

UNDERGRADUATE

Exercise Science

**Internship
Experience**

**Department of Kinesiology, Leisure and
Sport Sciences**

Part I

Undergraduate Internship Policies

1. All students must complete their internships during their last semester in school, after completing all course work requirements for the degree program. This prepares the student for the challenges and responsibilities of an internship, while leaving them free to accept a position at the internship site if one is offered.
2. The undergraduate internship is for a minimum of twelve weeks (480 hours), however, students are encouraged to intern for longer periods where appropriate (for instance an academic year).
3. Students are encouraged to do their internships outside the Johnson City/ETSU community; however, there are a few internships available in this area.
4. The University requires the student to show proof of liability insurance in an amount that satisfies the University and the Agency prior to initiation of the internship.
5. Students will not be allowed to intern at sites where they are currently employed. Exceptions may be made, with the permission of the Internship Coordinator, in situations where there is a great likelihood of employment following graduation.
6. Varsity athletes will need to plan their internships either after eligibility has been completed or during the off-season. It will not be possible to intern during the season and continue to compete.
7. The internship is a full-time position. As such, outside activities, such as part-time employment, that may interfere with any internship responsibilities or duties are not allowed.
8. The student must be in good academic standing before being allowed to register for the internship. Students must have a 2.5 GPA in the Exercise Science concentration.

Purpose & Importance of Internship

The internship must take place in a setting that is related to the degree and major area of emphasis. The types of acceptable locations include, but are not limited to, hospitals, corporations, fitness centers, wellness centers, or university research programs. It is important that the student choose an internship site that is closely related to his/her career interests.

An internship is included in the program for several reasons. First, the internship serves as the final component of the formal education process. This experience, following the classes, provides the culminating experience for the student entering the exercise science field. Second, entry into the exercise science field usually requires experience on the part of the applicant. The internship helps the student meet this requirement. Third, the internship often serves as a stepping stone to employment. At times the internship site will hire the student intern. At other times, the student networks with professionals in the field and makes valuable contacts that sometimes lead to employment opportunities. Finally, the internship hours will meet requirements for some certifications.

Internships are usually selected based upon one of two criteria. The first criterion is that the internship will serve as a culminating experience. Most students select an internship that will help them meet their career objectives. Unfortunately, some students select an internship based upon convenience (due to ease in obtaining it, location, pay, someone they know, etc.) and when they finish their internships, they have learned little and are no closer to obtaining a job. The internship should be the most important learning experience in your college career. Do not waste it. Think about the career you want and begin now to work toward an internship that will help achieve entry into that career field.

The second criterion is compensation. Students often ask if they will be paid during their internships. Some students are paid quite well for their internships; some students are paid nothing at all, while some students that are not paid do receive benefits such as housing or meals. Graduate students are more likely to be paid for the internship than are undergraduates.

Compensation is usually important to the student after four or five years in college. However, you are discouraged from using compensation as the criterion for selecting an internship. If compensation is a must during the internship, you should begin looking for your internship site early so you can seek those sites that may provide some type of payment.

Student Learning Outcomes

Upon completion of the internship the student will be able to:

1. Effectively assess the needs of the targeted population and plan appropriate exercise programs.
2. Effectively educate and/or counsel patients regarding activity and lifestyle issues.
3. Organize and administer preventive and/or rehabilitative exercise programs.
4. Safely apply the principles of exercise training to fitness programs.
5. Answer questions related to exercise science and refer others to appropriate sources of information.
6. Perform functional tests and body composition measurements.
7. Under general supervision, be able to make sound independent decisions regarding clients' needs and program planning.
8. Assist in the safe and efficient management and maintenance of programs and adhere to safety and treatment precautions.
9. Exhibit good time management skills for timely completion of client scheduling, treatment, and documentation.
10. Maintain awareness of current professional standards and practices as evidenced by participation in professional organizations and review of professional literature.
11. Maintain current professional and C.P.R certifications.
12. Maintain good working relationships with interdisciplinary team members and a thorough understanding of their roles.
13. Maintain consistently high productivity and effectiveness for responsibilities.
14. Demonstrate clear, concise, and thorough documentation of client/program progress.
15. Demonstrate willingness to learn new skills and to improve on existing skills.
16. Relate well to assigned client populations.
17. Exhibit good listening skills and problem-solving abilities.
18. Maintain a professional appearance appropriate to work-related responsibilities.

Roles and Responsibilities

THE STUDENT

Student's Responsibility to the University:

1. To complete all pre-internship arrangements as described in this Guidebook.
2. To meet due dates for written assignments required by the Department of Kinesiology, Leisure and Sport Sciences during the internship.
3. To secure and show proof of liability insurance in an amount satisfactory to both the University and the Agency.
4. To represent the Department of Kinesiology, Leisure and Sport Sciences as a student of East Tennessee State University.

Student's Responsibility to the Agency:

1. To accept and complete assignments and responsibilities as outlined in this Guidebook.
2. To consider him/herself a co-worker with the agency staff, not someone who has special privileges. To accept the agency's philosophy, methods, leadership, and program.
3. To plan thoroughly and in advance for all assignments and to be prepared for periodic student/agency supervisor conferences.
4. To seek advice and consult with the Agency Supervisor when confronted with problems he/she cannot satisfactorily solve alone.
5. To accept the responsibility for (a) notifying the agency supervisor when absence from work is necessary, (b) appropriate dress for all assignments, and (c) personal behavior and associations at work and away from work.
6. To become a productive member of the agency's program.

THE AGENCY SUPERVISOR

Agency Supervisor's Responsibility to the University:

1. To provide information to the University about the agency and its professional personnel, and the experiences that can be afforded a student in an internship placement.
2. To cooperate in the exchange of information related to the Internship student, and to submit periodic evaluations of the student as required by the University.
3. To maintain periodic contact with the University Internship Coordinator, carry out periodic conferences and discussions with the University Internship Coordinator, and treat the Internship as an academic program experience.

