



Department of Nutrition and Exercise Physiology
(NEP)

Exercise Internship Manual

REVISED JULY 2018

Table of Contents

Preface	4
Purpose	4
Policies and Procedures	5
PRE-INTERNSHIP PROCESS	5
Access CastleBranch document tracker	5
Complete the NEP Onboarding CheckList	5
PREPARATION FOR AN EXERCISE INTERNSHIP	6
INTERNSHIP TIMELINE TABLE	6
NEP 489 Exercise Internship Seminar (Fall semester).....	7
Exercise Internship Manual (EIM)	7
Exercise Internship Sites and Affiliations	7
Preceptor Panel and Networking Fair	8
NEP 489 Internship Assignments	8
Preparing for the internship:.....	9
Application Process for an Internship	9
Internship Offer and Acceptance Documentation	9
PRIOR TO THE START OF THE EXERCISE INTERNSHIP	11
SITE-SPECIFIC REQUIREMENTS.....	11
COMMUNICATE WITH THE INTERNSHIP PRECEPTOR OR THE ONBOARDING SPECIALIST.....	11
REGISTER FOR NEP 490	12
ASSESSMENT OF THE STUDENT DURING THE EXERCISE INTERNSHIP	12
Weekly Internship Report	12
Internship Assignment	14
EXIT REPORT	15
MIDTERM AND FINAL ASSESSMENT	15
MIDTERM ASSESSMENT	16
FINAL ASSESSMENT	16
RATING SCALE FOR MIDTERM AND FINAL ASSESSMENTS	16
FINAL GRADE FOR AN EXERCISE INTERNSHIP	17
INTERNSHIP REASSIGNMENT PROCESS – Extenuating Circumstances	18
OTHER INFORMATION	18
STUDENT ASSESSMENT FORMS	18
Preceptor Assessment Forms.....	19
ACSM Requirements – Clinical Hours Required for the CEP Exam	19

Schedule the ACSM exam	20
ACSM AUDIT.....	20
Report Results of a Certifying Exam.....	21
APPENDIX A	22
NEW EXERCISE INTERNSHIP	22
APPENDIX B	25
ACKNOWLEDGEMENT OF UNDERSTANDING.....	25
APPENDIX C	27
Exercise Internship Confirmation Form	27
APPENDIX D.....	29
Exercise Internship	29
APPENDIX E	34
ACSM CERTIFIED CLINICAL EXERCISE Physiologist CLINICAL HOUR VERIFICATION FORM	34
APPENDIX F	36
Preceptor’s Assessment of the Student.....	36
APPENDIX G	41
Internship Assignment Rubrics	41

PREFACE

The Department of Nutrition and Exercise Physiology (NEP) at Washington State University Spokane (WSUS) prepares students for exercise-and-nutrition-related careers in diverse fields including disease prevention and rehabilitation, public health, as well as corporate, private health and fitness industries. In addition, it provides the student with the basic scientific preparation necessary for the pursuit of advanced degrees in exercise, nutrition, other allied health and medical fields, or research.

An important aspect of a student's professional course work is the supervised internship experience, here after called the Internship. The Internship is designed to provide the NEP student with application and practice of the knowledge and skills acquired through didactic instruction required for responsible professional service. A student must complete a minimum of 400 hours in an approved Internship to satisfy the requirements for the BS NEP degree after satisfactory completion of all didactic coursework. A student enrolled in the NEP MS Coordinated Program in Dietetics (CPD) is also required to have a 400-hour exercise-related emphasis to satisfy the graduate program's requirements, thus, the BS NEP Internship also satisfies the exercise related emphasis for the MS CPD.

The student works with the Internship Coordinator to apply for an internship that meets his/her professional goals. During the internship, the student works under the supervision of an Internship Preceptor at an Internship Site approved by WSUS and the NEP Internship Coordinator. Assessment forms have been developed to facilitate the learning process, to guide accurate and fair assessment of each intern, and to determine the final internship grade. The student will have an opportunity to assess the Internship Preceptor, the Internship Site, and the NEP Internship Coordinator at the conclusion of the internship. Additionally, a student may use the internship experience to become qualified to sit for a certifying exam through either American College of Sports Medicine or other professional organizations.

The NEP Exercise Internship Manual (EIM), is intended to provide guidelines for an Internship. It will assist the Internship Coordinator, the student, the Internship Preceptors, and other WSUS NEP faculty and staff in understanding the purpose and logistics of the internship experience and the policies and procedures that govern each party's responsibilities.

PURPOSE

Specific purposes of the Internship for the student, the Internship Site, and WSUS are to:

1. Provide the student with experiences upon which to build his/her professional career; to make practical application of theories and techniques; to bring the student into contact with practitioners; to provide an opportunity to discover and evaluate professional strengths and weaknesses; to improve the student's professional preparation to assist entry into the work place or graduate school.
2. Broaden the student's concepts of community health, wellness, physical fitness, exercise physiology, nutrition, and various medical fields; and to provide experiences that will enhance the student's practical knowledge of the fields of exercise physiology, rehabilitation, nutrition and medicine.
3. Offer Internship Preceptors an opportunity to share in the education and preparation of emerging healthcare professionals.

4. Establish and enhance communication between the Internship Site and WSUS in order to facilitate problem solving, sharing of knowledge, mutual understanding of each other's programs, and employment opportunities.
5. Provide WSUS (in collaboration with the Internship Preceptor) with a practical setting for assessing the student's preparation and performance.
6. Enable NEP faculty to appropriately update and revise the NEP Curriculum based on feedback from the Internship Preceptors and students.

POLICIES AND PROCEDURES

The student should refer to the Undergraduate Degree Student Handbook or the MS CPD Student Handbook for a list of WSU and NEP policies and procedures such as, but not limited to:

- 1. WSU Standards of Conduct for Students and Standards of Professionalism**
- 2. Sexual Harassment**
- 3. Requests for Reasonable Accommodations**
- 4. Academic Deficiency**
- 5. Professional Misconduct and Potential Sanctions**
- 6. NEP Onboarding Requirements**

During the NEP orientation, the student should have signed the NEP Student Handbook's Acknowledgement of Understanding (AoU), which indicates the student has read the Student Handbook and will abide by the policies and procedures contained therein. The AoU is uploaded onto CastleBranch document tracker until the completion of the degree. Therefore, the contents of the Student Handbook remain in effect during the Internship and it is highly recommended that the student review the policies and procedures of the appropriate handbook as the student will be held responsible for the content.

PRE-INTERNSHIP PROCESS

Prior to preparing for a NEP Internship the student will:

ACCESS CastleBranch document tracker

The student will be given access and training information on how to use CastleBranch by the NEP Placement Coordinator. This online document management program will be used to maintain accurate files of the student's NEP Onboarding Requirements.

COMPLETE THE NEP ONBOARDING CHECKLIST

The NEP Onboarding Checklist of program requirements is found in the Student Handbook and a copy is emailed by the Placement Coordinator to incoming students in the summer prior to the start of the fall semester. Students are given access to CastleBranch document tracker when admitted to the NEP department. All requirements must be completed by incoming students prior to or during the NEP orientation each fall. The completion of all NEP requirements will be confirmed by the Placement Coordinator. These requirements must be current until the conclusion of the Internship. All required documentation must be uploaded into the CastleBranch document tracker.

Returning students who will be completing an Internship within the next school term will need to confirm that all NEP requirements (including annual trainings) are up-to date for the following school year and will remain current through the duration of the Exercise Internship. Any annual NEP requirements must be completed and the required documentation must be uploaded into the NEP CastleBranch document tracker prior to the first day of the semester each fall.

Each August, the Placement Coordinator will audit the returning student’s CastleBranch document tracker and will fill out a *Verification Form* indicating that all NEP requirements are current until the conclusion of the Internship. The Placement Coordinator will provide the student this form, which the student will then upload into the NEP 489 Learning Management System (LMS), currently Blackboard (see below for more information). If the required documentation is not complete in CastleBranch, the student will not be able to upload the *Verification Form* and the student will not be able to start the application process for an internship until the NEP requirements are finalized.

PREPARATION FOR AN EXERCISE INTERNSHIP

INTERNSHIP TIMELINE TABLE

Shown in the table below are Internship dates and deadlines. The Internship can be completed during any school semester (spring, summer, or fall) as long as all prerequisites have been completed. The Internship must be finalized in the semester in which the student is enrolled. If the student does not meet the deadlines in the table below, there is a risk that the start date of the internship will be postponed until the following semester.

