

WRIGHT STATE UNIVERSITY

**Sports Science Program
Health and Fitness Concentration**

Experiential Learning and Certification Manual

TABLE OF CONTENTS

Introduction	ii
Practicum and Internship: Student Policies and Procedures	1
The Practicum	1
About the Practicum	1
Prior to the Practicum	2
During the Practicum	2
The Internship	2
About the Internship	2
Prior to the Internship	3
During the Internship	5
Checklist of Student Responsibilities for the Internship	6
Professional Certification Exam	7
Responsibilities of Practicum and Internship Partners	8
University Responsibilities	12
Appendix A: Internship Partner Information	13
Appendix B: Student Disclosure and Release	14
Appendix C: Evaluation of Sports Science Intern	16
Appendix D: Approved Professional Certification Examinations	18
Appendix E: Graduate Exit Survey	20

INTRODUCTION

The Sports Science BSEd, Health and Fitness Concentration, is a non-teaching major/concentration in the Department of Kinesiology and Health. The major and concentration prepare students for careers in exercise sciences and other health-related fields. Students obtain foundational preparation in biological, health, and movement sciences. Upon graduation, students are qualified for careers such as:

1. Strength and Endurance Conditioning of Athletes
2. Fitness and Exercise Program Management
3. Personal Trainer
4. Gerontological Fitness
5. Cardiac Rehabilitation
6. Corporate Fitness
7. Occupational Fitness
8. Worker Rehabilitation

Each graduate will have obtained competencies that include:

- | | |
|--|-------------------------|
| 1. Motion analysis and biomechanics | 8. Functional anatomy |
| 2. Physical fitness assessment | 9. Fitness education |
| 3. Exercise program design | 10. Maturation fitness |
| 4. Exercise leadership and supervision | 11. Fitness Management |
| 5. Lifetime fitness counseling | 12. Exercise Nutrition |
| 6. Cardiopulmonary resuscitation | 13. Electrocardiography |
| 7. Physiology of exercise | 14. Sports Psychology |

While thorough knowledge of these and other areas is essential in the training of the competent Sports Science professional, it provides only the foundation upon which the individual will function professionally. The application and consolidation of the skills necessary to do quality work can best be achieved through applied experiences. Therefore, it is essential that educational training also provide an opportunity to utilize knowledge in a practical environment. To facilitate this goal, multiple non-classroom experiences are required as part of the curriculum. These include a Practicum, an Internship, and a Professional Certification Examination.

It is the purpose of this manual to provide students and other involved parties a delineation of the goals, policies, procedures, and responsibilities of each party with regard to the Practicum, the Internship, and the Professional Certification.

For any questions about these curriculum components, contact:

Dr. Andrew Froehle, PhD
Sports Science Program Co-Director
Phone: 937.775.2962
Email: andrew.froehle@wright.edu

Ms. Jennifer Reeder, MS
Sports Science Internship Coordinator
Phone: 937.775.3222
Email: jennifer.l.reeder@wright.edu

PRACTICUM AND INTERNSHIP: STUDENT POLICIES AND PROCEDURES

The Sports Science Health and Fitness curriculum includes two experiential learning components. The first is the Practicum (KNH 2840), which is meant to be a brief, observational introduction to an applied career setting. The second is the Internship (KNH 4840), an intensive, nearly-full-time work experience in a setting related to the student's intended career field.

The student will work with an organization or entity involved in activities related to health and/or fitness, and which is appropriate to the student's career goals. This document will refer to any such entity as the "Partner". The Partner will often be an organization that exists and operates independent of the University, but some experiential learning may occur in conjunction with units internal to the University.

Student Interns will be guided in their Practicum and Internship experiences by the following instructions. No deviation from these instructions is permitted unless approved by the student's advisor and the department Internship Coordinator.

Adherence to these policies and procedures is a necessary condition of the student's successful completion of the Practicum and Internship.

The Practicum

A. About the Practicum

1. The purpose of the Practicum is to provide students with an observational, shadowing experience, so that students become better acquainted with an applied area related to the major and their chosen career fields. Practicum hours should be approached with a longer-term view, as an opportunity to explore one or more potential Internship Partners or locations.
2. The Practicum must be completed during the student's sophomore year.
3. Course and Contact Hour Requirements:
 - a. Course: KNH 2840, 1 credit, no prerequisites
 - b. Contact Hours: 50 hours of on-site observation/shadowing
4. The Internship Coordinator can provide you with a list of current and past Practicum Partners. This is not an exhaustive list: students may work with Practicum sites not on the list. ***Note that ANY Partner, whether on the list or not, must be directly approved by the Internship Coordinator for each individual student.***

B. Prior to the Practicum

1. Ideally, students will begin the Practicum conversation with their adviser and the Internship Coordinator **in their first semester at WSU**. This is an opportunity to discuss possible career paths, and to become familiar with the range of relevant experiential learning sites and jobs in the region.
2. By the end of the first year of coursework, students should have a good idea of where they want to do their Practicum.
3. The Practicum site must be approved by the Internship Coordinator during the semester prior to when the Practicum hours will be completed.
4. Students must register for Practicum credit hours (KNH 2840) **at least two weeks prior** to the start of the semester in which they will take the course.

