



College of Education and Health Professions  
Department of Health, Human Performance and Recreation  
Human Performance Laboratory  
HPER Building Office 321 • 1 University of Arkansas • Fayetteville, AR 72701 • 479-575-6762 • Fax: 479-575-2853

## Exercise Science Internship Program

### Guidelines for establishing an internship site

Students who are Exercise Science Majors may enroll in “Internship in Exercise Science” (EXSC 4903) as part of their degree requirements. Students must be enrolled in EXSC 4903 during the semester in which the internship is completed.

Students will complete all 135 hours of field experience at one internship site.

There are over 25 different internship sites in which students can be placed. Surveys filled out by the students will help match them to the most suitable internship site possible. However, we cannot guarantee that students will be placed in a particular site.

If students wish to complete their internship at a site that is NOT pre-approved they must abide by the following guidelines:

- The internship site must fulfill a unique niche that is not already provided by other available internship sites. Please visit here for a current list of internship sites:  
[https://exercisescience.uark.edu/current\\_students.php](https://exercisescience.uark.edu/current_students.php)
  - The cooperating agency must read and agree to the guidelines below (Appendix A)
  - The internship site must be a reasonable distance from the University such that supervision can occur (i.e., Northwest Arkansas).
  - Re-approval of an internship site may occur if the 1) guidelines for the internship class change, 2) major changes in leadership at the internship site, and/or 3) responsibilities of the interns change. The Internship Supervisor reserves the right to require re-approval of any site.
  - Any current or prior relationship/collaboration between the internship site or its personnel and the student must be full disclosed prior to approval (i.e., I had physical therapy at this site).
  - The form at the end of this document must be returned at least **4 weeks prior** to the proposed starting semester (alsulliv@uark.edu). Students should not sign up for Internship prior to getting approval for the site (unless they are prepared to be assigned to an existing site).
  - Final approval is provided by the Internship Supervisor.
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## Appendix A –

### I. General Purpose of Field Experience

The general purpose of the field experience is to provide the student with the opportunity to continue the process of personal and professional growth that has been a part of his/her total educational experience. As stated in the course catalog, Internship “*Provides opportunities for students in Exercise Science to gain experience in clinics, hospitals, fitness centers, athletic training facilities or related settings.*” This is NOT a shadowing experience. Opportunities for this growth will be demonstrated through practical experience in a supervised structured environment of a professional organization, agency or school setting.

### II. Responsibilities of the University Experience Instructor

1. Represent the University in all arrangements with cooperating agencies in the conduct of field experiences.
2. Make arrangements for and give final approval for all field experiences.
3. Help students prepare for their field experience.
4. Maintain contact with the cooperating agency concerning the progress of the student.
5. Evaluate the student in cooperation with the agency supervisor.
6. Assign a final grade to the student for the field experience.

### III. Responsibilities of the Cooperating Agency

1. Provide the opportunity for the student to function within the agency as a staff member assuming a professional role for the full 135 hours the students are assigned to the internship site.
2. Plan, conduct and evaluate activities consistent with the agency’s goals and objectives under the guidance of the organizational supervisor.
3. Provide the opportunity for the student to develop an understanding of the administrative structure of the agency.
4. Establish a system for guidance and evaluation of the student on the job including regularly scheduled meetings to assess student progress and to complete a final evaluation form provided by the University.
5. Students may request permission to receive payment (such as stipends, room/board/travel etc.) for *formal* paid internships — e.g. those offered through Apple, Nike, Mayo Clinic etc. — which would require payment for acceptance into the internship program.
6. Interns will *not* be allowed to simply count their job as internship. If the student wants to do their internship at their current place of employment, it will require the intern and supervisor to clearly delineate their academic expectations of internship from their regular job responsibilities. This does not mean that none of their job tasks can be counted, but there must be objectives that are different from the regular job duties. The intern will *not* be paid for the hours counted towards internship.

### IV Responsibilities of the Student

1. Will serve as a staff member of the agency under supervision, and will be expected to observe all the rules of professional employee conduct established by the agency. This includes rules and regulations as regards hours of work, agency procedures, dress, channels of communication, verbal and written reports, protocol governing relationships

with other agencies and the community, and all other responsibilities ordinarily associated with a staff member.

2. As a part of the planning process, the student should take all steps necessary to gain a clear definition of the duties and responsibilities while on the assignment, to know the appropriate procedures in carrying out assigned task(s), to confer with the supervisor when required, when the need for further clarification or redefinition of the student's role, or when problems arise that demand immediate resolution. Don't save up problems for the regularly scheduled meeting with the supervisor if such action would cause postponement or delay in working on the assignment. On the other hand, the student should be able to differentiate between problems that required discussion with the supervisor and those that are routine or of minimal importance and would unnecessarily occupy the supervisor's time.
3. It is particularly important that the student be helped to understand the educational tasks to be performed and the relationship to the overall plan of operations. Each student will be responsible for developing with the supervisor a work program for the term. This should be developed during the first week of the term. The field experience agreement form should be turned in to the University field experience instructor by the end of the first week of the term.
4. All students are required to come to the first and last day of the regularly scheduled class time. At the first meeting you will be assigned to a specific agency, and at the last meeting you will be instructed as to the reporting requirements and responsibilities to complete the class.
5. All paperwork and hours need to be completed by 12:00pm on Dead Day for the semester you are enrolled in the class.
6. Multiple assignments will be given out each semester; however, if you are assigned to the Fitness for Fun program you will need to abide by the following procedures:
  - All client information is confidential. Do not share any client information with anyone (e.g. test scores, workout program, name of client, personal conversations, etc.).
  - You will need to participate in client post testing (e.g. stress testing, body fat analysis, etc.).
  - If your client does not show up for your session you can count the hour towards your total of 150; however, if you client calls and gives you notice 24 hours then you cannot count the hour.
7. Please be advised that some agencies perform random drug testing. It is the understanding of the Department that all students will pass a drug test.
8. All students understand that they are representing the University of Arkansas and the Exercise Science Program and that they will dress and act professionally regardless of the agency they are assigned.
9. It is the responsibility of the student to periodically check in or inform the Internship instructor if any problems with the agency and/or internship exist.



**SUPERVISING AGENCY NAME AND ADDRESS:**

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**To be filled out by Administrator of the Supervising Agency\*:**

Name \_\_\_\_\_ e-mail \_\_\_\_\_ phone \_\_\_\_\_

MY SIGNATURE BELOW ACKNOWLEDGES MY ACCEPTANCE OF THE TERMS LISTED ABOVE

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

\*This is the individual providing ultimate oversight at the agency. For example the Athletic Director of a school in which the student will work.

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**To be filled out by the direct supervisor of the intern†:**

Name \_\_\_\_\_ e-mail \_\_\_\_\_ phone \_\_\_\_\_

MY SIGNATURE BELOW ACKNOWLEDGES MY ACCEPTANCE OF THE TERMS LISTED ABOVE

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

†This is the individual providing direct supervision of the intern. For example the coach of a school in which the student will work.

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**To be filled out by the student coordinating this new internship and requesting to be placed there:**

Unique aspect of internship site requested (i.e., how is this site different then what other sites are already available?):

Will you get paid for this experience? – Yes      No      . If yes, explain –

I do      or do not      have disclosures of potential conflict of interest. Explain if “do” is checked:

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

e-mail \_\_\_\_\_ phone \_\_\_\_\_

Semester and Year of proposed internship \_\_\_\_\_

U of A Internship Director:      APPROVE      or DISAPPROVE

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