Dates and Deadlines	Spring Internship	Summer Internship	Fall Internship (Dates are for previous fall)
Interview	Mid-October - November	Last week of October - November	Last week of October – November
Accept an offer	Mid-November	Mid-November – First week in December	Mid-November – First week in December
Finalize Internship Requirements	December 1 st	December 15th	December 15th
Finalize any Site Onboarding Requirements	December 1 st	April 1 st	Aug 1 st
Start Date for the Internship	The 2nd Monday in January	The 2nd Monday after Graduation	The 2nd Monday in September

The start dates for the Internships will be strictly adhered to except in unusual circumstances or by request of the Internship Preceptor. The student should contact the Internship Coordinator prior to accepting an internship to discuss possible changes of the start date.

NEP 489 EXERCISE INTERNSHIP SEMINAR (FALL SEMESTER)

The student will enroll in NEP 489 in the fall prior to applying for an Internship. This course is designed to provide information that will assist the student with the preparatory activities to apply for an Internship by the end of the semester.

Exercise Internship Manual (EIM)

The student will receive the current copy of the EIM (this document) which will guide the student to successfully prepare for and complete an Internship.

Exercise Internship Sites and Affiliations

The student will be given access to a database which contains internship site information. When reviewing the internship sites in the database, the student is strongly encouraged to choose from sites which have a current *Affiliation Agreement*. An *Affiliation Agreement* is a legal document that must be executed between WSUS and the Internship Site prior to the start of an internship. The Placement Coordinator completes this task. The process can take over six months and some agreements are never finalized. If the *Affiliation Agreement* is not signed prior to the start date of the Internship, the student's internship will be postponed until the next semester when another Internship Site can be found.

Internship Sites with an *Affiliation Agreement*

- Listed in the database is information about the site, the Internship Preceptor's name and contact information. The student can use this information to email a potential Internship Preceptor to inquire about a possible internship.
- The student should gather information such as where to send the application and resume, if the interview will be completed over the phone or in person, the internship schedule and possible opportunities available while at the Internship Site.

Internships Sites without an *Affiliation Agreement*

If the student wants a unique internship experience, the student can identify one or more possible Internship Site(s) in the area of interest and contact the sites to find out what internship opportunities may exist. Then the student should complete the following:

- **Make an appointment with the Internship Coordinator:** Prior to meeting with the Internship Coordinator, the student should complete and be prepared to discuss **Part 1** of the *New Exercise Internship Site Request Form*, which is **Appendix A** in this manual.
- **Gather Information:** After identifying internship sites of interest, the student may contact the agency and arrange to speak with the person responsible for the internship about the possibility of obtaining an internship at that site. If the contact person indicates that there is an internship available, the student should complete **Part 2** of the *New Exercise Internship Site Request Form*, by filling out specific information obtained from the potential site.
- **Make a follow-up appointment with the Internship Coordinator:** The student is responsible for emailing the Internship Coordinator the completed *New Exercise Internship Site Request Form* prior to this appointment. The Internship Coordinator will review the information and contact the site to determine if it is a suitable site for an internship. During the appointment, the student will be

notified whether the site has initial approval. However, this **does not** guarantee that the legal document, the *Affiliation Agreement*, will be finalized in time for the student to begin an internship in the desired semester. The student is strongly encouraged to have identified one or more Internship Site options if the legal document is not finalized.

When considering an Internship Site, the student should keep in mind his/her career goals and search for an exercise internship that will promote professional development and meet the requirements of the BS NEP and an accrediting professional organization, such as ACSM. Specifically, the BS NEP curriculum prepares the student to sit for the ACSM exam at the advanced level of a certified Clinical Exercise Physiologist (CEP). The student must select an internship site located in a cardiopulmonary rehabilitation clinic, a medical fitness facility, a physician's office or a hospital, working with patients who have a cardiovascular, pulmonary, or metabolic disease(s). ACSM clearly defines the practical experience the student needs to fulfill the 500 clinical hours required for the CEP credential: (<http://certification.acsm.org/certified-clinical-exercise-physiologist-clinical-hours>). Note: ACSM is in the process of changing their available certifications, along with requirements. The Internship Coordinator will keep you up-to-date on the requirements as information become available.

Other types of exercise internships that have a specific disease focus are also available. For example, a student who wants to sit for the ACSM exam as a Cancer Exercise TrainerSM (<http://certification.acsm.org/acsm-cancer-exercise-trainer>) or other cancer certifying exams should select a site which focuses on the rehabilitation of cancer survivors. A student who plans on continuing their education in a professional allied health field may want to consider interning in other sites, such as a physical therapy or occupational therapy clinic.

An exercise internship which does not have a clinical emphasis may be completed at sites such as health promotion programs; health and wellness programs in a fitness facility (YMCA), retirement or corporate setting; or athletic performance. A student who chooses an internship at one of these sites is interested in working with apparently healthy individuals, those with stable health conditions, or athletes. A student who chooses one of these settings may be interested in sitting for the ACSM exam to become certified as an Exercise Physiologist (<http://certification.acsm.org/acsm-certified-exercise-physiologist>), or for a certification through the Collegiate Strength and Conditioning Coaches Association (CSCCa) or the National Strength and Conditioning Association (NSCA). However, the student should be aware that the NEP curriculum does not focus on sports performance and the student will need to do additional study prior to this type of an internship. Other unique types of non-clinical exercise internships may include working in a research facility, which focuses on some aspect of exercise or medical research.

The student is strongly encouraged to understand the requirements of the professional certifying organizations before applying for an internship. This information will guide the student in the type of questions to ask when talking with a potential Internship Preceptor. It is the student's responsibility to confirm with the Internship Preceptor that if offered an internship at a site, the hours accrued and the practical experience will help the student meet the professional organization's requirements.

Preceptor Panel and Networking Fair

During a two-hour block, the students will be able to hear from regional Preceptors about potential Exercise Internships. This is an opportunity to gain an understanding about the different options available for internships. After a group Q&A, the Preceptors will be available to talk with small groups or individual students.

NEP 489 INTERNSHIP ASSIGNMENTS

During NEP 489, the student will complete various assignments to prepare for the application process. The student

will be provided timelines and guidelines in the course syllabus. The student will upload the assignments on LMS. Consult the syllabus for the points correlated with each assignment.

Preparing for the internship:

1. EIM ACKNOWLEDGMENT OF UNDERSTANDING (AOU), APPENDIX B

After reviewing the EIM, the student must sign the *Acknowledgment of Understanding (AoU)* form and upload it to the LMS. This form is an acknowledgment that the student has read and understands the current EIM and has had an opportunity to ask questions for additional clarification.

2. RESUME

Prior to applying for an internship, the student will write a professional resume, specific to the type of Internship desired by the student. Staff from the WSUS Writing Center will provide a presentation to discuss professional writing. The resume must be approved before the Preceptor's Panel and Networking Fair.

3. LETTER OF INQUIRY

The student will develop a professional Letter of Inquiry to send to a potential Internship Preceptor. Once approved, this can be sent via email or standard mail.

Application Process for an Internship

The student is encouraged to read through Internship Site descriptions and expectations in the database, if available, prior to applying for an internship. It is the student's responsibility to understand the Internship Site's expectations, any additional onboarding requirements and expenses that may be incurred prior to, or during the Internship. Most Internship Preceptors will require the student to apply (which may include filling out a formal application form or by just sending a resume) and will conduct an interview either on-site or over the phone. The student is responsible for confirming the site's application process and providing the site with all required documentation prior to the interview. The student is strongly encouraged to apply for more than one internship.

Internship Offer and Acceptance Documentation

A student must receive an internship offer by the deadline listed in the Internship Timeline Table (see above). Most Internship Preceptor's will contact the student by phone or email with an internship offer. The student can express a tentative acceptance of the internship offer, but final approval is pending until the student has notified the Internship Coordinator of an internship offer. Once the internship has been approved, the student needs to complete the acceptance documentation. If there is not an existing or current *Affiliation Agreement*, the Internship Coordinator will contact the Placement Coordinator to begin the process once the *Exercise Internship Confirmation Form* has been uploaded by the student.

