West Chester University | Department of Kinesiology | 206 Sturzebecker Health Science Center  
West Chester, PA 19383 | 610-436-2610 | fax: 610-436-2860 | [www.wcupa.edu](http://www.wcupa.edu/)

**Important Information for Exercise Science Student Internships**

***(Who)***

Every Exercise Science student is required to complete an internship experience to satisfy the program requirement. Students working towards their pre-OT, pre-PT, fitness, cardiac, or other EXS discipline will need to complete a minimum number of hours on-site at an approved internship site.

All EXS student interns MUST obtain and submit to the Department a current copy of your CPR certification. ***Please note:*** CPR certification effective dates MUST cover the entire internship dates. If a CPR certificate is expiring before the end of an internship, student MUST renew BEFORE beginning internship and submit current documentation to Department for approval.

***(What)***

Internship experiences are a planned, supervised, and evaluated professional practice for students to apply skills and knowledge developed during the program. Exercise Science student interns can select an internship experience that meets the individual student needs, and includes the following options:

Internship formats available:

* **\***3 credits/125 hours *(\*minimum requirements to satisfy internship)*
* 4 credits/ 165 hours
* 5 credits/ 205 hours
* 6 credits/ 250 hours

Internship disciplines available:

- Cardiac Rehab

- Chiropractic

- Fitness

- Pre- Occupational Therapy

- Pre- Physical Therapy

- Strength and Conditioning

***(When)***

Internships are a capstone experience and must be completed during the last semester at WCU. Throughout the course of the program, students should discuss career goals and research interests with faculty during advising sessions. When students enroll in ***(EXS 381)*** this indicates time to begin searching for a site to complete your internship with. All internship applications MUST be submitted based on the following deadlines:

* Fall internship: Application deadline = March 1st
* Spring internship: Application deadline = October 1st
* Summer internship: Application deadline = March 1st

***(Where)***

All exercise science internship information and resources, including the online application for site approval, can be found on the Kinesiology Website, using the direct link below: <https://www.wcupa.edu/healthSciences/kinesiology/internships.aspx>

***(How)***

Students must make initial contact with site to confirm availability to host student for internship. Once students have confirmation from site/site supervisor they are able to host student, the next step in obtaining site approval is to complete an online internship application.

The link for the online internship application is on the Kinesiology website (link listed above).

After application has been submitted students will receive confirmation email, and application will require the CHS Director of Internship/Practicum Experience to confirm site agreement status. Once agreement status is confirmed with internship site, students will receive an email detailing the additional requirements that may need to be submitted before receiving final approval to begin internship hours.

**Frequently Asked Questions about EXS Student Internships:**

1. *How do I know if a site is an “approved” internship site for students to consider for placement?*
   1. There is a list of approved internship sites that WCU already has an affiliation agreement with. Students can request this list by reaching out to the Department of Kinesiology Assistant.
2. *What if a preferred internship site is not listed on the approved list of sites?*
   1. Students must submit their pre-approval site selection through the online application. Once students submit application, CHS Director of Internship and Practicum Experiences will review each application for approval of site. Students will receive notifications through their WCU email regarding the status of their site and approval of internship application.
3. *Can I start my internship hours early (example: before official semester begins)?*
   1. All internship hours should be completed during regular semester dates. If an internship site is willing to accept interns before the semester begins, all approvals including site agreement, on boarding requirements, faculty advisor approval are completed. Any internship starting before the semester MUST be approved by Kinesiology Department Assistant Chair and assigned internship faculty advisor.
4. *Are internship opportunities available outside of the West Chester area?*
   1. Yes, students can explore opportunities outside of the West Chester and surrounding area. Any site not currently affiliated with WCU will be required to go through the approval of an affiliation agreement. If a site is not willing to sign an agreement, the site will not be approved.
5. *How long would it take to get a new site approved, if a site does not already have a current affiliation agreement on file with WCU?*
   1. The affiliation agreement approval process varies and depends on the sites acceptance of WCU’s standard agreement language. If a site accepts the terms of our STANDARD AGREEMENT, the process could take anywhere between 2 weeks – a month.

If a site decides to include additional terms or requirements as part of the internship agreement, the process becomes a NON-STANDARD AGREEMENT, and could take up to 6+ months to get final legal approval.

1. *How do I register for the internship course: EXS 490?*
   1. Students will NOT register themselves for the internship course. After the site has been approved, and students have submitted all internship requirements/paperwork the Department Assistant will enroll students in the specific course/section that is required.