



Program in Nutrition and  
Exercise Physiology  
(NEP)

EXERCISE INTERNSHIP MANUAL

Program in Nutrition and Exercise Physiology  
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## **PREFACE**

The BS in Nutrition and Exercise Physiology (NEP) at Washington State University (WSU) prepares students for exercise-and-nutrition-related careers in diverse fields including disease prevention and rehabilitation, 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, or other allied health and medical fields.

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

During the internship, the student works under the supervision of an Internship Preceptor at an Internship Site approved by Washington State University (WSU) and the NEP Internship Coordinator. The student is strongly encouraged to apply to an internship that meets his/her professional goals, which may include sitting for a certifying exam at the conclusion of the internship. Assessment forms have been developed to facilitate the learning process, guide accurate and fair assessment of each intern, and determine the final internship grade. Additionally, the student will have an opportunity to assess the Internship Preceptor, the Internship Site, and the NEP Curriculum and Internship Coordinator. This constructive feedback guides future improvement in these learning experiences and of the NEP Program overall.

The NEP Exercise Internship Manual, hereinafter called the Internship Manual, is intended to provide guidelines for an Exercise Internship. It will assist the NEP Internship Coordinator, the student, the Internship Preceptors, and other WSU 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 Exercise Internship for the student, the Internship Site, and WSU 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; and to offer entry into the work place or graduate school.
2. Broaden the student's concepts of 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 WSU in order to facilitate problem solving, sharing of knowledge, mutual understanding of each other's programs, and employment opportunities.
5. Provide WSU (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 Masters of Science Coordinated Program in Dietetics Student Handbook, for a list of important WSU and NEP policies and procedures such as, but not limited to, those indicated below.

1. Student Standards of Conduct and Standards of Professionalism
2. Sexual Harassment
3. Requests for Accommodations
4. Completion of All Required Didactic NEP Courses
5. Computer Access
6. NEP Advising Checklist
7. American College of Sports Medicine (ACSM) Clinical Hour Verification Form

During the NEP orientation, the student should have signed the appropriate *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 kept on file until the completion of the degree. Therefore, the contents of the Student Handbook remains in effect during the Exercise 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 within.

## PRE-INTERNSHIP PROCESS

The following are steps that the student must complete **prior to applying** for an internship.

### 1. COMPLETION OF THE NEP REQUIREMENT LIST

The Advising Checklist of program requirements is found in the Student Handbook. All requirements must be completed either prior to or during the NEP orientation each fall. The completion of all NEP requirements must be confirmed by the Placement Coordinator prior to the Internship Orientation in the fall semester.

### 2. ACCESS TO BLACKBOARD LEARN

The student will be given access to the Blackboard *Nutrition and Exercise Physiology Departments Continuous Home Page, Exercise Internships\_NEP 490* folder in the fall semester of the academic year in which the Exercise Internship will be completed. This folder contains several subfolders with specific information that will assist the student to prepare for and complete the Exercise Internship.

- **Exercise Internship Sites and Affiliations:** In this folder the student will be able to browse through approved sites that have finalized *Affiliation Agreements*, the description of the site and any specific onboarding requirements. Additionally, there is a list of other potential sites around the nation which NEP does not currently have an Affiliation Agreement.
- **Exercise Internship Manual:** In this folder the student will find copies of the Internship Manual (this document) with which will help the student prepare and complete an Exercise Internship.
- **Internship Requirement Assignments:** In this folder the student will be able to upload the following documents into designated sections:
  - a. NEP Requirement List
  - b. Signed Acknowledgment of Understanding (AoU)
  - c. Approved Resume
  - d. Internship Site Confirmation Form
  - e. Letter of Acceptance
  - f. Approved Professional Goals and Learning Objectives Statement

- g. Signed Memorandum of Understanding
- h. Completed ACSM Certified Clinical Exercise Specialist Hours Verification Form

- **Assessment Forms:** In this folder the student will be able to upload the following forms into designated sections at the conclusion of the Exercise Internship.
  - a. Student’s Assessment of the Internship Preceptor and Internship Site
  - b. Student’s Assessment of the NEP Curriculum and Internship Coordinator
  - c. Preceptor’s Assessment of Academic Preparation of the Student

If a student cannot find specific information after reading the Internship Manual, reviewing the folders on Blackboard, and attending the Internship Orientation, the student should contact the Internship Coordinator to have any questions answered.

### 3. REVIEW OF THE INTERNSHIP TIMELINE TABLE

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

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

Dates and Deadlines	Summer Internship	Fall Internship	Spring Internship
Review Site Descriptions:	Available on the current LMS in the Site & Affiliations Folder		
Interview and Receive an Offer:	November through the end of January	March through the end of May	July through the end of September
Accept an offer by:	February 14 <sup>th</sup>	June 15 <sup>th</sup>	October 14 <sup>th</sup>
Finalize WSU & Site Requirements	February 15 <sup>th</sup> – April 1 <sup>st</sup>	June 16 <sup>th</sup> – August 1 <sup>st</sup>	October 15 <sup>th</sup> – December 1 <sup>st</sup>
<b>Start Date:</b>	<b>The 2<sup>nd</sup> Monday after Graduation</b>	<b>The 2<sup>nd</sup> Monday in September</b>	<b>The 2<sup>nd</sup> Monday in January</b>

### 4. ATTEND THE EXERCISE INTERNSHIP ORIENTATION

In the fall, there will be an Internship Orientation for students who will be completing an internship within the current academic year. The student will receive an email invitation through Blackboard and will be given access to the *Exercise Internships\_NEP 490* folder in the email. The student is responsible to review the contents of all subfolders and read the Internship Manual prior to the meeting. Former student interns will be available to explain their experiences and some current Internship Preceptors will be available to explain their sites. This is an important opportunity for the student to be able to ask questions and obtain additional information about exercise internships.

### 5. SIGN THE INTERNSHIP MANUAL ACKNOWLEDGEMENT OF UNDERSTANDING

After the Internship Orientation, the student has **one week** to sign the Internship Manual *Acknowledgment of Understanding (AoU) form* (see **Appendix A**). This form is an acknowledgment that the student has read and understands the current Internship Manual and has had an opportunity to ask questions for additional

clarification. The student should print, sign and upload this form under the *Internship Requirement Assignments\_Internship Manual AoU* assignment on Blackboard.

## 6. DEVELOP A RESUME

Prior to applying for an internship, the student is responsible for making an appointment with the Internship Coordinator to present a professionally written resume, specific to the type of exercise internship desired by the student. The WSU Writing Center is available to assist the student with the development of a professional resume. It is highly recommended that the student begin working on this document immediately after the Internship Orientation, or have an approved resume prepared to give to a potential Internship Preceptor during the Internship Orientation.

The Internship Coordinator will approve the resume or will request changes be made prior to applying for an internship. Once the Internship Coordinator has approved the resume, the student will then upload the document under the *Internship Requirements Assignment* folder *\_Approved Resume* assignment on Blackboard.

## PREPARATION FOR AN EXERCISE INTERNSHIP

### 1. SEARCH FOR INTERNSHIP SITES

After the Internship Orientation, the student should begin to look for an Exercise Internship in the *Sites and Affiliation* folder on Blackboard or search for a unique internship experience using the internet or WSU Career Services. The folder may contain additional information about the sites which will help the student understand what opportunities may be available. When considering an Internship Site, the student should keep in mind his/her career goals and search for an exercise internship that will promote the professional development and meet the requirements of NEP and a crediting professional organization.

