

## **Health Promotion and Wellness Management**

### **Internship Guidelines**

**Academic Year 2016-2017**

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## Internship Overview

The Internship is a course you register for during your last term at Rowan (HPW00483). The course (worth 9 credits) offers students an opportunity to gain “real world” experience implementing, practicing, and developing knowledge and skills you gained during your prior undergraduate course work. And offers a transitional university-to-the-workplace opportunity that often is exceedingly valuable to students.

**Types of Internships.** Since the Internship is designed to provide students with a valuable opportunity to gain experience, developing knowledge and skills, and explore an area of work they are passionate about, they should be strategic in identifying and selecting where they might wish to be placed. Broadly, these internships roughly fall into one of five categories (see the appendix for greater detail):

- (1) **Community and Public Health** – 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)
- (2) **Clinical Settings** – Sites include clinical settings involving physical or occupational therapy, cardiovascular or pulmonary rehabilitation, sports medicine.
- (3) **Corporate Wellness and Personal Training** – Sites include fitness and wellness centers offering fitness or nutrition programs, fitness activities, training, or employee health promotion to improve health and productivity.
- (4) **Strength and Conditioning** – Sites include those that offer private or group training to advance fitness, nutrition, strength, stress management.
- (5) **Research** – 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.

Please contact the Internship Coordinator if you are unclear about whether a site you might wish to explore qualifies as falling into one of these broad categories.

### Activities often undertaken during your internship

- ✓ 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

## **Requirements for the Internship**

Students must meet certain requirements to register for the Internship course. They must:

- (1) have passed all their courses with the required grade and have an overall GPA of 2.0 or above
- (2) have completed Practicum and any courses that are Incomplete.
- (3) have completed 80 PDHs with 20 hours minimum in each of the three categories.

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. Students should meet with their Advisor (either Mrs. Jeanie Dowd or Mrs. Laurie Dwyer) the HPWM Advisors, to review eligibility.

## **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.

## Selecting an Internship Site

**Reflect on your passions and ambitions.** Students 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 *students* identify a site where they wish to undertake their internship. Students can, therefore, identify those sites they are most interested in working in, and enables them to follow their passions, ambitions, and aspirations.

This assumes, of course, that students know and can articulate their passions, ambitions, and aspirations, and perhaps many or most do not. Either way, it often is worthwhile to stop and think about what you love about your major and your ambitions at least for the near term. Although no one can predict where their decisions today will lead, inasmuch as possible it does not hurt to be strategic and deliberate in directing where you want to go tomorrow. The practice of articulating your future goals – writing them down, looking at them, and revising them until you are satisfied – will help you shape your own life. Which type of internship do you think best matches your interest? What specific internships promise to meet your goals?

**Matching the Site with Student Goals.** The student should develop three (3) goals he or she would like to accomplish during their internship. With these goals in mind, students should *review the list of sites* made available by Internship Coordinator, most of which were previously used by students. Students might also contact *new sites* they might already know about. If the student and the Coordinator view the new site as proffering a suitable internship experience, then some additional paperwork likely will be required for new sites in establishing an official “affiliation agreement” between Rowan University and the site.

Most often these sites will have websites that provide a window into the site’s facilities, the personnel that works there, and its vision, mission, and goals. To what extent do the site’s goal align with yours? Is your philosophy compatible with the vision and mission of the site? And, of course, there are practical considerations: is the site reasonably convenient and close to where you are situated? Does the site offer the health-related services that you are interested in learning about and practices?

**Contacting sites.** Once you’ve reviewed the list and identified three possible sites you should contact each to determine whether it lives up to its promise. The student should inquire about scheduling a meeting with the person who would be the site supervisor for the internship. Before the meeting, the student may submit a resume and cover letter stating the goals and purpose of the internship and brings a copy to the meeting. If it’s a new site that has not yet worked with the Department of HES, the study should share with what the responsibilities and expectations are for the site supervisor.

**What to look for in the Internship Site.** The site should provide a variety of experiences, offering opportunities to apply what you learned during coursework and professional experience, to develop existing skills, knowledge and dispositions learn new areas and develop new skills in your area of interest. 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.

