Internship in Physical Education

Manual for Student

Academic Year 2017 - 2018

School of Kinesiology, Allied Health and Human Services
Division of Physical Education, WRC 105
Cedar Falls, IA 50614-0241
Phone: (319) 273-2613 | Fax: (319) 273-5958
Movement and Exercise Science Major  
PEMES 3197 – Internship in Physical Education  
Internship Policies

**Purpose of the Internship**

The internship is designed to enhance the student’s professional preparation by providing an opportunity to work in an exercise science setting. The experiences of the internship should meet the following objectives:

1. To enable the student to understand and appreciate the responsibilities and professional skills of personnel who work in exercise science settings.
2. To provide an assessment of the student’s development in the use of general and professional knowledge and skills.
3. To use external professionals in assessing the effectiveness of the student’s performance and preparation.

**Role of the Student**

1. Complete all forms for placement prior to the placement material deadline.
2. You must have current CPR/First Aid certification.
3. Obtain and show proof of liability insurance.
4. Follow the administrative policies of the internship site.
5. Obtain necessary and appropriate equipment.
6. Be responsible for arriving and reporting to the designated individual at the specified time. If the student will not be at the designated location at the specified time, he/she must notify the on-site supervisor (or designated individual) and the internship supervisor.
7. Dress appropriately for the work experience. The student will be expected to maintain a conservative and professional personal appearance at all times. Flip-flops, cut-offs, T-shirts and sweatshirts with holes in them are not considered appropriate.
8. Complete all of the assignments specified as the requirements of this course and any other activities deemed appropriate by the on-site supervisor.

**Role of the UNI Faculty Internship Supervisor**

1. Monitor the student’s progress through regular communication with the student and/or on-site supervisor.
2. Conduct regular meetings on campus as deemed necessary.
3. Approve internship site placement and verify that the student has met all prerequisites prior to starting the internship.
4. Remove internship student from a site upon the request of the on-site supervisor.
5. Assign credit/no credit for PEMES 3197 and grade for PEMES 3191 upon completion of the program.
Role of the Onsite Supervisor

1. Orientation of the student: The first days on the job should be spent in orientation. The exchange of information should be beneficial to both parties in that the student will be given a complete introduction to the overall expectations of the on-site supervisor.

2. Participate in conferences with the faculty of the University as deemed necessary and desirable concerning the program and/or the student’s progress.

3. Provide facilities and resources for students’ participation and/or observation as permitted by the facility.

4. Afford the student course-related training opportunities that resemble on-the-job duties of a regular employee whenever possible.

5. Terminate any Internship placement if the student does not conform to the facility, and/or is unable or unwilling to meet the expectations and/or the requirements of the placement. However, prior to or immediately following any such termination, the UNI Faculty Internship Supervisor must be notified.

General Internship Information

In an attempt to ensure that the internship experience is a successful experience for everyone involved, certain prerequisites and procedures have been designed. The student must meet the prerequisites and follow the correct procedure before he/she will be allowed to enroll in the internship course.

Prerequisites

- Successful completion of all course work with a cumulative GPA of 2.5 in the major
- Current Certification in Standard First Aid Community CPR
- Consent of Internship Coordinator

Placement Procedures

1. Meet all of the prerequisites.
2. Obtain permission from your academic advisor to enroll in the internship.
3. Purchase and obtain proof of professional liability insurance. Liability insurance can be obtained through membership with the American College of Sports Medicine (www.acsm.org).
4. Obtain an acceptable internship position.
5. Complete and return placement materials and proof of liability insurance to the UNI Faculty Internship Supervisor by the following dates:
   - Fall Semester: May 1
   - Spring Semester: October 15
   - Summer Session: March 15
Internship Policies continued

**Evaluation and Grading**

The grade for the internship is on a credit/no credit basis for PEMES 3197 and PEMES 3191 is graded. Credit and grade will be determined by the completion of the minimal required number of hours in the internship, the quality of work on the assignments, and the outcome of the evaluations.