The BS NEP curriculum prepares the student to sit for the American College of Sports Medicine (ACSM) exam at the advanced level of a certified Clinical Exercise Physiologist (CEP). The student must select an internship site located in a cardiopulmonary rehabilitation clinic, a medical fitness facility, a physician's office or a hospital, working with patients who have a cardiovascular, pulmonary, or metabolic disease(s). ACSM clearly defines the practical experience the student needs to fulfill the 500 clinical hours (<http://certification.acsm.org/certified-clinical-exercise-physiologist-clinical-hours>).

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

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

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

When reviewing the internship sites on Blackboard, the student is strongly encouraged to choose from sites which have a current *Affiliation Agreement*. An *Affiliation Agreement* is a legal document that must be executed between WSU and the Internship Site prior to the start of an internship. The Placement Coordinator completes this task. The negotiation 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 Exercise Internship, the student's internship will be postponed until the next semester when another Internship Site can be found.

a. 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 contact the Internship Preceptor to inquire about a possible internship.
- The student should gather information such as when to apply, 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.

b. Internships Sites **without** an *Affiliation Agreement*

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

- **Make an appointment with the Internship Coordinator:** Prior to meeting with the Internship Coordinator, the student should complete and be prepared to discuss **Part 1** of the *New Exercise Internship Site Request Form*, which is **Appendix B** in the Internship Manual
- **Gather Information:** After identifying internship sites of interest, the student may contact the agencies and arrange to speak with the person responsible for internships at each site about the possibility of obtaining an internship. If the contact person indicates that there is an internship available, the student should complete **Part 2** of the *New Exercise Internship Site Request Form*, by filling out specific information obtained from the potential site.
- **Make a follow-up appointment with the Internship Coordinator:** The student is responsible for emailing the Internship Coordinator the completed *New Exercise Internship Site Request Form* prior to this appointment. The Internship Coordinator will review the information and contact the site to determine if it is a suitable site for an internship. During the appointment, the student will be notified whether the site has initial approval. However, this **does not** guarantee that the legal document, the *Affiliation Agreement*, will be finalized in time for the student to begin an internship in the desired semester. The student is strongly encouraged to have identified one or more Internship Site options if the legal document is not finalized.

## 2. APPLICATION PROCESS FOR AN INTERNSHIP

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

### 3. INTERNSHIP OFFER

A student must receive an internship offer by the deadline listed in the Internship Timeline Table (see above). Most Internship Preceptor's will contact the student by phone or email with an internship offer. The student can express a tentative acceptance of the internship offer, but final approval is pending until the student has met with the Internship Coordinator and received final approval to accept the internship. It is the responsibility of the student to make an appointment within two weeks of the offer with the Internship Coordinator. During the meeting:

- a. The student will:
  - Provide the Internship Coordinator with the *Exercise Internship Confirmation Form*, **Appendix C**.
  - Be able to describe how this Internship Site will assist in meeting professional goals.
  - Present a draft of an acceptance letter (see below).
- b. The Internship Coordinator will:
  - Notify the Placement Coordinator to initiate the Affiliation Agreement process if there is not a current document between the Internship Site and WSU.
  - Confirm that the student has completed all of the NEP requirements and that the requirements will be current during the internship.

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

### 4. ACCEPTANCE OF AN INTERNSHIP AND MEMORANDUM OF UNDERSTANDING

Within two weeks after receiving an offer, the student should statements of:

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

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

The student is strongly encouraged to send a thank you letter to each Internship Preceptor who offered the student an internship but was not accepted.

- b. Attach the *Memorandum of Understanding* (MoU), **Appendix D**, with your signature and the formal acceptance letter and request a signature from the Internship Preceptor. Once the student has received the signed MoU from the Internship Preceptor, the student is responsible for uploading both the acceptance letter and the MoU under the *Internship Requirements Assignment* on Blackboard. The Internship Coordinator will sign this document only when all the NEP and Internship Site requirements are finalized, including a new *Affiliation Agreements* form, if applicable.

### 5. WRITE THE PROFESSIONAL GOALS AND LEARNING OBJECTIVES STATEMENT

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



- a. Specific professional goals for the student's career or professional growth (i.e., to accumulate 420 clinical exercise internship hours to be able to sit for the ACSM CEP certifying exam).
- b. Specific learning objectives for the internship experience (i.e., what the student wants to accomplish during the internship, such as to utilize ACSM or other professional organizations to develop a list of knowledge, skill or ability-based goals or 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 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, etc.)
- d. Personal strengths that the student will bring to the internship (e.g., enthusiastic, professional, team player, auscultate accurate blood pressures, past experiences, etc.)
- e. Areas of weakness to strengthen during the internship (e.g., shy, lack of medication knowledge, strengthen sport-specific conditioning programs, etc.)

The student should email the *Professional Goals and Learning Objectives Statement* to the Internship Preceptor at least two months prior to the start of the Exercise Internship and request that the Preceptor review and provide feedback. Prior to uploading this document on the *Internship Requirements Assignment* on Blackboard, the student should make any changes recommend by the Internship Preceptor and email it to the Internship Coordinator for final approval.

## 6. COMMUNICATE WITH THE INTERNSHIP PRECEPTOR OR THE ONBOARDING SPECIALIST

It is the student's responsibility to contact (via email or phone) the assigned Internship Preceptor and any Onboarding Specialist pertaining to a site's requirements no later than six weeks prior to the start of the scheduled internship. Contact information can be accessed in the *Exercise Internship Sites and Affiliations* folder on Blackboard. This allows the student to first introduce themselves to the assigned preceptor (if the student has not already met the Internship Preceptor) and/or site contact to obtain any additional information in preparation for the internship such as:

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

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

## 7. Complete any SITE-SPECIFIC REQUIREMENTS

Some Internship Sites have additional onboarding requirements for the student (i.e., specific health/medical insurance coverage; additional drug test(s), vaccines and or criminal background checks), which may be listed in the current Exercise Internship Sites and Affiliations folder on Blackboard. It is the student's responsibility to complete the site's requirement deadlines prior to the start of an internship. The student must contact the

Placement Coordinator to document the completion of the requirements. If the student has not completed these additional onboarding requirements six weeks prior to the start of the internship, the Placement Coordinator will notify the Internship Coordinator and the Internship Preceptor immediately and the internship will be suspended until the requirements have been completed. Delayed completion of the requirements does not guarantee that an Internship Site or an Internship Preceptor will permit the student to begin the internship. The student is strongly encouraged to pay close attention to these additional requirements prior to interviewing with a potential Internship Preceptor and the student should understand the cost of the requirement(s).

#### **8. REGISTER FOR NEP 490**

The student must register for a minimum of 10 hours of internship credits (NEP 490) before beginning a 400-hour (10-week) internship. If additional clinical hours are needed to sit for the ACSM Certified Clinical Exercise Physiologist (CEP) Exam or the Internship Site requires a longer internship, the student must enroll for an additional credit for each additional 40 hours needed at the Internship Site. The Internship Preceptor must approve these extra hours prior to registering for the internship credits. The Internship Coordinator must confirm that the student has registered for the appropriate number of credits based on the number of clinical hours needed. The student must upload the *ACSM Clinical Hour Verification Form* into the Internship Requirement Assignments folder on Blackboard by the end of week 14 of the semester before the start of the internship. The form must have the documented total hours accrued during the NEP program and the appropriate NEP faculty's signature.

