



SCHOOL OF HEALTH AND KINESIOLOGY
INTERNSHIP MANUAL
Graduate

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INTRODUCTION TO SCHOOL OF H&K INTERNSHIPS

Internships are required for every Exercise Science, Public Health, and Recreation Administration student. Students will complete a one semester internship that requires a minimum of 300 hours before earning their degree. Our program allows students to gain real world work experience with top health and wellness professionals. The School of H&K has partnerships with several businesses and agencies in and outside the Omaha Metro that will prepare them with the knowledge and skills they need to be successful in their future occupation. Our internships cover many career fields:

Exercise Science

- Cardiac Rehabilitation
- Corporate Wellness
- Fitness & Wellness Management
- Allied Health Fields
- Strength & Conditioning

Public Health

- Health Communication & Education
- Infectious Disease
- Maternal & Child Health
- Nonprofit Organizations
- Public Safety
- Public Health Administration & Leadership

Recreation Administration

- Camp Director
- Community Center Coordinator
- Outdoor Recreation Leader
- Recreation Worker
- Sports Administration

Informational Internship Sessions

Mandatory informational internship sessions take place during September and January. Students who plan to do their internship in the spring must attend the September session and students who plan to do their internship in the summer or fall must attend the January session. Announcements about dates and times should be made via email and posted throughout the H&K building. This session discusses the following:

- Internship requirements
- How to prepare for an internship
- How to find an internship
- The online application process

INTERNSHIP REQUIREMENTS & DETAILS

Basic requirements to be eligible for PE 8910 Internship in Exercise Science

1. Faculty/Advisor Approval
2. An overall GPA of 2.5
3. No grade below a C- in required courses
4. Current Adult CPR certification

Internship Details

1. Internships are a duration of one semester.
2. A minimum of 150 hours must be accumulated during the semester (approximately 10 hours per week).
3. Internship sites must be approved by the School of Health and Kinesiology Internship Coordinator.
4. Internships may be completed during the spring, summer, or fall semesters.
5. Internship class meets 3-4 times during the semester.

INTERNSHIP PROCESS

1. Complete the online application & resume upload
2. Meet with the Internship Coordinator
3. Find an internship
4. Update CPR
5. Turn in internship forms
6. Receive permission number

1. ONLINE APPLICATION & RESUME UPLOAD

APPLICATION

The online application is for the School of Health and Kinesiology office purposes only. Students must complete this application the semester prior to their internship. The deadlines are as follow:

- Fall internship – March 15
- Spring internship – October 1
- Summer internship – February 15

If students miss the deadline they must appeal to the Academic Appeals Committee. The form they must complete is found here → <https://www.unomaha.edu/college-of-education/student-services/files/docs/aca.review-appeal-form.pdf>

WHERE TO BEGIN FINDING AN AGENCY

It is required that students have 3 agency/business choices before completing the online application. Even if students know where they will be doing their internship before completing the application, students still need to have 2 additional agency/business choices.

1. Review the list of Potential Internship Sites on the left-hand side of the School of Health and Kinesiology Undergraduate Internship website (*do not limit choices to this list*).
<https://www.unomaha.edu/college-of-education/health-kinesiology/undergraduate/internships/index.php>
2. Students should check their UNO email for announcements from the School of Health and Kinesiology internship coordinator.
3. Students may cold call agencies/businesses they are interested in and ask if they are accepting interns.
4. Network
 - a. Attend a career or health fair
 - b. Speak with guest lecturers from agencies/businesses
 - c. Job shadow
5. Students should meet with the School of Health and Kinesiology internship coordinator if they are unsure of where to begin their search.

1. ONLINE APPLICATION & RESUME UPLOAD

CONSIDERATIONS WHEN SELECTING AN INTERNSHIP SITE

1. What are your career goals?
2. What types of responsibilities will you have while at this site?
3. Will these responsibilities improve your work resume significantly or enhance your applications to graduate school, medical school, physical therapy school, etc.?
4. Will there be good employment opportunities after graduation?
5. Do you already work at this agency? If so, is an internship with the same agency truly going to introduce new skill sets and enhance your resume?

