

Department of Health and Sport Studies
The University of Iowa

Undergraduate Internship Manual

For Internships in:
Health Promotion

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Introduction

This manual is the course handbook for the undergraduate student intern in the Department of Health and Sport Studies at the University of Iowa. This publication is a resource for potential supervising agencies and review bodies who have interest in or agreements with the undergraduate internship program of the Department of Health and Sport Studies.

The Internship Manual describes the purpose of the undergraduate internship program in the Department. The Department's mission, an overview of the undergraduate areas of study and complete course syllabus for 28:191 Internship are provided. Additional policies and procedures related to the internship program are listed including responsibilities of the Intern, the Agency, and the Department, guidelines for approval of internships, deadlines, and official forms.

This manual is in effect for undergraduate students who expect to complete internships for academic credit at the University of Iowa.

Purpose of Undergraduate Internship Program in Department of Health and Sport Studies

The undergraduate internship program and its academic courses are designed to provide a learning environment outside the classroom and laboratory for the transfer of concepts, principles, theories and models learned by the student to the professional practice setting. While meeting the academic needs of the student, the internship program also establishes a closer relationship with agencies and practitioners, provides a conduit for the exchange of contemporary thinking and insights among the faculty, students, and practitioners, and provides service to the community. In doing so, the internship program compliments the mission of the Department of Health and Sport Studies, the College of Liberal Arts and Sciences, and the University of Iowa.

Department of Health and Sport Studies

Mission

The Department of Health and Sport Studies offers leading-edge programs of study at the undergraduate and graduate level that focus on health, sport, and physical activity as they are influenced by cultural, psychological, and behavioral factors. Our graduates go on to careers in teaching, research, coaching, health promotion, and athletic administration. Additionally, we seek to make a strong contribution to the overall liberal arts missions of the College of Liberal Arts and Sciences.

In pursuing the interdisciplinary study of personal and cultural behaviors related to health and sport that enhance quality of life, we advocate individual responsibility, effective organizational policy, and transformative social action that promote healthy environments and patterns of living.

The department capitalizes on its diversity in areas of study which focus on marginalized groups: women, ethnic minorities, people with disabilities and older adults.

Undergraduate Studies

Hundreds of undergraduate students declare their major in the Department of Health and Sport Studies. All students who complete their major earn a Bachelor of Arts in Health and Sport Studies from the College of Liberal Arts and Sciences. In addition to his or her major, each student declares one of two emphasis areas of study: 1) Health Promotion; or 2) Sport Studies.

The Department has courses in health and sport research, in the history of these topics, and in the study of health promotion and sport as contemporary social and cultural issues. The Department draws upon the expertise of faculty whose teaching and research interests reflect the most recent trends in their respective fields. The faculty have the reputation of being at the forefront of Health and Sport Studies as legitimate scholarly enterprises that take as their primary goals the creation and distribution of knowledge and the preparation of the next generation of scholars and practitioners.

The faculty and the curriculum encourage students to examine health and sport critically from numerous perspectives; to understand the reciprocal relations between social, behavioral, biological, and cultural processes as they impact health and sport; and to explore specific areas of interest through independent study, the Honors program, practicum, and internship experiences. By providing an academic environment that cultivates intellectual growth, humanitarian values, and professional standards, the Department's undergraduate program prepares students for the responsibilities of work and citizenship and for the value of a wellness lifestyle.

Emphasis Areas in Undergraduate Studies

There are two emphasis areas of study in the undergraduate program. A brief description of each follows:

Health Promotion

The Health Promotion emphasis area integrates health education with the social, behavioral, and biological processes that affect individual and community health status. The emphasis provides theoretical and applied coursework in exercise prescription, nutrition, stress management, and health behavior. Lifestyle interventions, public health strategies, and environmental health supports are central tenets of this emphasis. The program prepares students for employment opportunities in hospital-based, corporate-based, and campus-based wellness programs, nonprofit health agencies, commercial fitness enterprises, and federal and state health promotion agencies. Certification objectives for the American College of Sports Medicine (ACSM) Health Fitness Instructor and the National Commission for Health Education Credentialing Certified Health Education Specialist (CHES) are addressed within required and elective health promotion courses. Students are selectively admitted to the Health Promotion emphasis area. Health Promotion students have an option to take a six or 12 semester hour internship.

Sport Studies

The Sport Studies emphasis area is designed to increase the knowledge and understanding of the place and significance of sport in culture. The program provides students with skills in cultural analysis and opportunities to think critically about sport. The area requires students to understand sport in the broader context of culture and in individual lives, and encourages students to develop their own scholarly ambitions in that direction. Many students use their experience in Sport Studies to prepare for graduate school. For other students the required second area of concentration or minor serves as an introduction to careers in a number of fields that have sport and/or leisure as their focus such as Business, Entrepreneurship, Journalism, History, American Studies, Aging Studies, and Women's Studies. An internship is not required in Sport Studies. Students who elect to do an internship in Sport Studies register the internship for no academic credit through the University of Iowa Career Center. Although no academic credit is given, upon successful completion and registration through the Career Center, the internship is recorded on the student's University of Iowa transcript.

Course Syllabus

28:191 Internship

Course Description

The internship course is an active learning experience designed to apply and synthesize formal classroom, practicum, and laboratory theory, concepts, models and technical/clinical skills in the professional practice setting. The internship course is taken during the final semester of undergraduate study in the Department. The setting for the course is in an agency under the close supervision of professionals who are credentialed in and who practice in the student's emphasis area of study. The Agency Supervisor makes evaluations of the Intern from the practice perspective and the University Supervisor makes evaluations of the Intern from the academic perspective.

Successful completion of this course can help prepare a candidate for professional certification exams such as Certified Health Education Specialist (CHES), and the American College on Sport Medicine (ACSM) and American Council on Exercise (ACE) certifications.

Semester Hours Credit

28:191 Internship is offered to eligible students for either six (6) or 12 semester hours of credit. For each semester hour of credit the student must commit 40 contact hours to the internship experience. This means that for a six semester hour internship the student must commit at least 240 hours; for a twelve semester hour internship the student must commit at least 480 hours. Health Promotion students have the option to take a six semester hour or 12 semester hour internship course in lieu of the respective semester hours of health promotion elective coursework.

Tuition fees for 28:191 Internship are based on the College of Liberal Arts and Sciences undergraduate tuition fee schedule as established by the Iowa Board of Regents.

Internship Coordinator and University Supervisors

Internship Coordinator

Joe Cilek
E101 Field House
The University of Iowa
Iowa City, Iowa 52242

(319) 335-9181
Fax: (319) 335-6669
E-Mail: joe-cilek@uiowa.edu

University Supervisors

University Supervisors are appointed on a semester by semester basis. Students and agency supervisors are informed of university supervisors shortly before the internships are scheduled to begin.

Sequencing of Internship

Since the internship is designed to enable the student to apply coursework knowledge to the practice setting, the internship is taken during the final semester of undergraduate study in the Department.

Internships are available during spring, summer, and fall academic sessions. Students should plan their schedules accordingly.

Prerequisite Courses and Other Credentials

In order to qualify for 28:191 Internship, the student must meet all requirements as stated in the Undergraduate Internship Manual edition that applies to the academic session in which the student will take the internship. Failure to meet all requirements will result in postponement of the internship for at least one academic session until all requirements are met.

