

**Health and Exercise Science**  
**Guidelines for the Senior Internship**

**Academic Year 2019-2020**

Dr. Robert Weaver  
Health and Exercise Science  
Internship Coordinator  
James Hall, Room 1048  
[weaverr@rowan.edu](mailto:weaverr@rowan.edu)  
856-256-4500, x3765

Rowan University  
Department of Health and Exercise Science

Revised July, 2019

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READ NO FURTHER IF YOU MAJOR IN: ***Athletic Training*** or ***Nutrition and Dietetics*** or ***Health/Physical Education***. These *Guidelines* are designed for other HES majors.

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LESLIE'S EMAIL RE: REVISED INTERNSHIP POLICY...

Here is what I suggest for a policy. Please reply to all and let us know what you think:

1. HPWM students are required to take HPW 00483 Senior Internship in HES (9 semester hours) during their final semester.
2. Students must meet the minimum required grade for all major courses they have taken prior to starting the internship. If a student has earned less than the minimum required grade in a major course, s/he must retake and pass the course with the minimum required grade before starting the internship.
3. Students must complete and document 80 Professional Development Hours, with a minimum of 20 hours in Training and Certification and a minimum of 40 hours in Professional Experience, prior to starting the internship.
4. Given that the internship is 25 – 40 hours per week, students are advised to not take any other coursework during the internship semester if possible. Students are allowed to take up to six additional credits with the internship; however, they must come from non-major courses. (*Note: I suggest we remove the Consumer Health Decisions and Tech&Assess options at this point.*)

## Overview of the Senior Internship Course HPW00483 / HES00483<sup>1</sup>

You will soon shed your status as an HES *student* to begin your career as a health *professional*. Many of you have tasted work, at least part-time or during the summer, so you have some experience in a work environment. But this work has been temporary, often unrelated to the livelihood you aim to pursue. As your final HES course, the Senior Internship serves to transition you from an *aspiring* health professional to a *practicing* one. The Senior Internship course caps off your Rowan University education, providing you with experience in a professional setting and enabling you to practice and extend the knowledge and skills you've accumulated throughout your undergraduate education. It also fosters the development of your professional network that will facilitate your advancement throughout your career. Thus, you should seriously aim to secure an internship placement needed for a successful first entry into the particular area of health and wellness you wish to pursue. This will take careful thought and advanced planning on your part.

The Senior Internship course is **worth 9 credits** and is **required** for HES students in Community Health (CH); Health Promotion and Wellness Management (HPWM); Human Performance in Clinical Settings (HPCS); Nutrition and Exercise Science (NES).

**HES00483 is NOT required for majors in -- Athletic Training or Nutrition and Dietetics or and Health/Physical Education.** Another internship/field experience course is required for students in any of these programs. If you are in one of these three majors, you may **stop reading** these Guidelines now.

To recap:

<b>HES 00483 REQUIRED for Students in:</b>	<b>HES 00483 <u>NOT</u> REQUIRED for Students in:</b>
<ul style="list-style-type: none"> <li>• Community Health (CH)</li> <li>• Health Promotion and Wellness Management (HPWM)</li> <li>• Human Performance in Clinical Settings (HPCS)</li> <li>• Nutrition and Exercise Science (NES)</li> </ul>	<ul style="list-style-type: none"> <li>• Athletic Training</li> <li>• Nutrition and Dietetics</li> <li>• Health/Physical Education</li> </ul> <p>If you are in one of these majors, you may stop reading this manual now.</p>

To learn about and prepare for your internship, we highly recommend that you review the four-part, narrated powerpoint presentation available on the HES Majors Blackboard website. The presentation describes:

- 1) the structure of the internship (10 minutes)
- 2) the process of securing an internship (22 minutes),
- 3) the main components of the Internship course itself (6 minutes), and
- 4) answers to frequently asked questions (15 minutes).

What follows identifies key features of the Senior Internship course and the planning process.

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<sup>1</sup> The Senior Internship will be listed as **HPW** 00483 for the 2017-18 academic year, and should be changed to **HES** 00483 before or during AY 2018-19. This document refers to it as **HES** 00483.

## The Senior Internship Course

You register for the Senior Internship course the semester before you undertake the internship and after you have completed all other required and elected HES classes.