C. During the Practicum

1. Complete 50 hours of on-site observation and shadowing per semester, for 1 semester credit hour.
2. Provide your own transportation to and from the Practicum site(s).
3. Be punctual and appropriately dressed (as determined by the Partner) throughout the Practicum experience.
4. Become familiar with the Partner's philosophy, policies, and procedures.
5. Confer with the Partner and University over any problems that may arise.
6. Supervisor must email Internship Coordinator to confirm that the 50 hour requirement was met.
7. Submit a 1-2 page summary paper describing your Practicum experience.

The Internship

A. About the Internship

1. The central purpose of the Internship is to help students make an effective transition from the classroom to the practical work context. The program is not designed to give the student an opportunity to explore the field (that is the goal of the Practicum). Students will be given an initial orientation to the Internship Partner for which they will work, and will be assigned one or more major responsibilities, which they are to carry through to completion.

2. The Sports Science Internship may be taken either semester during the senior year, but if at all possible it should be taken during the student's final academic semester. Summer Internship hours are also possible.
3. Course and Contact Hour Requirements:
 - a. Courses:
 - i. KNH 4550: Internship Seminar, 1 credit, prerequisite: KNH 4110
 - ii. KNH 4840: Internship, 12 credits, corequisite: KNH 4550
 - b. Contact Hours: 400 hours of on-site work and related activities
4. Students must look upon the Internship in much the same manner as starting full-time employment. The required work hours are just slightly less than those of a full-time employee, and many of the responsibilities will be the same or similar. Students should work with Internship Partners to establish a work schedule to meet the 400 contact hour requirement.
5. Students' relationships to Supervisors and other people is vital to their own success, and to the success of the Internship program. If students create unfavorable impressions on co-workers or program participants, or if students fail to act as effective workers for any reason, Supervisors have the authority and the right to dismiss students from their positions after consultation with the Internship Coordinator. This will mean forfeiture of a student's entire semester's work, and will make it very difficult for WSU to place other Interns with this particular Partner. It will also make it very difficult for WSU to place the dismissed student with another Partner.
6. Above all, remember that the Internship should be a learning experience. Students are in this situation to learn, not to teach co-workers. This does not mean students should never have ideas of their own or contribute their best thinking to that of the group, but they should do so with tact and good judgment. Behaving respectfully toward coworkers, Supervisors, and clients, is essential to a successful Internship experience.
7. The Internship Coordinator can provide you with a list of current and past Practicum Partners. Students may work with Internship sites not on the list, but ***ANY Partner, whether on the list or not, must be directly approved by the Internship Coordinator for each individual student.***

B. Prior to the Internship

1. Prerequisites: complete the Practicum; possess current, valid CPR certification; pass KNH 4110: Fitness Assessment and Programming.

2. Placement should be completed, at the very latest, by the end of the first month of the academic semester immediately preceding the Internship. For example, if you wish to do a Spring semester Internship, you must have completed your placement within the first month of the preceding Fall semester. Note that some Internship Partners may require applications earlier than that, up to a year in advance. **You should begin to research Internship Partners at the beginning of your junior year, at the latest.**
3. Students must register for the Internship Seminar (KNH 4550) and Internship credit hours (KNH 4840) **at least two weeks prior** to the start of the semester in which they will take the courses.
4. Procedures for Internship Partner Selection and Placement:
 - a. Ideally, the Practicum will have been used as an opportunity to begin exploring potential Internship Partners.
 - b. The Partners visited must be appropriate to the student's area of emphasis and career goals. Appropriateness of potential Partners should be discussed with advisers and the Internship Coordinator.
 - c. The Partners selected for visitation may be identified through consultation with the Internship Coordinator.
 - d. The University reserves the right to accept or reject the student's choices for the Internship Partner.**
5. Fill out the online Internship Application at [this link](#). In addition to your name, UID, contact information, and intended internship semester, the application will ask you to enter or upload the following information and items. The student is responsible for seeing that all required documents are completed and filed:
 - a. Valid CPR certification. This can be obtained by taking KNH 2600: First Aid and CPR, or through an outside agency (e.g., Red Cross) along with completing PLA paperwork and paying the PLA fees.
 - b. Current resume (as developed in KNH 2410 and updated)
 - c. Internship Partner Information (Appendix A, page 13), including:
 - i. Partner and Supervisor(s) name(s) and contact information.
 - ii. Internship Job Description, Goals, and Objectives
 - d. Signed Student Disclosure and Release (Appendix B, page 14)

