

# Bacone College

Division of Professional Studies  
Exercise Science

## Internship in Exercise Science ESE 4996



**INTERNSHIP HANDBOOK**  
**2020-2021**

**Bacone College**  
**Division of Professional Studies**  
**Exercise Science**

**INTERN & SITE SUPERVISOR INFORMATION**

**Instructor Contact Information**

Faculty Advisor: Jyoti Abraham, Ph.D.

Location: CC Harmon 134

E-mail: [abrahamj@bacone.edu](mailto:abrahamj@bacone.edu)

Cell phone #: 918-688-2444

**Coordination with Faculty Advisor.**

It is the responsibility of the intern to coordinate with your Faculty Advisor regarding any concerns that may arise during your internship.

**Internships for academic credit require faculty supervision**

Faculty supervisors guide candidates in developing criteria for the internship course, supervise and interact with candidates during the internship, and if applicable, assign grades (based on their evaluation of academic work and a host agency performance evaluation).

Internships for credit must have a Faculty Supervisor who may suggest content for the reading component of internships, but candidates are responsible for compiling and obtaining the reading materials.

Faculty are not required to host internships, thus you must seek out a faculty person in your field to request that they supervise an internship for you. Academic course offerings must be approved through Academic Affairs and must have a course catalogue number.

**NOTE:** Faculty Supervision is required for Internships for Academic Credit. Please contact your faculty member for further information on internships for academic credit.

**Coordination with Supervisor**

**Sponsoring Agency Supervision**

The internship sponsor organization has responsibility for choosing candidates for internship offered from the Bacone College Exercise Science program. Bacone College does not in any way assume the role of employer. Bacone College may assist the “host sponsor” who will assign a “host supervisor” to direct and supervise the work performed by the candidate. The host supervisor provides training, daily supervision, a written performance evaluation at the end of the internship term. Again, the host agency may have suggestions for your reading component, but they are not required to assign for credit reading or work. Assignments for credit are the responsibility of Exercise Science faculty advisor.

**Evaluation Procedure**

Both the *Faculty Advisor* and the *Internship Sponsor Site Supervisor* are required to evaluate the candidate’s performance during the internship. The candidate is expected to give the internship your full attention performing at your very best. In some cases, internships lead to employment.

Consider this experience as an ongoing interview process. Your site sponsor

supervisor may be asked by your Faculty Advisor to provide you a letter of reference attesting to your abilities as a potential employee.

### **Message to the Intern**

**Candidate Eligibility** –To apply for academic credit for an internship, candidates must have been approved to begin an internship and have a completed signed application.

**Congratulations** on your progress in the Exercise Science (ESE) major! The internship is one of the final experiences in your degree program and your readiness for it represents an accomplishment on your part.

The internship is intended to provide you with a practical, on-the-job learning experience which gives you the opportunity to integrate theory with the "real world" of Exercise Science. The internship experience can be a successful stepping stone in helping students transition from the academic world to the professional field.

This handbook is intended to outline the steps you will follow to procure an internship site and the requirements you will meet to complete the internship experience successfully. Although the Coordinator of the ESE program will assist you throughout the entire experience, from site selection to internship completion, it is

fundamentally **your responsibility** to see that all requirements are met.

### **Evaluation Criteria**

Bacone College Faculty consider the following area they review applications for academic credit.

1. The weight and clarity of the academic purpose.
2. The appropriateness of the structured internship activities and responsibilities.
3. The rigor of the evaluation standards agreed to by all parties.
4. The merit of the academic assignments, i.e., research, final papers, poster, etc.

### **Pre-requisites for Internship**

Before beginning an Internship, the candidate must:

1. Have at least a 2.25 GPA minimum.
2. Be an ESE major that has completed all necessary course work.
3. Obtain approval for course enrollment from the Coordinator of the ESE program.
4. Obtain, read, and sign the course syllabus.
5. Complete the application for internship.

