr>
<td>post 8th week</td>
<td></td>
</tr>
<tr>
<td>WorkSite Supervisor’s Mid-Term Evaluation</td>
<td></td>
</tr>
<tr>
<td>post 10th week</td>
<td></td>
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<tr>
<td>post 12th week</td>
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<tr>
<td>post 14th week</td>
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<tr>
<td>post 16th week</td>
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<tr>
<td>6. Exercise Science Bulletin Board</td>
<td></td>
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<tr>
<td>7. Exercise Science Internship Presentation</td>
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<tr>
<td>8. WorkSite Supervisor’s Final Evaluation (post week 15)</td>
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PEP 495: Internship
Exercise Science Program
Internship Placement Form

Name of Student: _____________________________  Local Phone: ________________
Address: _________________________________  City: _________________ Zip: ______

Field Experience Agency______________________________________________________
Address: ___________________________________________ Phone: ________________

Agency Supervisor: __________________________________ Date: _______________

Field Experience Schedule: (Complete as possible)

Class Schedule (if any):

Contact in case of emergency: ____________________________________________

                                        ________________________________
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 University Supervisor

________________________________________________________

Date Worksite Supervisor
<table>
<thead>
<tr>
<th>PROFESSIONAL PERFORMANCE</th>
</tr>
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<tbody>
<tr>
<td>1. Planning of field work through goals, objectives and activities..........</td>
</tr>
<tr>
<td>2. Implementing and organizing to accommodate goals and objectives....</td>
</tr>
<tr>
<td>3. Knowledge (depth, currency, breadth) &amp; skills as exercise leader..........</td>
</tr>
<tr>
<td>4. Judgement and decisions (consistent, accurate, effective)..................</td>
</tr>
<tr>
<td>5. Plan and organize work (timeliness, creative)-------------------------------</td>
</tr>
<tr>
<td>6. Management of resources (material resourcefulness)............................</td>
</tr>
<tr>
<td>7. Leadership (initiative, human relations, accept responsibility)............</td>
</tr>
<tr>
<td>8. Adaptability (dependable, punctual, flexible)-------------------------------</td>
</tr>
<tr>
<td>9. Oral communication (clear, concise, confident preparation)..................</td>
</tr>
<tr>
<td>10. Written communication (clear, concise, organized)................................</td>
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<th>PERSONAL QUALITIES</th>
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<tr>
<td>11. Professional attitude (cooperation, demeanor)...................................</td>
</tr>
<tr>
<td>12. Intellectual curiosity..............................................................</td>
</tr>
<tr>
<td>13. Poise and self-confidence.............................................................</td>
</tr>
<tr>
<td>14. Professional appearance...............................................................</td>
</tr>
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</table>

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______________________________________________
**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

**Return via mail to:**  
Dr. Len Kravitz
University of New Mexico
Johnson Center #1160
Albuquerque, NM  87131
Phone: (505) 277-4136
Fax: (505) 277-9742
Email: lkravitz@unm.edu

Thank You Very Much!
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
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

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Date

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Thank You Very Much!
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 assignments as outlined in the agency acceptance form and goals and objectives.
      3. To provide 12 hours of service per week for 15 weeks in the area of fitness/health promotion.
      4. To attend meetings with worksite supervisor (post 2nd, 8th, 15th week).
   B. To the university supervisor:
      1. To submit: (a) the field experience placement form, (b) agency acceptance form, (c) goals/objectives (typed).
      2. To attend 3 university seminars (1st, 5th & 16th week).
      3. To submit bi-weekly activity reports (at end of even numbered weeks).
      4. To schedule and attend exit interview.
      5. To evaluate the field experience site and agency supervisor.

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 (post 2nd, 8th, and 15th weeks).
      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. To review and evaluate bi-weekly reports and discuss them with the student when necessary.
      5. To complete the preliminary (post 2nd week), midterm (post 8th week) and final (post 15th week) evaluations of the student's performance.
      6. To provide liability insurance for the student 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 meet with the University supervisor at the worksite (8th week) to discuss the student's progress.
4. To submit formal evaluations (post 2nd, 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 field experience placement form and agency acceptance form with the student.
   4. To review the student's goals/ objectives.
   5. To review and evaluate bi-weekly activity reports and discuss them with the students.
   6. To conduct at least one (1) on-site to the worksite to observe and evaluate the student's performance.
   7. To conduct on campus seminars for all local field experience students.
   8. To conduct exit interview with each student individually.
   9. 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 the post 2nd, 8th, & 15th week evaluations.
   3. To maintain open communication with the agency/business concerning its supervision of students.
   4. To make on-site visits to the worksite to observe student and meet with worksite supervisor concerning student's performance.

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