**Completing an internship with the agency you work with must be discussed and approved by the internship coordinator.*

RESUME

Students are required to upload a resume with their online application. The UNO Academic & Career Development Center, located in EAB 115 can review resumes and provide feedback.

Students can call 402-554-3672 to make an appointment or walk-ins are welcome Tuesday, Wednesday, Thursday 1:00pm – 3:00pm during the fall and spring semesters.

1. ONLINE APPLICATION & RESUME UPLOAD

WHERE TO FIND THE ONLINE APPLICATION

The online application for H&K internships can be found in the following places:

1. Via email announcement from the School of Health and Kinesiology internship coordinator.
2. On the H&K Undergraduate Internship website on the left-hand side.
<https://www.unomaha.edu/college-of-education/health-kinesiology/undergraduate/internships/index.php>

SAMPLE OF ONLINE APPLICATION

The application MUST be completed online. Students may not turn in a hard copy. This is a sample to provide students with an idea of what to expect.

School of Health & Kinesiology Internship Application

* Required

ACKNOWLEDGEMENT OF UNDERSTANDING

IMPORTANT: The internship application must be completed in a professional manner as if it is a real job application. If it is not, you will be asked to fill it out again. You do not have to secure your internship with the business/agency prior to filling out the application. The application is to help place you in your desired business/agency and to find the perfect fit for you related to your interests and field of study. If you have already secured your internship with a business/agency you are still required to complete the entire application.

Once you have submitted the application you will be contacted by the School of Health and Kinesiology Office Assistant via UNO email or phone within 10 business days to set up a meeting with the Internship Coordinator.

If you have any questions about the application process, please contact , Kelsey Blunck, Internship Coordinator for the School of Health and Kinesiology at kblunck@unomaha.edu or 402-554-2670

1.

*

Mark only one oval.

I acknowledge that I have read and understand the above information.

GENERAL INTERNSHIP QUESTIONS

2.

When do you plan to do your internship? *

Check all that apply.

Summer

Fall

Spring

3.

Please enter the year you plan to do your internship. *

4. **Did you attend one of the informational internship sessions hosted by the internship coordinator? ***

Mark only one oval.

- Yes, I attended the February session.
- Yes, I attended the September session.
- No, I did not attend a session.

5. **How did you find out about the informational internship session? ***

Mark only one oval.

- Email
- Flyer
- From a friend or classmate
- Professor
- Advisor
- I did not know or hear about informational internship sessions.
- Other: _____

PERSONAL INFORMATION

6. **Last Name ***

7. **First Name ***

8. **Gender Identification ***

9. **NU ID# ***

10. **UNO Email ***

11. **Phone Number ***

12. **Current Street Address ***

13. **PO Box/Suite/Apt.**

14. **City ***

15. **State ***

16. **Zip Code ***

ACADEMIC INFORMATION

17. **College Status ***
Mark only one oval.
 Undergraduate
 Graduate

18. **Major or Concentration ***
Mark only one oval.
 Exercise Science (Biomechanics included) *After the last question in this section, skip to question 25.*
 Public Health *After the last question in this section, skip to question 26.*
 Recreation Administration *After the last question in this section, skip to question 27.*

19. **Relevant Minors or Additional Majors**

20. **Overall GPA ***

21. **Anticipated Graduation Date (month & year) ***

22. **CPR & First Aid Expiration (MM/DD/YYYY) *only required if you are an Exercise Science student.**

Example: December 15, 2012

23. **Total semester credit hours you will take during your internship. Include 6.0 internship credit hours in your total. ***

24. **Will you hold a part-time job during the internship? ***

Mark only one oval.

Yes

No

DESIRED INTERNSHIP SETTING IN EXERCISE SCIENCE (BIOMECHANICS INCLUDED)

You may select up to three settings.

25.

*

Check all that apply.

