



**PURPOSE:** To prepare students to assume career-related responsibilities in Exercise Science. To provide a practical extended experience (300 hour minimum), under the supervision of an exercise science professional, in a program that will enhance the intern's exercise science education.

**OBJECTIVES:** The objectives of the internship are to gain experience in:

- a. Fitness evaluation including work output determinations, exercise prescription, body composition assessment, heart rate and blood pressure response, and review of results of fitness and related evaluations.
- b. Exercise leadership, i.e. conduct of group and individual exercise programs, including:
  - Skill to teach and demonstrate appropriate exercises used in the warm-up and cool-down of a variety of group exercise classes.
  - Skill to teach class participants how to monitor intensity of exercise using heart rate and rating of perceived exertion.
  - Skill to teach participants how to use RPE and heart rate to adjust the intensity of the exercise session.
  - Skill to teach and demonstrate appropriate modifications in specific exercises for the following groups: older adults, pregnant and postnatal women, obese persons, and persons with low back pain.
  - Skill to teach and demonstrate appropriate exercises for improving range of motion of all major joints.
  - Skill to effectively use verbal and nonverbal cues in the group exercise setting, including anticipatory, motivational, safety, and educational.
  - Skill to demonstrate the proper form, alignment, and technique in typical exercises used in the warm-up
- c. Teaching/consultation opportunities in areas such as cardiovascular fitness, nutrition, smoking cessation, risk factors for cardiovascular disease, etc.
- d. Exercise and Fitness oriented program promotion.
- e. Exercise and Fitness oriented program administration, budgets, facility operation and equipment selection, maintenance and repair.

**DEFINITION OF TERMS:**

University Supervisor - that OSU Exercise Science faculty person assigned the responsibility for instruction and coordinating internship experiences for the period of time covered by the internship.

Field Supervisor - that person assigned by the cooperating organization that will be on site during the internship and accepts responsibility for insuring objectives are met and interns are evaluated.

Organization - any company, club, hospital, etc. which has been determined (by the University Supervisor) to be able to provide the professional experiences necessary to meet the objectives required of the internship.

**RESPONSIBILITIES OF PARTIES:**

**A. ORGANIZATION**

1. Design and provide experiences that will accomplish the objectives as listed above, and others if applicable.
2. Include the intern in organizational communications, and permit limited access to organization administrative files as needed for specific responsibilities assigned.
3. Integrate the intern into the efforts of the workplace including interaction with staff personnel and clients.
4. Encourage new ideas and originality in situations that are appropriate.
5. Clearly identify expectations of the intern and experiences available.
6. Assign a Field Supervisor who will take overall responsibility to insure a valuable educational experience for the intern.

## B. THE FIELD SUPERVISOR

1. Assign specific responsibilities to the intern with the intent of challenging the intern with progressively more difficult tasks.
2. Supervise the intern's work and encourage independent performance of duties.
3. Evaluate performance in accordance with requirements that follow.
4. Advise and counsel in the intern toward more complete preparation and achievement of chosen goals.
5. Record anecdotal comments in the intern's biweekly report when appropriate, and verify hours and experiences.
6. Serve as a contact person with the University Supervisor, for the organization.

## C. THE UNIVERSITY SUPERVISOR

1. Assist the student in making decisions regarding site selection; facilitate arrangements with the student and the organization for all internship procedures.
2. Evaluate the intern's performance based on the intern meeting course requirements, site supervisor input, regular reports and other contacts.
3. When time and geographic location permit, visit and counsel the intern.

## D. THE INTERN

### 1. Eligibility

In order to participate in the internship the student must meet the following requirements.

- a. Exercise Science major in good academic standing.
- b. Satisfactory completion of the 3 required Exercise Science practicums and PAES 685-Adult Exercise Program Implementation.
- c. Satisfactory completion of the Application Procedures.
- d. Permission of University Supervisor, i.e. Exercise Science Internship Coordinator.
- e. Obtain personal professional liability insurance.

### 2. Choosing an Internship Site

A web-site listing of some *possible* sites for the internship experience can be found at <http://education.osu.edu/paes/ses/internship/default.htm>. Limited information is posted on the appropriate bulletin boards in the Exercise Science area. These materials contain application procedures and information on programs in many different areas (corporate fitness, sports medicine, cardiac rehabilitation etc.) at various locations. Review these resources and discuss your interests with the University Exercise Science Internship Supervisor (Dr. Swain). Other sites can be selected, and students are encouraged to aggressively seek sites which meet their goals but all sites must be approved by the University Supervisor to insure the site will meet the objectives of the internship.