C. During the Internship

The student shall assume the following responsibilities during the Internship:

1. Complete required work hours. Meetings, conferences, special projects, etc., are included in the total hours. Required course assignments are not counted toward the 400-hours (see Portfolio details below).
2. Provide your own transportation to and from the Internship site(s).
3. Be punctual and appropriately dressed (as determined by the Internship Partner) throughout the Internship experience.
4. Be accountable to the Partner Supervisor for responsibilities and duties.
5. Become familiar with the Partner's philosophy, policies, and procedures.
6. Confer with both the Partner and University regarding problems that arise.
7. Complete at least one special project, which is planned, coordinated, conducted, and evaluated in conjunction with the Partner Supervisor.
8. Portfolio: Students will build a Portfolio of Internship activities, which forms the primary basis for the Internship letter grade and includes the following:
 - a. *Daily Logs*: Each entry must include the date and hours worked that day, cumulative hours, and 3-5 sentences about activities completed that day. Student progress will be evaluated at the middle and end of the semester, at which points the Partner Supervisor and Internship Coordinator will sign off on contact hours completed. Information on log entry and due dates will be posted each semester in the KNH 4550 course syllabus and Pilot platform.
 - b. *Executive Summary*: At the close of the Internship experience, an Executive Summary will be included in the Portfolio. The student should describe their best and worst experiences, detail improvements that could be employed, specific changes needed, adequate Intern responsibility, challenging experiences, etc.
 - c. *Current Resume*: Updated resume reflecting the Internship experience, Professional Certification status, and other pertinent information.
 - d. *Final Employer Student Intern Evaluation*: See Appendix C, page 16.
 - e. *Graduate Exit Survey*: See Appendix E, page 20.
 - f. *Proof of Professional Certification Examination*: See page 7 below.

CHECKLIST OF STUDENT RESPONSIBILITIES FOR THE INTERNSHIP

Before the Internship

- Complete required prerequisite classes.
 - KNH 2840: Practicum.
 - KNH 2600 or equivalent with PLA: First Aid and CPR.
 - KNH 4110: Fitness Assessment and Programming.
- Complete online Internship Application
 - Enter Internship Partner Information
 - Develop a Job Description and Internship Goals and Objectives.
- Develop a resume and keep it updated.
- Contact possible Partners for an Internship at least two semesters prior to the Internship semester.
- Sign the Student Disclosure and Release
- Get final approval to register from the Internship Coordinator.
- Begin the process of investigating appropriate Certification Examinations.

During the Internship

- Complete 400 hours of on-site work, plus assignments. See syllabus and Pilot for assignments.
- Keep a daily log with hours and a daily summary of activities.
- Portfolio – See KNH 4550 syllabus for details.
- Mid-term employer evaluation and hour documentation.
- Final employer evaluation (upon completing 400 hours; include in Portfolio).
- Complete a Professional Certification Examination (if not already certified).
- Complete the Graduate Exit Survey and include in Portfolio

PROFESSIONAL CERTIFICATION EXAMINATION

Most careers in Health and Fitness require practitioners to not only earn an undergraduate degree, but to also hold a professional certification. Therefore, as part of the Sports Science Health and Fitness concentration curriculum, students are required to sit for a relevant Professional Certification Examination.

Students cannot graduate without completing this requirement, and will receive a grade of “Incomplete” in the Internship Seminar (KNH 4550) if the requirement is not met prior to the end of the Internship semester.

Examples of certifications commonly sought by Sports Science Health and Fitness Students include:

- American College of Sports Medicine (ACSM) Health/Fitness Instructor
- American College of Sports Medicine (ACSM) Certified Personal Trainer
- National Strength and Conditioning Association (NSCA) Certified Personal Trainer
- National Strength and Conditioning Association (NSCA) Certified Strength & Conditioning Specialist

The above is not an exhaustive list. A list of currently approved certifications can be found below in Appendix D and online at the [Sports Science program website](#).

Certifications not included on that list **MAY** qualify to meet the requirement, but a student wishing to take an alternative certification exam must first obtain approval of the Program Co-Director and Internship Coordinator.

