

EXERSCI 498 – INTERNSHIP COURSE REQUIREMENTS

The internship placement requires you to complete 40 hours for each credit you wish to earn. There is a minimum of six credits, and a maximum of 12 credits allowed for your internship. For example, a six-credit internship would require you to complete 240 placement hours (6 credits x 40 hours = 240 hours). NOTE: you cannot begin your internship until the course appears on your schedule through MyHusky.

You must work with your academic advisor to schedule your internship placement. When investigating potential internship placements, you should check the career connect link on the academic internship webpage to see whether there is a current affiliation agreement between your potential site and Bloomsburg University. If this does not exist, your academic advisor will need to request that an affiliation agreement be processed before you can schedule your internship. Please note, this can take anywhere from a few weeks to a few months, so you need to be organized and start the process early.

Once an affiliation agreement exists, and before your internship can be scheduled, you will need to provide your academic advisor with the following documents:

- A job description on the organization's letterhead
- Details of your proposed internship site
 - o Name and address of organization
 - o Name, title, and contact details (telephone and e-mail address) of supervisor at organization
- Certificate of liability insurance
- Current First Aid, CPR, and AED certifications

Your grade for your internship experience will be based on the following criteria:

- Faculty site visit and / or evaluation by your site supervisor
- Daily / weekly log
- Case study / project
- Completion of student self-evaluation

Faculty Site Visits and / or Evaluation by Site Supervisor – Your faculty advisor may make at least one visit to your internship site. Your advisor will keep in close contact with your site supervisor throughout your internship experience in order to conduct an evaluation of your learning experience and performance. Your site supervisor will also complete an evaluation of you once you have completed all of your hours.

Daily / Weekly Log – a daily or weekly log must be kept for the duration of the internship. This log may be e-mailed weekly or handed in with your final packet, as determined by your faculty advisor. The purpose of the log is to summarize the significant learning and activities that occurred as well as documenting the number of hours you worked. The log should demonstrate a progression in your learning and involvement.

Case Study / Project – With the guidelines provided by your academic advisor, you will either write a case study or will submit a project that will fulfill a need for the internship site. The project could be any number of things, but should fulfill a need for the internship site and should be completed under the supervision of your internship site supervisor. The project must be approved by your faculty supervisor before you proceed. The case study should include a patient or client that you have directly dealt with and have been involved in their progression during your internship (do not identify this person in any way) and should include:

- Patient / client history
- Objectives of the training program
- Treatment / training program
- Outcomes assessment to demonstrate effectiveness of the intervention

Student Self-Evaluation – You will need to complete the self-evaluation form and return it to your academic advisor.