1. EXERCISE INTERNSHIP CONFIRMATION FORM ([Appendix C](#))

The student must complete the form in its entirety. If there is any information that the database does not provide (such as the Internship Site's Onboarding Specialist's name), the student can contact the Internship Preceptor for the additional information.

2. ACCEPTANCE LETTER / EMAIL

Within one week after receiving an offer the student should write a formal acceptance letter/email* which includes:

- Sincere appreciation for the offer of the internship
- Anticipation of a productive internship that contributes to the needs of the site and also meets the student's educational/professional goals
- Confirmation of the start date and time, as agreed upon by the student and Internship Preceptor
- Student's contact information.

This letter/email does not need to be approved by the Internship Coordinator. The student should upload a copy of the letter/email on the LMS; it will be evaluated on professional writing.

*Sending an acceptance letter/email to the Internship Preceptor does not guarantee that the student will be able to complete the internship if the *Affiliation Agreement* is not finalized prior to the start date.

The student must send an email to each Internship Preceptor who offered the student an internship which the student did not accept. The student should express appreciation for the interview and the offer but graciously decline the internship.

3. MEMORANDUM OF UNDERSTANDING (MOU) [Appendix D](#)

The student should attach the signed *Memorandum of Understanding* with the acceptance letter and request a signature from the Internship Preceptor. Once the student has received the signed MoU from the Internship Preceptor, the student is responsible for uploading the MoU on the LMS. The Internship Coordinator will sign this document only when all the NEP and Internship Site requirements are finalized, including a new *Affiliation Agreements* form, if applicable.

4. PROFESSIONAL GOALS AND LEARNING OBJECTIVES STATEMENT

Once the internship has been accepted the student should develop the *Professional Goals and Learning Objectives Statement* (PG&LO) based on the focus of the internship. This document helps the student and the Internship Preceptor to develop clear goals and learning objectives for the Internship. Guidelines for writing this document on one (1) to two (2) pages (11-point font, 1" margins all around) include the following:

- a. **Specific professional goals** for the student's career or professional growth (e.g., to accumulate 420 clinical exercise internship hours, to be able to sit for the ACSM CEP certifying exam, to obtain a job as a personal trainer).
- b. **Specific learning objectives** for the internship experience (i.e., what the student wants to accomplish during the internship, refer to ACSM or other professional organizations list of knowledge, skills or ability-based competencies). For example:
 - Obtain and recognize normal and abnormal physiologic and subjective responses to exercise (e.g., symptoms, ECG, blood pressure, heart rate, RPE, fatigue)
 - Identify and describe the significance of ECG abnormalities in athletes or clinical populations
 - Evaluate nutritional intake and utilize national recommendations for healthy lifestyle modification
 - Use motivational interviewing to help patients/clients plan for lifestyle changes

- Develop competency as a strength and conditioning coach working with collegiate athletes
- c. **Experiential activities** that the Internship Site may be able to provide that will help meet these goals or objectives (e.g., observation of an open-heart surgery or heart catheterization procedure; develop and deliver an educational presentation; develop handout materials; work with the basketball team)
- d. **Personal strengths** that the student will bring to the internship (e.g., enthusiastic, professional, team player, auscultate accurate blood pressures, past experiences)
- e. **Areas of weakness to strengthen** during the internship (e.g., shy, lack of medication knowledge, strengthen sport-specific conditioning programs)

The student should upload a quality draft of the *PG&LO Statement* to the Internship Preceptor by the due date for feedback. After initial approval, modifications may be made to align with the specific site where the student has accepted an internship offer. The *PG&LOs* will be sent to the Preceptor for modification. Once the student and Preceptor agree on the *PG&LOs*, both will sign the document and the student will upload it to the LMS.

If the student has not received an offer from an Internship Preceptor by the deadline on the Time Table, or the Affiliation Agreement is not finalized by the internship start date, the student must begin the application process for a new internship and the internship start date will be postponed until the following semester.

PRIOR TO THE START OF THE EXERCISE INTERNSHIP

SITE-SPECIFIC REQUIREMENTS

Some Internship Sites have additional onboarding requirements for the student (e.g., specific health/medical insurance coverage; additional drug test(s), vaccines and/or criminal background checks), which may be listed in the database. The student is strongly encouraged to review the database for any additional costs for site-specific requirements and to ask the Internship Preceptor during the interview about possible costs before accepting an internship offer.

It is the student's responsibility to complete the site's requirement deadlines prior to the start of an internship. The student must contact the Placement Coordinator to document the completion of the requirements. If the student has not completed these additional onboarding requirements **six weeks** prior to the start of the internship, the Placement Coordinator will notify the Internship Coordinator and the Internship Preceptor immediately and the internship will be suspended until the requirements have been completed. Delayed completion of the site's requirements does not guarantee that the Internship Site's Onboarding Specialist or the Internship Preceptor will permit the student to begin the internship at this site.

COMMUNICATE WITH THE INTERNSHIP PRECEPTOR OR THE ONBOARDING SPECIALIST

Six weeks in advance, the student must contact (via email or phone) the assigned Internship Preceptor or the Site's Onboarding Specialist to obtain any additional information in preparation for the internship such as:

- a. Parking access

- b. Computer access
- c. Reading assignments
- d. Dress code and badge
- e. Confirm date and time of first day of internship
- f. Place to meet representative of site on the first day

If a student has difficulty having the Internship Preceptor respond to emails or phone calls before starting the internship, the student should notify the Internship Coordinator no later than four weeks prior to the scheduled start date.

REGISTER FOR NEP 490

The undergraduate student must register for a minimum of 10 credits of NEP 490 before beginning a 400-hour (10-week) internship. If additional clinical hours are needed to sit for the ACSM Certified Clinical Exercise Physiologist (CEP) Exam, which traditionally requires 500 hours, or the Internship Site requires a longer internship, the student must enroll for an additional credit for each additional 40 hours needed at the Internship Site. The Internship Preceptor must approve these extra hours prior to registering for the internship credits. The Internship Coordinator must confirm that the student has registered for the appropriate number of credits based on the number of clinical hours needed.

Students in the Masters of Science Coordinated Program in Dietetics (MS CPD) must complete 400 hours of an exercise internship emphasis. The exercise emphasis supervised practice hours can be fulfilled by participating in a clinical or nonclinical exercise internship, or community health internships which focus on individual or groups who have a diagnosis of chronic disease where exercise is a component of lifestyle modification. A student who has had prior degree in the field of exercise science, kinesiology or exercise physiology; who has completed an exercise internship or has exercise-related work experience may not need to complete all 400 hours. The student should gather an official school's transcript, relevant course syllabi and a spreadsheet documenting all exercise-related hours and email this information to the NEP Director of the CPD Program and to the Internship Coordinator. This material will be reviewed in a timely manner and the Director will respond via email the number of hours that have been accepted to meet the CPD's exercise emphasis requirement and if there are additional exercise internship hours needed. The MS CPD student will enroll in NEP 490 to cover these additional hours (1 credit = 40 hours). In addition, every MS CPD student must complete either the ACSM CEP or EP-C certification or the departmental exercise exam in order to count the 400 hours towards the 1200 supervised practice hours. Students will be notified of the dates and times for the departmental exercise exam, which is held three times per year, by email from the CPD Director.

ASSESSMENT OF THE STUDENT DURING THE EXERCISE INTERNSHIP

The student will be assessed on the following:

WEEKLY INTERNSHIP REPORT

The student is required to write a one (1) or two (2) page (single-spaced; 11-point font) report every week and upload it into the NEP 490 Exercise Internship course on the LMS. The *Weekly Report* must be submitted by

midnight on the Monday following the week the report covers. A report is due for each week of the internship including the final week, which is in addition to the *Exit Report* (see details below).

A face page in the format shown below must appear before each weekly report and must be completed with the relevant information. This face page **does not** count as one of the pages of the weekly report. Note: included on the bottom of the face page is a screen shot of the weekly hours from an Excel spreadsheet. The *Internship Excel Spreadsheet* will be available to download from Blackboard at the beginning of the Exercise Internship. The spreadsheet documents time spent in general duties of an internship such as patient/client administrative duties, direct patient/client care or education, professional educational opportunities, or other site administrative activities.

STUDENT INFORMATION

Student Name:

Internship Week #:

Dates Report Covers:

Weekly Hours:

Total Hours:

Home Address:

Email Address:

Phone Number:

INTERNSHIP SITE INFORMATION

Name and Title of Internship Preceptor:

Preceptor Work Address:

Preceptor Email:

Name of Site:

Phone Number:

SCREENSHOT OF SPREADSHEET

Include screenshot here.

