

**MIDWESTERN STATE UNIVERSITY  
DEPARTMENT OF ATHLETIC TRAINING & EXERCISE PHYSIOLOGY**

**CLINICAL EXERCISE PHYSIOLOGY I (4953), II (4963)**

**Or**

**INTERNSHIP IN EXERCISE PHYSIOLOGY (4676)**

**Or**

**GRADUATE INTERNSHIP IN EXERCISE PHYSIOLOGY (6003)**

**MANUAL**

**A GUIDE FOR AGENCIES AND STUDENTS  
PARTICIPATING IN THE CLINICAL EXERCISE PHYSIOLOGY**

## INTRODUCTION:

The field work experiences one of the major strengths of the Exercise Physiology curriculum. Properly structured experiences compliment and reinforce the knowledge and skills acquired in the classroom and laboratory course.

### Objectives of the Clinical Experience

1. Students
  - a. To provide an opportunity to observe, practice and apply theories and techniques learned in the classroom.
  - b. To provide an opportunity to become acquainted with community settings, programs and professionals in the field of Exercise Physiology.
  - c. To provide an opportunity for students to recognize leadership strengths and limits and to help establish positive outcome through concentrated work experience.
  - d. To provide an opportunity to develop new interest in the field of Exercise Physiology.
  - e. To provide an opportunity to develop new interests in the community health profession.
  - f. To provide an opportunity to develop insights and perspectives of self and of others.
2. MSU
  - a. To expand or enhance the educational process and enlarge the scope of the curriculum.
  - b. To provide a venue for application of theoretical knowledge.
  - c. To provide an opportunity for evaluation of the student's learning outcomes leading to adjustments in the curriculum.
  - d. To provide an opportunity for faculty to interact with professional community health leaders and agencies.

### Procedure for Selection of Agency

1. Students must select agencies that offer educational opportunities.\*
2. Students must provide the sponsoring faculty with
  - a. Descriptive information which will identify the type and scope of programs and services offered by the agency (i.e., programs brochures, faculty listing, etc.)
  - b. Biographical material or qualifications of staff members who will serve as the internship site supervisor.
  - c. Description of responsibilities and assignments with which the student will be involved.

**\*The Department of Athletic Training & Exercise Physiology and Midwestern State University are not responsible for securing the off-campus clinical site for completion of the course requirements (EXPH 4676, EXPH 4953, EXPH 4963, EXPH 6003)**

### Student Procedures for Placement

The process for placement is outlined below:

1. During the semester prior to enrollment in Internship the student is required to meet with the faculty supervisor to:
  - a. Research and select an agency consistent with career goals.
2. Student must contact the selected site and arrange for an interview with the Site Supervisor.
  - a. Discuss with the potential agency the student's personal goals and objectives for the internship experience.
  - b. Discuss the specific responsibilities of the internship position and secure a written copy of the duties and learning experience to be completed as part of the internship.
3. After the faculty supervisor, site supervisor and student reach a mutual agreement, the student must complete the Agreement Contract (Appendix A) and return it to the faculty supervisor.

## Responsibilities for the Internship

### 1. Responsibilities of Site Supervisor

The Site Supervisor serves as a teacher offering instruction and supervision to the student utilizing the operation to further the student's professional competence. The site supervisor should:

- a. Challenge the student in learning experiences and assignments.
- b. Inform the student of all relevant personnel policies and procedures.
- c. Interpret the internship responsibilities to the site board or controlling authority of the site.
- d. Monitor the student to protect and enhance the quality of services as well as the student's well-being while affiliated with the internship site.
- e. Schedule periodic conferences with the student to discuss schedules, work performances and future assignments.
- f. Evaluate and review with the student his/her performance and submit the results on the form provided. (Appendix B)
- g. Provide the student reasonable freedom to participate in staff meetings, activities, projects and programs within the daily operations of the internship site.
- h. Provide an opportunity for the student to learn and if possible gain experience in the following areas:
  - Administration: policies, procedures, legal status of agency, board-staff relations, budgeting, record keeping, personnel and supervisory practices.
  - Program: planning procedures, leadership, operation and evaluation.
  - Facility and operations: long range planning and design of physical facilities, maintenance, purchasing of equipment and office management.
  - Public relations: citizen involvement, publicity, reporting, speaking and coordination with other agencies.

