

EASTERN MICHIGAN UNIVERSITY

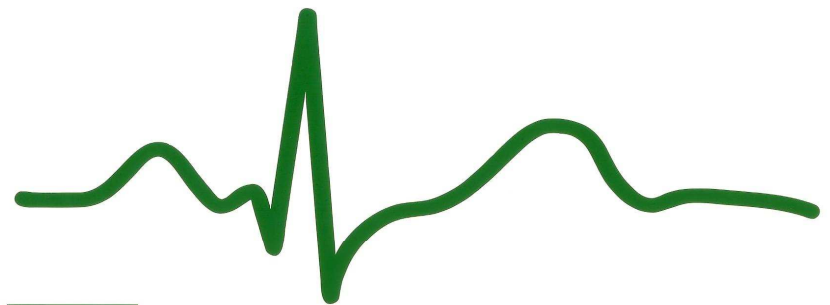
EXERCISE SCIENCE PROGRAM

COLLEGE OF HEALTH & HUMAN SERVICE
SCHOOL OF HEALTH PROMOTION & HUMAN
PERFORMANCE

YPSILANTI, MI 48197

www.emich.edu

STUDENT INTERNSHIP MANUAL



Eastern Michigan
xercise Science

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Effective September 2005

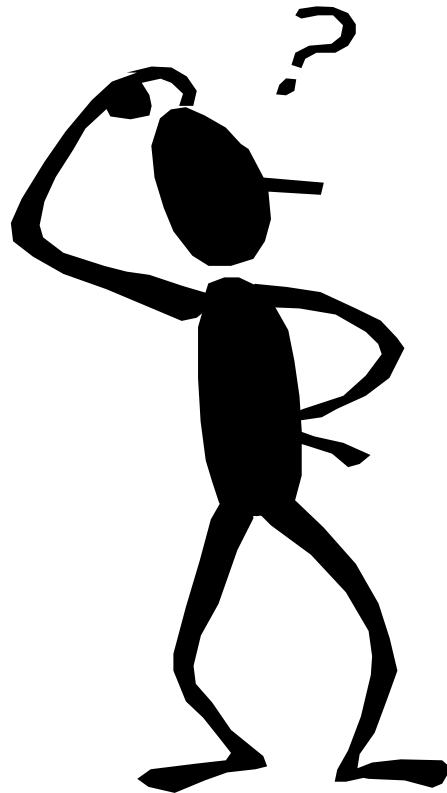
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If you have specific questions, please contact the Exercise Science Program Coordinator and Internship Coordinator Shel Levine, M.S., M.S.A., C.E.S., 318T Porter Bldg, 734-487-7120 ext. 2713; or at SLevine@emich.edu

INTERNSHIP?

**WHERE DO
I BEGIN?**



Purpose of the Internship

The purpose of completing an internship in Exercise Science is twofold. First, to further develop applied practical skills based on the theory, knowledge and principles learned in the classroom and laboratory. You will have the opportunity to observe, participate and learn from experienced health professionals to prepare you to function effectively and efficiently as an Exercise Physiologist in the professional setting of your choice. Second, and extremely important, the internship enables the student to develop professional behavior with both other professionals and patients/clients. The internship is your first exposure to the professional world. The impressions you leave will follow you during your professional career.

What Type of Internship Do I want?

When choosing the type of internship you want to do, you should answer the following question: What would you like to do for your professional career? If you want to go into cardiac rehabilitation, obviously, you should select an internship in cardiac rehabilitation. Other possible areas for internship include: clinical exercise physiology, corporate fitness/wellness center management, worksite health promotion, strength and conditioning, pre-professional preparation, and community fitness/personal training. These will be discussed in more detail later. Other contributing factors that can help you decide on an internship are: time commitment, compensation, and location. However, these should not be major determinants.

What if I do not know what I want to do professionally?

If you are not sure what path you want to pursue, it is always best to do a clinical based internship. You can always work in any field with a clinical internship. In fact, some corporate facilities look for employees who have completed a clinical internship. On the other hand, cardiac rehabilitation programs most likely would not hire a person who did not do a cardiac rehabilitation internship.

When can I Do My Internship?

The internship is final obligation to be completed in the program before graduation. There are two requirements that must be completed before you may start an internship. First, you **must** have achieved candidacy. Second, you **must** have completed **all** courses in the major. This includes: PHED 300, SPMD 325, SPMD 410, SPMD 430, SPMD 431 and SPMD 432. Accordingly, plan ahead! If you want to graduate in a certain semester make sure all courses are taken on time. Certain courses are only offered in certain semesters. **You may not take a required class during your internship.** This may potentially be a disservice to the agency.

Where Can I Do My Internship?