The *Weekly Report* is broken down into two sections:

- Weeks 1-3: a description of the typical internship schedule and daily experiences of the student
- Weeks 4 – 10: a brief highlight of any new experiences or changes to the schedule. The majority of the *Weekly Report* should focus on a narrative reflection on progression toward the professional goals and learning objectives. This should include a(n):
 1. Description of specific opportunities, challenges, and training which are aiding in growth
 2. Analyses of tasks or skills which are aiding in the development of competency
 3. Evidence where critical thinking was required
 4. Description of additional learning/research that was required to meet a job task

Additional information may/should include a summary of the following:

1. Description of the development of the internship project and timeline
2. Creation of short-term goals that will guide the progression of meeting the PG&LO and/or the internship project
3. Discussion of the progression of the previous week's short-term goals or any barriers

Lastly, the student should attach materials created for the Internship (i.e., flyers, education handouts, outcomes spreadsheet) to the LMS in the *Weekly Report* folder.

INTERNSHIP ASSIGNMENT

The student will complete an Internship Assignment based on the student's interest and the guidance from the Internship Preceptor. The Internship Assignment may be determined during the interview process with the Internship Preceptor or it should be planned with the Internship Preceptor during the first two weeks of the internship. If a student is planning to sit for an ACSM clinical certification exam, this internship assignment (and all other activities) should enhance the student's learning of clinical exercise physiology but should not exceed more than 20 – 25 total hours of the internship experience. For these students, the internship emphasis should be on clinical exercise physiology. Students planning to sit for the ACSM clinical exercise exam should complete the *ACSM Certified Clinical Exercise Physiologist Clinical Hour Verification Form (Appendix E)*, unless ACSM no longer requires it at that time.

The student only needs to be evaluated on one assignment to meet this requirement. Some sites might have the student do more than one assignment, but only one needs to be evaluated by the Preceptor or other site staff using the Assessment Rubric (**Appendix G**). The Internship Coordinator must be notified of the date and time of any assignment presentation at least one week in advance, and may choose to attend.

Options for an Internship Assignment include:

- **A CASE STUDY PRESENTATION**
With the assistance of the Internship Preceptor, the Intern may select a patient/client by the end of the second week of the internship who will be the subject of the Case Study Presentation. The Intern will work

closely with the Internship Preceptor to set weekly goals to guide the student in the preparation of a successful presentation of the case study. Before the end of the internship, the Intern will present the case study to the Internship Preceptor and/or other staff.

- **INTERNSHIP IN-SERVICE**

With the assistance of the Internship Preceptor, the Intern may select a topic of interest by the end of the second week of the internship and develop an In-Service on this topic. The Intern will work with the Internship Preceptor to set goals to guide the student in the preparation of a successful In-Service. Before the end of the internship, the Intern will present the In-Service to the Internship Preceptor and/or other staff.

- **INTERNSHIP PROJECT**

With the assistance of the Internship Preceptor, the Intern may select an Internship Project by the end of the second week of the internship. The Intern will work closely with the Internship Preceptor to set weekly goals and a timeline, which will guide the student in the design and development of a successful Internship Project. For example, the Internship Preceptor may want several education handouts developed or research conducted on a certain topic.

EXIT REPORT

The student will use the following guidelines to write the *Exit Report*:

- a. Review the *PG&LO* and explain if and how the goals and learning objectives were achieved. Explain if any barrier prevented the goal or objective(s) from being achieved. Describe other learning that took place at the internship that was not expected and how that aided in developing a specific competency or professional growth.
- b. Comment on the progress made in strengthening areas of weakness and how competency was achieved.
- c. Comment on specific in-service or educational opportunities that may have assisted in the enhancement of professional goals and learning.
- d. Describe how the Internship Assignment assisted in professional growth.
- e. List career aspiration(s), future jobs or future education currently being considered or that have been accepted.
- f. List current / anticipated future address (mail and email) and phone number and a permanent address and phone number (such as parents).

The *Exit Report* should be two (2) pages long (single-spaced, 11-point font, 1" margins). Complete and upload the *Exit Report* and the totaled weekly hour Excel Spreadsheet into the appropriate folder on the LMS. The document is due within one week following completion of the internship.

MIDTERM AND FINAL ASSESSMENT

The student will be responsible for notifying the Internship Preceptor one week in advance of the assessment deadline by providing the Internship Preceptor with a hard copy of the *Midterm* and *Final Assessment* forms. Depending on the type of internship experience, it may not be possible for an Internship Preceptor to assess the student intern in all areas. In this case, the Internship Preceptor should submit a rating of N/A for areas that do not

apply to the student’s internship. The student should upload the completed *Midterm* and *Final Assessments* into the LMS folder within one week after the midpoint of the internship or the beginning of the last week of the internship. **(Appendix F)**

MIDTERM ASSESSMENT

A midterm assessment is required for the internship experience. This assessment is to provide the student with a clear understanding of his/her performance and progression at the halfway point of the internship. If the student receives a score of ≤ 7 in any section on the *Midterm Assessment*, the Internship Preceptor and the student must establish at least one specific Improvement Goal for each row that received a ≤ 7 which will guide the student toward competency. The assessment should also highlight any areas of strength and/or excellent progression.

The Internship Coordinator will contact the Internship Preceptor at the midpoint to discuss the student’s progress. The Internship Coordinator will also talk privately with the student to discuss the internship(s). During this meeting or phone call, if there are areas needing improvement, the Internship Coordinator, Internship Preceptor and the student will review and discuss the Improvement Goals to ensure the student reaches competency before the final assessment.

FINAL ASSESSMENT

During the final week of the internship, the Internship Preceptor should review the *Final Assessment* form with the intern prior to the student uploading the document onto Blackboard. To successfully pass the internship, the student must receive a final performance rating of 7.5 or higher on the *Final Assessment* in all sections applicable to the internship. Receiving a performance rating below 7.5 in any section equates to an unsatisfactory internship; see additional information about Internship grading in the section below. If an Internship Preceptor selects a final score of less than 7.5 in any section, the Internship Coordinator will contact the Internship Preceptor for verification of the performance rating prior to submitting the grade.

RATING SCALE FOR MIDTERM AND FINAL ASSESSMENTS

The student will be assessed using the following 10-point performance rating scale. The Internship Preceptor will be asked to select the appropriate number in the Rating Scale that best describes his/her impression of the student intern’s overall competency. The rating for each assessment must fall between the range of 1 and 10; a 0.5 decimal increment will be available between each whole number (see **Appendix F** for the *Midterm* and *Final Assessments*).

RATING SCALE	
10 = 100%	Fully competent at a professional entry level.
9 = 90%	Near or usually competent at a professional entry level.
8 = 80%	As expected for an intern, but still needs moderate improvement prior to obtaining an entry level position.
7 = 70%	Slightly below expectation for an intern and needs considerable improvement prior to obtaining an entry level position. A passing grade cannot be given now.
1-6 = <70%	Substantially below expectation for an intern and needs significant improvement prior to obtaining an entry level position. A passing grade cannot be given now.
N/A	Not applicable to this internship.

FINAL GRADE FOR AN EXERCISE INTERNSHIP

The final grade for the internship is satisfactory (S) or fail (F). Graduation requirements for the BS in NEP or the MS CPD NEP, if applicable, are not completed until all work for the internship is finalized, and a satisfactory grade has been assigned. If the intern has not completed all the required hours or has not met all other requirements of the internship by 5:00 pm on the day grades are due, a grade of Incomplete (I) may be submitted as detailed below. Once all requirements are met satisfactorily, the Internship Coordinator will submit a *Supplemental Grade* form to the Registrar for the grade to be officially changed. The student should ensure that a grade shows up on the transcript a few days after all requirements are completed. If a student fails the internship, he/she has one more opportunity to complete an internship and pass with a satisfactory grade. In this case, the student will begin the internship process again, as outlined in this manual.

