Department of Health Sciences and Kinesiology

Exercise Science
Graduate/Undergraduate

INTERNSHIP GUIDE

Waters College of Health Professions
Georgia Southern University
Statesboro, Georgia

Updated January 2019
Part I

The Internship Experience
Glossary of Terms

The following terms will assist the student in understanding the references within this guide.

< University Internship Supervisor - faculty member supervising the student once they start the internship.

< Site Supervisor - the student’s immediate supervisor at the internship site.

Using This Guide

This internship guide is designed to help both the undergraduate and graduate student find and complete a successful internship. Most of the information presented in the guide applies to both undergraduate and graduate students. Please contact the University Supervisor with any additional questions or concerns.
The Internship’s Role

An internship is included in the program for several reasons. First, the internship serves as the final segment of the formal education process. The internship is a valued and necessary medium between academia and application. Second, entry into the health and human movement fields usually requires experience on the part of the applicant. The internship helps the student meet this experience requirement. Third, the internship often serves as a stepping stone to employment. The internship site may hire the student after a successful internship. At other times, the intern will find employment as a result of networking with professionals in the field.

Internship Selection

The types of acceptable locations include, but are not limited to, hospitals, corporations, and community, state and federal health agencies. It is essential that the student chooses an internship site that is closely related to his/her career interests.

Internships are usually selected based upon one of two criteria. The University Internship Supervisor determines final approval of the site.

1. The internship must take place in a setting that is related to the degree and the major area of emphasis.
   - Most students select an internship that will help them meet their career objectives.
   - The internship should serve as a real-world learning experience.
     - Unfortunately, some students select an internship based upon its convenience (due to ease in obtaining it, location, pay, someone they know, etc.) and when they finish their internships, they have learned little and are no closer to obtaining a job. Do not waste the opportunity.
     - The internship should be the most important learning experience in a student's college career.

2. The internship must align with the career goals of the student.

Internship Compensation

Students should not expect to be paid during their internship. However, some students are paid. Others may receive benefits such as housing or meals. Graduate students are more likely to be paid for the internship than are undergraduates. Compensation should not be used as the sole criterion for selecting an internship. Internships with compensation usually require the potential intern to undergo a formal application. If compensation is a must during the internship, the student should not hesitate to inquire.
Internship Policies

- Students participate in an internship experience during the final semester before graduation. This timeline will prepare the student for the challenges and responsibilities of the internship. Additionally, the student is free to accept a position at the internship site should one be offered at the conclusion of the internship.

- The Kinesiology office will put you in contact with the University Internship Supervisor:
  - Email: hk-office@georgiasouthern.edu
  - Phone: (912)-478-0200

- The student must be in good academic standing (i.e. not on academic probation) to register for the internship. All major coursework is to be completed before the semester of Internship. All major coursework and Guided Major Electives must be completed with a final grade of “C” or better. No exceptions will be made.
  - The University Supervisor works closely with the Advising office (i.e. Undergraduate Students) and the Graduate Program Director (i.e. Graduate Students) when making this determination.

- Students are not permitted to take additional major courses during the internship experience.

- Any outside employment cannot interfere with the responsibilities of the internship (as directed by the Site and the University Internship Supervisor).

- The internship consists of a full-time position (40-50 hours) for at an approved location.

- Students are expected to find an internship site where they were not previously employed.
  - Exceptions are only possible with the permission of the University Internship Supervisor, in situations where there is an excellent likelihood of advanced employment (i.e. financial compensation, title or position) following graduation and the internship site can guarantee new learning experiences for the student.

- If internships (as defined by the site) extend for one semester, students are expected to register for academic credit during the first semester of the internship. These exceptions must be approved, in writing, by the University Supervisor prior to the start of the Internship. The grade, IP (In Progress), will be issued until the internship requirements are completed and the final grade can be assigned.

- **Attention University Athletes:** You will need to plan their internship either after eligibility has been completed or during the off-season. It will not be possible to intern during the season and continue to compete.

- The internship may be terminated if the site supervisor or university internship supervisor is dissatisfied with the student’s performance. (See ‘What Happens If There Is A Problem’ in Part III).
Internship Application Steps

Students are encouraged to do their internships outside of the Statesboro area. However, placements may be arranged within the Statesboro community as well as on the Georgia Southern University campus.

- The student should contact the potential site. The University Internship Supervisor may assist in the student's preparation (i.e., resume, letter of intent, phone-call script, etc.) See Part II.

- The internship application will be submitted to the University Internship Supervisor (See Part IV). Students must complete the following documents when applying for an Internship:
  a. Internship Site Description (Filled out by your site)
  b. Internship Application (Filled out by the Student)
  c. Top of the Academic Form (Filled out by the Student)
  d. Purchase Professional Liability Insurance (Send a confirmation email to University Internship Supervisor)
     i. https://touchnet.georgiasouthern.edu/C20795_ustores/web/classic/store_main.jsp?STOREID=125&SINGLESTORE=true
  e. Verification of Professional Liability Insurance (Filled out by the Student)
     i. The policy will be through the Waters College of Health Professions.
  f. Off-Campus Student Participation Agreement (Filled out by the Student)
  g. Intern Placement Understanding Form (Signed by site and by the Student)

- The University Supervisor will submit the Memorandum of Understanding request to the Dean’s office (For a detailed overview of this process; see Pg. 7).

- The student should acquire a nametag; Submit a request to Printing and Postal Services (see attached)
  *Note: Submit under Waters College of Health Professions or Department of Health Sciences and Kinesiology
  a. https://auxiliary.georgiasouthern.edu/printingandpostal/forms/
  b. Nametags are required to be worn at the Internship site. The nametag reminds students to conduct themselves professionally and that they represent more than themselves (i.e., Georgia Southern University).
Memorandums of Understanding (MOU)

All locations must have a Memorandum of Understanding (MOU) between Georgia Southern University and the site. This MOU is a legal agreement outlining the responsibilities of both parties.