There is no automatic placement process for internships. Most internship sites have an interview process in place to select student interns. You may choose where to apply for an internship. However, remember some sites are extremely competitive, especially during the Spring/Summer semester. You may choose to do your internship in either cardiac rehabilitation programs, hospital-based wellness center, physical therapy clinic, physician's office, corporate-based wellness center, university, team sports organization or community-based fitness center settings. Other sites must be approved by internship coordinator.

Can I do my internship at the same facility I did my practicum (SPMD 325)?

Internships should be performed at a different facility than your practicum. The reason being, the advantages gained by new experiences and viewpoints outweigh the comfort level gained at a previous facility. In certain instances, internships at the same facility as a practicum will be allowed if you can document that new experiences will be learned. In other words, the internship will not be a repeat of the practicum.

What Type of Internships are Available?

There are seven possible types of internships available. These will be briefly described individually.

Cardiac Rehabilitation

An internship in cardiac rehabilitation prepares you to work with patients not only recovering from a heart attack and/or bypass surgery, but also with patients at high risk for heart disease. You will be exposed to a variety of experiences depending upon the site you choose. These experiences may include: graded exercise stress testing, dynamic and static EKG interpretation, exercise prescription writing, phase I, II and III exercise leadership, patient education. Strong EKG skills are important. Some sites may give you an EKG test during an interview. Completion of this internship should prepare you for the ACSM Exercise Specialist® Exam. Also, this internship should begin to prepare you for the Registered Clinical Exercise Physiologist® (RCEP) exam.

Clinical Exercise Physiology

An internship in clinical exercise physiology gives you a variety of experiences. Some cardiac rehabilitation may be included. However you also learn to work with many different clinical populations. These may include patients with diabetes, cancer, Parkinson's disease, osteoporosis, multiple sclerosis, COPD, obesity, multiple risk factors for heart disease and others. The populations

depend on the site. Skills that should be strengthened during this internship are exercise testing, prescription writing, exercise leadership, and exercise progression. Completion of this internship should prepare you for the ACSM Exercise Specialist® exam. This internship should also begin to prepare you for the RCEP® exam.

Corporate Fitness/Wellness Center Management

An internship in corporate fitness/wellness center management prepares you to do fitness testing and prescription writing for healthy populations. In addition, opportunities should be available to learn the operations procedures of the center (i.e. Management techniques, center statistics, interviewing skills, marketing, budget analysis). This internship should prepare you to take the ACSM Health Fitness Instructor® and/or Health Fitness Director® certification exam.

Worksite Health Promotion

An internship in worksite health promotion is closely related to corporate fitness. However, additional emphasis is placed on health promotion programs for company employees (i.e. Smoking cessation, stress management, cholesterol and blood pressure screenings and others).

Strength and Conditioning

An internship in strength and conditioning prepares you to work as a strength and conditioning coach for university or professional sports teams. You will perform all types of strength testing and training for various muscle groups geared for performance enhancement. This internship should prepare you to take the NSCA Certification exam.

Pre-Professional Preparation

This internship is for students pursuing advanced professional degrees in Medicine, Physical Therapy or Physician's Assistant. Experiences include a combination of patient care under the direct supervision of a physician and hospital cardiac rehabilitation. You must have a GPA ≥ 3.6 to apply for this type of internship. This internship is by placement only.

Community Fitness/Personal Training

An internship in community fitness/personal training prepares you to work with healthy adults in the context of personal training. At the completion of this internship you should be eligible to apply for a personal training certification exam.

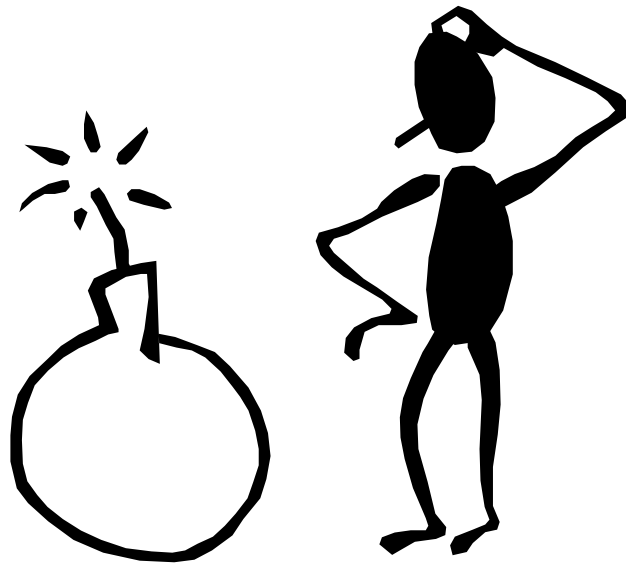
Registering for the Internship (SPMD 480)

You may not participate in an internship program if you have not registered with the University. You should register for the internship the semester you are actually in attendance at the internship site (i.e. Do not register for Fall if you plan to do the internship in the Winter). If you are performing an internship Spring/Summer you should register for the Summer semester. You must register for the full eight (8) hours. If you have any questions about this process, please ask. Since the Internship is your final requirement before graduation, you should also fill out the application to graduate during the first 10 days of the semester you are performing your internship.