- **CRITERIA FOR RECEIVING A SATISFACTORY GRADE (S)**

A satisfactory grade will be issued under the following circumstances:

1. A student achieved a 7.5 (75%) or higher in all areas on the final assessment;
2. The cumulative internship grade is $\geq 75\%$ on all assigned components including *Weekly Reports, Internship Assignment, Exit Report, and Midterm and Final Assessments*;
3. The student complied with site standards;
4. The student complied with University Policy and Procedures

- **CRITERIA FOR RECEIVING A GRADE OF INCOMPLETE (I)**

If a student receives a grade of incomplete for the internship, it is the student's responsibility to complete and submit all reports to the Internship Coordinator, to follow up on whether all requirements are met satisfactorily, and to determine whether the Internship Coordinator has submitted a grade of satisfactory to replace the incomplete. All outstanding incomplete work must be completed and posted to the official transcript prior to the conferral of the BS NEP or MS CPD NEP degree. The student has until the end of the following semester to complete the course requirements. If the incomplete is not made up during the specified time, the incomplete grade is changed to fail (see Rule 90h)

<http://www.catalog.wsu.edu/General/AcademicRegulations/Search/both/6>).

An incomplete grade may be issued under the following circumstances:

1. The student has not completed all the hours by the time grades are due.
2. The student failed to complete all the documents by the time grades are due.
3. The student failed to comply with site standards.
4. The student failed to comply with University policies and procedures.
5. The student is unable to meet internship requirements as a result of an extended excused absence, unless the absence was approved by the Internship Preceptor and the Internship Coordinator. Reasons for approving an extended absence are reviewed on a case by case basis and include, but are not limited to, the following: extended personal illness or injury, family crisis, other extraordinary circumstances that warrants an extended excused absence.

6. If applicable, the *ACSM Clinical Hour Verification Form* was not completed properly (e.g., the intern counted lunch breaks as clinical hours), in which case the intern must correct the error(s) before an incomplete grade can be removed.

- **CRITERIA FOR RECEIVING A FAIL GRADE (F)**

A grade of fail will be issued under the following circumstances:

1. The student intern receives a 7.0 or lower in one or more performance areas on the final assessment.
2. The cumulative internship grade is < 75% on assigned components including *Weekly Reports, Internship Assignment, Exit Report, Midterm* and *Final Assessments*.
3. The student failed to comply with site standards.
4. The student failed to comply with University or NEP policies and procedures.

INTERNSHIP REASSIGNMENT PROCESS – Extenuating Circumstances

If a conflict arises in which the learning environment is perceived as compromised or extenuating circumstances (see examples below) occur that may prevent a student from completing the assigned internship, a formal (email attachment in business letter format) written request from the student must first be submitted to the Internship Coordinator for consideration. The Internship Coordinator will first review this request and consult the Chair of the department, if appropriate. Once the request has been reviewed, a final decision will be made in a timely manner. If a student does not first submit the request to the Internship Coordinator, and instead attempts to involve any additional parties in the decision making-process (such as other clinical staff, faculty, or students), the final decision will be an automatic denial of the request.

There are only a few situations that potentially warrant a site reassignment. Examples of such circumstances are:

- Personal or immediate family medical emergency;
- Personal or immediate family crisis (legal issues or family conflicts);
- Preceptor's inability to precept assigned student due to a medical emergency, staffing deficiency, employment relocation, personality conflict, etc.; or
- Unsigned Affiliation Agreement between the Internship Site and the University.

Once the request has been reviewed and granted, the student will receive an incomplete grade until a new internship can be found and completed. A student has one year to complete the new internship.

OTHER INFORMATION

STUDENT ASSESSMENT FORMS

At the end of the internship, the NEP staff will send the following forms to the student.

1. *Student's Assessment of NEP Curriculum and Internship*
2. *Student's Assessment of Internship Preceptor and Internship Site*

The assessments by the student are very important to the NEP Program because the information is used to evaluate an Internship Site and internship experience for quality assurance purposes, as well as changes that might need to be made to the overall NEP curriculum. Feedback regarding the Internship Preceptor and the Internship Site will be provided to the site on a yearly basis.

Please keep in mind that these assessments are not meant to exclusively point out all the negative attributes of the Internship Preceptor, Internship Site, internship experience, or the overall curriculum. If a student did encounter a negative situation during the internship, it is expected that the student would identify the negative situation but also provide a reasonable suggestion on how the situation/issue could be resolved or improved. Negative information (if tactfully and professionally written) can be very beneficial, especially when NEP assesses sites for utilization in the future. However, if a student feels that sensitive information regarding an Internship Site or Internship Preceptor needs to be shared privately, the student can contact the Internship Coordinator and discuss the situation confidentially.

PRECEPTOR ASSESSMENT FORMS

Once a year, at the end of the summer exercise internships, the Internship Preceptor will be asked to complete the *Preceptor's Assessment of the Academic Preparation of the Student*. The NEP staff will send this form to the Internship Preceptor.

ACSM REQUIREMENTS – CLINICAL HOURS REQUIRED FOR THE CEP EXAM (NOTE: ACSM IS IMPLEMENTING CHANGES TO THEIR CLINICAL CERTIFICATIONS IN FALL OF 2018. THE FOLLOWING INFORMATION WILL SOON BE OUTDATED, BUT YOU WILL BE KEPT INFORMED BY NEP FACULTY AS ACSM PROVIDES MORE INFORMATION.)

The BS NEP curriculum provides students the didactic instruction necessary to take the exam required for the ACSM Certified Exercise Physiologist (ACSM EP-C), and additionally provides the practical experience for students to take the exam required for the ACSM Certified Clinical Exercise Physiologist (ACSM CEP). During certain NEP coursework, students may accumulate some clinical hours, which can be counted toward the 500-hour requirement needed prior to sitting for the ACSM certified CEP exam (See **Appendix E**, *ACSM Certified Clinical Exercise Physiologist Clinical Hour Verification Form*). A student is not allowed to count more than 100 hours from coursework toward his/her practical experience. Clinical hours may be accumulated in the following courses:

- NEP 478: EKG, Medications, and Procedures (~2-4 hours)
- NEP 479 and NEP 482 Nutrition and Exercise Practicum (~80 hours)
- NEP 480: Cardiac and Pulmonary Rehabilitation (~2 hours)

It is the NEP Instructor's responsibility to make sure that the clinical hours outlined above meet ACSM's requirements and to inform each student of the number of hours accumulated during each of these courses toward the required practical hours. However, in some courses the student is required to document hours weekly. The NEP Instructor is **not** held responsible for signing the ACSM Certified Clinical Exercise Physiologist Clinical Hour Verification Form if a student did not document the hours per the course requirements, or did not obtain the instructor's signature at the end of each semester in which the hours were accrued. Each student is strongly encouraged to keep the form current and not wait until the end of the internship to request signatures from a NEP Instructor.

The student is strongly encouraged to acquire ACSM's pre-approval of any clinical hours obtained outside the program which the student would like to use to fulfill the 500-hour requirement. NEP faculty will not be held responsible for any hours accumulated outside of the program.

According to the ACSM Certification web page, practical experience in a clinical exercise program must be in one or more of the following content areas:

- cardiac/pulmonary rehabilitation programs
- exercise testing of clinical cardiac and pulmonary populations (not athletes or apparently healthy populations)
- exercise prescription for clinical populations: cardiac, pulmonary and metabolic disease conditions
- electrocardiography
- patient education and counseling/coaching
- disease management of cardiac, pulmonary, and metabolic diseases
- emergency management

Only hours associated with the following in which you assisted or played a direct role in providing services will be accepted:

- exercise assessment
- exercise prescription
- supervision
- counseling
- education

This information was last accessed on 7.14.2017 from <http://certification.acsm.org/certified-clinical-exercise-physiologist-clinical-hours>

SCHEDULE THE ACSM EXAM

ACSM tests are scheduled through Pearson VUE, an organization that administers computer-based testing centers. The student should call the number noted below to schedule the exam at one of several testing centers or follow the following link to visit the Pearson VUE <http://pearsonvue.com/acsm/>. If the student has any questions, call 800-486-5643. For questions directly related to exam scheduling, call Pearson VUE at 888-883-2276.

To receive a discount (20%) on the exam, student ACSM Members can email certification@acsm.org to request a Member Discount Voucher, provide the member ID, specify the exam to be taken, and include information about any applicable degree and general description of clinical hours. (Do NOT send the Internship Excel Spreadsheet.) The student must review this website and confirm that all requirements have been met. The website also provides information on study materials, workshops, webinars, and cost for the study resources and the exam.

This information was last accessed 7.14.2017 from <http://certification.acsm.org/acsm-certified-clinical-exercise-physiologist>.

