INTERNSHIP MANUAL

Department of Health, Human Performance and Recreation
Baylor University

Course - HED 4V80
Course - HP 4V79

Student Name

________________________________________________________________________
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**Student Guidelines For Undergraduate Internships**

**Introduction:** For some time, you, as a student, have been preparing to assume a professional role. As a student who is applying for an internship experience, you have studied various concepts in hopes of becoming an effective professional. For this reason, the Department of Health, Human Performance and Recreation at Baylor University provides an opportunity for this pre-professional experience. Students are placed in various agencies, which match their professional goals. Possible examples of these might include voluntary and/or public health agencies, Boys and Girls Clubs, outdoor education agencies, YMCA/YWCA’s, fitness settings, therapy or rehabilitation settings, hospitals, clinics, or other appropriate agencies. As a student intern you should plan to participate in the internship experience during your senior year.

This manual is designed to answer most of the questions you may have about the internship program. In addition to reading the manual before you begin the experience, you must keep this manual for a reference during your internship experience. You will be held responsible for all of the material and information contained in the Internship Manual. By enrolling in the course, you are agreeing to abide by the policies set forth by Baylor University.

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 integrity.

**Goals and Objectives of the HHPR Internship**

The purpose of this internship experience is to make each student aware of situations that arise in work settings that may or may not have been discussed in theory courses. Each student, by learning to synthesize theory into application, will be better prepared to make the transition from student to employee.

This particular 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 goal is to create an educational experience that (1) increases the student's knowledge base and enhances the perceptions of the organization; (2) stimulates inquiry; (3) provides a practical experience that can contribute to the student's professional future.

This goal can be accomplished through a variety of organized objectives that include the following:

1. The student will gain experience in the planning, organizing, and initiating of a variety of programs within the organization.
2. Questions concerning responsibility, liability, financing, personnel, community support and involvement, and the expansion of new programs should be encouraged and addressed.
3. All phases pertinent to the operation of the facility (from Administration to Maintenance) should be examined.
Definitions

**Internship Experience:** Those activities in which the student is involved while working cooperatively with an approved agency or institution.

**University Director:** The Baylor faculty person directly responsible for the guidance and supervision of the University Coordinators.

**University Coordinator:** The Baylor faculty person directly responsible for the establishing the internship site, for supervision of the student interns and issuing the final grade for the internship experience.

**Agency Supervisor:** The individual from the participating agency/institution to whom the intern will be directly responsible.

**Intern:** A student who is seeking a degree in Health or Human Performance from Baylor who has been approved by the University Coordinator and the cooperating agency/institution.

**Presentation Committee:** Faculty members (minimum of two) selected by the student intern with approval of the University Coordinator. The committee will attend and evaluate the intern’s Oral Presentation. After the intern receives a verbal agreement from the faculty members, the University Coordinator will schedule the date, time and meeting place for the presentation.

Overview

The student considering an internship experience should have upper level classification and have completed the majority of his/her course work in his/her field of study. The responsibility for initiating official contact with the agency institution rests with the University Coordinator. The student may have had informal discussion with the personnel involved but cannot and must not make arrangements for the internship until the University Coordinator has made official contact.

Internships may be established locally or throughout the nation depending on the student's interest and needs and the availability of cooperative agencies. The internship experience can occur in Fall, Spring or Summer semesters. Since some internship experiences may occur away from Waco or the Baylor University campus, students are encouraged to select agencies close to friends or relatives to help defray living expenses.

The internship experience requires the student to spend the number of assigned hours, in an agency or institution, which has been approved by the University Coordinator. Some agencies may require evening or weekend obligations. The student will be expected to perform all activities requested by the agency. Student may enroll for three to six credit hours, which will involve 150 to 300 clock-hours during the internship experience. **NOTE: Exercise Physiology majors must enroll in six (6) hours and have a 300 clock hour experience.** The minimum number of internship hours required during the internship experience is 150 (300 hours for a 6 semester hour internship). Typically three hours of academic credit will be earned for the 150-clock hour internship experience.
During the internship experience, the student will assume the role of a quasi employee in the agency selected. The students must conduct themselves in a professional manner. The first week of the internship experience will be an orientation to the particular agency. The student should attempt to learn as much about the agency as possible. Dress and demeanor should be in accordance with agency standards and expectations. If the student works an eight-hour day, the intern is expected to take a one hour lunch break. The lunch break does not count as part of the required hours.