Do I Need Liability Insurance?

The University provides basic liability insurance coverage for all students performing internships at facilities where a signed affiliation agreement exists. A certificate of insurance can be provided, if needed, once the agreement is signed. Additional coverage is available from HPSO for purchase at an approximate cost of \$35.00 to the student. Some internship facilities may require additional coverage. If desired, contact HPSO at 800-982-9491 or www.hpsso.com.

DESCRIPTION OF THE INTERNSHIP



Length

The internship consists of 600 contact hours. This translates to 15 weeks of 40 hours per week. Under certain circumstances, hours per week may be shortened, but the number of weeks will be increased to compensate. All 600 hours should be completed at the same internship site. In special situations, internships may be split between two different sites. However, this is discouraged and must be approved by the internship coordinator. If a non-traditional internship is approved, 300 of the 600 hours must be exercise science related.

Site Supervisor

The agency where the internship takes place must have an individual designated as the site supervisor. This individual should be a Master's prepared Exercise Physiologist or a Bachelor's prepared Exercise Physiologist with extensive experience. The site supervisor will be responsible for determining a high percentage of your final grade.

Professionalism

You are expected to follow all rules, policies and procedures, which have been established for the employees of the agency. This includes showing up for work on time, calling ahead if late and calling with enough notice if ill. If you are not given a uniform to wear, you should dress professionally at all times. Check with your supervisor to see what is appropriate.

Credit vs. Stipend

You will be granted eight (8) academic credits for successful completion of your internship. Depending upon the resources of the agency, you may or may not be compensated for your services. Usually there are no stipends available for internships. Internships that do pay are extremely rare and competitive.

Student Utilization

Once properly trained, it is expected that you become an integral part of the agency. If you feel you are not being used properly, please address this situation with your site supervisor. If not satisfied with his/her action, contact the internship coordinator. Please follow this line of command for all problems that transpire during your internship.

Grading

Your internship will be graded in the following manner.

- 70% Final evaluation from site supervisor
- 15% written case study and case study presentation
- 15% final paper

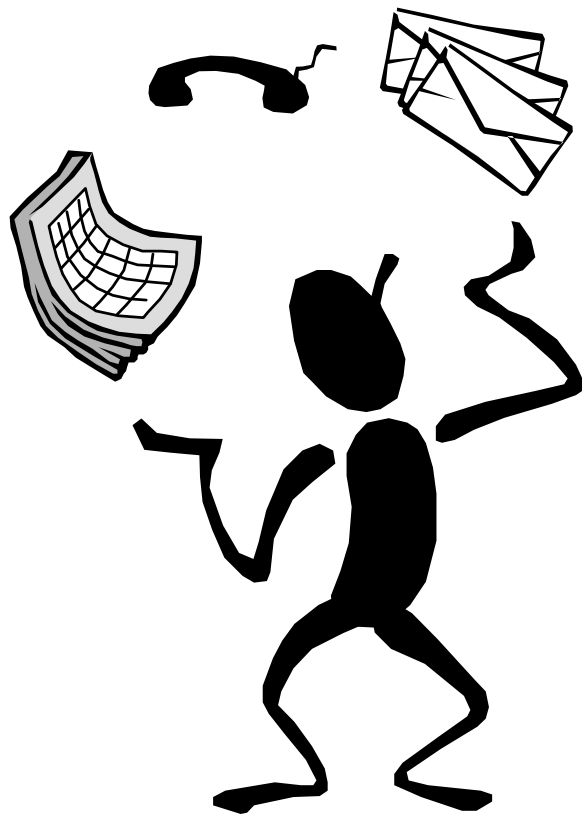
Termination

If you fail to adhere to institutional policies and procedures you will receive warnings from your supervisor (as an example, see professionalism above). If the adverse behavior occurs on a continual basis, the internship supervisor has the right to terminate your internship. In this instance, you will receive an **E** for the internship. The internship must be repeated before graduation is official. The student is responsible for tuition and fees when repeating an internship. If you are terminated from a second internship, you will be dismissed from the Exercise Science Program and not be given permission to register for a third opportunity.

Research Option (Senior Thesis)

Instead of the 600-hour internship, you may have the option of performing a research project under the guidance of a faculty member. This option is recommended for students who plan on pursuing graduate (Ph.D.) studies in Exercise Physiology. Specific requirements are still being determined. If interested, see internship coordinator for more details.

HOW DO I FIND AN INTERNSHIP SITE?



