

Clayton State University

Health & Fitness Management

**Undergraduate Internship Handbook
HFMG 4970**

Table of Contents

Purpose of the Internship Program	3
Duration, Timing, & Academic Requirements	3
Selection of Internship Site	3
Internship Compensation	4
Goals and Outcomes of the Internship	4
Student Intern Responsibilities	5
Preceptor Responsibilities	7
Faculty Responsibilities	7
Learning Agreement	8
Weekly Log	11

1. Purpose of the Internship Program

The Internship is a vital component of the Health & Fitness Management curriculum at Clayton State University. It provides students with the opportunity to integrate their didactic course work into a real life framework. Students are given the occasion to apply the principles, applied skills and theories that they learned in their coursework, to actual situational practice in the Health & Fitness Management field.

For some students the Internship represents the only work experience they will have in Health & Fitness Management on their resumes before they graduate. As such, it is crucial that they use the opportunity to gain knowledge and insights into the field. It will also, in all probability, be a prime source of inquiry by prospective employers.

Frequently, Internships lead to direct job offers, or the opportunity to network into employment. Neither of these will occur if the Internship is not completed in an excellent manner.

2. Duration, Timing, and Academic Requirements of the Internship

The Internship must be, at minimum, 225 hours for the semester. This hour total applies regardless of the semester in which the student takes the Internship. The total number of hours is divided by the number of weeks in the semester to arrive at an approximate weekly average (fall & spring semesters $225/15 = 15$; summer $225/9 = 25$). Please note that this represents the minimum number of hours that must be completed. It is possible that a student will be required to do more than the minimum to complete a project assigned by a preceptor.

It is strongly advised that the student register for a maximum of three courses in addition to the Internship [HFMG 4970] during a given semester. Failing to adhere to this recommendation may result in poor Internship and/or course performance.

Students must have, at minimum a 2.00 institutional GPA to register for the Internship (HFMG 4970).

3. Selection of Internship Site

The selection of an Internship site begins when students are enrolled in Exercise Testing & Prescription (HFMG 3140). After consulting with either the faculty for HFMG 4970 or the Health & Fitness Management Director or Career Services, the student will make contact with an administrator from the chosen internship institution. The HFMG Program feels that it is important for the student to implement this cold calling process for two reasons: First, when a student graduates, cold calling will become an important task in obtaining employment and having some experience with this task will facilitate this process; and Second, this is a way to insure that the Internship site will meet the student's career and geographical requirements.

If a student cannot find a suitable site, they can go to the University's Career Services Office (see below) and speak to the Director. This office has a listing of previously used sites that students may possibly use. Students can also make inquiries to the course faculty or the HFMG program director.

Title: Director, Career Services

Phone: 678-466-5400

Office: Student Center 250-253

E-mail: bmcdonald@clayton.edu

4. Internship Compensation

There is no assumption on the part of the HFMG Program that students will be paid for their Internships. Alternatively, the Program does not prohibit any institution from reimbursing interns. The Program, however, does caution that if an intern is paid, the expectation of rotation described below is not waived. If an institution has any expectations because of reimbursement that will impede a student from adequate exposure to a variety of departments and/or tasks, then compensation should not occur.

5. Goals and Outcomes of the Internship

Once a student has identified an Internship site, made contact, and has been accepted, the student and site preceptor will jointly complete the Internship Learning Agreement (found on the HFMG web page) and submit the document to the faculty in charge of HFMG 4970.

The Learning Agreement allows the student and preceptor to set objectives for the Internship experience. These objectives should include, but are not be limited to:

- a) Exposure to as many departments within the institution as possible. The goal is to allow the intern to observe the functioning and administration of a variety of departments.
- b) Complete a project or series of projects that will allow the intern to experience managing tasks. Ideally, a project can be designed that allows the student to interact with a variety of departments and individuals to gather information and prepare a report for presentation. This project should be something meaningful that will provide useful information to the institution. It could be a project that a manager always wanted to accomplish, if only they had someone to plan and implement it.
- c) When possible, participate in meetings and budgetary processes.
- d) When applicable, interact with external constituencies.
- e) Meet regularly with the preceptor to acquire insights into what they do and how they arrive at decisions.