Agency Supervisor's Responsibility to the Student:

1. To recognize that the student is in the process of learning and maturing and not expect performances comparable to full-time staff members.
2. To provide the student an opportunity for a broad, well-rounded experience in agency responsibilities, programs, and services.
3. To confer with the student to determine his/her responsibilities during the experience (described in Student/Agency Contract), and to present an overview of the agency's purposes, policies, administration, program, and physical facilities.
4. To present the student to the agency staff as a co-worker, and to inform the student of regulations to which he/she must conform.
5. To acquaint the student with resources and materials which may contribute to the implementation and completion of tasks and responsibilities that the student is assigned.
6. To enable the student to become acquainted with the community and its resources.
7. To provide the student opportunity for successful experiences that will promote growth and sense of achievement.
8. To encourage the highest standards of performance, give the student praise for work well done, present critical evaluation in a constructive and objective manner, and encourage self-evaluation by the student.

THE UNIVERSITY INTERNSHIP COORDINATOR

University Internship Coordinator's Responsibilities to the Student:

1. To select, in collaboration with the student, an Internship placement that will allow the student to gain the kind of experiences he/she is seeking and to begin to develop the skills and knowledge of a profession in Exercise Science.
2. To represent the University in all official arrangements with cooperating agencies.
3. To review and evaluate all of the student's written assignments due to the University.
4. To make at least two (2) phone conferences (mid-term and final) during the semester.
5. To determine the final grade for the Internship student as described later in this manual.

University Internship Supervisor's Responsibility to the Agency:

1. To approve student placement with an agency, and to make final arrangements for the placement.
2. To maintain open communication at all times with the Agency Supervisor concerning his/her supervision of the Internship Program.

Part II

Finding An Internship

Finding the Internship

WHO FINDS THE INTERNSHIP?

The primary responsibility for finding and obtaining an internship **rests with the student.**

However, the Internship Coordinator will assist the student in getting an internship in two ways. First, the Coordinator provides direction and advice to the student. The Coordinator makes suggestions as to how, when, and where to find the internship. Second, the Coordinator maintains a resource file that will be of help to the student. The Coordinator keeps a list of all sites where previous students have interned. In addition, the Coordinator has several publications containing names, addresses, and phone numbers of individuals in many avenues within the field of Exercise Science. Students are encouraged to visit the Coordinator's office often and to take full advantage of the resources available there. Students are also encouraged to seek advice from their academic advisors as early as their sophomore year regarding the internship experience.

If a student has difficulty finding an internship site, the student needs to work closely with the Coordinator. Also, if an internship "falls through" at the last minute, for reasons beyond the student's control, the Internship Coordinator should be contacted immediately for assistance.

WHY THE FACULTY DO NOT ASSIGN INTERNSHIPS.

Faculties at some universities do assign the internships to the students. We choose not to do that for several reasons. First, we believe that students can find many exciting internships that we may know nothing about. Second, we wish to give the students as much freedom as possible in selecting their culminating experiences. Finally we believe that undergoing the process of searching for and applying for internships serves as great training for what comes next--finding and getting that first job.

Steps in Finding the Internship

These are the steps you should follow in selecting and obtaining your internship. Students who carefully follow these procedures should have little difficulty finding a beneficial internship experience. The Internship Coordinator will be happy to answer any of your questions and give you additional suggestions. Work closely with the Internship Coordinator for your major/emphasis area and take advantage of his/her help.

STEP 1 – DECIDING ON YOUR CAREER GOALS.

We realize that many students are not at all sure what area in Exercise Science they wish to enter. Some have two or three areas that they find equally interesting, while some would consider a job in almost any area. It is important that you try to narrow it down to one area. The best way to narrow it down is to get involved in as many activities/settings as possible through volunteer and/or work experiences. Get involved as early as your sophomore year so that you have a good idea about what area you are interested in by your senior year. Some examples are listed below.

Careers in Exercise Science

Corporate Fitness	Fitness Instructor
Hospital Wellness	Exercise Specialist/Commercial Fitness
Community Based Fitness	Industrial Fitness/Work Hardening
Personal Training	Cardiac Rehabilitation
Pulmonary Rehabilitation	Physical Therapy Clinics

STEP 2 - BEGINNING YOUR SEARCH.

When should you begin your search? What seems to work best is to send out letters of inquiry and resumes approximately **two semesters** before you plan to intern. For instance, if you plan to intern in the Spring, your first mailing should occur at the end of the previous Spring Semester or during the summer. Have your resume and cover letter designed prior to the beginning of the summer. It usually takes more time than you expect. It is strongly recommended that the student have the Internship Coordinator review the resume and cover letter prior to mailing.

By mailing early in the summer, most students are able to have a firm commitment by the end of the summer or very early in the Fall Semester. Procrastination is one of the main reasons students do not get the internship they really want. If the student does not have a commitment by the middle of the Fall Semester prior to internship, he/she needs to inform and work closely with the Internship Coordinator in securing the internship.

STEP 3 - LOOKING FOR YOUR INTERNSHIP SITE.

We want you to have the best internship experience possible, so we place no geographical limits on you. If you find a good internship in Alaska, New York, or California, that is great. Even international internships may be approved. If your internship is at a new site for ETSU Exercise Science majors, the Internship Coordinator will contact the person in charge at that site and discuss the experience. We do reserve the right to approve all internships. If the Internship Coordinator believes that the site will not provide an appropriate educational experience, the student will be advised to find another site. This situation may be avoided by working closely with the Internship Coordinator throughout the process.

Where do you find your site? This usually comes from one of five sources: 1) contacts that the individual student has--someone you know or someone a friend or relative knows, some of the best sites are found this way; 2) talking with other students about where they have interned or plan to intern; 3) the file of previous sites found in the office of the Internship Coordinator; 4) other sources found in the office of the Internship Coordinator; and 5) visiting potential internship sites on the web.

The chart below provides a listing of some of the internship sites that have been used by previous students. A few intern sites will accept only graduate students, but most will consider interns at both the undergraduate and graduate level. Thus students should consider sites on both charts when selecting sites at which they want to attempt to secure an internship. Remember, you are not limited to these sites. In fact, you are encouraged to find sites that are most appropriate for your interests.