## **ASSESSMENT OF THE STUDENT DURING THE EXERCISE INTERNSHIP**

### **A. INTERNSHIP REASSIGNMENT PROCESS – Extenuating Circumstances**

If a conflict arises in which the learning environment is perceived as compromised or extenuating circumstances occur that may prevent a student from completing the assigned internship, either a written or verbal request from the student must first be submitted to the Internship Coordinator through for consideration. The Internship Coordinator will first review this request. 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 from the University will be automatic denial of the request.

There are only a few situations that potentially warrant a site reassignment in which the request is granted. 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.

Unsigned Affiliation Agreement between the Internship Site and the University

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

### **B. WEEKLY INTERNSHIP REPORT**

The student is required to write a one (1) or two (2) page (single-spaced; 11-pitch font) report every week and upload it into the registered NEP 490 Exercise Internship course on Blackboard. The *Weekly Report* must be submitted by midnight on the Monday following the week the report covers. A report is due for each week of the internship, including the final week, which is in addition to the *Exit Report* (see details below).

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

#### FACE PAGE FORMAT:

##### STUDENT INFORMATION

Student Name:	Internship Week #:
Dates Report Covers:	Weekly Hours:
	Total Hours:
Home Address:	
Email Address:	Phone:

##### INTERNSHIP SITE INFORMATION

Name and Title of Internship Preceptor:	
Preceptor Work Address:	Preceptor Email:
Name of Approved Site:	Phone Number:

The *Weekly Report* should include:

- In weeks 1-3, a description of the typical internship schedule. After week 4, highlight new experiences or changes to the schedule.
- A narrative summary reflecting on progression toward the professional goals and learning objectives detailed in the *Professional Goals and Learning Objectives Statement*:
  - a. Describe specific opportunities, challenges, and training which is aiding in growth;
  - b. Analyze tasks or skills which are aiding in the development of competency;
  - c. Explain situations where critical thinking was required; and/or
  - d. Describe additional learning/research that was required to meet learning objectives.
- Describe the development of the internship project and provide an updated timeline.
- Set short-term goals that will guide the progression of meeting the professional goals, learning objectives and/or internship project.
- Discuss the progression of the previous week's short-term goals or any barriers.
- Attach materials created for the Internship Site (i.e., flyers, education handouts, outcomes spreadsheet, etc.)

#### C. INTERNSHIP ASSIGNMENT

The student will complete an Internship Assignment based on the setting of internship, 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 discussed with the Internship Preceptor during the first week of the internship. If a student is planning to sit for the ACSM CEP certifying exam, this internship assignment should enhance the student's learning of clinical exercise physiology but should not exceed more than 20 – 25 hours of the internship experience. Options for an Internship Assignments include:

##### 1. 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 other staff. The Case Study Presentation will be evaluated by the Internship Preceptor and possibly the Internship Site staff. The Internship Coordinator may be present, if appropriate. An Assessment Rubric (**Appendix G**) is available to use in the evaluation if desired.

## 2. 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 other staff. The In-service will be evaluated by the Internship Preceptor and possibly the Internship Site staff. The Internship Coordinator may be present, if appropriate. An Assessment Rubric (**Appendix G**) is available to use in the evaluation if desired.

## 3. Internship Project

**Minor:** 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. This Internship Project may vary in length and scope. For example, the Internship Preceptor may want several education handouts developed or a bulletin board created to represent the “product” of the project.

**Major:** A Major Internship Project may be the main focus of the Exercise Internship and the Internship Preceptor will need to work closely with the student to communicate expectations regarding the final project and to set weekly goals and a timeline which will guide the student in the design and development of a successful Internship Project. The Internship Project may vary in length and scope but it is anticipated that it will take at least 100 hours during the internship. The Internship Project will be presented close to the end of the Internship and will be evaluated by the Internship Preceptor and possibly the Internship Site staff. The Internship Coordinator may be present, if appropriate. An Assessment Rubric (**Appendix G**) is available to use in the evaluation if desired.

## D. EXIT REPORT

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

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

The *Exit Report* should be about two (2) pages long (single-spaced, 11-pitch font, 1" margins) including a face page like those used for the *Weekly Report* (see previous section). Complete and upload the *Exit Report* and the totaled weekly hour Excel Spreadsheet into *NEP 490 Exercise Internship Exit Report Assignment* on Blackboard. The document is due by noon on the Monday following completion of the internship.

**E. MIDTERM AND FINAL ASSESSMENT FORMS**

The student will be responsible for notifying the Internship Preceptor one week in advance of the assessment deadline by providing them with an electronic or hard copy of the *Midterm* and *Final Assessment* forms. The student should upload the completed *Midterm* and *Final Assessments* onto Blackboard *Midterm Assessment Assignment* or the *Final Assessment Assignment* within one week after the midpoint of the internship or the beginning of the last week of the internship.

**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  $\leq 2$  in any section on the *Midterm Assessment*, the Internship Preceptor and the student must establish at least one specific **Improvement Goal** for each section that the intern needs to strengthen that 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 2.5 or higher on the *Final Assessment* in all sections applicable to the internship. 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 Internship Coordinator will be responsible for reviewing the assessment prior to submitting the final grade. Receiving a 2.0 performance rating (or below) in any section equates to an unsatisfactory internship; see additional information about Internship grading in sections F-H below. If an Internship Preceptor selects a final score of 2.0 or below in any section, the Internship Coordinator will contact the Internship Preceptor for verification of the performance rating prior to submitting the grade.

**F. RATING SCALE FOR MIDTERM AND FINAL ASSESSMENTS**

The student will be assessed using the following five (5)-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 5; a 0.5 decimal increment will be available between each whole number (see **Appendix F** for the *Midterm* and *Final Assessments*).

RATING SCALE	
5 = 100%	Performs above the expectations of an Intern.
4 = 90%	Performs within and frequently beyond the expectations of an Intern.
3 = 80%	Performs within and sometimes beyond the expectations of an Intern in most areas. Some areas are still in need of growth.

<b>2 = 70%</b>	Performs within the expectations of an Intern in only some areas. Several areas are still in need of growth; a passing grade cannot be given at this time.
<b>1 = &lt;70%</b>	The Intern has too many areas needing significant growth and development; a passing grade cannot be given at this time.
<b>N/A</b>	Not applicable to this internship.

### G. OTHER STUDENT AND PRECEPTOR ASSESSMENT FORMS

At the end of the internship, the student will be expected to complete the following forms:

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

These forms can be accessed in the Internship Manual, **Appendix F**. Once completed, these documents can be uploaded in the *Nutrition and Exercise Physiology Departments Continuous Blackboard Home Page, Exercise Internships\_NEP 490 –Assessment Forms* folder. The assessments by the Internship Preceptor and the student are very important to the NEP Program because the information is very useful in evaluating 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 constructively identify the situation but also provide a reasonable suggestion on how the situation/issue potentially could be resolved or improved. Negative information (if tactfully and professionally written) can be very beneficial, especially when the University 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.

Ultimately the primary purpose of these assessments are for the student to identify the many positive experiences she/he obtained during the internship. This will be an opportunity to express gratitude and appreciation to the Internship Preceptors and solidify and re-enforce a job well done.