Researching Possible Sites

- 1) Become aware of possible internship sites in your area of specialization by considering the following resources:
 - ❖ Files in internship coordinator's office
 - ❖ Former students of EMU
 - ❖ Exercise Science program faculty
 - ❖ Contacts with professionals at conferences and workshops

- 2) Contact internship site coordinator or search the Internet and gather as much information on internship site as possible. Such as:
 - ❖ Requirements of internship (some facilities may require a longer internship period)
 - ❖ Agency's philosophy toward the use of student interns
 - ❖ Staffing
 - ❖ Patient populations/ clientele
 - ❖ Programs available
 - ❖ Additional options

- 3) Further investigate facility by:
 - ❖ Arranging an onsite visit
 - ❖ Reading brochures on facility
 - ❖ Read internship papers completed by previous interns (if any).

Steps in securing an internship

- 1) Obtain the booklet "Student To Employee: Planning for Success" from the Career Services Center 311 King Hall. Prepare a draft cover letter and resume. Bring to advisor and/or internship coordinator for approval.
- 2) Obtain advisor's approval to start soliciting internship information.
- 3) Contact potential sites by mail or phone. Ask for Internship availability and information packet. Initial contact should take place 4-6 months prior to anticipated internship start date. Follow researching tips above.
- 4) Depending on the site, you will probably have to fill out an agency application, acquire letters of recommendation, arrange for transcripts, and submit resume and cover letter, all in a timely fashion.

- 5) If no one has contacted you in two weeks, place a follow-up phone call to check on possible interview date.
- 6) Prepare for interview. Follow interviewing tips and prepare answers to commonly asked questions in "Student To Employee" booklet.
- 7) It is very important during the interview process that you interview the agency as much as they interview you. Have 5-10 questions prepared to ask the interviewer about the internship. You should get a feel for the personality and managerial style of your potential supervisor. If you do not feel comfortable working for him/her or for the agency– **DON'T!** While primarily educational, the internship should also be enjoyable. If you do not get along with your supervisor, it can make for a never-ending experience. Make sure you are aware of what will be expected of you to complete the internship.
- 8) Following interview, send thank you letter to interviewer. Express your continued interest in the position.
- 9) Upon receiving an internship offer or rejection, respond to the agency with a letter of acceptance, or a letter of regret ("Thank you for your consideration"). If EMU has no affiliation agreement with the agency that has accepted you, initiate affiliation agreement process with internship coordinator. Technically, your internship is not official until an agreement exists.
- 10) Complete internship application and attach a copy of official acceptance and turn in to your advisor. After your advisor signs the application form, turn in to internship coordinator.
- 11) Remember, **YOU MUST HAVE CANDIDACY AND HAVE COMPLETED ALL COURSES IN MAJOR TO START YOUR INTERNSHIP.**
- 12) Call site supervisor 2-3 weeks prior to starting to confirm start date.
- 13) Before starting internship, make certain your CPR certification is current.

Potential Internship Sites

Cardiac Rehabilitation

<u>Agency</u>	<u>Location</u>	<u>Contact</u>	<u>Phone#</u>
Arizona Heart Institute	Phoenix, AZ		602-266-2200
Beaumont Hospital	Birmingham	Amy Fowler Angel Fern	248-655-5753
Beaumont Hospital	Troy	Peggy Tweedie	248-964-8508
Bi-County Hospital	Warren	Vicki Epple	810-759-7405
Botsford Hospital	Farmington Hls	Donna Bins-Gordon	248-471-8342
Chelsea Hospital	Chelsea	Cindy Dempsey	734-475-4016
Henry Ford Hospital	Detroit	Melissa Van Zant	313-972-1698
Genesys Medical Ctr.	Grand Blanc	Alan Rutledge	810-606-5120
McConnell Heart Ctr.	Columbus, OH		614-566-3836
Michigan Heart	Ann Arbor	Kim Wood	734-712-8012
Medical College of OH	Toledo, OH	Dr. Dalyn Badenhop	419-383-3697
Munson Health Ctr.	Traverse City	Marianne Foster	231-935-8560
Oakwood Hospital	Dearborn	Jennifer Dykstra	313-563-9239
Providence Hospital	Southfield/Novi	Julie O'Mell	248-849-5816
Spectrum Health	Grand Rapids	Lisa Dahlman	616-774-7936
St. John's Hospital	Detroit		313-343-3158
St. Joseph's Hospital	Pontiac	Ann Adams	248-858-6654
UM Health System – Preventive Cardiology	Ann Arbor	Carla Vorndran	734-998-5671