1. **On-site Supervisor**
   a. Evaluation of Assignments/Special Project
   b. Completion of Evaluation Forms
   c. Conference with UNI Faculty Internship Supervisor when necessary

2. **UNI Faculty Internship Supervisor**
   a. Evaluation of the student's notebook
   b. On-site observations and/or arranged meetings during the semester
   c. Evaluation of the quality and appropriateness of assignments, special project and presentation.

**Required Student Assignments**

1. **Orientation Assignment** - After the orientation with the on-site supervisor, the student will provide a **detailed 2-3 page TYPED summary** of the orientation session. Include duties, site procedures, expectations, limitations, etc. The student will have the summary signed and dated by the on-site supervisor and turned in to the UNI Faculty Internship Supervisor by the end of the first week of the internship experience.

2. **Notebook** - The notebook is considered an important part of the internship experience because it will serve as a record of all the things that you have accomplished at your internship site. Care should be taken to keep the notebook up to date. Notebooks will be evaluated periodically throughout the semester and at the end of the semester. The notebook should be in a three-ring binder and should be well organized with section dividers. The contents of the notebook should follow the notebook evaluation form in the Appendix:
   a. Timesheet and schedules – Time sheets can be found in the Appendix, and should be initialed by the on-site supervisor weekly.
      A copy of the schedule should be provided to the internship supervisor as soon as possible. Any changes to the schedule need to be reported to the internship supervisor immediately.
   
   b. List your skills and proficiencies. **TYPE** a detailed list of 1) skills you learned in academic classes and came into the internship with as well as 2) a list of skills and proficiencies you acquired as you went through the internship process.
   
   c. Daily Responsibilities Journal – **Notes** documenting your experience should be included. Problems, techniques or your own personal growth as a professional are possible entries in the journal.
Internship Policies continued

d. Special Project – The special project should be the project itself or a typed
discussion of the project (In clinical settings this may be a research paper). The
on-site supervisor and the UNI Faculty Internship Supervisor must approve
projects. Projects must be above and beyond regular internship duties.

e. Miscellaneous Materials – Handout material, interesting articles, or other
pertinent information that are received during the internship experience should be
included.

3. Presentation – The presentation should be a 12 to 15 minute professional oral
presentation of the student’s special project and internship experience. The presentation
should be well organized and should include audio-visual materials (transparencies,
PowerPoint, video, hand-outs, etc.)

The presentation is presented during the internship and evaluated by the site supervisor.
The evaluation form is the Presentation Rubric, Appendix B.

4. Completion of the required hours – The student must complete a minimum of 45 contact
hours per credit hour in the internship. Specific work times are to be arranged between
the student and the on-site supervisor. The contact hours may not be completed in less
than an 8-week or half-semester time period. If an exception is needed, you must
receive approval from your UNI faculty internship advisor.

The student must be prompt, reliable and professional in the internship placement. The
student should not be absent or tardy to his/her internship site unless it is an extreme
emergency.

The student must dress appropriately for the work experience. The student will be
expected to maintain a conservative and professional personal appearance at all times.
Flip-flops, cut offs, t-shirts and sweatshirts with holes in them, for example, are not
considered acceptable.

5. Additional Assignments required by the site.
INTERNERSHIP IN PHYSICAL EDUCATION

PEMES 3197

APPENDIX A (Placement Materials)

Placement Materials Checklist
Directions for Liability Insurance
Internship Eligibility Form
Placement Information Form
PEMES 3197 - INTERNSHIP IN PHYSICAL EDUCATION
PLACEMENT MATERIALS CHECKLIST

Please initial each completed item and place this form in the front of all Placement Materials. Keep one copy of all materials for your notebook and the originals are given to your UNI Faculty Internship Supervisor prior to the start of the internship.