- The University Internship Supervisor has a current list of approved sites with existing MOUs. This list is periodically updated from the Dean’s office.
- New MOUs may take at least 6-8 weeks to complete. Some clinical MOUs (i.e., Hospital systems) have taken as long as 7 months to approve.

New Memorandums of Understanding (MOU)

If the potential site does not have a current Memorandum (MOU) with the University, the following steps must be completed:

1. The student should receive verbal or written confirmation that the site will accept you as an intern. The confirmation is necessary to prevent unneeded MOU requests to be filed with the Dean’s office.

2. The student needs to turn in Internship Application & Site Description to the University Internship Supervisor (See Part IV). This site information is used to file the MOU request to the Dean’s office.

3. University Internship Supervisor must request a new MOU with the Dean’s office. Your site supervisor may carbon copy (cc) you in this email. The email will be addressed to Dr. Sandy Streater (Associate Dean of the Waters College of Health Professions) or an Administrative Assistant (Jennifer Hoopes). This email is to keep the student informed on the process. No additional steps are necessary to submit to the MOU request on behalf of the student unless otherwise described by the University Supervisor.

4. After consultation with Georgia Southern University lawyers, the University's MOU is sent to the site for signature.

5. The site’s lawyers may sign the MOU or request changes.
   a. If changes were requested, Georgia Southern University lawyers approve or deny requested changes.

6. If the site approves the MOU, the MOU is returned signed and sent to the President of the University.

7. The Dean’s office will notify the University Internship Supervisor when the MOU is approved.

8. The University Supervisor will notify the student when the MOU has been approved. If internship application is complete, the University Supervisor will request you to be registered for the course.
Internship Application Deadlines

• Students must complete all required hours unless otherwise approved by the University Internship Supervisor.

  c. Undergrad Fall Semester: >540 total hours (12 credits) requirement (15 weeks semester)
     i. Deadline to apply for Fall Internship: May 1st (prior Spring semester)

  d. Graduate Fall Semester: >405 hours (9 credits) requirement (15 week semester)
     i. Deadline to apply for Fall Internship: May 1st (prior Spring semester)

  e. Undergrad Spring Semester: >540 total hours (12 credits) requirement (15 weeks semester)
     i. Deadline to apply for Spring Internship: November 1st (prior Fall semester)

  f. Graduate Spring Semester: >405 hours (9 credits) requirement (15 week semester)
     i. Deadline to apply for Spring Internship: November 1st (prior Fall semester)

  g. Undergrad Summer Semester: >480 total hours (12 credits) requirement (10 weeks semester)
     i. Deadline to apply for Summer Internship: March 1st (prior Spring semester)

     ii. Students are permitted to intern and graduate during the shorter summer semester provided the student begins the internship by the Monday of the week following Spring Semester exams. An Incomplete Progress grade (IP) will be issued if the student has not met the hour requirement at the time to which grades are due. The IP will be replaced with an earned grade ONLY when ALL required course assignments are submitted.

  h. Graduate Summer Semester: >405 hours (9 credits) requirement (10 week semester)
     i. Deadline to apply for Spring Internship: March 1st (prior Spring semester)

• Students cannot get credit for more than 50 hours in one week
• Internships will start on the 1st day of the semester.
• Internships will end by the last day of the semester’s finals.
PART II

FINDING AN INTERNSHIP
Finding the Internship

Who finds the internship?

The primary responsibility for finding and obtaining an internship rests with the student. When needed, the University Internship Supervisor will assist the student in finding an internship.

The role of the University Internship Supervisor is to assist the student in getting an internship in two ways. First, they can provide direction and advice to the student. The University Internship Supervisor makes suggestions as to how and when to find the internship. Secondly, the University Internship Supervisor maintains resources that will help the student.

Why does the faculty not assign internships?

Faculty at some universities do assign the internships to the students. However, we believe that responsibility is that of the students.

Why is it the responsibility of the student?

1. Students may find novel internships opportunities.
2. The Department of Health Sciences and Kinesiology wishes to give the students freedom of selection.
3. The process of searching for and applying for internships serves as excellent training for what comes next -- finding and obtaining that first job.
Finding the Internship

These are the steps you should follow in selecting and obtaining your internship. Students who carefully follow these procedures should have little difficulty in finding a beneficial internship experience. The University Internship Supervisor will be happy to answer any of your questions and give you additional suggestions.

**STEP 1 - DECIDE ON POTENTIAL CAREER FIELD(S).**

Kinesiology is a diverse field that offers a variety of career paths. We realize that many students are not certain on the area of health and kinesiology they wish to enter. Some students have two or three areas that they find equally interesting while others would consider a job in almost any area.

**STEP 2 – BEGIN YOUR SEARCH EARLY**

*When should you begin? What seems to work best is to send out letters of inquiry and resumes early in the semester before you plan to intern.* However, it is suggested to look for potential opportunities earlier. For instance, if you plan to intern in the Spring, your first mailing should occur very early in the Fall Semester. Undergraduate students will receive guidance in resume preparation in their academic coursework. Before mailing, all cover letters and resumes should be critiqued by the Georgia Southern University Career Services Center or by the University Internship Supervisor.

By mailing early in the fall, most students can have a firm commitment by the middle of the Fall semester. Procrastination can cause undue difficulty in obtaining an ideal internship. If the student does not commit early in the semester before the internship, the student needs to inform and work closely with the University Internship Supervisor.