The assessments will be due no later than one week (7 days) after completion of the internship. If a student fails to complete this assignment by the deadline he/she will receive an incomplete (I) grade (see “Criteria for Receiving an Incomplete” section below for more details).

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

### H. FINAL GRADE FOR AN EXERCISE INTERNSHIP

The final grade for the internship is satisfactory (S) or fail (F). Graduation requirements for the BS in NEP or the MSCPD NEP, if applicable, are not completed until all work for the internship is finalized, and a satisfactory grade has been assigned. If the intern has not completed all the required hours or has not met all other requirements of the internship by 5:00 pm on the day grades are due, a grade of Incomplete (I) will be submitted. Once all requirements are met satisfactorily, the Internship Coordinator will submit a *Change of 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 2.5 (75%) or higher in all areas on the final assessment.
2. The cumulative internship grade is  $\geq 75\%$  on all assigned components including *Weekly Reports, Internship Assignment, Exit Report, and Midterm and Final Assessments*.
3. A student did not receive an incomplete or fail grade.
4. The student complied with site standards.
5. The student complied with University Policy and procedures.
6. If applicable, the ACSM Clinical Hour Verification form has been filled out accurately.

### **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 and 90j).

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

### **CRITERIA FOR RECEIVING A GRADE OF FAIL**

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

1. The student intern receives a 2.0 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 policies and procedures.

# ACSM REQUIREMENTS

## DESCRIPTION OF CLINICAL HOURS REQUIRED FOR THE CEP EXAM

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

- NEP 427: Nutritional Assessment and Lifestyle Counseling (~1-2 hours)
- NEP 478: EKG, Medications, and Procedures (~2-4 hours)
- NEP 479: Nutrition and Exercise Practicum I and II (~85 hours)
- NEP 480: Cardiac and Pulmonary Rehabilitation (~2 hours)

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

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

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

- cardiac/pulmonary rehabilitation programs
- exercise testing
- exercise prescription
- electrocardiography
- patient education and counseling
- disease management of cardiac, pulmonary, and metabolic diseases
- emergency management

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

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

This information was last accessed 8.20.15 from <http://certification.acsm.org/certified-clinical-exercise-physiologist-clinical-hours>



## **SCHEDULE THE ACSM EXAM**

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

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

This information was last accessed 8.20.2015 from <http://certification.acsm.org/acsm-certified-clinical-exercise-physiologist>.

## **ACSM AUDIT**

ACSM randomly audits students and faculty who take any of the clinical exams. Of relevance to our students, this requires the student to verify the clinical hours. The student is required to have each faculty member who supervised the clinical hours submit a letter which assures ACSM that the clinical hours met ACSM's requirements as detailed on the website described above. It is the responsibility of the student to contact each NEP supervisor and Internship Preceptor who has signed the *ACSM Certified Clinical Exercise Specialist Clinical Hour Verification Form* and request a letter confirming that the hours met these requirements. The student is strongly encouraged to contact these supervisors as soon as possible to avoid a delay in submission of the letters to ACSM. It is the student's responsibility to submit these letters and the *Clinical Hours Verification Form* for ACSM's review. Do NOT send the *Internship Excel Spreadsheet* to ACSM. ACSM notifies the student directly if the submission for the audit has been approved.

## **Report Results of a Certifying Exam**

The student is strongly encouraged to notify the Exercise Internship Coordinator and the Academic Coordinator upon passing a certifying exam.

# **APPENDIX A**

## **ACKNOWLEDGEMENT OF UNDERSTANDING**



## **ACKNOWLEDGEMENT OF UNDERSTANDING**

### **Exercise Internship Manual**

I \_\_\_\_\_ have read the current NEP Undergraduate or the MS Coordinated Program in Dietetics Student Handbook and the NEP Exercise Internship Manual in their entirety and have had the opportunity to ask any questions to receive clarifications. Additionally, I have attended the Internship Orientation or made arrangements to obtain information that was provided at the orientation.

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

Student WSU ID #: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

## **APPENDIX B**

### **NEW EXERCISE INTERNSHIP SITE REQUEST FORM**

## NEW EXERCISE INTERNSHIP SITE REQUEST FORM

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

Once this document is complete, email this form to the Internship Coordinator prior to the second appointment; include in the subject line of your email your first and last name and the Internship Site (i.e., Jane Doe – Beach City Healthplex). This completed form must be submitted at least 4 weeks prior to the start of the interviews process (see the “Internship Timeline” in the Internship Manual). For example, if the student would like a summer internship, this form must be submitted by early October.

<b>Full Name:</b>	
<b>Email Address:</b>	

### **PART 1:**

Please answer the following questions.

1. What is your rationale in selecting this Internship Site?
  
  
  
  
  
  
  
  
  
  
2. Provide a list of learning objectives for pursuing an internship at a non-approved site.
  
  
  
  
  
  
  
  
  
  
3. What do you hope to gain personally and professionally as a result of this internship experience?
  
  
  
  
  
  
  
  
  
  
4. If approved by WSU, in what semester will this internship be scheduled (spring, summer or fall)?
  
  
  
  
  
  
  
  
  
  
5. Provide a list of possible Internship Sites.

### **PART 2:**

Contact the agencies of interest and arrange to speak with a person responsible for internships at each site (e.g., Manager, Director, Internship Preceptor, Human Resource Representative, Owner, etc.) about the possibility of

obtaining an internship. If the contact person indicates that there is an internship available, collect the following information:

- a. Determine if the site is interested in having a student intern in their program; and whether they have had an intern before
- b. Obtain information about their facility and what program(s) they have to offer (i.e., cardiac rehabilitation (phase 1, 2 and/or 3), clinical research, disease management program, exercise stress tests, health and fitness facilities, athletic performance.)
- c. Find out what the internship entails (i.e., what tasks and responsibilities the student intern will be required/allowed to do; what expectations the Internship Preceptor has for the interns)
- d. Ask how many hours the Internship Site will be able to offer per week; are those hours considered clinical hours, if needed? (refer to the ACSM guidelines to verify)
- e. Obtain the potential Internship Preceptor contact information (email/phone), and ask if he/she would be willing to fill out a Site Evaluation and Availability Form
- f. Determine the willingness to take a student intern within the specified start date and timeline of the student's desired school semester; designate whether the internship be 10-11 weeks
- g. Inquire about the details of how to apply for an internship and the due date of application submission. Ask where the information should be sent, to whom it should be addressed, the title of that person, contact phone, email, and fax information

## **APPENDIX C**

### Exercise Internship Confirmation Form

## Exercise Internship Confirmation Form

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



## **APPENDIX D**

### **EXERCISE INTERNSHIP MEMORANDUM OF UNDERSTANDING**



Program in Nutrition and Exercise Physiology  
Exercise Internship

**MEMORANDUM OF UNDERSTANDING**

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

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

This Agreement shall be effective \_\_\_\_\_ semester of \_\_\_\_\_ (yr).

