

# Exercise Science Student Internship

► Important information about how to apply for an internship, student requirements/submitting documents, and the approval process of student placements and EXS 490 enrollment

Dr. Craig Stevens (Chair, Department of Kinesiology)

Dr. Melissa Whidden (Assistant Department Chair/Program Coordinator)

Stephanie Kienle (CHS, Director of Internship and Practicum Experiences)

# Internship Information and Resources

- ▶ After program eligibility requirements have been met, students need to complete the online internship application before semester deadlines:

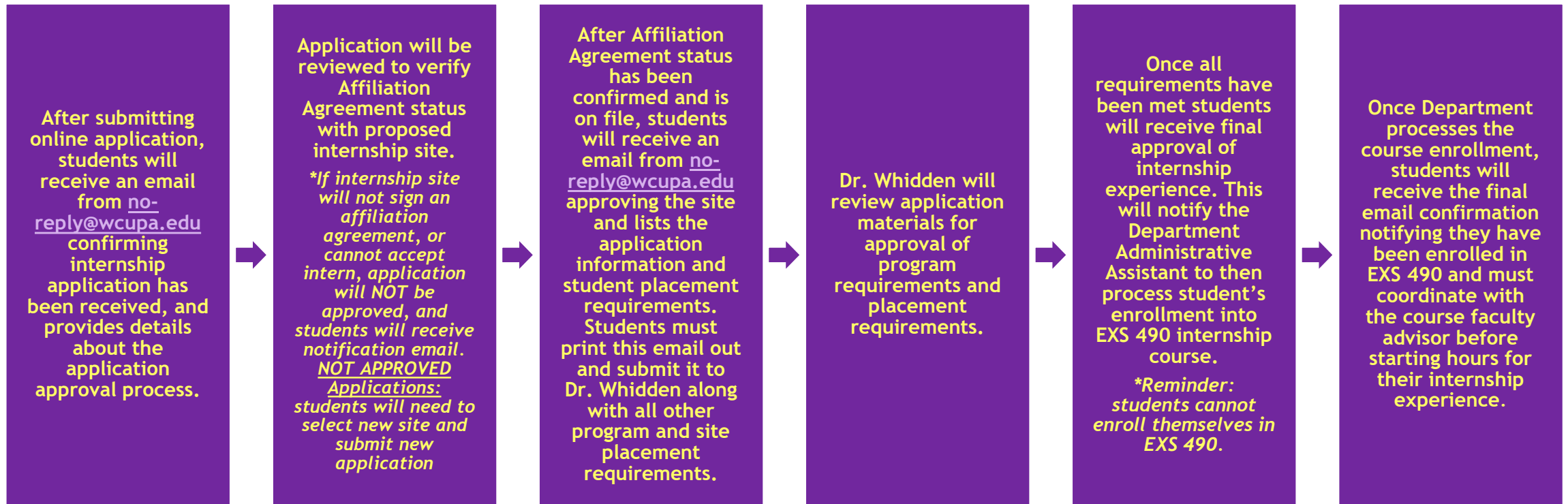
*Spring: March 1<sup>st</sup> (for a Summer or Fall internship)*

*Fall: October 1<sup>st</sup> (for a Spring internship)*

- ▶ Internship resources are provided on the Department of Kinesiology website to help students understand the internship experience, including *link to access the online application* -

<https://www.wcupa.edu/healthSciences/kinesiology/internships.aspx>

- ▶ *All internship sites are required to have an affiliation agreement on file.* If internship site does not have agreement on file with WCU, *approval of affiliation agreement can take several weeks to several months* to receive final approval. It is recommended to start site selection process early and ask about any currently approved sites.
- ▶ Current list of approved internship sites with affiliation agreement on file can be requested if needed, by asking faculty advisor, Department of Kinesiology, or CHS Director.



## Approval Process for Internship Applications and Student Placement Requirements

## Kinesiology Internship Application

Thank you for submitting your internship application. Your application will be reviewed by the Department of Kinesiology and CHS, Director of Internship and Practicum Experiences for approval. Review the information below about the approval of your internship placement:

- Your application will be processed for initial approval of the internship site:**
  - The internship site and supervisor submitted on your application will be contacted and asked to confirm your placement at the site during the semester you applied for.
  - Obtaining an Affiliation Agreement with the internship site is the next step and most important in the process of approving your internship application. *Please note: If an internship site is not already an affiliate of WCU Exercise Science program the approval of an agreement can take anywhere from 2 weeks up to 6+ months to be finalized.*
- After your internship site has been approved, you will receive an email notification listing the placement requirement items you need to submit to the Department Assistant Chair - Dr. Melissa Whidden for approval.**  
The following internship placement requirements are the minimum items every student intern will need to submit: \*
  - Professional Resume
  - Professional Liability Insurance Policy
  - Current CPR Certification (must be effective for the entire duration of the internship)
  - WCU Student Attestation Document - signed

*\*Reminder, based on the type of affiliation agreement WCU has with your internship site, students may be required to complete additional site placement requirements depending on the individual internship experience the student intern is completing. Students should discuss with the internship site & supervisor all the onboarding requirements they are responsible for, along with the deadline and format the items need to be submitted for approval before starting the internship experience.*

- Students must submit their placement requirement documents to the Kinesiology Department for final approval of the internship experience. Once documents have been submitted, Assistant Chair will then approve student to be enrolled in EXS 490. Students cannot enroll themselves into EXS 490 and this will be completed by the Department of Kinesiology.**  
If you have any questions about the application process, or need to update any information on your application please contact the CHS, Director of Internship and Practicum Experiences.

