

# EXSC 494 Internship Exercise Science Manual

La Sierra University  
College of Arts and Sciences  
Department of Health & Exercise Science



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# WELCOME

This EXSC 494 Internship in Exercise Science Manual includes all necessary information, guidelines, resources and forms for EXSC 494 (Internship) in the Department of Health and Exercise Science at La Sierra University. Exercise Science is a major and prepares the student for a variety of careers in the exercise sciences. The student obtains a solid foundation in the basic biological, physiological and movement sciences as part of the preparation in the program. This knowledge is essential to achieve a high level of competency for the Exercise Science professions; however, the internship component will solidify the application and consolidation of the skills necessary to perform quality work in real life situations.

To facilitate this practical learning opportunity, internship experiences are provided as an integral part of the Exercise Science curriculum. It is mandatory for all Exercise Science majors to complete four units of internship in two separate quarters [2 units; 2 units].

Prior to application for an internship, it is the responsibility of the prospective intern to read this manual in its entirety to learn about all of the responsibilities, requirements and processes.

**Internship applications are due during  
the second week of the term  
preceding the requested internship term.**



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## **Appendix I: Syllabus** *(separate document)*

## **Appendix II: Application Form** *(separate document)*

A. Internship Application

## **Appendix III: Evaluation Forms**

A. Intern Evaluation of Internship Site

B. Evaluation (mid-term & final) of Exercise Science Intern (Site Supervisor)

C. Final Internship Evaluation (HES Internship Coordinator)

# GOALS & OUTCOMES

## 1. GOALS

The goals of the La Sierra University Exercise Science supervised internship program are:

1. To provide the student with supervised practical learning experiences
2. To give an opportunity to apply learned philosophies, theories, and concepts learned in the classroom
3. To give an opportunity to apply and improve knowledge, skills and abilities
4. To allow the student to test his/her own competencies and skills
5. To provide opportunities for student to evaluate oneself in relation to his/her professional preparation, goals, and aspirations in the field of Exercise Science
6. To observe and evaluate the student in terms of skills and competencies
7. To prepare the student for entry into the exercise science professions

## 2. OUTCOMES

The desired outcomes of the La Sierra University Exercise Science supervised internship program are:

1. To increase the student's knowledge, skills and abilities through practical learning experiences
2. To have meaningful experiences in a professional setting through daily reflection
3. To develop professional behavior and abilities to have professional responsibilities
4. To establish positive professional connections
5. To be able to accept constructive feedback from site and academic supervisors by applying recommendations for change
6. To successfully complete the professional internship with the agreed internship site
7. To demonstrate professional growth through required assignments as outlined in the syllabus

# POLICIES & PROCEDURES

## 3.1 Student Responsibilities, Prerequisites and Expectations

The student intern applicant is responsible for the following items:

- Read the EXSC 494 Internship in Exercise Science Manual in detail and its entirety
- Complete the application process for the internship as outlined in this EXSC 494 Internship in Exercise Science Manual
- Follow the checklist as provided in this EXSC 494 Internship in Exercise Science Manual
- Interact with the Internship Coordinator on a weekly basis throughout the internship process
- Adhere to all internship policies and procedures set forth by La Sierra University, the Department of Health and Exercise Science and the internship site
- Learn and understand all expectations outlined by the internship position and by the Health and Exercise Department as outlined in this EXSC 494 Internship in Exercise Science Manual
- Comprehend the legal and professional limits and responsibilities
- Integrate into the professional internship team and become an integral part of the staff
- Be reliable, prompt, and dedicated
- Contact the site and academic supervisor immediately in terms of illness, accident or other emergency

Prerequisites:

- ✓ Be a declared Exercise Science Major
- ✓ Have completed the following courses: EXSC 254, 354, & 444
- ✓ Be at least a Junior or Senior Status (min. 95 units completed) at the start of the internship
- ✓ Submit complete application during the second week of the quarter prior to desired internship start date
- ✓ Hold current and valid CPR/AED & First Aid certification during entirety of the internship
- ✓ Maintain the minimum required GPA: Cumulative > 2.3; Major 3.0

Expectations:

- Represent oneself and La Sierra University in a responsible and professional manner verbally, through written communication, through dress and hygiene
- Adhere to all responsibilities, prerequisites and requirements outlined in this manual and in the syllabus
- Treat the internship like a professional job
- Comply with all expectations set forth by the internship site

## 3.2 Application Process

1. Obtain electronic current EXSC 494 Internship in Exercise Science Manual from the internship coordinator and read it in its entirety.
2. Complete the "Application for Internship" (Appendix II) and submit it to the internship coordinator during week two of the preceding quarter that you plan to participate in the internship.
3. Internship coordinator will review application and contact applicant to schedule an initial interview.
4. Internship coordinator will decide if applicant is ready for an internship and will make a recommendation to the HES faculty.
5. If recommended to proceed with the internship process, internship coordinator will work with the applicant to find a proper placement for the internship. The applicant will initiate the contact with potential internship sites, and report back to the internship coordinator which sites were a better fit for the applicant's academic and career path.
6. Once a site has been selected by the internship coordinator the applicant will meet with the supervisor of the internship site for an interview.
7. If site supervisor wishes to accept the applicant for an internship, the details and arrangements between the site and La Sierra University will be negotiated between the internship coordinator and the site supervisor.

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO STAY  
IN COMMUNICATION WITH THE INTERNSHIP COORDINATOR  
THROUGHOUT THE INTERNSHIP APPLICATION PROCESS!**

### **3.3 Internship Coordinator Responsibilities**

1. Supervise and mentor interns throughout the internship process.
2. Assist the applicant in determining internship sites.
3. Approve and finalize internship sites.
4. Be the liaison between internship site and the Department of Health and Exercise Science.
5. Assure that internship site is receiving qualified interns.
6. Communicate regularly with site supervisor regarding intern's performance.
7. Ensure proper completion of all required paperwork and prerequisites.
8. Evaluate the internship site.
9. Evaluate the site supervisor.
10. Evaluate the student intern based on the criteria outlined in the syllabus.
11. Provide quarterly reports about internship program in the Department of Health and Exercise Science to the Department Chair.
12. Ensure professionalism of the overall program.
13. Conduct thorough evaluation and analysis of the internship program quarterly.

### **3.4 Internship Site Supervisor Responsibilities**

1. Supervise, train and mentor the intern.
2. Adhere to the program goals, outcomes and internship requirements as outlined in the syllabus.
3. Meet weekly with intern and provide critical and valuable feedback to the intern to assist with professional growth and improvement.
4. Assist the intern in completing the project while allowing them to control the outcomes.
5. Maintain regular communication with the internship coordinator at LSU concerning intern performance.
6. Formally evaluate intern at midpoint and end of internship experience. Copies must be given to intern and internship coordinator.