Potential Intern Sites for Exercise Science Majors

REGIONAL

- Eastman H.E.A.L.T.H. & Wellness Corporate Wellness Program [Health Fitness Corporation (HFC)], Kingsport, TN
<http://www.hfit.com/> for other site locations.
- Fort Sanders Cardiopulmonary, Knoxville, TN
- Franklin Health and Fitness, Elizabethton, TN
- Indian Path Rehabilitation Hospital, Kingsport, TN
- Johnson and Johnson Healthcare Systems (Eastman), Kingsport, TN
- Wellness Center, JCMCH, Johnson City, TN
- Johnson City Health and Fitness, Johnson City, TN
- Methodist Medical Center of Oakridge, Oakridge, TN
- Mountain States Health Alliance Cardiac Rehab, Johnson City, TN
- The Pulmonary Rehabilitation Program, JCMCH, Johnson City, TN
- Kinesiotherapy Clinic, Veterans Administration Hospital, Johnson City, TN
- Holston Valley Cardiac Rehabilitation, Kingsport, TN

NATIONAL

- AT&T Fitness Center, Alpharetta, GA
- The Coca-Cola Company, Atlanta, GA
- The Wellness Center at Lee Memorial Hospital, Fort Myers, FL
- University of Florida, Internship Fitness and Wellness, Gainesville, FL
- Galaxso-Wellcome, Research Triangle Park, NC
- The Coca-Cola Company, Decatur, GA
- Piedmont Athletic Therapy & Rehabilitation Institute, Macon, GA
- North Scott Fitness Center, Eldridge, IA
- Peninsula Regional Medical Center Cardiac Rehabilitation Dept., Salisbury, MD
- Cardiac Rehabilitation, Cottage Hospital, Galesburg, IL
- The Brook Club, Waukesha, WI
- New York Fitness Center, Chicago, IL
- The Minneapolis Heart Institute, Minneapolis, MN
- Highlander Elite Fitness and Racquet Club, Brookfield, WI
- Bethesda Preventive Health System (a company that manages fitness and health promotion contracts, including Ford and Proctor and Gamble; has multiple sites), Cincinnati, OH
- Chrysler Technology Health Activity Center, Auburn Hills, MI
- National Institute for Fitness and Sport, Indianapolis, IN
- GTE World Headquarters, Stamford, CT
- CIGNA Corporation, Philadelphia, PA
- Green Mountain at Fox Run, Ludlow, VT
- Apple Health and Fitness, Cupertino, CA
- St. Luke's Episcopal Hospital/Texas Heart Institute, Houston, TX
- The Fitness Company, Arlington, VA
- United States Olympic Training Center, Colorado Springs, CO
- University Internship Services, Austin, TX
- Cooper Clinic, Dallas, TX
- Duke Center for Living, Durham, NC
- The White House Athletic Center, Washington, DC
- USAA Corporate Fitness Center, Tampa, FL
- Scripps Memorial Hospital Center for Exercise Health, La Jolla, CA
- The Duke University Diet and Fitness Center, Durham, NC
- Rehabilitation Institute of Chicago, Chicago, IL
- New York Mets, Kingsport, TN
- Bradley Wellness Center, Dalton, GA

STEP 4 – MAKING A "GOOD FIRST IMPRESSION!"

Your cover letter (letter of inquiry) and your resume will be the first contact the internship site has with you. If the resume and letter are not impressive and professional, it will often be the last contact as well. Internship sites receive many requests for internship opportunities, have time to interview only a few, and select only the best. To get to the second step, the interview, it is crucial that your resume and cover letter help you make a "good first impression" when you are inquiring about internship opportunities.

Many students have never written a resume or a cover letter. It is important that you get help in completing this important task. Your best source of help is the ETSU Career Services located in the Culp Center. The main role of Career Services is to help students secure jobs and internships. You may obtain free materials, sample letters, and other help from them.

You are encouraged to take the following steps in preparing your cover letter and your resume: 1) go to Career services and pick up the materials they have for you; 2) type a draft of your resume and letter of inquiry based on that information; 3) have a faculty member and the ETSU Career Services personnel read and critique your cover letter and resume; and 4) ask the Internship Coordinator to read, critique, and approve the cover letter and resume. Remember to prepare it on quality paper with a laser printer (or have it done professionally).

Examples of a cover letter and a resume are provided in the Appendix. These should help you in preparing your own, however, they are not meant to substitute for the help you will receive at Career Services.

STEP 5 - MAILING OUT YOUR INQUIRIES/RESUMES AND FOLLOWING UP.

Once your letters and resumes are prepared, you are ready to mail these to the sites you have selected. The following are some suggestions that you should follow:

1. Select up to six sites that you would prefer. It would be wise to check these sites with the Internship Coordinator at this point.
2. Send a letter of inquiry along with your resume to each of the six sites you have chosen. This should be done two full semesters before you plan to intern.
3. Be certain you send the letter and resume to the person who is in charge of selecting interns. If necessary, call to find out whom to contact.
4. One week later, **CALL THAT PERSON** to be certain your material was received. At that time you should have a good idea of the agency's interest. **YOU MUST CALL IF YOU WANT THE INTERNSHIP.** If you are not willing to make the call, save your stamp because very few internship sites are going to call you and chase you down. You must show some initiative.

5. Internship personnel at many organizations are not familiar with our internship program here at ETSU or with the internship process in general. If they have questions and/or concerns, the Internship Coordinator may need to contact them and discuss our procedures.
6. If several of the sites indicate that they do not use interns or are not interested at that time, send out more letters to other sites that you are interested in.
7. If you get one or two "maybe" responses, DO NOT WAIT hoping they will come through. This tactic can leave you with no internship. Send letters and resumes to other sites at once. It is better to have too many sites wanting you than not enough.
8. When you have three or four sites that seem genuinely interested, then you need to pursue them. Most will want to interview you. You can get some pointers on successful interviews from Career Services, the Internship Coordinator, and from the faculty. Be certain you dress professionally for the interview.

Note: Some organizations will have a date that they must wait for prior to confirming your internship. If that date is near the time you will intern, you must operate under the assumption it is going to fall through and pursue something more definite.

STEP 6 - SEALING THE BARGAIN.

Once you and the agency/site have reached an agreement--they want you as an intern and you want to intern there--you must complete the following forms:

Internship Site Description Form and Contract

If we have had interns at the site in the past, we will already have a description form and contract in the Internship Coordinator's file. Another one will not be necessary. If it is a new site, the Internship Coordinator must check the site description and call and talk with the person in charge at the site (Agency Internship Supervisor).

Internship Application Form

This form must be completed and signed by the Internship Coordinator prior to execution of the Intern Placement Understanding Form. It is at this point that the Internship Coordinator approves or disapproves the internship site. For the site to be acceptable, the experiences available at the site must be both appropriate and educational in nature. This form must be completed one (1) month prior to the start of your internship.

