INTERNSHIP GUIDELINES

For those who seek employment in the areas of health, exercise science or physical education outside the traditional school setting, an internship experience is highly desirable since it provides practical application of academic knowledge. The internship serves as a culminating experience for majors in the HHPA Department and is designed to prepare him/her as a professional.

Students majoring in Exercise Science, Health Education, and Physical Education who do not intend to teach, are required to take a minimum of three (3) internship credits. While students may earn up to 10 internship credits, only five (5) credits will count toward the completion of a major. For each credit in which a student is enrolled, students must spend **45 hours** in the internship setting.

It is our expectation that students conduct themselves in a professional manner, and uphold the standards and policies of the cooperating organization and Linfield College. To that end, the following guidelines for professional behavior are offered.

- Dress in a professional manner.
- Be punctual.
- Follow through on commitments.
- Do your best work.
- Treat supervisors and clients with respect.

INTERNSHIP OBJECTIVES

The value of the internship program will be the positive contribution it can make to the intern, the cooperating organization and the Department of Health, Human Performance, and Athletics at Linfield College. The internship is intended to:

1. Provide experience to apply and observe theory and technique in situations that will lead from the role of a student to that of a professional.
2. Provide students with a practical experience.
3. Provide further professional preparation for students under supervision of a faculty member as well as the cooperating organization.
4. Provide cooperating organizations with the opportunity to become involved in the preparation of future professionals.
5. Provide a means by which Linfield College and the Department of Health, Human Performance, and Athletics can communicate with organizations and other professionals in the field.
6. Provide the opportunity for members of the Health, Human Performance, and Athletic staff of Linfield College to face practical problems and to interact with other professionals in a field situation.
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STUDENT INTERNSHIP RESPONSIBILITIES
AND COURSE REQUIREMENTS:

In order to earn a passing grade in the internship, the following requirements must be fulfilled:

1. Locate an internship site and obtain approval from a site supervisor and your HHPA internship coordinator (Dawn Graff-Haight for HED, Jeff McNamee for PE and Janet Peterson for ExSci). This should be done prior to the beginning of the semester in which you intend to conduct your internship. Complete the Internship Contract form and submit it to your HHPA internship coordinator prior to the beginning of the semester.

2. Develop and submit internship objectives based on your professional goals and internship site needs. Include a description of the internship and your responsibilities as agreed upon by the site supervisor. This should be done with in the first two weeks of initiating your internship experience.

3. Keep a log and journal of internship activities. Submit time logs on a weekly basis. The time log should include date worked, hours, and activities completed during this time. Your weekly time log is due no later than noon each Monday, and should be submitted electronically (e-mail to your internship coordinator).

4. Attend regularly scheduled meetings with your HHPA internship coordinator as established at the beginning of each semester. You should meet a minimum of three times with the internship coordinator: The first meeting should be conducted after you have identified a site.

5. Initiate, organize, implement and evaluate an individual project of your choosing. This project should be consistent with your professional internship objectives and also be mutually beneficial to you and the internship site. Submit your project proposal to the site supervisor and your HHPA internship coordinator within the first week of starting the internship/project. A final copy of the student project must be submitted with the final internship summary at the end of the internship.

Some Examples of projects might include:
- Develop an educational resource (pamphlets, booklets, videos) for clients at the internship site.
- Perform literature searches and reviews and provide summaries to internship site personnel.
- Organize and deliver an educational program.
- Conduct a client needs assessment and report findings and recommendations to internship site personnel.

Internship projects are kept on file in the HHPA department as evidence of demonstrated professional competence.

6. Provide the site supervisor with an internship evaluation form. Favorable evaluations must be received, and obligations to the internship site must be fulfilled in order to receive a passing grade in the internship. Complete the top portion for the Site supervisor. Have the site supervisor complete and sign the evaluation and return to your Linfield Internship Coordinator (Dr. Graff-Haight for HED, Dr. McNamee for PE and Dr. Peterson for Ex Sci) in a sealed envelope signed across the back.

Complete a final report in a binder and submit it to your HHPA internship coordinator. This binder should include:
- Copy of your internship contract
- Copy of your internship objectives and professional goals
- Your hours log and journal entries
- A summary of the outcome of your major project. (Include a copy of your project with your final report).
- Reflection Paper which includes: An evaluation of what this professional internship experience has meant to you and an evaluation of the accomplishment of your work objectives (refer back to your original contract, internship objectives and professional goals) – approximately 5 pages double spaced.

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HHPA INTERNSHIP COORDINATOR

The HHPA internship coordinator represents the Department of HHPA in all official arrangements with the cooperating organizations in the initiation and conduct of the internship program. The internship coordinators are: Dr. Dawn Graff-Haight for Health Education, Dr. Jeff McNamee for Physical Education and Dr. Janet Peterson for Exercise Science.

The internship coordinator is also responsible for:

1. Providing guidance to student interns in fulfilling internship obligations and carrying our projects.
2. Conducting regularly scheduled meetings of HHPA interns.
3. Collecting contracts, objectives, weekly logs, assessments, projects and summaries in order to provide final assessment of the internship experience.
4. Acting as a liaison and resource person for both the organization supervisors and the student interns.

INTERNSHIP SITE SUPERVISOR

Responsibilities of the Internship Site Supervisor include the following:

1. Provide the student intern with a variety of experiences and assignments that will enable the intern to discover individual strengths and weaknesses.
2. Supervise the student intern in all organizational assigned tasks.
3. Schedule weekly conferences with the student intern for the purposes of arranging work schedules, analyzing problems, providing feedback and guidance, and discussing performance and performance.
4. Confer with the HHPA internship coordinator, upon request, relative to student intern’s competence and performance.
5. Submit a final evaluation of the student intern’s performance and competence to the HHPA internship coordinator. Such evaluation should include a recommendation of Pass or No Pass based on the quality of the student intern’s effectiveness.

TERMINATION OF INTERNSHIP EXPERIENCE

The HHPA internship coordinator, in association with the site supervisor shall assess the performance and progress toward achieving internship goals of the student intern prior to the fifth week of the internship experience. If the performance of the student intern is not deemed acceptable, the HHPA intern coordinator shall have the responsibility to terminate the internship experience.