

**University of Wisconsin – Superior
Health & Human Performance Department
Internship Handbook (rev 10/10)**

Summer 2011

**Office of HHP Field Experiences
University of Wisconsin – Superior
Health & Wellness Center
Superior, WI 54880**

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Exercise Science & Community Health Promotion Concentrations Internship program

Objectives:

The internship program is designed to provide an opportunity for an upper – level student to gain valuable practical experience in an allied health setting which is aligned within their individual career or graduate study program goals. The student would be able to apply the knowledge they have learned, in the classroom and from readings to a career setting or an advanced program of study. The intent is to expand static knowledge in a dynamic setting and to assist the intern site in a productive manner. The intern site has an opportunity to evaluate a potential employee and give current employees additional leadership experience as they mentor the intern. Feedback to the university on the internship program will help shape the source of future internships.

Time Frame:

A 10 – week (minimum) long internship is required of all Exercise Science & Community Health Promotion majors. A typical workweek is 40 hours.

Internships of 10 weeks are standard in conjunction with the 15 week long semester during which time the student also completes HHP 494 the Senior Work Shop (3 crs). This combination of coursework ensures fulltime status for the student during their final semester. This also provides consistency during the HHP departmental capstone experiences.

A student is awarded 1 credit for each 40 hours of internship (or a total of 10 credits for 400 hours) provided that the student completes all required academic assignments associated with the internship. The credit is awarded on a graded basis.

Student Preparation for Internship:

Students will not undertake an internship until the last semester of their senior year. All course work in the major and minor must be completed at a level of C- or higher. It is possible to complete the internship with one course not completed with permission from the field experiences director.

All Exercise Science & Community Health Promotion majors are advised on the protocol and expectations of an intern. Students are advised to research an intern site in detail prior to applying to the field experiences office. Critical issues such as ethics, confidentiality, and conduct are discussed with the students prior to beginning the internship.

Senior Project:

The Senior Project will be developed in conjunction with the field experience director. HHP 494 (Senior Workshop) in the majority of cases is registered concurrently with HHP 496 (Internship) during the last semester of the senior year. This combination of coursework provides for a course load of 13 credits which guarantees the student full-time status. It is possible to substitute 3 other credits in conjunction with the internship with the permission of the field experience office and provided HHP 494 had been completed prior to the final semester.

At the culmination of the senior project, students are required to develop a five to ten minute interactive, media oriented presentation on a topic related to the experience and knowledge gained during their internship activity. Student Presentation Day is scheduled on the last day of classes each semester, from 12:00-2:00 p.m. HHP students, parents, and the campus community are invited to attend. Faculty and staff evaluate the presentations in writing. The presenter will have a chance to evaluate the presentation, and each advisor will then meet with the presenter to review the evaluations and gain feedback.

Exercise Science & Community Health Promotion Majors Internship program

The University of Wisconsin – Superior’s Exercise Science & Community Health Promotion students will bring these basic skills to your site:

- Computer Literacy: Excel, Word, & Power Point
- Business fundamentals
- Basic knowledge of Exercise Science or Community Health Promotion
- Presentation skills
- Writing skills
- Communication skills
- Various certifications
- Perhaps most important: a desire to learn by participating

Student Compensation during the Internship:

Student interns are expected to provide a “value added” to the intern site. As on campus, in class time is not required during the final semester. School time is substituted for a practical experience. Consequently, compensation is neither a consideration nor a requirement of an internship. In most cases there is, as required by law, workers compensation. The students are advised that the internship is not a guarantee of future employment with the intern site and that the excellence of their performance will be their only advantage when applying for a position after graduation.

Local Internship Program of Study:

Interns may design their internship program of study in any manner they think useful and with consultation of the Field Experiences Director. Some intern sites have not had internships before; to assist them we have examined successful internships in other organizations and offer the following structure for your consideration. We would also be glad to work directly with an intern site in establishing a specialized internship program of study. These are sponsored by an organization within 60 miles of campus.

Non-Local Internship Program of Study:

To be eligible for this option student must meet the following criteria:

- Cumulative GPA 3.0
- Major GPA 3.5 and/or permission of Field Experiences Director
- Current resume
- Identify goals and objectives
- Current CPR and First Aid and preferred certifications for career path
- Three letters of reference: internal (within department), external, and practicum.
- Identify three internship sites including contacts and logistical plan.

