Department of Nutrition and Exercise Physiology (NEP)

Exercise and Nutrition Internship Manual

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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, hereafter 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 internship with an exercise emphasis to satisfy the graduate program’s requirements, thus, the BS NEP Internship can also satisfy 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.

The NEP Internship Manual (IM), 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 required to sign up for a CastleBranch account prior to starting the BS NEP program. Information regarding how to sign up as well as training information on how to use CastleBranch will be provided by the NEP Placement Manager. 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 Manager to incoming students in the summer prior to the start of the fall semester. Students are required to sign up for a 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 Manager. 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 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 Manager 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 Manager will provide the student this form, which the student will then upload into the NEP 489 Learning Management System (LMS), currently Blackboard. 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 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) if all prerequisites have been completed. 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. The student should contact the Internship Coordinator prior to accepting an internship to discuss possible changes of the start date.

<table>
<thead>
<tr>
<th>Dates and Deadlines</th>
<th>Spring Internship</th>
<th>Summer Internship</th>
<th>Fall Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>(Dates are for previous fall)</td>
</tr>
<tr>
<td>Interview</td>
<td>Mid-October</td>
<td>Mid-October - November</td>
<td>Mid-October – November</td>
</tr>
<tr>
<td>Accept an offer</td>
<td>Mid-November</td>
<td>Mid-November – First week in December</td>
<td>Mid-November – First week in December</td>
</tr>
<tr>
<td>Finalize NEP Requirements</td>
<td>December 1st</td>
<td>December 15th</td>
<td>December 15th</td>
</tr>
<tr>
<td>Finalize Site Requirements</td>
<td>December 1st</td>
<td>April 1st</td>
<td>Aug 1st</td>
</tr>
<tr>
<td>Start Date for the Internship</td>
<td>The 2nd Monday in January</td>
<td>The 2nd Monday after Graduation</td>
<td>The 2nd Monday in September</td>
</tr>
</tbody>
</table>
NEP 489 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.

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

Internship Sites and Affiliations
The student will be given access to a database which contains internship site information for those sites with an 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 Manager 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 document is finalized or another site is selected.

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 make an appointment with the Placement Manager to discuss the process of getting an Affiliation Agreement in place for the selected site.

When considering an Internship Site, the student should keep in mind his/her career goals and search for an 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 level of a certified Exercise Physiologist (ACSM-EP) (http://certification.acsm.org/acsm-certified-exercise-physiologist). If a student is considering sitting for the ACSM Clinical Exercise Physiologist (CEP) exam in the future, the student should 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 clinical hours required for the CEP credential: (http://certification.acsm.org/certified-clinical-exercise-physiologist-clinical-hours).

Other types of 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 that focuses on the
rehabilitation of cancer survivors. A student who plans on continuing his/her 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 internship that 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, 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 internships may include working in a research facility, which focuses on some aspect of nutrition, 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 the hours accrued, and the practical experience will help the student meet the professional organization’s requirements.

Preceptor Panel and Networking Fair
Students will be able to hear from regional Preceptors about potential internship in NEP 489. This is an opportunity to gain an understanding about the different options available for internships. After a group session, 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. **IM ACKNOWLEDGMENT OF UNDERSTANDING (AoU), APPENDIX B**
   After reviewing the IM, 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 IM and has had an opportunity to ask questions for additional clarification.

2. **VERIFICATION FORM**
   NEP students are required to complete onboarding requirements to remain in the NEP program. These requirements are determined by standard practices of healthcare programs, healthcare organizations, and internship site requirements. Students will work with the Placement Manager
to obtain a verification form, which communicates to the Internship Coordinator that the student is able to apply for internships.

3. **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 likely provide a presentation to discuss professional writing. The resume must be approved before the Preceptor’s Panel and Networking Fair.

4. **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.

5. **Professional Goals and Learning Objectives Statement**

The student must develop the *Professional Goals and Learning Objectives Statement* (PG&LO) based on the focus of the desired 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 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-EP 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.

**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 required to apply for more than one internship.

**Internship Offer and Acceptance Documentation**

A student must attempt to receive an internship offer by the deadline listed in the Internship Timeline (see above). The student can express a tentative acceptance of the internship offer, but final approval is pending until the student has completed all NEP 489 and site-specific requirements.