During the Senior Internship course you mainly interact with a two parties – the ***Site Supervisor*** and a ***Faculty Advisor***. The *Site Supervisor* identifies your on-site activities, and guides you throughout the 400 hours you will spend at the site. The *Faculty Advisor* oversees the academic components of the course itself. Academic components include: weekly reflections, discussion board posts, project proposals, a final student survey. You will communicate with the *Faculty Advisor* on a weekly basis, via email and the course Blackboard page.

**Be strategic in identify in and selecting your internship site.** Since the Internship is designed to provide students with a valuable opportunity to gain experience, develop knowledge and skills, and explore an area of work they are passionate about. Be strategic in identifying and selecting where you might wish to be placed. These internships roughly fall into one of five categories:

TYPE OF SITE	DESCRIPTION	RECOMMENDED FOR
<b><i>Community and Public Health</i></b>	Sites would include public and private health organizations, non-profit organizations that aim to advance health and wellbeing a the population (either overall, or targeting specific groups such as teens, seniors, or other special populations)	<b>CH HPWM</b>
<b><i>Clinical Settings</i></b>	Sites include clinical settings involving physical or occupational therapy, cardiovascular or pulmonary rehabilitation, sports medicine.	<b>HPCS NES</b>
<b><i>Corporate Wellness and Personal Training</i></b>	Sites include fitness and wellness centers offering fitness or nutrition programs, fitness activities, training, or employee health promotion to improve health and productivity.	<b>HPWM HPCS NES</b>
<b><i>Strength and Conditioning</i></b>	Sites include those that offer private or group graining to advance fitness, nutrition, strength, stress management.	<b>HPCS NES</b>
<b><i>Research</i></b>	Sites (often but not exclusively universities) that focus on the theory and application of health and exercise research, that engage in research to collect and analyze health-related data.	<b>CH HPWM HPCS NES</b>

**Activities often undertaken during your internship.** Your Site Supervisor will identify and guide you in the activities you will undertake during your internship. Examples include:

- ✓ Program Development
- ✓ Program Administration and Evaluation
- ✓ Event planning and implementation
- ✓ Health Education and Behavior Change Counseling
- ✓ Exercise Testing and Prescription
- ✓ Marketing – development and/or the distribution of materials
- ✓ Communication of Program Initiatives or presentations
- ✓ Personal Fitness and/or Sports Training
- ✓ Strength and Conditioning Training
- ✓ Physical Therapy or Occupational Therapy assistance and/or observation
- ✓ Assessment and program development in nutrition or fitness
- ✓ Teaching exercise, fitness, or physical activity classes to groups
- ✓ Serving as a research assistant, conducting interviews, collecting or analyzing data
- ✓ Creating and delivering presentations for staff and clients

### **Plan for Your Internship**

To secure the type of internship best suited to your values and interests begin planning for your internship ***one year before*** you actually register for the Senior Internship course. The Internship Coordinator is available to meet with you, answer questions, and facilitate the process, but ***you are principally responsible for securing your internship*** placement.

Before beginning your internship, you must:

- 1) *Fulfill the pre-requisites* for the Senior Internship course;
- 2) *Identify your personal and career goals* and objectives you want the internship to meet;
- 3) *Identify potential sites* suited to meet those goals;
- 4) *Contact those sites* to determine if your needs align with the sites;
- 5) *Submit a completed Internship Site Agreement* form that is signed by the *Site Supervisor* who will guide you during your internship;
- 6) *Register* for the Senior Internship course.

**1) Pre-requisites for the Senior Internship.** You should meet with an advisor to ensure that you satisfy all the requirements for registering for their internship. Course prerequisites include:

- (1) having passed all their courses with the required grade and have the required overall GPA for their major
- (2) having successfully completed all other major courses and any courses that are Incomplete.
- (3) having completed 80 Professional Development Hours (PDH), with at least 40 hours in Professional Experience and 20 hours in Training and Certification.

Students who have less than a “C-” in any course specifically identified as requiring a C- will not be able to register for Internship. Students who have not completed their PDHs will not be able to begin their Internship until the hours are completed. You may ***not*** register if these pre-requisites have not been fulfilled. You should meet with their Academic Advisor to review your eligibility.