Catalogue Descriptions:

HHP 496/696: Internship (10-20) On-the-job experience to provide students with realistic opportunities to apply their skills to practical problems. A student must work at the site a minimum of 600 hours or 40 hours per week for 15 weeks to enroll in an internship.

HHP 494/694: Senior Project (1-6) A short-term, health or activity-oriented course in a specialized area.

Field Experience Objectives:

The field experience will assist one in facilitating advanced professional preparation in an allied health profession through the following objectives. These objectives and activities include, but are not limited to:

- 1) The student will demonstrate advanced competence to synthesize the salient qualities of the knowledge base in either Exercise Science or Community Health Promotion.
- 2) The student will demonstrate the capacity to professionally collaborate in a professional allied health setting.
- 3) The student will demonstrate practical experience as evidenced by the development and maintenance of a field experiences portfolio which includes a daily log book, weekly reports, and on site supervisor evaluations.
- 4) The student will demonstrate scholarly reflection of professional practice in an observational context as evidenced by successful completion of a written summary, analysis and critique of the professional job shadow.

Responsibilities within the Field Experience:

- Minimum responsibilities for the HHP Internship Student include:
 - 1) Meeting all application requirements and deadlines;
 - a) Submit a current degree audit
 - b) All coursework in major and minor completed with a C or higher
 - 2) Enrollment in the appropriate field experience course;
 - 3) Attending all required HHP field experience meetings;
 - 4) Successful completion of all field experience course requirements;
 - a) Daily log book in weekly reports
 - b) Weekly reports submitted on the 1st of each month
 - 5) Development and maintenance of a HHP field experience portfolio; and,
 - 6) Selection of an on-site supervisor for the field experience.
 - 7) Required Senior Experience presentation during Senior Presentation Day.
- Minimum responsibilities for the HHP Field Experiences Director include:
 - 1) Conduct a summative supervision;
 - 2) Maintain all field experience records;
 - 3) Communicate with the on-site supervisor; and,
 - 4) Report final grade to the registrar.
- Minimum responsibilities for the on-site supervisor include:
 - 1) Signatory agreement to serve as on-site supervisor for the HHP student;
 - 2) Active involvement with the HHP student
 - 3) Written assessment of the intern's progress toward goals;
 - 4) Activity & hour verification of experiences for the HHP intern
 - 5) Presence & participation in Field Experience Director visits;
 - 6) Provision of professional mentoring for the HHP student; and,
 - 7) Perform a written summative professional evaluation of the HHP intern.

Problems within the Field Experience:

If you encounter difficulties within the field experience do not wait until the end of the experience to resolve them. As soon as you suspect difficulty, use the following sequence:

- 1) Meet face-to-face with the on-site supervisor;
- 2) If still not resolved, contact the HHP Director of Field Experiences.

Grading:

The final grade for this course is letter graded. An I (incomplete) or IP (in progress) may also be reported. Upon completion of **ALL** course requirements, a final grade shall then be recorded. All field experience grades are officially recorded by the Director of Field Experiences following verification of completion of course requirements by the director. Incomplete requirements not fulfilled by the student are automatically changed to an F (failure) by the Registrar after one calendar year.

Grades are officially recorded by the HHP Director of Field Experiences following notification of the final grade by the site supervisor. Final grades are based upon the professional judgment of the Director of Field Experiences. Additionally, grades for all HHP experiences are only recorded with the registrar at the end of an academic session.

INTERNSHIPS
University of Wisconsin-Superior
Department of Health & Human Performance

Eligibility Requirements and Enrollment Procedures

1. Minimum 2.5 grade point average. Employers may establish higher minimums.
2. Successful completion of all major / minor coursework at the C level or higher.
3. Specific upper-division courses as specified by the employer or HHP department.
4. Permission of the Field Experiences Director to enroll in HHP 494 / 496.
5. With the assistance of the field experiences director and the prospective employer, complete the Internship Agreement and obtain the required signatures.
6. Submit a current degree audit.
7. You must submit all forms to the Field Experiences Office after completion for authorization and to receive your override form before registering. The original application is kept on file in the HHP Field Experiences Office.
8. Register for the appropriate courses and credits (HHP 494/496).
9. Successful completion of HHP 458, 494, and 496 in their entirety, to graduate as a Comprehensive Exercise Science major OR redesignation of major as Exercise Science Liberal Arts (Wellness/Fitness Management) and dropping HHP 458, 494, 496 in their entirety if each is not successfully completed.
10. Students should note that successful completion of a criminal background check may be required by the internship site prior to placement. (See Mr. Carlson for more information.)
11. Completion of a caregiver or clinical background study may also be required by the internship site prior to placement. This will include proof of current immunizations.