Corporate Fitness/Wellness Center Management/Adult Fitness

<u>Agency</u>	<u>Location</u>	<u>Contact</u>	<u>Phone#</u>
Chelsea H&W Center	Chelsea	Pat Johnson	734-475-4100
Chrysler HAC	Auburn Hills	Allison Minowa	248-576-4312
Domino's Farms	Ann Arbor	Ryan Pratt	734-930-3390 ext. 6
Fitness Works (GM)	Detroit	Bill Soens	313-972-4040
Ford UAW Fitness Ctr.	Dearborn	Jennifer Miller	313-845-2772
GM –Truck Product Ctr.	Pontiac	April Harrison	248-753-0169
Harris & Associates	Toledo, OH	Eric Lemkin	419-885-5100
Industrial Athlete	Detroit	John Groth	313-664-4080
M-Fit	Ann Arbor	Carolyn Warheit	734-998-8700
Owens Corning	Toledo, OH	Mike Pidcock	419-248-7465
Total Fitness Concepts	Regional	Jim Henderson	734-741-4121
Wellness Inst. America	Regional	Roxanne Clark	248-557-5559
National Institute for Fitness and Sport	Indianapolis, IN	Heather Hedrick	317-274-3432 ext. 238
Detroit Diesel	Detroit	Audry McDonald	313-592-5867

Clinical Exercise Physiology

<u>Agency</u>	<u>Location</u>	<u>Contact</u>	<u>Phone#</u>
Botsford Center for Health Improvement	Novi	Chris Navan	248-473-3100

Worksite Health Promotion

<u>Agency</u>	<u>Location</u>	<u>Contact</u>	<u>Phone#</u>
Health Fitness Corp	National		800-639-7913
StayWell	Regional	Deborah Nemeth	313-493-4769
St. Mary's Hospital	Livonia	Marianne Simancek	734-655-8943
Wellness Inst. America	Regional	Dan Guoin	734-467-0452

Strength & Conditioning

<u>Agency</u>	<u>Location</u>	<u>Contact</u>	<u>Phone#</u>
EMU Athletics	Ypsilanti	Mike S	734-487-2152
Detroit Tigers	Detroit/Florida	Javar Gillett	313-471-2455
Total Performance	Wixom	Jim Kielbaso	248-669-9818
Velocity Sports Perform.	Canton/AA		734-485-2561

Pre-Professional Preparation (Placement Only)

<u>Agency</u>	<u>Location</u>	<u>Contact</u>	<u>Phone#</u>
Novi Family Practice	Novi	Dr. Deborah Bennett	248-926-0009

Community Fitness/Personal Training

<u>Agency</u>	<u>Location</u>	<u>Contact</u>	<u>Phone#</u>
Promedica Health Sys	Toledo	Jim Carr	419-578-7045
Oakland Athletic Club	Birmingham	Dana Mitchell Martin	248-540-9596
Summit On The Park	Canton	Amy Lockmondy	734-394-5498
Wayne Community Ctr.	Wayne	Nathan Adams	734-728-2900

Work Hardening

<u>Agency</u>	<u>Location</u>	<u>Contact</u>	<u>Phone#</u>
Prevention First	Romulus	Steve Olson	734-942-2943

Orthotics & Prosthetics

<u>Agency</u>	<u>Location</u>	<u>Contact</u>	<u>Phone#</u>
Wolverine Orthotics	Novi	Ernie Bastian	248-324-3010

HOW DO I SUCCESSFULLY COMPLETE MY INTERNSHIP?



Internship Requirements

1. 600 contact hours (40 hours/week for 15 weeks). Unless other arrangements have been made with internship coordinator.
2. Daily log – keep track of all activities performed both practical and educational. Record your perception of the activity – was it organized, interesting, were you given sufficient instruction and/or guidance to complete assignment, etc.
3. Perform an in-service to agency professional staff on relevant topic of your choosing and approved by your supervisor.
4. Meet with internship coordinator during an on-site visit (if site is within 75 miles of EMU). For sites outside this distance, phone conversations will take place.
5. Site supervisor completion of midpoint and final student evaluation (Appendix C). Midpoint evaluation is for your information. Final evaluation must be signed by supervisor and student and turned in to Internship coordinator at the completion of internship.
6. Each student must prepare a written case study of one patient/client you worked with during your internship. Each case study should include: demographic information, medical history and risk factor analysis, exercise test or stress test results along with signs and symptoms and ECG tracings (cardiac rehabilitation and clinical exercise physiology internships only), and the resulting exercise prescription and justification why you did what you did. Case studies will be presented orally on campus to the internship coordinator at a date and time to be determined. Please arrange with your internship site supervisor for availability.
7. Each student must complete an Internship Agency Evaluation (Appendix D).
8. At the completion of internship, each student must write a 5-10 page paper on the internship experience. Please include the following: complete description of facility; describe supervisor and staff you worked with; describe programs offered; describe your involvement in programs – exactly what you did, how much supervision and/or guidance you had, what you were allowed to and not to do; recommendations to improve internship; and recommendations to future students at this internship site. Please attach daily log to the back of paper.