ACSM AUDIT

ACSM randomly audits each month about 15% of test takers who have successfully passed a clinical exam. If this happens to a student, he/she is required to have each faculty member who supervised the clinical hours submit a letter which assures ACSM that the clinical hours met ACSM's requirements as detailed on the website described above. It is the responsibility of the student to contact each NEP supervisor and Internship Preceptor who has

signed the *ACSM Certified Clinical Exercise Physiologist Clinical Hour Verification Form* and request a letter confirming that the hours met these requirements. The student is strongly encouraged to contact these supervisors as soon as possible to avoid a delay in submission of the letters to ACSM. It is the student's responsibility to submit these letters and the *Clinical Hours Verification Form* for ACSM's review. Do NOT send the *Internship Excel Spreadsheet* to ACSM. Additionally, the student will need to submit an official transcript from WSU. ACSM notifies the student directly if the submission for the audit has been approved.

REPORT RESULTS OF A CERTIFYING EXAM

The student is required to notify the Exercise Internship Coordinator and the Academic Coordinator upon passing a certifying exam. This information is critical to the program in evaluating the preparation provided by the BS NEP curriculum.

APPENDIX A

NEW EXERCISE INTERNSHIP SITE REQUEST FORM

NEW EXERCISE INTERNSHIP SITE

REQUEST FORM

Please fill out **Part 1** of this document prior to scheduling the initial meeting with the Internship Coordinator. Bring the form with Part 1 filled out to the initial meeting. **Part 2** may be completed prior to the second appointment. See *Internship Sites without an Affiliation Agreement* section in the Internship Manual for more details.

Once this document is complete, email this form to the Internship Coordinator prior to the second appointment; include in the subject line of your email your first and last name and the Internship Site (i.e., Jane Doe – Beach City Healthplex).

Full Name:	
Email Address:	

PART 1:

Please answer the following questions.

1. What is your rationale in selecting this Internship Site?
2. Provide a list of learning objectives for pursuing an internship at a non-approved site.
3. What do you hope to gain personally and professionally as a result of this internship experience?
4. If approved by WSUS, in what semester will this internship be scheduled (spring, summer or fall)?
5. Provide a list of possible alternative Internship Sites in the event this site is not approved in time.

PART 2:

Contact the agencies of interest and arrange to speak with a person responsible for internships at each site (e.g., Manager, Director, Internship Preceptor, Human Resource Representative, Owner, etc.) about the possibility of obtaining an internship. If the contact person indicates that there is an internship available, collect the following information:

Determine if the site is interested in having a student intern in their program, and whether they have had an intern before.

Obtain information about their facility and what program(s) they have to offer (i.e., cardiac rehabilitation (phase 1, 2 and/or 3), research, disease management program, exercise stress tests, health and fitness facilities, athletic performance).

Find out what the internship entails (i.e., what tasks and responsibilities the student intern will be required/allowed to do, what expectations the Internship Preceptor has for the interns).

Ask how many hours the Internship Site will be able to offer per week, and whether those hours will be considered clinical hours, if needed for a clinical exercise internship (refer to the ACSM guidelines to verify the necessary components of a clinical exercise internship).

Obtain the potential Internship Preceptor contact information (email/phone), and ask if he/she would be willing to fill out a Site Evaluation and Availability Form.

Determine the willingness to take a student intern within the specified start date and timeline of the student's desired school semester; designate whether the internship will be 10-11 weeks.

Inquire about the details of how to apply for an internship and the due date of application submission. Ask where the information should be sent, to whom it should be addressed, the title of that person, contact phone, email, and fax information.

APPENDIX B

ACKNOWLEDGEMENT OF UNDERSTANDING



ACKNOWLEDGEMENT OF UNDERSTANDING
Exercise Internship Manual

I, _____, have read the current NEP Undergraduate or the MS Coordinated Program in Dietetics Student Handbook and the NEP Exercise Internship Manual in their entirety and have had the opportunity to ask any questions to receive clarifications.

I fully understand the content of both documents, and agree to abide by the policies and procedures as outlined.

Student WSUS ID #: _____

Signature of Student: _____ Date: _____

APPENDIX C

Exercise Internship Confirmation Form

Exercise Internship Confirmation Form	
Student Name (First, MI, and Last):	
Student WSUS ID #:	
Student DOB:	
Student WSUS Email Address:	
Student Phone Number:	
Internship Semester:	
Internship Site Information	
Type of Exercise Internship: (Cardiac Rehab, Health Promotion, etc.)	
Clinical or Non-Clinical	
Full Name of Internship Site:	
Site Address:	
Preceptor's Name:	
Preceptor's Email Address and Phone Number:	
Onboarding Specialist's Name:	
Onboarding Specialist's Email Address and Phone Number:	
Additional Onboarding Requirements:	
Start Date of Internship:	
End Date of Internship:	
Schedule of Internship (days and time):	
Number of Internship Credits Needed:	
Student's Address and Phone Number During Internship (if different during internship):	

APPENDIX D

Exercise Internship Memorandum of Understanding



Department of Nutrition and Exercise Physiology

Exercise Internship

MEMORANDUM OF UNDERSTANDING

This agreement, made and entered into by and between the NEP Exercise Internship Coordinator, hereinafter called the Internship Coordinator, the student intern, hereinafter called the Intern, and the Internship Preceptor, is for the purpose of arrangements for the Exercise Internship at an approved Internship Site for students enrolled in the Bachelor of Science in Nutrition and Exercise Physiology (NEP), or the Master of Science Coordinated Program in Dietetics NEP at Washington State University Spokane.

NEP adopts an equal opportunity, affirmative action approach. Factors of race, color, sex, age, religion or handicap are not considered in the placement of interns.

This Agreement shall be effective semester of (yr).

RESPONSIBILITIES OF THE INTERN

- To attend the Internship Orientation meeting given by the Internship Coordinator prior to the internship experience
- To become familiar with all of the expectations and guidelines in the Internship Manual and to follow them
- To obtain and provide, prior to the internship, evidence of the required certifications, training, health records, immunizations, satisfactory criminal background, student professional liability insurance, and any other documentation required by the Internship Site to the NEP Placement Coordinator; and to maintain each of these requirements current during the entire internship experience
- To provide the Internship Site with site specific documents according to the site's application process or site-specific requirements (i.e., if requested, letter of application, resume, completed application, copies of current certifications, copies of proof of immunizations, and any other materials required/requested by the Internship Site)
- To obtain a signature from the Internship Preceptor for *the Memorandum of Understanding (MoU)* and then to set up a meeting with the Internship Coordinator for signature once all the requirements have been completed
- To upload the MoU into *Internship Requirements Assignment* on Blackboard
- To provide the Internship Site with all documentation required by WSUS
- To confirm with the Internship Coordinator that the Affiliation Agreement between the Internship Site and WSUS has been finalized prior to the start date of the internship

- To meet with the Internship Preceptor:
 - Prior to the internship to outline the internship and develop the *Professional Goals and Learning Objectives Statement*
 - Provide the Internship Preceptor with the *Midterm* and *Final Assessment* forms
 - To review the *Midterm Assessment* of the internship and assess progress and performance
 - To evaluate the entire experience and to review with the Internship Preceptor the *Final Assessment* prior to the end of the internship
 - As otherwise needed, or when requested by the Internship Preceptor
- To comply with all rules, regulations and policies of the Internship Site
- To become familiar with the Internship Site information and materials, if available, prior to the internship
- To maintain confidentiality of information as required by law and by policies and procedures of the Internship Site, including those governing the use and disclosure of individually identifiable health information under federal law
- To know the emergency procedures established for the Internship Site
- To represent the BS NEP or the MSCPD NEP Program, and WSUS Spokane, in a professional manner
- To dress appropriately as established by the policy of the Internship Site
- To use time, when not assigned specific duties, to undertake self-initiated tasks or projects if approved by the Internship Preceptor or to ask the Internship Preceptor for suggestions of additional tasks or projects that can be completed
- To undertake assignments willingly and to complete assignments and projects on time in a manner which meets the criteria of the Internship Site
- To seek help from the Internship Preceptor and/or the Internship Coordinator to deal with problems which are not readily solvable by the Intern
- To be punctual to work and to not leave early unless permission is obtained from the Internship Preceptor or his/her designated replacement
- To observe the same regulations regarding working hours, unexcused absences and excused absences, as employees of the Internship site. The Intern may work longer than 40 hours a week due to the assigned work load and a prearranged agreement
- To call in as soon as the Internship Site opens and report to the Internship Preceptor if sick or an emergency and cannot be at work on a particular day
- To discuss with the Internship Coordinator and the Internship Preceptor any extended absence due to illness or extenuating circumstances
- To observe the same holidays as the Internship Site employees. The assigned exercise internship dates may include days or weeks when WSUS Spokane is not in session
- To prepare all required reports and submit these reports on time to the Internship Coordinator
- To fill out all assessment forms and upload on Blackboard upon completion of the internship
- To send a thank you letter to the Internship Preceptor for the internship experience at the completion of the internship