Student Responsibilities

1. Perform all duties assigned by site supervisor in a cheerful, timely, and competent manner, keeping in mind that nothing less than outstanding performance is expected that will reflect well on the University of Wisconsin-Superior.
2. Complete and submit Internship log book.
3. Meet with field experiences director at the beginning and end of the semester. At the initial meeting a current degree audit must be present.
4. Complete a **comprehensive** final report that must be approved by the site supervisor and the field experiences director. The report must be typed and meet the requirements of the writing policy. The field experiences director may refuse to accept the final report until required revisions have been made.
5. Submit the final site supervisor's evaluation and internship log book to the field experiences director prior to the final exam week.

I have read and understand the student responsibilities and have been given a copy of a suggested outline for the final report.

 Intern

 Date

The information requested by the University of Wisconsin-Superior will not be used for purposes other than it is collected. (WI Act 39)

**UNIVERSITY OF WISCONSIN – SUPERIOR
DEPARTMENT OF HEALTH & HUMAN PERFORMANCE
INTERNSHIP AGREEMENT**

Class number	Cat Dept/Number	Course Title	Section	Credits	Instructor
Student Name			Student Identification Number		
Local Address			Local Telephone Number		
Major(s)			Credits Earned to Date		
Employer			Employer Address		
Supervisor			Supervisor's Telephone Number		

Instructions: *Complete this form with the assistance of the instructor, prior to obtaining the following signatures.*

Student Signature

Date

Employer or Supervisor Signature

Date

Field Experiences Director Signature

Date

Department Chair Signature

Date

Copy to:

- Student
- Supervisor (if applicable)
- Instructor

Contract Starting Date	Contract Ending Date	Credits Required	Total Hours
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Title of Internship: _____

Instructions: *Complete the information below. Be as thorough and specific as possible. The accepted standard for an internship is 600 hours of work per 10 credits.*

Objectives: (What do you want to accomplish? Be specific.)

Learning Activities: (What will you do to achieve the above objectives? Include the estimated number of hours.)

Evaluation: (How will the site supervisor and/or instructor determine if you have achieved the above objectives? A final written report is required.)

The student intern agrees to perform all assigned duties to the best of his or her ability and to submit all required academic reports. The employer agrees to provide a supervised schedule of work that corresponds with the learning activities listed above, to review the intern's final report for accuracy and quality, and to submit a written evaluation of the intern's performance.

Workers' compensation insurance is the responsibility of the employer.

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Internship Log Book Requirements

- a. **Daily log book of hours and activities on a weekly basis.**
- b. **Weekly Activity Report. Submit the 4 previous weeks on the 1st of each month.**

This report is to be completed on separated pages and attached to the daily log at the end of each week. You may simply send photocopies of your daily diary, but use the format of the items on this report as a guide.

Intern: _____ For week ending: _____

1. List each of your assignments during the week and indicate the time spent on each.
2. Describe new knowledge, skills, or accomplishments acquired during the week.
3. Explain any classroom learning that you applied to your work assignments.
4. What difficulty occurred or what problem(s) did you encounter on the job? What did you do to correct it/them?
5. In what areas could you use help in performing your job better?
6. What interesting or challenging relationship did you have during the reporting period with a co-worker, a client, or your supervisor? Describe.
7. List any management or labor-related information gained during the reporting period, which was new to you.
8. List any new equipment, software, etc., used during the reporting period.
9. Rate your work experience during the reporting period in terms of skills/knowledge learned.

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
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10. Rate your work experience during the reporting period in terms of social/political knowledge gained.

<input type="checkbox"/> Excellent	<input type="checkbox"/> Good	<input type="checkbox"/> Average	<input type="checkbox"/> Poor
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11. Other comments and/or information, which should be included in your final report.