<table>
<thead>
<tr>
<th>Examples of sites in health and kinesiology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Fitness Instructor</td>
</tr>
<tr>
<td>Exercise Specialist - Commercial Fitness</td>
</tr>
<tr>
<td>Personal Trainer</td>
</tr>
<tr>
<td>Strength and Conditioning</td>
</tr>
<tr>
<td>Physical/Occupational Therapy</td>
</tr>
</tbody>
</table>

**STEP 3 - WHERE TO LOOK FOR YOUR INTERNSHIP.**

We want you to have the best internship experience possible, so we place no geographical limits on you. If you find a quality opportunity in Alaska or New York or California, that is great. Even international internships may be approved. However, the University Internship Supervisor reserves the right to approve all internships.
Internship sites may be located from the following sources:

1. Networking at conferences (i.e., regional and national conferences)
2. Social media postings (i.e., create a professional twitter account)
3. Job boards (i.e., online ACSM or NSCA job boards)
4. Previous site list (See University Internship Supervisor).

**STEP 4 - YOU HAVE ONE OPPORTUNITY TO MAKE A "GOOD FIRST IMPRESSION"!

Your cover letter (letter of inquiry) and resume will be the first contact the internship site has with you. The site may receive numerous requests for internship opportunities, has time to interview only a few, and can select only the best. To get to the second step, the interview, it is crucial that your resume and cover letter help make a "good first impression" when you are inquiring about internship opportunities. It is suggested to utilize grammatical software (i.e. Grammarly) to ensure professionalism.

**STEP 5 - MAILING OUT YOUR INQUIRIES/RESUMES AND FOLLOWING UP

Once your letters and resumes are prepared, you are ready to mail or hand-deliver these to the sites you have selected. The following are some suggestions that you should follow:

1. Select up to ≥5 sites that you would most prefer.

2. Send a letter of inquiry (double check all details of the site, potential site coordinator) along with your resume to each of the ≥5 sites you choose.

3. Always send these to the person who is in charge of selecting interns. If you do not know who that is, call to find out.

4. One week later, CALL THAT PERSON to be sure your material was received. At that time you should have a good idea of their interest. YOU MUST CALL IF YOU WANT THE INTERNSHIP. You must show some initiative. Internship sites owe you nothing.

5. Personnel at many organizations are not familiar with our internship program here at Georgia Southern, or with the internship process in general. If they have questions or concerns, the University Internship Supervisor may need to contact them and discuss our procedures.

6. If several of the sites indicate that they do not use interns or are not interested at that time, send additional letters to alternative sites.
7. If you get one or two "maybe" responses, do not wait or "hope" they will come through. This tactic can leave you without an internship. Send letters and resumes to other sites at once. It is better to have too many sites wanting you than not enough. Push forward until you have a full commitment.

8. When you have three or four sites that seem genuinely interested, then you need to continue to pursue them. Most will want to interview you. You can get some pointers on successful interviews from Career Services or the University Supervisor. Students can schedule a "mock" interview at Career Services. This service provides students with an opportunity to practice interviewing skills, review their performance on videotape, and receive written and verbal feedback from a career counselor. Be sure to dress professionally for the interview.

Note: Some organizations will have a date that they must wait for before confirming the internship. If that date is near the time you will intern, you must operate under the assumption that the site is going to fall through and pursue something more definite.

**STEP 6 – FINALIZE THE PAPERWORK**

Once you and the site have reached an agreement --- they want you as an intern, and you want to intern at this site -- **you must complete and submit the following forms to the University Supervisor (See Part IV):**

<table>
<thead>
<tr>
<th>Form</th>
<th>Page(s)</th>
<th>Details</th>
<th>Completed by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internship Site Description Form</td>
<td>19</td>
<td>This form is used to apply for the Memorandum of Understanding (MOU).</td>
<td>Site Supervisor</td>
</tr>
<tr>
<td>Internship Application Form</td>
<td>21-22</td>
<td>This form is also used to apply for the MOU.</td>
<td>Student</td>
</tr>
<tr>
<td>Verification of Professional Liability Insurance Form</td>
<td>24</td>
<td>This form is to be completed after acquiring Student Liability Insurance from the Waters College of Hea</td>
<td>Student</td>
</tr>
<tr>
<td>Proof of Professional Liability Insurance (see link to right)</td>
<td>[Link](<a href="https://courses.georiga">https://courses.georiga</a> southern.edu/C107999 neuroscience.main.jsp?STOREID=125&amp;STORE=true)</td>
<td>Please forward the confirmation email or screenshot of the liability insurance coverage (i.e., by the Waters College of Health Professions) to the University Internship Supervisor.</td>
<td>Student</td>
</tr>
<tr>
<td>Off-Campus Student Participation Agreement</td>
<td>25</td>
<td>This form represents a release of legal rights by the student. Students must complete this form for internship sites both on and off-campus.</td>
<td>Student</td>
</tr>
<tr>
<td>Intern Placement Understanding Form</td>
<td>26</td>
<td>This form presents the primary responsibilities of the student, Site Supervisor, and University Internship Supervisor. Once this form is complete, it represents a contract among the three parties that define the legal limits of participation.</td>
<td>Student, Site and University Supervisors</td>
</tr>
</tbody>
</table>
*Note: The previous forms only satisfy the University Requirements. Sites may require additional forms or requirements.

All sites must have entered into a Memorandum of Understanding before accepting interns. See Pg. 7 of this manual for details.

**STEP 7 - COURSE REGISTRATION**

The University Internship Supervisor will request the Kinesiology Office to register the student for the course (i.e., KINS 4799 – undergrad and KINS 7799 – graduate) when both of the following are complete:

1. The MOU has been approved and signed by the University President.
2. All paperwork has been completed and submitted to the University Internship Supervisor.

**STEP 8 – FOLIO COURSEWORK**

- **The student intern must complete the KINS 4799/ KINS 7799 course responsibilities to earn an Internship grade.**

- Detailed assignment directions will be posted on Folio.