While interning, the student should be considered a part of the agency's staff. With reference to holidays, the agency's holidays will be observed and not those of Baylor University. The agency's policies concerning absenteeism and tardiness will be in effect. If an absence is anticipated or tardiness occurs for any reason, a call to the Agency Supervisor will be necessary. On the first day of the internship, the intern is responsible for determining who should be called in the event of expected or unexpected absence or late arrival. Also, on the first day, the intern should determine who he/she should call in the event the immediate supervisor is not available. It is expected that phone numbers and names will be kept in the notebook of the intern.

The University Coordinator’s task is to be a liaison between the student, the university, and the agency or institution. The University Coordinator will personally monitor progress during the internship. A meeting may be arranged that includes the Agency Supervisor, the University Coordinator, and the student, so that the three may discuss the internship experience as well as the final evaluation.

The Agency Supervisor's task is to help the student develop into a professional. As the student's proficiency increases, so should his/her responsibilities. However, one should be aware that all jobs require a certain amount of what seems to be busy work. If these kinds of chores appear to be excessive, the intern should discuss this with the University Coordinator.

You must be permitted by the university coordinator and enrolled before you can begin your internship! Please enroll as soon as possible after you have been issued an enrollment permit. Please contact your university coordinator as soon as you complete registration for the internship course.

Preparation for the Internship

Below are listed some general guidelines which may be helpful in preparing for a meaningful and successful experience during the internship:

1. Consult with different faculty members and the University Coordinator to determine acceptable agencies or institutions with which internships may be established.
2. Discuss with the appropriate University Coordinator as early as possible, an agency with which you would like to intern.
3. Give a ‘business card or letterhead stationary which includes all contact information from your Agency Supervisor to your University Coordinator.
4. Develop your goals and objectives.

Once these items are completed, the University Coordinator will begin the contract paperwork process.
Intern Responsibilities

The internship experience is designed to give an "on the job" type of training. It will also afford the student the opportunity to learn responsibility. Since the student is expected to act in a professional manner, he or she will be held accountable for his/her actions.

In addition to observation and participation in the agency, the intern is expected to:

1. Report promptly on assigned days and times.
2. Notify the organization supervisor if you must be absent.
3. Observe all organization policies.
4. Maintain appropriate dress.
5. Secure assistance from the supervisor(s) in planning activities.
6. Contribute in a positive manner to the functioning of the organization.
7. Check in with your University Coordinator on a regular agreed upon basis.

Evaluation

(500 points)

1. **Goals and Objectives.** The final goal(s) and objectives should be completed and sent to the University Coordinator during your first week. They should also be included in your final notebook. Be sure to consult with the agency supervisor to determine what may be accomplished in the pre-determined period of time. List your duties at the internship and the hours corresponding to each duty. (10 pts.)

2. **Agency Report.** You should find out as much information as you can about the agency with which you are working. Information regarding such areas of background and history, funding, general non-confidential budget information, salary ranges, fees which are charged, names of personnel and responsibilities of those individuals, and purposes should appear in this report. In 2-3 pages, make it as comprehensive as possible and include any brochures or handouts which may be available. This report should be included in your final notebook. Write and send a thank you letter to the agency. (10 pts.)

3. **Critique and Guidelines for Future Interns.** You should develop a succinct 1-2 page critique of the internship experience. This should be a reflection of the experience. Near the end of your internship, review the experience and record those items which you would have liked to have known before entering the internship in that particular agency. Examples might be: need of transportation, having a working knowledge of audio-visual equipment, owning or furnishing a personal clinical jacket, etc. Other suggestions concerning work hours, work conditions as well as any comments, which might help future students, would be helpful. Be sure to discuss what you were not able to do versus what you would have enjoyed doing. This critique should be included in your final notebook. (10 pts.)