## Applying for your Internship

**Do you satisfy the requirements?** Students should meet with an advisor to ensure that they satisfy all the requirements for registering for their internship. These requirements include those that mentioned above.

**Application materials (to Coordinator).** Students will complete the [Internship Application Form](#) and meet with the Internship Coordinator to discuss a site for their Internship. The Internship application includes:

1. identification of the category of internship (i.e., Community and Public Health, Clinical Practice, Corporate Wellness and Personal Training, Strength and Conditioning, Research),
2. three goals the student wants to achieve during the internship,
3. current PDHs (print through Blackboard), and current unofficial transcript (print through Banner).
4. Potential site descriptions may also be included.

This form is completed and submitted the term before the Internship, usually during the Practicum course. All students **MUST** meet with the Coordinator before registering for Internship. Bring all these materials to your meeting.

**Internship Site Agreement Form.** Once you've identified the site where you wish to be placed, you must complete, have signed, and submit an Internship Site Agreement Form. This solidifies the agreement between you, Rowan, and the Site. You are to secure the information from the Site, along with the signature from the Site Supervisor (Supervisors should retain a copy for their files). The original signed Agreement is returned to the Internship Coordinator. A signed Agreement is required before the internship begins. It is recommended that the Agreement is submitted a minimum of two months prior to the internship start date. (**NOTE:** Internships may not begin before the semester starts *unless students first receive permission* from the Internship Coordinator.)

**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 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 we have on file requires a copy of the certificate.

**To access the two forms, click on the following links.**

Internship Application Form:

[https://drive.google.com/a/students.rowan.edu/file/d/0B\\_cUIqyDHIfOUJCaU11bVICUEE/view?usp=sharing](https://drive.google.com/a/students.rowan.edu/file/d/0B_cUIqyDHIfOUJCaU11bVICUEE/view?usp=sharing)

Internship Site Agreement Form:

[https://drive.google.com/a/students.rowan.edu/file/d/0B\\_cUIqyDHIfVzRpalJPQVBpN1U/view?usp=sharing](https://drive.google.com/a/students.rowan.edu/file/d/0B_cUIqyDHIfVzRpalJPQVBpN1U/view?usp=sharing)

## Senior Internship in Health & Exercise Science HES 00483 (formerly HPW 00483)

**HES 00483:** Senior Internship in Health and Exercise Science 9 s.h.

Prerequisite(s): HPW 00430 or HLTH 37430

### Course Description

The *Undergraduate Catalog* describes this course as follows:

“Students complete 400 hours of supervised field experience enabling them to gain practical experience in an environment focused on Health Promotion, Exercise Physiology, Community Health or other, related field. Placements are made in agencies selected on the basis of student's goals, interests, and program specialization. The site will provide experiences that build on the skills, knowledge, and dispositions acquired during coursework and related professional experiences.”

Each student participates in daily opportunities to apply professional skills and knowledge to design or evaluate programs and materials, interact with the site staff, clients or community members, lead classes or groups, perform assessments, or develop presentations. The site should offer opportunities to develop new skills and gain new experiences that contribute to the student's goals.

**Accumulating 400 hours.** We recommend that students complete a *minimum of 20 hours per week*, enabling them to complete the requisite hours within 20 weeks. Some sites, however, may require full-time attendance – i.e., 35-40 hours per week, enabling completion in 10-15 weeks.

### The Student's, Site Supervisor and Faculty Advisor, and Coordinator's Responsibilities during the Internship

#### 1. STUDENT Responsibilities

**Weekly Reports submitted to the Faculty Advisor.** Students submit weekly reports that describe their activities, accumulated hours, and a reflection on what they have learned about themselves and the profession.

**Internship Project.** Students design a major project that is completed during the field experience. This is in addition to the ongoing, daily duties of the internship. The student and his or her Site Supervisor will agree upon a project that expands their knowledge and skills in health promotion and fitness management. A project proposal and final report is submitted to their Faculty Advisor.

**Interviews.** The student conducts three interviews with administrators, clients, staff or other relevant personnel at the site. The purpose of the interviews is to gain insight on organization, agency, or program operations, staff background and experiences, or client perspectives.

**Internship Reflection.** The student submits a final written reflection of the internship experience to their Faculty Advisor based on the National Wellness Institute standards.