It is the student’s responsibility, in consultation with their adviser, the Internship Coordinator, and the Program Co-Director, to:

1. Identify a certification exam that is appropriate to the student’s career goals **AND** which meets program accreditation requirements.
2. Evaluate and meet the eligibility requirements to sit for the exam.
3. Investigate, understand, and take responsibility for the costs of sitting for the exam, as well as the costs of any preparatory materials.
4. Prepare and study for the exam in order to maximize the likelihood of passing and becoming certified in the chosen field.

RESPONSIBILITIES OF WSU PRACTICUM AND INTERNSHIP PARTNERS

The central purpose of the Sports Science experiential learning program is to help students make an effective transition from the classroom to the practical situation. To be most beneficial, the Practicum should occur early in the student's collegiate career, to facilitate exploration of a possible career path. In contrast, the Internship experience should come as close to the finish of the student's campus life as possible, preferably the final academic semester, to provide the student with a transitional phase between collegiate and professional careers.

The Internship is not a program designed to give the student an opportunity to explore the field. The student has explored the field through the Practicum and other investigations, and has expressed a desire for a particular kind of work experience with you, the Partner, as a starting point. The student should be well-prepared by the Sports Science Health and Fitness curriculum, including both coursework and laboratory experiences. We are happy to share details of this curriculum with any potential Internship Partner. It is our desire to have Partners work with the University to determine each student's preparedness, as well as the appropriateness of the Partner to their professionalization and career goals.

The sections below provide guidelines for the Internship Partner, which can help to maximize the Internship experience for both the student and the Partner.

The Practicum

The Practicum is a short, observational and/or shadowing experience, meant to give students a first-hand look at day-to-day practice in a field of interest. This exposure will help student gauge and affirm their interest in a particular aspect of health and fitness practice. Furthermore, in the Practicum it is expected that the student will observe and learn models of professionalism, as well as ethical and culturally-sensitive interactions with clients, patients, etc.

Observations and/or shadowing should occur under the supervision of a qualified practitioner at the Partner institution. The student is not expected to perform work duties during the Practicum, and should not perform any aspect of practice. The student should be permitted to ask, and have answered, questions pertaining to the practice, at a time that is appropriate and does not interfere with client/patient interactions. The Partner Supervisor will provide confirmation to the University Internship Coordinator that the student met the 50 contact hour requirement.

The Internship

A. Intern Position Placement

We urge the Partner to place students in positions comparable to beginning full-time positions, after an initial orientation. We recognize the problem of assigning

major program responsibilities to students with limited experience. However, by the time students have completed most or all of their studies, and are serious and mature, they should be able to carry out their assigned responsibilities. One of the central goals of the Internship is to professionalize the student, and so it is to be expected that the student will behave professionally with respect to their assigned duties. *The Partner has the right and responsibility, in consultation with the University, to release a student from duties if their work is of inferior quality.*

We cannot emphasize strongly enough that Internship experiences should be varied and meaningful in terms of challenging the varied exercise and sports science capacities of the student. These experiences should be characterized by:

1. Breadth: Orientation to the Partner's total program, not just one part of it.
2. Depth: Students should be assigned full (or at least substantial) responsibility for a project from a segment of the Partner's program. The student should be able to follow this project through to completion by the end of the semester.
3. Application: The Internship should, as much as is possible, provide the student with hands-on participatory involvement in exercise testing, exercise prescription, leadership, and other relevant Partner activities.

B. Supervision of Interns

Proper supervision is key to the success of the Internship. Partners are expected to assume full responsibility for supervision of Interns. The Partner should assign one Supervisor to oversee one Intern for the duration of the academic semester. This does not eliminate the possibility of an Intern being placed under another person's supervision for a special experience or orientation period.

The Supervisor must hold regular conferences with the student for the purpose of guidance, and will be asked to prepare a written evaluation of the student's work at mid-semester and at the close of the Internship.

The University Internship Coordinator maintains communication with the Partner Supervisor through email and the signed evaluations and hours documentation. The Partner Supervisor should feel free to contact the Internship Coordinator at any time. A close professional relationship between the Intern, the University Internship Coordinator, and the Partner Supervisor, is preferred. This relationship is vital to dealing with potential issues before they become problems, and making beneficial modifications to student project(s) as dictated by the circumstances.

