******

***MIDDLE TENNESSEE STATE UNIVERSITY***

***EXSC 4250 / 6880***

***Exercise Science***

***INTERNSHIP*** ***PACKET***

***Campus Box 96***

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***Murfreesboro, TN 37132***

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**EXSC 4250 /6880**

**Exercise Science Internship**

**Introduction**

 The internship in Exercise Science is intended to be the culminating experience of your degree. The modern concept of internships essentially springs from the medieval apprenticeship, in which skilled laborers (often craftsmen) would teach a young person their trade and, in exchange, that person would agree to work for the teacher for a certain length of time. The main difference between an apprenticeship and an internship is that internships are more exploratory. You're **not** bound to work for your “employer” after the internship is over ***(although many interns do receive job offers).*** The internship experience allows/promotes the application and improvement of your course-based learning (knowledge, skills, and abilities) in a real world setting. In addition to allowing the student to gain “work” experience in the field it is also the first opportunity for many students to begin building a network of professional contacts. Your internship site supervisor can be a valuable asset both during and following an internship experience. Therefore, the selection of an appropriate internship site with a quality internship site supervisor is vital as you transition from the academic world of your degree program to the work force.

For those individuals planning on moving directly into graduate study, the internship experience and site supervisor carry similar benefits. Often this is the first opportunity to observe and participate in activities related to your chosen vocation (PT, OT, Clinical Exercise Physiology, etc.). Similar to above, the internship site supervisor can prove to be a valuable resource both during and following the internship experience and has the potential to serve as a reference as you apply to programs of graduate study.

 For these reasons, the selection of an internship site (and site supervisor) should not be taken lightly. The field of Exercise Science is broad with many career/employment tracks. Each student needs to carefully select an internship that will assist him/her in moving toward career goals. **It is the student’s responsibility for selecting an internship site that will lead them in the direction of their desired career.** Identifying an appropriate internship site is complex. Your academic advisor and the Exercise Science faculty can assist you in identifying resources that will assist you in identifying potential internship sites. Brief descriptions of multiple internship sites (Clinical, Strength & Conditioning, and Fitness) that are regularly used by our majors are available in the same location where you found this Internship Packet (<http://www.mtsu.edu/hhp/careers-exercise.php>). This is not a comprehensive list of possible internship sites and students may pursue additional sites not included in the listings on the Exercise Science web page.

Potential/New Internship sites are evaluated on **two** important characteristics. The **first** is a CLEAR link to Exercise Science (knowledge, skills, & abilities). The **second** characteristic relates to the qualifications of the Internship Supervisor. An appropriate combination of education, certification/licensure, and experience are required for a potential site supervisor/site to be approved. Careful scrutiny will be given when evaluating new sites/site supervisors to insure that students receive a quality Internship experience. In the event a site is not approved by the internship coordinator, the student is responsible for finding an alternative internship site and submitting a new acceptance form.

 Once potential sites are identified, the student is responsible for making contact with the site(s) and scheduling a meeting with the individual(s) at the site that would (1) serve as the Internship Site Supervisor and (2) has the ability to accept the student as an intern. Be prepared to bring a résumé with you to this meeting. Be aware that not all facilities accept interns and that many facilities have strict limits on the number of interns that they will accept in a given semester. Do **NOT** wait until the last minute to locate and secure an internship site. Interning at a current or previous site of employment (or voluntary service) is only an option if you can accumulate 350 hours in areas outside of your employment/volunteer responsibilities while being supervised by a different staff member at the facility.

 The remainder of this Internship Packet outlines the steps necessary to acquire an internship site, describes the process of acquiring the needed paperwork required to be able to receive permission to enroll in the internship course (EXSC 4250/6880), and lists the paperwork that is required to begin service hours at your chosen and approved internship site. Following the steps outlined in this packet is essential for you to be able to enroll in, serve, and complete an internship. ***Not meeting the deadlines described in the packet will result in delaying your internship to another semester.***

**Eligibility for Internship**

The internship in Exercise Science is intended to be one of the final courses enrolled in for completion of your degree (B.S. / M.S). **Prerequisites** for enrollment in EXSC 4250 / EXSC 6880 are as follows:

**B.S Students**

EXSC 3500

EXSC 4230

EXSC 4240

EXSC 4260**\***

***\* May be taken concurrently with EXSC 4250 Internship in Exercise Science, or following, as long as the internship placement does NOT involve working with individuals representing special populations (a clinical site).***

**M.S. Students**

Masters student are required to have completed a minimum of 18 credit hours in their program of study which include the following:

EXSC 6650

EXSC 6830

**EXSC 6840**

HHP 6610

HHP 6700

EXSC 6870\*

***\* May be taken concurrently with EXSC 6880 Internship in Exercise Science, or following, as long as the internship placement does NOT involve working in a Cardiac Rehabilitation setting.***

**Students are warned against enrolling in more than one additional 3 credit-hour course while enrolled in EXSC 4250 / 6880. It has proven difficult/impossible for students to complete their internship responsibilities when enrolled in credit-hours above this recommendation, especially with a natural science course (required lab). Ideally, the internship should be taken alone. This allows the freedom for students to acquire internships that are not in close proximity to campus and ensures ample availability for the completion of internship service hours.**

**Service Hour Minimums**

**B.S. Students**

A minimum of **350** clock hours for the semester. Students will register for **twelve credits of EXSC 4250.**

**ABM Students**

A minimum of **350** clock hours of service for the semester will satisfy both the **six credits of EXSC 4250** and **six credits of EXSC 6880** that you will be enrolled in for the ABM program.