**6. 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 meets the student’s educational/professional goals
- 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.

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

**7. Additional Paperwork**

The additional paperwork for the site (schedule, *PG&LOs*, and MoU) can be included in the Thank You letter or in a follow-up email.
If the student has not received an offer from an Internship Preceptor by the deadline on the Timeline, or the Affiliation Agreement is not finalized by the internship start date, the student may begin the application process for a new internship and the internship start date will be postponed.

PRIOR TO THE START OF THE 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 Manager 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 Manager 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
Four 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:

- Parking access
- Computer access
- Dress code and badge
- Confirm date and time of first day of internship
- 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 two 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 (typically 10-week) internship. If additional clinical hours are needed, 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 will 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 that 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-EP 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.

**DURING THE INTERNSHIP**

During the internship, the student works directly under the supervision of the Internship Preceptor. Daily/weekly work schedules, vacation, personal days, and sick days need to be coordinated through the Internship Preceptor, not the Internship Coordinator. The student can be viewed as a free employee of the site for the duration of the internship. However, because the student is still associated with WSU and NEP, s/he is always expected to behave in a professional manner, and to represent the university and program appropriately.

A primary role of the Internship Coordinator is to support the Intern. S/he is available most days by email and will respond as quickly as possible. Refer to the Syllabus and Internship Manual for class-related questions first, but do not hesitate to contact the Internship Coordinator during your internship. Common questions include the following:

- Will ______ count for my internship assignment?
- I have two preceptors – who should fill out my mid-term assessment?
- Is there a deadline for taking the ACSM EP exam?
- Will you write a letter of recommendation for me?
- My site also requires a weekly report – can I just submit that to you?

**ASSESSMENT OF THE STUDENT DURING THE INTERNSHIP**

The student will be assessed on the following:

**WEEKLY INTERNSHIP REPORT**

The student is required to write a 2-3 page report every week, using the provided template, and upload it into the NEP 490 Internship course on the LMS. The Weekly Report must be submitted by midnight on the Monday following the week the report covers.
• If the student experiences technical issues with submission, a second attempt should be made. If issues continue, the student should email the report to the internship coordinator.

• If the student has a week off, s/he does not need to submit a report for that week. However, a report needs to be submitted in each weekly submission folder. For example, if the student completes Week 4 and then takes a week off, the following week (when s/he returns) becomes Week 5. A week in which the student works fewer than 20 hours does not need an individual report, but may be combined with the following weekly report. In this instance, the Internship Coordinator should be apprised of the situation in advance.

The student should attach materials created for the Internship (i.e., flyers, education handouts, photos of bulletin boards, 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. 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.

Suggestions 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.
If the student is struggling to select an Internship Assignment or is unsure whether an idea will count as an Internship Assignment, the student should contact the Internship Coordinator in a timely manner to discuss options for the Assignment.

EXIT REPORT
The student will use the provided template (Appendix) to write the 2-3-page Exit Report. It is similar in content to the weekly reports, but should contain a thoughtful summary of the entire experience, rather than a short-term report covering one week. The Exit Report is due within one week following internship completion.

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 a 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).

FINAL GRADE FOR AN 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 Friday before 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 ≥ 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](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.

- **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 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.

**PLANNING FOR THE CLINICAL ACSM EXAM**

Students who are planning to use their clinical hours toward the ACSM Certified Clinical Exercise Physiologist certification exam are encouraged to visit the appropriate website and download the application (#3 under “Are you eligible?”). ACSM has a very specific and detailed format in which hours must be reported, so it would be prudent to start completing that form now. Note that this is not part of NEP 490 and does not need to be submitted to the Internship Coordinator. It is recommended that you write a summary of your clinical experience, including the total number of clinical hours, and ask your preceptor to sign it at the completion of your internship.

**SCHEDULING THE ACSM EXAM**

*Exam discounts may be available.* To learn more, contact the Internship Coordinator. 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/](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.