C. The Content of the Internship Experience

The Partner is responsible for training, facilitating, and providing exposure to the Intern in the following areas:

1. Orientation to the Internship Experience: History, purpose and goals of the Partner institution; explanation of organizational chart; introduction to staff and explanation to staff of the role of the student Intern; tour of any facilities; introduction to clients, patients, residents, etc.; review of personnel policies; briefing of Intern on assignments, scheduled hours, rules, and regulations.
2. Learning Experience: Students should gain experience in the following areas:
 - a. Administration: The student Intern should study and observe in action the policies and practices of the Partner, when applicable to the Internship. Relevant areas include budgeting and record keeping procedures, review of clearance forms for activities, personnel and supervisory practices, attending administrative meetings, general staff relations, and information related to purchase and maintenance of equipment and supplies.
 - b. Program: The student is required to conduct at least one special project during the Internship. With the Partner Supervisor's help, the student must plan, research, organize, coordinate, conduct, and evaluate a project for the Partner. In addition, the Intern must assist in putting into action both individual, small, and/or large group activities and services characteristic of the nature of the Partner.

D. General Experiences

The student Intern must, as part of the Internship assignment, gain exposure to or participate in at least three of the following areas, with extent of participation to be determined by the Partner Supervisor:

1. In-service training
2. Departmental, Staff, or Unit meetings
3. Visitation to at least one other facility providing similar services.
4. Exercise leadership
5. Exercise testing and prescription
6. Fitness education

E. Responsibility of the Partner to the Student Intern

1. Provide professional guidance and direction relevant to the function of the Partner's programs.
2. Progressively lead the student into assuming increasing responsibilities as a specialist in the exercise sciences.
3. Assist the student in achieving stated goals and objectives.
4. Provide the student with a written set of expectations and duties.

5. Conduct two formal evaluations of student performance during the semester, and sign off on documented contact hours. The University will provide forms (see Appendix C, page 16).

F. Responsibility of the Partner to the University

1. Make available its facilities to University staff and students as appropriate and necessary for the provision of supervised Internship experiences.
2. Sign all contractual agreements between the University and Partner, provided by the University.
3. Assure the student is receiving maximum opportunity, direction, and guidance during the Internship.
4. Cooperate fully with the University Internship Coordinator on all matters pertaining to the student's Internship experience.
5. Assign only one Supervisor who shall coordinate all phases of the Intern's experience with the Partner.
6. Determine Intern work hours per week, such that they meet the University's requirements. The University requires the Internship to occur in one academic semester, with a minimum of 400 contact hours, earning 12 course credits.
7. Conduct two formal evaluations of student performance during the semester. The University will provide forms (see Appendix C, page 16).

Clearly, the student Intern must have the opportunity to test philosophy, theories, and concepts learned in the classroom and Practicum. The Intern must also have the opportunity to do a self-evaluation regarding the Internship experience. The student must be given opportunities to read materials related to the experience, and to obtain copies of forms, documents, etc., used at the Partner institution, which may be used as reference materials in the future.

The Internship must help the student understand the total concept of the Partner through observing, working through, reading about, and discussing problems and situations in the Partner's operations. Partner Supervisors should feel free to add other appropriate and useful information.

The aforementioned statements and outline of Partner responsibilities should act as a guide. No substitute exists for original thinking and adaptation. ***We assume that Internship practices and materials will be adapted to the nature and characteristics of the particular Partner.***

Further, both parties recognize that they are bound to comply with the Family Educational Rights and Privacy Act (FERPA, Buckley Amendment) in handling the educational records of students enrolled in the Internship experience.

UNIVERSITY RESPONSIBILITIES

Wright State University provides academic preparation for the Sports Science Health and Fitness student. The undergraduate Health and Fitness curriculum is designed specifically to address the needs of the exercise science profession, and to begin preparation for certification by the ACSM, NSCA, or other agencies.

The University, through the Department of Kinesiology and Health, shall provide a faculty Internship Coordinator, who is responsible for maintaining contact with both the student Intern and the Partner throughout the Internship experience.

A. Responsibilities of Faculty Internship Coordinator to Partner Supervisor

1. Submit appropriate materials regarding the purpose and objectives of the Internship experience.
2. Make the Internship manual available to the Partner.
3. Sign all contractual agreements with the Partner for Internship placements.
4. Disclose (to the extent permitted by law) background information about the student's professional abilities and goals.
5. Provide copies of all evaluation forms to the Partner.
6. Maintain contact with Partner Supervisors and Interns during the Internship.

B. Responsibilities of Faculty Internship Coordinator to Student

1. Provide counseling on choices of Practicum and Internship Partners. The University reserves the right to accept or reject a student's choices for the Practicum and the Internship.
2. Assist the student in identifying appropriate goals and measurable objectives for the Internship.
3. Assist in the placement of the student in an Internship environment, which will meet identified professional goals and objectives of the student.
4. Meet with or virtually communicate with the student throughout the semester.
5. Review, in depth, the Internship manual with the student prior to commencement of the Internship experience.
6. Review the Internship experience, evaluate attainment of objectives, and discuss the student's perceptions of the Partner and University roles.