Verification of Insurance Coverage Form (www.proliability.com)

This form serves to verify that the student has obtained the required insurance. Professional Liability Insurance is required. This form must be completed 60 days prior to initiating the internship. Pick up insurance forms in room E-113 in the Mini Dome. Verification of insurance coverage must be given to the Internship Coordinator prior to starting the Internship.

Intern Placement Understanding Form

The student, Agency Supervisor, and the Internship Coordinator must complete this form prior to starting the internship.

STEP 7 - REGISTERING.

Registration for the internship is similar to registration for any class. However, the student may not register for the internship until the Internship Coordinator receives all forms listed above. The student must then obtain a Class Entry permission form from the Internship Coordinator.

PART III

**COMPLETING
THE
INTERNSHIP**

Completing the Internship Successfully

WHAT DOES THE AGENCY SITE EXPECT OF THE INTERN?

The expectations and requirements of the agency site will vary depending on the organization; however, all will expect the student to behave and dress as a professional. They will have the same expectations that they would have of any other employee, regardless of whether the intern is paid or not. Payment is irrelevant to the performance of the intern.

The intern needs to shed the "student mode." Many students cut class, arrive late occasionally, fail to come to class prepared, do unacceptable work, and have a less-than-professional interest in the class. This conduct will not be acceptable in the workplace. The intern needs to develop a get-the-job-done, professional attitude. The work must be of high quality and the intern must be 100% dependable. The intern needs to adopt the attitude that he or she will do what it takes.

Most interns have a good attitude and are willing to work hard. Characteristics or traits that will help you stand above other interns are traits such as enthusiasm, initiative, motivation, a take-charge approach, and the ability to solve problems.

As you know, the job market is flooded with applicants, and employers can select the cream of the crop for job openings. The nonchalant student with the unprofessional attitude will not succeed in this field. There are too many good people wanting that same job. Keep in mind that one of your most important references will be that of the Agency Supervisor.

WHAT DOES THE INTERNSHIP COORDINATOR EXPECT OF THE INTERN?

The Coordinator has the same expectations as the Agency Supervisor. We want each student to be an ideal representative of the Department of Kinesiology, Leisure and Sport Sciences and East Tennessee State University.

In addition, there are two other things that you must do while completing your internship:

1. Every two weeks you must send the Internship Coordinator a completed Internship Log Form in which you describe your experiences. Take the time to complete it in detail. Prompt and fully completed logs are an important part of your final grade. The logs should be attached to a copy of your daily activities. Also, include any other materials you have completed during the two weeks that might illustrate the type of work you are doing. These forms can be mailed, faxed (423-439-5383), or E-mailed as an attachment.
2. At the end of the semester, you must complete the Intern Exit Evaluation Form. Please take the time to carefully answer all questions. This form is due in the office of the Internship Coordinator by the first day of final exam week.

In addition, your Agency Supervisor will complete three evaluations of your performance during the semester.

To determine your final grade for the internship, the Internship Coordinator must have received 1) your bimonthly logs, 2) your immediate supervisor's evaluations, and 3) your Intern Exit Evaluation Form. If you are planning to graduate the semester of your internship, graduation will be cancelled if these forms are not received by deadlines specified by the Coordinator.

HOW IS MY INTERNSHIP GRADE DETERMINED?

The Internship Coordinator will assign your final grade. The grade will be A, A-, B+, B, B-, C+, C, C-, D+, D, or F, just as in your other courses. To receive the highest grade, take the time to do the little extras. Grading an internship is a difficult task. There are no exams or term papers, and the Coordinator is not even present during the internship. Several factors will be used to determine the grade. They are:

1. **Agency Supervisor's Evaluations**

Your supervisor will make a recommendation for your grade. This will weigh heavily when a grade is assigned.

2. **Bimonthly Reports**

Are your evaluations sent in promptly each week? Are they completed in enough detail so that the Internship Coordinator can get a good idea of what you are doing?

3. **Internship Notebook**

Your notebook should be turned in 1 week before grades are due for your current semester. It should contain your resume, copies of any materials that you prepare (such as press releases, brochures, schedules, etc.), forms or instruction sheets that are used at your intern site. The materials that you include may prove helpful in the future so that you may implement procedures that you learned at your internship site. A portfolio is an excellent way to display your work.

4. **A Resume (Include in Notebook)**

Turn in a completed resume with your internship experience listed.

5. **Personal Contact with the Supervisor**

The University Internship Coordinator will discuss your performance with the Agency Supervisor by phone.

6. **Receipt of Intern Exit Evaluation Form**

The Intern Exit Evaluation Form must be received by the Coordinator on the first day of final exam week. It is your responsibility to see that it arrives on time.

WHAT HAPPENS IF THERE IS A PROBLEM?

If the management of the internship site (Agency Supervisor) is dissatisfied with the performance of an intern and terminates the internship prior to the end of the experience, the Internship Coordinator has two options available. If there is evidence that the site management was justified in the termination of the internship, the student will be assigned a grade of "F" for the internship. Acts that justify termination include, but are not limited to: persistent tardiness or absences, inability to get along with the supervisor or staff, poor quality work, and failure to adjust to a work environment.

If the Agency Supervisor does not seem to be justified in the termination, the Internship Coordinator will attempt to place the student at another site as soon as possible. This might require continuing the internship through part or all of the next semester.

HOW LONG SHOULD THE INTERNSHIP LAST?

The internship should be full time (at least 40 hours per week) for a minimum of 12 weeks for undergraduate students. For graduate students the internship will be part time (at least 15 hours per week) for a minimum of 10 weeks. Some organizations require longer internships and, if possible, interns are encouraged to continue with the internship for longer periods. Normally, the internship begins at the beginning of the semester and lasts until the end of the semester. However, since some organizations' needs do not fit into the semester, starting and finishing dates can be flexible. If this is the case, all parties should have a clear understanding of the start and stop dates.

The Department of Kinesiology, Leisure and Sport Sciences is currently beginning the process of revising the Physical Education major, including the Exercise Science concentration. As part of this revision process requirements for the internship will be adjusted. Once this process is complete and university approval has been received, all students enrolled in the Exercise Science concentration will be informed of the new requirements associated with the internship experience.