RESPONSIBILITIES OF THE INTERNSHIP PRECEPTOR

- To confirm completion of all site-specific onboarding requirements prior to the internship
- To sign the *Memorandum of Understanding* and return the document to the student prior to the start of the internship
- To meet with the Intern and determine Professional Goals and Learning Objectives, expectations, internship assignments and other details prior to the start of the internship or during the first week

- To provide the Intern with materials related to the Internship Site, its expectations, rules, policies, and procedures prior to the start of the internship and to ensure that the student understands all expectations, rules, policies, and procedures
- To provide the Intern necessary emergency healthcare or first aid for accidents occurring in the Internship Site facilities or on its premises. Per a standard WSUS Affiliation Agreement, financial responsibility for such emergency care will be as follows:
 - The Internship Site reserves the right to bill the Intern for the cost of initial first aid care
 - At the Intern's expense, the Internship Site may provide follow-up care, testing and counseling, including HIV testing, and counseling associated with that testing, in the absence of any similar service being immediately available from WSUS's health services
- To exhibit collaborative professional and/or training relationships with other health care providers
- To maintain strong levels of commitment to the education of the Intern
- To provide an environment that nurtures and supports the Intern's learning experience
- To be available (within a reasonable time frame) for the Intern to answer questions or help solve any problems encountered
- To provide the Intern with guidance at least on a weekly basis to ensure the Intern receives constructive feedback on progress and performance and has opportunities to ask questions
- To communicate with the Intern's Internship Coordinator, as necessary, to ensure the protection of the Internship Site and the quality of the Intern's experience
- To assign specific projects for which the Intern is responsible and provide any input, if needed, for successful completion
- To provide educational or observational opportunities that support the Intern's professional goals
- To complete and review the *Midterm Assessment* during the mid-point of the internship and the *Final Assessment* during the final week and address the Intern's strengths and weaknesses, and provide positive and constructive feedback to the Intern
- To establish new goals for improvement in area(s) that the Intern needs to strengthen, during the mid-point of the internship, to help the student reach competency
- To sign the above assessments and provide the documents to the intern so the student can upload it onto Blackboard
- To complete the *Preceptor's Assessment of the Program's Academic Preparation of the Student* form and fax or email it to the Internship Coordinator

RESPONSIBILITIES OF THE INTERNSHIP COORDINATOR

- To sign the *Memorandum of Understanding*, prior to the internship start date
- To meet with the student and review the resume and intended career directions of potential interns and to help the student identify an appropriate Internship Site to meet these goals
- To approve the internship placement after the student has completed all WSUS requirements as detailed in the Exercise Internship Manual
- To provide the Placement Coordinator with the required documentation for each new site which requires an Affiliation Agreement
- To maintain internship files and records prior to, during, and after completion of the internship
- To maintain contact with the Intern and the Internship Preceptor prior to and during the internship
- To be available to the Internship Preceptor and the Intern for consultation and to help resolve with the Internship Preceptor and/or the Intern any issues that arise pertaining to the Intern or internship
- To visit the Intern at the site and/or complete one or more phone conversations with the Internship Preceptor

- To facilitate termination of the internship (two-week written notice) if the Internship Site fails in its responsibility to the Intern or the Intern fails to adhere to the Internship Site’s rules and policies
- To email or fax the *Preceptor’s Assessment of the Program’s Academic Preparation of the Student* form to the Internship Preceptor at the conclusion of the academic year
- To read all the Intern’s WSUS required reports/documents
- To assign the final grade for the internship experience

By signing this agreement, the undersigned agrees to all NEP internship responsibilities and guidelines.

INTERN	
Name:	
Address:	
Phone:	
Email:	
Signature/Date:	

INTERNSHIP COORDINATOR	
Name:	
Address:	Nutrition and Exercise Physiology Washington State University Spokane P.O. Box 1495 Spokane, WA 99210-1495
Phone:	
Email:	
Signature/Date:	

INTERNSHIP PRECEPTOR	
Name:	
Title:	
Organization	
Address:	
Phone:	
Email:	
Signature/Date:	

APPENDIX E

ACSM CERTIFIED CLINICAL EXERCISE PHYSIOLOGIST CLINICAL HOUR VERIFICATION FORM

American College of Sports Medicine – ACSM Certified Clinical Exercise Physiologist Clinical Hour Verification Form

ACSM ID Number _____

Dr. Mr. Ms. Mrs.

First Name: _____ MI: _____ Last Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Work: _____ Home: _____ Email: _____

1. Please provide as accurate assessment as possible of your total clinical experiences up to 500 hours. Only hours associated with exercise assessment, prescription, counseling and education in which you assisted or played a direct role in providing services will be accepted. The site supervisor refers to the contact person who supervised your work or internship experience. You should notify this person that we may contact him/her to verify your practical experience.
2. In addition to this form, please submit letters from each supervisor regarding our clinical experience. It is recommended that these letters do not exceed 500 words.

	Total hours earned	Dates of experience	Candidate job title (specify role)	Organization	Supervisor name	Phone number and email
Site 1 <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> V						
Site 2 <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> V						
Site 3 <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> V						
Site 4 <input type="checkbox"/> P <input type="checkbox"/> S <input type="checkbox"/> V						

Please check the appropriate letter. P - professional experience S - student internship V - volunteer experience (any non-work or school related experience)

I confirm that the information above accurately summarizes my clinical experience. I understand that falsification of this information could result in the revocation of the ACSM Certified Clinical Exercise Physiologist credential.

Signature of applicant: _____ Date: _____



**AMERICAN COLLEGE
of SPORTS MEDICINE**
LEADING THE WAY



APPENDIX F

Preceptor's Assessment of the Student

Midterm and Final

Department of Nutrition and Exercise Physiology

Preceptor’s Assessment of the Student

The following are broad areas of professionalism, knowledge, skills, and abilities the student is expected to successfully accomplish during the internship experience. In order to successfully pass the internship, the student must score ≥ 7.5 in all categories on the *Final Assessment*. If the Intern receives any rating of ≤ 7 on the *Midterm Assessment*, the Internship Preceptor and the Intern should establish **Improvement Goals** which will help the Intern develop competency during the remaining time at the internship. Specific Improvement Goal(s) should be established and typed in the designated space at the end of each section.

RATING SCALE: please check the appropriate number that best describes your impression of the student’s competency; 0.5 decimals may be used between each whole number by checking the line between the two whole numbers. Note: it is expected that students will NOT score a 10 in most areas on the mid-term assessment, but will progress to ratings of 9-10 by the completion.

RATING SCALE: THE INTERN’S PERFORMANCE											
10 = 100%	Fully competent at a professional entry level.										
9 = 90%	Near or usually competent at a professional entry level.										
8 = 80%	As expected for an intern, but still needs moderate improvement prior to obtaining an entry level position.										
7 = 70%	Slightly below expectation for an intern and needs considerable improvement prior to obtaining an entry level position. A passing grade cannot be given now.										
1-6 = <70%	Substantially below expectation for an intern and needs significant improvement prior to obtaining an entry level position. A passing grade cannot be given now.										
N/A	Not applicable to this internship.										
PROFESSIONAL SKILLS: THE INTERN DEMONSTRATED						10	9	8	7	1-6	N/A
Organization, Planning, and Implementation: Creates effective goals and timelines; manages time efficiently; plans ahead and follows through on assignments and projects; and provides accurate information regarding completed work.											
Decision Making: Recognizes problems/potential problems; makes professional decisions based on current research, sound judgment and critical thinking skills, especially under pressure; seeks guidance when uncertain; and demonstrates progress toward independence throughout the internship.											