4. **Journal.** Although there is no required length for detailing each day's events, the daily journal entry should be long enough to accurately describe how each day was spent. **It must state the number of hours and minutes worked that specific day followed by the accumulated total of hours worked to date.** Include names of individuals at the agency and the tasks accomplished. You are asked to include your feelings and reflections about the day's activities. It is a good idea to carry a small memo book to jot down things as they happen so you won't have to rely on your memory. Never wait until the end of the week to
describe the activities of that week. Include any questions or answers that come up during that particular day. **Your Agency supervisor must sign-off on your accumulated total hours at the conclusion of your internship.** It is suggested that your Agency Supervisor initial your hour log on a weekly or biweekly basis. **Journal Entries, Hour Logs and Agency Evaluations** must be placed in the notebook. (70 pts.)

5. **Project.** Your project must accomplish the tenet, “The intern will grow professionally and the Agency will derive a benefit.” The project must be approved by the University Coordinator before beginning the project. Use your expertise to discern what things might be appropriate as well as being of benefit to the agency. Projects are to be left with the agency, and hopefully, you will always be remembered in a positive manner by the agency. The project must be completed before the internship is concluded. The project should be explained in your notebook and covered in your presentation. (150 pts.)

**Items 1-5 go into your notebook**

The notebook, which should contain the first five evaluation items described above must be submitted to the University Coordinator at the conclusion of the internship. The University Coordinator will be the sole judge of the acceptability and timeliness of the information.

6. **Agency (site) Supervisor Evaluation Forms.** Mid-term (30 points) and final evaluations (70 points) will be completed by the Agency Supervisor and mailed or delivered to the University Coordinator. These forms are included in the student packet. (100 pts.)

7. **Oral Presentation.** Please note the oral presentation is strictly limited to twenty (20) minutes. It is your responsibility to develop a power point presentation summarizing your internship experience. In the oral presentation, include your goals and objectives, information regarding the agency, a description of the scope of your internship experience, a detailed description of your project, a review of the results of your project, and an indication of how you grew professionally and personally. (50 pts.)

8. **University Coordinator Evaluation.** The University Coordinator will assess the intern in regard to timeliness, accountability (meeting goals and objectives for example), quality of all materials, and communication. (100 pts.)
COURSE DESCRIPTION

The internship provides field experience for human performance/health science majors in the area of his or her concentration. The internship agency must be approved by the respective university program director. The experience includes a special project determined jointly by the student, the agency intern supervisor and the university supervisor. This course provides an opportunity to observe and apply acquired knowledge, skills, values and ethics in the practitioner settings. The internship course requires either 3 semester credit hours (150 contact hours) or 6 semester credit hours (300 contact hours) during Fall, Spring or Summer semesters.

MANUAL


GOALS

Upon completion of this course, student interns will be given the opportunity to:

1. Be exposed to a variety of experiences in a professional setting.
2. Enhance acquired academic knowledge and skills via working in a professional setting when possible.
3. Gain new knowledge and skills via working in a professional setting.
4. Network with other professionals via collaboration in a professional setting.
5. Practice oral and written communication skills via working in a professional setting.
6. Identify personal strengths and areas for improvement with a professional setting.
7. Practice organization and time management skills.
8. Gain insights concerning the financial/business aspects of the professional setting.
9. Gain experience with a variety of interpersonal skills via working in a professional setting.
10. Understand and apply principles of program planning, implementation, and evaluation within a professional setting.
11. Gain insights into leadership responsibilities within a professional setting.
12. Consider contemporary ethical issues related to the profession.

EVALUATION PROCEDURES

Policies: Students are expected to maintain the highest standards of academic integrity (e.g., to refrain from plagiarism, cheating, research and professional misconduct). Violations will be reported to Honor Council. Assignments are due on the scheduled date. Failure to complete any part of the internship components below may result in failure of the course.

Final Grade: Points Percentage
1. Goals and Objectives 10 points 2 %
2. Agency Report & Thank You Letter 10 points 2 %
3. Critique 10 points 2 %
4. Journal 70 points 14 %
5. Project 150 points 30 %
6. Agency Supervisor Evaluation 100 points 20 %
7. Oral Presentation 50 points 10 %
8. University Coordinator Evaluation 100 points 20 %
TOTAL 500 points 100 %
Internship Project Proposal

Name ____________________________________________ Date: _____________

Student ID #__________________________________________

Assignment (Agency) ______________________________________

Semester ______________________________________________

As you develop your project proposal, answer these questions. Under the ‘WHY’ discuss how the agency will benefit from the project and how you will specifically grow professionally from completing the proposed project. **Turn this proposal into your University Coordinator at or before the completion of one-third of your internship hours.**

Why:

What:

How:

When:

Where:
Department Of HHPR  
Health and Human Performance Divisions  
Baylor University

Student ____________________________________________ Date ______

Agency or Institutional Site ___________________________________ Hours completed ____

Please rate your intern in the following areas by circling a 5 for excellent to a 1 meaning unacceptable. Comment, if you wish.

