Introduction
Materials

- Information sheet
- Agenda - take notes!
- HHPR Internship Application Preparation Document
- Internship Manual - this is your textbook. Keep up with it!
HHPR Internship

Objective

Why?
- Portfolio Piece that is Inspired by YOU!
- Recommended or Required for Professional Schools
- Academic Credit
- Professionalism
Locations

- 6 Countries, 27 States, 154 Cities

- China, Cayman Islands, Brazil, Germany, Guam, Italy, Canada
Steps to Set-up Your Internship

1. Obtain 60 Credit Hours

2. Attend Mandatory Internship Meeting

3. Enroll in Canvas: HHPR Internship Preparation

4. Prepare Resume and Cover Letter

5. Visit potential agencies and secure internship.

6. Submit HHPR Internship Application Online.

7. Wait for the MOA to become fully executed, periodically checking with agency.

8. Receive HIPAA and Bloodborne Pathogen training and upload certificates to Assignments in Canvas.

9. Receive permit for internship course, HED 4V80 or HP 4V79.

10. Register for internship course and change the V to the appropriate hours.

11. Attend Mandatory Internship Orientation Meeting with Professor and Enroll in their Canvas course.

12. Intern! Submit Internship Feedback Survey
## Assignments Summary:

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
<th>Time</th>
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<tbody>
<tr>
<td>Mon Aug 31, 2015</td>
<td>Mandatory Internship Meeting</td>
<td>4pm to 5pm</td>
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<tr>
<td>Tue Sep 1, 2015</td>
<td>Mandatory Internship Meeting</td>
<td>3:30pm to 4:30pm</td>
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<tr>
<td>Fri Oct 2, 2015</td>
<td>Spring 2016 Internship Request for Approval Deadline</td>
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Undergraduate Internships

The internship experience conducted within the HHPR Department is designed to provide students an opportunity to both observe and participate in actual professional positions within the organization to which they are assigned. The purpose of the internship is to provide each student opportunities to experience the professional work settings that are appropriate for their preparation and career aspirations. The students considering an internship experience will have an upper level classification and have completed the majority of his/her course work in his/her field of study. These students are working on their undergraduate degrees in the areas of Health Sciences, Community Health, or Exercise Physiology and will be doing observations with any additional practical experiences the agency deems feasible. The internship is to create an educational experience that:

• increases the student's knowledge base and enhances the perceptions of the career track and organization;
• stimulates inquiry;
• provides a practical experience that can contribute to the student's professional future.

A required “Memorandum of Agreement” must be signed and returned to Baylor University before the student begins work.

Baylor University policies require that students, staff, and faculty act in academic matters with utmost honesty and integrity. It is the responsibility of each student to be familiar with the Honor Code and other university policies and procedures affecting academic
August Intern Spotlight

August 5, 2015

The August Intern Spotlight is Thomas Lene’. Thomas completed his exercise physiology internship with Baylor Athletic Performance Women’s and Men’s Basketball in Strength and Conditioning. Thomas implemented workout plans at a station during group workouts, participated in strength planning and the workout follow-up. Additionally, he attended strength practices indoors and outdoors for variation and worked with athletes on modified lifting techniques and rebounding.
Internship Hours and Payment

HP 4V79 & HED 4V80
V = Variable
V = 3 = 150 clock hours
V = 6 = 300 clock hours

Ex: Summer 2016 Tuition was $1,187/hour
[Financial Aid (254)710-2611]
Off vs. On Campus Fee was $111/hour
Summer I vs. Summer II Session
Concurrent Enrollment
Interns in Action!
1) Find an Agency

- Search for a location that will match your professional goals for the future
- Treat this as a job interview!
  - Best to do this in-person, do not just send an email.
  - Provide a cover letter and resume
  - Provide them with the Agency Information Sheet
  - Emphasize that an MOA must be signed before you can begin the internship because this is a legal requirement.
- Get written confirmation of acceptance
Students - Step 1

Committed to holistic wellness

The internship is designed to be a capstone experience in the department of HHPR to be completed in your junior or senior year. Please follow the steps to set up your internship. Please note that this process takes time and should be prepared one to two semesters prior to your internship semester.

Step 1:

Find an agency and supervisor.
Think about the professional title you are pursuing and find a supervisor with that title. Your agency selection needs to be aligned with your professional goals (i.e. a pre-PT student should be interning with a physical therapist).

Treat this process as you would a job search or interview.

It’s best if you go in-person and have a connection with the agency.

Dress professionally.

Be prepared to provide your resume, an Agency Information Sheet, and a Sample MOA.

You need verbal or written confirmation of your acceptance as an intern.