- All University assignments submitted on Folio.

- Internship grades are based on the following percentages:

<table>
<thead>
<tr>
<th>Final Grade Components</th>
<th>% of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Professionalism</td>
<td>5%</td>
</tr>
<tr>
<td>2. Internship Goal Sheet</td>
<td>5%</td>
</tr>
<tr>
<td>3. Daily Logs and Weekly Hours</td>
<td>15% (1% per week, 3% per submission)</td>
</tr>
<tr>
<td>4. Midterm Evaluation</td>
<td>25%</td>
</tr>
<tr>
<td>5. Final Evaluation</td>
<td>25%</td>
</tr>
<tr>
<td>6. Final Projects</td>
<td>20%</td>
</tr>
<tr>
<td>7. Intern Exit Evaluation Form</td>
<td>5%</td>
</tr>
</tbody>
</table>

% of Final Grade 100%


PART III

COMPLETING THE INTERNSHIP
Completing the Internship Successfully

What does the site expect of the intern?

The expectations and requirements of the internship site will vary depending on the organization. However, all will expect the student to act and dress as a professional. They will have the same expectations that they would have of any other employee, regardless of whether the intern is paid or not. Payment is irrelevant to the performance of the intern.

The intern needs to shed the "student mode." Many students cut class, arrive late occasionally, fail to come to class prepared, complete unacceptable work, and have a less-than-professional interest in the class. This conduct will not be acceptable in the workplace. The intern needs to develop a get-the-job-done, professional attitude. The work must be of high quality, and the intern must be 100 percent dependable.

Most interns have the right attitude and are willing to work hard. Characteristics or traits that will help you to stand out above other interns include enthusiasm, initiative, motivation, and willingness to problem solve.

The job market is flooded with applicants and employers can select the cream of the crop for job openings. The nonchalant student with the unprofessional attitude will not succeed in this field. There are too many good people wanting that same job. Keep in mind; the Site Supervisor may serve as a professional reference in the future.

What does the University Internship Supervisor expect of the intern?

The University Internship Supervisor has the same expectations as the Site Supervisor. We want each student to be an ideal representative of the School of Health and Kinesiology at Georgia Southern University. Previous Georgia Southern interns have built a reputation that will make it easier for you to find an internship. All course requirements will be outlined in detail on Folio.

What happens if there is a problem?

Student Not Performing to Expectations
If the management of the internship site (Site Supervisor) is dissatisfied with the performance of an intern and terminates the internship before the end of the experience, the University Internship Supervisor has two options available. If there is evidence that the site management was justified in the termination of the internship, the student will be assigned an F grade for the internship. Acts that would justify termination would include, but not be limited to:

1. Persistent tardiness or absenteeism
2. Inability to get along with the supervisor or staff
3. Poor quality work, and failure to adjust to a work environment.
4. Violating site policy
If the Site Supervisor does not seem to be justified in the termination, the University Internship Supervisor will attempt to place the student at another site as soon as possible. This might require continuing the internship through part or all of the next semester. The University Internship Supervisor will determine options in consultation with the Program Coordinator and School Chairperson.

**Site Not Providing Appropriate Experience**
If the student believes the site is not fulfilling his or her responsibilities, the student should contact the University Internship Supervisor who will attempt to mediate and resolve the situation. The University Internship Supervisor will determine the student’s options.

**How long should the internship last?**

The internship should last for a minimum of 15 weeks of full time (an average of 40 hours per week for a total of 600 hours). Some organizations require more extended internships (i.e., >15 weeks), and interns are encouraged to continue with the internship for extended periods if necessary. Usually, the internship starts at the beginning of the semester and lasts throughout the semester, however, because some organization’s needs do not fit into the semester, starting and finishing dates can be flexible. If this is the case, all parties should have a clear understanding of start and stop dates.

Summer semester is not as long as fall and spring. Students are expected to begin summer internships as soon as they finish the Spring Semester. The extra week during the break between spring and summer semesters makes it a 12-week experience. Students planning to graduate at the end of the summer semester may complete the 12 weeks and then graduate.

**WHAT NEXT?**

**When should I start looking for a job?**

Finding a job always takes some time, sometimes, as much as several months. For that reason, the student would be wise to begin a job search in conjunction with obtaining and completing an internship.

**Should I stay in touch?**

It is always a good policy to maintain contact with people from Georgia Southern as well as people you meet in the field. The faculty like to know what our graduates are doing. Also, we may be aware of potential job opportunities in the field. Stay in touch with the School of Health and Kinesiology faculty!

**Should I consider a graduate degree?**

Although a master's degree is not a requirement in some areas of health and kinesiology, more preparation can certainly be to your advantage. Students who can qualify for graduate school should consider that option. Students with an undergraduate degree can pursue an advanced degree in either health, kinesiology or they can work toward a degree in an allied health profession.

Students should be aware that admission to graduate schools is not automatic. For admission here at Georgia Southern University, students should see the most recent Graduate Catalog. Most graduate programs have similar admission requirements.
PART IV

FORM
INTERNSHIP SITE DESCRIPTION FORM
Department of Health Sciences and Kinesiology
Waters College of Health Professions
Georgia Southern University

Name of Student: ________________________________

This form should be completed by the Site Supervisor and returned to the student. The Student should submit to the University Internship Supervisor. Please type or print clearly. Complete all spaces.