**ESE 4996 Internship Standards (for academic credit)**

Candidates are expected to put in 40 clock hours for every 1 hour of academic credit they request. Most credit internships are for 3 hours. Internships for more than 3 hours must contain academic projects. All internships are to include a reading component.

**Ethical Conduct**

In the role as an intern candidate you are a candidate representative of Bacone College. All candidates will be held to the same ethical code of conduct as the administrators, faculty and staff of Bacone College. You must adhere to the highest principles of ethical behavior.

6 Credit Hours:	20 hours per week	Minimum 240 Total Hours
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# **Bacone College**

## **APPLICATION TO INTERNSHIP EXERCISE SCIENCE**

(Please return to **Advisor**)

DATE \_\_\_\_\_ SEMESTER OF INTERNSHIP \_\_\_\_\_

### ***STUDENT INFORMATION***

Student Name: \_\_\_\_\_ ID #: \_\_\_\_\_

Phone (Campus) \_\_\_\_\_ (Cell) \_\_\_\_\_ (Intern Site) \_\_\_\_\_

Student's E-mail: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

### ***READINESS FOR THE INTERNSHIP***

Projected Graduation: Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_

Grade Point Avg.: \_\_\_\_\_ Have you completed all courses? Yes \_\_\_ No \_\_\_

If no, which courses remain? \_\_\_\_\_

### ***INTERNSHIP SITE INFORMATION***

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

\_\_\_\_\_

Agency Phone Number(s): \_\_\_\_\_

Agency e-mail: \_\_\_\_\_

Agency/Fieldwork Supervisor: \_\_\_\_\_

(Name & Title)

Internship description (what you will be doing, types of programs, responsibilities, duties, etc.) \_\_\_\_\_

\_\_\_\_\_

\*\*\*\*\* FOR ESE FACULTY USE ONLY \*\*\*\*\*

Internship Approved? Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of ESE Program Director: \_\_\_\_\_ Date: \_\_\_\_\_



**Bacone College**  
**Division of Professional Studies**

**CANDIDATE REQUIREMENTS  
 DURING INTERNSHIP**

Internship candidate will:

1. Complete monthly Report Forms for each week/month of their internship.
2. Complete a minimum of 240 hours (Approximately 16 hours a week spread over a semester) documented on the time sheet.
3. Develop a Philosophy Paper as outlined below.
4. Complete a resume' and cover letter as per the example below.
5. Obtain Internship evaluations (final) from internship supervisor.
6. Create a presentation poster to express what you have learned during the internship.

**EXPLANATION OF  
 REQUIREMENTS**

1. Weekly Reporting

Please send a Weekly Report via an email message every Friday to Dr. Abraham's attention answering the following questions each time.

1. What did you accomplish this week?
2. What are you working on now?
3. What do you have planned for next week?
4. What problems have you encountered this week that must be addressed?

2. Monthly Reports

The monthly journals/reports are to be completed for each month of your internship. They are generally around two to four pages in length and can be based on Weekly Reports. Although these are due at the end of your internship, you are required to have these reviewed/approved by your advisor minimum twice a month. The aim of this assignment is to help you evaluate your experiences and your performance in professional situations. Use the following format for your monthly report:

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

Month: \_\_\_\_\_

Year: \_\_\_\_\_

Internship Location: \_\_\_\_\_

1. Please describe any new or significant experiences from the past month.
2. How did you handle these situations? Were you happy with your performance in these situations? Were there any skill and knowledge areas in which you felt deficient?
3. Comments concerning your feelings and experiences:
4. Plans for improving performances:
5. Situations that you observed during the month that were interesting and/or beneficial to your pre-professional development.

### 3. Personal Philosophy Statement/Paper

Each intern is to reflect on your own thinking and/or opinion of their respective discipline. Create an introspective essay that addresses the following questions:

- Why is Exercise Science important to you?
- What is the value of it in society?
- Have your concepts/thoughts changed regarding your discipline since you started in the curriculum? How?
- What do you think will happen in the future with exercise, nutrition and wellness? Why?
- What are your personal core values and how will you exhibit those in an exercise science setting?

