



POLICIES AND PROCEDURES AGREEMENT FORM

EXSS 4398 Exercise Science Internship (Capstone)

An academic internship is a credit-bearing, career-related work experience of limited duration in which an individual takes on responsible roles outside of the traditional university environment. Internships must include training and supervision. This valuable form of professional training provides students with the opportunity to test their career interests in an off-campus setting. Juniors, or seniors may earn academic credit for internships during the fall, spring or summer terms.

Each Student is responsible for finding and securing their own internship site that must meet the following guidelines:

Criteria for an experience to be defined as EXSS 4398 Internship

1. The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
2. The skills or knowledge learned must be transferrable to other employment settings.
3. The experience has a defined beginning and end, and a job description with desired qualifications.
4. There is supervision by a professional with expertise and/or professional background in the field of the experience.
5. There is routine feedback by the experienced supervisor.
6. There are resources, equipment and facilities provided by the internship host that support learning objectives/goals.

Please sign and return to assigned faculty member with your completed internship application.

Your signature indicates that you have read, understand and will abide by the policies and procedures described here.

Signature: _____

Printed Name: _____ Estimated Graduation Date: _____

UMHB Email: _____ Current Phone: _____

I grant the EXSS Department permission to share contact information, concerning my internship site, with fellow students and members of the UMHB community.

Please circle one: YES NO

Please note:

Important correspondence regarding your internship will be sent to you via your UMHB email account. Please be sure to check it regularly.

UNIVERSITY OF MARY HARDIN-BAYLOR

Exercise and Sport Science

EXSS 4398 Internship (300 hours)

UNDERGRADUATE ACADEMIC INTERNSHIP APPLICATION

NOTE: All fields must be complete for the internship to be considered for credit.

Your application must be reviewed and signed by your EXSS faculty member and Internship site supervisor

Student Name: _____

Major: _____

GPA: _____ Year of Graduation: _____

Have you completed another internship for credit? _____ When? (semester, year) _____

Campus Box: _____ Email: _____

Address during internship: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: _____

Sponsoring Internship Organization

Name of Organization: _____

Site Supervisor: _____

Title & Department: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (_____) _____ Fax: _____

Website: _____ Email: _____

Faculty Sponsor (full-time instructional faculty)

Name: _____

Department: _____ Phone: (_____) _____

Email: _____ Fax: _____

Internship

Your job title at the internship, if any: _____

Internship Session: Fall Spring Summer Hours Per Week: _____

Start Date: _____ End Date: _____ Total # of Weeks: _____

Major/Concentration in which to register your internship _____

**300 Hours minimum at your internship site is required during the semester in which you are registering.

SIGNATURES

EXSS Faculty Member (Your signature indicates you have met with the student to discuss the proposal and units requested, reviewed the assigned tasks, read the internship proposal, and understand that the grade you assign will convert to a credit/no credit format)

X _____ Date: _____

Internship Site Supervisor (Your signature indicates you have agreed to sponsor a UNIVERSITY OF MARY HARDIN- BAYLOR undergraduate internship and will abide by the undergraduate policies and procedures)

X _____ Date: _____

Student (Your signature indicates that you have read and will abide by the internship policies, understand that the grading system is credit/no credit, and have read the following statement and agree to the terms stated.)

“UMHB does not knowingly approve internship opportunities which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the University and its agents or employers.”

X _____ Date: _____

INTERNSHIP PROPOSAL

Consult with your agency supervisor and faculty sponsor to identify your site and academic responsibilities. The proposal is typically one or two pages and must address the following five components of your internship. It should be **typed in essay format with corresponding answers under each question**. The first four parts of the proposal can be completed before you approach an EXSS faculty; however, the academic component section will be completed after your faculty sponsor has agreed to approve your internship for academic credit.

The proposal has five components:

1. **Name** of the agency/organization and geographic location, (city, state, and zip code)
2. A **description** of the agency/organization and the department in which you will work.
3. **Specific Tasks:** Please provide as much detail as possible when discussing your responsibilities and/or special projects. What individual activities will you engage in?
4. **Preparation:** List all relevant courses, completed or in process, and/or extracurricular /work experience that have prepared you for this internship. Identify the learning you expect will take place in your internship, discuss skills you will develop, theories you will apply, and/or knowledge you hope to gain.
5. **Connection to Career:** Discuss how the specific tasks outlined above will prepare you to transition to the career of interest in which you want to pursue. The preparation for a job and/or future job should be the key component of internship selection, so essentially discuss why the proposed internship will make you a more attractive future job applicant because of the experience that you will gain during this internship.
6. **Academic Component:** Your faculty sponsor will evaluate the success of the internship from an academic perspective.
 - a. Weekly journal: completed and submitted via My Courses to UMHB Faculty member. The journal format is attached to the syllabus and may be found under assignments via My Courses.
 - b. Final Project: Submission of one 10-15 minute video of yourself during active engagement in your approved internship and your final reflections of the internship experience.
 - o If your internship does not include an active component, then the video should be a review of the work completed and final reflections of the internship experience.

Internship Sponsor Agreement Form

Student Intern Name: _____

Sponsoring Organization

Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Fax: (____) _____ Website: _____

Supervisor

Name: _____

Title: _____ Department: _____

Phone: (____) _____ Fax: (____) _____

Email: _____

Does your company have a safety program, or documented policies and procedures relating to safety within your company? Yes No

Do you have a safety-training program? Yes No

Is your company/organization insured? Yes No

If possible, please forward to UMHB EXSS a Certificate of Insurance covering the period of the student's work assignment.

Signature: _____ Date: _____

UMHB
EXSS
Internship Hours Tracking Sheet

Student Name: _____

Internship Site: _____

Email: _____

Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
1								
2								
3								
4								
5								
6								
7								
8								

Total Number of Hours: _____

Site Supervisor's signature:

Date: _____

To the Student Intern: Please return this form to EXSS, signed by your supervisor, before the last day of classes (before final exams) during the semester you are receiving credit. If it is during the summer, you may fax it to 254-295-5038 **or email to cfoster@umhb.edu**