**RESPONSIBILITIES OF THE INTERN**

- To attend the Internship Orientation meeting given by the Internship Coordinator prior to the internship experience
- To become familiar with all 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 required documentation (as detailed in the NEP Undergraduate Student Manual or the MS CPD Student Manual) to the NEP Placement Coordinator; and to maintain each of these requirements current during the entire internship experience
- To provide the Internship Site with site specific documents according to the site's application process or site-specific requirements (i.e., if requested, letter of application, resume, completed application, copies of current certifications, copies of proof of immunizations, and any other materials required/requested by the Internship Site)
- To obtain a signature from the Internship Preceptor for *the Memorandum of Understanding (MoU)* and then to set up a meeting with the Internship Coordinator for signature once all the requirements have been completed
- To upload the MoU into *Internship Requirements Assignment* on Blackboard
- To provide the Internship Site with all documentation required by WSU
- To confirm with the Internship Coordinator that the Affiliation Agreement between the Internship Site and WSU has been finalized prior to the start date of the internship
- To meet with the Internship Preceptor
  - Prior to the internship to outline the internship and develop the *Professional Goals and Learning Objectives Statement*
  - Provide the Internship Preceptor with the *Midterm* and *Final Assessment* forms
  - To review the *Midterm Assessment* of the internship and assess progress and performance
  - To evaluate the entire experience and to review with the Internship Preceptor the *Final Assessment* prior to the end of the internship
  - As otherwise needed, or when requested by the Internship Preceptor
- To comply with all rules, regulations and policies of the Internship Site
- To become familiar with the Internship Site information and materials, if available, prior to the internship

- To maintain confidentiality of information as required by law and by policies and procedures of the Internship Site, including those governing the use and disclosure of individually identifiable health information under federal law
- To know the emergency procedures established for the Internship Site
- To represent the BS NEP or the MSCPD NEP Program, and WSU Spokane in a professional manner
- To dress appropriately as established by the policy of the Internship Site
- To use time, when not assigned a specific duty, to undertake self-initiated tasks or projects if approved by the Internship Preceptor or to ask the Internship Preceptor for suggestions additional tasks or projects
- 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 in arriving at work at the expected time and not leaving early unless permission is obtained from the Internship Preceptor or his/her designated replacement
- To observe the same regulations regarding working hours, unexcused absences and excused absences, as employees of the Internship site. The Intern may work longer than 40 hours a week due to the assigned work load and a prearranged agreement
- To call in as soon as the Internship Site opens and report to the Internship Preceptor if sick or an emergency and cannot be at work on a particular day
- To discuss with the Internship Coordinator and the Internship Preceptor any extended absence due to illness or extenuating circumstances
- To observe the same holidays as the Internship Site employees. The assigned exercise internship dates may include days or weeks when WSU Spokane is not in session
- To prepare all required reports and submit these reports on time to the Internship Coordinator
- To fill out all assessment forms and upload on Blackboard upon completion of the internship
- To send a thank you letter to the Internship Preceptor for the internship experience at the completion of the internship

#### RESPONSIBILITIES OF THE INTERNSHIP PRECEPTOR

- To confirm completion of all site specific onboarding requirements prior to the internship
- To sign the *Memorandum of Understanding* and return the document to the student prior to the start of the internship
- To meet with the Intern and determine Professional Goals and Learning Objectives, expectations, internship assignments and other details prior to the start of the internship or during the first week
- To provide the Intern with materials related to the Internship Site, its expectations, rules, policies, and procedures prior to the start of the internship and to ensure that the student understands all expectations, rules, policies, and procedures
- To provide the Intern necessary emergency healthcare or first aid for accidents occurring in the Internship Site facilities or on its premises. Per a standard WSU 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 WSU'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 WSU requirements as detailed in this Exercise Internship Manual
- To provide the Placement Coordinator with the required documentation for each new site which requires an Affiliation Agreement
- To maintain internship files and records prior to, during, and after completion of the internship
- To maintain contact with the Intern and the Internship Preceptor prior to and during the internship
- To be available to the Internship Preceptor and the Intern for consultation and to help resolve with the Internship Preceptor and/or the Intern any issues that arise pertaining to the Intern or internship
- To visit the Intern at the site and/or complete one or more phone conversations with the Internship Preceptor
- To facilitate termination of the internship (two-week written notice) if the Internship Site fails in its responsibility to the Intern or the Intern fails to adhere to the Internship Site’s rules and policies
- To email or fax the *Preceptor’s Assessment of the Program’s Academic Preparation of the Student* form to the Internship Preceptor at the conclusion of the academic year
- To read all the Intern’s WSU 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.

<b>INTERN</b>	
Name:	
Address:	
Phone:	
Email:	
Signature/Date:	

<b>INTERNSHIP COORDINATOR</b>	
Name:	
Address:	Nutrition and Exercise Physiology Washington State University Spokane

	P.O. Box 1495 Spokane, WA 99210-1495
Phone:	
Email:	
Signature/Date:	

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

## **APPENDIX E**

### **ACSM CERTIFIED CLINICAL EXERCISE SPECIALIST<sup>SM</sup> CLINICAL HOUR VERIFICATION FORM**

**American College of Sports Medicine — ACSM Certified Clinical Exercise Specialist Clinical Hour Verification Form**

ACSM ID Number \_\_\_\_\_

[ ] Dr. [ ] Mr. [ ] Ms. [ ] Mrs.

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Work: \_\_\_\_\_ Home: \_\_\_\_\_ E-mail: \_\_\_\_\_

1. Please provide as accurate assessment as possible of your total clinical experiences up to 600 hours. Only hours associated with exercise assessment, prescription, supervision, counseling and education in which you assisted or played a direct role in providing services will be accepted. The site supervisor refers to the contact person who supervised your work or internship experience. You should notify this person that we may contact him/her to verify your practical experience.
2. In addition to this form, please submit letters from each supervisor regarding your clinical experience. It is recommended that these letters do not exceed 500 words.

	<b>Total hours earned</b>	<b>Dates of experience</b>	<b>Candidate job title (specify role)</b>	<b>Organization</b>	<b>Supervisor name</b>	<b>Phone number and e-mail</b>
<b>Site 1</b> P S V						
<b>Site 2</b> P S V						
<b>Site 3</b> P S V						
<b>Site 4</b> P S V						

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

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

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**APPENDIX F**  
**NEP ASSESSMENT FORMS**



Program in Nutrition and Exercise Physiology

**PRECEPTOR'S ASSESSMENT OF THE STUDENT**

The following are broad areas of professionalism knowledge, skills, and abilities the student is expected to successfully accomplish during the internship experience. In order to successfully pass the internship the student must score > 2 in all categories on the *Final Assessment*. If the Intern receives any rating of ≤ 2 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.

RATING SCALE: THE INTERN'S PERFORMANCE											
5 = 100%	Always exceeds the expectations; if fully competent										
4 = 90%	Frequently exceeds expectations; has nearly reached competency										
3 = 80%	Is within and sometimes beyond the expectations; needs additional effort to reach competency										
2 = 70%	Meets minimal expectations; requires significant effort to reach competency; a passing grade cannot be given at this time										
1 = <70%	Seldom meets expectations; requires substantial effort to reach competency; a passing grade is not likely										
N/A	Not applicable										
PROFESSIONAL SKILLS: THE INTERN DEMONSTRATED						5	4	3	2	1	N/A
<b>Organization, Planning, and Implementation:</b> Creates effective goals and timelines; manages time efficiently; plans ahead and follows through on assignments and projects; and provides accurate information regarding completed work.											
<b>Decision Making:</b> 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.											
<b>Dependability:</b> 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.											
<b>Initiative:</b> Acts promptly; willing to take independent action; consistently attains goals; volunteers enthusiastically; and self-motivated.											
<b>Written Communication:</b> Organized, clear, concise, professional; consistent with the documentation policies/procedures of the facility; and maintains cultural and age appropriateness.											