### 4. Resume and Cover Letter

Each intern needs to create a resume and cover letter that follows the format/sample below. Any deviations need to be approved by the Internship Coordinator. Each cover letter will serve as a template used for any future job application.

See Resume and Cover Letter examples on following pages.

### 5. Final Internship Evaluation

The on-site supervisor will complete the evaluation form on your performance. The evaluation will be mailed or delivered to the address on the form. This information is kept confidential.



## Sample Cover Letter ABC

7124 S. Desoto Street  
Any Town, Any State 36254  
Telephone: (815) 879-2680

Date

Mr. Smith – Dir. Of Human Resources  
Raymond Kate Associates  
524 Fair Lane Street  
Any City, State 78194

Dear Mr. Smith:

I am responding to your advertisement in The City Tribune (dated 1/20/00), regarding the Pharmaceutical Representative position. Please find enclosed my resume showing my education, experience, and background.

I have over 7 years of experience in the sales and marketing field, and 3 years of experience as an LPN staff nurse.

Throughout my sales and marketing career I won top sales awards, and trained other sales representative's specific sales techniques to increase their sales. I enjoy working with the public, as well, demonstrating products, and educating others in their uses. I believe I would excel in pharmaceutical sales because I truly find sales a challenging and rewarding career; as well, my nursing background offers an advantage in better understanding the products I would sell.

May I arrange an interview to further discuss my qualifications? I am available for an interview at a mutually convenient time.

Thank you for your time and consideration.

Sincerely,

Sally B. Doe

## Sample Resume

Tracy Q. Graduate

### CAMPUS:

456 College Hall  
Normal, IL 67890  
111-222-3333  
[tracy.graduate@ilstu.edu](mailto:tracy.graduate@ilstu.edu)

### PERMANENT:

123 Main Street  
Anytown, CA 12345  
777-888-9999  
[tracygraduate@hotmail.com](mailto:tracygraduate@hotmail.com)

**OBJECTIVE:** Teaching position in elementary education in the Baltimore area.

**SUMMARY:**

- Teacher certification for Elementary Education.
- Magna Cum Laude graduate with BA in Elementary Education.
- Completed Candidate Teaching with Baltimore Public School System.

### EDUCATION: Bachelor of Arts in Elementary Education, May 2006

Illinois State University, Normal, Illinois  
Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale

Courses taken included:

Candidate Teaching Practicum  
Psychology of Early Childhood  
Early Childhood Education Parent and Community Relations  
Elementary Computer Literacy Discipline and Classroom Management  
The Multicultural Classroom  
Multiethnic Teaching Techniques

### EXPERIENCE: Candidate Teaching, August 2005 to December 2005

#### Baltimore Public School System, Baltimore, Maryland

- Served as Teacher Assistant for Grades 2 and 3 at Rockport Elementary School.
- Co-taught the Language Arts classes for Grade 2.
- Awarded "Candidate Teacher of the Year Award" for 2005.

#### Tutor, August 2004 to August 2005


#### Center for Teacher Education, Normal, Illinois

- Worked in partnership with area elementary schools to provide tutoring to special needs candidates on an as-needed basis.
- Provided written feedback to teachers and parents on progress of candidates.

**ACTIVITIES:**

- Candidate Exchange Program, Edinburgh University, Scotland, 2003-2004

- Dorm Resident Assistant, 2004-2006


**BACONE COLLEGE**  
 Division of Professional Studies  
**PRELIMINARY EXERCISE SCIENCE INTERNSHIP  
 AGREEMENT**  
 (PLEASE COMPLETE AND RETURN TO THE ADVISOR)

I understand that I must submit the following to my faculty advisor:

Requirements:

- 1) Learning Contract: Due with all application materials by the deadline stated in the Bacone College Internship Guidelines.
- 2) Outline of Poster presentation: You must have your topic and format approved by your faculty advisor.
- 3) Mid-Term Progress Report: Required by your faculty advisor.
- 4) Poster Details: This is detailed by your faculty advisor with appropriate due dates.
- 5) Reflection Paper: As required by your faculty advisor.