- Biomechanics
- Cardiac Rehabilitation
- Exercise Physiology
- Fitness & Wellness Management
- Hospital
- Occupational Therapy
- Physical Therapy
- Research
- Senior Wellness
- Strength & Conditioning
- Worksite Wellness
- Other: _____

Skip to question 28.

DESIRED INTERNSHIP SETTING IN PUBLIC HEALTH

You may select up to two settings.

26.

Check all that apply.

- Federal Government (e.g. Center for Disease Control & Prevention; Department of Health & Human Services)
- Hospital
- Local or State Health Department
- Non-Profit Organization
- Research
- Private or Public School Systems
- Other: _____

Skip to question 28.

DESIRED INTERNSHIP SETTING IN RECREATION ADMINISTRATION

You may select up to two settings.

27.

Check all that apply.

- Campus Recreation
- City Department of Parks & Recreation
- Commercial Recreation & Field
- Health & Fitness Clubs
- National Parks & Forests
- Non-Profit Organizations
- Other: _____

Skip to question 28.

Resume

28.

Please upload a copy of your current resume. *

Files submitted:

#1 Preference

Please list in order of preference the business/agency you would like to do your internship with. You are required to provide at least 3 businesses/agencies even if you have an internship lined up. Please complete each field the best you can.

You can find a list of potential internship sites by clicking the link below.

<https://bit.ly/2vJG1P4>

29.

Business/Agency Name *

30.

Street Address *

31.

PO Box/Suite

32.

City *

33. **State ***

34. **Zip Code ***

35. **First Name & Last Name of On-Site Supervisor ***

36. **Phone ***

37. **Email ***

38. **Interaction with Agency**
Mark only one oval.

- I work at this agency and would like to complete my internship with them (this is typically not allowed and must be discussed & approved by the internship coordinator).
- I have already accepted an internship with this agency.
- I have contacted this agency to see if they accept interns and they do.
- I have an interview scheduled with this agency.

39. **(Please include date of interview)**

Example: December 15, 2012

40. *Mark only one oval.*

- I have not contacted this agency to see if they accept interns.
- Other: _____

#2 Preference

41. **Business/Agency Name ***

42. **Street Address ***

43. **PO Box/Suite**

44. **City ***

45. **State ***

46. **Zip Code ***

47. **First name & Last Name of On-Site Supervisor ***

48. **Phone ***

49. **Email ***

50.

Interaction with Agency

Mark only one oval.

- I work at this agency and would like to complete my internship with them (this is typically not allowed and must be discussed & approved by the internship coordinator).
- I have already accepted and internship with this agency
- I have an interview scheduled with this agency.

51.

(Please include the date of interview)

Example: December 15, 2012

52.

Mark only one oval.

- I have not contacted this agency to see if they accept interns.
- Other: _____

#3 Preference

53.

Business/Agency Name *

54.

Street Address *

55.

PO Box/Suite

56.

City *

57.

State *

58. **Zip Code ***

59. **First Name & Last Name of On-Site Supervisor ***

60. **Phone ***

61. **Email ***

62. **Interaction with Agency**
Mark only one oval.

- I work at this agency and would like to complete my internship with them (this is typically not allowed and must be discussed & approved by the internship coordinator).
- I have already accepted an internship with this agency.
- I have an interview scheduled with this agency.

63. **(Please include date of interview)**

Example: December 15, 2012

64. *Mark only one oval.*

- I have not contacted this agency to see if they accept interns.
- Other: _____

ACHIEVEMENTS & ACTIVITIES

The next two pages will provide the internship coordinator with an idea of your achievements, activities, goals, and experiences. This information will be used if the internship coordinator needs to contact businesses/agencies on your behalf. Please be as thorough as possible.

65. **University Extracurricular Activities ***

66. **Scholastic Recognition ***

67. **Community Activities ***

68. **Interests & Hobbies ***

GOALS & EXPERIENCES

69. Describe any experience that will help you in this internship or practicum. *

70. Indicate your goals for this internship or practicum. *

71. Indicate your career goals. *

72. List any languages you read, speak, or write fluently. *

ACCOMMODATIONS UNDERSTANDING

Appropriate accommodations are provided for students who are registered with the Accessibility Services Center and make their requests sufficiently in advance. For more information, contact Accessibility Services Center (MBSC 126, Phone: 402-554-2872, unodisability@unomaha.edu) or visit unomaha.edu/disability.