<b>Verbal/Non-Verbal Communication:</b> Listens carefully; communicates professionally and effectively in one-on-one and group settings; and actively participates in discussions and meetings.						
<b>Resourcefulness:</b> 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.						
<b>Adaptability:</b> 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.						
<b>Interpersonal Skills:</b> Tactful; exudes confidence; demonstrates professional and positive conduct; accepts criticism; collaborative and respectful; handles personal conflicts appropriately						
<b>Professional/Ethical Conduct:</b> Adheres to policies and procedures of the facility; conducts self with honesty, integrity, and fairness; and maintains the confidentiality, when appropriate.						
Please list the Intern’s Midterm <b>Improvement Goals</b> for this section (if applicable):						
Additional comments on Intern’s professional skills:						
<b>INTERNS KNOWLEDGE</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Exercise physiology and related exercise science						
Pathophysiology of disease and risk factors						
Pre-participation health screening procedures and risk stratification						
Health and / or clinical assessment of patient/clients						
Medications and other medical treatments (surgery, therapies)						
Exercise testing (physical fitness assessment) and interpretation						
Clinical exercise testing (stress testing) and diagnostic techniques						
Electrocardiography and interpretation						
Exercise prescription (FITT) and exercise programming/progression						
Nutrition and weight management						
Behavioral change strategies and education/counseling						
Safety, injury prevention and emergency procedures						
Program administration, quality assurance and assessment						
Please list the Intern’s Midterm <b>Improvement Goals</b> for this section (if applicable):						
Additional comments on Intern’s knowledge:						
<b>INTERNS SKILLS AND ABILITIES</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
<b>Initial intake and general interview:</b> reviews consents; reviews health/medical history, medications; risk stratifies; etc.						
<b>Physical assessments:</b> accurately completes height, weight, BP, HR, heart/lungs sounds, O <sub>2</sub> sats, glucometer, etc.						
<b>Exercise test:</b> safely completes appropriate exercise stress testing, 6 min WT, CPET						
<b>Physical fitness assessments:</b> conducts leg press, chest press, sit-ups, sit to stand, etc. as appropriate						
<b>Individualized treatment plan:</b> develops chart, etc.						
<b>Documentation:</b> completes daily and monthly reports accurately, etc.						
<b>Exercise programming:</b> develops warm-up, cool down, aerobic, resistance, balance, flexibility sessions						

<b>Exercise equipment:</b> uses appropriate aerobic or strength equipment						
<b>Exercise prescription:</b> writes FITT and progression, uses MET calculations, etc.						
<b>Group exercise:</b> leads and modifies for safety and needs of group						
<b>Safety:</b> monitors appropriately during exercise, observes for adverse responses						
<b>EKG:</b> monitors and interprets accurately						
<b>Emergency preparation:</b> implements sites P/P, participates in mock code						
<b>Education and counseling:</b> develops, utilizes education material and/or communicates effectively regarding behavioral change strategies						
Please list the Intern's Midterm <b>Improvement Goals</b> for this section (if applicable):						
Additional comments on skills and abilities:						
<b>GENERAL COMMENTS:</b>						
Please comment on the Intern's areas of strength:						
<b>Please circle the appropriate answer to the following questions.</b>						
Did you review and discuss this assessment with the Intern?	Yes	or	No			
Is this the Midterm or Final Assessment? (If you have selected a $\leq 2$ on the <i>Midterm Assessment</i> , please write an <b>Improvement Goal</b> in the appropriate section. The Intern must receive $>2$ on the <i>Final Assessment</i> to pass the internship.)	Midterm	or	Final			
At the midterm point in the internship, is the intern on track to pass the internship?	Yes	or	No			

Date:	Intern Signature:
Date:	Internship Preceptor Signature:



Program in Nutrition and Exercise Physiology

**STUDENT’S ASSESSMENT OF NEP CURRICULUM AND INTERNSHIP**

The Nutrition and Exercise Physiology Program at Washington State University strives to ensure that you are academically prepared for the internship. This information will assist us in identifying the strengths and limitations as well as enhance our educational program and curriculum.

Please rate each statement below that best describes your actual perception/belief regarding the academic preparation and internship experiences. This assessment must be completed no later than 7 days after the conclusion of your internship; otherwise an “1” (incomplete) grade will be given until the evaluations are completed (refer to the Exercise Internship Manual for more details).

The first section is a list of knowledge and skills that the University expects you to learn during the two years prior to your internship. Please indicate how well prepared you were to apply knowledge and/or perform each skill at your Internship Site. If a rating of N/A is selected, please explain why the knowledge/skill was not applied and/or performed. If a rating of 1 or 2 is selected, please explain why you were not well prepared to apply knowledge and/or perform each skill.

Under the second section you will be able to assess the internship experience. If a rating of 1 or 2 is selected, please explain why you disagree with the statement.

RATING SCALE FOR NEP CURRICULUM					
4	Well Prepared	2	Not Prepared	N/A	Not applicable to this internship
3	Prepared	1	Not Well Prepared		

EVALUATION OF THE NEP CURRICULUM	4	3	2	1	N/A	Additional Comments
<b>NEP 300 – Professional Preparation</b> Knowledge of standards of practice in dietetics and exercise physiology						
<b>NEP 320 – Strength Training</b> Ability to apply scientific principles of strength training to exercise training						
<b>NEP 340 – Foods with Application to PA</b> Knowledge of food properties and applications to physical activities (PA)						
<b>NEP 362 – Biomechanical Analysis</b> Knowledge of biomechanics						
<b>NEP 370 – Physiological Biochemistry</b> Knowledge of biochemical foundations						
<b>NEP 400 – Macronutrient Metabolism</b> Knowledge of macronutrients and their utilization of energy						
<b>NEP 401 – Supervised Practice</b> Ability to provide the community with nutritional education						
<b>NEP 402 – Micronutrients Metabolism</b>						

Knowledge of nutritional requirements for maintenance of health						
<b>NEP 427 – Assessment and Counseling</b> Ability to assess dietary intakes, provide menu plan and perform lifestyle counseling with communication skills						
<b>NEP 435 – Exercise, Diet and Disease</b> Knowledge of disease pathophysiology and implications for dietary and exercise interventions						
<b>NEP 450 – Management and Facilities</b> Knowledge of establishing and maintaining a safe and proper facility						
<b>NEP 458 – Nutrition and Exercise</b> Ability to recognize nutritional needs and dietary patterns throughout the life cycle						
<b>NEP 463 – Advanced Exercise Physiology</b> Knowledge of physiological responses to exercise across the lifespan						
<b>NEP 465 – Assessments</b> Knowledge of field and laboratory techniques and tools required to properly assess nutritional and physiological parameters						
<b>NEP 470 – Sports Nutrition</b> Knowledge of energy and fluid requirements during exercise, evaluation of dietary practices, ergogenic aids, and weight maintenance						
<b>NEP 476 – Testing and Prescription</b> Ability to perform exercise tests and design exercise prescriptions						
<b>NEP 478 – ECG, Meds &amp; Procedures</b> Ability to interpret ECGs, identify the impact of medications and understand common cardiac procedures						
<b>NEP 479 – Supervised Practicum</b> Ability to perform exercise and nutrition assessments and develop recommendations/prescription for healthy and disease subjects						
<b>NEP 480 – Cardiopulmonary Rehab</b> Knowledge of exercise assessment/prescription, nutrition recommendations and program management for cardiopulmonary and rehabilitation situations and populations						