Dependability: Is punctual and maintains designated work hours; if circumstances require absence from work, notifies Preceptor or staff promptly and provides a legitimate reason for the absence; meets professional commitments and obligations; and implements and adheres to directions.						
Initiative: Acts promptly; willing to take independent action; consistently attains goals; volunteers enthusiastically; and self-motivated.						
Written Communication: Organized, clear, concise, professional; consistent with the documentation policies/procedures of the facility; and maintains cultural and age appropriateness.						
Verbal/Non-Verbal Communication: Listens carefully; communicates professionally and effectively in one-on-one and group settings; and actively participates in discussions and meetings.						
Resourcefulness: Innovative; utilizes forward thinking; seeks additional learning experiences to improve areas of knowledge; thinks “outside the box”; and uses any extra time effectively by asking for additional work.						
Adaptability: Flexible; demonstrates a consistently positive attitude to change, unexpected situations, and adversity; and does not express or exhibit frustration or annoyance with changes or unexpected situations.						
Interpersonal Skills: Tactful; exudes confidence; demonstrates professional and positive conduct; accepts criticism; collaborative and respectful; handles personal conflicts appropriately						
Professional/Ethical Conduct: Adheres to policies and procedures of the facility; conducts self with honesty, integrity, and fairness; and maintains confidentiality, when appropriate.						
Please list the Intern’s Midterm Improvement Goals for this section (if applicable):						
Additional comments on Intern’s professional skills:						
INTERNS KNOWLEDGE	10	9	8	7	1-6	N/A
Exercise physiology and related exercise science						
Pathophysiology of disease and risk factors						
Pre-participation health screening procedures and risk stratification						
Health and / or clinical assessment of patient/clients						

Medications and other medical treatments (surgery, therapies)						
Exercise testing (physical fitness assessment) and interpretation						
Clinical exercise testing (stress testing) and diagnostic techniques						
Electrocardiography and interpretation						
Exercise prescription (FITT) and exercise programming/progression						
Nutrition and weight management						
Behavioral change strategies and education/counseling						
Safety, injury prevention and emergency procedures						
Program administration, quality assurance and assessment						
Please list the Intern's Midterm Improvement Goals for this section (if applicable):						
Additional comments on Intern's knowledge:						
INTERN'S SKILLS AND ABILITIES	10	9	8	7	1-6	N/A
Initial intake and general interview: reviews consents; reviews health/medical history, medications; risk stratifies; etc.						
Physical assessments: accurately completes height, weight, BP, HR, heart/lung sounds, O ₂ sats, glucometer, etc.						
Exercise test: safely completes appropriate exercise stress testing (e.g., 6 min WT, CPET)						
Physical fitness assessments: conducts leg press, chest press, sit-ups, sit to stand, etc. as appropriate						
Individualized treatment plan: develops chart, etc.						
Documentation: completes daily and monthly reports accurately, etc.						
Exercise programming: develops warm-up, cool down, aerobic, resistance, balance, flexibility sessions						
Exercise equipment: uses appropriate aerobic or strength equipment						
Exercise prescription: writes FITT and progression, uses MET calculations, etc.						
Group exercise: leads and modifies for safety and needs of group						

Safety: monitors appropriately during exercise, observes for adverse responses						
EKG: monitors and interprets accurately						
Emergency preparation: implements sites P/P, participates in mock code						
Education and counseling: develops, utilizes education material and/or communicates effectively regarding behavioral change strategies						
Please list the Intern's Midterm Improvement Goals for this section (if applicable):						
Additional comments on skills and abilities:						
GENERAL COMMENTS:						
Please comment on the Intern's areas of strength:						
Please circle the appropriate answer to the following questions.						
Did you review and discuss this assessment with the Intern?				Yes	or	No
Is this the Midterm or Final Assessment? (If you have selected a ≤ 7 on the <i>Midterm Assessment</i> , please write an Improvement Goal in the appropriate section. The Intern must receive >7.5 on the <i>Final Assessment</i> to pass the internship.)				Midterm	or	Final
At the midterm point in the internship, is the intern on track to pass the internship?				Yes	or	No
Other Comments:						
Date:			Intern Signature:			
Date:			Internship Preceptor Signature:			

APPENDIX G

Internship Assignment Rubrics

Internship Assignment Rubric—Project

STUDENT'S NAME _____

RATING SCALE: Please refer to this scale in making your assessment of the student Intern						
10 = 100%	Fully competent at a professional entry level.					
9 = 90%	Near or usually competent at a professional entry level.					
8 = 80%	As expected for an intern, but still needs moderate improvement prior to obtaining an					
7 = 70%	Slightly below expectation for an intern and needs considerable improvement prior to					
1-6 = <70%	Substantially below expectation for an intern and needs significant improvement prior to					
N/A	Not applicable to this internship.					
PROFESSIONAL SKILLS						
	10	9	8	7	1-6	N/A
Planning: Creates goals and efficient timeline with Preceptor: researches and provides regular updates; demonstrates self-initiation						
Organization: Manages time efficiently; plans ahead and follows through on assignments						
Designing: Analyzes and applies scientific data to devise innovative assignments; works well independently						
Decision Making: Recognizes problems/potential problems; makes professional decisions based on research but seeks guidance when uncertain						
Dependability: Meets commitments and obligations; demonstrates self-management						
Interpersonal Skills: Participates as a team member; listens carefully and does not interrupt; actively participates in discussions and negotiates as needed; exudes confidence in a variety of situations						
Written Communication: Follows facility policies and procedures; meets professional guidelines; culturally and age appropriate; uses appropriate media or technology; cites references						
Verbal/Non-Verbal Communication: Uses appropriate communication methods for individuals or groups; culturally and age sensitive						
Professional/Ethical Conduct: Demonstrates a consistently positive attitude; conducts self with honesty, integrity, and fairness; maintains confidentiality, when appropriate						
Implementation: Implements project according to original goals and timeline						
EVALUATION OF THE STUDENT'S PROJECT						
	10	9	8	7	1-6	N/A
Quality of the Student's Internship Project						
Internship Project Meets Your Expectations						
TOTAL						
GENERAL COMMENTS:						
Did you review and discuss this assessment with the Intern? Please circle Yes or No						
Evaluator's Name:					Date:	

INTERNSHIP ASSIGNMENT RUBRIC: CASE STUDY OR IN-SERVICE PRESENTATION

Interns Name: _____

Date: _____

Topic: _____

Internship Preceptor's Name: _____

Preceptor: Please circle or write the number that reflects the students score in the box in each row below.

	A	B	C	D
Poise 10 pts.	Is confident and enthusiastic. Avoids verbal crutches during presentation. (10-9 pts.)	Is at ease with all members of audience. Uses few verbal crutches. (8.9-8 pts.)	Is relaxed with other interns and tentative with those who are less familiar. Relies on some verbal crutches. (7.9-7 pts.)	Is self-conscious and nervous. Uses frequent verbal crutches such as "uh", "um", "you know", "like" during presentation. (≤ 6.9 pts.)
Audience Contact 10 pts.	Makes direct eye contact with audience; seldom refers to notes, screen or computer. (10-9 pts.)	Often makes eye contact with audience; refers occasionally to notes, screen or computer. (8.9-8 pts.)	Makes occasionally, un-sustained eye contact; often reads from screen, computer or notes. (7.9-7 pts.)	Avoids eye contact with audience. Reads directly from screen, computer or notes. (≤ 6.9 pts.)
Voice 10 pts.	Volume and inflection is effective in emphasizing key points. Rate of speech and voice projections is good. (10-9 pts.)	Volume and inflection is varied at times. Rate of speech and voice projections is usually appropriate. (8.9-8 pts.)	Uneven volume with little inflection. Rate of speech is sometimes rapid/slow and does not always project voice. (7.9-7 pts.)	Low/loud volume and/monotonous tone. Rate of speech is either too rapid/too slow and does not project voice appropriately. (≤ 6.9 pts.)
Organization 10 pts.	Includes introduction and states purpose of presentation. Presents all required information accurately, in detailed and organized manner. Stays on topic. (10-9 pts.)	States purpose of presentation and includes introduction. Presents accurate information in an organized manner. Most essential details are included. (8.9-8 pts.)	Gives brief explanation of the purpose of the presentation. Presents some information logically. Some important details are missed. (7.9-7 pts.)	Makes no introduction or does not explain the purpose of the presentation. Presents information in a disorganized manner. Information is inaccurate and / or details are missing. (≤ 6.9 pts.)