Has he/she demonstrated cooperation and an eagerness to learn? ..........5 4 3 2 1

Ability to relate to clients? ..............................................................5 4 3 2 1

Ability to cooperate with leaders? ..................................................5 4 3 2 1

Initiative? .......................................................................................5 4 3 2 1

Interest in his/her work? ...............................................................5 4 3 2 1

Overall, how would you rate your intern's performance to date? ...........5 4 3 2 1

Special comments: ____________________________________________

Evaluate the student at mid term of the total internship experience, formally or informally, to assure mutual understanding of behavior, goals, etc. This will enable the student to attempt to improve performance during the latter portion of the field experience.

Any way you can use the evaluation to enhance learning for the student, early in the affiliation should strengthen the experience at your institution.

Signature ________________________________

Your efforts and cooperation are indeed appreciated.

Please return to the Department of Health Human Performance and Recreation:

One Bear Place # 97313  
Department of HHPR  
Baylor University  
Waco, TX  76798-7313  
Telephone 254-710-3505  
Fax: 254-710-3527  
Attn: ________________________________ (University Coordinator)
Final Internship Student Evaluation

Purposes of Evaluation:

1. To provide the University Coordinator with a basis for counseling and guiding the student and provide an opportunity for the student to learn and to improve performance in a constructive, academic context.

2. To furnish feedback from the agency to the University Coordinator regarding student performance thus allowing a basis for assisting in the career guidance of the student.

3. To provide the student with an assessment of strengths and limitations as a prospective professional at this point in time.

For the Evaluator; Please:

1. Use specific instances to formulate your judgments.

2. Base your rating on as large a variety of performances as possible.

3. Make the final rating score on the basis of the most frequent and typical behavior rather than an isolated incident.

4. Compare the student, to the best of your ability, with persons of comparable training and experience.

It is suggested that the student and the agency supervisor sign the evaluation form after the final evaluation conference.
Final Evaluation Form

Student ___________________________ Date _____________

Agency or Institutional Site ________________________________________________________________

Number of Hours in Attendance: ____________ Number of Days Tardy: _________________

Student interns should be evaluated in terms of the criteria listed below:

_____ Punctuality  Reported for duty in a timely manner.

_____ Appearance  Dressed properly for this experience.

_____ Initiative  Demonstrated a willingness to assume responsibility and a concern for the welfare of the organization.

_____ Judgment  Demonstrated maturity and good judgment in handling assigned responsibilities.

_____ Interpersonal Skills  Interacted satisfactorily with others in the organization.

_____ Professional Conduct  Consistently demonstrated an understanding of professional conduct in various situations.

_____ Contribution  Made a definite contribution to the organization.

Please evaluate the student using the following scale:

10 – Consistently excellent
8 – Consistently above average
6 – Satisfactory
4 – Somewhat less than satisfactory
2 – Unsatisfactory

Agency Supervisor: ________________________________

Student Signature: ________________________________

(If a final evaluation conference was conducted.)

Please return to the Department of Health Human Performance and Recreation:
One Bear Place # 97313
Department of HHPR
Baylor University
Waco, TX  76798-7313
Telephone 254-710-3505
Fax: 254-710-3527
Attn: ____________________________ (University Coordinator)
# HHPR Internship Oral Presentation

**Date:**

**Student Name:**

**Faculty Assessor:**

## Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organization of content including use of time</td>
<td></td>
<td></td>
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<tr>
<td>Description of the scope of the internship</td>
<td></td>
<td></td>
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<tr>
<td>Explanation of the project</td>
<td></td>
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<tr>
<td>Delivery (clarity, use of clip art, etc.)</td>
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<td></td>
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<tr>
<td>Presentation Skills / Appearance</td>
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<tr>
<td><strong>Total</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>Average</strong></td>
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## Comments:

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**Faculty Assessors:** Please rate the student's presentation on each of the five criteria listed above, using a rating scale from ten (10) to one (1) with ten being the highest rating and one the lowest. Feel free to add comments about particular strengths or weaknesses. Then record your suggested project grade below.