Part IV

Forms

INTERNSHIP SITE DESCRIPTION FORM
Department of Kinesiology, Leisure and Sport Sciences
College of Education
East Tennessee State University

Please complete the following (or attach appropriate materials and indicate that they are attached):

A. General Information

Name of Institution: _____
Person Completing Form: _____
Position: _____
Person to Contact (If Different): _____
Address: _____
City/State/Zip: _____
Phone: _____
Fax: _____

B. Intern Site Information

What is the general nature of your institution? _____

Please provide a general description of the size of your business or operation, i.e., number of employees, members, nature of facilities, etc. _____

Please provide a general description of the duties you plan to assign the intern. _____

Please list some of the specific duties that the intern will perform.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Check the seasons during which you could use an intern:

All Year _____

Fall _____ Winter _____ Spring _____ Summer _____

If there is any reason why a 10-week internship beginning a) Mid September, b) Early January, or c) Early June would not work for your business or institution, please explain.

Would you be able to make effective use of more than one intern at a time? _____

C. Level of Students

We have both undergraduate students and graduate students seeking internships. Will you accept undergraduate students? _____ graduate students? _____

Please Return To: Exercise Science Internships, Department of KLSS, PO Box 70654, East Tennessee State University, Johnson City, TN 37614, Voice (423) 439-4265, Fax (423) 439-5383, E-mail: deaton@mail.etsu.edu

This form will be kept on file and made available for future students seeking internships.

Information on Proposed Internship

Name of Agency _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Purpose of Organization

Are you receiving a stipend or payment? Yes _____ No _____

Agency Supervisor Information

Name _____

Position _____

Business Address _____

City _____ State _____ Zip _____

Phone (____) _____ Fax (____) _____

Briefly respond to the following questions.

1. Why did you choose this agency for the internship?

2. Have you previously been associated with this agency? If so, in what capacity and when?

3. What do you hope to learn from this internship?

DO NOT WRITE BELOW THIS LINE
Departmental Use Only

To be completed by the Internship Coordinator

Number of Credit Hours completed: Total GPA: _____ Major GPA: _____

Graduate Students only: Plan of Study approved: Yes _____ No _____

Academic Status: Regular _____ Probation _____

Contract Completed: Yes _____ No _____

Internship Site Description Form Completed: Yes _____ No _____

Internship Application Completed: Yes _____ No _____

Verification of Insurance Coverage Completed: Yes _____ No _____

Intern Placement Understanding Form Completed: Yes _____ No _____

Approved: _____ Date _____
Internship Coordinator's Signature

VERIFICATION OF HEALTH INSURANCE COVERAGE

I hereby certify that I _____ am currently covered by a **health insurance policy** by _____ insurance company, and I further certify that I will keep this policy in full force and effect during my participation in the internship program or the off-campus applied learning experience at _____, as arranged through East Tennessee State University's Department of Kinesiology, Leisure and Sport Sciences.

I further certify that upon the termination of this insurance policy for any reason, I will immediately provide notice of that termination to the ETSU Internship Coordinator.

I have read and understand the above statement.

Signature of student participant

Signature of Witness
(Must be 18 years or older)

Date

Signature of parent or guardian,
if student is under 18 years old

Please attach a copy of policy/certificate.

VERIFICATION OF PROFESSIONAL LIABILITY COVERAGE

I hereby certify that I _____ am currently covered by a **professional liability insurance policy** by _____ insurance company, and I further certify that I will keep this policy in full force and effect during my participation in the internship program or the off-campus applied learning experience at _____, as arranged through East Tennessee State University's Department of Kinesiology, Leisure and Sport Sciences.

I further certify that upon the termination of this insurance policy for any reason, I will immediately provide notice of that termination to the ETSU Internship Coordinator.

I have read and understand the above statement.

Signature of student participant

Signature of Witness
(Must be 18 years or older)

Date

Signature of parent or guardian,
if student is under 18 years old

Please attach a copy of policy/certificate.

INTERN PLACEMENT UNDERSTANDING FORM
Department of Kinesiology, Leisure and Sport Sciences
College of Education
East Tennessee State University

This is to certify that _____ has been accepted as an intern student with the following agency_____.

It is understood that he/she is expected to work a minimum of 40 clock hours per week for undergraduate students and 15 clock hours per week for graduate students:

Beginning _____, _____ and ending _____, _____.

Nature of the Understanding

- The University Internship Coordinator, Agency Supervisor, and the Student agree that the above named student will perform his or her internship at the above named internship site for the period specified above.
- The University Internship Coordinator, Agency Supervisor, and the Student will assume all roles and responsibilities as described in the KLSS guidelines (see attached).
- The student will register at ETSU to receive academic credit for the internship. To receive academic credit, the student will complete all tasks as outlined in the Internship Manual. The student is neither an employee nor an agent of ETSU.
- The student has obtained appropriate insurance in an amount satisfactory to the University and Agency.
- The undergraduate student will work the equivalent of a 40-hour week for a minimum period of 10 weeks. The graduate student will work the equivalent of a 15-hour week for a minimum period of 10 weeks.
- The Agency Internship Supervisor will supervise and perform 3 evaluations of the student's performance during the internship (appropriate forms will be provided).
- The University Internship Coordinator will provide assistance as requested by the student and/or the Agency Supervisor. The University Internship Coordinator will assign the final grade for the internship experience.

Student Signature: _____

Date

Agency Supervisor Signature: _____

Date

University Internship Coordinator Signature: _____

Date

Roles and Responsibilities

THE STUDENT

Student's Responsibility to the University:

1. To complete all pre-internship arrangements as described in this Guidebook.
2. To meet due dates for written assignments required by the Department of Kinesiology, Leisure and Sport Sciences during the internship.
3. To secure and show proof of liability insurance in an amount satisfactory to the both the University and the Agency.
4. To represent the Department of Kinesiology, Leisure and Sciences as a student of East Tennessee State University.

Student's Responsibility to the Agency:

1. To accept and complete assignments and responsibilities as outlined in this Guidebook.
2. To consider him/herself a co-worker with the agency staff, not someone who has special privileges. To accept the agency's philosophy, methods, leadership, and program.
3. To plan thoroughly and in advance for all assignments, and to be prepared for periodic student/agency supervisor conferences.
4. To seek advice and consult with the agency supervisor when confronted with problems he/she cannot satisfactorily solve alone.
5. To accept the responsibility for (a) notifying the agency supervisor when absence from work is necessary, (b) appropriate dress for all assignments, and (c) personal behavior and associations at work and away from work.
6. To become a productive member of the agency's program.