**1<sup>st</sup> email - confirmation application was submitted**

## Kinesiology Internship Application

The site selection for [REDACTED] is **Approved** and the application is pending the submission of the additional items listed below. The documents need to be sent to the Assistant Chair/Program Coordinator:

## Student Contact Information

WCU Student ID: [REDACTED]  
 Student Name: [REDACTED]  
 Email: [REDACTED]  
 Phone: 610-436-2386  
 Campus OR Home Address: Enter your campus or home address  
 City: campus or home city  
 State: Pennsylvania  
 Zip Code: 19382

## Internship Course Information

Internship Course (EXS 490): 3 credits/125 hours  
 Internship Date: Spring 2021  
 Proposed Internship Start Date: 02/01/2021  
 Discipline Area the internship will be in: Pre-Physical Therapy

## Proposed Internship Site and Supervisor Information

Name of Proposed Site for Internship: Enter name of your internship site  
 Site Supervisor Name: Name of your site supervisor  
 Site Supervisor Position/Title: Site supervisor's title/position at the site  
 Site Supervisor Email: [PT@test.com](mailto:PT@test.com)  
 Site Supervisor Phone: 610-555-5555  
 Site Address: Provide site address location  
 Site City: Enter City  
 Site State: Pennsylvania  
 Site Zip: 19382

## Agreement Information

Student Intern Signature: [REDACTED]

## Site Selection Information

Site Status: Approved  
 Agreement Type: Standard  
 Student Placement Requirement items:

CPR Certification:  
 • Item needs to be submitted to WCU

WCU Standard agreement student attestation form:  
 • Item needs to be submitted to WCU  
 Professional Liability Insurance Policy (\$1M/\$3M coverage):  
 • Item needs to be submitted to WCU

Professional Resume:  
 • Item needs to be submitted to WCU

Internship application approval is still pending. Please submit the Site Placement Requirement Items to Kinesiology Department Assistant Chair, Dr. Melissa Whidden for final approval of your internship application.

**2<sup>nd</sup> email - site approval status & lists placement requirements for student to submit. \*Students MUST print this email and submit to Dr. Whidden with all other documents for internship approval.\***

**Final email confirmation that student has been enrolled in EXS 490.**

## Kinesiology Internship Application - Approved

[REDACTED] internship application has been approved and enrollment into EXS 490 has been processed. Please review your MyWCU course schedule to find who your internship faculty advisor will be. It is YOUR responsibility to email your EXS 490 professor BEFORE you begin your internship hours, and to receive a copy of the course syllabus.

# Review: Type of Site Agreement and Placement Requirements

(The documents students need to submit to WCU depends on the type of affiliation agreement on file with the internship site.)

## Standard Agreement with Internship site:

*Items student needs to submit to Dr. Whidden/Department*

- Print out the 2<sup>nd</sup> email you receive (showing the internship application summary and lists the placement requirements)
- Copy of current CPR certification
- Professional liability insurance policy
- Resume
- Student attestation for Standard agreement site placement

## Non-Standard Agreement with Internship site:

*Items student needs to submit to Dr. Whidden*

- Print out the 2<sup>nd</sup> email you receive (showing the internship application summary and lists the placement requirements)
- Copy of current CPR certification
- Professional liability insurance policy
- Resume
- Student attestation for Non-Standard agreement site placement
- Additional site requirements as needed.  
*Students placed at a site with a non-standard agreement must confirm all on-boarding requirements with site, as they differ based on individual internship experience.*

# Legal Review: Understanding the Student Attestation Forms

## Attestation for Standard Agreements:

- Students understand and acknowledge their placement at the internship site is in accordance with the affiliation agreement between the site and WCU, and students are required to obtain criminal history and child abuse clearances. Proof of compliance of these documents will be provided directly to the internship site and WCU is not responsible to review/approve/collect this information. Students sign the attestation affirming they will complete all necessary requirements and failure to do so can result in removal from the site and may impact the ability to complete their internship experience.

## Attestation for Non-Standard Agreements:

- Students understand and acknowledge their placement at an internship site is in accordance with a non-standard affiliation agreement between the site and WCU, and under the agreement, the Site may require student to complete and provide evidence to the University and/or to the Site that I have completed, obtained, or will comply with a number of items, including, but not limited to any or all of the following, prior to the start of the internship experience: criminal background checks, drug screening, health screening, vaccine documentation, health insurance, general liability insurance, religious directives, drug/alcohol policy, confidentiality/HIPPA, and additional training as required. Students sign the attestation affirming they will complete all necessary requirements and failure to do so can result in removal from the site and may impact the ability to complete their internship experience.