A. General Information
Name of Institution: ____________________________________________________________
Person Completing Form: ______________________________________________________
Position: ____________________________________________________________________
Person to Contact (If Different): _________________________________________________
Address: _____________________________________________________________________
City/State/Zip: __________________________________________________________________
Phone: ______________________________________________________________________
Fax: _______________________________________________________________________
E-mail: ______________________________________________________________________

B. Intern Site Information
What is the general purpose of your institution? _____________________________________
____________________________________________________________________________
____________________________________________________________________________

Please give a general description of the size of your business or operation, i.e., number of employees, members, nature of facilities, etc.
____________________________________________________________________________
____________________________________________________________________________

Please give a general description of the duties you plan to assign the intern.
____________________________________________________________________________
____________________________________________________________________________

Also, please list some of the specific duties that the intern will perform.
____________________________________________________________________________
____________________________________________________________________________

Check the seasons during which you could use an intern:
All Year______ Fall______ Spring_______ Summer ______
Please explain if there is any reason why a 12-15-week internship would not work for your business or institution.

Would you be able to make effective use of more than one intern at a time? _____
If yes, how many? ______________

C. **Stipend** (While pay is not required for an internship; we do suggest that interns receive at least a modest stipend. All must register and pay tuition for the semester, and all are incurring significant additional expenses.)

Will a stipend be paid?
If so, what is the approximate stipend for 15 weeks? __________________________

Are there any fringe benefits such as meals, lodging, etc.? ______________
If so, please list them here. _______________________________________________

What is the likelihood of employment for an intern who completes a successful internship?

______________________________________________________

Will you help the intern make contacts with other potential employers? ________________

Please return this form to the student who will return it to the University Supervisor.
INTERNSHIP APPLICATION FORM
Department of Health Sciences and
Kinesiology
Waters College of Health Professions
Georgia Southern University

Student Information
This form should be completed by the Student and returned to the University Internship Supervisor. Please type or print clearly. Complete all spaces.

Name ____________________________________________
   Last          First          Middle

Eagle ID ________________________________

Local Address ____________________________________________

City_________________________ State _______ Zip _________

Phone (___)____________________________ E-mail ________________________________

Permanent Address ____________________________________________

City_________________________ State _______ Zip _________

Phone (___)____________________________ E-mail ________________________________

Major: ___________________________ Minor ____________________________

Semester registering for the internship (Check one)

Fall_____    Spring_____    Summer_____    Year _____

Date internship begins: ___________    Date internship ends: ___________

Information on Proposed Internship

Name of Site ____________________________________________

Address ____________________________________________

City_________________________ State_______________________ Zip ________
Phone (___) ___________________ Fax (___) ___________________

Are you receiving a stipend? Yes____ No _____ Amount? ______________________

Site Supervisor Information
Name _________________________________________________

Position ____________________________________________

Business Address: ______________________________________

City________________________ State_______ Zip _________

Phone (___) _______________ Fax (___) ___________________

E-mail ________________

Briefly respond to the following questions.

1. Why did you choose this site for the internship?

2. Have you previously been associated with this site? If so, in what capacity and when?

3. What do you hope to learn from this internship?
**Academic Form**

Name ____________________________  

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<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>Middle</th>
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</thead>
</table>

Eagle ID __________________________

**DO NOT WRITE BELOW THIS LINE**  

*Exercise Science Internship Supervisor Only*

<table>
<thead>
<tr>
<th>Undergraduate Students</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Credit Hours completed (at time of application)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall GPA (at time of application):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Graduate Students</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 Hours of KINS or Approved Electives</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall GPA (at time of application):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**To be completed by the University Internship Supervisor: Please Circle and provide date of completion**

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 2.0 Overall Grade Point Average:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Earned C or better in all Major/Guided Major Elective coursework (including semester prior to internship)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Memorandum of Understanding Completed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Confirmed by Dean’s Office (Dr. James Sandy Streater)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internship Site Description Form Completed:</td>
<td></td>
<td></td>
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<tr>
<td>Internship Application Form Completed:</td>
<td></td>
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</tr>
<tr>
<td>Verification of Liability Insurance Coverage Form Completed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proof of Student Liability Insurance:</td>
<td></td>
<td></td>
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<tr>
<td>Off-Campus Participation Agreement Form Completed:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intern Placement Understanding Form Completed:</td>
<td></td>
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</tr>
</tbody>
</table>

Approved: ____________________________ Date: ________________  

*University Internship Supervisor Signature*
VERIFICATION OF PROFESSIONAL LIABILITY INSURANCE COVERAGE

I hereby certify that I ___________________________ am currently covered by a professional liability insurance policy by ________________ and I

further certify that I will keep this policy in full force and effect during my participation in the internship program or the off-campus applied learning experience at ______________________
_______________________________, as arranged through Georgia Southern University’s School of Health and Kinesiology.

I further certify that upon the termination of this insurance policy for any reason, I will immediately provide notice of that termination to the Georgia Southern University faculty supervisor of the internship program or off-campus applied learning experience.

I have read and understood the above statements.

______________________________  ____________________________  ______________________
Signature of student participant  University Internship Supervisor Signature  Date

______________________________
Signature of parent or guardian, if the student is under 18 years old.
Off-Campus Student Participation Agreement

[THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY BEFORE SIGNING]

I ______________________________ hereby acknowledge my awareness that participation in an off-campus internship or applied learning experience arranged through Georgia Southern University’s Department of Health Sciences and Kinesiology may expose me to risk of property damage and bodily or personal injury, including injury that may prove fatal to myself or others. For the sole consideration of the University arranging for my participation in an off-campus internship or applied learning experience at ______________________________, I agree to assume all the risks and responsibilities surrounding my participation in the above-referenced internship/experience, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, forever discharge, and covenant not to sue the University, the Board of Regents of the University System of Georgia, their members individually and their officers, agents, employees, and any students acting as employees (hereinafter collectively referred to as the "Releasees"), from and against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the premises where the internship/experience, or any adjunct to the internship/experience, occurs or is being conducted. I understand that acceptance of this signed Off-Campus Student Participation Agreement by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further agree to follow all administrative policies, standards, and practices of the off-campus facility. I understand that I shall not be deemed to be employed by or to be an agent or servant of, the Board of Regents or Georgia Southern University for any services I provide during the internship and that I will not receive monetary compensation for such services from the University. I further state that there are no health-related reasons or problems which preclude or restrict my participation, without provisions of reasonable accommodation, in this activity and that I shall be fully responsible for any medical costs, through adequate health insurance or otherwise, that may be attendant as a result of injury to me during my internship activities.

