

## Steps to take in order to secure an internship

1. Locate a facility/internship site that would be appropriate for your career goals. Possible sites are listed under “internship information” on the gray tabs on the Department website. There is a file of approved sites in a file cabinet inside the Human Performance Laboratory. Others are posted on bulletin boards near the Human Performance Laboratory. You can also do your own research and find suitable internship sites 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 possible that a site will not be approved so check, if it is on our list it has been approved. Normally, sites that have had other WCU interns in the past are fine. 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 all packets of information regarding the internship found on the department website. Use this link. <http://www.wcupa.edu/HealthSciences/kinesiology/> The gray tab to click on is along the left side labeled “internship information”. One of those information packets is the internship application form. Fill this out completely. Make sure to secure signatures from the supervisor at the internship site.
4. Submit the completed and signed application form 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 1<sup>st</sup> for a spring internship and April 1<sup>st</sup> 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 the EXS internship experience. The student does not register for the internship experience.
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 2<sup>nd</sup>.
  - B. For summer – interns can start no earlier than May 1<sup>st</sup>.
  - C. For fall – interns can start no earlier than August 2<sup>nd</sup>.
  - 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 a 3-credit internship experience, the intern must log no less than 125 hours at the internship site. For a 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 the assigned WCU internship advisor during the week the student starts their internship experience if not before. Not contacting the advisor will impact the grade earned for the internship.