



**ARKANSAS STATE  
UNIVERSITY**

# **HPESS GRADUATE INTERNSHIP HANDBOOK**

**Exercise Science  
Sport Administration**

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## **Purpose:**

The purpose of the internship is to provide the student with experience related to the student's program of study. The internship is designed to allow each student the opportunity to learn how to synthesize theory into practice.

## **Objectives:**

### ***Student – provide an opportunity to:***

1. Observe, practice, and apply theories and techniques learned in the classroom.
2. Become acquainted with a variety of exercise science and sport settings, programs, and professionals.
3. Recognize leadership strengths and limitations and to help alleviate weaknesses through concentrated work experiences.
4. Develop new interests in the exercise science and sports professions.
5. Develop insights and perspectives of self and others.

### ***University – to:***

1. Improve the educational process and enlarge the scope of the curriculum.
2. Provide a laboratory for application of theoretical knowledge.
3. Provide a continuing opportunity for evaluation of the student's needs, abilities, and progress leading to adjustments in the curriculum.
4. Provide an opportunity for faculty contact with professionals in exercise science and sports.
5. Provide a continuing opportunity for evaluation of the total curriculum as well as the field work experiences.
6. Extend and improve the University's relationships with the community, Arkansas, and other states.

### ***Agency – to:***

1. Provide an opportunity to assist in the preparation of future exercise science, health promotion, and sports related professionals.
2. Provide an opportunity to recruit trained workers and to evaluate prospective staff candidates for later employment.
3. Enlarge the available staff which will allow for variations and expansion of ongoing agency activities.
4. Provide an opportunity for the exchange of ideas between professionals and students.

## Selecting an Agency

### **Criteria:**

1. The agency must have a desire to participate in an educational program for the purpose of improving the preparation of personnel for the profession.
2. There must be evidence of a sound professional philosophy in the agency's operation of programs and services.
3. The agency must have sound administrative procedures including adequate financial support, personnel policies, and a staff development program.
4. The agency must have adequate facilities and equipment to conduct a broad and varied program.
5. The agency must have capable staff qualified through both education and experience to supervise interns.
6. The agency is not required to pay a monetary stipend to the student, nor is it a prime consideration in the internship program. However, it is acceptable if the agency provides financial compensation to help defray the cost of tuition and living expenses or if the agency is able to provide room and board.

### **Availability:**

1. Agencies may offer opportunities for an internship experience or the Arkansas State (A-State) Department of Health, Physical Education, and Sport Sciences (HPESS) may invite agencies to serve as an internship site.
2. The students may solicit an agency for a potential internship. The following information is needed to assist the faculty and students in selecting an internship program to fit the student's professional goals and objectives:
  - a. Descriptive information which will identify the type and scope of programs and services offered by the agency.
  - b. Biographical material or qualifications of staff who may serve as the intern supervisor.
  - c. Description of responsibilities and assignments with which the student may become involved.
3. Information on agencies will be available from the A-State Internship Coordinator for students to select internship opportunities located throughout Arkansas and other parts of the country. Information sheets will be available on the internship webpage.
4. HPESS faculty members will review the site location selected by the student and will give final approval for internship placement. Students should receive site approval during the semester before enrollment in the internship course.
5. If the student is already working at the internship site, 50% of the internship must be spent at another site or at the same site with a totally different set of responsibilities.

***Procedures for Placement:***

1. Attend the pre-internship seminar.
2. Complete the "Internship Eligibility Verification" with your advisor.
3. Complete "HPESS Internship Application" via Google Forms.
4. View available sites on the internship webpage.
5. Follow "How to Apply" instructions for the prospective site.
6. Once you are accepted to an internship, submit the "Internship Site Approval" form to the site supervisor for completion.
7. A CRN assignment will be made and sent to students for registration.

**General Guidelines*****Eligibility:***

1. A 3.0 GPA is required before the internship will be approved.
2. A "C" or better is required in all courses before the internship will be approved.
3. Advisor or Program Coordinator permission required.

***Requirements:***

1. The internship involves a minimum of 300 on-site hours.
2. The course will function via Blackboard Learn, and students should review specific requirements and deadlines within the course at the onset of the internship.
3. Liability insurance is required of ALL students participating in the internship.
4. Exercise Science students must also maintain CPR certification throughout the internship.
5. Any student who initiates the internship process and then terminates the process, one letter grade will be deducted from the student's final grade when they complete the internship.
6. Termination from an internship site for ANY reason will result in failure of the internship, and the student will retake the internship course.

## **Important Dates**

1. Pre-Internship Seminars
  - a. Spring/Summer Internships – Second Monday in September
  - b. Fall Internships – Second Monday in March
2. Application Deadline
  - a. Spring Internships – First Monday in October
  - b. Summer Internships – First Monday in February
  - c. Fall Internships – First Monday in April

## **Contact Information:**

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# Internship Checklist

Make sure you have checked every box prior to submitting your Request for Internship.

- Attend pre-internship seminar
- Meet eligibility requirements
- Complete internship eligibility form with academic advisor
- Submit completed application to Internship Coordinator
- Solicit internship placement with agency
- Submit "Site Placement Agreement" to Internship Coordinator
- Register for internship via CRN provided upon approval

## Internship Eligibility Verification

Student Name: \_\_\_\_\_ ID Number: \_\_\_\_\_

Hours Completed: \_\_\_\_\_ GPA: \_\_\_\_\_

Advisors,

Please verify the student is eligible for the internship according to your program's completion requirements, hours complete, and overall GPA.

Please return the signed form to the student for submission.

Advisor: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_