**M.S. Students**

A minimum of **200** clock hours for the semester. Students will register for **six credits of EXSC 6880**.

***Notes: (1)*** Many internship sites have service hour requirements that exceed these minimums. If you select one of these internships you are obligated to complete the requirements of the site not just MTSU requirements.

***(2)*** It is your responsibility to verify that the site you have selected is able to provide 350 clock hours of service within the allotted weeks of the semester.

***(3)*** Due to US employment and Insurance laws, **Interns may only count 40 hrs. per week** toward the internship hour requirements.

**Timeline for Acquiring an Internship**

***The semester prior to Internship***

1. Download the application and acceptance forms from the Exercise Science web page
	* <http://www.mtsu.edu/hhp/careers-exercise.php>
2. Read all information in this internship packet
3. Determine type of internship setting (Public Fitness, Corporate Fitness, Strength & Conditioning, Physical Therapy, Occupational Therapy, Cardiac Rehabilitation, etc.) you wish to pursue.
4. Review prospective internship sites ***(A partial listing of commonly used internship sites is available at*** [***http://www.mtsu.edu/hhp/careers-exercise.php***](http://www.mtsu.edu/hhp/careers-exercise.php)***)*** or contact new sites after speaking with the Exercise Science Internship Coordinator.
5. Contact the prospective site’s Internship Director/Coordinator and arrange an “interview.”
	* Dress professionally
	* Bring a transcript and a resume
6. Select the internship that best fits your needs and to which you have been accepted
	* **Complete the internship application electronically and save the document.**
	* **Submit your completed internship application and blank acceptance form to your site’s Internship Director/Coordinator via email.**
	* **Inform your Internship Director/Coordinator ahead of time that you are sending the acceptance form to their email.**
7. Once your Internship Director/Coordinator has completed the acceptance form**, your supervisor should save the document and send it back to your email.**
8. Submit the completed **Internship Application** and **Internship Acceptance** forms to exsc.internships@mtsu.edu. **Include the semester and year of the internship you are applying for in the title of your email**.
	* ***The deadline for submission of these forms for the spring, summer, and fall terms is the Monday PRIOR to priority registration for your internship semester.***
	* It is **YOUR** responsibility to have submitted both forms prior to the deadline.
9. If you have submitted all forms on time from an approved internship site, you will receive an email informing you of the CRN of the section of internship to which you have been assigned near the beginning of priority registration. This email will also inform you of the date, time, and location of the ***required pre-internship meeting*** *(usually on “Study Day” of the semester)*.
10. Upon receipt of this email, log into Pipeline and register for internship credits.
11. Acquire personal liability insurance. ***(~$40.00, must be valid for the entire internship)***
* [www.hpso.com](http://www.hpso.com)
	+ [www.proliability.com](http://www.proliability.com)
	+ Some sites require a higher level of liability insurance. Check with your site to see if they have minimum requirements.
1. Attend pre-internship meeting
	* Provide proof of liability insurance coverage ***(must be valid for the entire internship)***
	* Provide proof of CPR certification
		1. ***Must have a hands-on training component (certification through a course completed entirely online will not be accepted. Course MUST include a skills performance evaluation.***
		2. ***Must be valid for the entire internship***
	* **You will NOT be allowed to start serving at your internship site until these forms are submitted.**
	* ***Anyone failing to attend this meeting will bear the FULL responsibility of getting the information covered at the meeting.***
2. Pay attention in the pre-internship meeting and ask questions.

**Timeline for Completing you Internship**

***The semester of your Internship***

1. Review internship materials posted on D2L
	* Syllabus
	* Internship Forms
	* Internship Project Information
2. Make sure you mark the **REQUIRED** final internship meeting date, time, and location on your calendar (the last week of the semester).
3. Begin serving Internship service hours (you can begin once the semester has begun and all required paperwork is submitted, and you have registered for the course):
	* Log your service hours **(Form posted on D2L)**
	* Submit internship reports via email as instructed **(See syllabus)**
	* Communicate regularly with your site supervisor
	* Notify your University Internship “instructor” when you have questions and concerns
	* Follow instructions in the syllabus with regard to required evaluations etc.

Treat your Internship like a job where you are working to impress your supervisor, the staff, and the clients of the business. Be on time, dress appropriately, and behave in a professional manner (leave your cell phone in the car**). *It is possible to be removed from your internship site should your site supervisor be unsatisfied with your performance. This will result in an “F” for the course.***

1. Attend the **REQUIRED** final internship meeting ***(usually on the last Wednesday of classes of the semester of internship)***
	* Submit Internship project and the other required documents
	* Present your internship project to the other students in your internship section
	* Return your internship name badge clip
	* Take major field test
2. You will complete the Exercise Science Major Field Test at the final internship meeting. **You do not need to schedule a time for this test** when you receive the university notification for the Exercise Science Major Field Test.