I have read and understood the above Off-Campus Student Participation Agreement, and I agree that it binds my heirs, executors, administrators, and assigns, as well as myself. I have freely and voluntarily signed this Agreement and agree that it shall be construed in accordance with the laws of the State of Georgia. If any terms or provision of this Agreement shall be held illegal or unenforceable, the validity of the remaining portions shall not be affected.

_____________________________  _______________________________  _______________________________
Signature of student participant  University Internship Supervisor  Date
INTERN PLACEMENT UNDERSTANDING FORM
Department of Health Sciences and
Kinesiology
Waters College of Health Professions
Georgia Southern University

This is to certify that ___________________________ has been accepted as a student intern with the following site ___________________________.

It is understood that he/she is expected to work an average of 40 clock hours per week:

Beginning ____________, 20____ and ending ____________, 20____.

Nature of the Understanding

- The University Internship Supervisor, Site Supervisor, and the student agree that the above-named student will perform his or her internship at the above-named internship site for the period specified above.

- The University Internship Supervisor, Site Supervisor, and the student will assume all roles and responsibilities as described in the School of Health and Kinesiology’s Internship Guidelines (see attached).

- The student will register at Georgia Southern University to receive academic credit for the internship. The student is neither an employee nor an agent of Georgia Southern University.

- The student has obtained liability insurance in an amount satisfactory to the University and Site.

- The student has read the School of Health and Kinesiology’s Internship guide and agrees to assume all roles and responsibilities as described.

- The student will work the equivalent of an average of 40 hours per week for a minimum period of 15 weeks.

- The Site Supervisor will supervise and perform a midterm and final evaluation of the student’s performance (appropriate forms will be provided).

- The University Internship Supervisor will assist as requested by the student or the Site Supervisor and will assign the final grade for the internship experience.

Student’s Signature:__________________________   Date:______________

Site Supervisor Signature:______________________   Date:______________

University Supervisor Signature:__________________   Date:______________
Roles and Responsibilities

I. The Student

A. Student’s Responsibility to the University:

1. To complete all pre-internship arrangements as described in this Guidebook.
2. To meet due dates for written assignments required by the University during the internship.
3. To secure and show proof of health and liability insurance in an amount satisfactory to both the University and the Site.
4. To represent the School of Health and Kinesiology as a student at Georgia Southern University.
5. To maintain a line of communication with the University Internship Supervisor.

B. Student’s Responsibility to the Site:

1. To accept and complete assignments and responsibilities as outlined in this Guidebook and Internship Agreement Form and Memorandum of Understanding.
2. To consider him/herself a co-worker with the site staff, not someone due to special privileges.
3. To accept the site's philosophy, methods, leadership, and program, and when appropriate, give suggestions to the site supervisor.
4. To plan thoroughly and in advance for all assignments and be prepared for periodic student/site supervisor conferences.
5. To seek advice and consult with the site supervisor when confronted with problems he/she cannot satisfactorily solve alone.
6. To accept the responsibility for (a) notifying the Site Supervisor when absence from work is necessary, (b) dressing appropriately for all assignments, and (c) conducting oneself in a professional manner at work and away from work.
7. To become a productive, contributing member of the site programs.
II. The Site Supervisor

A. Site Supervisor’s Responsibility to the University:

1. To provide information to the University about the site and professional personnel, and the experiences that can be afforded a student in an internship placement.

2. To cooperate in the exchange of information related to the Internship student and to submit periodic evaluations of the student as required by the University.

3. To maintain periodic contact with the University Internship Supervisor, carry out periodic conferences and discussions with the University Internship Supervisor, and treat the internship as an academic program experience.

B. Site Supervisor’s Responsibility to the Student:

1. To recognize that the student is in the process of learning and maturing and not to expect performances comparable to full-time staff members.

2. To provide the student with an opportunity for broad, well-rounded experience in site responsibilities, programs, and services.

3. To confer with the student to determine his/her responsibilities during the experience (described in Student/Site Contract) and to present an overview of the site's purposes, policies, administration, program, and physical facilities.

4. To present the student to the site staff as a student intern colleague and to inform the student of regulations to which he/she must conform.

5. To acquaint the student with resources and materials that may contribute to the implementation and completion of tasks and responsibilities of the student and enable the student to become acquainted with the community and its resources.

6. To provide the student opportunities for successful experiences that will promote growth and sense of achievement.

7. To encourage the highest standards of performance, give the student praise for work well done, present critical evaluation constructively and objectively, and encourage self-evaluation by the student.
III The University Internship Supervisor

A. University Internship Supervisor’s Responsibilities to the Student:

1. To review and evaluate all student written assignments due to the University.

2. To make at least two (2) phone conferences (mid-term and final) during the semester.

3. To determine the final grade for the Internship student by combining the University and Site Supervisor’s evaluations.

4. To coordinate the poster presentation (oral presentation for graduate students).

5. To resolve conflicts related to the internship.

B. University Internship Supervisor’s Responsibility to the Site:

1. To maintain open communication at all times with the site concerning their cooperation and supervision of the Internship Program.
Internship Goal Sheet

This sheet is to be completed by the student and his or her site supervisor during the first week of the internship and uploaded to Folio for review by the University Internship Supervisor. There is no set number of goals, but be fair and realistic in their determination.