Requirements for students receiving academic credit:

- Overall GPA of at least 2.00
- Major GPA of at least 2.00
- Completion of 28:190 Pre-Internship Seminar
- Completion of Health and Sport Studies Department required courses
- Evidence of certification in CPR and First Aid at the Community and First Aid Safety Level that will extend through the internship. If certification is scheduled to expire prior to or during the internship, then the student must be recertified before he or she may begin the internship.
- Adherence to the procedures and policies stated in this Internship Manual
- Approval of internship by internship coordinator and appropriate faculty
- While not a mandatory requirement, infectious disease immunizations including completion of the Hepatitis B Immunization Series is strongly encouraged. For further information about immunizations see the section, Infectious Disease Immunizations, in this Manual.

In addition to requirements for all students, the following requirements must be completed in order to qualify for an academic internship:

- Completion of all Health Promotion required courses. Students must earn a grade of C- or better in each Health Promotion required course.
- Completion of at least six (6) semester hours of Health Promotion elective courses. Students must earn a grade of C- or better in each Health Promotion elective course that they take.

Internship Course Objectives

The internship is an academic course that meets partial requirements for the Bachelor of Arts Degree in Health and Sport Studies.

In order to complete the internship course successfully, the student must satisfy the course objectives.

By the end of the academic session of the internship, the student will have:

- demonstrated that he or she has integrated theory with practice in his or her academic area of study.
- broadened his or her philosophy and understanding of his or her chosen profession.
- gained an understanding and appreciation of the roles, duties, legal and ethical responsibilities of a full-time professional in the academic area of study.
- become proficient in specific technical or clinical skills of his or her profession.
- observed and gained experience in leadership, supervisory, or administrative functions and in human relations within a professional service agency.
- completed an internship project that incorporates the four phases of programming and that complements the needs of the agency, the student's academic background, and the Department's mission.
- self-evaluated his or her strengths and weaknesses and developed strategies for self-improvement.
- refined his or her professional writing abilities.
- met minimal competencies as stated in formal evaluation forms.
- documented how his or her basis for making choices was strengthened as related to future employment positions, areas of specialization, and further professional study.

Other Anticipated Outcomes

As a result of the student achieving the course objectives it is anticipated that the following additional benefits will have occurred:

- The student will have met his or her internship goals.
- The student will have made a valuable contribution to the agency.
- The student and supervisors will have developed a collegial relationship that will be of benefit as the student begins their professional career.
- The agency will express interest in additional interns from the Department.
- The Department will have established a closer relationship with the agency and its professionals.
- The internship program will have complimented the mission of the Department and the University of Iowa.

Required and Recommended Resources

Required Resource

Department of Health and Sport Studies. Undergraduate Internship Manual. Iowa City, Iowa: The University of Iowa. Available online at <http://www.uiowa.edu/~hss/undergrad/undergraduate.html>.

Recommended Resources

- Texts, required reading, class notes, manuals, handbooks, handouts from completed courses related to student's specific emphasis area of study

- Periodical articles, texts, policy and procedure manuals, records, agency publications, and other written resources available through libraries and the agency
- Multimedia resources and valid internet resources related to field of study
- One-on-one interviews of professionals in profession

Written Assignments

Each student will prepare a predetermined number of progress reports, a final intern report and will complete an internship project. The Agency Supervisor will review each report before it is submitted for evaluation to the University Supervisor.

At the beginning of the internship a Schedule of Assignments and Evaluations will be provided to both the intern and to the Agency Supervisor by the University Supervisor. The first report is to be received by the University Supervisor at the end of the second week of the internship. It is the responsibility of the Intern to meet the assignment deadlines. Each written assignment must be typed, double-spaced.

Progress Reports

Progress Reports are reports prepared by the student. Forms for each Progress Report are in this Internship Manual in the section, Forms for Reports and Evaluations During Internship.

Internship Project

The student must satisfactorily complete a major project during the internship. The project must include assessment, planning, implementation, and evaluation components and must apply to the student's emphasis area of study, the needs of the agency, and the Department's mission. Generally, projects are negotiated with the Agency Supervisor in order to assure that the project contributes directly to the Agency's work and mission while also appealing to the intern. The Agency Supervisor and the University Supervisor must approve the project. The student will provide printed materials related to the project to the University Supervisor. The first assignment on the Internship Project is due as part of the First Progress Report.

Final Intern Report

The student will complete a Final Intern Report. As with all other written assignments, the Final Intern Report will be typed, double-spaced and will be received by the University Supervisor by the scheduled date. The written assignment is in this Internship Manual in the section, Forms for Reports and Evaluations during Internship.

Intern Journal or Daily Log

Keeping a journal or daily log during the internship is a recommended method of documentation as well as being a good professional practice. Many agencies require that the intern keep a journal or daily log during the internship. Recording of activities, clients served, professional contacts made, successes, challenges, reflections, application of coursework to practice, and areas for improvement facilitates the preparation of Progress Reports and documents specific experiences for the student as he or she prepares for employment interviews and updates the resume.

Portfolio

The student is encouraged to retain for his or her own professional files copies of all forms, written reports, and supervisor evaluations, as well as projects, news releases, newsletters, analyses, spreadsheets, written and electronic communications, research and other items prepared during the internship.

Evaluations

University Supervisor's Oral Consultations and Written Comment

The University Supervisor will provide oral feedback and/or written comment periodically during the internship. If the agency is within a two hours commuting distance the University Supervisor will visit the intern and agency supervisor during the internship.

Agency Supervisor's Evaluations

The Agency Supervisor should complete the following evaluations and meet with the student regarding the evaluations prior to the student sending them to the University Supervisor.

- Agency Supervisor's Evaluations of Progress
- Agency Supervisor's Mid-Semester Evaluation
- Agency Supervisor's Evaluation of Intern's Project
- Agency Supervisor's Final Evaluation of Intern's Performance

In addition, the agency may have formal procedures for the Agency Supervisor to evaluate the intern's progress.

Grading

The grading system for this course is the Satisfactory/Fail (S/F) system of the College of Liberal Arts and Sciences. The final course grade will be awarded as follows:

- Satisfactory = S. Met course objectives as stated in this syllabus and minimal competencies as stated in formal evaluations.
- Fail = F. Did not meet course objectives as stated in this syllabus and/or minimal competencies as stated in formal evaluations.

The College of Liberal Arts & Sciences Policies and Procedures

Administrative Home

The College of Liberal Arts and Sciences is the administrative home of this course and governs matters such as the add/drop deadlines, the second-grade-only option, and other related issues. Different colleges may have different policies. Questions may be addressed to 120 Schaeffer Hall or see the CLAS [Student Academic Handbook](http://www.clas.uiowa.edu/students/academic_handbook/index.shtml) [www.clas.uiowa.edu/students/academic_handbook/index.shtml].

Academic Fraud

Plagiarism and any other activities when students present work that is not their own are academic fraud. Academic fraud is a serious matter and is reported to the departmental DEO and to the Associate Dean for Undergraduate Programs and Curriculum. Instructors and DEOs decide on appropriate consequences at the departmental level while the Associate Dean enforces additional consequences at the collegiate level. See the CLAS [Student Academic Handbook](#).

Making a Suggestion or a Complaint

Students with a suggestion or complaint should first visit the instructor, then the course supervisor, and then the departmental DEO. Complaints must be made within six months of the incident. See the CLAS [Student Academic Handbook](#).

Accommodations for Disabilities

A student seeking academic accommodations should first register with Student Disability Services and then meet privately with the course instructor to make particular arrangements. See www.uiowa.edu/~sds/ for more information.