- 2) **Identify your personal and career goals.** You are not “placed” in a site by the Internship Coordinator or the Department of Health and Exercise Science. The Coordinator and others mainly facilitate the process by which *you* identify a site where you wish to undertake your internship. You should first reflect on what you love about your major and what your ambitions are, at least for the near term. Although you cannot predict where decisions today may lead, inasmuch as possible you should be strategic and deliberate in directing where you want to go tomorrow. Identify your future goals – writing them down, looking at them, and revising them until you are satisfied – will help you shape your own life. Consider which type of internship you think will best match your current interest.

The values and mission that direct the activities at internship sites vary greatly, and may be directed toward an array of individuals, subgroups, or populations. First, *you* should reflect upon and identify what values you hold and what mission you wish will direct your professional activities toward. After having done this, you may identify the type of internship site best aligns with them.

- **Ask yourself:** What would I love to do *after* I graduate from Rowan University? Where would I want my future to begin? What type of internship will position me to take the next step on my career path? What do I want to accomplish during my internship? What specific internships promise to meet your goals?

- 3) **Identify possible sites suited to meet your goals.** You can identify sites through (1) personal or professional contacts, (2) the list of approved sites, and (3) your own search of sites not yet approved.
- a. **Personal or professional contacts:** Your existing network of family, friends, and professionals may help you identify promising sites. Activate this network.
  - b. **Approved sites:** For most at the early career stage, the network may be limited. Instead, you may examine the **list of approved sites** where past HES students have interned. This list is available on the HES Major’s Blackboard page. Review the list to identify a subset of possible sites to examine closely (see the Appendix for a link to the list). Check the vision, mission, and values of the site on the web to identify those that appear to align with your goals and interests.
  - c. **Unlisted sites:** You may explore **unlisted sites** as well to see if they align with your interests. To properly mentor you, the site supervisor should hold a minimum of a bachelor’s degree in a related health, fitness or exercise science area and he or she should have at least two years of post-college work experience. **You must contact the Internship Coordinator to verify that the sites offer a sufficient and suitable internship experience.**

- 4) **Contact sites to determine if they align with your interests.** Identify and contact the appropriate party at the site. Cast your net widely to improve your prospects and the variety of possible sites to choose from. Most communicate with the site via email or phone and make an appointment for an in-person interview. Obviously, put your best foot forward -- make sure your resume and elevator speech are in order, and that you dress and behave professionally.
- **Ask Yourself:** Will the site offer a variety of experiences and enable me to apply what I’ve learned during my coursework? Do your values align with those of the sites? Will I gain valuable professional experience and develop existing skills, knowledge and dispositions? And, of course, there are practical considerations -- is the site reasonably convenient and close to where you are situated?

- 5) **Submit a completed and signed *Internship Site Agreement* form.** Once you and your site verbally agree to the “fit” between you and the site, you must complete and have signed the *Internship Site Agreement* form; then return to the form to the Internship Coordinator ***as soon as possible***, either at the Coordinator’s office or via email. A link to the form is available on the HES Major’s Blackboard page. Once the form is received, the Coordinator will begin a process of establishing an *Affiliation Agreement* between Rowan University and the site. The *Affiliation Agreement* sorts out Rowan’s and the Sites’ legal responsibilities with respect to your internship. If an *Affiliation Agreement* is already in place, no further action will be taken. If not, the process of securing an Affiliation Agreement will begin. The process may require a few days, but sometimes takes weeks. Hence, it is important that you submit the *Internship Site Agreement* form as soon as possible to set in motion the process of securing the *Affiliation Agreement*. ***Both agreements should be in place before you begin your internship.***
  
- 6) **Register for the Senior Internship course.** If you’ve fulfilled its pre-requisites, you may register for the Senior Internship course. NOTE: Depending on the registration dates, you may not have finalized your internship site and submitted your signed *Internship Site Agreement* form. That’s okay but, obviously, you must have your internship secured before the course begins.

**NOTE:** The narrated powerpoint available on the HES Blackboard Website explains this process in greater detail.

**Liability and Health Coverage.** Rowan covers liability insurance for each student intern; however students should have their own health insurance. Rowan University provides \$1 million in commercial liability insurance for each intern for each occurrence. The liability covers you in the event that you damage property at the site. It does not insure you against a professional judgment error or a similar mistake. A Certificate of Liability is sent to the site supervisor via email from the insurance company if the site requests a copy or if the current Affiliation Agreement requires a copy of the certificate.



## **APPENDIX A: Roles and Responsibilities during the Senior Internship**

### **1. STUDENT Responsibilities**

At the site, you serve at the behest of the *Site Supervisor* and the *Faculty Advisor*. You are expected to be prompt, polite, professional, work well with others, and enhance the quality and operation of the site you serve. Your performance and demeanor may be your ticket to a strong recommendation letter and a desirable position. You also represent Rowan University and as a Rowan graduate to be, its favorable reputation in the community will shine a more positive light back on you.

As a student registered for the Senior Internship course, you continue to occupy the familiar role of student, which requires that you keep up with and submit class assignments in a timely manner and of sufficient quality. This is an online course, so your communications occur electronically, via email and the course Blackboard site.

### **2. SITE SUPERVISOR (SS) Responsibilities**

The role of the *Site Supervisor* (SS) is to introduce the student to the scope of the profession and help them gain an understanding of the knowledge, skills, and dispositions needed to be an effective professional. The SS also completes the ***Internship Site Agreement Form*** which the student submits to the Internship Coordinator before the internship begins. If necessary, the SS may also assist in completing an Affiliation Agreement between Rowan University and the site (this is required for new sites).

The SS completes a midterm evaluation (when approximately 200 hours are completed) and a final evaluation at the conclusion of the 400 hours. Both evaluations are reviewed by the student and SS and submitted through an online evaluation form (the intern will send a link to the survey). In addition, the SS signs a form that verifies the completion of the 400 hours. The SS should have a Bachelor's Degree (or equivalent professional experience or certification) and experience in their field of work.

### **3. FACULTY ADVISOR (FA) Responsibilities**

Each student is assigned a *Faculty Advisor* (FA). The FA communicates weekly with students regarding their activities, and grades all project reports, interviews, and other related assignments. Midterm and final evaluations are reviewed by the FA and the Internship Coordinator. The FA submits the student's grade. As needed, FAs may maintain contact with the *Site Supervisors* during the semester.

### **4. SENIOR INTERNSHIP COORDINATOR (SIC) Responsibilities**

The Senior Internship Coordinator (SIC) approves new sites, coordinates the completion of a formal Affiliation Agreement between sites if necessary. The SIC communicates with the site supervisor to describe his or her responsibilities and is available throughout the internship, if needed, to discuss the student's progress. Midterm and final evaluations are kept on file by the Coordinator.

## **APPENDIX B: National Wellness Institute (NWI) Standards**

The Internship addresses three of the National Wellness Institute (NWI) Standards.

### **Standard 2 Building Healthy Behaviors**

#### **Standard 3 Professional Preparation**

#### **Standard 4 Management Foundation**

During the Internship each student should participate in activities that address all three Standards.

### **Standard 2 Building Healthy Behaviors**

- 2.1 Health Assessment and Evaluation and Programming. The student will demonstrate the ability to perform or observe a health or fitness assessment with an individual client using established protocols. The student will demonstrate an ability to explain the results and address the client's questions or concerns under the supervision of his or her site supervisor.
- 2.2 Health Behavior Change Process. The student will demonstrate the ability to design or implement a program to facilitate behavior change in one or more clients or client groups.

### **Standard 3 Professional Preparation**

- 3.1 Wellness Philosophy and Role Modeling. The student will demonstrate a professional disposition that is reflective of his or her wellness philosophy. The student will model for clients the type of attitudes and behaviors that are in keeping with a wellness philosophy.
- 3.2 Wellness/Health Promotion Program Implementation. The student will have an opportunity to design and/or implement a health promotion program based on established health promotion program planning models. The student will demonstrate his/her understanding of the program design and implementation process and his/her ability to perform it.
- 3.3 Wellness Internship. The student will provide evidence of having fulfilled the requirements of the Senior Internship.

### **Standard 4 Management Foundation**

- 4.1 Wellness Communication and Marketing. The student will demonstrate communication skills that effectively promote health promotion and wellness activities among potential clients. For example: presentations, instruction, mentoring an individual or group, composing newsletters, website information or other promotional or educational materials.