

1. It is your responsibility to locate a facility/internship site that would be appropriate for your career goals. To locate all of the internship information and paperwork, please go to the WCU Kinesiology web page. When you get to that page, scroll down a little and you should see a gray box on the right hand side. Click on "Internship Opportunities". A list of potential sites can be found under the "Potential Internship Sites" link. Some potential sites are posted on bulletin boards near the Human Performance Laboratory. You can also do your own research and find a suitable internship site either here in the greater West Chester area, near your home or elsewhere in the US. If you plan on doing your internship away from West Chester, **START EARLY**, as there may be several layers of approval to get.
2. Make sure that the facility/site is **approved** by the Department of Kinesiology. It is your responsibility to contact the Assistant Chair of the Exercise Science Division to ask if the site is approved. The Division of Exercise Science wants this to be a meaningful experience that enables you to employ what you have learned and prepares you for your future career.
3. Download the **internship application**. To locate the application, please go to the WCU Kinesiology web page. When you get to that page, scroll down a little and you should see a gray box on the right hand side. Click on the "Internship Opportunities" link. **Then you must click on the link that says "Internship Application"**. Please print the application and COMPLETELY fill it out with the CORRECT signatures from your internship site. Please make sure you have all of the **correct documents attached** before you submit it for approval.
4. Submit the completed and signed internship application to the Assistant Chair for Exercise Science. He/she will have to approve the application and sign off on it. The application must be submitted by November 1st for a Spring internship and April 1st for a Summer or Fall internship.
5. The assistant chair will submit the approved application to the department secretary. The secretary will then register you, the intern, for EXS 490 (3 credits) or EXS 491 (6 credits). The student **does not** physically register themselves for EXS 490 or EXS 491.
6. Once the student has been registered for the internship, the department chair will assign a WCU internship advisor. **This action will not take place until after the end of the semester leading up to your internship experience.** Therefore, there are some limitations as to how soon you can start your internship.
 - A. For spring – interns can start no earlier than January 2nd.
 - B. For summer – interns can start no earlier than May 12th.
 - C. For fall – interns can start no earlier than August 12th.
 - D. In extenuating circumstances it may be possible to start an internship earlier than the above prescribed dates. The reason would have to be unique. Typically, this is because the internship site requires an extended experience.
7. For EXS 490 (3-credit internship experience), the intern must log no less than **125 hours** at the internship site. For EXS 491 (6-credit internship experience), the intern must log no less than 250 hours at the internship site. If the total number of hours exceeds the minimum number indicated here, then within the application form the total number of hours must be indicated and signed off on by both the intern and the internship site supervisor.
8. The intern will need to initiate communications with their assigned WCU internship advisor THE WEEK BEFORE the student starts their internship experience. Not contacting the advisor will impact the grade earned for the internship.