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Internship Final Report – Suggested Outline

- I. Introduction
How did you get the internship, inclusive dates of internship, weekly work schedule, rate of pay, etc.
- II. Background
 - A. History of the intern site – date founded, by whom, growth statistics.
 - B. Organizational structure of the firm including organization chart with titles and names, number of employees, name and position of your supervisor, nature of business, its competitors, product/service lines, mission and goals, principle shareholders.
- III. Objectives of the Internship
 - A. Summarize your learning objectives.
 - B. Which of your objectives you achieved and how.
 - C. Which of your objectives you did not accomplish and why.
 - D. Learning you accomplished that was not included in your objectives. This is usually quite significant and includes office politics, person-to-person relationships, characteristics and skills required for advancement, etc.
 - E. Which aspects of your classroom learning were helpful and provided you with knowledge/skills required on the job and why.
 - F. Things you wish you would have learned/known prior to starting the internship and why.
- IV. Detailed description of the actual work you did, projects completed, and your accomplishments. This is the major portion of your report. Be sure to clearly describe what you did, keeping in mind that you want the reader to be able to understand what you write even though he/she may know little, if anything, about the day-to-day operations of the intern site. You should include copies of appropriate forms and projects in the appendix, but describe their development in this section.
- V. Summary and conclusions
Your general reactions to the internship – good bad points, your analysis of the management of the intern site, things you would change if you could, etc. Would you like to work for this site or one like it after graduation? What would you tell a fellow student about to begin an internship with the same site/supervisor, etc.? (Anything you want kept confidential will not, obviously, be included in the copy of the report provided to your supervisor.)
- VI. Appendixes
Copies of forms and reports you worked on, computer programs developed, systems created, etc.

Procedures

1. Keep a daily diary of your internship experiences. This makes writing your final report much easier.
2. Prepare first draft of final report and give to your instructor for review.
3. Make corrections, revisions, etc.
4. Present to your supervisor for his/her approval.
5. Present to instructor
6. Instructor turns in grade.

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To: HHP Field Experience Director

From:

Date:

Re: Internship Daily Log – Weekly logs to be submitted on the 1st of each month.

Date (/ /) Hours worked: _____

Duties:

Accomplishments:

New skills learned:

Other items of interest:

Notes about equipment, software, or management skills you learned this week:

Rate your work experience in terms of skills/knowledge learned

- Excellent Good Average Poor

Rate your work experience in terms of social/political knowledge learned

- Excellent Good Average Poor

Additional Comments:

Intern Performance Appraisal Review

Review Period From: _____ To: _____ By: _____ Date: _____

Intern Name: _____ Position: _____

Department: _____

I. Key Performance Factors: Review the employee's performance in each area and note area where the intern excels and areas where improvement is necessary.

1. Unsatisfactory Performance	2. Meets Some Requirements	3. Meets Most Requirements	4. Exceeds Requirements	5. Outstanding Performance
Performance does not meet an acceptable level. Requires much improvement.	Performance does not meet an acceptable level, but is steadily improving.	Performance is acceptable, meets standards set for the position on a consistent basis.	Performance is significantly better than average. Consistently exceeds standards.	Exceptional Performance of unusually high caliber. Remarkable achievement and performance.

Key Performance Factor	Key Performance Standards	Rating
	Compare actual performance with expectations as set forth in performance standards...Note performance above or below expectations. Also note where effectiveness could be increased or where improvements are needed.	1,2,3,4,5
1. Communication: Listens effectively; responds clearly and directly; uses appropriate vocabulary; prepares clear, concise reports or records; ably receives written or oral instruction; ably gives or explains instructions and ideas to others.		
2. Interactions with others: Works cooperatively, interfaces effectively with customers, co-workers and the public; gains confidence and trust of others; recognizes strengths and limitations of self and others; exhibits appropriate sensitivity to others feelings; focuses on performance rather than personality in relation to others.		