A. Specific Goals to be accomplished by the Student; B. How will this be evaluated?

1. A. ____________________________________________________________
   B. ____________________________________________________________

2. ____________________________________________________________

3. ____________________________________________________________

4. ____________________________________________________________

5. ____________________________________________________________

6. ____________________________________________________________

7. ____________________________________________________________

8. ____________________________________________________________

9. ____________________________________________________________

10. ____________________________________________________________

Student Signature ____________________________________________ Date __________

Site Supervisor Signature ______________________________________ Date __________

University Internship Supervisor Signature ______________________ Date __________
# SITE SUPERVISOR MIDTERM EVALUATION

Department of Health Sciences and Kinesiology  
Waters College of Health Professions Georgia Southern University

**INSTRUCTIONS:** The Site Supervisor should evaluate the intern objectively. Consider how the performance of the intern has compared with what you expected. If you have had previous interns, compare the intern with other interns of comparable academic level performing similar tasks.

<table>
<thead>
<tr>
<th>Student: __________________________</th>
<th>Site Supervisor: __________________________</th>
<th>Intern: __________________________</th>
<th>Date: __________________________</th>
</tr>
</thead>
</table>

1 = Very Poor  2 = Poor  3 = About Average  4 = Good  5 = Excellent  NA = Not Applicable

<table>
<thead>
<tr>
<th>Work Habits</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Communication</th>
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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctuality: NA  1  2  3  4  5</td>
<td>Speaks effectively: NA  1  2  3  4  5</td>
<td>Work is completed on time: NA  1  2  3  4  5</td>
<td>Can write effectively: NA  1  2  3  4  5</td>
<td>Finds work to do: NA  1  2  3  4  5</td>
<td>Speaks effectively before groups: NA  1  2  3  4  5</td>
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</tr>
<tr>
<td>Takes the initiative: NA  1  2  3  4  5</td>
<td>Professionalism</td>
<td>Gets it right the first time: NA  1  2  3  4  5</td>
<td>Appropriate appearance/dress: NA  1  2  3  4  5</td>
<td>Dependable &amp; responsible: NA  1  2  3  4  5</td>
<td>Professional behavior: NA  1  2  3  4  5</td>
<td>Finishes tasks w/o prodding: NA  1  2  3  4  5</td>
<td>Professional attitude: NA  1  2  3  4  5</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Uses good judgment: NA  1  2  3  4  5</td>
<td>Abilities</td>
<td>Shows creativity: NA  1  2  3  4  5</td>
<td>Exhibits enthusiasm: NA  1  2  3  4  5</td>
<td>Exhibits problem-solving skills: NA  1  2  3  4  5</td>
<td>Demonstrates self-confidence: NA  1  2  3  4  5</td>
<td>Makes good decisions: NA  1  2  3  4  5</td>
<td>Gets along with coworkers: NA  1  2  3  4  5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Catches on &amp; learns quickly: NA  1  2  3  4  5</td>
<td></td>
<td>Can organize tasks: NA  1  2  3  4  5</td>
<td>Gets along with superiors: NA  1  2  3  4  5</td>
<td>Exhibits leadership ability: NA  1  2  3  4  5</td>
<td>Interacts well with the public: NA  1  2  3  4  5</td>
<td>Exhibits leadership ability: NA  1  2  3  4  5</td>
<td>Accepts authority: NA  1  2  3  4  5</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can organize tasks: NA  1  2  3  4  5</td>
<td></td>
<td>Accepts criticism/suggestions: NA  1  2  3  4  5</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

31
Overall Performance: 1 2 3 4 5

Recommended Grade % (0-100%):

Has the student progressed toward completing the goals that were established? Yes No

Have the goals been reviewed and revised if necessary? Yes No

Comments on student performance:

Areas to improve:

Strengths:

Have you provided feedback to the intern about their performance? Yes No

Additional comments:
**INSTRUCTIONS:** The Site Supervisor should evaluate the intern objectively. Consider how the performance of the intern has compared with what you expected. If you have had previous interns, compare the intern with other interns of comparable academic level performing similar tasks.

Student: ________________________________

Site Supervisor: _________________________

Intern Site: ______________________________

Date: ________________________________

<table>
<thead>
<tr>
<th>Work Habits</th>
<th>Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Punctual:</td>
<td>Speaks effectively:</td>
</tr>
<tr>
<td>1 = Very Poor  2 = Poor  3 = About Average  4 = Good  5 = Excellent  NA = Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Work is completed on time:</td>
<td>Can write effectively:</td>
</tr>
<tr>
<td>1 = Very Poor  2 = Poor  3 = About Average  4 = Good  5 = Excellent  NA = Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Finds work to do:</td>
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<td></td>
</tr>
<tr>
<td>Takes the initiative:</td>
<td>Professional behavior:</td>
</tr>
<tr>
<td>1 = Very Poor  2 = Poor  3 = About Average  4 = Good  5 = Excellent  NA = Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Gets it right the first time:</td>
<td>Professional behavior:</td>
</tr>
<tr>
<td>1 = Very Poor  2 = Poor  3 = About Average  4 = Good  5 = Excellent  NA = Not Applicable</td>
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<tr>
<td>Dependable &amp; responsible:</td>
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<td>1 = Very Poor  2 = Poor  3 = About Average  4 = Good  5 = Excellent  NA = Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Finishes tasks w/o prodding:</td>
<td>Strong interest in learning:</td>
</tr>
<tr>
<td>1 = Very Poor  2 = Poor  3 = About Average  4 = Good  5 = Excellent  NA = Not Applicable</td>
<td></td>
</tr>
<tr>
<td>Uses good judgment:</td>
<td>Exhibits enthusiasm:</td>
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</tr>
<tr>
<td>Shows creativity:</td>
<td>Outgoing personality:</td>
</tr>
<tr>
<td>1 = Very Poor  2 = Poor  3 = About Average  4 = Good  5 = Excellent  NA = Not Applicable</td>
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</tr>
<tr>
<td>Exhibits problem-solving skills:</td>
<td>Demonstrates self-confidence:</td>
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<td>Can organize tasks:</td>
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<td></td>
</tr>
<tr>
<td>Accepts criticism/suggestions:</td>
<td>NA 1 2 3 4 5</td>
</tr>
</tbody>
</table>
Overall Performance: 1 2 3 4 5