Next Step
Internship for the Department of Health, Human Performance, and Recreation

Agency Information

The internship experience conducted within the HHPR Department is designed to provide students an opportunity to both observe and participate in actual professional positions within the organization to which they are assigned. The purpose of the internship is to provide each student opportunities to experience the professional work settings that are appropriate for their preparation and career aspirations. The students considering an internship experience will have an upper level classification and have completed the majority of his/her course work in his/her field of study. These students are working on their undergraduate degrees in the areas of Health Sciences, Community Health, or Exercise Physiology and will be doing observations with any additional practical experiences the agency deems feasible. The internship is to create an educational experience that (1) increases the student’s knowledge base and enhances the perceptions of the career track and organization; (2) stimulates inquiry; (3) provides a practical experience that can contribute to the student’s professional future. A required “Memorandum of Agreement” must be signed and returned to Baylor University before the student begins work.

Certain settings limit the type of experiences in which interns can participate but we encourage you to consider the following as responsibilities of an Internship Agency Supervisor:

1. The student may be involved in an orientation session to familiarize them with the institutional/agency procedures and policies.
2. The student may be afforded the opportunity to observe related programs, operations, and procedures.
3. The agency may provide opportunities for students to develop and enhance their knowledge, skills, and abilities.
4. The supervisor may meet at regular intervals with the intern to discuss performance, concerns, and reflections, and to sign-off on completed hours.
5. The supervisor and student will discuss a student project that will enhance the student’s learning experience, while at the same time providing a service to the agency. The University Coordinator must approve the project. The project should be completed before the student’s internship has been completed.
6. The supervisor will complete a Mid-Term and Final Evaluation form concerning the student’s performance and mail or fax the completed form to the University Coordinator.

Thank you for accepting the responsibility to supervise our students during their internship at your organization. Internships are a very important part of the education we provide to our majors at the Department of Health, Human Performance, and Recreation at Baylor University. Through carefully selected internships, we aim to offer some of our best students the opportunity to work in and be a part of the activities of agencies, offices, and organizations so that they can combine real life experience with their classroom education.

Please contact me if you have any questions.

Kimberly Smith, University Internship Coordinator
Kim_Smith2@baylor.edu
MEMORANDUM OF AGREEMENT
BETWEEN

AND

BAYLOR UNIVERSITY

WHEREAS, Baylor University, through its Department of Health, Human Performance and Recreation (HHPR) - Graduate and Undergraduate Divisions requires the use of field work experiences for students in the Bachelor of Science in Education Degree, a Master of Science in Education Degree, and a Master of Public Health Degree, and

WHEREAS, offers suitable institutional facilities which meet criteria established by Baylor University, and

WHEREAS, the Faculty recognizes that practical experience under appropriate guidance and supervision is essential for student development of effective skills, clinical judgment, and a sense of professional responsibility, and

WHEREAS, it is recognized that a cooperative relationship between a service institution and an educational institution can be mutually beneficial,

BE IT AGREED that, hereafter called "Agency" and Baylor University, hereafter called "University", desire to enter into an agreement whereby students in the University Bachelor of Science in Education Degree, Master of Science in Education, and Master of Public Health Degree programs (hereafter referred to as "HHPR degree programs") shall receive experiences in practicum courses in the Agency. This agreement shall be governed by the following conditions:

I. THE UNIVERSITY SHALL:

A. Recommend for placement in the on-site education program of the Agency only those students who have earned a satisfactory record and have met the minimum requirements established by the University for HHPR degree programs within the Department of HHPR.

B. Provide the Agency with copies of current course outlines, course objectives, the curriculum philosophy, and a list of faculty and their qualifications when requested.

C. Extend the authorized representatives of the Agency an open invitation to visit the Department of HHPR at the University and consult with faculty and students in HHPR degree programs.

D. Assist the site on selection of students to the Agency with the student's knowledge and consent.
When You Contact a Potential Agency Supervisor,

Use the Proper Title!

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“Dear xxxx,

I wish you all the best in your internship. However, I feel compelled to give you some feedback. As a pre-med xxxxxxx major, let me suggest that you learn how to properly address faculty and medical professionals with whom you have contact.

In the future please do not address physicians or Baylor faculty by their first names unless you are explicitly invited to do so. I say this in the spirit of helpfulness and to make you aware of the professional etiquette that you will be expected to abide by if you pursue a career in or around the health professions.

My correct title--as indicated by the MD after my name--is Dr. Barron. To be addressed by my first name by a student whom I have never met is very inappropriate, although I am certain you were unaware that this might be offensive.

I say this only out of a sense of obligation that you not leave an unfavorable impression with other faculty, physicians and healthcare professionals that you correspond and communicate with in the future.

Sincerely,

Lauren Barron, MD”
Additional Information

- Memorandum of Agreement (MOA)
  - Legal contract between Baylor & your agency that legally covers you, Baylor and your agency. Created and sent by our lawyers.

