

**OTTERBEIN UNIVERSITY**

**Department of Health & Sport Sciences**

**Health Promotion and Fitness**

**INTERNSHIP  
GUIDELINES  
MANUAL**

**HLED 4900**

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# Introduction

Otterbein University offers internship opportunities to qualified students who seek a learning experience that integrates their formal academic preparation with a semester-long work experience. The objective of the internship program is to further the student's development of a central core of values, attitudes, skills and information related to the world of work through experiences outside the classroom or campus environment. In addition to providing the students with the opportunity to add depth and relevance to the more traditional classroom work, internships enhance classroom learning by accessing an organization's resources, enabling students to gain a sense of different career fields and of specific jobs within these fields, as well as allowing students to improve upon their job search, networking, and interviewing skills.

Otterbein University's strength in this area and depth of prospective internship site offerings derive from our location near Columbus, a busy capital city, and its surrounding communities. Here, there are many opportunities for students to gain access to a wide variety of work settings; from government to corporation, commercial to recreation; public, private, and semi-private agencies. There are numerous places where personnel are qualified to supervise the student

# Why Do An Internship?

The major purpose of an

#### 4. The **student**

the intended goals and objectives for the internship and information regarding expectations of the organization/agency by the University. If there is agreement by the student and the site supervisor on the “match” of student to site, the student intern must then complete the Internship Learning Contract (with goals, objectives, a job description with site supervisor’s signature) and return it to the faculty supervisor to register for the internship credits.

The final step in the internship process is to complete a Permission Form for Internship. This form can be obtained from the faculty supervisor/advisor (see Appendix A for an example).

It is important for prospective student interns to prepare for and present themselves in a professional manner. A student should contact any organization/agency with which they have decided not to work. A letter of appreciation for their time is appropriate and helps maintain a professional image with that organization/agency. Prospective student interns should

# Responsibilities of the Student Intern

The focus of the internship program is on the student and the success or failure of this internship depends greatly upon the student's realization of his/her responsibilities. The student intern will become a functional part of the organization/agency and what s/he does will reflect the policies and standards of both the organization/agency and Otterbein University. The student intern must be aware of this and of his/her continuing responsibility to himself/herself and to the profession.

In order for the student intern to fully meet the goals of the internship and carry out the responsibilities that are involved, it is necessary to:

## **A. Prior to the Internship:**

1. Clear eligibility to enroll in HLED 4900 - Internship in Health Promotion and Fitness.
2. Attend a preliminary meeting with your University faculty advisor for the purpose of getting information about





# **Responsibilities of the University Faculty Supervisor**

The faculty supervisor is available to assist in the prospective student intern's site searches, articulate program goals and objectives to the prospective student intern, the academic

# Responsibilities of the Site Supervisor

The internship site supervisor will be in charge of the student's training. The site supervisor will serve as the organization/agency-based teacher offering instruction and supervision to the Otterbein University intern and will utilize the organization's/agency's operations to further the student intern's professional competence. Without relinquishing the site supervisor's responsibility for the training of the intern, s/he may assign a qualified staff member as the site supervisor or training officer. Once the intern arrives at the organization/agency, the agency assumes responsibility to both the intern and the University. At that time, the college faculty supervisor will assume a secondary role in the training program, except in cases of breaches of agreement, moral conduct, or emergency situations.

The responsibilities of the site supervisor include:

1. Interpreting the internship program to the organization's/agency's staff and the presentation of the intern to the staff in such a manner as to insure his/her professional status.
2. Meeting with the intern to determine (as nearly as possible), the program and schedule the intern will follow, keeping in mind the aims and objective of the internship program and the areas of experiences to which s/he should be subjected.
3. Orienting the intern when appropriate to the customs of the organization's/agency's philosophy, purposes, policies, administration, programs, services, facilities, etc. and informing him/her of all pertinent regulations.
4. Orienting the intern when appropriate to the customs of the community.
5. Establishing a schedule of experiences for the intern through an initial meeting/conference.
6. Challenging the intern with meaningful experiences, which meet both the student intern's and the organization's/agency's needs.
7. Designing learning experiences and assignments with the student intern. Assisting the student intern in developing the Learning Contract, which is an outline of what s/he intends to learn and accomplish during the internship. The Learning Contract is an effective way of establishing agreement about mutual intentions and expectations for the internship and developing criteria for supervision and evaluation.
8. Familiarizing the student intern with minor duties and responsibilities, gradually adding more as the intern's ability permits and internship progresses.
9. Providing all of the necessary forms to be completed by the student intern (ID, auto-registration, etc. where applicable). Also providing any necessary materials needed for the work/internship assign1 (t) 30.69I3 (n) -1 (t) 6 ( ) p2 (e)2 (

Appendix A:

# **Otterbein University**

## **Permission Form for Internship**

Obtain a **Permission Form for Internship** (blue sheet) from your University faculty supervisor.