Please provide additional feedback regarding how the NEP curriculum prepared you for your internship:

Please provide additional feedback regarding how the NEP curriculum could have prepared you better for your internship:

RATING SCALE FOR THE INTERNSHIP					
4	Strongly Agree	2	Disagree	N/A	Not applicable to this internship
3	Agree	1	Strongly Disagree		

EVALUATION OF THE INTERNSHIP	4	3	2	1	N/A	Additional Comments
You felt well prepared for your internship.						
The academic preparation in nutrition was beneficial to you during your exercise internship.						
The internship manual was a thorough guide that helped you prepare for the internship.						
The weekly reports helped you to reflect on your professional growth and kept you focused on your goals.						
The Internship Coordinator was available to answer questions or provide guidance regarding situations not addressed in the internship manual.						
The Internship Coordinator was available to facilitate conflict resolution or difficulty that arose during the internship.						
How could you improve your personal preparation for this internship?						

Intern's Name: \_\_\_\_\_ Date: \_\_\_\_\_



Program in Nutrition and Exercise Physiology

**STUDENT’S ASSESSMENT OF INTERNSHIP PRECEPTOR AND SITE**

Please fill out this assessment form of your Internship Preceptor and site. We appreciate your input and the information you provide will be used to aid in continual enhancement of our educational program. The information will be shared with your preceptor after your internship so they too will receive feedback regarding your experience. This assessment must be completed no later than 7 days after your internship. If you fail to complete on time you will receive an “I” (incomplete) for a grade until the assessment is completed.

Below are several statements and questions about your Internship Preceptor. Please use the rating scale for statements and provide comments for the questions.

RATING SCALE FOR INTERNSHIP PRECEPTOR AND SITE									
<b>4</b>	Strongly Agree	<b>2</b>	Disagree	<b>N/A</b>	Not applicable to this internship				
<b>3</b>	Agree	<b>1</b>	Strongly Disagree						
EVALUATION OF THE INTERNSHIP PRECEPTOR					4	3	2	1	N/A
The preceptor provided you with a helpful orientation prior to patient interaction.									
What improvements could be made to the orientation process?									
The preceptor provided you with a hard copy of the policy and procedures to review prior to patient interaction.									
The expectations of the internship were clearly defined and communicated by the preceptor.									
Goals were reviewed with the preceptor throughout the internship.									
The preceptor was accessible.									
The preceptor was approachable.									
The preceptor provided frequent feedback regarding your performance.									
How did the preceptor successfully communicate constructive criticism and positive feedback?									
What improvements could the preceptor make to enhance communication regarding your performance?									
The preceptor provided guidance and encouragement throughout the internship.									
You feel the preceptor was respectful and concerned about your progress.									
The preceptor modeled continuous professionalism throughout the internship.									
How did the preceptor display/model professionalism?									
How could the preceptor make improvements in modeling professionalism?									
The preceptor continuously and effectively modeled proficient patient care skills.									
The preceptor encouraged you to participate in independent problem solving and asked questions that stimulated critical thought.									
Your preceptor assigned activities that served to stimulate your professional growth and development.									

What additional activities could the preceptor include to better stimulate your professional growth and development?					
What are the preceptor's strengths and / or areas that could be improved?					
Do you have any additional feedback for the preceptor?					
<b>EVALUATION OF THE INTERNSHIP SITE</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
The Internship Site allowed you to experience or observe all aspects of its operations.					
The site was clearly set-up to accommodate interns.					
The work environment was comfortable.					
What were the strengths and / or weaknesses of the environment?					
Ancillary personnel (other than the preceptor) were positive and willing to collaborate with you to create a positive learning experience.					
How did the ancillary personnel meet or exceed your expectations?					
How could the collaboration between ancillary personnel and interns be enhanced?					
As an intern you were able to collaborate with other health care professionals when/if necessary.					
What is an example of a positive collaborative encounter/experience you had during this internship with other health care professionals?					
How could collaboration between health care providers and interns be enhanced at this site?					
The internship experience exposed you to diverse patient/client populations (i.e. age, gender, ethnicity).					
This site provided you with a wide variety of clinical situations and disease states.					
You would consider accepting employment at this site.					
You would recommend this Internship Site to other NEP students.					
Do you have any additional feedback regarding this site?					
What would future students need to know about either the site or internship description to better prepare them for this site experience?					
Please provide a brief description of this site that would provide next year's interns with insight into the educational experience that is possible at this location.					

Intern's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Internship Preceptor: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Do you want this information shared with the Internship Preceptor? \_\_\_\_\_

Yes

No





Program in Nutrition and Exercise Physiology

**PRECEPTOR'S ASSESSMENT OF THE  
ACADEMIC PREPARATION OF THE STUDENT**

The Nutrition and Exercise Physiology (NEP) Program asks your cooperation in evaluating the academic preparation of our students for your internship. Please indicate to what extent the curriculum effectively prepared the NEP student to meet your expectations.

<b>PRACTICE AREAS:</b> Please check all populations or emphasis at your site					
<input type="checkbox"/>	Cardiovascular	<input type="checkbox"/>	Neuromuscular	<input type="checkbox"/>	Research
<input type="checkbox"/>	Pulmonary	<input type="checkbox"/>	Cancer	<input type="checkbox"/>	Health Promotion
<input type="checkbox"/>	General population (e.g., fitness, wellness)	<input type="checkbox"/>	Hematologic	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Athletic Performance	<input type="checkbox"/>	Immunologic		
<input type="checkbox"/>	Metabolic (e.g., obesity, DM 1, DM 2, metabolic syndrome)				
<input type="checkbox"/>	Orthopedic, muscular, and skeletal (e.g., arthritis, back pain, osteoporosis)				

<b>RATING SCALE:</b> Please refer to this scale when completing the evaluation of the program's academic preparation of the student					
<b>4</b>	Well Prepared	<b>2</b>	Not Prepared	<b>N/A</b>	Not applicable to this internship
<b>3</b>	Prepared	<b>1</b>	Not Well Prepared		

<b>ACADEMIC PREPARATION OF THE INTERN'S</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Knowledge					
Skills and Abilities					
Professionalism: i.e., dependable, organized, problem solver, interpersonal skills					

<b>PROGRAM'S TRAINING IN THE FOLLOWING KNOWLEDGE AREAS</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Exercise physiology and related exercise science					
Risk factors and pathophysiology of disease					
Pre-participation health screening procedures and risk stratification					
Health and / or clinical assessment					
Medications and other medical treatments (surgery, therapies)					
Exercise testing (physical fitness assessment) and interpretation					
Clinical exercise testing (stress testing) and diagnostic techniques					
Electrocardiography					
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 areas in which you feel the program's preparation excels:

Which knowledge area(s) do you feel needs improvement:

<b>PROGRAM'S TRAINING OF THE FOLLOWING SKILLS AND ABILITIES</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/A</b>
Initial intake and general interview					
Physical assessments					
Exercise test					
Fitness assessments					
Individualized treatment plan					
Documentation					
Exercise prescription					
Exercise equipment					
Exercise programming					
Group exercise					
Safety					
EKG					
Emergency preparation					
Education and counseling					

Please list the areas in which you feel the program's preparation excels:

Which skills and abilities area(s) do you feel needs improvement:

Any additional feedback:

Thank you for your time. Your input and the information will be used for improvement of our educational program.