Internship Site Requirements:

- 6) Weekly Time Sheet: You must keep an accurate record of all hours you work at your internship site and the hours must be verified by your site supervisor. One copy must be turned into to your faculty advisor each week.
- 7) Employer Evaluation: The Exercise Science Department will be sending an evaluation form to the site supervisor for your evaluation.
- 8) Internship Site Review: Complete a site review survey.

Additional Requirements:

I understand that I am making a commitment to fulfill the above requirements. I understand that I will need to fulfill these requirements to receive a passing grade in the course.

Candidate Intern: \_\_\_\_\_

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

Faculty Advisor: \_\_\_\_\_

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



**BACONE COLLEGE**  
**Division of Professional Studies**  
**FINAL INTERNSHIP EVALUATION**  
**COVER PAGE**

Student's Name: \_\_\_\_\_

Directions:

Just prior to the completion of the internship experience, please check the rating which best describes the level of attainment by the student and complete the statements following the rating scale.

Please revise the completed evaluation with the student prior to submitting the evaluation to the university supervisor.

In your evaluation, please rate the student as you would rate a new employee. Internship is the first step towards a professional role. How would you rate this individual as a professional?

**Rating Scale**

- 1= outstanding
- 2= above average
- 3= average
- 4= needs improvement
- 5= unacceptable
- 6= not acceptable (please explain)

When evaluation is complete, please forward to:

Jyoti Abraham, Ph.D.  
Coordinator of Exercise Science Program  
Bacone College  
2299 Old Bacone Rd  
Muskogee, OK 74403  
abrahamj@bacone.edu

## FINAL INTERNSHIP EVALUATION

Student's Name: \_\_\_\_\_

<b>1. Cooperation:</b>	1	2	3	4	5	6
a. Function well with and adjusting people						
b. Willingly accepts suggestions and criticism						
c. Respecting opinions of others						
<b>2. Responsibility</b>	1	2	3	4	5	6
a. Following task through to completion						
b. Following directions and instructions						
c. Is punctual						
d. Is dependable						
e. Attendance is appropriate						
f. Demonstrating awareness of the responsibility of the position						
<b>3. Enthusiasm:</b>	1	2	3	4	5	6
a. Eagerly pursues tasks						
b. Demonstrating interest in people						
c. Initiating tasks without prodding						
d. Demonstrating a desire to assist						
e. Demonstrating a desire to learn						
<b>4. Emotional Stability/Maturity:</b>	1	2	3	4	5	6
a. Demonstrating confidence						
b. Is well-poised						
c. Exhibiting self control						
d. Indicating sensitivity for the needs of the participants						
e. Demonstrating capability of confronting new situations calmly						
<b>5. Leadership:</b>	1	2	3	4	5	6
a. Demonstrating ability to plan						
b. Demonstrating ability to organize groups						
c. Attempting to resolve problems independently						
d. Demonstrating ability to generate interest in activity						
e. Conveying ideas clearly						
f. Introducing new ideas and approaches						
g. Indicating understanding the human growth and development						
h. Indicating understanding of people (staff, participants)						
i. Demonstrating imagination and creativity						
j. Demonstrating knowledge of recreational skills and techniques						
k. Exercising good judgment						
<b>6. Physical Qualities:</b>	1	2	3	4	5	6
a. Demonstrating enthusiasm and energy						
b. Dressing appropriately for setting and activity						
<b>7. Social Qualities:</b>	1	2	3	4	5	6
a. Establishing good rapport with group						
b. Establishing good rapport with agency staff						
c. Demonstrating ease in meeting people						
d. Demonstrating good character and integrity						
e. Demonstrating cooperative attitude						

**Final Evaluation (Continued)**

The student is most effective in:

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The student requires assistance in:

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Additional comments and/or recommendations:

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Signature of Evaluator:

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Date of Evaluation:

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Print Name of the Evaluator:

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Title/Position:

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Address:

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City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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Phone: \_\_\_\_\_

Final Comments:

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## STUDENT INTERNSHIP CONTRACT

I, \_\_\_\_\_, a student in the department of \_\_\_\_\_, will be assigned as an intern with \_\_\_\_\_ at \_\_\_\_\_,

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

The internship will last from \_\_\_\_\_ to \_\_\_\_\_.