## **2. SITE SUPERVISOR Responsibilities**

The role of the site supervisor 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 site supervisor also completes the Internship Site Agreement Form which is submitted to the Internship Coordinator before the internship begins. If necessary, the site supervisor may also be asked to assist in completing an Affiliation Agreement between Rowan University and the site (this is required for new sites that desire an ongoing relationship with our department).

The site supervisor 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 supervisor and submitted through an online evaluation form (the intern will send a link to the survey). In addition, the site supervisor signs a form that verifies the completion of the 400 hours. The site supervisor must have a Bachelor's Degree (or equivalent professional experience and/or certification) and experience in their field of work.

## **3. FACULTY ADVISOR Responsibilities**

Each student is assigned an Faculty Advisor. The supervisor communicates weekly with each student regarding his or her activities, and grades all project reports, interviews, and other related assignments. Midterm and final evaluations are reviewed by the supervisor and the Internship Coordinator. The Supervisor submits the student's grade. Faculty Advisors will be in touch with the site supervisors throughout the semester, on an as needed basis.

## **4. Internship COORDINATOR Responsibilities**

The coordinator approves all field experience sites, ensures completion of the Internship Site Agreement Form, and coordinates the completion of a formal Affiliation Agreement between sites if necessary. The Coordinator 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.

## Overview of Internship Course Deliverables and Grading

**Professionalism:** A goal of this course is to develop and improve your professional knowledge, skills and dispositions. You need to organize your time, check Blackboard regularly, check your Rowan email regularly, speak to your Rowan Internship Supervisor early if you are having a problem and *be responsible for completing your work accurately and on time.*

All assignment submissions are completed through Blackboard. You can contact your Rowan Internship Supervisor via email if needed.

<i>Requirements</i>	<i>Grading (% or points)</i>
<input checked="" type="checkbox"/> Weekly Reports	25 (sum is divided by # of weeks to get average)
<input checked="" type="checkbox"/> Interviews (3)	15
<input checked="" type="checkbox"/> Project Proposal	15
<input checked="" type="checkbox"/> Final Project Report	20
<input checked="" type="checkbox"/> Internship Reflection	15
<input checked="" type="checkbox"/> Participation in Discussion Board	5 (sum is divided by # of weeks to get average)
<input checked="" type="checkbox"/> Supervisor Midterm Evaluation (submitted)	2.5
<input checked="" type="checkbox"/> Supervisor Final Evaluation (submitted)	2.5
<input checked="" type="checkbox"/> Student Survey completed	0 (final grade not submitted until completed)
<input checked="" type="checkbox"/> 400 Documented Hours completed	0 (final grade not submitted until completed)
Total	100%

### *Grading Scale (%)*

A+ 96-100	B+ 86-89.99	C+ 76-79.99	D+ 66-69.99	F < or = 59%
A 93-95.99	B 83-85.99	C 73-75.99	D 63-65.99	
A- 90-92.99	B- 80-82.99	C- 70-72.99	D- 60-62.99	

### *Grading Policies and Expectations*

**Personal Responsibility:** You are responsible for submitting your assignments on time. Weekly reports are due by Sunday night 11:00 pm following the internship week. The project proposal interviews and midterm evaluation are due at the 200 hours mark of your internship. If you have a concern regarding your submission timeline you need to communicate to your Rowan Internship Supervisor immediately via email. Late assignments will impact your grade for this course. Little can be done about a grade at the end of the semester!

**Weekly Reports:** Each student submits a weekly report to their assigned Faculty Supervisor that includes the number of hours completed for the week, a description of the activities conducted during the week and a reflection describing what was learned about the profession and themselves as professionals. See Blackboard for the document template. Late weekly reports will have a 5-point per day penalty. This means if you submit the Weekly Report on Monday you will receive 20 points

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instead of 25, Tuesday 15 points, Wednesday 10 points Thursday 5 points and Friday 0 points for that week.

**Interviews:** A minimum of three individuals with a minimum of three questions need to be interviewed. After each interview is a short reflection about what was learned. Interviews must be completed as part of this course by the 200 hour mark of your internship. Interviews submitted between 201 and 250 hours will receive 10 points instead of 15. If the interview needs editing, the revision must be completed and resubmitted within one week after the Rowan Internship supervisor grades the interview. See Blackboard for suggestions on interview questions.