6. Student Intern Responsibilities

- a) Contact a suitable site (as judged by either faculty of HFMG 4970 or the Program director) and set up permission to do an internship.
- b) Complete the required paperwork: the Internship Learning Agreement and submit it to the faculty of HFMG 4970.
- c) To obtain and complete any required paperwork, or immunizations. This may also include liability insurance, pre-employment physical, background check, etc.
- d) To adhere to the policies, procedures, and working hours agreed to with the preceptor. This includes always being on time, dressing in a professional manner, and conducting oneself in a manner befitting a health & fitness manager. In the event of an unexpected work absence (e.g., sickness) the intern must notify the site preceptor and the faculty of HFMG 4970. Any absence must be made up by arrangement with the site preceptor. The faculty of HFMG 4970 must be notified of this arrangement.

- e) Establishing a productive and respectful working relationship with supervisors, co-workers, clients, volunteers, patients, and other members within the institution.
- f) To maintain absolute confidentiality with respect to all information that the intern comes across while at the institution or in the company of employees of the institution.
- g) The intern must submit to the course faculty a summary of the activities that the intern engaged in at the institution on a weekly basis. This should be done by way of an e-mail attachment.
- h) The intern must seek the opportunities to be proactive in assisting with and developing projects. The intern must also be willing to accept assignments and projects as determined by the preceptor.
- i) The intern must use the Internship as an active learning experience. Frequent questions, note taking, and exploring the rationale behind decisions must all be part of the daily activities.
- j) The intern must be sure that the site preceptor has received the midterm and final evaluation forms, completes them, and sends it directly to the faculty of HFMG 4970 for the midterm and the Director of Career Services for the final evaluation at Clayton State. If the preceptor has not received an evaluation form at the end of the term, then it is the responsibility of the intern to contact either the career services director or the course faculty.
- k) **COMPLETION OF THE GRADUATION PORTFOLIO as seen in HFMG 4999, see below:**

GUIDELINES FOR THE HEALTH & FITNESS MANAGEMENT PORTFOLIO

Senior Year – Last Semester

1. Health & Fitness Management students are required to complete and turn in a portfolio to the faculty of HFMG 4999. The portfolio should be prepared while taking HFMG 4970.
2. The portfolio is based on the Health & Fitness Management outcomes that are listed in the academic catalog and HFMG web page. The student must meet the outcomes indicated in the specific catalog that governs all of his/her graduation requirements.
3. Students are required to write a detailed narrative that describes their personal goals in pursuing the BS in Health & Fitness Management addressing each outcome separately. The narrative includes discussing how students achieved the outcomes

based on the required courses in the curriculum, any activities that students participated in, and any assignments that may demonstrate how students accomplished the outcomes. These assignments must be placed into the portfolio as described below in item 4.

4. The format for the portfolio consists of placing the typed outcomes and examples of work in a notebook binder that is introduced in HFMG 1101, Survey of Health & Fitness Professions. All papers that are included in the portfolio must be corrected papers that have been previously graded. Examples of work include typed papers and/or a hard copy of PowerPoint presentations. Students must use their best work for the portfolio. A table of contents should be included.
5. A current resume is to be included in the portfolio. If a student needs resume advice, contact the Office of Career Services at 678-466-5400 or through e-mail.
6. A log of the hours worked as part of the Internship must be completed and handed to the faculty in HFMG 4970 before the end of the semester. A copy of this log can be found on the HFMG web page.

7. Preceptor Responsibilities

- a) To provide the overall supervision of the Internship experience.
- b) To ensure that the Internship experience will be meaningful by assigning the intern projects and assignments that will enable them to gain insights into the organization.
- c) To serve as a mentor to the intern and meet with them on a regular basis to discuss progress and problems and to provide information and answer questions.
- d) Where possible and feasible, to allow the intern to attend meetings and seminars that the preceptor is attending.
- e) To communicate to the faculty of HFMG 4970 any problems or concerns that the preceptor may have with respect to the intern.
- f) To complete and return to the HFMG 4970 faculty at Clayton State the midterm Internship Evaluation Form. Preceptors will receive this form from the student towards the middle of the semester or the form can be found on the HFMG web page.
- g) To complete and return to Career Services at Clayton State the Final Internship Evaluation Form. Preceptors will receive this form from career services towards the end of the semester.

9. Faculty Responsibilities

- a) To provide a list of Internship sites.
- b) To be available to both students and preceptors to address questions and concerns.
- f) To provide students with information and guidance in the completion of the projects and assignments that they have been given by their preceptors when necessary.
- g) To insure that graduating students are aware of the portfolio deadlines and that student evaluation forms have been returned.

See HFMG web page under the internship tab for:

- Learning agreement
- HFMG internship log
- Midterm Preceptor Evaluation form
- Contact Career Services for the Final Preceptor Evaluation form