The student will receive \_\_\_\_\_ academic credits of \_\_\_\_\_ upon fulfillment of the requirements set forth in this contract.

- The minimum number of hours for \_\_\_\_\_ credit is \_\_\_\_\_.
- Specification of duties and the learning contract are to provide clear guidelines for a substantive internship experience.
- Midterm progress reports as required by the faculty advisor.
- Work products to be completed:
  - A completed contract is signed by the student, supervisor and faculty advisor
  - Any written requirements such as a 2-3 page reflection summing up the internship experience based on the learning objectives.
  - Any academic requirements such as readings, projects or culminating experience.
  - An evaluation by the internship supervisor of your work/performance.

Intern

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

Faculty

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



## BACONE COLLEGE

### DRUG-FREE WORKPLACE STATEMENT NOTIFICATION

The Federal Drug-Free Workplace Act of 1988 (Section 5151) requires that each intern receive a copy of the College's statement that certifies that Bacone College is a drug-free workplace. The signed statement insures the College's compliance with the federal law. The College is committed to providing a drug-free workplace and learning environment for its employees and its students. Accordingly, it is a violation of Bacone College's Policy for an intern to unlawfully manufacture, distribute, dispense or use a controlled substance(s) while in the workplace or on College business. It is the College's policy that a violation of the above shall result in appropriate action that may include disciplinary action up to and including suspension or dismissal.

Additionally, the College has a drug and alcohol-free awareness program which includes educational programs and general information on the following:

1. The dangers of drug and alcohol use and abuse in the workplace;
2. The details of the Bacone College's Drug and Alcohol Abuse policy;
3. The availability of drug/alcohol counseling, referral services.

In accordance with federal law and College policy, I further understand the following:  
That I shall notify the immediate supervisor within five (5) days of my conviction of any criminal drug statute violation which occurred in the workplace or while on College business; I have carefully read these statements and fully understand the information and requirements contained herein. I further understand that failure to abide by the Bacone College's Drug Abuse Policy may result in my being required to participate satisfactorily in a chemical abuse/rehabilitation program (on or off campus) and/or in disciplinary action up to and including suspension or dismissal.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_





# Bacone College

## Exercise Science Internship

### PERSONAL CHECKLIST

This checklist is for your personal use. This form is designed to help you keep track of each assignment. **Failure to complete all aspects of the internship, including necessary paperwork, will result in a failing grade.**

	Date Completed
Application for internship	
Signed Syllabus acknowledging internship requirements	
Weekly/Monthly reports & Time Sheets	
Personal Philosophy	
Poster Outline	
Resume and Cover Letter	
Final Internship Evaluation by site supervisor	



**BACONE COLLEGE**  
**STUDENT EVALUATION OF INTERNSHIP**

Student Name \_\_\_\_\_

Company/Site Name \_\_\_\_\_

Supervisor Name and Title \_\_\_\_\_

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

Please rate the following:	Unsatisfactory	Satisfactory	Above Average	Excellent
Provided organizational/ Technical orientation	1	2	3	4
Clear project Guidelines	1	2	3	4
Opportunity for Career exploration	1	2	3	4
Physical Environment/workspace	1	2	3	4
Overall Experience	1	2	3	4

Would you recommend this internship to other students? Yes No

Additional Comments:

\_\_\_\_\_

\_\_\_\_\_

Student/Intern Signature \_\_\_\_\_ Date \_\_\_\_\_