**Project Proposal and Final Report:** The project is in addition to the daily activities of the field experience and the student will have the primary responsibility for planning and implementation. The project should be broad enough in scope to require several skills, which may include: planning, finding resources, budgeting, working with a group or committee, marketing, evaluation, computer skills, public speaking or individual counseling.

Within the first 200 hours the field experience the students will design a plan for the project (proposal) that is implemented during the field experience. After the project is completed the student will write a final report (2-3 pages) using their data to describe how the project met the anticipated goals. Recommendations for change will be included. A final statement will describe what was learned in planning, implementing and analyzing the success. See Blackboard for format of Reports.

**Project:** Projects cannot be conducted until a Project Proposal is submitted and approved by your Faculty Advisor. A final report is due at the conclusion of your Project. You must complete this assignment as part of the course or your grade will drop by one full grade letter. Late submission of project proposals, those submitted between 201 and 250 hours will receive only 10 points instead of 15. If the proposal needs editing the revision must be completed and resubmitted within one week after the Faculty Advisor grades the project proposal.

**Site Supervisor's Midterm and Final Evaluations:** When you've completed 190 hours be sure to alert your site supervisor to submit a midterm evaluation of your performance. The evaluation takes little time to complete, but people are busy so you should keep track of whether it has been completed in a timely fashion.

**Internship Reflection:** The student will reflect on the specific profession-related knowledge and skills that he or she has acquired or improved upon during the field experience which includes skills in communication, assessment/evaluation, program design and implementation and professional dispositions. See Blackboard for format.

**Participation in Discussion Boards:** The student will respond to 3 discussion questions during the internship. The first is an introduction of the student and their site, the second is about the project they are implementing and the third is a reflection of the overall internship experience. Final evaluation is due at 400 hours. See Blackboard page for link to online evaluation forms.

**Student Survey:** The School of Health Professions requires each Intern to complete a final survey for Middle States Accreditation. See Blackboard for the link to the online survey.

**Log Form:** Each week, the supervisor is to sign a log form of hours completed. This is to be submitted at the completion of the internship.

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## NOTES:

- 1) **When Deliverables are Due.** Within 2 weeks after the completion of your 400 hours you must submit all your work. Work submitted after the 2-week period will be subject to a one-half letter-grade deduction for each week it is late.
- 2) **Incompletes.** Students who do not complete the required 400 hours during the scheduled semester will receive an IN (incomplete grade) until all requirements are met. Students have one semester to complete their hours. Incomplete grades automatically turn to an F if the grade is not changed after one semester.
- 3) **Certifications: New or Renewal.** Sites may require current CPR/AED or First Aid certification. Students may also consider obtaining an additional certification in a particular area of interest, such as personal training, aerobics class instruction or in a behavior modification program. The HPWM specialization offers training in blood pressure, cholesterol measurement and motivational interviewing. Contact Dr. Spencer ([spencer@rowan.edu](mailto:spencer@rowan.edu)) or Dr. Weaver ([Weaverr@rowan.edu](mailto:Weaverr@rowan.edu)) for additional information.
- 4) **National Criminal Background Check.** Sites may require a national criminal background check. Check with the site for requirements. One suggested site is:  
<https://www.instantpeoplecheck.com/default.aspx>
- 5) **Medical Requirements.** Sites may require a TB test, drug test, hepatitis screenings, flu shots and/or other medical tests, especially if you are in a hospital environment. Check with the site for medical requirements.

## APPENDIX A: Links to Key Forms

List of Internship Sites:

[https://drive.google.com/a/students.rowan.edu/file/d/0B\\_cUIqyDHIfrU0pzZC11bBXbjg/view?usp=sharing](https://drive.google.com/a/students.rowan.edu/file/d/0B_cUIqyDHIfrU0pzZC11bBXbjg/view?usp=sharing)

Internship Application Form:

[https://drive.google.com/a/students.rowan.edu/file/d/0B\\_cUIqyDHIfrOUJCaU11bVICUEE/view?usp=sharing](https://drive.google.com/a/students.rowan.edu/file/d/0B_cUIqyDHIfrOUJCaU11bVICUEE/view?usp=sharing)

Internship Site Agreement Form:

[https://drive.google.com/a/students.rowan.edu/file/d/0B\\_cUIqyDHIfrVzRpalJPQVBpN1U/view?usp=sharing](https://drive.google.com/a/students.rowan.edu/file/d/0B_cUIqyDHIfrVzRpalJPQVBpN1U/view?usp=sharing)

HPWM Internship Midterm Evaluation form:

<https://docs.google.com/a/rowan.edu/forms/d/e/1FAIpQLSd37-qwFu5tD1cRRwlN1C6mmvDMyje4326XDu1wJV6KCrRThA/viewform>

HPWM Internship Final Supervisor Evaluation form:

[https://docs.google.com/a/rowan.edu/forms/d/e/1FAIpQLScz9i4\\_Gankpjewyz0hllWnj3WO8sv9dXjSkbu3WLP3VH10xg/viewform](https://docs.google.com/a/rowan.edu/forms/d/e/1FAIpQLScz9i4_Gankpjewyz0hllWnj3WO8sv9dXjSkbu3WLP3VH10xg/viewform)

Health Promotion and Fitness Management - Senior Intern Survey:

[https://docs.google.com/a/rowan.edu/forms/d/e/1FAIpQLSdSCw\\_OviZjUgv49rkTMxDIfcN4i9c-pNe7\\_dDV0XhmdS3JQA/viewform](https://docs.google.com/a/rowan.edu/forms/d/e/1FAIpQLSdSCw_OviZjUgv49rkTMxDIfcN4i9c-pNe7_dDV0XhmdS3JQA/viewform)

## APPENDIX B: Assignment Details

### Weekly Report – Hours Logs, Description, and Reflection

Each student submits a weekly report to their assigned Rowan Internship Supervisor that includes the number of hours completed for the week, a description of the activities conducted during the week and a reflection describing what was learned about the profession and themselves as professionals.

The report is submitted electronically in a Word Document via their Internship Blackboard course site by the Sunday (11:00 pm) following the week of the internship. The Rowan Internship Supervisor will respond to each weekly report and grade the report for completeness and professionalism.

**The following format is used for all reports.**

**Name:** Student's name is stated here

**Week:** Include the number of the week such as, Week 1

**Internship site:** Identify the name of the site

**Dates:** Include the dates for the weekly report such as, September 9-14.

**Hours Completed:** Identify the number of hours completed for the week.

**Total hours accumulated:** Identify the total hours completed. This is updated each week.

**Activity Description:** A detailed description of the activities completed during the week at the internship site (approximately 300 words).

**Reflection:** The reflection describes what the student learned about the profession and new insights gained as a result of the experience related to their knowledge, skills and ability to complete the activities and interact with clients and the staff (approximately 200 words).

## Internship Project Guidelines

The goal of the project is to provide the student with an experience that challenges his or her skills and knowledge and is focused on a specific topic within the health promotion and fitness management profession. The project is in addition to the daily activities of the field experience and the student will have the primary responsibility for planning and implementation. The project should be broad enough in scope to require several skills, which may include: planning, finding resources, budgeting, working with a group or committee, marketing, evaluation, computer skills, public speaking or individual counseling.

### **Project Proposal (15% of grade)**

Within the first 200 hours the field experience the students will design a plan for the project that is implemented during the field experience. The student and the site supervisor discuss the benefit of the project and procedures for implementation. The **Project Proposal** is submitted to Faculty Advisor for approval before the project begins. The project addresses NWI Standard 3.2.

*Format for the Project Proposal (due at 200 hours)*

- Title
- Rationale for selecting the project
- Purpose of the project. What is the goal of the project? What are the specific **measurable** objectives for this project (process, impact and/or outcome)?
- Target audience. Who is the target audience and what are the anticipated benefits to the target audience
- Procedures for implementation. Describe in detail the steps that will be used to facilitate the project.
- Budget, marketing strategy and timeline for the implementation
- Evaluation. How will you evaluate the project? Your evaluation procedures (process, impact, and/or outcome) must be in line with your stated objectives for the program. What type of data will be collected and how will you analyze this data? Be specific.