Understanding Sexual Harassment

Sexual harassment subverts the mission of the University and threatens the well-being of students, faculty, and staff. All members of the UI community have a responsibility to uphold

this mission and to contribute to a safe environment that enhances learning. Incidents of sexual harassment should be reported immediately. See the UI [Comprehensive Guide on Sexual Harassment](http://www.uiowa.edu/~eod/policies/sexual-harassment-guide/index.html) at www.uiowa.edu/~eod/policies/sexual-harassment-guide/index.html for assistance, definitions, and the full University policy.

Reacting Safely to Severe Weather

In severe weather, class members should seek appropriate shelter immediately, leaving the classroom if necessary. The class will continue if possible when the event is over. (*Operations Manual*, [Part IV](#), 16. See items e, h, and i.)

*The CLAS policy statements have been summarized from the web pages of the College of Liberal Arts and Sciences.

Procedures and Policies of Internship Program

Course Syllabus

The course syllabus is central to the policies and procedures of the internship program.

28:190 Pre-Internship Seminar

This one semester hour course is offered fall and spring semesters and is a prerequisite to 28:191 Internship. Since many agencies have highly competitive internships and have application deadlines at least six months before the internship starting date, students should plan ahead to complete 28:190 Pre-Internship Seminar in the proper sequence and timeline.

Infectious Diseases Immunizations

Since each undergraduate emphasis area in the Department focuses on human services, nearly all students during their internships and careers will be exposed to blood and other body fluids and to communicable diseases such as tuberculosis, hepatitis, and rubella. It is to the personal and professional advantage of each undergraduate student preparing for an internship to be current in his or her immunizations for infectious diseases. Immunizations can be obtained through the student's personal physician or through Student Health Service (319-335-8370).

Internship agencies increasingly are requiring immunizations or screenings for selected diseases such as hepatitis B, rubella, tuberculosis, diphtheria, tetanus, and polio. Some immunizations, such as hepatitis B require a series of three injections that span a period of six months. It is the student's responsibility to meet these professional standards.

OSHA Standards

Some internship agencies require that interns meet selected OSHA standards before the internship begins. Other sites take interns through an orientation and provide the needed training and procedures, sometimes at a small cost to the intern. While an overview of OSHA standards is presented in 28:190 Pre-Internship Seminar, students should anticipate the need to satisfy this internship requirement if required by the approved internship agency.

Fall, Spring, Summer Internships

Internships typically coincide with University of Iowa fall, spring, and summer academic session starting and ending dates but may, with approval by the Internship Coordinator, begin earlier and/or last longer.

Variances in dates are usually necessary for summer internships when the internships are for 12 semester hours credit. Students who start summer internships at the beginning of the University's traditional summer session and who are progressing satisfactorily and on schedule but who will not complete their internship before the College of Liberal Arts and Sciences graduation date for summer session will receive a grade of Incomplete (I) until all internship responsibilities are fulfilled. Upon satisfactory completion of the summer internship a permanent grade will be given prior to conferring the degree for summer graduation. Should a fall or spring semester internship extend beyond the date for graduation this same procedure will be followed prior to conferring the degree for graduation.

Withdrawal of Internship Supervision

Frequently there is a period of time in which a student may begin an approved internship before grade reports of the academic session immediately preceding the internship are available for review by academic advisors. If the grades earned do not meet the established standards and the student has begun the internship, then university supervision will be withdrawn and no academic credit will be earned for the experience.

Examples of other situations that could warrant withdrawal of internship supervision relate to violations of the law, violations of ethical conduct, and failure to comply with the rules, regulations and procedures set forth by the agency where the student is interning. Please refer to the section, Policy on Academic, Professional and Ethical Misconduct in this Manual.

Should internship supervision be withdrawn, the student should contact his or her academic advisor to coordinate a revised academic plan of study. The student must withdraw their university registration for the internship course. Failure to withdraw registration of 28:191 will convert to a course grade of F.

Responsibilities of the Intern, University and Agency

The following lists responsibilities and expectations of each party during the internship:

University to the Intern and the Agency

- Assign a University Supervisor for the internship
- Make contact with the Agency Supervisor at the beginning of the internship and periodically thereafter
- Make oral and/or written contact with the Intern periodically throughout the internship
- Evaluate and provide feedback on written progress reports completed by the Intern
- Maintain open communication with the Agency Supervisor pertaining to the internship, especially in the event that problems arise
- Make a site visit during the internship to observe the Intern at agencies within a commuting distance from Iowa City
- Comply with conditions set forth in the institutional affiliation agreement between the Agency and University

- Provide a Student Malpractice Professional Liability Insurance Program for the Intern with \$1,000,000 per occurrence/\$3,000,000 in the aggregate
- Provide guidance to the Agency with respect to complying with the Family Educational Rights and Privacy Act (FERPA)
- Post a current copy of the Internship Manual to the Agency on the HSS website

Intern to the University

- Inform the Internship Coordinator of address, phone, e-mail and name changes
- Pay university bills promptly: The student must comply with financial agreements with the University, including payment of tuition, in order to be eligible to earn semester hours credit
- Satisfy internship course objectives
- Complete all progress reports and the internship project according to the guidelines and in a timely manner
- Consult with University Supervisor on issues relating to course objectives, requirements, and deadlines
- Conduct self in professional manner, both legally and ethically. Actions made by interns reflect on the Department, the University of Iowa, and the Agency.
- Comply with conditions set forth in the 28:191 course syllabus and the procedures and policies of the Department's internship program

Intern to the Agency

- Provide appropriate forms to the Agency Supervisor that are required by the Department
- Comply with conditions set forth in the 28:191 course syllabus and the procedures and policies of the Agency's internship program
- Conform with regulations pertaining to interns of the agency and carry out all assignments
- Evaluate each day's activities, interactions, and events
- Prepare for a weekly meeting with the Agency Supervisor
- Plan thoroughly and in advance for all assignments
- Present a copy of each Progress Report to Agency Supervisor well in advance of due dates to the University Supervisor
- Notify the Agency Supervisor well in advance in cases of absence from the internship
- Be respectful, courteous, and tactful to co-workers and clients
- Consult with the Agency Supervisor when confronted with problems that cannot be solved alone
- Consider self as a member of the Agency work team

Agency to the Intern and to the University

- Complete an agreement that delineates general responsibilities, dates and hours of work, and the student's role and responsibilities in the Agency
- Present to the Intern an overview of the Agency's purposes, policies, administration, program, and facilities
- Confer with the Intern prior to and during the internship to determine his/her responsibilities
- Inform the Intern of all regulations he or she must follow
- Present the Intern to the Agency staff as a colleague to insure his or her status
- Orient the Intern to the community including its political, religious, economic, social and ethnic background
- Gradually induct the Intern into the internship experience, beginning with observations and minor duties, adding more responsibilities as the semester continues

- Meet with the Intern on a weekly basis for the purpose of discussing the Intern's progress and the appropriateness of the Intern's responsibilities
- Maintain open communication with the University Supervisor pertaining to the internship, especially in the event of problems
- Evaluate and provide suggestions to the Intern on each Progress Report that the Intern will submit to the University Supervisor
- Complete the evaluations provided in the Internship Manual and review them with the Intern. The evaluations are then forwarded to the University Supervisor:
 - Progress Report Evaluations by Agency Supervisor
 - Mid-Semester Evaluation by Agency Supervisor
 - Final Evaluation of Intern by Agency Supervisor
- Comply with conditions set forth in the institutional affiliation agreement between the Agency and University
- Acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act (FERPA) and that student permission must be obtained before releasing specific student data to anyone other than the University

Internship Searches

It is the student's responsibility to identify and secure an appropriate internship. The prerequisite course 28:190 Pre-Internship Seminar, addresses strategies for internship searches. Since internships are awarded on a competitive basis and are available to students throughout the country, plans must be made carefully and applications submitted early. The student should make alternative plans in case the student does not qualify for or does not receive his or her first choice. The Department of Health and Sport Studies does not guarantee placement of an internship position.