**Suggested Project Grade -**

- 135-150
- 120-134
- 105-119
- 90-104
- below 90

---

**Coordinator Comments:**

---

**Signature of Assessor:**
Course Evaluation Summary

Name: ____________________________________________________________

Student ID #: ______________________________________________________

Assignment/Semester: _______________________________________________

University Coordinator: ______________________________________________

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<tr>
<th>Source</th>
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<td>Note Book</td>
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<td>Goals and objectives</td>
<td>(10)</td>
<td>(___)</td>
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<tr>
<td>Agency report</td>
<td>(10)</td>
<td>(___)</td>
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<tr>
<td>Critique</td>
<td>(10)</td>
<td>(___)</td>
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<tr>
<td>Journal</td>
<td>(70)</td>
<td>(___)</td>
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<tr>
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<td>Agency supervisor evaluation</td>
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<td>Total Possible Points</td>
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<td>Final Grade</td>
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Appendix - A

Faculty Guidelines for Internships

Introduction
Due to the large number and diversity of internship experiences in the Health and Human Performance Divisions of the HHPR Department, it is important that uniformity be maintained in conducting all internship experiences. Internship experiences for our purposes are defined as those activities in which a student is involved while working cooperatively with an agency or institution, usually within Texas, but away from the Baylor campus. This may be full-time or part-time depending on the student's available time. Internships should come near the end of the student's course work.

Guidelines
All students seeking to enroll in an internship should have completed the Assignment Sheet for Internship Programs. The student should have submitted the application to the University Coordinator.

The responsibility for making final contract arrangements with the agency rests with the University Coordinator. The student should have an informal discussion with the personnel involved but cannot and must not make arrangements for the internship until the University Coordinator has made official contact.

Applications submitted late will be subject to rejection.

The University Coordinator assumes the responsibility for guidance, periodical visitation, and evaluation of the intern. A notebook maintained by each intern, will include the following:

(1) Goals and objectives for the internship
(2) Agency report
(3) Critique - including guidelines for future interns
(4) Journal - with documented Hour Logs and Agency Evaluations
(5) Project

Other appropriate requirements at the discretion of the University Coordinator may be required.

This notebook, containing all materials, will be submitted at the conclusion of the internship.
SAMPLE
MEMORANDUM OF AGREEMENT

Between (Agency) ____________________________

and

Baylor University

WHEREAS, Baylor University, through its Department of Health, Human Performance and Recreation Division requires the use of internship experiences for student in the Bachelor of Science in Education 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 program shall receive experiences in internship 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 in the Health Division within the Department of Health, Human Performance and Recreation.
   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 Health Division with the Department of Health, Human Performance and Recreation at the University and consult with faculty and students in the Health Program.
   D. Assist the site on selection of students to the Agency with the student's knowledge and consent.
E. Have representatives of the University available to the Agency for assistance and consultation as the need arises and when possible.
F. Appoint a representative of the University to visit the Agency at least twice during the field experience to assist in the supervision of the student's field experience.
G. Advise students of their responsibilities regarding participation in the on-site education process, including professional conduct and following rules and standards set by the Agency and the University.
H. The University will assume full responsibility for planning and execution of the education phase of the Health Division, including curriculum, administration, faculty appointments, and matters which normally are reserved as University function, such as granting degrees and advising students. However, recommendations and suggestions will be solicited from the Agency's staff in making significant revisions.

II. THE AGENCY SHALL:
A. Provide an on-site experience which is pertinent and meaningful for students enrolled in the Health Division at the University.
B. Accept from the University the number of students that staff, space, and program permit.
C. Open the program of on-site education to review by the Director and faculty of the Division Program at the University.
D. Provide quality supervision of the student(s) in the on-site education program.
E. Keep the University informed regarding the nature of the experiences each student received, as well as his/her level of performance, and to notify and consult with the University any time the student is not making satisfactory progress.
F. Support continuing education and professional growth and development of those staff members who are responsible for student supervision.
G. Retain full responsibility for client care and for control of established standards of client care.
H. Comply with all applicable federal and state health and safety laws and regulations.
I. Prohibit the disclosure of personally identifiable information, as defined by the Family Educational Rights and Privacy Act, of a student without the prior consent of the student or the parent of the student, as applicable, and to limit Agency's use of such information only for the purpose for which it obtained such information from University.