THE AGENCY SUPERVISOR

Agency Supervisor's Responsibility to the University:

1. To provide information to the University about the agency and its professional personnel, and the experiences that can be afforded a student in an internship placement.
2. To cooperate in the exchange of information related to the Internship student, and to submit periodic evaluations of the student as required by the University.
3. To maintain periodic contact with the University Internship Coordinator, carry out periodic conferences and discussions with the University Internship Coordinator, and treat the Internship as an academic program experience.

Agency Supervisor's Responsibility to the Student

1. To recognize that the student is in the process of learning and maturing and not expect performances comparable to full-time staff members.
2. To provide the student an opportunity for a broad, well-rounded experience in agency responsibilities, programs, and services.
3. To confer with the student to determine his/her responsibilities during the experience (described in Student/Agency Contract), and to present an overview of the agency's purposes, policies, administration, program, and physical facilities.
4. To present the student to the agency staff as a co-worker, and to inform the student of regulations to which he/she must conform.
5. To acquaint the student with resources and materials that may contribute to the implementation and completion of tasks and responsibilities which the student is assigned.
6. To enable the student to become acquainted with the community and its resources.
7. To provide the student opportunity for successful experiences that will promote growth and sense of achievement.
8. To encourage the highest standards of performance, give the student praise for work well done, present critical evaluation in a constructive and objective manner, and encourage self-evaluation by the student.

THE UNIVERSITY INTERNSHIP COORDINATOR

University Internship Coordinator's Responsibilities to the Student:

1. To select, in collaboration with the student, an Internship placement that will allow the student to gain the kind of experiences he/she is seeking and to begin to develop the skills and knowledge of a profession in Exercise Science.
2. To represent the University in all official arrangements with cooperating agencies.
3. To review and evaluate all student written assignments due to the University.
4. To make at least two (2) phone conferences (mid-term and final) during the semester.
5. To determine the final grade for the Internship student.

University Internship Coordinator's Responsibility to the Agency:

1. To approve student placement with an agency, and to make final arrangements for the placement.
2. To maintain open communication at all times with the Agency Supervisor concerning his/her supervision of the Internship Program.

INTERNSHIP BIMONTHLY LOG FORM

**Department of Kinesiology, Leisure and Sport Sciences
College of Education
East Tennessee State University**

Student _____
Weeks _____ From _____ to _____
Initial by Agency Supervisor _____

MAKE ENOUGH COPIES OF THIS SHEET TO LAST THROUGH YOUR INTERNSHIP. (You should make at least 5 copies.)

I. Please indicate the hours that you worked during this two week period.

HOURS	MON.	TUES.	WED.	THURS.	FRI.	SAT./SUN.	WEEK TOTAL
From/Until							
Total Hrs.							
From/Until							
Total Hrs.							

Department of Kinesiology, Leisure and Sport Sciences
College of Education
East Tennessee State University
Agency Supervisor Early Evaluation

Student: _____ Date: _____

Name of Agency Supervisor: _____ Title: _____

Name of Evaluator (if different): _____ Title: _____

Agency Name: _____

INSTRUCTIONS:

The Internship is strengthened by a periodic evaluation of the student's experience. This evaluation has three primary purposes:

1. To provide the student with an initial idea of his/her strengths and weaknesses as related to a career in sport or exercise science.
2. To provide the student with evaluative feedback concerning early performance in his/her areas of responsibility.
3. To identify early areas that the student needs to improve in.

The evaluation process is considered extremely important. Since it is difficult to eliminate the subjectivity of such evaluative forms, please exercise your best personal and professional judgment in completing this evaluation.

PART A

Please make a judgment for each area listed below. Descriptive phrases and words have been included to provide a clearer understanding of each area. Circle the number which best describes the impression the student has made to date. If you feel you need to be more specific, please do so under comments. If the student scores a 0 or a 1 in an area, please discuss the area under comments.

Code: (4) Exceptional (Always)
(3) Good (Usually)
(2) Acceptable (Sometimes)
(1) Minimal (Seldom)
(0) Inadequate (Never)
(NA) Not Applicable

I. Individual Characteristics

A. PERSONAL APPEARANCE:

Appropriately dressed; well groomed; pleasant.

4 3 2 1 0 NA

Comments:

B. DEPENDABILITY:

Reliable, punctual, completes assignments on or before due date.

4 3 2 1 0 NA

Comments:

C. INITIATIVE:

Able to think and work independently; looks for and finds meaningful work; self-starter.

4 3 2 1 0 NA

Comments:

D. ABILITY TO COMMUNICATE:

Communicates ideas effectively; strives for and attains quality in written and verbal expression.

4 3 2 1 0 NA

Comments:

E. PERSONALITY:

Enthusiastic; courteous and tactful; friendly; displays a concern for others; displays a sense of humor.

4 3 2 1 0 NA

Comments:

F. ABILITY TO ACCEPT CRITICISM:

Is willing to accept suggestions; direction and critical evaluation; is critical of own performance and quality of work; works to improve performance following suggestions.

4 3 2 1 0 NA

Comments:

II. Professional Characteristics

A. FITNESS ASSESSMENT SKILLS:

Accurately measures blood pressure, body composition, functional capacity, etc.

4 3 2 1 0 NA

Comments:

B. EXERCISE PRESCRIPTION:

Has an understanding of proper quantity and quality of exercise for the specific population that is being worked with.

4 3 2 1 0 NA

Comments:

C. COMMITMENT:

Displays zeal for the profession; accepts assignments willingly; shows desire to learn; active in professional organizations.

4 3 2 1 0 NA

Comments:

D. RELATIONSHIPS:

Relates well to other employees; relates well with public and/or other agencies.

4 3 2 1 0 NA

Comments:

PART B (Use reverse side if necessary.)

Strengths:

Weaknesses:

Suggestions for Improvement:

Evaluator's Signature _____

Student's Signature _____

College of Education
East Tennessee State University
Agency Supervisor Midterm Evaluation

Student: _____ Date: _____

Name of Agency Supervisor: _____ Title: _____

Name of Evaluator (if different): _____ Title: _____

Agency Name: _____

INSTRUCTIONS:

The Internship is strengthened by a periodic evaluation of the student's experience. This evaluation has three primary purposes:

4. To provide the student with an initial idea of his/her strengths and weaknesses as related to a career in sport or exercise science.
5. To provide the student with evaluative feedback concerning early performance in his/her areas of responsibility.
6. To identify early areas that the student needs to improve in.

