

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

Updated for Spring 2021

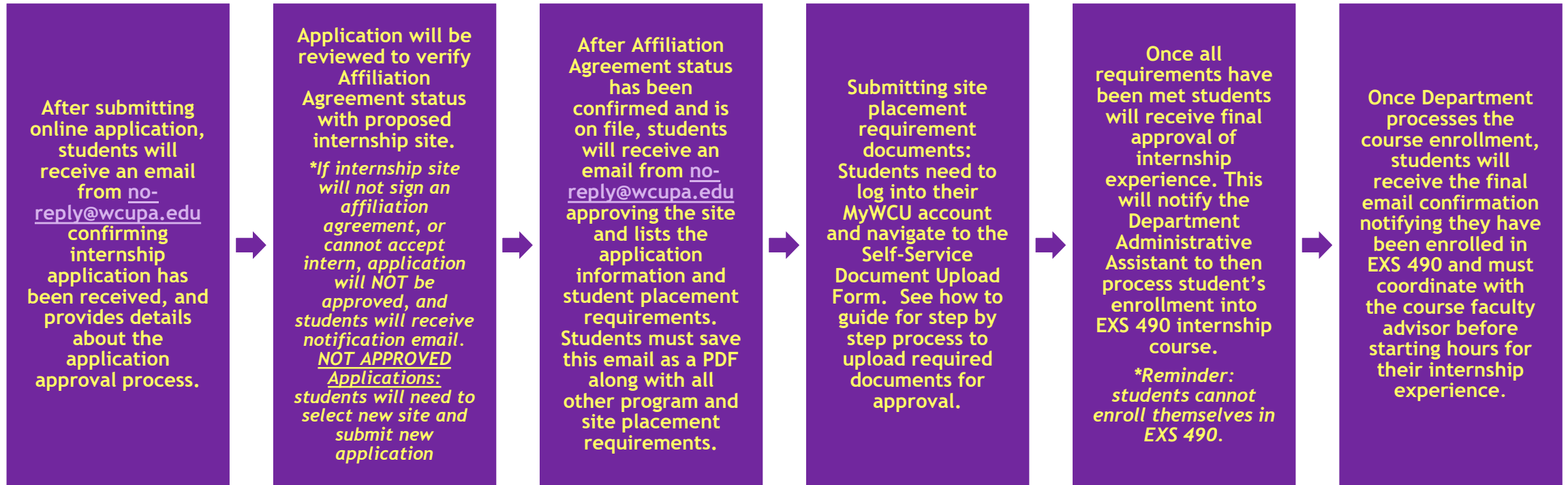
Dr. Craig Stevens (Chair, Department of Kinesiology)

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

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

Internship Information and Resources

- ▶ **How to know if you are eligible to apply for your internship?**
 - Students who have successfully completed EXS 380 and other program requirements
 - Heading into your final semester before graduating
- ▶ **After students confirm their internship eligibility, site placement applications are accepted during the following timelines:**
 - Spring: March 1st (for a Summer or Fall internship)
 - Fall: October 1st (for a Spring internship)
- ▶ Check out the Dept. of Kinesiology website for internship resources, including a current list of approved internship sites, and to access the online application form:
<https://www.wcupa.edu/healthSciences/kinesiology/internships.aspx>
- ▶ **Important Note:** *All internship sites are required to have an affiliation agreement on file. If an 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.*



Approval Process for Internship Applications and Student Placement Requirements

N no-reply <no-reply@wcupa.edu>
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
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

Example of the 2nd email students will receive. This email must be saved as a PDF and uploaded to MyWCU along with all other placement requirement documents.

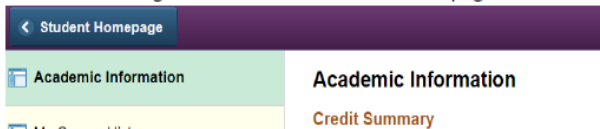
How-to-guide for directions on uploading all internship site placement requirement documents in MyWCU.

Full how-to-guide is linked on the Kinesiology website

- Log into myWCU with your WCU credentials
- Navigate to the Academic Records tile



- You will be brought to the academic information page



- Navigate to the Useful Links section

Useful Links

[Upload Clearances for Educator Preparation/Ed Specialists](#)
[Self-Service Document Upload Form](#)

- Select the **Self-Service Document Upload Form**

- You will be brought to the form



Student Self Service Document Upload Form

- If your WCU ID, first name, last name, and/or email are **not** prepopulated, please do not continue with the form and email OnBaseSupport@wcupa.edu and reference the Self-Service Upload form

Student Information			
WCU ID	First Name	Last Name	Email
[redacted]	[redacted]	[redacted]	[redacted]

Internship application approval is still pending. You must submit all your required placement documents through your MyWCU "Self-Service Document Upload Form". See Kinesiology website for a step by step guide to uploading documents.

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

- Save the 2nd email you receive as a PDF (showing the internship application summary and lists the placement requirements)
- Copy of current CPR certification
- Professional liability insurance policy
- Resume
- Signed student attestation for Standard agreement site placement

Non-Standard Agreement with Internship site:

Items student needs to submit to Dr. Whidden

- Save the 2nd email you receive as a PDF (showing the internship application summary and lists the placement requirements)
- Copy of current CPR certification
- Professional liability insurance policy
- Resume
- Signed 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.

Important Note: Students **MUST** submit all placement requirement documents in PDF format, and upload to MyWCU>Academic Records.

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.