**REPORTING RESULTS OF A CERTIFYING EXAM**

The student is required to notify the 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.
ACKNOWLEDGEMENT OF UNDERSTANDING
ACKNOWLEDGEMENT OF UNDERSTANDING

Internship Manual

I, ____________________________, have read the current NEP Undergraduate or the MS Coordinated Program in Dietetics Student Handbook and the NEP 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: __________

Printed name of Student: ____________________________
APPENDIX B

Internship Site Selection and Acceptance Process Form
Internship Site Selection and Acceptance Process

Prior to Application (complete in order)
1. Student name:

2. Onboarding complete: _____________________________________________ Carrie Bolinger

3. Selected site:

4. Site approved for student: ___________________________________________ Julie Larsen

5. Affiliation agreement: IN PROGRESS / COMPLETE ______________________ Carrie Bolinger

6. Once steps #1-5 are filled out, the student may apply to this site.

Acceptance
1. Thank you note sent and uploaded: ________________________________ Student

Preparation (complete concurrently)
1. Site onboarding IN PROGRESS / COMPLETE: ______________________ Carrie Bolinger

2. Internship schedule (coordinate with site)
   a. Internship start date:
   b. Anticipated end date:
   c. Internship hours needed:
   d. # credits needed (40 hrs = 1 cr):
   e. Internship days/times:

3. PG&LOs approved by site and uploaded: _____________________________ Student

4. MoU signed and uploaded: _________________________________________ Student

Completion
1. “Process Form” complete: _________________________________________ Julie Larsen

Final Note (only complete if anything was “in progress” at previous check)
1. Affiliation agreement complete: _____________________________________ Carrie Bolinger

2. Site onboarding complete: _________________________________________ Carrie Bolinger

3. “Process Form” complete: _________________________________________ Julie Larsen
Memorandum of Understanding
MEMORANDUM OF UNDERSTANDING

This agreement, made and entered into by and between the NEP 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 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, if applicable
• 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 Manager; 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:
  o 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 MS CPD NEP Program, and WSU 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 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 review 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, polices, 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 Internship Manual.
- To provide the Placement Manager 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 PRECEPTOR
| Name:
| Title:
| Organization:
| Address:
| Phone:
| Email:
<p>| Signature/Date: |</p>
<table>
<thead>
<tr>
<th><strong>INTERNSHIP COORDINATOR</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong></td>
<td>Julie Larsen</td>
</tr>
</tbody>
</table>
| **Address:** | WSU Health Sciences Spokane  
Nutrition and Exercise Physiology HERB 318  
412 E. Spokane Falls Blvd.  
Spokane, WA 99202-2131 |
| **Phone:** | 509-368-6958 |
| **Email:** | Larsen2@wsu.edu |
| **Signature/Date:** |  |
APPENDIX D

Weekly Report Template
Week __ Report

Student Information
Name:
Home Address:
Email Address:
Phone Number:
WSU ID:

Preceptor Information
Name:
Title:
Email Address:
Phone Number:

Internship Site Information
Name of Site:
Address of Site:

Internship Progress
Weekly Hours: Total Hours:

Reflection
Explain what you did throughout the week. Most students write it like a diary of their daily activities. During your first few weeks, this will likely be the longest section of your report. However, as you settle into a routine, you will likely not need to explain your daily activities in as much detail (you will have more content in other sections later too).

Analysis
Write at least one paragraph about strengths you have demonstrated—knowledge, skills, etc. Include examples.
Write another paragraph about areas in which you have noticed (or been told) that you need to improve. Explain how you plan to do this.

Progress
This is your opportunity to tell the Internship Coordinator what you learned this week. You should also discuss any progress on your learning objectives here—your learning objective progress will probably be limited initially, but as you continue you should have more content here.

Plan
Summarize your plan for the following week, keeping your focus on learning, increasing strengths, improving weaknesses, shadowing opportunities, and completing learning objectives.
Learning Objectives

Incomplete:
- Make a bulleted list of your approved learning objectives here. Feel free to add new learning objectives as you become more familiar with your site and your opportunities there.

Complete:
- As you feel you have completed your learning objectives adequately, move them here. Hopefully, by the end of the internship, all of your learning objectives will be complete.

Unavailable:
- Students often find that a site does not offer an opportunity to complete a certain learning objective. If you find yourself in that situation, move the objective here.