9. To assure receiving a grade for the current semester, final evaluation, case study report, agency evaluation and internship experience paper should be turned into internship coordinator during the last week of internship.
10. Student should not share agency evaluation or final paper with supervisor. Internship coordinator will review and send report to agency supervisor if warranted.
11. Final grade will be based on the following: 70% final evaluation, 15% written case study preparation and 15% 5-10 page paper.
12. Following completion of your internship, you should send a Thank you note to your supervisor for their time and effort in helping you complete your education. If you were extremely pleased with your experience, a small gift as a token of your appreciation is not compulsory or expected, but it is a nice gesture.

APPENDICIES

AFFILIATION AGREEMENT
between
EASTERN MICHIGAN UNIVERSITY
and

Agreement made this ____ day of _____, 20____, by and between _____, hereinafter called the Agency, located in _____, _____, and Eastern Michigan University, hereinafter called the University.

WHEREAS, the parties wish and intend by this Agreement to set forth the terms and conditions of engaging in a program for the clinical education at the Agency of students enrolled in the School of Health Promotion and Human Performance – College of Health and Human Services.

IT IS THEREFORE AGREED AS FOLLOWS:

I. UNIVERSITY RESPONSIBILITIES

The University shall, in consultation with representatives of the Agency, plan and administer the educational program for its students at the Agency and shall assume the following responsibilities.

A. The University shall provide the Agency with its overall plan for the use of clinical facilities at least one month(s) prior to the commencement of the academic year. The plan shall include details of the University's educational program at the Agency, including the objectives, and approximate number of students for each term, dates, times, and levels of each student's academic preparation. The University shall modify its educational program as necessary to accommodate the reasonable requirements of the Agency.

B. The University will provide the names of students as soon as possible after registration for each semester, but in no event later than one week before the beginning of the clinical experience program at the Agency.

C. The University agrees to provide pre-clinical instruction to each student, in accordance with standards mutually agreeable to the University and the Agency, and to present for clinical experience at the Agency only those students who have satisfactorily completed the pre-clinical instructional program.

D. The University shall instruct all its students assigned to the Agency with regard to compliance with all rules, regulations, policies and procedures of the Agency, including but not limited to those relating to the confidentiality of patient and hospital records and information, and to the responsibility and authority of the medical, nursing, and administrative staff of the Agency over patient care and hospital administration. The University shall instruct all of its students that agency identification badges must be worn at all times students are in the Agency.

E. The University shall maintain all educational records and reports relating to the educational program completed by individual students at the Hospital, and the Agency shall have no responsibility respecting the same other than those agreed upon reports from clinical supervisors which are necessary to the University's monitoring of student progress. The timing and nature of such reports shall be described in the plan specified in section 1A of this Agreement. The Agency shall refer all requests for information respecting such records to the University. The University agrees to comply with all applicable statutes, rules and regulations respecting the maintenance of and release of information from such records.

F. If requested by the Agency, the University shall instruct each student to provide the Agency with evidence that the student has passed a physical examination of a scope and within time periods satisfactory to the Agency, and such evidence shall indicate that the time of the physical examination, the student was free from contagious diseases as nearly as could be ascertained by such examination. The University shall inform each student of the importance of having in force a policy of health insurance to defer the cost of hospital and medical care of any illness or injury that might be sustained while the student is participating in any clinical field work, and also shall inform each student of the substantial monetary liability that the student might incur as a result of failure to have such insurance in force.

G. The University shall have full responsibility for the conduct of any student disciplinary proceedings and shall conduct the same in accordance with all applicable statutes, rules, regulations and case law.

H. (i) No provision of this Agreement shall prevent the Agency from refusing to accept any student who has previously been discharged for cause as an employee of the Agency, who has been removed from or relieved of responsibilities for cause by the Agency, or who would not be eligible to be employed by the Agency. The Agency shall notify the University in writing of its refusal to accept a student and the basis therefore.

(ii) The Agency may submit a written request to the University for the withdrawal of any student from the program for a reasonable cause related to the need for maintaining an acceptable standard of patient care, and the University shall immediately comply with such request. The written request from the Agency shall set forth the basis for removal.

(iii) In the event the University does not agree with the Agency's refusal to accept a student or request for withdrawal of a student, it shall promptly (in any event not later than five working days after receipt of the written notice or request from the Agency) provide the Agency with a written statement setting forth the basis for any such disagreement.

(iv) The agency will defend, indemnify and hold the University harmless from any and all claims and costs arising from the Agency's request for the withdrawal of or refusal to accept any student or faculty member to which the University provided its timely written statement of disagreement, provided that the Agency is determined by any court to have acted in an unlawful manner in refusing to accept or requesting the withdrawal of a student or faculty member; and further provided that the University shall promptly notify the Agency of any such claim, provide Agency with an opportunity to defend, and provide the Agency with all reasonable assistance, except financial, in making such defense. No settlement of any such claim as it relates to the University shall be effected without the consent of the Agency.