Date:	Internship Preceptor Signature: (optional)
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# **APPENDIX G**

## **INTERNSHIP ASSIGNMENT RUBRIC**

# INTERNSHIP ASSIGNMENT PROJECT\_RUBRIC

STUDENT'S NAME \_\_\_\_\_

RATING SCALE: PLEASE REFER TO THIS SCALE IN MAKING YOUR ASSESSMENT OF THE STUDENT INTERN						
5 = 100%	Intern's performance always exceeds the expectations					
4 = 90%	Intern's performance frequently exceeds expectations; more than satisfactory effort					
3 = 80%	Intern's performance is within and sometimes beyond the expectations; satisfactory effort					
2 = 70%	Intern's performance meets minimal expectations; less than average effort					
1 = <70%	Intern's performance seldom meets expectations; unsatisfactory effort					
N/A	Not applicable					
PROFESSIONAL SKILLS						N/A
	5	4	3	2	1	N/A
<b>Planning:</b> Creates goals and efficient timeline with Preceptor: researches and provides regular updates; demonstrates self-initiation						
<b>Organization:</b> Manages time efficiently; plans ahead and follows through on assignments						
<b>Designing:</b> Analyzes and applies scientific data to devise innovative assignments; works well independently						
<b>Decision Making:</b> Recognizes problems/potential problems; makes professional decisions based on research but seeks guidance when uncertain						
<b>Dependability:</b> Meets commitments and obligations; demonstrates self-management						
<b>Interpersonal Skills:</b> Participates as a team member; listens carefully and does not interrupt; actively participates in discussions and negotiates as needed; exudes confidence in a variety of situations						
<b>Written Communication:</b> Follows facility policies and procedures; meets professional guidelines; culturally and age appropriate; uses appropriate media or technology; cites references						
<b>Verbal/Non-Verbal Communication:</b> Uses appropriate communication methods for individuals or groups; culturally and age sensitive						
<b>Professional/Ethical Conduct:</b> Demonstrates a consistently positive attitude; conducts self with honesty, integrity, and fairness; maintains confidentiality, when appropriate						
<b>Implementation:</b> Implements project according to original goals and timeline						
EVALUATION OF THE STUDENT'S PROJECT						N/A
	5	4	3	2	1	N/A
Quality of the Student's Internship Project						
Internship Project Meets Your Expectations						
<b>TOTAL</b>						
<b>GENERAL COMMENTS:</b>						
Did you review and discuss this assessment with the Intern? Please circle Yes or No.						
<b>Evaluator's Name:</b>						<b>Date:</b>

## INTERNSHIP ASSIGNMENT RUBRIC: CASE STUDY OR IN-SERVICE PRESENTATION

Interns Name: \_\_\_\_\_

Date: \_\_\_\_\_

Topic: \_\_\_\_\_

Internship Preceptor's Name: \_\_\_\_\_

	A	B	C	F
<b>Poise</b>  5 pts.	Is confident and enthusiastic. Avoids verbal crutches during presentation. (5-4.5 pts.)	Is at ease with all members of audience. Uses few verbal crutches. (4.4 -4.0 pts.)	Is relaxed with other interns and tentative with those who are less familiar. Relies on some verbal crutches. (3.9-3.5 pts.)	Is self-conscious and nervous. Uses frequent verbal crutches such as “uh”, “um”, “you know”, “like” during presentation. (≤ 3.4 pts.)
<b>Audience Contact</b>  5 pts.	Makes direct eye contact with audience; seldom refers to notes, screen or computer. (5-4.5 pts.)	Often makes eye contact with audience; refers occasionally to notes, screen or computer. (4.4 -4.0 pts.)	Makes occasionally, un-sustained eye contact; often reads from screen, computer or notes. (3.9-3.5 pts.)	Avoids eye contact with audience. Reads directly from screen, computer or notes. (≤ 3.4 pts.)
<b>Voice</b>  5 pts.	Volume and inflection is effective in emphasizing key points. Rate of speech and voice projections is good. (5-4.5 pts.)	Volume and inflection is varied at times. Rate of speech and voice projections is usually appropriate. (4.4 -4.0 pts.)	Uneven volume with little inflection. Rate of speech is sometimes rapid/slow and does not always project voice. (3.9-3.5 pts.)	Low/loud volume and/monotonous tone. Rate of speech is either too rapid/too slow and does not project voice appropriately. (≤ 3.4 pts.)
<b>Organization</b>  5 pts.	Includes introduction and states purpose of presentation. Presents all required information accurately, in detailed and organized manner. Stays on topic. (5-4.5 pts.)	States purpose of presentation and includes introduction. Presents accurate information in an organized manner. Most essential details are included. (4.4 -4.0 pts.)	Gives brief explanation of the purpose of the presentation. Presents some information logically. Some important details are missed. (3.9-3.5 pts.)	Makes no introduction or does not explain the purpose of the presentation. Presents information in a disorganized manner. Information is inaccurate and / or details are missing. (≤ 3.4 pts.)

<p><b>Content Knowledge</b> <b>15 pts.</b></p>	<p>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.)</p>	<p>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.)</p>	<p>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.)</p>	<p>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. (≤ 10.5 pts.)</p>
<p><b>Skills Assessment</b> <b>15 pts.</b></p>	<p>Intern reflects excellent use of skills and clinical judgment; concise description of how skills were used. (15-13.5 pts.)</p>	<p>Intern reflects good use of skills and clinical judgment; more than satisfactory application of how skills were used. (13.4-12 pts.)</p>	<p>Intern reflects fair understanding of appropriate skills and clinical judgment; minimal understanding of application of skill. (11.9-10.5 pts.)</p>	<p>Intern lacks or gives confusing or inaccurate information regarding skills and lacks appropriate clinical judgment. (≤ 10.5 pts.)</p>
<p><b>Abilities Development</b> <b>10 pts.</b></p>	<p>Intern reflects excellent ability to evaluate, apply, analyze, modify or adapt concepts. Critically thinks! (10-9 pts.)</p>	<p>Intern reflects more than satisfactory ability to evaluate, apply, analyze, modify or adapt concepts. (8.9-8 pts.)</p>	<p>Intern reflects minimal ability to evaluate, apply, analyze, modify or adapt concepts. Little evidence of critical thinking. (7.9-7 pts.)</p>	<p>Intern reflects lack of ability to evaluate, apply, analyze, modify or adapt concepts. No evidence of critical thinking. (≤ 6.9 pts.)</p>
<p><b>Presentation</b> <b>10 pts.</b></p>	<p>Excellent choice in delivery method of presentation. Cites professional resources and references. (10-9 pts.)</p>	<p>Satisfactory choice in delivery method of presentation. Cites some professional resources and references. (8.9-8 pts.)</p>	<p>Fair choice in delivery method of presentation. Cites only a few professional resources and references. (7.9-7 pts.)</p>	<p>Not an appropriate delivery method for a presentation. Does not cite professional resources or references. (≤ 6.9 pts.)</p>
<p><b>Total Points /70</b></p>	<p><b>Comments:</b></p> <p><b>Did you review the rubric with the Intern? Yes No</b></p>			