Students are strongly encouraged to pursue internships with agencies with whom we have an existing affiliation agreement between the agency and the University of Iowa.

Eligibility of Internship

For each individual student, the academic advisor determines the eligibility of an internship. In addition, previous approval of an internship agency for a former intern does not insure approval of the internship for the student applicant. The following factors are considered when determining internship approval:

- Student meets all academic requirements for the internship
- Student submits all required forms by stated deadline dates
- Agency setting is appropriate for the student's emphasis area in Health Promotion and for the student's stated career direction
- Agency mission is complementary to the student's emphasis area and the Department's mission
- Agency has had previous experience with undergraduate interns
- Agency's listing of intern responsibilities applies to student's academic emphasis area
- Intern responsibilities provide sufficient opportunity to apply foundation and emphasis area coursework to the practice setting
- Agency supervisor holds bachelor degree or higher in student's emphasis area or in closely related area (e.g., health promotion is related to health education, community education)
- Agency supervisor has been employed at least one year in present position

The internship coordinator will notify the student of the approval or non-approval of the internship.

Risk Management

University Liability Insurance Program

The University of Iowa provides a Student Malpractice Blanket Liability Insurance Program for students in internships that are required as part of their academic program. A description of the insurance program is provided on the following page and may be copied for reference at the agency in the student intern's file. Agencies that require a certificate of insurance of the University's liability insurance program for interns should contact the Department's Internship Coordinator.

Supplementary Liability Information

Some agencies require the intern to hold professional liability coverage beyond that provided by the University. Professional liability coverage is available through many sources with varying coverage and costs. Examples of some sources include special policies through professional organizations and special plans through insurance companies. The Department Internship Coordinator has information on professional liability plans through professional organizations.

University of Iowa Student Malpractice Professional Liability Insurance Program for Students in Internships, Practicums, Externships, Training Programs

Professional liability insurance will be provided for insured students while participating in practicums, internships, and training programs required as a part of their academic program. Upon student's enrollment in the insurance program, the policy will provide up to: \$1,000,000 per occurrence/\$3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by the student while participating in required training, practicum, internship programs of the University of Iowa.

Professional Liability. The insurance company will pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages because of bodily injury, property damage, personal injury to which this insurance applies in the conduct of the profession of the named insured, caused by an incident which occurs during the policy period. The policy includes the cost of defense, court costs, settlements and judgments. There is no deductible. Company provides expert legal counsel and claims adjusters.

Insureds. Students enrolled in the insurance, while participating in activities which are a part of or a requirement of the student's curriculum.

Exclusions. NO coverage is provided for personal liability, (i.e., automobile, health) unrelated business or a profession not specifically listed on student's enrollment.

Professional liability protection is provided during the term of the student's internship as required for their academic program.

The above is only a brief summary of the coverage. For further details, please contact The University of Iowa's Department of Risk Management, Insurance and Loss Prevention, 305 Plaza Center One, 319-335-0010.

In the event of any incident that is likely to result in a claim, the student and/or the department should notify the University of Iowa's Department of Risk Management, Insurance and Loss Prevention, 319-335-0010 immediately. The insurance company requires immediate notification regarding claims, demands, summons, notice of suit, or incidents.

Compensation and Benefits

The student can earn six or twelve semester hours of credit for their internship experience. The Department of Health and Sport Studies allows students to pursue potential internship sites that offer paid salary compensation and those that do not. Regardless of compensation arrangements, all potential agencies must be in line with the mission of the department, meet the objectives of the Health Promotion internship as outlined in this manual, and be approved by the HSS Internship Coordinator. The student is expected to bear all expenses incidental to living in the area of the internship and to make satisfactory housing and commuting arrangements in order to carry out the assignments.

Distribution of Total Hours During Internship

For each semester hour of credit the student must commit 40 contact hours to the internship experience. The distribution of the total number of hours during the semester is to be pre-determined by the Agency Supervisor and the Intern and then reported to the University Supervisor so that the schedule for progress reports and supervisor evaluations can be developed.

Institutional Affiliation Agreements

After receipt of the Agency Acceptance of Intern form and after it has been determined that the proposed internship would be appropriate for the individual student's academic area of study, then an Institutional Affiliation Agreement will be initiated by the University. The development of the Institutional Affiliation Agreement should begin at least two months before the internship is scheduled to start. This will allow the document to be reviewed, perhaps amended, and lastly approved by the Agency and University legal counsel in a time period that should not postpone the intended start date of the internship.

Student Preparation for Approved Internship

Students with the most rewarding internships are those students that have prepared well for their internships. Research has demonstrated that communication is the single most important element in a successful internship experience. The following are guidelines for the student as he or she prepares for an internship that has been approved:

- Write letter of acceptance to approved internship and letters of decline to other agencies that offered internship
- Review overall responsibilities of Intern, Agency, and University as stated in the Internship Manual and as provided by the Agency
- Update Agency Supervisor, Internship Coordinator, and University Supervisor with phone numbers, address, and e-mail address
- Review textbooks, course notes, handouts and other course materials prior to internship
- Review Internship Manual in its entirety including forms for progress reports, agency supervisor reports, and internship project

- Review mission statement, annual report, procedure manual, and other materials provided by agency
- Draft internship goals prior to start date and seek input from Agency Supervisor and University Supervisor
- Meet with Agency Supervisor before start date to clarify responsibilities
- Meet with University Supervisor before start date
- Insure access to equipment that is important to the internship responsibilities
- Plan appropriate attire for the internship: Dress professionally according to the culture of the agency
- Arrange for housing, commuting, and finances during internship

Deadlines for Internship Approval and Graduation Application

Department and university deadlines are set so that institutional resources can facilitate the student's success as an intern and graduate. Please follow the guidelines below for your timeline.

- **Academic Eligibility for Internship Form:** Due to University Supervisor by early registration
- **Student Request for Approval and Agency Acceptance Forms:** Due to University Supervisor 6 weeks prior to the internship start date
- **Institutional Affiliation Agreement** (if off campus): Agreement between agency and university, initiated by the university, must be finalized 4 weeks prior to the internship start date
- **Course Registration:** Register for 028:191 Internship during your assigned registration period
- **Meet with University Supervisor:** At least 2 weeks prior to start date

Failure to meet the deadlines will result in postponement of the internship.

Graduation applications will be due during the period of the internship. Please refer to <http://www.registrar.uiowa.edu/commencement/undergraddegree.aspx> for deadlines and details.

Deadlines During Internship

The Internship Coordinator and University Supervisor will provide the student and agency with a schedule of deadlines for progress reports, agency supervisor evaluations, and the final intern report. See section titled Assignments in this Manual.

The student must consult with the Agency Supervisor regarding deadlines established by the Agency.

Deadlines for Certification Examinations

Students interested in professional certifications in their area of study should be very familiar with all requirements for certification prior to the internship experience so that the internship is in accordance with specified requirements. Before the internship begins students should contact faculty in their emphasis area to obtain information on the certification processes in their profession and should request application materials from the national certifying agencies **before** the internship begins.

Checklist for Internship

Although the sequencing of events in the internship process varies among individual students, there are steps that must be accomplished in each of four phases. It is the student's responsibility to achieve each step in an accurate and timely manner. It is also the student's responsibility to retain a copy of **all** documents for their personal files.

The following list outlines the steps that include, but are not limited to, each phase of the internship process. For further information on each step the student should see the corresponding section of this Manual. In addition, information is provided in 28:190 Pre-Internship Seminar, and through the student's academic advisor, the faculty in the student's emphasis area of study and the internship coordinator.

Phase One

- _____ Complete integrative core, emphasis area foundation and emphasis area elective courses satisfying the requirements specified in section, Prerequisite Courses and Other Credentials and achieve the minimum grade point averages necessary
- _____ Routinely make appointments with academic advisor
- _____ Secure career advice from professors, and other professionals in emphasis area
- _____ Secure a wide variety of volunteer and work experiences related to specified criteria and secure verifications of experiences
- _____ Complete immunization series, including Hepatitis B
- _____ Complete 28:190 Pre-Internship Seminar
- _____ Actively search for internship possibilities
- _____ Become certified in First Aid and CPR.

Phase Two

- _____ Continue accumulating volunteer and work experiences related to emphasis area and secure verifications of experiences
- _____ Update resume and references
- _____ Print current degree evaluation from ISIS
- _____ Submit Academic Eligibility for Internship form and necessary attachments to academic advisor
- _____ Submit completed Academic Eligibility for Internship form and necessary attachments to internship coordinator
- _____ Recertify CPR and First Aid so that expiration dates will occur after internship is complete
- _____ Complete search and interviews for internship position
- _____ Write interview follow-up letters
- _____ Write acceptance of internship letter to agency. Submit to agency Agency Acceptance of Intern form and request form be returned to you
- _____ Complete Student Request for Approval of Internship Position form. Submit Agency Acceptance of Intern and Student Request for Approval of Internship Position forms to internship coordinator (at least 1 month prior to internship start date)
- _____ Receive Departmental Approval of Internship
- _____ Secure approval to register for 28:191 Internship I from academic advisor and internship coordinator and pre-register for 28:191 for the semester you will take your internship

Phase Three

- _____ Comply with guidelines for Student Preparation for Approved Internship

Phase Four

- _____ Follow course syllabus for 28:191 through internship
- _____ Comply with policies and procedures of internship program during internship
- _____ Complete outstanding degree requirements, if applicable
- _____ Make application for graduation to Registrar's Office through ISIS
- _____ Update resume and references
- _____ Actively seek employment or graduate school
- _____ Graduate!

Academic Eligibility for Internship Form

Instructions: Attach the following documents to this form and submit to your academic advisor:

- **Current** degree evaluation form. Grade report is not acceptable.
- Updated Resume and List of References
- Verification of certification in First Aid/CPR at least at Community and First Aid Safety Level

After your advisor completes the form he or she will return it to you. It is your responsibility to submit this form to the Internship Coordinator in accordance with the Deadlines for Internship Approval, page 15 in this Manual. There are no exceptions to these deadlines. Failure to meet the deadline will result in postponement of the internship.

Part I (TO BE COMPLETED BY THE STUDENT)

Intended Semester of the Internship _____
Name _____ Student ID # _____
Address _____
City _____ State _____ ZIP _____
Phone (____) _____ Cell Phone (____) _____
E-mail _____

List three agencies where you would like to have your internship. If you have no preferences, indicate what type of setting and/or population group you would prefer.

- 1.
- 2.
- 3.

Part II (TO BE COMPLETED BY THE ACADEMIC ADVISOR)

HP Required Courses

1. Will all HP required courses be completed by the end of the current semester? ___ yes ___ no
2. Was a C- or better earned for *each* HP required course?
___ yes ___ no
3. If no to either question, what is the plan to correct this deficiency? _____

HP Elective Courses

1. Will the HP Elective Courses (at least 6 s.h.) be completed by the end of the current semester?
___ yes ___ no
2. Was a C- or better earned for *each* HP Elective course?
___ yes ___ no
3. If no to any of these questions, what is the plan to correct this deficiency? _____

Pre-Internship Seminar

Will the student have completed 28:190 Pre-Internship Seminar by the end of the current semester?
___ yes ___ no

Grades and Semester Hours

- 1. Overall GPA (2.0 minimum) _____
- 2. Major GPA (2.0 minimum) _____
- 3. By the end of the current semester, how many semester hours will this student have earned toward a degree?
_____ hours
- 4. The student should take the internship for _____ 6 semester hours
_____ 12 semester hours
- 5. With the internship semester hours, will the student meet at least one of the three UI residence requirements for his or her degree? _____ yes _____ no
- 6. Will the student qualify as a degree candidate during the semester that he or she intends to take the internship?
_____ yes _____ no
- 7. Will the student meet the College of Liberal Arts and Sciences' rules for number of "S" courses?
_____ yes _____ no
- 8. Will the student meet the College of Liberal Arts and Sciences' rules for no more than 50 s.h. from a single department?

Deficiencies that Must be Satisfied Before the Student is Eligible for Internship (Please check all that apply)

- _____ materials submitted after deadline to academic advisor
- _____ degree evaluation not current
- _____ incomplete coursework in integrative core, HP foundation, HP electives, Pre-Internship Seminar
- _____ insufficient grade point average overall and/or in major
- _____ grade standards for HP courses not met
- _____ current resume not provided
- _____ list of references not provided
- _____ CPR and First Aid certification not provided
- _____ CPR and First Aid certification will expire before internship ends

Academic Approval/Postponement/Denial of Internship

- _____ academic approval is granted, contingent on successful completion of current semester coursework
- _____ academic approval is _____ postponed _____ denied based on deficiencies identified in previous section

Additional Comments:

Academic Advisor Signature _____ **Date** _____

Student Request for Approval of Internship Position, Page 1 of 2

To be Completed by the Student

Instructions: Complete this two-page form, attaching additional information as needed. Submit this request to the Internship Coordinator.

Intended Semester of Internship _____ Fall _____ Spring _____ Summer

Number of semester hours intended for internship experience _____ 6 _____ 12

Student Name _____

Student Address _____
_____ ZIP _____

Until when will you be living at the above address? _____

Home Phone _____ Cell Phone _____ Work Phone _____

E-mail _____

Permanent Address _____
_____ ZIP _____

Permanent Phone _____

Agency Name _____

Agency Address _____

City _____ State _____ ZIP _____

Agency Mission _____

(attach additional narrative if needed)

Has the agency had experience with undergraduate interns in your emphasis area of study?

_____ yes _____ no

Page 2
Student Request for Internship Position Approval

Does the agency currently have an Institutional Affiliation Agreement between the agency and

The University of Iowa? _____ yes _____ no _____ unknown

Agency Supervisor _____

Agency Supervisor Title _____ Phone _____

Fax _____ E-mail _____

Qualifications of Supervisor (e.g., bachelors degree or higher, professional degree, professional credentials, previous experience supervising undergraduate interns). Attach additional narrative if needed.