II. **FACILITY RESPONSIBILITIES:**

The Agency shall plan and administer all aspects of patient care and shall assume the following responsibilities:

A. The Agency shall provide qualified supervision of University students during their clinical experience. Agency supervisory personnel may, in an emergency, or in certain cases based upon applicable standards of patient care, temporarily relieve a student from a specific assignment or require that such student leave an area or department pending a final determination of the future status of the student by the parties.

B. The Agency shall cooperate with the University in the planning and conduct of the student's clinical experience, to the end that the student's clinical experience may be appropriate in light of the University's educational objectives.

C. No provision of this Agreement shall prevent any patient from requesting not to be a teaching patient or prevent any member of the Agency's medical staff from designating any patient as a non-teaching patient.

D. The Agency shall make available to students the use of its cafeteria, conference rooms, dressing rooms and library as available and as required by the educational program and without charge except for food consumed by the students.

E. Students may use the emergency and outpatient services of the Agency for the medical care of themselves while they are participating in the educational program at the cost customarily charged to the general public for such services.

III. **GENERAL PROVISIONS:**

The parties mutually acknowledge and agree as follows:

A. The University agrees that statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, costs, actions, causes of action, losses or expenses (including attorney fees) resulting from or caused by the actions or omissions of the University, its employees and students pursuant to this Agreement. The Agency agrees that, statutory and common law theories and principles of indemnification, contribution, and equitable restitution shall govern and apply to claims, costs, action, causes of action, losses or expenses (including attorney fees) resulting from or caused by the actions or omissions of the Agency or its employee pursuant to this Agreement.

B. The University shall provide or require that each student maintain professional liability insurance with policy limits satisfactory to the Agency and the University.

C. Each party shall be separately responsible for compliance with all laws, including antidiscrimination laws, which may be applicable to their respective activities under this program.

D. Students of the University shall not be deemed to be employees of the Agency for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholdings, social security or any other purpose, because of their participation in the educational program. Each student is placed with the Agency to receive clinical experience as a part of his or her academic curriculum; those duties performed by a student are not performed as an employee, but in fulfillment of these academic requirements and are performed under supervision. At no time shall students replace or substitute for any employee of the Agency. This provision shall not be deemed to prohibit the employment of any such participant by the Agency under a separate employment agreement. The University shall notify each student of the contents of this paragraph.

E. This Agreement is intended solely for the mutual benefit of the parties hereto, and there is no intention, express or otherwise, to create any rights or interests for any party or person other than the Agency and the University; without limiting the generality of the foregoing, no rights are intended to be created for any patient, student, parent or guardian of any student, employer or prospective employer of any student.

F. In the performance of their respective duties and obligations under this Agreement, each party is an independent contractor, and neither is the agency, employee or servant of the other, and each is responsible only for its own conduct.

G. This Agreement constitutes the entire agreement between the parties, and all prior discussions, agreements and understandings, whether verbal or in writing, are hereby merged into this Agreement.

H. No amendment or modification to this Agreement, including an amendment or modification of this paragraph, shall be effective unless the same is in writing signed by the party to be charged.

IV. **TERM OF AGREEMENT:**

This Agreement shall become effective as of _____, 20__ and shall continue thereafter until terminated by either party upon forty-five (45) days written notice of termination; provided, however, that students then receiving instruction in any program shall be given an opportunity to complete the full program during that instructional period.

V. **NOTICE:**

Any notice under this Agreement shall be directed to:

AGENCY

UNIVERSITY:

Ken McKanders, J.D. and
General Counsel
Eastern Michigan University
11 Welch Hall
Ypsilanti, Michigan 48197

Shel Levine, M.S., M.S.A., C.E.S.
Exercise Science Coordinator
Eastern Michigan University
School of Health Promotion and
Human Performance
College of Health and Human
Services
Ypsilanti, Michigan 48197

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

EASTERN MICHIGAN UNIVERSITY

THE AGENCY

BY: _____
Dr. Ellene Tratras Contis
Assistant Vice President for
Academic Administrative Svcs.