Attached Documents
- List any additional attachments – the student should upload any relevant material made during the internship (PowerPoints, articles written, photos of bulletin boards, handouts made, etc.). Delete this section if you did not attach anything.
Exit Report Template
Exit Report

Reflection
Summarize your internship experience including a brief description of what you did and greater reflection on how this experience aided your professional growth. Also include a list additional shadowing and observational opportunities that were beneficial professionally. This should be ½ page long.

In another paragraph, describe your internship assignment and how it aided your professional growth.

Analysis
Write at least one paragraph about strengths you have demonstrated—knowledge, skills, etc. Include examples.

Write another paragraph about areas in which you noticed (or were told) that you need to improve. Explain how you worked to improve in these areas.

Professional Goals and Learning Objectives
- List each and briefly explain how they were achieved (or why they were not achieved). Include any additional significant learning that occurred as well.

Plan
Certifications
List any current or planned certifications. Include scheduled exam dates or estimated completion dates if you do not have the exam scheduled already.

Career
List any job applications, job offers, job plans, etc. here. If you do not have anything yet, please email the Internship Coordinator when you get a job offer to keep NEP informed of student placement, so we can let future students know where NEP alumni are working.

If you plan to continue your education, have been accepted into grad school, etc., state where you plan to/will be studying.

Contact Information
Address:
Email (not WSU unless you plan to continue using that):
Phone number:
APPENDIX F

Preceptor’s Assessment of the Student
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 $\geq 7.5$ in all categories on the Final Assessment. If the Intern receives any rating of $\leq 7$ 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**

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>10</td>
<td>100% Fully competent at a professional entry level.</td>
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<tr>
<td>9</td>
<td>90% Near or usually competent at a professional entry level.</td>
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<td>8</td>
<td>80% As expected for an intern, but still needs moderate improvement prior to obtaining an entry level position.</td>
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<tr>
<td>7</td>
<td>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.</td>
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<tr>
<td>1-6</td>
<td>&lt;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.</td>
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<tr>
<td>N/A</td>
<td>Not applicable to this internship.</td>
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</table>

**PROFESSIONAL SKILLS: THE INTERN DEMONSTRATED**

<table>
<thead>
<tr>
<th>Skill</th>
<th>10</th>
<th>9</th>
<th>8</th>
<th>7</th>
<th>1-6</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td><strong>Organization, Planning, and Implementation</strong>: Creates effective goals and timelines; manages time efficiently; plans ahead and follows through on assignments and projects; and provides accurate information regarding completed work.</td>
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<tr>
<td><strong>Decision Making</strong>: 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.</td>
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</table>
**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**

<table>
<thead>
<tr>
<th>Exercise physiology and related exercise science</th>
<th>10</th>
<th>9</th>
<th>8</th>
<th>7</th>
<th>1-6</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Pathophysiology of disease and risk factors</td>
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<tr>
<td>Pre-participation health screening procedures and risk stratification</td>
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<tr>
<td>Health and / or clinical assessment of patient/clients</td>
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</tbody>
</table>
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 (feel free to broaden the discussion if this assessment does not fit your site well):

<table>
<thead>
<tr>
<th>INTERN’S SKILLS AND ABILITIES</th>
<th>10</th>
<th>9</th>
<th>8</th>
<th>7</th>
<th>1-6</th>
<th>N/A</th>
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<tr>
<td><strong>Initial intake and general interview</strong>: reviews consents; reviews health/medical history, medications; risk stratifies; etc.</td>
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<td><strong>Physical assessments</strong>: accurately completes height, weight, BP, HR, heart/lung sounds, O₂ sats, glucometer, etc.</td>
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<td><strong>Exercise test</strong>: safely completes appropriate exercise stress testing (e.g., 6 min WT, CPET)</td>
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<td><strong>Physical fitness assessments</strong>: conducts leg press, chest press, sit-ups, sit to stand, etc. as appropriate</td>
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<td><strong>Individualized treatment plan</strong>: develops chart, etc.</td>
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<td><strong>Documentation</strong>: completes daily and monthly reports accurately, etc.</td>
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<tr>
<td><strong>Exercise programming</strong>: develops warm-up, cool down, aerobic, resistance, balance, flexibility sessions</td>
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<td><strong>Exercise equipment</strong>: uses appropriate aerobic or strength equipment</td>
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<td><strong>Exercise prescription</strong>: writes FITT and progression, uses MET calculations, etc.</td>
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<td><strong>Group exercise</strong>: leads and modifies for safety and needs of group</td>
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<td>Safety: monitors appropriately during exercise, observes for adverse responses</td>
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<td>EKG: monitors and interprets accurately</td>
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<td>Emergency preparation: implements sites P/P, participates in mock code</td>
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<td>Education and counseling: develops, utilizes education material and/or communicates effectively regarding behavioral change strategies</td>
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</table>