How long has this supervisor been employed at this agency? _____

Describe the responsibilities you would have as an intern at this agency. Attach additional narrative if needed. _____

How would these responsibilities apply to your academic background? Attach additional narrative if needed. _____

How does the mission of the agency compliment the mission of the Department of Health and Sport Studies? _____

Student Signature _____ Date _____

Agency Acceptance of Intern

**Department of Health and Sport Studies
The University of Iowa
*To be completed by the Agency***

Agency Name _____

Agency Address _____

City _____ State _____ ZIP _____

Phone Number _____ Fax Number _____

E-Mail Address _____

An interview has been completed with _____

(student's name)

on _____ We will accept this student for an internship placement during the

(date)

following time period:

- _____ Fall Semester
- _____ Spring Session
- _____ Summer Semester

The starting date of the internship will be _____.

The ending date of the internship will be _____.

The student will intern _____ weeks at a minimum of _____ hours per week. To satisfy the _____ semester hours of course credit the Intern will commit at least _____ contact hours to the Agency during the internship.

The intern's responsibilities are described below or are attached to this document.

What skills/certifications/licenses/vaccinations/physical exams are required for the internship position?

Page 2
Agency Acceptance of Intern

Agency Supervisor

The student intern's Agency Supervisor will be:

Name of Supervisor _____

Title _____ E-Mail Address _____

Phone Number _____ Fax Number _____

Institutional Affiliation Agreement

An Institutional Affiliation Agreement is required between the Agency and The University of Iowa for internships in the Department of Health and Sport Studies.

Does the Agency have a current agreement? _____ yes _____ no _____ unknown

If no or unknown, who should the University contact to initiate such an agreement?

Name _____ Title _____

Agency Address _____

Phone _____ Fax _____

E-Mail _____

Professional Liability Insurance

The University of Iowa provides professional liability insurance for students participating in internships as a part of their academic program. Coverage includes \$1,000,000 per occurrence/\$3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by the student while participating in required internship programs of the University of Iowa.

Does the Agency require the student to carry additional professional liability insurance?

_____ yes _____ no

Does the Agency's liability insurance cover interns? _____ yes _____ no

Other Benefits

Does the agency provide interns with wages, a stipend, meals, housing, parking, and/or other benefits?

_____ yes _____ no. If yes, what specific benefits are provided? _____

Agency Supervisor Signature _____

Date _____

Schedule of Assignments and Evaluations
Department of Health and Sport Studies
The University of Iowa

Intern _____

Agency _____

Agency Supervisor _____

University Supervisor _____

Start Date _____ End Date _____ Semester Hours _____

The following is a schedule of assignments and evaluations. The Intern is responsible for submitting the assignments and supervisor evaluations to the University Supervisor no later than the dates listed below.

Assignment and/or Evaluation	Deadline to University Supervisor
First Progress Report and Supervisor Evaluation	_____
Second Progress Report and Supervisor Evaluation	_____
Agency Supervisor's Mid-Semester Evaluation of Intern's Performance	_____
Third Progress Report and Supervisor Evaluation	_____
Final Intern Report	_____
Agency Supervisor's Final Evaluation of Intern's Performance	_____

First Intern Progress Report, Page 1 of 4

The University of Iowa

Department of Health and Sport Studies

Intern name _____ Work phone _____

Home phone _____

Report period from _____ to _____

Distribution of hours:

Orientation	_____	Studying/Researching	_____
Observing	_____	Coaching/Teaching	_____
Meetings	_____	Leading	_____
Lectures, Seminars	_____	Counseling	_____
Conference	_____	Evaluating	_____
Assessing	_____	Writing/Documenting	_____
Planning	_____	Other (Please specify)	_____

Total clock hours this report period: _____

Intern's written assignment and agency supervisor's evaluation are attached with this page.

Signature of agency supervisor _____ Date _____

Signature of intern _____ Date _____

First Intern Progress Report Assignment, Page 2 of 4

The University of Iowa
Department of Health and Sport Studies

The Written Assignment is to be completed by intern and presented to the agency supervisor before that supervisor completes the evaluation on page 3 of this report form.

Written Assignment:

Write a four-five page report, typed double-spaced, and include the following:

1. Provide an overview of your experience, including your primary tasks, adjustment to the work environment and initial impressions and expectations.
2. Compare and contrast the nature and scope of the agency with the mission of the Department of Health and Sport Studies, with the standards of your profession and with your internship goals. This part of the assignment is to include:
 - A description of the purpose and goals of the agency where you are interning.
 - The population that is served by the agency and the services provided to the population.
 - A description of the organizational structure of the agency, the funding sources, and the agency's role in the community.
 - A description of how the scope and nature of the agency complements and/or contrasts with: 1) the mission of the Department of Health and Sport Studies; 2) the standards of your profession; and 3) your own internship goals.
3. List and number at least six (6) goals that you want to achieve by the end of your internship.
 - Write the goals so that they are specific and measurable.
 - Each goal must state clearly what you want to achieve, specific steps you will take to achieve the goal (objectives), and how you will measure your success.
 - The goals should relate to your development of competency categories such as: technical/clinical skills; interpersonal/communication skills; leadership skills; administrative skills; and/or career advancement skills.
4. Describe the major Health Promotion project you will complete during your internship.
 - Describe the purpose of the project.
 - Explain how you and your agency supervisor determined the project.
 - Outline how you intend to: 1) assess the needs related to the project; 2) plan (design) the project; 3) implement the project; and 4) evaluate its effectiveness.
 - Provide a time line for each of the four phases of the project (assessment, planning, implementation, and evaluation).
 - Discuss how the completion of the major project will enhance your career preparation.

First Intern Progress Report Assignment, Page 3 of 4

Agency Supervisor's Evaluation of Intern's Progress

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to university supervisor.

General Comments/Observations:

Based on the intern's performance and the written assignment during this report period, please place the appropriate number (1-4) in the space provided for each of the criteria statements below.

1 = Poor: Needs improvement

3 = Good: Surpasses expectation

2 = Satisfactory: Meets minimum

4 = Excellent: Shows high competence

Criteria

Knowledge/Skills

_____ **Critical Thinking/Problem Solving:** Intern is able to identify, conceptualize, analyze, and synthesize information and address problems.

_____ **Clinical, Technical & Technological Skills:** Intern demonstrates competency in the performance of necessary clinical procedures, the use of technical tools and computer systems/technology.

_____ **Project Development:** Demonstrates effective program development skills through the application of the health promotion process (assessment, planning, implementation and evaluation).

_____ **Academic Preparation/Application:** Intern relates experiences to coursework/classroom training and can adequately research topics when necessary.

_____ **Creativity:** Intern is innovative and demonstrates the ability to develop new ideas, programs, and/or projects and creatively approach problems.

First Intern Progress Report Assignment, Page 4 of 4

Interpersonal Competencies

_____ **Teamwork:** Intern functions as a productive member of the staff and works toward shared goals.

_____ **Verbal, Written & Nonverbal Communication:** Intern demonstrates the ability to read, speak, write, edit, listen and make presentations and interpersonal relations.

_____ **Diversity/Respect:** Intern values the uniqueness of each individual and works well with clients from a variety of backgrounds.

_____ **Rapport/Empathy:** Intern connects well with, can motivate and displays empathy toward clients.

Workplace Competencies

_____ **Time Management/Responsibility:** Intern is able to organize and complete tasks in a timely manner and demonstrates desirable work habits.