73.

Mark only one oval.

I acknowledge that I have read and understand the above statement.

Thank you for completing the internship application. You will be contacted via UNO email by the School of Health and Kinesiology office assistant to set up a time to meet with the internship coordinator. Each student is required to meet with the internship coordinator to go over the responses to their application, so please respond in a timely manner and check your email often.

If you have questions, please contact Kelsey Blunck, Internship Coordinator for the School of Health and Kinesiology at 402-554-2670 or kblunck@unomaha.edu

Powered by
 Google Forms

https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObcIThk2zfN5FCmJ2wDf1_nt... 8/29/2018

2. MEETING WITH THE INTERNSHIP COORDINATOR

After the student completes the online application they will need to reach out via UNO email or phone to the School of H&K front office staff to set up a time to meet with the internship coordinator. During this meeting the internship coordinator will discuss the student's online application and provide verbal approval of the organizations that the student submitted. The internship coordinator may also provide additional places the student could potentially do their internship at as well.

Students are welcome to meet with the internship coordinator prior to completing the online application to get ideas on where to inquire about internships within their field of interest.

To schedule an appointment, students should call 402-554-2670 or email unohk@unomaha.edu, or they can stop by in person to set up an appointment with the H&K front office.

3. FIND AN INTERNSHIP

After meeting with the internship coordinator, it is the student's responsibility to contact the organizations to ask about internships. Many organizations will not have a formal application process, therefore students will need to call or email to inquire about internship opportunities that may or may not be listed publicly

As students are searching for internships they should use the Internship Contact Sheet on the following page to track who they are calling, emailing, when, and what the organization's response was.

While students are inquiring about internships, organizations may want to know what the student's academic responsibilities are and what the agency/business responsibilities are to the student. On pages 24 and 25 there are descriptions for Student Responsibilities and Agency/Business Responsibilities. These should be given to any organization that requests information or that has never hosted an H&K student before.

If the deadline is approaching and the student has been unsuccessful in finding an internship on their own, they should turn in the Internship Contact Sheet to the internship coordinator to prove they have put forth a good effort. If the student has followed up with those listed on the Internship Contact Sheet, then the internship coordinator may choose to intervene and help the student with their search if necessary.

PREPARE FOR AN INTERVIEW

DRESS FOR SUCCESS

Students should be well-groomed and dressed professionally. Look at what others in the organization are wearing and dress a step above that for an interview.

HAVE THE FOLLOWING QUESTIONS ANSWERED BEFORE THE INTERVIEW

1. Tell me about yourself.
2. What are your objectives or goals for this internship?
3. What do you know about our organization?
4. Where do you see yourself in five years?
5. What is your greatest strength? Weakness?
6. Tell me about your greatest accomplishment.
7. What motivates you?
8. What questions do you have for me?

SAMPLE QUESTIONS YOU MIGHT ASK THEM

1. What is the timeline for the hiring process?
2. Can you describe for me what a typical day might look like in this role?
3. Can you describe your training process?
4. Are there opportunities for a full-time position?

Source: University of Nebraska at Omaha Academic & Career Development Center

Frequently Asked Questions

What prerequisites do I need for my internship?

Answer: Please make an appointment with your advisor to determine if and when you are eligible to do your internship.

Do I need any certifications for my internship?

Answer: Yes, if your concentration is Exercise Science, you must have a current CPR certification prior to taking your internship class. Depending on the business or agency, you may be required to fulfill additional requirements.

How can I get help on deciding where I should do my internship?

Answer: To help you with your decision, set up a meeting with the internship coordinator with the School of Health and Kinesiology. You can call 402-554-2670.

Can I do my internship at my current place of employment?