### 2. Responsibilities of Exercise Physiology and Faculty Supervisor

- a. Assist the student in selecting an internship site which will meet his/her career needs and interests.
- b. Keeps an updated file of agencies providing internship opportunities.
- c. Review internship assignments and give final approval.

- d. Provide information to students regarding requirements and reporting procedures.
- e. Provide guidance during the student's experiences and be available for consultation with the student and/or site supervisor.
- f. Serve as a resource for the cooperating internship site and the student.

### 3. Responsibilities of Student

- a. Accept responsibility for duties outlined with the site supervisor and all scheduled commitments and arrangements made during the internship program. **Complete Internship Log – see Appendix B.**
- b. Become familiar with the regulations pertaining to the site and conform to them.
- c. Accept the internship sites philosophy, methods, leadership and program. Give constructive suggestions when asked for an opinion.
- d. Construct mutually satisfactory goals and objectives with the site supervisor and faculty supervisor.
- e. Plan thoroughly and in advance for all possible assignments.
- f. Notify the Site supervisor when it is necessary to be absent from work.
- g. Prepare for periodic conferences with Site Supervisor and be ready to ask questions and present constructive ideas.
- h. Dress appropriately for all assignments and maintain a well-groomed appearance.
- i. Be tactful, friendly, courteous and respectful to everyone – project a professional image to participants and staff.
- j. Consult with the Site Supervisor when confronted with problems that cannot be solved independently. Contact the faculty supervisor if additional assistance is needed.
- k. Express your appreciation to the agency staff in person and by letter for providing the opportunity to participate in the intern experience.
- l. Complete and submit assignments to Exercise Physiology faculty as scheduled.

## **\*\*SPECIFIC REQUIREMENTS AND ASSIGNMENTS FOR STUDENTS**

1. **Maintain an Internship Daily Log.**
  - a. Outline for information to include in the report is located in [Appendix B.](#)
2. **Develop an Internship Project Paper**
  - a. **All written assignments must be typed and organized that must be submitted the final week of the semester enrolled. This means that this paper is due on the Friday of the last regularly scheduled class of the semester by 5pm!**
  - b. **The Internship Project Paper should be in a topic associated with the internship site and arranged according to the following outline:**
    - **Title Page with Student Name**
    - **Table of contents**
    - **Introduction to the Topic Area of Study**
    - **Literature Review Summarizing 10 Articles on the Topic Area**
    - **Conclusion**
    - **References (minimum 10)**
3. **Complete an evaluation of the internship site and submit it to the Internship Coordinator. (One page narrative summarizing internship experience).**

### **Evaluation Procedure**

1. The final grade (A, B, C, D, or F) will be determined by the student's performance at the internship site and assignments. All written assignments should be typed, grammatically correct and reflect professionalism.
2. All assignments must be completed before receiving a grade in the class.
3. Grades will be based on the following:

<i>Student Product</i>	<i>% of Total Score</i>
a. Clinical Supervisor Report (from site supervisor)	25%
b. Presentation of Internship Log (daily log)	40%
c, Clinical Site Project Paper (pre-approved by site & instructor)	<u>35%</u>

**Disabilities Notice:** If you are a qualified student with a disability under the Americans with Disabilities Act, please self-identify with the instructor so that special accommodations can be arranged. "A student requesting special classroom accommodations is encouraged to meet with the instructor as soon as possible so that appropriate accommodations considered early in the quarter."

### **Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

### **Change of Schedule**

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the ***Schedule of Classes*** each semester.