_____ **Initiative:** Intern proactively seeks out tasks/opportunities and sets/progresses toward appropriate goals.

_____ **Flexibility/Adaptability:** Intern adjusts to new and/or changing situations, environments and responsibilities.

_____ **Attitude & Behavior:** Intern has a positive approach, is open to learning and follows worksite guidelines and norms.

_____ **Autonomy/Support:** Intern asks thoughtful/appropriate questions while also being able to work independently.

_____ **Materials Created:** Intern produces well edited and high quality materials.

Professional Competencies

_____ **Enthusiasm:** Intern enthusiastically approaches roles and tasks and is enjoyable to have as a member of the organization.

_____ **Judgment:** Intern is able to assess situations and take appropriate actions in accordance with the values, mission and goals of the agency.

_____ **Constructive Criticism:** Intern accepts and responds to constructive feedback.

_____ **Supervision:** Intern keeps supervisor informed and works well under the style and guidance of the internship supervisor.

_____ **Ethics/Integrity:** Intern follows ethical guidelines of the profession and acts with integrity.

Supervisor _____ Intern _____
(signature) (date) (signature) (date)

Second Intern Progress Report, Page 1 of 4
The University of Iowa
Department of Health and Sport Studies

Intern name _____ Work phone _____
Home phone _____

Report period from _____ to _____

Distribution of hours:

Orientation	_____	Studying/Researching	_____
Observing	_____	Coaching/Teaching	_____
Meetings	_____	Leading	_____
Lectures, Seminars	_____	Counseling	_____
Conference	_____	Evaluating	_____
Assessing	_____	Writing/Documenting	_____
Planning	_____	Other (Please specify)	_____

Total clock hours this report period: _____

Intern's written assignment and agency supervisor's evaluation are attached with this page.

Signature of agency supervisor _____ Date _____

Signature of intern _____ Date _____

Second Intern Progress Report, Page 2 of 4
The University of Iowa
Department of Health and Sport Studies

The written assignment is to be completed by the intern and presented to the agency supervisor before the supervisor completes the evaluation on page 3 of this report form.

Written Assignment:

Write a four-five page, typed double-spaced, narrative report describing your internship. The following questions can help guide the reflection process.

- 1) What are the main tasks you have been performing? What ones do you most enjoy and why? Least enjoy and why?
- 2) What has the adjustment from student to intern/professional been like? What has most surprised you?
- 3) Do any of your internship goals need to be modified? If so, why/how should the goal(s) be modified?
- 4) Describe the work culture at your site. How are you supervised and how do you respond to that style of supervision? What type of relationship do you have with co-workers?
- 5) What have been the biggest challenges so far? Are there tasks you've been assigned or things you have observed that you have questioned?
- 6) What principles, concepts, models and theories that you learned during your coursework in the Department of Health and Sport Studies were applied during this report period? Give specific examples.
- 7) What specific progress did you make with your major project during this report period? Are there changes that were made in the project plan? If so, what are those changes and why were the changes necessary?
- 8) Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

Second Intern Progress Report Assignment, Page 3 of 4

Agency Supervisor's Evaluation of Intern's Progress

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to university supervisor.

General Comments/Observations:

Based on the intern's performance and the written assignment during this report period, please place the appropriate number (1-4) in the space provided for each of the criteria statements below.

1 = Poor: Needs improvement

3 = Good: Surpasses expectation

2 = Satisfactory: Meets minimum

4 = Excellent: Shows high competence

Criteria

Knowledge/Skills

_____ **Critical Thinking/Problem Solving:** Intern is able to identify, conceptualize, analyze, and synthesize information and address problems.

_____ **Clinical, Technical & Technological Skills:** Intern demonstrates competency in the performance of necessary clinical procedures, the use of technical tools and computer systems/technology.

_____ **Project Development:** Demonstrates effective program development skills through the application of the health promotion process (assessment, planning, implementation and evaluation).

_____ **Academic Preparation/Application:** Intern relates experiences to coursework/classroom training and can adequately research topics when necessary.

_____ **Creativity:** Intern is innovative and demonstrates the ability to develop new ideas, programs, and/or projects and creatively approach problems.

Second Intern Progress Report Assignment, Page 4 of 4

Interpersonal Competencies

_____ **Teamwork:** Intern functions as a productive member of the staff and works toward shared goals.

_____ **Verbal, Written & Nonverbal Communication:** Intern demonstrates the ability to read, speak, write, edit, listen and make presentations and interpersonal relations.

_____ **Diversity/Respect:** Intern values the uniqueness of each individual and works well with clients from a variety of backgrounds.

_____ **Rapport/Empathy:** Intern connects well with, can motivate and displays empathy toward clients.

Workplace Competencies

_____ **Time Management/Responsibility:** Intern is able to organize and complete tasks in a timely manner and demonstrates desirable work habits.

_____ **Initiative:** Intern proactively seeks out tasks/opportunities and sets/progresses toward appropriate goals.

_____ **Flexibility/Adaptability:** Intern adjusts to new and/or changing situations, environments and responsibilities.

_____ **Attitude & Behavior:** Intern has a positive approach, is open to learning and follows worksite guidelines and norms.

_____ **Autonomy/Support:** Intern asks thoughtful/appropriate questions while also being able to work independently.

_____ **Materials Created:** Intern produces well edited and high quality materials.

Professional Competencies

_____ **Enthusiasm:** Intern enthusiastically approaches roles and tasks and is enjoyable to have as a member of the organization.

_____ **Judgment:** Intern is able to assess situations and take appropriate actions in accordance with the values, mission and goals of the agency.

_____ **Constructive Criticism:** Intern accepts and responds to constructive feedback.

_____ **Supervision:** Intern keeps supervisor informed and works well under the style and guidance of the internship supervisor.

_____ **Ethics/Integrity:** Intern follows ethical guidelines of the profession and acts with integrity.

Supervisor _____ Intern _____
(signature) (date) (signature) (date)

**Agency Supervisor's Mid-Semester Evaluation
of Intern's Performance, Page 1 of 2**
The University of Iowa
Department of Health and Sport Studies

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

Intern Name _____

Agency _____ **Agency Supervisor** _____

Please write your responses to the questions below. Use the back side of the form if you need additional space.

Discuss the primary strengths you have observed in the intern so far:

Discuss areas needing improvement:

**Agency Supervisor's Mid-Semester Evaluation
of Intern's Performance, Page 2 of 2**

Discuss how the intern is functioning as a member of the staff:

Discuss how the intern uses their academic preparation in their assigned duties:

Based on the intern's work during the first half of the semester, please circle the number below that best rates the student's overall performance.

1 = Poor: Needs improvement

2 = Satisfactory: Meets minimum

Criteria

3 = Good: Surpasses expectation

4 = Excellent: Shows high competence

Please note any additional comments, examples or questions:

Agency Supervisor Signature Date

Intern Signature Date

Third Intern Progress Report, Page 1 of 4
The University of Iowa
Department of Health and Sport Studies

Intern name _____ Work phone _____

Home phone _____

Report period from _____ to _____

Distribution of hours:

Orientation	_____	Studying/Researching	_____
Observing	_____	Coaching/Teaching	_____
Meetings	_____	Leading	_____
Lectures, Seminars	_____	Counseling	_____
Conference	_____	Evaluating	_____
Assessing	_____	Writing/Documenting	_____
Planning	_____	Other (Please specify)	_____

Total clock hours this report period: _____

Intern's written assignment and agency supervisor's evaluation are attached with this page.