Recommended Grade % (0-100%):

Has the student progressed toward completing the goals that were established? | Yes | No
---|---|---
Have the goals been reviewed and revised if necessary? | Yes | No

Comments on student performance:

Areas to improve:

Strengths: 

Have you provided feedback to the intern about their performance? | Yes | No
---|---|---

Additional comments:
# INTERN EXIT EVALUATION FORM

**Department of Health Sciences and Kinesiology**  
**Waters College of Health Professions**  
**Georgia Southern University**

<table>
<thead>
<tr>
<th>Site</th>
<th>Intern</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Name -</td>
<td>Name -</td>
</tr>
<tr>
<td>Site Address -</td>
<td>Address -</td>
</tr>
<tr>
<td>City/State/Zip</td>
<td>City/State/Zip</td>
</tr>
<tr>
<td>Phone - ( )</td>
<td>Phone - ( )</td>
</tr>
<tr>
<td>Supervisor -</td>
<td>Date -</td>
</tr>
</tbody>
</table>

This form is to be completed by the Intern and returned to the University Internship Supervisor at the beginning of the last week of Internship. No grade will be assigned until this form has been received. The form should be typed (You may answer the questions on a word processor and attach the pages to this form). Please do not merely answer yes/no. Take some time and provide us with useful information for each item. **THE INFORMATION PROVIDED WILL BE USED TO IMPROVE THE INTERNSHIP EXPERIENCE FOR FUTURE STUDENTS.**

Instructions: Using the scale of (5) strongly agree, (4) agree, (3) undecided, (2) disagree, or (1) strongly disagree, please answer the following questions:

1. Overall, the internship experience was a valuable learning experience.  
   5 4 3 2 1

2. I would rate the quality of my site supervisor as excellent.  
   5 4 3 2 1

3. I was able to meet my internship goals and objectives.  
   5 4 3 2 1

4. This internship provided opportunities to develop a professional network.  
   5 4 3 2 1

5. This internship provided me with ample opportunities to be involved in professional level projects.  
   5 4 3 2 1

6. The amount of supervision time provided by my Site Supervisor was adequate.  
   5 4 3 2 1

7. The University Internship Supervisor was readily available for consultation and feedback.  
   5 4 3 2 1

8. The internship assignments were exciting and stimulating.  
   5 4 3 2 1

9. My coursework adequately prepared me for the internship experience.  
   5 4 3 2 1
10. The University Internship Supervisor maintained adequate communication with the Site Supervisor.  
   5 4 3 2 1

11. This internship provided an experience that will be useful.  
   5 4 3 2 1

12. I would recommend this internship site to future internship experience.  
   5 4 3 2 1

13. What are your future career goals? Did this internship provide experiences that foster those career goals? Explain.

14. What were the strengths of your academic preparation?

15. What were the weakest parts of your academic preparation?

16. What recommendations would you make to improve academic preparation or the internship?

17. Did you experience problems finding suitable housing? Explain.

18. What type of housing did you have? (Apt., dorm, relative, etc.) Rental cost? Distance from work?

19. Were there any significant, unexpected living expenses?

20. Were you paid a stipend for your internship? If so, what was the approximate monthly stipend for the internship?

21. Were there other fringe benefits such as meals, housing, or transportation expenses? Yes ___ No ______ If yes, please explain.

22. Please list the duties you performed during the Internship. (Be specific and use a sheet if necessary.)
23. Did you gain a good overview of the business through your internship? Why?

24. Did the experience involve a relevant and challenging use of your skills, or were you used for menial tasks? Explain.

25. Did your Site Supervisor provide a right combination of help, advice, and supervision; at the same time allow you some freedom for working on your own? Explain.

26. Did you experience any significant problems during your internship? Explain.

27. Have you made any contacts during your internship that might help you in finding a job? Explain.

28. In what ways was your Site Supervisor helpful in assisting you to make contacts with other professionals?

29. What are your immediate professional plans?
SITEM SUPERVISOR INTERNSHIP EXIT SURVEY
Department of Health Sciences and
Kinesiology
Waters College of Health Professions
Georgia Southern University

Your answers to the following questions will remain confidential and will be used as feedback to enhance the quality of the Health and Kinesiology Internship Program. The questions relate to the internship process and should be considered separately from the intern (student) evaluation form. Thank you for your time and input.

Please use the following scale: (5) strongly agree; (4) agree; (3) undecided; (2) disagree and (1) strongly disagree.

1. Overall, the internship experience was a valuable one. 5 4 3 2 1
2. The midterm and final evaluation forms were useful tools for evaluating the student. 5 4 3 2 1
3. The communication with the University Internship Supervisor was adequate 5 4 3 2 1
4. I prefer phone conferences rather than site visits. 5 4 3 2 1
5. The initial set-up procedures for the internship were effective. 5 4 3 2 1
6. The intern was able to make a valuable professional contribution to the facility. 5 4 3 2 1
7. The coursework provided by Georgia Southern University adequately prepared the student for the internship experience. 5 4 3 2 1
8. The amount of on-site guidance that is required to supervise the student is appropriate. 5 4 3 2 1
9. The communication with the student intern was adequate. 5 4 3 2 1

What are some of the positive aspects of this internship experience? (Please be as specific as possible.)

In your opinion, what are some specific areas for improvement in our internship process?

Other comments: