

Exercise Science Student Internship

► Important information about preparing for an internship, site selection, applying for site placement, student requirements/documents, and the approval process of EXS 490 enrollment

Updated for Fall 2023

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Preparing for your Internship

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Confirm eligibility to apply for internship experience:

- by discussing with advisor to ensure on track to completing program (and general edu) requirements
- Students who have successfully completed EXS 380 and other program requirements are most likely ready for internship experience
- Heading into your final semester before graduating

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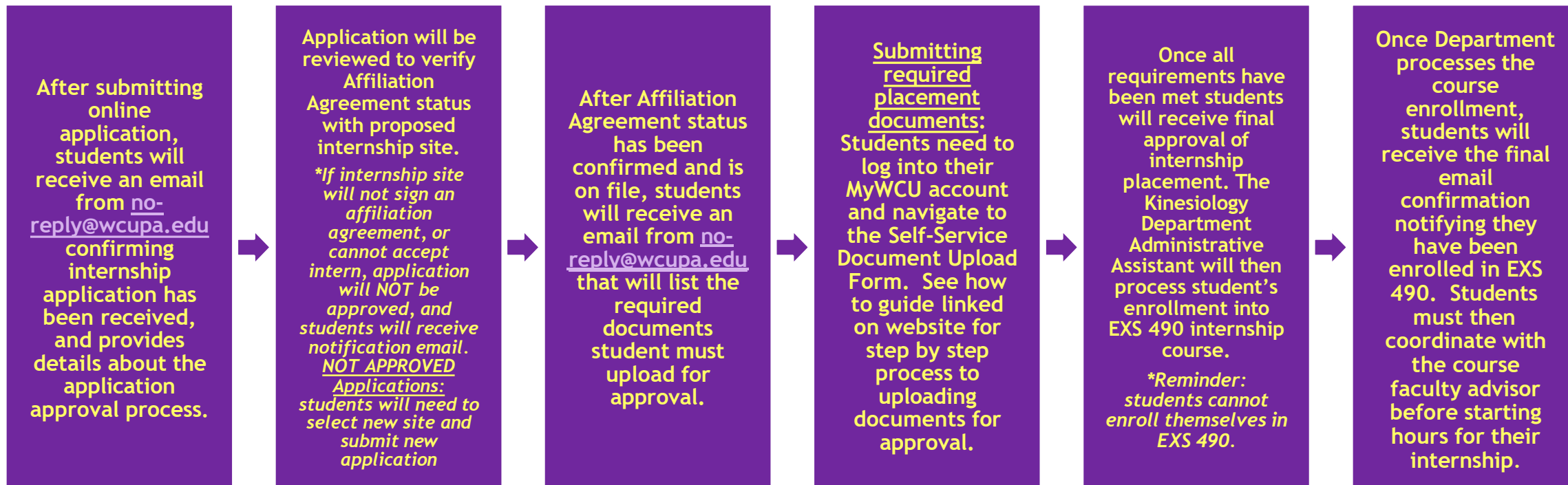
Site selection:

- Conduct outreach to sites interested in working with
- Talk with internship faculty about available internships
- Research professional networks and organizations
- Review list of pre-approved affiliated internship sites.
- It is ultimately the student's responsibility to secure placement

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Apply for site placement and prepare required documents:

- **Spring semester:** placement applications due by March 1st (for a Summer or Fall internship)
 - ✓ Placement documents will be due by 3rd week in April
- **Fall Semester:** placement applications due by October 1st (for a Spring internship)
 - ✓ Placement documents will be due by 3rd week in November



Approval Process for Internship Site Placement

Kinesiology Internship Application

The site selection for [redacted] is **Approved** and the application is pending the submission of the additional items listed below. The documents need to be sent to the Assistant Chair/Program Coordinator:

Student Contact Information

WCU Student ID: [redacted]
Student Name: [redacted]
Email: [redacted]
Phone: 610-436-2386
Campus OR Home Address: Enter your campus or home address
City: campus or home city
State: Pennsylvania
Zip Code: 19382

Internship Course Information

Internship Course (EXS 490): 3 credits/125 hours
Internship Date: Spring 2021
Proposed Internship Start Date: 02/01/2021
Discipline Area the internship will be in: Pre-Physical Therapy

Proposed Internship Site and Supervisor Information

Name of Proposed Site for Internship: Enter name of your internship site
Site Supervisor Name: Name of your site supervisor
Site Supervisor Position/Title: Site supervisor's title/position at the site
Site Supervisor Email: PT@test.com
Site Supervisor Phone: 610-555-5555
Site Address: Provide site address location
Site City: Enter City
Site State: Pennsylvania
Site Zip: 19382

Agreement Information

Student Intern Signature: [redacted]

Site Selection Information

Site Status: Approved
Agreement Type: Standard
Student Placement Requirement items:

CPR Certification:

- Item needs to be submitted to WCU

WCU Standard agreement student attestation form:

- Item needs to be submitted to WCU
- Professional Liability Insurance Policy (\$1M/\$3M coverage):**
- Item needs to be submitted to WCU

Professional Resume:

- Item needs to be submitted to WCU

Example of the 2nd email students will receive. Pay close attention to the “Site Selection Information” section and the Student Placement Requirements Items that are listed.

How-to-guide for directions on uploading all internship site placement requirement documents in MyWCU.

Full how-to-guide is linked on the Kinesiology website

It is recommended you complete this process from a laptop or desktop computer. Currently the form is unavailable on mobile devices.

- Log into myWCU with your WCU credentials
- Navigate to the Academic Records tile



- You will be brought to the academic information page



- Navigate to the **Useful Links** section (located at the bottom of the screen)

Useful Links**Self-Service Document Upload Form**

- Select the **Self-Service Document Upload Form**
- You will be brought to the form

**Student Self Service Document Upload Form**

- If your WCU ID, first name, last name, and/or email are **not** prepopulated, please do not continue with the form and email aes-support@wcupa.edu and reference the Self-Service Upload form

Student Information			
WCU ID:	First Name:	Last Name:	Email:
[redacted]	[redacted]	[redacted]	[redacted]

Internship application approval is still pending. You must submit all your required placement documents through your MyWCU “Self-Service Document Upload Form”. See Kinesiology website for a step by step guide to uploading documents.

Placement document information and resources

- ▶ The documents a student needs to submit for their placement are based on specific terms agreed to in the affiliation agreement between WCU and the internship site. Students may be required to submit documents to WCU and/or directly to the practicum site.
- ▶ Placement documents will be identified during the internship application process. **The minimum placement requirements for all students are:**
 - WCU Student Attestation Forms
 - Professional Liability Insurance Policy with limits of \$1million/\$3million (*policy cost is responsibility of student*)
 - CPR Certification
 - Professional Resume
- ▶ Students are expected to have background clearances completed and available upon request by their internship site. Some sites may accept recent clearances completed within the last 5 years (typically needed for employment purposes). On occasion sites may require students to complete new clearances either at their own cost or through the site's HR department. ***It is the student's responsibility to confirm all site requirements with their supervisor prior to beginning on-site hours.***
- ▶ **Understanding WCU attestation forms:** students attest they understand their responsibilities of the internship experience and agree to comply with all ongoing requirements for placement by WCU and internship site. If at any point a student does not follow all guidelines and policies in place by WCU and their internship site, student may be removed from the placement and may not be able to complete their internship requirement.

Check the Dept. of Kinesiology website for all internship resources, including a current list of approved internship sites, resources on completing required placement documents, and to access the online application form:

<https://www.wcupa.edu/healthSciences/kinesiology/internships.aspx>

Required student documents by type of Affiliation Agreement

Placement at site with a Standard Affiliation Agreement

Students need to submit to WCU:

- WCU Student Attestation Form
- WCU Vaccination Attestation Form
- Professional Liability Insurance Policy (*certificate of insurance is the required document to be submitted for approval*)
- Current CPR Certification (*including Skills portion and dates must be effective for entire internship*)
- Professional Resume

***Reminder**, students may have to complete additional documents required by the internship site. **These items should be submitted directly to the internship site as requested.**

Placement at site with a Non-Standard Affiliation Agreement

Students need to submit to WCU:

- WCU Student Attestation Form
- WCU Vaccination Attestation Form
- Professional Liability Insurance Policy (*certificate of insurance is the required document to be submitted for approval*)
- Current CPR Certification (*including Skills portion and dates must be effective for entire internship*)
- Professional Resume

Additional documents that may be required to submit to WCU and/or internship site as needed, could include:

- current background clearances
- health screenings (*physical exam, drug test, TB, etc.*)
- vaccination documentation (COVID-19, Flu, MMR, Hep B, Varicella, Tdap)
- HIPAA training/orientation or other onboarding requirements as advised by practicum site

Important Note: Students MUST submit all required placement documents in **PDF format**, and upload through MyWCU for review and approval.