Signature of agency supervisor _____ Date _____

Signature of intern _____ Date _____

Third Intern Progress Report, Page 2 of 4
The University of Iowa
Department of Health and Sport Studies

The written assignment is to be completed by the intern and presented to the agency supervisor before the supervisor completes the evaluation on page 3 of this report form.

Written Assignment:

Write a four-five page, typed double-spaced, narrative report describing your internship. The following questions can help guide the reflection process.

- 1) What are a few specific things you have learned about yourself as a developing professional so far? What areas are you more confident about now than you were when you began the internship?
- 2) What opportunities have you taken full advantage of? What are some of the priorities that you still hope to pursue more fully?
- 3) What have been the main avenues for your learning about your worksite and your work (observation, readings, doing, etc.)?
- 4) What connections have you continued to see with your coursework (content, theory, process, etc)?
- 5) What have you learned about your values, interests and skills through the internship?
- 6) How has the internship shaped the type of work you hope to do when you graduate? What are some of your job search strategies at this point? How can/has this experience influenced your career networking?
- 7) How has your work/life balance been? How is work/life balance valued within your site? What strategies do you see among your colleagues for achieving work/life balance?
- 8) Do you have any notable updates about your goals, project or other things you would like to report?

Third Intern Progress Report Assignment, Page 3 of 4

Agency Supervisor's Evaluation of Intern's Progress

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to university supervisor.

General Comments/Observations:

Based on the intern's performance and the written assignment during this report period, please place the appropriate number (1-4) in the space provided for each of the criteria statements below.

1 = Poor: Needs improvement

3 = Good: Surpasses expectation

2 = Satisfactory: Meets minimum

4 = Excellent: Shows high competence

Criteria

Knowledge/Skills

_____ **Critical Thinking/Problem Solving:** Intern is able to identify, conceptualize, analyze, and synthesize information and address problems.

_____ **Clinical, Technical & Technological Skills:** Intern demonstrates competency in the performance of necessary clinical procedures, the use of technical tools and computer systems/technology.

_____ **Project Development:** Demonstrates effective program development skills through the application of the health promotion process (assessment, planning, implementation and evaluation).

_____ **Academic Preparation/Application:** Intern relates experiences to coursework/classroom training and can adequately research topics when necessary.

_____ **Creativity:** Intern is innovative and demonstrates the ability to develop new ideas, programs, and/or projects and creatively approach problems.

Third Intern Progress Report Assignment, Page 4 of 4

Interpersonal Competencies

_____ **Teamwork:** Intern functions as a productive member of the staff and works toward shared goals.

_____ **Verbal, Written & Nonverbal Communication:** Intern demonstrates the ability to read, speak, write, edit, listen and make presentations and interpersonal relations.

_____ **Diversity/Respect:** Intern values the uniqueness of each individual and works well with clients from a variety of backgrounds.

_____ **Rapport/Empathy:** Intern connects well with, can motivate and displays empathy toward clients.

Workplace Competencies

_____ **Time Management/Responsibility:** Intern is able to organize and complete tasks in a timely manner and demonstrates desirable work habits.

_____ **Initiative:** Intern proactively seeks out tasks/opportunities and sets/progresses toward appropriate goals.

_____ **Flexibility/Adaptability:** Intern adjusts to new and/or changing situations, environments and responsibilities.

_____ **Attitude & Behavior:** Intern has a positive approach, is open to learning and follows worksite guidelines and norms.

_____ **Autonomy/Support:** Intern asks thoughtful/appropriate questions while also being able to work independently.

_____ **Materials Created:** Intern produces well edited and high quality materials.

Professional Competencies

_____ **Enthusiasm:** Intern enthusiastically approaches roles and tasks and is enjoyable to have as a member of the organization.

_____ **Judgment:** Intern is able to assess situations and take appropriate actions in accordance with the values, mission and goals of the agency.

_____ **Constructive Criticism:** Intern accepts and responds to constructive feedback.

_____ **Supervision:** Intern keeps supervisor informed and works well under the style and guidance of the internship supervisor.

_____ **Ethics/Integrity:** Intern follows ethical guidelines of the profession and acts with integrity.

Supervisor _____ Intern _____
(signature) (date) (signature) (date)

Final Intern Report
The University of Iowa
Department of Health and Sport Studies

Intern name _____ Work phone _____

Home phone _____

Report period from _____ to _____

Distribution of hours:

Orientation	_____	Studying/Researching	_____
Observing	_____	Coaching/Teaching	_____
Meetings	_____	Leading	_____
Lectures, Seminars	_____	Counseling	_____
Conference	_____	Evaluating	_____
Assessing	_____	Writing/Documenting	_____
Planning	_____	Other (Please specify)	_____

Total clock hours this report period: _____

Intern's written assignment and agency supervisor's evaluation are attached with this page.

Signature of agency supervisor _____ Date _____

Signature of intern _____ Date _____

Final Intern Report
The University of Iowa
Department of Health and Sport Studies

Written Assignment:

Write a report, typed double spaced, and include all of the following:

Goals

- Describe to what extent that each goal you set at the beginning of your internship has or has not been met.
- For each internship goal that was surpassed, describe why the respective goal was reached beyond your initial expectations.
- For each internship goal that was not met, describe why the respective goal was not reached and what factors would be necessary for you to reach that goal.

Application of Coursework to Practice

- What aspects of your academic training were most relevant and/or helpful during your internship??
- What did you learn about your academic area of emphasis in health promotion that you did not learn during your coursework? Please be specific.

Internship Project

- What were the most effective aspects of your internship project?
- What were the most challenging aspects of your internship project? What could you have done to minimize them/what would you do differently?

Overall Evaluation of Internship Experience

- On a scale of 1 to 10, with 1 being the worst and 10 being the best, how would you rate the internship experience at this agency? Why?
- Would you recommend this internship position to other interns? Why or why not? Please be specific.
- What changes would you suggest to make the internship experience more meaningful?

Application of Internship to Career

- What type of supervision will you seek in your next position?
- How will you specifically apply the internship experience to your career?
- What are three career-related goals that you want to accomplish moving forward over the next six months? State each goal clearly. What do you want to achieve, how will you achieve it, and how will you quantitatively measure your success?

Resume & References Update

- Enclose updated copies of your resume and references that includes your internship contacts and experience.

Address

- What is your forwarding address?

**Agency Supervisor's Final Evaluation
of Intern's Performance, Page 1 of 3**

The University of Iowa
Department of Health and Sport Studies

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

Intern Name _____

Agency _____ Agency Supervisor _____

Based on the intern's performance during the entire internship duration, rate the student on the competencies listed below. Please use the following scale and place the appropriate number in the space provided before each overarching criteria. Then, please provide written comments, observations and examples about the intern's performance in each area.

1 = Poor: Needs improvement

3 = Good: Surpasses expectation

2 = Satisfactory: Meets minimum

4 = Excellent: Shows high competence

Criteria

_____ **Knowledge/Skills**

_____ **Interpersonal Competencies**

Continued on Page 2

_____ **Workplace Competencies**

_____ **Professional Competencies**

_____ **Internship Project Quality/Performance**

Continued on Page 3

Additional Comments and/or Observations:

My attitude toward retention of this student for my staff, if a position were available, is as follows:

_____ Particularly wish to retain

_____ Pleased to retain

_____ Satisfied to retain

_____ Prefer not to retain

Your feedback is valuable to help us maintain quality internship experiences. Please provide input related to the process of supervising a University of Iowa Health Promotion Internship.

Agency Supervisor Signature Date

Intern Signature Date