

**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 Northwestern 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 C.
- 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. **Provide the Faculty Supervisor with the ORIGINAL Copy of the Agreement Contract (signed by the internship site agency’s director/supervisor, the faculty supervisor).** A completely signed copy also will be given to the internship site and a copy will be kept by the student.
2. **Maintain an Internship Daily Log.**
 - a. Outline for information to include in the report is located in **Appendix C**.
 - b. Students must complete **144 hours** in an approved setting which offers professional experience in exercise physiology.
 - c. **Daily log submission by weekly (every Friday by 11 pm via D2L)**
 - d. If you do not return the log by the given time, 10 points will be deducted from Daily log portion (100 pts) in each time.
 - e. Daily Log MUST be saved as **“EXPH4676 Log Wk# your name accumulated hours”**
3. **Develop an Internship Project Paper**
 - a. **All written assignments must be typed and organized that must be submitted by Nov 21st, 2020 - 11 pm via D2L.**

- b. Project paper topic should be decided by **Sep 18 (week 4) with individual meeting.** The meeting will be scheduled before **Sep 18.**
- c. The Internship Project Paper should be **Times New Roman, 12 fonts, double spaced, typed page numbers.**
- d. 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 15 Articles** on the Topic Area
 - Conclusion
 - References (minimum 15)
4. Complete an evaluation of the internship site and submit it to the Internship Coordinator. (**One page narrative summarizing internship experience.**)
***** The evaluation form with a signature from your site supervisor must be submitted by Dec 4, 2020 - 6:00 pm on D2L.**
5. Late assignments will not be accepted.

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>

Appendices

- Appendix A: Agreement Contract
- Appendix B: Evaluation of Student Intern
- Appendix C: Internship Log

Appendix A

The Contractual Arrangement Between Midwestern State University and the Clinical/Internship Site MUST be obtained from the Secretary of the Department of Athletic Training and Exercise Physiology

Appendix B

**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

Site Supervisor Signature

Date: _____

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: _____