Appendix B:

**Otterbein University**  
**Department of Health and Sport Sciences**

**Internship Learning Contract**

An internship is a unique learning experience that integrates academic studies with practical work. This agreement is written by the student in consultation with the internship site supervisor and College faculty supervisor. It shall serve to clarify the educational purpose of the internship and ensure an understanding of

Hours/Week: \_\_\_\_\_ 31 hr/wk \_\_\_\_\_ Other  
Any previous internship experience? \_\_\_\_\_ Yes \_\_\_\_\_ No If Yes, list and describe.

List academic courses completed that are directly related to your internship:

_____	_____
_____	_____
_____	_____
_____	_____

What other experiences have prepared you for this internship?

3. Attitudes and Values: Involves formulation and/or clarification of personal values or feelings. What opinions or attitudes do you hope to clarify?

**C. Learning Activities**: How will your internship activities enable you acquire the knowledge/understanding, skills, attitudes, and values listed above?

1. On the Job: Describe how your internship activities will enable you to meet your learning objectives. Include projects, research, report writing, conversations, etc., which you will do while working, relating them to what you intend to learn.

2. Off the Job: List reading, writing, contact with faculty supervisor, peer group discussions, field trips, observations, etc. you will make and carry out which will help you meet your learning objectives.

**D. Evaluation**: Your site supervisor will provide a written evaluation of your internship. Describe in detail what other evidence you will provide your faculty supervisor to document what you have learned (ex. journal, analytical paper, project, descriptive paper, oral presentation, etc.).

## **PART IV: THE INTERNSHIP**

**A. Job Description:** Attach a typed description of specific intern responsibilities/duties. The description should include intern training, specific projects or initiatives, and any meetings/functions in which the intern will be expected to participate. **THIS JOB DESCRIPTION SHOULD BE COMPOSED BY THE SITE SUPERVISOR IN CONSULTATION WITH THE STUDENT INTERN.**

What will the student intern gain from this experience that will contribute to his/her career development in this field?

**B. Supervision:** Describe in as much detail as possible the supervision to be provided at the work site. List what kind of instruction, assistance, consultation you will receive from whom, when, etc.

**C. Evaluation:** Note: Appendix E – Final Evaluation of Intern – Site Supervisor, p. 28, must be completed at the end of the internship.

## **PART V: SIGNATURES/AGREEMENT**

This contract may be terminated or amended by the student, faculty supervisor, or work supervisor at any time upon written notice, which is received and agreed to by the other two parties involved.

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

Academic Advisor/Faculty Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix C:

## **Guides to Preparing Resumes and Cov**



If pertinent to your field, list this information on your resume.

**Skills:**

A “Skills” section is very important. Skills which are used on a regular basis in your future career field are

potential references. Make sure to supply your references with a copy of your resume and job description when possible.



### **3<sup>rd</sup> Paragraph - The Closing**

Indicate the desire to discuss your interests and qualifications in further detail. Tell the employer what the next step should be (requesting an interview, for example), what action you plan to take (follow up), and what action you hope the employer will take (actually setting the appointment). You want to convince the employer that meeting with you will be worth his/her time. Include your phone number and times you can be reached to make it easy for the employer. You may want to think about taking an “active” route by informing the employer that you will be contacting him/her on a specific date or after a specified period of time to see if an interview can be arranged instead of the “passive” route and saying “I look forward to hearing from you...”

Appendix D:

## **Student Intern Assignments**

These reports are to be completed on a bi-weekly basis and address the following:

- Concise description of what you did.
- New experiences that have enriched your background.
- Describe the experience(s) in which you used the most skills and knowledge.
- Describe the experience(s) in which you found to be most challenging.
- Comments concerning your feelings and experiences List those you liked and didn't like.
- Any important lessons learned.
- Progress in meeting goals and objectives as stated in the Learning Contract.
- General feelings about your week/internship.
- Any problems or concerns you may have.
- Most satisfying part of your work.
- Most valuable contribution(s) made this week.
- Taking risks.
- Receiving criticisms and what you learned from these.
- What have you learned about your career interests.
- Objectives for next week. What you hope to learn, achieve and/or what problems you want to eliminate.