Please list the Intern’s Midterm Improvement Goals for this section (if applicable):

Additional comments on skills and abilities (feel free to broaden your discussion if this assessment does not fit your site well):

**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? Midterm or Final

(If you have selected a ≤7 on the Midterm Assessment, please write an Improvement Goal in the appropriate section. The Intern must receive >7.5 on the Final Assessment to pass the internship.)

Is the intern on track to pass the internship? Yes or No

Other Comments:

Date: Intern Signature:

Date: Internship Preceptor Signature:
Internship Assignment Rubrics for Projects and Presentations
<table>
<thead>
<tr>
<th>PROFESSIONAL SKILLS</th>
<th>10</th>
<th>9</th>
<th>8</th>
<th>7</th>
<th>1-6</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td><strong>Planning:</strong> Creates goals and efficient timeline with Preceptor: researches and</td>
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<td>provides regular updates; demonstrates self-initiation</td>
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<tr>
<td><strong>Organization:</strong> Manages time efficiently; plans ahead and follows through on</td>
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<tr>
<td>assignments</td>
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<td><strong>Designing:</strong> Analyzes and applies scientific data to devise innovative assignments;</td>
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<tr>
<td>works well independently</td>
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<tr>
<td><strong>Decision Making:</strong> Recognizes problems/potential problems; makes professional</td>
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<td>decisions based on research but seeks guidance when uncertain</td>
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<td><strong>Dependability:</strong> Meets commitments and obligations; demonstrates self-</td>
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<tr>
<td>management</td>
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<td><strong>Interpersonal Skills:</strong> Participates as a team member; listens carefully and does</td>
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<td>not interrupt; actively participates in discussions and negotiates as needed;</td>
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<td>exudes confidence in a variety of situations</td>
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<td><strong>Written Communication:</strong> Follows facility policies and procedures; meets professional guidelines; culturally and age appropriate; uses appropriate media or technology; cites references</td>
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<td><strong>Verbal/Non-Verbal Communication:</strong> Uses appropriate communication methods for</td>
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<td>individuals or groups; culturally and age sensitive</td>
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<td><strong>Professional/Ethical Conduct:</strong> Demonstrates a consistently positive attitude;</td>
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<td>conducts self with honesty, integrity, and fairness; maintains confidentiality, when</td>
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<td>appropriate</td>
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<td><strong>Implementation:</strong> Implements project according to original goals and timeline</td>
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<table>
<thead>
<tr>
<th>EVALUATION OF THE STUDENT’S PROJECT</th>
<th>10</th>
<th>9</th>
<th>8</th>
<th>7</th>
<th>1-6</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Quality of the Student’s Internship Project</td>
<td></td>
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<tr>
<td>Internship Project Meets Your Expectations</td>
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</tbody>
</table>