Key Performance Factor	Key Performance Standards	Rating
<p>3. Responsibility and Planning: Performs tasks thoroughly, on time; works within organizational policies and guidelines; establishes work plans; considers priorities in completing assignments; forecasts problems and changes; encourages the flow of information about decisions, problems and successes.</p>		
<p>4. Assertiveness and Motivation: Pursues goals with commitments and takes pride in accomplishment; takes initiative eagerly; results oriented desires to excel on the job; works steadily and actively; demonstrates self-confidence and positive attitude towards self and others.</p>		
<p>5. Control: Formulates group goals and objectives; establishes and maintains performance stands; plans for an allocates resources to meet objectives; schedules, solves workflow problems and develops new methods.</p>		
<p>6. Judgment: The extent to which intern makes decisions which are sound. Freedom from impulsiveness; obtains and evaluate pertinent information to determine source of an alternative solutions to problems.</p>		
<p>7. Supervision: Assigns work to maximize group strengths; involves interns in the identification and solution of work related problems; promotes teamwork and cooperation; exercises discipline and resolves conflict fairly and constructively; trains, coaches and develops subordinates. Delegates responsibility and authority.</p>		
<p>8. Expense Management: Effectively establishes appropriate reporting and control procedures; operating efficiently at most appropriate cost; staying within established budgets.</p>		
<p>9. Human Resources Management: Effective in selecting qualified people; evaluating subordinates performance; strengths and development needs; provides constructive feedback, and takes</p>		

appropriate and timely action with marginal or unsatisfactory performers. Also considers efforts to further the company goal of equal employment opportunity. Follows personnel practices according to applicable law.		
10. Managing Change and Improvement: Effective in initiating and promoting changes, adapting to necessary changes from old methods when they are no longer practical; identifies new methods and generates improvement in performance.		
11. Attendance: Extent to which is punctual, observes prescribed work break/meal periods; utilization of vacation, holiday and sick time; overall attendance record.		
12. Overall Evaluation:		

II: Accomplishments and Contributions: Describe the accomplishments and contributions that were made during the review period.

III: Intern Strengths/Areas for Improvements: Identify intern strengths in the areas of specific knowledge, skills and abilities to do the job. Identify areas where you see improvement necessary.

IV: Development Plan: Identify specific work assignments and topics for training designed to increase individual's effectiveness on the job and prepare for future job assignments.

V: Intern Response/Comments:

Intern Signature

Date:

(Your signature does not necessarily signify your agreements with the appraisal; it simply means that the appraisal has been discussed with you)

Signatures:

Appraiser _____
Date

HR Coord. _____
Date

Exercise Science	Community Health Promotion	Others
Superior-YMCA 9 N 21 st St. Superior, WI 54880 (715) 392-5611	Douglas County Health Department 1313 Belknap St. Superior, WI 54880 (715) 395-1601	SMDC – Duluth 407 E 3 rd St. Duluth, MN 55805 (218) 786-4000
North Star Health & Fitness 2806 Belknap St. Superior, WI 54880 (715) 392-9100	St. Luke’s Hospital 915 E 1 st St. Duluth, MN 55805 (218) 249-5555	SMDC Center for Personal Fitness (218) 786-5400
Arrowhead Tennis & Athletic Center 4402 Rice Lake Rd. Duluth, MN 55811 (218) 722-0810	American Red Cross 2524 Maple Grove Road Duluth, MN 55811 (218) 722-0071	SMDC Physical & Occupational Therapy (218) 786-4484
Esko Public Schools 2 HWY 61 E Esko, MN 55733 (218) 879-2969	Women’s Center Loretta Perry	SMDC Cardiac Rehabilitation (218) 786-4181
Curves for Women-Superior 1420 Belknap St. Superior, WI 54880 (715) 398-6179	Pharmaceutical Companies Merck Glaxo Pfizer	SMDC-Superior 3500 Tower Avenue Superior, WI 54880 (715) 395-5400
Curves For Women-Duluth 14 E St Marie St. Duluth, MN 55803 (218) 724-7097	Pharmacies Falk’s Target	SMDC-Superior Physical Therapy Kim Lebard-Rankila
24 Hour Fitness Express 4879A Miller Trunk HWY Hermantown, MN 55811 (218) 727-2600	FDA	St. Luke’s Hospital 915 E 1 st St. Duluth, MN 55805 (218) 249-5555
Personal Best 1621 W. Michigan St. West Duluth, MN (218) 625-2378		St. Luke’s Hospital Cardiac Rehabilitation Physical Therapy Nutrition (218) 249-5519
Anytime Fitness 1215 E Superior St. Duluth, MN 55805 (218) 724-6653		Mount Royal P.T. 66 E St Marie St. Duluth, MN (218) 724-0707
		Lakeview Memorial Hospital – P.T. 325 11 th Ave. Two Harbors, MN (218) 834-7384