APPENDIX A: INTERNSHIP PARTNER INFORMATION

Before submitting your online Internship Application, make sure you have the information below for the Internship Partner with which you plan to work. You should consult with the Partner and the University Internship Coordinator to develop the Job Description and your Goals and Objectives for the Internship.

- Partner name
- Partner address
- Partner Supervisor(s) name(s), title(s), and contact information
- Internship starting and ending dates
- Daily work schedule (hours and start/end times for each day of the week)
- Is it a paid Internship?
- Job Description
- Goals and Objectives for the Internship

APPENDIX B: STUDENT DISCLOSURE AND RELEASE

PLEASE READ CAREFULLY

As a student Intern in the Internship program of the Department of Kinesiology and Health, you are required to read, understand and abide by the following terms and conditions. If you have questions about any of the provisions herein, please consult your academic advisor or the Internship Coordinator.

1. Student shall not prescribe or conduct any physical exercises or patient therapy without proper authorization and supervision.
2. Students are not authorized, as part of the Internship program, to engage in any activities or perform any services for the Internship Partner, which are not authorized parts of the Internship program.
3. Student shall comply with all of the established procedures of the Partner in performing Internship activities.
4. Student must comply with all applicable policies, regulations and procedures of Wright State University (WSU) in performance of activities of the Internship program. In the event of conflict between the policies of the regulations and procedures of the Partner and of WSU, the student shall immediately bring the conflict to the attention of the Partner's Supervisor and the University's Internship Coordinator.
5. Students signing this form understand and represent that they have self-selected the Partner, in consultation with the Internship Coordinator, and have undertaken to inspect the premises and environment of the location where Internship activities are to be performed on behalf of the Partner. The student assumes all risks with respect to or attendant to involvement in the Internship and to performing Internship activities at the Partner's location. The student represents and agrees that WSU has not made representations concerning the Partner, activities of the Partner, or the environment in which Internship activities are to be performed, and that the student is not relying upon any representations made by WSU or any of its officers, employees or agents in that regard. The student agrees to save, hold harmless, and indemnify WSU against any liability that may arise out of activities performed by the student, whether authorized or unauthorized, during the course of the Internship, or as a result of the student's travel to and from the Internship site, or presence in the Internship environment. It is understood and agreed that it is the intent of this provision that the student shall release the University, its officers, employees and agents from any liability whatsoever arising out of the student's activities at the Partner location, transportation to and from that location, or the environment internal or external to Partner premises.

6. Interns will be expected to complete a minimum of 400 contact hours to receive the required 12 semester credit hours. These hours may include evenings and weekends.
7. Interns must arrange for the Internship through the Sports Science Internship Coordinator by the beginning of the preceding semester. Internships will be arranged on a first come, first serve basis, availability of location, and on approval by the Partner.
8. The Partner will assign Supervisors to work with the Intern. The Internship Coordinator will oversee University supervision of the Intern.
9. Interns will be evaluated by the Sports Science Internship Coordinator. The Partner Supervisor will submit a written mid-term and final evaluation report of the Intern's performance. These will become a part of the student's records.
10. Interns will be expected to submit a log of their activities (i.e., recording daily activities and responsibilities assumed) on a week-to-week basis.
11. Interns will submit a mid-term and final self-evaluation.
12. In addition to the duties and assignments agreed upon by the Intern, the Partner, and the University Internship Coordinator, the Intern will be asked to work on one major project for the Partner during the Internship (i.e., a case study of one individual's fitness assessment, program design, training adherence and follow-up testing results).

I have read and understand all of the responsibilities and representations and agreements listed herein above, and I agree to accept them as my own and to abide by them.

Student Intern Signature

Date

Name (Please Print)

Parent's Signature (only if student Intern is under age 18 years)

Date

APPENDIX C: EVALUATION OF SPORTS SCIENCE INTERN

Please complete the Student Intern Evaluation as follows:

1. At mid-term (week 7) the Partner Supervisor will complete the Student Intern Evaluation. At this time, results and objectives will be jointly discussed and revised as needed. Results will be submitted to the Internship Coordinator.
2. Upon completion of the Internship, a final Student Intern Evaluations will be completed and submitted to the Internship Coordinator as part of the Portfolio.

WSU SPORTS SCIENCE STUDENT INTERN EVALUATION

Student Intern Name:

Internship Partner Name:

Length of Internship:

Name and Title of Supervisor:

Please evaluate the Student Intern in Parts I-III using the described criteria.