| 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:**

**Topic:**

**Internship Preceptor’s Name:**

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

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
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</thead>
<tbody>
<tr>
<td><strong>Poise</strong></td>
<td>Is confident and enthusiastic. Avoids verbal crutches during presentation. (10-9 pts.)</td>
<td>Is at ease with all members of audience. Uses few verbal crutches. (8.9-8 pts.)</td>
<td>Is relaxed with other interns and tentative with those who are less familiar. Relies on some verbal crutches. (7.9-7 pts.)</td>
<td>Is self-conscious and nervous. Uses frequent verbal crutches such as “uh”, “um”, “you know”, “like” during presentation. (&lt; 6.9 pts.)</td>
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<tr>
<td>10 pts.</td>
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<tr>
<td><strong>Audience Contact</strong></td>
<td>Makes direct eye contact with audience; seldom refers to notes, screen or computer. (10-9 pts.)</td>
<td>Often makes eye contact with audience; refers occasionally to notes, screen or computer. (8.9-8 pts.)</td>
<td>Makes occasionally, un-sustained eye contact; often reads from screen, computer or notes. (7.9-7 pts.)</td>
<td>Avoids eye contact with audience. Reads directly from screen, computer or notes. (&lt; 6.9 pts.)</td>
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<tr>
<td>10 pts.</td>
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<tr>
<td><strong>Voice</strong></td>
<td>Volume and inflection is effective in emphasizing key points. Rate of speech and voice projections is good. (10-9 pts.)</td>
<td>Volume and inflection is varied at times. Rate of speech and voice projections is usually appropriate. (8.9-8 pts.)</td>
<td>Uneven volume with little inflection. Rate of speech is sometimes rapid/slow and does not always project voice. (7.9-7 pts.)</td>
<td>Low/loud volume and/monotonous tone. Rate of speech is either too rapid/too slow and does not project voice appropriately. (&lt; 6.9 pts.)</td>
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<tr>
<td>10 pts.</td>
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<tr>
<td><strong>Organization</strong></td>
<td>Includes introduction and states purpose of presentation. Presents all required information accurately, in detailed and organized manner. Stays on topic. (10-9 pts.)</td>
<td>States purpose of presentation and includes introduction. Presents accurate information in an organized manner. Most essential details are included. (8.9-8 pts.)</td>
<td>Gives brief explanation of the purpose of the presentation. Presents some information logically. Some important details are missed. (7.9-7 pts.)</td>
<td>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. (&lt; 6.9 pts.)</td>
</tr>
<tr>
<td>Content Knowledge 15 pts.</td>
<td>Evidence that intern has excellent understanding of the content and/or has researched appropriately. Information is evidence based. Presentation reflects excellent integration of knowledge and application. (15-13.5 pts.)</td>
<td>Evidence that intern has good understanding of the content and/or has researched appropriately. Information is evidence based. Presentation reflects good integration of knowledge and application. (13.4-12 pts.)</td>
<td>Evidence that intern has only fair understanding of the content; no indication of research. Information provided has little indication of being evidence based. Presentation reflects fair integration of knowledge and application. (11.9-10.5 pts.)</td>
<td>Evidence that intern has minimal understanding of content; no indication of research. Information provided has no indication of being evidence based. Presentation reflects poor integration of knowledge and application. (&lt; 10.5 pts.)</td>
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<tr>
<td>Skills Assessment 15 pts.</td>
<td>Intern reflects excellent use of skills and clinical judgment; concise description of how skills were used. (15-13.5 pts.)</td>
<td>Intern reflects good use of skills and clinical judgment; more than satisfactory application of how skills were used. (13.4-12 pts.)</td>
<td>Intern reflects fair understanding of appropriate skills and clinical judgment; minimal understanding of application of skill. (11.9-10.5 pts.)</td>
<td>Intern lacks or gives confusing or inaccurate information regarding skills and lacks appropriate clinical judgment. (&lt; 10.5 pts.)</td>
</tr>
<tr>
<td>Abilities Development 15 pts.</td>
<td>Intern reflects excellent ability to evaluate, apply, analyze, modify or adapt concepts. Critically thinks! (15-13.5 pts.)</td>
<td>Intern reflects more than satisfactory ability to evaluate, apply, analyze, modify or adapt concepts. (13.4-12 pts.)</td>
<td>Intern reflects minimal ability to evaluate, apply, analyze, modify or adapt concepts. Little evidence of critical thinking. (11.9-10.5 pts.)</td>
<td>Intern reflects lack of ability to evaluate, apply, analyze, modify or adapt concepts. No evidence of critical thinking. (&lt; 10.5 pts.)</td>
</tr>
<tr>
<td>Presentation 15 pts.</td>
<td>Excellent choice in delivery method of presentation. Cites professional resources and references. (15-13.5 pts.)</td>
<td>Satisfactory choice in delivery method of presentation. Cites some professional resources and references. (13.4-12 pts.)</td>
<td>Fair choice in delivery method of presentation. Cites only a few professional resources and references. (11.9-10.5 pts.)</td>
<td>Not an appropriate delivery method for a presentation. Does not cite professional resources or references. (&lt; 10.5 pts.)</td>
</tr>
<tr>
<td>Total Points /100</td>
<td>Comments: Did you review the rubric with the Intern? Yes No</td>
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</table>