III. UNIVERSITY AND AGENCY JOINTLY AGREE:
A. That no student will be discriminated against on the basis of race, gender, or national origin in any aspect of this program.
B. That the determination of the number of students to be assigned to the Agency shall be a joint decision based on staff and space available at the Agency and the eligible students enrolled in the curriculum who desire a field experience at a particular site.
C. That this document does not limit the Agency to accepting only students from this University into the on-site education program.
D. That there will be meetings of representatives of both University and the Agency as often as such meetings are needed to coordinate and improve the program, and at the convenience of both parties.
E. That there will be on-going, open communication between the University and the Agency to insure understanding of the expectations and roles of both institutions in providing on-site experience for students.

F. That either the University or the Agency may drop a student enrolled in the program if, in the opinion of either party, the student is not making satisfactory progress in the program. Any student who does not satisfactorily complete the program or any portion thereof may repeat the course at the same Agency only with the written approval of both the Agency and the University.

IV. DURATION OF AGREEMENT, TERM, MODIFICATION:
A. This Agreement shall remain in effect indefinitely. Either party may terminate this Agreement, with or without cause, by written notice to the other party at least sixty (60) days prior to the commencement of the next academic term. Students enrolled in the internship experience at the time notice is given shall have the opportunity to complete the course of study in progress.

B. The parties to this agreement may amend this Agreement as deemed necessary provided, however, that no amendment to this Agreement shall be valid unless in writing and signed by the duly authorized representatives of the parties.

C. All the terms, conditions, and provisions agreed upon by the parties to this Agreement are incorporated in this document.

V. STUDENT SCHEDULES:
Schedules for students including instruction, clinical participation, and use of each institution's facilities will be agreed upon by the officially designated representative of the institution and the student. Students will appear in appropriate attire acceptable to the institution for instruction of all kinds. Permission may be included to attend seminars, conferences, and to participate in other pertinent institutional activities.

This Agreement is effective as of the _____ day of __________________

ATTEST: ___________________________ BAYLOR UNIVERSITY

By: ___________________________ By: ___________________________
Assistant Secretary Provost for Academic Affairs

AGENCY:

By: ___________________________
Internship Information Sheet

Date: ___________

Educational Information

Name: ___________________________ ID #: ___________________________

(Last, First)

Major: ___________________________ Expected date of graduation:

Public Health Semester & Year-____________
Exercise Physiology
HSS Pre-Med/Dent
HSS Pre-PT
HSS Health Professions
Dance Minor
Health, Kinesiology & Leisure Studies

Semester of Internship:

Fall / Year _______________________
Spring / Year _______________________
Summer / Year _______________________

Desired number of semester credit hours for your internship: (3-6) ___________

Additional course work to be taken concurrently with the internship: (list courses & semester hours)

______________________________________________________________________________________________

Number of hours completed in degree program at start of this semester: ________________

CPR Certification: Yes ___ No ___ First Aid Course: Yes ___ No ___

Specify desired type of internship: ________________________________________________

Possible Agencies: _______________________________________________________________________

Contact Information

Email Address: ___________________________________________________________________________

Baylor Living Address: _____________________________________________________________________

Cell Phone Number: _______________________________________________________________________

Address During Internship: ______________________________________________________________________

Emergency Contact Information (Name and Phone Number): _________________________________

__________________________________________________________________________________________
Assignment
University Coordinator Use Only

Intern name ________________________________ ID # ____________________
(Last, First)

Agency / Organization ________________________________

Address ________________________________

Agency / Organization Supervisor ________________________________

Telephone ___________ Fax # ___________

Email ________________________________

Beginning date ___________________________

Anticipated completion date ___________________________

Additional course work to be taken concurrently with Internship ___________________________

Potential Panel Members:

______________________________

______________________________

Check List:

Goals and Objectives ________ Date ________________________________

Project Proposal ________ Date ________________________________

Project Approved ________ Date ________________________________

Mid-Term Evaluation ________ Date ________________________________

Final Evaluation ________ Date ________________________________

Oral Presentation Scheduled ________ Date ________________________________