- Center for Global Engagement (CGE)
  - Visit them for International Paperwork

- Workman’s Comp (Insurance) for Colorado

- Hospital Requirements that may be Your Responsibility:
  - Ex: Drug Test, Criminal Background Check, Immunizations, First Aid, CPR, TB, Flu Shot
2) Get Department Approval by Submitting your Application Online

For Questions on if it is appropriate:

Exercise Physiology
Dr. Deborah Johnston
Deborah_Johnston@baylor.edu
254-710-4020

Health Science Studies
Dr. Barbalee Symm
Barbalee_Symm@baylor.edu
254-710-4594

Health, Kinesiology and Leisure Studies
Dr. Margaret Wooddy
Margaret_Wooddy@baylor.edu
254-710-4033

Public Health
Fall/Spring: Ms. Margo Shanks
Margo_Shanks@baylor.edu
254-710-4021

Summer: Dr. Beth Lanning
Beth_Lanning@baylor.edu
254-710-4027

Dance Minor
Dr. Margaret Wooddy
Margaret_Wooddy@baylor.edu
254-710-4033
Deadlines

October 4, 2016 – Spring 2017
February 13, 2017 – Summer 2017
March 24, 2017 – Fall 2017
Texas Medical Center
Competitive Internship

Summer Internship Opportunity for Pre-Meds
Location: Houston, TX
Contact: Dr. Barbalee Symm & Dr. Margaret Wooddy

Meetings:
Nov. 17, 11am-12pm, MMG 312
Nov. 17, 5-6pm; MMG 311
3) Wait Patiently for the MOA to be sent to your agency

- I contact the Office of General Counsel on your behalf, the lawyers create an MOA and the Provost approves it with his signature.

- 2 copies are mailed to your agency and the agency signs both & returns one to Baylor.

- This Takes Time!! (Our lawyers request 30 days to create a MOA and your agency will most likely want the same courtesy.)

- Many large companies want to create an affiliation agreement and have Baylor sign their document and the lawyers will go back and forth, which takes a few months.

- Finally, once both Baylor and the agency sign the MOA, the OGC marks as “Fully Executed”
4) Follow-up with your Agency

- You need to communicate with your agency for status updates...
  - When the MOA is sent
  - 2 weeks to ensure receipt of MOA
  - Every week for updates until it is signed and sent

- Let your agency know you will be contacting them!

Mrs. Smith is your liaison and will keep you informed and will be emailing you every step of the way! Do not contact anyone else on campus about your MOA status.
Bottom Line

You cannot register for your internship until we have a fully executed MOA with your agency. Cover the bases in your interview...

Will they sign the MOA?

You will need to prepare a plan B if the legal agreement is not fully executed.
5) Permit and Registration

- Complete the HIPAA and BBP Trainings. Submit certificates in the Assignment tab in Canvas.

- I will give you a permit for the course and it is YOUR responsibility to register in BearWeb and change the variable hour. You will not graduate if you don’t register for the appropriate number of hours!

- As soon as you register, you will need to contact your assigned Faculty Professor to determine your mandatory Orientation Meeting date/time. You will get your syllabus at this meeting.
Final Contact with Your Agency

You MUST contact your agency to see if you have provided all of the necessary paperwork and agency’s requirements before starting your internship.
Steps to Success!

- Schedule an on-site visit PRIOR to starting your Internship to determine start date, dress, expectations etc.
- CPR, First Aid, Immunizations, drug check and criminal background checks are students responsibility.
- Apparel – dress professionally
- Be ready to do daily tasks
- TAKE INITIATIVE  * Take control of your experience!
- Act professionally, no absences or being late! (vacations)
- Reflection of Baylor University and the profession
Step 6:

Contact faculty.

Contact your faculty member to set up a meeting.

Your faculty member will host a mandatory meeting at the end of the semester preceding your internship to go over his/her expectations.

Make sure you have read and are familiar with the student manual before the meeting.

COMMUNICATE! COMMUNICATE! COMMUNICATE! Even though you are having the experience of a lifetime in your internship, your faculty member gives you the grade and won't know about your experience without your communication.

The faculty sees no news as bad news.

Check in with him/her often to make sure you are on track to receive the grade you desire.

Click here for the Internship Manual.
Highlights of Internship Course Requirements

- You must check and use your manual and the syllabus
- Page 6: Establish Goals and Objectives
- Daily Journal and Hour Log
- Project
- Agency Supervisor Evaluations
- Oral Presentation
Important Requirements to remember!!!

- Do not try to do your internship in a semester full of classes!

- The Internship is for academic credit! It is not shadowing. Communicate that.

- ALL Internship hours MUST be completed before the last day of classes of the semester. Failure to do so will result in an Failure.

- Internships begin on the first day of class for that session. Check with your Faculty member otherwise!
Intern!

Passion to serve communities

Step 7:
Have a fantastic internship experience! Once the internship has been completed, please fill out the feedback information below.

PROGRAM FEEDBACK

Please tell us your thoughts on Baylor's intern program. Submit your response here.

Go Back

Contact Information:
Kimberly Smith
Intern Coordinator
Department of HHPR
Robbins College of Health and Human Sciences
Baylor University
(254) 710-4813
Kim_Smith2@baylor.edu
Please fill out this program feedback after the completion of your HHPR Internship.
You may only submit once, so make sure each field is filled with accurate information before you submit.

Please enter your personal information

First Name

Last Name

Baylor ID Number

Email Address

Phone Number

Major

Baylor University HHPR Internship Professor

Agency Name

Name of the Agency Supervisor

Specialization/ Type of Internship
Questions?