### **Final Report (20% of grade)**

After the project is completed the student will write a report (2-3 pages) **using their data to describe how the project met the stated goals and objectives of the program.** Recommendations for change will be included. A final statement will describe what was learned in planning, implementing and analyzing the success. The project report is submitted to the Faculty Advisor at the completion of the internship.

### **Format for the Final Report (due at 400 hours)**

- Title
- Executive Summary or Abstract of the project (500 words or less) that includes:
  - Purpose of the project
  - Goals and objectives
  - Description of program/project (2-3 sentences)
  - How program met or did not meet goals/objectives
- Narrative of the description of the program, with details on implementation (what actually happened, not what was proposed), how it was marketed (attach marketing materials as Appendix A), if the program stayed on budget, etc.
- Evaluation of the project

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- What data collection methods did you use? Attach what you used to collect your data as Appendix B (e.g. survey).
- Description of participants (if applicable)
- Analysis of data – according to your data, did you meet the project objectives?
- Recommendations for Change
- Final Conclusion - what was learned in planning, implementing and analyzing?

## Interview Guidelines

The purpose of the interviews is to gain insight into how the organization, agency, or program operates as well as staff background, experiences and client perspectives. Questions can include topics such as administration, mission, history, current issues, future directions, and changes that have occurred. Students conduct three interviews. The interviews can be with individuals that are executive officers, administrators, or department heads within the organization. One or more of the interviews can also include clients, patients, students, community members or other employees working at the site. Students prepare three or four questions that are of interest and record the responses of the person being interviewed. After each interview, students write a paragraph about what was learned or insights gained from the interview. Permission (can be verbal) must be granted from the individual being interviewed before the interview. The interview responses are used only for the student's internship and responses are not used for any other purpose. Interviews are conducted during the first 200 hours of the internship and submitted to the Faculty Advisor via Blackboard.

### Requirements

- Interview 3 different people, and be sure to describe who they are and how they fit into the organization
- Include the questions that were asked and responses to each question
- Include a personal reflection on what was learned or insights from each interview (at least 1-2 paragraphs)

### Sample questions:

#### *Administrator questions*

- What kinds of questions would you ask an applicant interviewing for this program?
- What challenges do you face in developing and maintaining this program?
- What is the most rewarding aspect of your position?
- What are some of the most memorable experience in your professional career?
- What is unique about this program?
- What are the significant issues that the company faces on a daily basis and in the near future?
- What is the philosophy of this program?
- What makes this program stand out from other similar programs?

#### *Client or patient questions*

- What aspect of this program are most rewarding?
- Why did you choose this program?
- Was health and wellness a familiar topic in your home as you were growing up?
- What was the turning point in your life to a healthier lifestyle?
- How has health promotion/wellness impacted your life?

## Internship Final Reflection

The final report of the Internship is submitted to the Rowan Supervisor before the Exit Meeting. This document is a written reflection describing what was learned during the Senior Internship. The student will reflect on the specific profession-related knowledge and skills that he or she has acquired or improved upon during the internship which includes skills in health assessment, evaluation, programming, communication, professional dispositions, and how their wellness philosophy and role modeling were evident in their activities. The student writes a response to each of the six statements using the following format.

**Statement 1.** (Standard 3.1) Describe your wellness philosophy in 3-4 sentences.

**Statement 2** (Standard 3.1) Describe how you demonstrated the dispositions, attitudes and behaviors that align with your wellness philosophy. Provide an example.

Dispositions can include: Shows initiative, takes responsibility for work, solves problems, generates ideas independently, interacts easily and professionally with co-workers and clients/members, accepts constructive criticism, works to improve, uses good judgment, is reliable (punctual and completes work when due, demonstrates leadership ability.

**Statement 3.** (Standard 2.1) Describe a minimum of two opportunities where you used or observed an assessment or evaluation of a client or group of clients. Note if you conducted the assessment or evaluation independently or under the guidance of your site supervisor? Explain how you or the person you observed communicated the results to the client.

**Statement 4.** (Standard 2.1) Describe how you had an impact on the knowledge, attitudes and or behaviors of a client or the client group. Include 2 different examples.

**Statement 5** (Standard 2.2) Describe how you designed and/or implemented a program that facilitated a behavior change with a client or client group. Provide at least 2 examples. Did you do this independently or as part of a team approach? This statement may be related to your project if applicable.