- ___ Print off a copy of your email from the Registrar’s Office showing your Official Degree Audit.
- ___ Download a copy of your Academic Requirements (Degree Audit) from your student portal in SIS one semester before your planned internship.
- ___ Manual for Student – Internship in Physical Education: Download it from the website unless your UNI faculty internship advisor emails it to you. Print manual single-sided!
- ___ Include your Resume. Submit your resume for professional review to Career Services: https://careerservices.uni.edu/students-resumes-jobs
- ___ Complete the INTERNSHIP ELIGIBILITY FORM.
- ___ Complete student information and current GPA.
- ___ Signature and date of Academic Adviser.
- ___ Signature and date of UNI Faculty Internship Supervisor.
- ___ Secure an Internship Site:
- ___ Complete the PLACEMENT INFORMATION FORM.
- ___ Provide copies of CPR/FIRST AID (front and back sides of card).
- ___ Provide copies of any other certifications/membership.
- ___ Provide evidence/proof of Liability Insurance: (Print off pages 2-4 of document to place in your placement materials folder.) Professional Work General Liability Insurance (Copy of confirmation/ Verification from ACSM/F.T. Jones Co. Hayes Affinity Solutions)  OR

Include a copy of Insurance Certificate or Insurance Information from Internship Site or National Professional Organization

Name of Insurance Company
Policy Number
Amount of Coverage
Effective Date of Coverage
Coverage Termination Date
DIRECTIONS FOR ACSM STUDENT MEMBERSHIP
AND
FORREST T. JONES STUDENT LIABILITY INSURANCE

www.acsm.org – ACSM STUDENT MEMBERSHIP – **MUST** Register to be a Member to get Insurance!!

- Go to the acsm.org home page and in the left column (grey) under participate
- Click JOIN/RENEW
- Under ACSM Membership you may Click to join online or join via Mail or FAX
- Read and decide on either OPTION 1 or 2
- Click the appropriate student category link which takes you to the student application
- Keep a copy of your application
- If applying online, you will also set up your log in and password information
- When you receive a confirmation e-mail PRINT and SAVE it with your Important Internship Papers and Documents

https://acsm.haysaffinity.com/
Apply for your insurance 20-30 days prior to the placement materials deadline!
The insurance is good for 1 year.

This link is to ACSM/FTJ /Hays Affinity (Access to Professional Liability Insurance Online Application – Click on the link and then click Insurance Application (the gray box on the right side of the screen).

- Students *must* first be a student member of ACSM as the insurance form will ask for their ACSM student ID#. (If NOT, go back to www.acsm.org and register!)
- Section I: Where it states Company (first box) **put University of Northern Iowa**.
- Section II: State NO to group/entity. You are an individual applying!
- Section III: Employment / Occupation Information: UNDER Employment Status - select Student, and it automatically changes to Student Application questions.
- When complete, select **SUBMIT**, and you will receive a confirmation #.
- An emailed quote will be sent to you giving you the ability to purchase the insurance via credit/debit card (or mail in your payment). All correspondence will be emailed to you.
- **Be Sure to Choose an Occupation** (even though you are not currently in that occupation, pick an occupation most closely related to your internship duties. Example: Personal Trainer). This will speed up the process and allow the underwriter to give you an appropriate quote for your premium. Student Premiums usually range from $70 - $95.
- Be sure to select IOWA as the primary state with 50613 or 50614 as the zip (for UNI).
- Download and **SAVE** a copy of your Application.
- **PRINT and SAVE All Correspondence** pertaining to your insurance and include with your placement materials.
PEMES 3197 - Internship Eligibility Form

MUST HAVE A 2.5 GPA IN THE MAJOR TO BE ELIGIBLE FOR INTERNSHIP!

Internship Student Fill Out The Following:

Name: ____________________________  UNI ID #: ____________________________

Age: _________  Sex: _________

Home Address: ____________________________________________________________

Phone: ____________________________  Email: ________________________________

Semester of Internship: ____________________________________________________

Internship Site: ____________________________________________________________

Employment History: List your employment history in chronological order (most recent employment listed first):

<table>
<thead>
<tr>
<th>Employed From</th>
<th>Employed From</th>
<th>Employer Name/Address</th>
<th>Job Title/Position</th>
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<td>Month Year</td>
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Have you ever been removed or dismissed from any position? __________ (Yes/No)

If yes, explain: ________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Student Signature __________________________________________________________

Date ______________________________________________________________________

Your UNI Academic Advisor will fill out and sign below, and your UNI Faculty Internship Supervisor needs to sign the form after it is filled out and signed by your Academic Advisor.