**Each report must be typed, double-spaced, 12 point font, single-sided, and 1-2 pages in length.**

6)

on the Learning Contract and the Learning Activities/Assignment Due Date Worksheet Form. The faculty supervisor will write a brief narrative summarizing the decisions made in determining the student intern's final grade. All assignments must be completed before receiving a grade for the internship. Any assignment not submitted to the faculty supervisor, will result in the student intern receiving the grade of "IP" until all work is completed. Appendix L

\*\* Be aware of internships that are during Spring Semester with graduation pending!!

- 13) Development of an Internship Notebook. All assignments and reflections on the internship experience must be organized in a 3-ring binder which must be submitted to the faculty supervisor by Friday of the 14<sup>th</sup> week of the academic semester. **The notebook must contain a title page, table of contents, body (copies of bi-weekly/daily journals, observation reports, evaluations, etc.); appendices, and any additional materials the intern has prepared individually or jointly. Dividers should be used to separate sections of the notebook.**

Appendix E:

**Otterbein University**  
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**Final Evaluation of Student by Site Supervisor**

Intern's Name: \_\_\_\_\_ Date: \_\_\_\_\_



**TRAIT**

**RATING**

**COMMENTS and SUGGESTIONS**

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19. How well was this internship suited to the student's abilities and interests?

20. Feel free to offer any additional comments or suggestions you feel would be useful in evaluating the intern's performance in this internship experience.

TOTAL SCORE: \_\_\_\_\_ / \_\_\_\_\_

Suggested grade: \_\_\_\_\_

Student Intern's Comments:

\_\_\_\_\_  
Site Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Intern's Signature

\_\_\_\_\_  
Date

**Otterbein University**  
**Department of Health and Sport Sciences**

**Student Evaluation of the Internship**

Intern's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization/Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Faculty Supervisor's Name: \_\_\_\_\_ Program: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_ to \_\_\_\_\_

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Give a brief description of your internship work (title and tasks for which you were responsible):

Indicate the degree to which you agree or disagree with the following statements:

<b>Statement</b>	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

This experience:

1.

9. gave me a chance to improve my interpersonal (human relation) skills.	1	2	3	4	5
10. helped me learn to handle responsibility and use my time wisely.	1	2	3	4	5
11. helped me discover new aspects of myself that I didn't know existed before.	1	2	3	4	5
12. helped me develop new interests and abilities.	1	2	3	4	5
13. helped me clarify my career goals.	1	2	3	4	5
14. provided me with contacts which may lead to future employment.	1	2	3	4	5
15. gave me the opportunity to acquire information and/or use equipment not available at Otterbein University.	1	2	3	4	5
16. allowed me to be a functioning member of the organizational staff	1	2	3	4	5
17. provided professional growth through training programs, seminars, and other development activities					

What has been the most significant accomplishment or satisfying moment of your internship? Why?

What did you dislike about the internship? Why?

Was your internship experience related to your major area of study? Explain.

Would you recommend this internship site (organization/agency) to another student? Explain.

Considering your over-all experience, how would you rate this internship? Circle one:

Excellent

Very Good

Good

Fair

Poor

Give suggestions as to how your internship experience could have been improved. (Could you have handled additional



13. The student intern was an integral part of the organization/agency.    **1**            **2**            **3**            **4**            **5**

14. Supervisor was sensiti

Appendix H:

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**Internship - Daily Log Sheet**

Name: \_\_\_\_\_

Total Hours Worked This Week: \_\_\_\_\_

Week of: \_\_\_\_\_





**Otterbein University**  
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**Learning Activity/Assignment Worksheet**

The following internship assignments (with their point values), must be completed by the intern throughout the academic quarter in order for a grade to be given by the faculty supervisor:

<b>Assignment***</b>	<b>Point Value</b>	<b>Check Off (✓)</b>
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**Otterbein University**  
**Department of Health and Sport Sciences**

**Faculty Supervisor's Internship Site Visitation Report**

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

\_\_\_\_\_  
Site / Department

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

**Description of Observed Activities:**

<b>Things to Continue</b>	<b>Things to Improve</b>

**Things to talk about:**