Answer: This is answered on a case-by-case basis. You should be involved in activities that are much different than what you are doing in your current position. Your internship is about obtaining new skills and responsibilities in your interested field of work as well as experiencing what it is like to work under different management. If this is something you are considering, you must propose a description of the internship and the differences to the internship coordinator who will make the final decision.

I already know where I want to do my internship. Do I still need to fill out the application?

Answer: Yes, you still need to fill out the application because the H&K Internship Coordinator must approve your chosen site. You will also still need to have at least 2 more business or agency choices even though you already know where you would like to do your internship

When is the application deadline?

Answer:

Spring internships: October 1

Summer internships: February 15

Fall internships: March 15

How do I register for the internship class?

Answer: Once you have applied for your internship and have met the minimum prerequisite requirements in addition to the internship coordinator requirements, you will receive a permission number via UNO email to enroll in the class.

Do I need to have a resume prepared for my internship?

Answer: Yes. The Academic and Career Development Center is a great resource to help you get started on creating your resume.

Frequently Asked Questions

When can I do my internship?

Answer: Depending on your major or concentration, internships and practicums are offered at different times of the year:

- Exercise Science – fall, spring, or summer
- Public Health – fall, spring, or summer
- Recreation Administration – spring or summer

Can I start my internship early?

Answer: No. Due to liability reasons, you may not begin your internship until the first day of the academic semester. If you begin your internship (at your own risk), the hours you accumulate will not count academically.

Can I accumulate more hours of my internship at the beginning and do less hours at the end?

Answer: The School of H&K recommends student evenly distribute their hours throughout the semester so they obtain a quality internship experience. Obtaining more hours at the beginning than at the end will reflect in the student's assignments and therefore reflect their grade in the class.

4. UPDATE CPR

Exercise Science Students ONLY

If a student's CPR certification expires before or during the semester in which he/she is doing their internship, they must renew their certification and send their new card to the School of Health and Kinesiology internship coordinator. Below are a few options to choose from:

1. CPR Challenge with Injury Prevention & Care (*recommended*)

Through Injury Prevention and Care in the Wellness Center (HK room 108), students may challenge two months before or after the expiration date. Students will take the test, perform the skills, and the cost is approximately \$35.00 for Adult CPR, AED and First Aid.

2. Certifications will also be approved from the following organizations:

- [American Red Cross](#)
- [National Safety Council](#)
- [American Heart Association](#)

NOTE: Online courses are not accepted. There must be a practical component to the certification.

5. TURN IN INTERNSHIP FORMS

Once a student finds an internship they should turn in the following forms to the front desk of H&K 207 or to unohk@unomaha.edu:

1. Intern-University Agreement
2. Intern-Worksite Supervisor Agreement
3. Agency Confirmation Form

These forms are due approximately 4-6 weeks before the semester begins. This means students must have an internship by the deadline established by the internship coordinator. The internship coordinator will email reminders about the submission deadline.

FORMS ARE ON THE FOLLOWING PAGES

These items must be completed and returned to H&K 207 via email, fax, or drop off.

INTERN-UNIVERSITY AGREEMENT

The intern will:

1. Complete 300 hours as an undergraduate student or 150 hours as a graduate student at their approved internship site over the course of the semester.
2. Submit all materials on time.
3. Submit a "Bi-Weekly Report" and "Bi-Weekly Reflection" every two weeks.
4. Distribute the "Preliminary Evaluation" at the end of the third or fourth week of the internship to the Worksite Supervisor.
5. Email the "Agency Mid-Session Evaluation of Student" to the Worksite Supervisor at least one week prior to the Mid-Session conference.
6. Review the "Mid-Session Evaluation of Student" with the Worksite Supervisor and University Supervisor during the Mid-Session conference.
7. Email the "Agency Final Evaluation of Student" to the Worksite Supervisor at least one week prior to the final conference.
8. Review the "Agency Final Evaluation of Student" with the Agency/Business Supervisor and University Supervisor during the final week of the internship.
9. Present "Student Evaluation of Internship and Site Supervisor" to the University Supervisor at a prearranged meeting during the final week of the internship.
10. Present "Graduation Survey" to the University Supervisor at a prearranged meeting during the final week of the internship.
11. Complete a "Capstone Project" that is agreed upon by the Site Supervisor and University Supervisor.
12. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Internship Manual and other material supplied by The University Supervisor.

NOTE: Failure to meet the aforementioned agreement items will affect the final grade.

The University Supervisor will:

1. Represent the University in all official arrangements with cooperating Agencies/Businesses and confer with all Worksite Supervisors.
2. Supervise arrangements for and give final approval of all internship assignments.
3. Maintain open communication with the intern and Agency/Business.
4. Set time and day for all conferences with the intern.
5. Make at least one on-site visit during the semester to observe the intern.
6. Carefully review and evaluate "Mid-Session Student Evaluation," "Agency Final Evaluation of Student", "Bi-Weekly Activity Reports", "Capstone Project" and any additional information presented and determine the final grade for the intern.

I HEREBY ACKNOWLEDGE THAT THE ITEMS EXPLAINED IN THIS AGREEMENT CONSITUTE THE FORMAL BASIS FOR AN EDUCATINOAL EXPERIENCE BETWEEN THE STUDENT AND UNIVERSITY SUPERVISOR. THE GRADE RECEIVED IN THE COURSE WILL BE BASED ON THE AFOREMENTIONED ITEMS.

Intern's Printed Name _____

Intern's Signature _____ **Date** ___/___/___

INTERN-WORKSITE SUPERVISOR AGREEMENT

Intern's Name _____

Worksite Supervisor _____

The Worksite Supervisor will:

1. Review and approve bi-weekly reports.
2. Assist the intern with selecting a capstone project.
3. Complete the "Preliminary Student Evaluation".
4. Complete the "Agency Mid-Session Evaluation of Student".
5. Complete the mid-session conference with the intern and University Supervisor.
6. Complete the "Agency Final Evaluation of Student".
7. Complete the final conference with the intern.
8. Cooperate with the University Supervisor.

The Intern will:

9. Provide a minimum of 300 hours of service beginning on the first day of classes for the given semester and ending on the last day of classes for the given semester.
10. Strive to become familiar and understand the total operation of the Agency/Business.
11. Communicate professionally with the Worksite Supervisor and University Supervisor.
12. Develop 3 SMART goals relevant to their internship and/or the organization needs.
13. Complete bi-weekly reports to track hours, duties, and responsibilities.
14. Distribute Preliminary, Mid-Session, and Final Evaluations to the Worksite Supervisor in a timely manner.
15. Complete a Mid-Session Self-Evaluation and Final Self-Evaluation.
16. Schedule the Mid-Session review with the Worksite Supervisor and University Supervisor.
17. Select a capstone project with the Worksite Supervisor that is mutually beneficial to the Agency/Business as well as the Student academically.

This is an agreement of understanding and not a legal binding document. We agree to work together toward its satisfactory completion for the mutual benefit of all concerned.

Worksite Supervisor Signature _____ Date ____/____/____

Intern's Signature _____ Date ____/____/____

AGENCY CONFIRMATION FORM

Name of Student _____
First Last

Date of Interview _____

Name of Interviewer _____
First Last

Interviewer Position Title _____

Agency/Business _____

Street Address _____ Suite _____

State _____ Zip Code _____ City _____

Phone Number _____ Email Address _____

An interview or meeting has been completed with the above student.

- I will accept the above student for an internship.
- I will not accept the above student for an internship.

If you will not accept the above student for an internship, please state your reasons.