BY: _____

DATE: _____

DATE: _____

Eastern Michigan University
School of Health Promotion & Human Performance
Exercise Science Program
Internship Application

Name: _____ Student #: _____

Address: _____

Phone #: _____ Email address: _____

Agency: _____

Agency address: _____

Agency Supervisor: _____ Title: _____

Phone#: _____ Email address: _____

Semester: _____ Start Date: _____ End Date: _____

Brief Description of Internship: _____

Signatures:

Student: _____ Date: _____

Advisor: _____ Date: _____

Internship Coordinator: _____ Date: _____

All **clinical/cardiac rehabilitation** sites please answer the following questions:

<u>Skills and Abilities</u>	<u>Excell</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Not Obs.</u>
Fitness evaluation skills – submaximal cardiovascular					
Fitness evaluation skills – body composition					
Fitness evaluation skills – strength and flexibility					
Risk factor identification					
GXT technician skills					
GXT administration skills					
GXT interpretation skills					
ECG interpretation skills – static					
ECG interpretation skills – dynamic					
Exercise Prescription skills					
Progression of Exercise Rx					
Pharmacological Recognition					
Understanding of expired gas collection techniques					
Exercise leadership skills					
Performance on patient education tasks					
Communication w/ patients					
Communication with health care professionals					
Written communication					
Case study analysis					
Response to emergencies					

An overall grade for this student is: **A A- B+ B B- C+ C C- D+ D D- F I**

Additional Comments:

Supervisor Signature _____ Student Signature _____

All **corporate/commercial** internship sites please answer the following questions:

<u>Skills and Abilities</u>	<u>Excell</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Not Obs.</u>
Fitness evaluation skills – submaximal cardiovascular					
Fitness evaluation skills – body composition					
Fitness evaluation skills – strength and flexibility					
Exercise prescription skills					
Risk factor identification					
Exercise leadership skills – group classes					
Exercise leadership skills – personal training					
Performance on client education tasks					
Communication w/ clients					
Communication w/ co-workers					
Communication with upper level management					
Written communication					
Case study analysis					
Exercise room management skills					
Fitness center administrative skills					
Marketing skills					
Client education tasks					
Program development					
Response to emergencies					

An overall grade for this student is: **A A- B+ B B- C+ C C- D+ D D- F I**

Additional comments:

Supervisor Signature _____ Student Signature _____

All **strength and conditioning** internship sites please answer the following questions:

<u>Skills and Abilities</u>	<u>Excell</u>	<u>Above Average</u>	<u>Average</u>	<u>Below Average</u>	<u>Not Obs.</u>
Fitness evaluation skills – maximal cardiovascular test					
Fitness evaluation skills – submaximal cardiovascular					
Fitness evaluation skills – body composition					
Fitness evaluation skills – strength testing					
Fitness evaluation skills – flexibility testing					
Cardiovascular conditioning programming					
Strength training techniques					
Strength training programming					
Flexibility training techniques					
Flexibility training programming					
Communication with coaches					
Communication with athletes					
Administrative functions					
Other					
Other					
Other					
Other					
Other					

An overall grade for this student is: **A A- B+ B B- C+ C C- D+ D D- F I**

Additional comments:

EASTERN MICHIGAN UNIVERSITY
School of Health Promotion & Human Performance
Exercise Science Program
Student Intern Agency Evaluation

Please answer each of the following questions as honestly as possible. The results will not effect your final evaluation. The results will be used to continually improve our internship program. Please use the following scale: 1 - strongly disagree, 2 - disagree, 3 - neutral, 4 - agree, 5 - strongly agree. Complete both pages.

FACILITY AND STAFF

	1	2	3	4	5
The availability of varied professions provided me with opportunities I could not get elsewhere.					
The staff was professional at all times.					
The facility is exceptional and offered me many different opportunities.					
I was treated as one of the staff.					

Comments:

SUPERVISOR

My supervisor was professional at all times.					
My supervisor provided a complete orientation to facility procedures.					
My supervisor was available when I needed him/her.					
My supervisor was easy to approach.					
My supervisor gave me appropriate guidance in problem solving.					
My supervisor allowed me enough time to develop a comfort level with my own independence.					
My supervisor gave me timely and adequate follow-up and feedback.					
My supervisor offered me constructive criticism when appropriate.					
My supervisor was consistent in the way I was treated.					
My supervisor encouraged and allowed me to express my own ideas and judgment.					
My supervisor treated me with respect.					
My supervisor encouraged questions.					
My supervisor provided me with career guidance (If requested).					

Comments:

WORKLOAD

	1	2	3	4	5
Responsibilities placed on me were reasonable.					
The type of work I was asked to perform was meaningful.					
I felt additional work was continually being "dumped" on me.					
My workload increased in proportion to my experience and confidence level.					

Comments:

EDUCATIONAL COMPONENT

Overall goals/objectives were discussed.					
The educational materials provided were beneficial.					
The personal instruction time was beneficial.					
The tests provided a beneficial learning experience (if utilized).					
The required in-service presentation was a beneficial experience.					

Comments:

OVERALL EVALUATION

	1	2	3	4	5
Overall, my internship was a positive experience.					
I feel my internship has provided me with the appropriate skills to function independently and proficiently in a professional setting.					
I would definitely recommend this agency as an internship site for future students.					

Comments:

Agency _____ Semester _____ Year _____
(print)

Student name (print) _____

Student signature _____