### 3. Application Procedures

a. The application form (Appendix A) included in this packet and at least an initial correspondence with internship site should be completed and submitted to the University Supervisor by the date noted below.

<u>FOR</u>	<u>APPLICATION DUE</u>
Spring Quarter	Nov. 15
Winter Quarter	Aug. 15
Autumn Quarter	Apr. 15
Summer Quarter	Feb. 15

b. Provide the University Supervisor a copy of correspondence and a written record of any interviews, phone conversations etc. you have completed with possible sites for your internship.

c. The application form is designed to provide the university supervisor with information about internship sites the

student is considering and to insure timely preparation by the student.

4. Prior to registration for PAES 589.01 (Internship in Exercise Science) you must provide the University Supervisor with a copy of a letter of acceptance from the site at which you will be performing your internship and a letter of intent to participate from the intern to the site. These serve as a “contract” and essentially bind both parties to complete the internship experience.

5. During the Internship

- a. Maintain personal professional liability insurance during the internship time frame.
- b. Present professional appearance at all times and complete assignments in a timely manner.
- c. Contact University Supervisor immediately upon beginning the internship.
- d. Submit assignments (as described below) on the Carmen site for this course.

**Assignments for the course:**

- **VERIFICATION OF INTERNSHIP INITIATION**
  - Contact me via Carmen (drop box) the day you begin the internship and tell me
    - your address and phone number (both work and home),
    - the name of your supervisor and his/her contact information,
    - the expected completion date of the internship,
    - and your expected schedule if one has been established
- **Develop and post your ORGANIZATION PROFILE prior to the beginning of your second week.** This is to be posted in the Carmen drop box. Include 5-8 power point slides which describe the organization and the programs available. Include information about your anticipated activities. Include internet links to your organization and related links if applicable. Be creative!
- **BIWEEKLY REPORT.** Maintain a daily activity log, which should include experiences and responsibilities on a daily basis, to be used as the basis for the biweekly report. Also, include time spent in the performance of internship duties. Your first biweekly report is due on the Monday following your first 2 weeks of service and then every other Monday. Information to be included in the biweekly report is identified in Appendix B of this packet. Bi-weekly reports are to be verified by the Field Supervisor prior to their submission. Your report should be submitted to the University Supervisor via the Carmen drop box.
- **Develop an EDUCATIONALLY ORIENTED PRESENTATION on Power Point** which would support a 30-minute presentation, such as one you might (and should) give to clients involved in the programs with which you are associated. This presentation should be about a relevant topic to your site population and supported by research evidence, which you recognize by citation. This presentation is to be posted to the Carmen drop box at the beginning of week 8.
- **A MIDTERM and FINAL EVALUATION** completed by you (Appendix C) and by your field supervisor (Appendix D). The student version should be submitted via the Carmen drop box, upon the completion of 150 hours (midterm) and 280 hours (final). Note, you should insure your final evaluation and the Field Supervisor evaluation is submitted prior to the due date for grade submission. The Field Supervisor’s evaluation can be emailed to the University Supervisor (swain.78@osu.edu) or sent via postal mail (see address below).

Carmen B. Swain, Ph.D.  
Internship Coordinator (University Supervisor)  
A46 PAES Building  
305 W. 17<sup>th</sup> Avenue, A046  
Columbus, Ohio 43210  
614 292 5959  
swain.78@osu.edu

**APPENDIX A**

The Ohio State University  
School of Physical Activity and Educational Services  
Health & Exercise Science Program  
PAES 589.01: Internship in Exercise Science  
APPLICATION FOR INTERNSHIP, QUARTER \_\_\_\_\_, 20\_\_\_\_\_

---



NAME \_\_\_\_\_ DATE \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

GRADE POINT AVERAGE \_\_\_\_\_ HOURS COMPLETED \_\_\_\_\_

POTENTIAL INTERNSHIP SITE NAME \_\_\_\_\_

STREET \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_ FIELD SUPERVISOR \_\_\_\_\_

How did you learn of this internship site?