The evaluation process is considered extremely important. Since it is difficult to eliminate the subjectivity of such evaluative forms, please exercise your best personal and professional judgment in completing this evaluation.

PART A

Please make a judgment for each area listed below. Descriptive phrases and words have been included to provide a clearer understanding of each area. Circle the number which best describes the impression the student has made to date. If you feel you need to be more specific, please do so under comments. If the student scores a 0 or a 1 in an area, please discuss the area under comments.

- Code: (4) Exceptional (Always)
(3) Good (Usually)
(2) Acceptable (Sometimes)
(1) Minimal (Seldom)
(0) Inadequate (Never)
(NA) Not Applicable

I. Individual Characteristics

A. PERSONAL APPEARANCE:

Appropriately dressed; well groomed; pleasant.

4 3 2 1 0 NA

Comments:

B. DEPENDABILITY:

Reliable, punctual, completes assignments on or before due date.

4 3 2 1 0 NA

Comments:

C. INITIATIVE:

Able to think and work independently; looks for and finds meaningful work; self-starter.

4 3 2 1 0 NA

Comments:

D. ABILITY TO COMMUNICATE:

Communicates ideas effectively; strives for and attains quality in written and verbal expression.

4 3 2 1 0 NA

Comments:

E. PERSONALITY:

Enthusiastic; courteous and tactful; friendly; displays a concern for others; displays a sense of humor.

4 3 2 1 0 NA

Comments:

F. ABILITY TO ACCEPT CRITICISM:

Is willing to accept suggestions; direction and

critical evaluation; is critical of own performance and quality of work; works to improve performance following suggestions.

4 3 2 1 0 NA

Comments:

II. Professional Characteristics

A. FITNESS ASSESSMENT SKILLS:

Accurately measures blood pressure, body composition, functional capacity, etc.

4 3 2 1 0 NA

Comments:

B. EXERCISE PRESCRIPTION:

Has an understanding of proper quantity and quality of exercise for the specific population that is being worked with.

4 3 2 1 0 NA

Comments:

C. COMMITMENT:

Displays zeal for the profession; accepts assignments willingly; shows desire to learn; active in professional organizations.

4 3 2 1 0 NA

Comments:

D. RELATIONSHIPS:

Relates well to other employees; relates well with public and/or other agencies.

4 3 2 1 0 NA

Comments:

PART B (Use reverse side if necessary.)

Strengths:

Weaknesses:

Suggestions for Improvement:

Evaluator's Signature _____

Student's Signature _____

**Department of Kinesiology, Leisure and Sport Sciences
College of Education**

East Tennessee State University
Agency Supervisor Final Evaluation

Student: _____ Date: _____

Name of Agency Supervisor: _____ Title: _____

Name of Evaluator (if different): _____ Title: _____

Agency Name: _____

INSTRUCTIONS:

The Internship is strengthened by a periodic evaluation of the student's experience. This evaluation has three primary purposes:

7. To provide the student with an initial idea of his/her strengths and weaknesses as related to a career in sport or exercise science.
8. To provide the student with evaluative feedback concerning early performance in his/her areas of responsibility.
9. To identify early areas that the student needs to improve in.

The evaluation process is considered extremely important. Since it is difficult to eliminate the subjectivity of such evaluative forms, please exercise your best personal and professional judgment in completing this evaluation.

PART I

Please make a judgment for each area listed below. Descriptive phrases and words have been included to provide a clearer understanding of each area. Circle the number which best describes the impression the student has made to date. If you feel you need to be more specific, please do so under comments. If the student scores a 0 or a 1 in an area, please discuss the area under comments.

Code: (4) Exceptional (Always)
(3) Good (Usually)
(2) Acceptable (Sometimes)
(1) Minimal (Seldom)
(0) Inadequate (Never)
(NA) Not Applicable

I. Individual Characteristics

A. PERSONAL APPEARANCE:

Appropriately dressed; well groomed; pleasant. 4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

B. DEPENDABILITY:

Reliable, punctual, completes assignments on or before due date. 4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

C. INITIATIVE:

Able to think and work independently; looks for and finds meaningful work; self-starter. 4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

D. WRITING ABILITY AND ORAL EXPRESSION:

Degree of skill and ability in expressing thoughts on paper, reports, projects; command of language and

ability to communicate with others.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

E. PERSONALITY:

Enthusiastic; courteous and tactful; friendly; displays a concern for others; displays a sense of humor.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

F. ABILITY TO ACCEPT CRITICISM:

Is willing to accept suggestions; direction and critical evaluation; is critical of own performance and quality of work; works to improve performance following suggestions.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

II. Professional Characteristics

A. FITNESS ASSESSMENT SKILLS:

Displays an operational knowledge of the skills and duties required to perform in this position; examples include: ability to accurately assess blood pressure, body composition, functional capacity, etc.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

B. EXERCISE PRESCRIPTION:

Has an understanding of proper quantity and quality of exercise for the specific population that is being worked with. Is able to make adjustments to program based on individuals' responses to exercise.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

C. LEADERSHIP:

Conducts self well before groups; displays flexibility and ability to make decisions; displays mature judgment.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

D. CREATIVITY:

Displays imagination; uses physical and human

resources well; generates and implements new ideas.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

E. JUDGMENT:

Possesses common sense; distinguishes important from unimportant; evaluates the problem before making a decision; tactful.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

F. COMMITMENT:

Displays zeal for the profession; accepts assignments willingly; shows desire to learn; active in professional organizations.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

D. RELATIONSHIPS:

Relates well to other employees; relates well with public and/or other agencies.

4 3 2 1 0 NA

Strong Points:

Suggestions for Improvement:

Additional Comments:

PART II: Narrative

Overall Performance- Consider total performance on the basis of job requirements,

assignments, and objectives. Consider evidence of movement towards resolution of problems and quality of end results.