**Statement 6.** (Standard 4.1) Describe how you effectively promoted the programs and services of your internship site. Include at least 2 examples.

**HPWM Internship Midterm Evaluation AY 16-17**

(The link to this electronic survey is available on Bb)

Student: \_\_\_\_\_

Internship Site \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

To the Site Supervisor: Thank you for being a part of the student's learning experience. Your feedback is valuable in helping him/her grow as a professional. Please complete the evaluation and discuss it with the student. You and the student need to sign it. The student will return it to their Rowan Supervisor

**Rubric**

- 3= Performs at a high level, exceeds expectation
- 2= Performs at an acceptable level, meets expectations
- 1= Performs at a low level, does not meet expectations

**Knowledge and Skills**

Demonstrates competency in specific skills relevant to the site	3	2	1
(using screening equipment, demonstrating exercises, etc)	3	2	1
Communicates effectively (written or oral information/presentation)	3	2	1
Demonstrates effective planning	3	2	1
Applies prior knowledge (Exercise physiology, nutrition, etc.)	3	2	1

**Professional Dispositions**

Shows initiative, takes responsibility for work	3	2	1
Can solve problems, generate ideas independently	3	2	1
Interacts easily and professionally with co-workers	3	2	1
Interacts easily and professionally with clients/members	3	2	1
Accepts constructive criticism, works to improve	3	2	1
Uses good judgment	3	2	1
Is reliable (punctual and completes work when due)	3	2	1
Demonstrates leadership ability	3	2	1
Is well-organized, manages time effectively	3	2	1
Willing to accept challenges	3	2	1
Is a positive role model of health and fitness	3	2	1

Please comment on overall performance:

**HPWM INTERNSHIP FINAL EVALUATION**  
**AY 16-17**

(the link to this electronic survey is available on Bb)

Student Intern Name: \_\_\_\_\_

Field Experience site: \_\_\_\_\_

Site Supervisor Name and Title: \_\_\_\_\_

To the site supervisor: Thank you for your guidance and help with the Rowan student completing his or her internship at your site. Please complete this evaluation form and review it with the student during the final week of his or her internship. Your thoughtful, honest responses are greatly appreciated and will be used to help determine the student's final grade. **Please be sure to submit this evaluation by the final day of the internship; the student will not receive a grade until the evaluation is complete.**

5 = Strongly Agree 4 = Agree 3 = Unsure 2 = Disagree 1 = Strongly Disagree N/A = Not Applicable

(required; items 1 – 10 used for student assessment)

1. The student intern had sufficient *content knowledge* to be effective in this internship.
2. The student intern had sufficient *practical skills* to be effective in this internship.
3. The student intern demonstrated professionalism in his/her work.
4. The student intern was reliable.
5. The student intern showed good judgment.
6. The student was able to work effectively with colleagues and clients from diverse ethnic and social backgrounds and/or with differing abilities.
7. The student demonstrated a proficient use of technology as required by the internship.
8. The student intern was organized.
9. The student intern had good interpersonal skills with colleagues and clients.
10. The student had a positive impact on the clients/participants with whom s/he worked.

(optional; items 11 – 14 used for program improvement only)

11. Communication between you and the Rowan Faculty Advisor was adequate.
12. The Rowan Faculty Advisor answered your questions accurately and quickly.
13. From your perspective, the curriculum of the Rowan undergraduate Health Promotion and Fitness Management program is comprehensive and relevant to the demands of the job.
14. The Rowan internship program is structured and organized well.

(required; items 1 and 2 used for student assessment)

1. What are the student's major strengths and assets?
2. What are the areas in which she/he needs to grow?

(optional; items 3 and 4 used for program improvement)

3. Was the student prepared with the skills and abilities that you expected? If no, what was missing?
4. How could Rowan improve the curriculum or internship experience?

*Revised -- January 5, 2017*

### Sample Form to Record Hours

Week # and Dates	Number of Hours	Site supervisor Signature or initials
Week 1 September 9-14	35	
Week 2 September 16-21	20	
etc		

Total Hours:400

Site Supervisor Signature

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Date \_\_\_\_\_