### **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

### **Disability Support Services**

Midwestern State University is committed to providing equal access for qualified students with disabilities to all university courses and programs, and by law all students with disabilities are guaranteed a learning environment that provides reasonable accommodation of their disability. This guarantee is provided through Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The ADA reads: "No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subject to discrimination by any such entity." The Director of Disability Support Services serves as the ADA Coordinator and may be contacted at (940) 397.4140, TDD (940) 397.4515, or 3410 Taft Blvd., Clark Student Center 168.

### **College Policies**

#### **Smoking/Tobacco Policy**

College policy strictly prohibits the use of tobacco products on the campus of Midwestern State University.

#### **Alcohol and Drug Policy**

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### **Grade Appeal Process**

Students who wish to appeal a grade should consult the Midwestern State University [Undergraduate Catalog](#)

#### ***Notice***

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### **Campus Carry**

#### **Exclusionary Region**

D.L.	Chapter 46 of the Texas Penal Code prohibits firearms on the	This facility is used for a significant number of MSU
Ligon	premises where a high school,	sporting events, including basketball, volleyball, weight
Coliseum	collegiate, or professional	training, and the exercise physiology and athletic
	sporting event or	training departments. The majority of events held in the
		Coliseum are NCAA or UIL events or practices. The

interscholastic event is taking place.

Coliseum is a large capacity facility that necessitates additional security protocols to ensure the safety of event participants and spectators.

## **Appendices**

Appendix A: Evaluation of Student Intern

Appendix B: Internship Log

## Appendix A

**EVALUATION OF STUDENT INTERN  
MIDWESTERN STATE UNIVERSITY  
DEPARTMENT OF ATHLETIC TRAINING & EXERCISE PHYSIOLOGY  
3410 TAFT BLVD.  
WICHITA FALLS, TX 76308**

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

Evaluate the student intern on each of the following criteria as compared to other entry-level professionals you have seen and worked. If you do not feel you have the information to evaluate any given area. Check the not applicable (N/A) column.

	Excellent	Good	Average	Below Avg.	Poor	N/A
Ability to meet deadlines	—	—	—	—	—	—
Demonstrates Initiative	—	—	—	—	—	—
Dependability	—	—	—	—	—	—
Follows instructions	—	—	—	—	—	—
Works well with others	—	—	—	—	—	—
Verbal communication skill	—	—	—	—	—	—
Writing skills	—	—	—	—	—	—
Demonstrates professionalism	—	—	—	—	—	—
Health knowledge	—	—	—	—	—	—
Planning skills	—	—	—	—	—	—
Implementation skills	—	—	—	—	—	—
Small group skills	—	—	—	—	—	—
Presentation skills	—	—	—	—	—	—
Efficient use of time	—	—	—	—	—	—
Imagination & creativity	—	—	—	—	—	—
Enthusiasm	—	—	—	—	—	—
Ability to receive criticism	—	—	—	—	—	—
Judgment/Common sense	—	—	—	—	—	—
Sense of humor	—	—	—	—	—	—

(Continued on next page)

Please comment on each of the following:

1. Comment on the student' professionalism (dress, attitude toward profession, ethics, Dependability, etc.)
2. What are the intern's strong points?
3. Identify the intern's weak points that need improvements.
4. Is this intern worth of consideration by a future employer?
5. Grade Assigned (circle appropriate grade):    A    B    C    D    F

\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Signature

## Appendix B

## **INTERNSHIP LOG** (turned in weekly to University Supervisor)

**Day, Date, Time (i.e., 8am to 5pm), total hours (i.e., 8 hours)**

### **Summary of Days Activities Performed by the Intern:**

**Day, Date, Time (i.e., 8am to 5pm), total hours (i.e., 8 hours)**

**Summary of Days Activities Performed by the Intern:**

**Day, Date, Time (i.e., 8am to 5pm), total hours (i.e., 8 hours)**

**Summary of Days Activities Performed by the Intern:**

---

---

---

---

---

---

---

**Day, Date, Time (i.e., 8am to 5pm), total hours (i.e., 8 hours)**

### **Summary of Days Activities Performed by the Intern:**

---

---

---

---

---

---