Major GPA: _____  UNI GPA: _____  Has student completed all major coursework? (Yes/No)

__________________________________________________________________________

UNI Academic Advisor Signature ______________________________________________

Date ______________________________________________________________________

__________________________________________________________________________

UNI Faculty Internship Supervisor Signature _________________________________

Date ______________________________________________________________________
PEMES 3197 - Internship in Physical Education
Placement Information Form

**NOTE:** This form **MUST** accompany all placement materials!

Student Name ________________________ Email __________________________

Student UNI ID Number _____________ Cell Phone _______________________

Course Semester/Year: (circle one) Fall Spring Summer *______ (year)

* For summer sections, register through Continuing and Distance Education, 13 CEEE (East on University Ave, turn Right [south] onto Campus Street) with a SIGNED ADD SLIP (take AFTER Spring Break Week).

Number of Credit Hours to be enrolled in PEMES 3197 – Internship in PE _____ Cr

Number of Credit Hours to be enrolled in PEMES 3191 – Senior Project _____ Cr

UNI Academic Advisor ____________________________

UNI Faculty Internship Supervisor ____________________________

Internship Site ______________________________________

Site Supervisor Contact Information:

Facility ______________________________________

Facility’s Web Site Link ____________________________

Site Supervisor (print name) ____________________________

**Site Supervisor (signature) ____________________________**

Email ______________________________________

Address ______________________________________

__________________________________________

__________________________________________

Phone ______________________ Fax ______________________

INTERNSHIP IN PHYSICAL EDUCATION

PEMES 3197

APPENDIX B (Forms Used During Internship)

Notebook Evaluation Form

Student’s Internship Time Sheet

Presentation Rubric

Student Internship Evaluation Form
PEMES 3197 - Internship in Physical Education
Notebook Evaluation Form

Name ______________________ Site ______________________ Semester _______

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>POINTS VALUE</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>PLACEMENT PROCEDURES</td>
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<tr>
<td>Placement form (from policies packet)</td>
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<td>Resume</td>
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<td>Proof of Liability Insurance</td>
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<td>Memberships and Certifications</td>
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<td>ORIENTATION ASSIGNMENT</td>
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<td>Duties</td>
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<td>Procedures</td>
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<td>Expectations</td>
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<td>Limitations</td>
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<td>Typed, then signed and dated by Site Supervisor</td>
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<td>NOTEBOOK</td>
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<td>Timesheet</td>
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<td>Schedule(s)</td>
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<td>Typed List of Skills and Proficiencies</td>
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<td>Typed Daily Journal Entries emailed weekly to Faculty Internship Supervisor</td>
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<td>TITLE OF SPECIAL PROJECT</td>
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<td>Above and beyond normal Responsibilities</td>
<td>25</td>
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<td>TITLE OF PRESENTATION</td>
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<td>Site supervisor to evaluate 12-15 minute presentation (using Rubric)</td>
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<td>Well organized</td>
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<td>Audio-visual material</td>
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<td>Power Point</td>
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<td>Video</td>
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<td>Handout(s) etc.</td>
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<td>MISCELLANEOUS MATERIALS</td>
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<td>Handout materials received</td>
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<td>Interesting articles/research articles</td>
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<td>Policies or forms used</td>
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<td>Other information</td>
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<td><strong>Total Points</strong></td>
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Overall Evaluation from Site Supervisor Grade ______
Presentation Evaluation from Site Supervisor Grade ______
Notebook Evaluation from UNI Faculty Internship Supervisor Grade ______
PEMES 3191 Senior Project Grade ______
PEMES 3197 Internship (credit / no credit) Credit ______
PEMES 3197 - Internship in Physical Education
Student’s Internship Time Sheet

Internship on-site Supervisor *must* initial the student’s time sheet for proof of hours worked.

