### CHECKLIST

<table>
<thead>
<tr>
<th><strong>Activity</strong></th>
<th><strong>Date Completed</strong></th>
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</thead>
<tbody>
<tr>
<td>1. Attendance at UNM Seminars</td>
<td></td>
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<tr>
<td>1st week</td>
<td></td>
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<tr>
<td>5th week (Resume due)</td>
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<tr>
<td>16th week (last meeting of semester)</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>
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<tr>
<td>4. Completion of internship goals/objectives (typed)</td>
<td></td>
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<tr>
<td>with Worksite supervisor (include copy in Portfolio)</td>
<td></td>
</tr>
<tr>
<td>5. Submission of bi-weekly activity reports to University Supervisor</td>
<td></td>
</tr>
<tr>
<td>EACH SEMESTER THESE DATES WILL BE POSTED IN SYLLABUS</td>
<td></td>
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<tr>
<td>AND ON THE WEB PAGE SYLLABUS</td>
<td></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 Portfolio's Due Date</td>
<td></td>
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<tr>
<td>This is at the last internship meeting of semester</td>
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<tr>
<td>8. Worksite Supervisor's Final Evaluation (post week 15)</td>
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</tbody>
</table>
PEP 495: Internship
Exercise Science Program
Internship Placement Form

Name of Student: _____________________________  Local Phone:__________________

Address:________________________________   City:____________________  Zip:________

Field Experience Agency______________________________________________________

Address:_________________________________________ Phone:________________ Zip

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:

________________________________________________

________________________ ________________________________________

________________________ ________________________________________

________________________ ________________________________________
### PROFESSIONAL PERFORMANCE

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

### PERSONAL QUALITIES

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

Return via mail to:  Dr. Len Kravitz
Department of HESS
MSC 04-2610
1 UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NM 87131-0001

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

<table>
<thead>
<tr>
<th>Agency__________________________</th>
<th>Date____________________</th>
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</thead>
<tbody>
<tr>
<td>Student’s name___________________</td>
<td>________________________</td>
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<tr>
<td>Agency Supervisor’s Name________________________</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>PROFESSIONAL PERFORMANCE</th>
<th>No opportunity to observe</th>
<th>Outstanding</th>
<th>Above average</th>
<th>Average</th>
<th>Needs to improve</th>
<th>Unsatisfactory</th>
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<tbody>
<tr>
<td>1. Planning of field work through goals, objectives and activities</td>
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<td>2. Implementing and organizing to accommodate goals and objectives</td>
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<tr>
<td>3. Knowledge (depth, currency, breadth) &amp; skills as exercise leader</td>
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<td>4. Judgement and decisions (consistent, accurate, effective)</td>
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<td>5. Plan and organize work (timeliness, creative)</td>
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<td>6. Management of resources (material resourcefulness)</td>
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<td>13. Poise and self-confidence</td>
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<td>14. Professional appearance</td>
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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
Department of HESS
MSC 04-2610
1 UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NM 87131-0001

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 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 when scheduled
   
   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 (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. 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 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 the 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 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 on campus seminars for all local field experience students.
   7. To conduct exit interview with each student individually.
   8. 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.
   4. To make on-site visits to the worksite to observe student and meet with worksite supervisor concerning student’s performance.

End of Document