Essential to the successful operation of all participants in the internship program within the Department of Health and Exercise Science is a clear understanding of the responsibilities of all participants involved in the program.

This manual is a guide for the cooperative arrangements necessary in facilitating the most effective internship experience for all concerned.

This manual has been prepared to assist students, faculty, internship advisors/supervisors, and Agency personnel in understanding the purposes, objectives, responsibilities, policies and requirements for an internship in the Department of Health and Exercise Science at the University of Oklahoma.

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TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>TOPIC</th>
<th>PAGE NUMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose of Internship</td>
<td>3</td>
</tr>
<tr>
<td>Objectives of Internship</td>
<td>3</td>
</tr>
<tr>
<td>Responsibilities (Student, Agency, Internship Coordinator)</td>
<td>5</td>
</tr>
<tr>
<td>Requirements &amp; General Policies</td>
<td>7</td>
</tr>
</tbody>
</table>
Department of Health and Exercise Science (HES)

University of Oklahoma

PURPOSE OF THE INTERNSHIP PROGRAM

The purpose of the HES Internship Program is to provide a planned transition from the University curriculum to a professional Health and Exercise Science work setting. During the internship experience, the student will test the practical application of the theories of academic learning in the professional setting under the guidance and supervision of both a professional staff member and a university faculty advisor. As a part of the internship experience, the student will be evaluated on his/her work attributes and contributions to the assigned field Agency. The student will have the opportunity to continually interact with the Agency and periodically with the faculty in assessing his/her skills, accomplishments, and professional growth. To be eligible for the HES Internship Program, students must have satisfactorily completed at least nine hours of the HES core curriculum.

Students who are completing an internship are required to work four (4) hours per week, per credit hour during a sixteen week semester:

4 credits = 256 working hours
3 credits = 192 working hours
2 credits = 128 working hours

Students completing an internship during the summer session are required to work five to six (5-6) hours per week, per credit hour. Total working hours per credit hours will remain as follows:

4 credits = 256 working hours
3 credits = 192 working hours
2 credits = 128 working hours

HES 4430 may be repeated for up to four (4) credits.

OBJECTIVES OF THE INTERNSHIP

Student Objectives

For the student, the Internship experience:

1. provides an opportunity to engage in on-the-job application of classroom
2. assists in developing professional skills in the planning, organization, and leadership of a health and/or exercise related service;

3. provides opportunities to undertake challenging and stimulating tasks which often entail a significant contribution to the quality of life for persons served by the Agency;

4. identifies/clarifies strengths and weaknesses of professional behavior;

5. allows him/her to enter the professional world gradually, under competent supervision and guidance;

6. presents an opportunity to interact with and learn from professional practitioners in their areas of expertise;

7. offers a health and/or exercise related environment in which to learn and investigate human interaction; and

8. provides an opportunity to further evaluate the health and exercise science field as a potential professional career option.

**Agency Objectives**

For the Agency, the Internship experience:

1. offers practitioners the chance to provide expertise relative to theory and practice obtained in the student’s classroom setting;

2. offers the opportunity to improve in-service training for permanent employees;

3. allows employers an opportunity to survey and evaluate prospective employees;

4. provides an expanded ability to serve clientele through the contributions of the student;

5. provides opportunities to establish cooperative relationships which extend beyond the Internship program;

6. provides a means of comparing in-class preparation (of the students) with what is practiced by the Agency; and
7. provides an opportunity to be a partner in the preparation of future health and exercise science professionals.

**Curriculum Objectives**

1. To provide a laboratory setting for the testing and application of theoretical models
2. To strengthen the educational process of preparing future professionals
3. To assist in the development of a cooperative working relationship between educators and practitioners
4. To offer a means of assessing the quality and relevance of classroom courses
5. To provide an opportunity to evaluate the student’s needs, abilities and progress in their professional development
6. To facilitate sharing of resources and pursuit of common goals with professional agencies and institutions
7. To provide the faculty with up-to-date information on programs currently existing within the range of university contacts, so as to keep abreast of issues, problems, and innovations of professionals in the field
8. To note the primary educational concern of the curriculum as the preparation of people to advance within the realm of the profession

**RESPONSIBILITIES**

**Student Responsibilities**

During Internship, the student should:

1. conduct himself/herself as a member of the Agency, within the policies and expectations of the Agency;
2. conduct himself/herself professionally and personably at all times when in contact with staff and clientele;
3. strive towards higher levels of personal and professional growth;
4. complete and submit all Internship reports, following specified guidelines and within the designated time requirements; and

5. notify the Agency Supervisor and/or HES Internship Coordinator immediately if a situation warrants special attention.

**Agency Responsibilities**

   During Internship, the Agency should:

1. provide the best possible environment for working and learning;

2. help the student develop goals and objectives, including the determination of specific duties and assignments;

3. evaluate, in writing, the student’s work and performance and interpret for the student the content and meaning of this evaluation;

4. assume shared responsibility with the HES Internship Coordinator for relationships between the curriculum and the Agency in regard to the Internship;

5. confer with the student periodically as to his/her progress;

6. notify the student and HES Internship Coordinator immediately if a situation warrants special attention; and

7. recognize that the student is in a learning role as well as a working role.

**Internship Coordinator (HES) Responsibilities**

   During Internship, the HES Internship Coordinator should:

1. assist the student in setting realistic goals and objectives;

2. confer with the student periodically, including on-site visits, as to his/her progress;

3. maintain open communications with the student and Agency Supervisor so that any problems can be handled effectively for all concerned;
4. evaluate all Internship reports and provide appropriate feedback to the student and Agency Supervisor;

5. serve as a resource person for both the student and Agency Supervisor;

6. determine the final grade of the student with input from Agency Supervisor; and

7. remove the student from an Agency when either the student or the Agency is not presently suited to the Internship program.

REQUIREMENTS FOR ELIGIBILITY

To be eligible to enroll in a Health and Exercise Science Internship, the following prerequisites must be met:

1. The student must have special permission by an HES Internship Coordinator;

2. have completed at least 9 hours of HES core requirements; and

3. carry a minimum overall grade point average of 2.75.

GENERAL POLICIES OF THE INTERNSHIP PROGRAM

1. Students may not complete their Internship program at an Agency in which they have held a previous position (paid or voluntary).

   Exception:

   a. the Intern position is significantly different in terms of the responsibilities (i.e., supervisory vs. leadership)

   b. the position is in a significantly different program service area

   If an Intern placement of this type is to be pursued, a letter stating the rationale for seeking such a position should be composed by the student. The letter must be presented to the HES Internship Coordinator for approval.

2. Students not adhering to the announced schedule for advising, interviewing
and preliminary placement procedures are subject to non-placement for the semester they desire to complete the Internship.

3. All special arrangements for placement with an Agency must be approved by the HES Internship Coordinator prior to Agency acceptance.

4. Students should be aware that an Agency must be approved by the HES Internship Coordinator prior to the actual placement of the Intern student.

5. Students are expected to attend a pre-intern meeting and other meetings as they are scheduled by the HES Internship Coordinator. Sufficient advance notice will be given on scheduled meetings. Exceptions to some meetings will be made for out-of-state placements.

6. The student is expected to bear all expenses incidental to living in the area of the Intern placement and to work out his/her own satisfactory housing arrangements. It is recommended that the student visit the area of placement in advance and arrange living facilities. Agency personnel may frequently be able to assist the student in locating housing possibilities.

7. The Intern student may be paid by the Agency. This is an option and is determined by the Agency. The amount of compensation should not influence the type or variety of the learning experience.