

**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 Dr. Johnson 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.***

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Intern Signature

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Date

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