

Bloomsburg University Department of Exercise Science
Step-by-Step Internship Checklist

Please read EXERSCI 498 – Internship Course Requirement document for more specific details

1. Meet with your advisor to discuss your eligibility and potential internship site
2. Verify that an affiliation agreement exists by visiting: <http://intranet.bloomu.edu/internships> and selecting (A-Z list Affiliation Agreements)
3. Provide your advisor with the following documents:
 - Completed internship application (509) Form
 - A job description on the organization's letterhead
 - Details of your proposed internship site
 - Name and address of organization
 - Name, title, and contact details (telephone and e-mail address) of site supervisor
 - Certificate of liability insurance
 - Current First Aid, CPR, and AED certifications
4. Complete any additional requirements your internship site requires (background checks, vaccinations, etc.)
5. Make sure EXERSCI 498 - Internship appears on your schedule via MyHusky before starting
6. Make sure you are in contact with your advisor throughout your internship experience
7. Submit **all** of the following documents to your advisor once you have completed your internship hours:
 - Daily log
 - Case study / project
 - Site supervisor evaluation form
 - Self-evaluation form