Comments:

Evaluator's Signature _____

Student's Signature _____

INTERN EXIT EVALUATION FORM

Department of Kinesiology, Leisure and Sport Sciences

**College of Education
East Tennessee State University**

Agency	Intern
Agency _____	Name _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Phone (____) _____	Phone (____) _____
Supervisor _____	Date _____

This form is to be completed by the Intern and returned to the Internship Coordinator on the first day of final exam week. No grade will be assigned until this form is received. The form should be printed. (You may answer the questions on a word processor and attach the pages to this form). Please do not simply answer yes/no. Take some time and provide us with useful information for each item. **THE INFORMATION PROVIDED WILL BE USED TO IMPROVE THE INTERNSHIP EXPERIENCE FOR FUTURE STUDENTS.**

Instructions: Please answer the following questions using the scale of (5) strongly agree, (4) agree, (3) undecided, (2) disagree, (1) strongly disagree.

- | | |
|---|-----------|
| 1. Overall, this internship was a valuable learning experience. | 1 2 3 4 5 |
| 2. I would rate the quality of my agency supervisor as excellent. | 1 2 3 4 5 |
| 3. I was able to meet my internship goals and objectives. | 1 2 3 4 5 |
| 4. This internship provided opportunities to develop a professional network. | 1 2 3 4 5 |
| 5. This internship provided me ample opportunities to be involved in professional level projects. | 1 2 3 4 5 |
| 6. The amount of supervision time provided by my agency supervisor was adequate. | 1 2 3 4 5 |
| 7. The Internship Coordinator was readily available for consultation and feedback. | 1 2 3 4 5 |
| 8. Internship assignments were interesting and stimulating. | 1 2 3 4 5 |
| 9. My course work adequately prepared me for the internship experience. | 1 2 3 4 5 |
| 10. The Internship Coordinator maintained adequate communication with the site supervisor. | 1 2 3 4 5 |
| 11. This internship provided experiences that will be useful in obtaining a job in my field. | 1 2 3 4 5 |
| 12. I would recommend this internship site to future interns. | 1 2 3 4 5 |

13. What are your future career goals? Did this internship provide experiences that foster those career goals? Explain.

14. What were the strengths of your academic preparation? *(Please be specific; cite examples.)*

15. What were the weaknesses of your academic preparation? *(Please be specific; cite examples.)*

16. What recommendations would you make to improve your academic preparation or the internship?

17. Did you experience problems finding suitable housing? Explain.

18. What type of housing did you have (apt., dorm, relative, etc.)?

Rental cost?

Distance from work?

19. Were there any significant, unexpected living expenses?

20. Were you paid a salary for your internship? _____
If so, what was the approximate monthly salary for the internship?

21. Were there other fringe benefits such as meals, housing, or transportation expenses?
Yes _____ No _____ If yes, please explain.

22. Please list the duties you have performed during the internship. (Be specific and use an additional sheet if necessary.)

23. Did you gain an overview of the business through your internship? How?

24. Did the experience involve a relevant and challenging use of your skills, or were you used for menial tasks? Explain.

25. Did your Agency Supervisor provide a good combination of help, advice, and supervision, and at the same time allow you some freedom for working on your own? Explain.

26. Did you experience any significant problems during your internship? Explain.

27. Have you made any contacts during your internship that might help you in finding a job? Explain.

28. In what ways was your Agency Supervisor helpful in assisting you to make contacts with other professionals?

29. What are your immediate professional plans?

30. Please submit a completed resume, with your internship experience listed.

Appendix

Student's Address
City, State, Zip
Date of Letter

Dr. John Smith
Cardiac Rehabilitation Center
Baptist Memorial Hospital
22222 Peachtree Road
Atlanta, GA 30333

Dear Dr. Smith:

I am writing to inquire about internship opportunities with the Cardiac Rehabilitation Center at Baptist Memorial Hospital. I am a senior Exercise Science major with the Department of Kinesiology, Leisure and Sports Sciences at East Tennessee State University. All exercise science majors at ETSU are required to complete an internship. I am planning to complete my internship during the Spring of 2---

I am particularly interested in pursuing a career in cardiac rehabilitation and know that your center has outstanding personnel from whom I can learn a great deal. I have long been interested in the area of cardiac rehabilitation and have taken course work at East Tennessee State University to develop skills that will make me an asset to your program. I have taken courses in computer programming, public speaking, nutrition, exercise physiology, exercise testing and prescription, and developing wellness programs.

The enclosed resume summarizes my qualifications and lists several references. Please feel free to contact any of the references. I will call you within the next two weeks to answer any questions you might have and to discuss the possibility of completing my internship with your agency.

Sincerely,

(Your Signature)
Susan Major

Sample

JOE A. MAJOR

University Address
Campus Box 00000
Johnson City, TN 37614
(423) 439-0000

Permanent Address
28193 Main Street
Nashville, TN 37659
(615) 000-0000

- OBJECTIVE** To find an internship in a clinical or hospital setting in which I can further my knowledge in fitness testing, exercise prescription, and wellness promotions.
- EDUCATION** East Tennessee State University, Johnson City, TN 37614
Bachelor of Science December 1998
Major: Physical Education
Concentration: Exercise Science
GPA: 3.29/4.0 scale
- Certifications: CPR and First Aid; May 1998
 - Computer Skills: Microsoft Word 5.1, Microsoft Works, and Aldus PageMaker
 - Self-financed 30% of college education
- RELEVANT COURSE WORK**
- Exercise Physiology
 - Nutrition
 - Community and Work Site Health Promotions
 - Fitness Principles, Prescription, and Programming
 - Health Studies
 - Management in the Sport Enterprise
- WORK-RELATED EXPERIENCE** *University Wellness Center*
Internship September 1997-May 1998
- Performed fitness testing on patients which included skin fold tests, muscular strength and endurance, flexibility, and submaximal cycle tests
 - Assisted with fitness consultations and exercise prescriptions
- University Exercise Clinic*
June 17, 1998-August 5, 1998
- Performed Fitness Evaluations
 - Interpreted ECG's, Stress tests, and Hydrostatic Weighing
 - Instructed and supervised adults (ages 25-65) in a fitness setting
- ACTIVITIES** *ETSU Exercise Science Club*
Member January 1994-Present
- Performed fitness testing at the East Tennessee State Recreational Center at various health fairs
 - Attended SEACSM in Norfolk, VA, February 1999
- Served on cabinet of ETSU dormitory floor*
- Vice-President, August 1998-December 1998
 - Secretary, August 1997-December 1997

REFERENCES AVAILABLE UPON REQUEST