Part I

5 = Exceeds Expectations, 4 = Often Exceeds Expectations, 3 = Regularly Meets Expectations, 2 = Sometimes Doesn't Meet Expectations, 1 = Seldom Meets Expectations, NA = Not Applicable

A. Attendance and Punctuality

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Arrives to work prepared and on time, with few absences | 5 | 4 | 3 | 2 | 1 | NA |
| 2. Proves to be responsible when completing assigned tasks | 5 | 4 | 3 | 2 | 1 | NA |

B. Professionalism, Judgment, and Attitude

- | | | | | | | |
|--|---|---|---|---|---|----|
| 1. Exhibits self-direction and responsibility for actions | 5 | 4 | 3 | 2 | 1 | NA |
| 2. Demonstrates compassion for the client/patient; maintains confidentiality | 5 | 4 | 3 | 2 | 1 | NA |
| 3. Exhibits enthusiasm and interest toward work | 5 | 4 | 3 | 2 | 1 | NA |
| 4. Establishes and maintains good rapport with co-workers | 5 | 4 | 3 | 2 | 1 | NA |
| 5. Recognizes the value of teamwork and functions well as a team member | 5 | 4 | 3 | 2 | 1 | NA |
| 6. Exhibits a strong sense of ethical behavior | 5 | 4 | 3 | 2 | 1 | NA |
| 7. Is receptive to constructive suggestions or corrections | 5 | 4 | 3 | 2 | 1 | NA |
| 8. Responds calmly and effectively under pressure | 5 | 4 | 3 | 2 | 1 | NA |
| 9. Observes rules of safety | 5 | 4 | 3 | 2 | 1 | NA |
| 10. Adjusts well to new tasks and situations | 5 | 4 | 3 | 2 | 1 | NA |
| 11. Participates in continuing education and professional development | 5 | 4 | 3 | 2 | 1 | NA |
| 12. Demonstrates problem-solving skills | 5 | 4 | 3 | 2 | 1 | NA |

C. Knowledge, Skills and Abilities: Demonstrates working knowledge of the following principles:

1. Exercise Physiology and Related Exercise Science	5 4 3 2 1 NA
2. Pathophysiology and Risk Factors	5 4 3 2 1 NA
3. Health Appraisal, Fitness and Clinical Exercise Testing	5 4 3 2 1 NA
4. Electrocardiography and Diagnostic Techniques	5 4 3 2 1 NA
5. Patient Management and Medications	5 4 3 2 1 NA
6. Exercise Prescription and Programming	5 4 3 2 1 NA
7. Nutrition and Weight Management	5 4 3 2 1 NA
8. Human Behavior and Counseling	5 4 3 2 1 NA
9. Safety, Injury Prevention, and Emergency Procedures	5 4 3 2 1 NA
10. Program Administration, Quality Assurance, and Outcome Assessment	5 4 3 2 1 NA

Part II

5 = Strongly Agree, 4 = Agree, 3 = Somewhat Agree, 2 = Disagree, 1 = Strongly Disagree, NA = Not Applicable

1. In general, this Intern was adequately prepared for an entry-level position	5 4 3 2 1 NA
2. Given the opportunity, I would accept another Intern from this program	5 4 3 2 1 NA
3. The Intern works independently	5 4 3 2 1 NA

Part III

Identify the Intern's strengths:

Identify the Intern's weaknesses:

What suggestions do you have for improvement of training of future Interns?

Do you have any other comments concerning this Intern?

To the Internship Partner Supervisor: Please sign this document to confirm that the Intern has worked the required number of hours as submitted to the Internship Coordinator in daily logs. The cumulative number of logged hours as of the date you were sent this document is: _____ hours.

Supervisor Signature

Date

APPENDIX D: APPROVED PROFESSIONAL CERTIFICATION EXAMS

This is a list of certifications approved (as of the date at the bottom of the page) to fulfill the Sports Science Health and Fitness certification exam requirement.

If you wish to pursue a certification not on this list, contact Dr. Andrew Froehle to discuss the certification, your reasons for pursuing it, and whether it can be used to meet this requirement. Dr. Froehle is reachable by phone at 937.775.2962, or by email at andrew.froehle@wright.edu

Click on the name of a certification to visit its website, where you can find specific information on certification benefits, eligibility, costs, exam prep, or other details.