Interviewer Signature Date

Student Signature Date

Please email or fax the completed form to:

Kelsey Blunck, MA
Internship Coordinator with the School of Health and Kinesiology
University of Nebraska at Omaha
kblunck@unomaha.edu
Phone: 402-554-2670
Fax: 402-554-3693

STUDENT RESPONSIBILITIES

Summary of Student Responsibilities and Academic Requirements:

1. Student must complete a minimum of 300 hours of service beginning on the first day of classes for the given semester and ending on the last day of classes for the given semester.
2. Strive to become familiar and understand the total operation of the Agency/Business.
3. Communicate professionally with the Worksite Supervisor and University Supervisor.
4. Develop three SMART goals relevant to their internship and/or the organization needs.
5. Complete Bi-Weekly Reports to track hours, duties, and responsibilities.
6. Distribute Preliminary, Mid-Session, and Final Evaluations to the Worksite Supervisor in a timely manner.
7. Complete a Mid-Session Self-Evaluation and Final Self-Evaluation.
8. Responsible for scheduling the Mid-Session review with the Worksite Supervisor and University Supervisor.
9. Select a capstone project that is mutually beneficial to the Agency/Business as well as the Student academically. Capstone project ideas may include, but are not limited to:
 - a. Developing, directing, or assisting with health promotion programs
 - a) Leading educational classes for fitness members, clients, or patients
 - b) Writing or presenting research in an area of the Student's interest or Worksite Supervisor's interest
 - c) Presenting a Lunch n' Learn related to the Student's field of study, such as health promotion, recreation, physical activity, or exercise.
 - d) Creating a workout program for a client, team, group or individual
 - e) Assisting with coordinating an event (e.g. health fair, health screening, major conference, etc.)

*Project ideas not listed above must be approved by the University Supervisor.

AGENCY/BUSINESS RESPONSIBILITIES

To the University:

1. To receive approval from the Internship Coordinator as an appropriate worksite.
2. To cooperate in the exchange of information on the Intern.
3. To formally meet with the University Supervisor at Mid-Session and periodically (as needed) to discuss the student's progress.
4. To provide the University Supervisor with a formal evaluation of the Student's performance post week 4, Mid-Session and one week prior to the final conference.
5. To provide the University Supervisor with an informal evaluation of the Student's performance between the Mid-Session and final formal evaluations.
6. To discuss curriculum offerings as related to the Student's weaknesses and suggest changes.
7. To notify the University Supervisor in the event of a serious problem with the Intern.

To the Student:

1. To confer with the Student to determine responsibilities during the experience and to present an overview of the Agency's/ Business's purposes, policies, administration, program and plant.
2. To inform the Student of all rules and regulations to which he or she must conform.
3. To schedule periodic conferences (e.g., weekly or biweekly) to aid the Student and give him or her an idea of his or her progress.
4. To keep continuous records of the Student's work and progress.
5. To develop a working agreement with the Student (Intern-Agency Agreement) which clearly delineates his or her role and responsibilities in the Agency/Business (to be developed in the first week of the internship and placed in writing with copies to the Student and University).
6. To review and approve via email, Bi-Weekly Activity Reports and discuss them with the Student when necessary.
7. To complete the Preliminary Student Performance Evaluation.
8. To complete the Mid-Session Student Evaluation and discuss it with the Intern during the Mid-Session meeting.
9. To complete the Final Student Evaluation, discuss it with the Intern during the final week of the internship.

Schedule

Before receiving a permission number for the internship seminar, the student must complete the following list and turn in all items to the School of Health and Kinesiology. Once the internship coordinator receives all items, the student will receive their permission number.

You must have an internship & forms completed by the following dates:

Fall Internship – July 13

Spring Internship – November 13

Summer Internship – April 13

Item	Complete
1. Complete Online Application & Resume Submission for Internship *Deadlines: Summer – February 15 • Fall – March 15 • Spring - October 1 Students must copy a resume in when completing the online application.	
2. Meet with the School of Health and Kinesiology Internship Coordinator	
3. Intern-University Agreement	
4. Intern-Site Supervisor Agreement	
5. Agency Confirmation Form	
6. Update CPR <i>*Only applies to Exercise Science students & must be updated if it expires before or during the semester the student does their internship.</i>	

Information in the H&K Internship Manual is subject to change. If you have any questions, please contact the Kelsey Blunck, Internship Coordinator for the School of Health and Kinesiology at 402-554-2670 or kblunck@unomaha.edu.