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<th>Hours Worked</th>
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Total Hours →
PEMES 3197 - Internship in Physical Education
Presentation Rubric

Student’s Name ____________________________________ UNI ID # __________

Presentation title or brief description ____________________________________________

___________________________________________________________________________

Special project title or brief description __________________________________________

___________________________________________________________________________

Rate the presentation on a scale of 1 – 4 as noted in each category:

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<tr>
<td>Organization</td>
<td>Not organized</td>
<td>Some organization</td>
<td>Mostly organized</td>
<td>Very organized</td>
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<tr>
<td>Clarity</td>
<td>Not clear at all</td>
<td>Confusing</td>
<td>Somewhat understood</td>
<td>Very easily understood</td>
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<tr>
<td>Information</td>
<td>Too much irrelevant information</td>
<td>Some irrelevant information</td>
<td>Generally relevant</td>
<td>All information was relevant</td>
</tr>
<tr>
<td>Quality of Visual Aids/Handouts</td>
<td>No visual aids/handouts</td>
<td>Irrelevant or poor quality (hard to read)</td>
<td>Visual aids/handouts were relevant and of good quality</td>
<td>Visual aids/handouts were well prepared and creative</td>
</tr>
<tr>
<td>Overall Presentation</td>
<td>No enthusiasm or not well prepared</td>
<td>Prepared but read the entire presentation</td>
<td>Prepared and presentation was not completely read</td>
<td>Very well prepared, creative and enthusiastic</td>
</tr>
</tbody>
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Comments: ____________________________________________________________

___________________________________________________________________________

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Suggested Grade: ________________

Site Supervisor/Evaluator’s Name: ________________________________

__________________________  __________________________
Signature of Site Supervisor/Evaluator                            Date
PEMES 3197 – Internship in Physical Education  
Student Internship Evaluation Form

Student’s Name: ____________________________________________
Evaluator’s Name: ____________________________________________
Organization where internship was conducted: __________________________

Please return to __________________________ by _______________

UNI Faculty Internship Supervisor __________________________ Date ______

**To be completed by the Internship on-site Supervisor.**

Rate the student on the following items: 
Use a scale from 1 (low - never) to 5 (high - always).
If any of the questions are not applicable, use NA for the rating.

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<td>1. Appeared well groomed and appropriately dressed for work.</td>
<td>2. Was able to handle petty annoyances.</td>
<td>3. Was sincerely interested in clientele with whom (s)he came in contact.</td>
<td>4. Displayed confidence when presenting instructions or materials.</td>
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<td>6. Was courteous to students, to co-workers, and to superiors.</td>
<td>7. Had a good speaking voice, and could be heard and understood easily by everyone.</td>
<td>8. Shared ideas and methods with co-workers and superiors.</td>
<td>9. Accomplished tasks and responsibilities assigned to her/him.</td>
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<td>11. Was dependable.</td>
<td>12. Displayed an open mind to new methods and techniques.</td>
<td>13. Followed directions without repeated instruction.</td>
<td>14. Supported the accepted policies of the organization without resistance.</td>
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<td>16. Demonstrated her/his ability to write reports or follow instruction sheets.</td>
<td>17. Practiced grammatically correct English.</td>
<td>18. Possessed sufficient mastery of the basic skills connected with the teaching phase of her/his work.</td>
<td>19. Made an effort to add to his/her knowledge through reading materials and attending extra meetings.</td>
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<td>A = Excellent          B = Above Average Competency          C = Average Competency          D = Below Average Competency          F = Failure</td>
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General Comments Regarding the Student’s Overall Performance During the Internship:

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Signature of Site Supervisor/Evaluator

________________________________________

Date

________________________________________
INTERNERSHIP IN PHYSICAL EDUCATION

PEMES 3197

APPENDIX C (Forms Used at the End of Internship)

Internship Checklist

Internship Outcome
PEMES 3197 - Internship Checklist

____ Complete all placement material requirements.

____ Prepare a manila file folder for your UNI Faculty Internship Supervisor (example in WRC 105). **Label this folder with:** Your Name, Student ID Number, Semester and Year, UNI Faculty Internship Supervisor name, and name of Internship site and location.