What contact have you already had with the Organization/Field Supervisor?

If you have any program descriptive materials or correspondence with the site, please include these with your application.

\_\_\_\_\_ Yes, materials included

\_\_\_\_\_ No, materials not included

What exercise science required course work will not have been completed at the time you will begin the internship experience?

## APPENDIX B

The Ohio State University  
School of Physical Activity and Educational Services  
Health & Exercise Science Program  
PAES 589.01: Internship in Exercise Science  
BIWEEKLY REPORT OF INTERNSHIP ACTIVITIES

---



The biweekly report is to be sent to Dr. Swain on a bi-weekly basis (due Monday) via Carmen. The following should be included in each report.

1. Name
2. Address/phone
3. Work address and phone
4. Dates the report covers
5. End date of internship
6. A description of the specific activities involved in during the two week period, the date and time spent in each activity.
7. Total hours for the previous two weeks.
8. Total hours for the internship to date.
9. Discuss both positive and negative aspects of previous two week experiences.
10. Describe the goals and anticipated experiences for the next two weeks.
11. Comments of the field supervisor written in a section you provide. If your supervisor has no comments be sure to include your indication that your supervisor has received a copy of this report.

## APPENDIX C

The Ohio State University  
School of Physical Activity and Educational Services  
Health & Exercise Science Program  
PAES 589.01: Internship in Exercise Science  
STUDENT EVALUATION OF INTERNSHIP

---



The intern will submit this information, in the drop box on Carmen, upon completion of 150 & 280 hours. Statements should be well planned, brief and concise. This evaluation will become part of the student's permanent record.

NAME OF INTERN \_\_\_\_\_ DATE \_\_\_\_\_

PRESENT ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

INTERNSHIP LOCATION \_\_\_\_\_

1. Description of responsibilities: In the space below list and describe your internship duties. Include percentages of time for each responsibility. Include specific examples of work accomplished.

RESPONSIBILITY	TIME	EXAMPLES
----------------	------	----------

---

2. Discuss the positive aspects of the internship in relation to: location, program, facility and other details.

3. Discuss any negative aspects of the internship.

4. Describe the administrative experience you have been provided.

5. Describe the technical experiences you have provided.

6. What specific assistance has your site supervisor provided?

7. What strengths and weaknesses have you discovered in yourself?

8. Would you recommend this internship to other students?

**APPENDIX D**

The Ohio State University  
School of Physical Activity and Educational Services  
Health & Exercise Science Program  
PAES 589.01: Internship in Exercise Science  
FIELD SUPERVISOR EVALUATION



The Field Supervisor is asked to submit this form at the completion of 150 hours and again at the completion of the internship. Attach additional pages if necessary. The final evaluation will become part of the student's permanent record.

NAME OF INTERN \_\_\_\_\_ DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

1. Please list the responsibilities the student has been assigned during the period of this report. Please include the percentage of time devoted to each responsibility.

RESPONSIBILITY	TIME	EXAMPLE
----------------	------	---------

2. Did this student come prepared for the responsibilities you expected to assign? If not, what additional preparation do you think would be useful?

3. How many hours has the student completed? Please comment on the intern's punctuality, appearance, attitude, performance and progress.

4. Do you feel the intern is satisfactorily meeting your expectations?

5. Any additional comments will be greatly appreciated.

NAME OF SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

## APPENDIX E

The Ohio State University  
School of Physical Activity and Educational Services  
Health & Exercise Science Program  
PAES 589.01: Internship in Exercise Science  
UNIVERSITY SUPERVISOR EVALUATION

---



The University Supervisor will complete this report upon receipt of the student evaluation and the Field Supervisor report. The final report, done upon completion of the internship, will become part of the student's permanent file.

NAME OF INTERN \_\_\_\_\_ DATE \_\_\_\_\_

LOCATION \_\_\_\_\_

FIELD SUPERVISOR \_\_\_\_\_

1. Describe internship visits, telephone, reports, or other contacts you have had with the internship site, supervisor, and student.

DATE	CONTACT	NOTES
------	---------	-------

---

2. Summarize information gained from the above contacts.

3. Summarize the evaluation report received from the Field Supervisor

4. Summarize the report received from the intern.

5. Overall evaluation and grade submitted.