Personal Trainer

[Certified Personal Trainer: ACTION-CPT](#)

[Certified Personal Trainer: American College of Sports Medicine \(ACSM\)-CPT](#)

[Certified Personal Trainer: American Council on Exercise \(ACE\)-CPT](#)

[Certified Personal Trainer: National Academy of Sports Medicine \(NASM\)-CPT](#)

[Certified Personal Trainer: National Council for Certified Personal Trainers \(NCCPT\)-CPT](#)

[Certified Personal Trainer: National Council on Strength and Fitness \(NCSF\)-CPT](#)

[Certified Personal Trainer: National Exercise Trainers Association \(NETA\)-CPT](#)

[Certified Personal Trainer: National Federation of Professional Trainers \(NFPT\)-CPT](#)

[Certified Personal Trainer: National Strength and Conditioning Association \(NSCA\)-CPT](#)

[Certified Personal Trainer: Personal Training Academy Global \(PTA Global\)-CPT](#)

[Certified Personal Trainer: World Instructor Training Schools \(WITS\)-CPT](#)

[Personal Fitness Trainer: International Fitness Professionals Association \(IFPA\)-PFT](#)

[Personal Fitness Trainer: National Exercise and Sports Trainers Association \(NESTA\)-PFT](#)

Health Education/Health Coaching

[Certified Health Education Specialist: SHAPE America-CHES](#)

[Health Coach Certification: American Council on Exercise \(ACE\)-HCC](#)

Group Exercise Instructor

[Certified Group Exercise Instructor: American College of Sports Medicine \(ACSM\)-GEI](#)

[Certified Group Exercise Instructor: National Exercise Trainers Association \(NETA\)-GEI](#)

[Certified Group Fitness Instructor: Athletics and Fitness Association of America \(AFAA\)-GFI](#)

[Group Fitness Instructor: American Council on Exercise \(ACE\)-GFI](#)

Strength and Conditioning

[Certified Strength and Conditioning Specialist: National Strength and Conditioning Association \(NSCA\)-CSCS](#)

[Certified Strength Coach: National Council on Strength and Fitness \(NCSF\)-CSC](#)

[Strength and Conditioning Coach Certified: Collegiate Strength and Conditioning Coaches Association \(CSCCa\)-SCCC](#)

[Tactical Strength and Conditioning Facilitator: National Strength and Conditioning Association \(NSCA\)-TSAC-F](#)

[Nationally Certified Pilates Teacher: National Pilates Certification Program \(NPCP\)-NCPT](#)

Medical Exercise and Chronic Disease

[Exercise Oncology Instructor: Maple Tree Cancer Alliance \(MTCA\)-MTEOI](#)

[Certified Exercise Physiologist: American College of Sports Medicine \(ACSM\)-EP](#)

[Certified Medical Exercise Specialist: American Council on Exercise \(ACE\)-CMES](#)

APPENDIX E: GRADUATE EXIT SURVEY

Name of Program: Wright State University, Sports Science, Health and Fitness

Name of Graduate _____

Date of Graduation _____

Place of Employment _____

Position _____ Start Date _____

Are You Certified? Yes _____ No _____

If yes, by which organization(s)? _____

If Yes, What is the Date of Your Certification _____

Are You Continuing Your Education? Yes ____ No ____

If Yes, What Degree/Diploma/Certificate Program are you pursuing?

Please rate the following items according to this scale:

5 = Strongly Agree, 4 = Agree, 3 = Somewhat Agree, 2 = Disagree, 1 = Strongly Disagree

- | | | | | | | |
|--|---|---|---|---|---|-----|
| 1. The coursework portion adequately prepared me for my present position. | 5 | 4 | 3 | 2 | 1 | N/A |
| 2. The clinical/practical portion adequately prepared me for my present position. | 5 | 4 | 3 | 2 | 1 | N/A |
| 3. The program adequately prepared me for the certification exam. | 5 | 4 | 3 | 2 | 1 | N/A |
| 4. Program faculty were available for assistance. | 5 | 4 | 3 | 2 | 1 | N/A |
| 5. Program faculty were sensitive to student needs, and treated students equally and with respect. | 5 | 4 | 3 | 2 | 1 | N/A |
| 6. Program faculty were supportive of the students, and provided constructive evaluations. | 5 | 4 | 3 | 2 | 1 | N/A |
| 7. Program officials were competent, knowledgeable, and well-prepared for instruction. Questions and independent thinking were encouraged. | 5 | 4 | 3 | 2 | 1 | N/A |
| 8. Program policies and procedures were clearly defined and enforced. | 5 | 4 | 3 | 2 | 1 | N/A |

9. What do you feel were the strengths of the program?

10. What do you feel were the weaknesses of the program?

11. If you could make changes in the program, what would you change?

12. What portions of the program would you keep, and why?

13. Comments about your education:

Signature of Graduate

Date