____ **Place these documents in the file folder in the following order:**
   - Placement Materials Checklist
   - Official Degree Audit email from Registrar’s Office
   - Academic Requirements from your student portal in SIS
   - Current Resume (using Career Services)
   - Internship Eligibility Form
   - Placement Information Form
   - Proof of Liability Insurance
   - Copy of CPR and First Aid Certifications and any other memberships or certifications (*CPR and First Aid Certification must be valid for the duration of your Internship; you will need to be recertified if they expire before the end of your internship*)

**Note:** The file folder must be finalized with your UNI Faculty Internship Supervisor prior to starting the Internship. **Keep a copy of everything for yourself and your Site Supervisor in the front of your Internship Binder/Notebook.** Your Internship site may have specific requirements and paperwork above and beyond the UNI requirements. These must also be finalized with the UNI Faculty Internship Supervisor prior to starting the Internship.

____ Purchase a Binder/Notebook with Dividers. Label a title page with your name, student ID number, semester and year, UNI Faculty Internship Supervisor name, and name of Internship site and location. Place copies of the documents listed above in the binder. Also, obtain your UNI Faculty Internship Supervisor’s contact information: Address, phone, fax, email, etc. and keep this in your Notebook.

**ABSOLUTELY NO SHEET PROTECTORS IN YOUR NOTEBOOK/ BINDER!!!**

____ Turn in your completed file folder and your placement materials on the specified date TBD for each semester.

____ Organize your Binder/Notebook Dividers in the order of the **Notebook Evaluation Form.**

____ **On-site Orientation** must be completed during the first few days of your Internship. Orientations are usually thorough and somewhat time consuming. Keep specific information and any handouts, site policies or procedures with your orientation assignment. Send a regular copy of the orientation assignment to your UNI Faculty Internship Supervisor during the first week. Keep the signed/dated original in your Notebook. **The assignment should be 2-3 pages.**

____ Keep a **Daily TYPED Internship Journal.**

____ Keep your **Time Sheet current and signed weekly.**

____ **E-mail your UNI Faculty Internship Supervisor weekly with your TYPED daily journal entries.** You may also send any questions you have by email.
Internship Checklist continued

_____ Meet early in the Internship with your Site Supervisor to determine your Presentation and Special Project. They may be linked together or separate depending on the Site Supervisor’s requirements, interest or need.

_____ Presentation Rubric Form is completed by your Site Supervisor and placed in the front of the Internship Binder/Notebook.

_____ Student Internship Evaluation Form is completed by your Site Supervisor and placed in the front of the Internship Binder/Notebook.

_____ Internship Outcome Form is completed by you and placed in the front of the Internship Binder/Notebook.

_____ Notebook Evaluation Form is placed in the front of the Internship Notebook for the UNI Faculty Internship Supervisor.

_____ Completed Notebook – dropped off in WRC 105 ON OR BEFORE THE LAST WEEK OF SCHEDULED CLASSES in order to receive your grade on time.

**SUMMER DROP OFF OF INTERNSHIP BINDER IS IN WRC 203 ON OR BEFORE THE LAST WEEK OF SCHEDULED SUMMER CLASSES IN ORDER TO RECEIVE YOUR GRADE ON TIME.**

Your Notebook will be returned to you after your UNI Faculty Internship Supervisor has read and graded it. You will be notified by email when your notebook is ready to be picked up.
PEMES 3197 – Internship in Physical Education
Internship Outcome

Name: ________________________________________________________________

Student #: ____________________________________________________________

Semester: _____________________________________________________________

Internship Site: _______________________________________________________

Student’s Forwarding Email: _____________________________________________

Upon completion of my internship I will:
(Check one)

___ Seek employment in my major course of study, Movement and Exercise Science.

___ Seek employment in another area.

___ Have already obtained employment.

___ Will continue in the education process:
   ____ Another area of study
   ____ Graduate school
   ____ Other

Explanation of future plans:

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