REGIS COLLEGE

School of Nursing and Health Sciences

HEALTH AND FITNESS STUDIES

Internship Manual

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Director, Health and Fitness Studies

Revised August 2015
INTRODUCTION

This manual is prepared for use in HFS 412 and 413 – Health and Fitness Studies Internships. This manual has been designed to provide students, faculty, and site supervisors with guidelines and suggestions for conceptualizing and implementing an in-depth, supervised field experience.

RATIONALE AND PURPOSE

The internship is an essential component of the Health and Fitness Studies curriculum. The value of the internship lies in the opportunity for students to synthesize, transfer, and apply learning gained through the didactic curriculum. It allows them to experiment with theory and concepts, utilize resources, and continue the development of professional competencies under the guidance of an experienced, skilled, practitioner. The internship is essentially a "real world" experience, allowing students short-term, on the job learning, in a professional atmosphere.

DEFINITIONS

Intern: For the purposes of the U.S. Fair Labor Standards Act, Regis College student interns are classified as “trainees” rather than employees. As a result, Regis College internships have the following characteristics:
1. The internship is similar to training in an educational setting.
2. The internship experience is for the benefit of the intern; the employer derives no immediate advantage for hosting the intern.
3. The intern should not replace a regular employee.
4. The intern is not entitled to a permanent job at the end of the internship.
5. For unpaid internships, the employer and intern understand that the student is not entitled to wages and/or compensation

Internship: a cooperative educational experience engaged in by Regis College, Health and Fitness Studies majors and a sponsoring agency. It involves the placement, supervision, and evaluation of students in a temporary, part-time, fitness, nutrition and/or sport management experience.

Sponsoring Agency: refers to an approved institution, agency or organization which serves as the site for an internship placement.

Site Supervisor: the specific staff member of the sponsoring agency who has the responsibility to direct the intern student.

Regis College Faculty Advisor/Supervisor: the faculty member of Regis College who is responsible for monitoring and evaluating the progress of the intern student.
ROLES AND RESPONSIBILITIES

THE STUDENT:

Prior to Internship:

1. Formally apply for approval to participate in the internship program as directed in this manual;

2. Accept placement at an internship site currently on the approved list as assigned by University advisor, OR

3. Complete appropriate application forms for an agency to act as an internship site;

4. Register for HFS 412 or HFS 413, as appropriate, for the semester of the internship;

5. Meet all requirements for participation in the internship as specified in this manual;

6. Provide the prospective intern site with a copy of the necessary forms.

7. Provide the prospective intern site and faculty advisor with a copy of a current resume.

During Internship:

1. Demonstrate reliability. This includes such areas as being on time, not leaving without permission, completing duties to the best of one's ability, notifying the site supervisor in advance if an absence is necessary, etc.

   A. Arrive at the internship site on time every time. If something unexpected occurs and a late arrival is unavoidable, the intern is expected to notify the internship supervisor as soon as possible.

   B. Maintain the established work schedule on a consistent basis. The student is expected to complete the internship based on the arranged schedule. Absences will be excused due to an incapacitating illness, death in the family, or a religious holiday. However, the student must contact his/her site supervisor as soon as possible. Missed hours must be made up at another time.

   C. Attendance Policy:

   Students will be allowed no more than THREE excused absences during a semester. Excused absences include illness, documented doctor's appointment, or a family emergency. If the individual misses work, he/she will be required to make up the hours or complete other assignments for the site supervisor at the supervisor's discretion.

   Absences for other personal reasons must be approved by the site supervisor and, if more than three days, by the university supervisor. Students must arrange to make up the time lost by working additional hours or completing assignments given by the site supervisor.
2. Use of Technology:
   A. Use of cell phone for any reason, including text messaging is prohibited unless on break;
   B. Use of any form of personal social media is prohibited;
   C. Use work technology ONLY for getting your job done, not for personal reasons.
      a. Any site you visit or emails you send can be tracked
      b. No jokes
      c. No sensitive information
      d. No angry or arrogant tones
      e. No pictures taken without the permission of the internship supervisor

3. Complete all duties and responsibilities as required in a professional manner;

4. Follow all rules and policies as determined by the employer. If there are any concerns, these should be directed to the student’s faculty advisor.

5. Demonstrate respect for the supervisor, co-workers, clients, and customers.

6. Dress appropriately based on the work environment. This should be discussed with the supervisor prior to beginning the internship.

7. Demonstrate initiative and self-motivation in performing duties without being asked and perform all duties to the best of one’s ability.

8. Perform all duties as requested with a positive attitude.

9. Demonstrate the ability to apply knowledge from classes and previous experiences in new situations.

10. Demonstrate creativity in planning client programs and educational seminars as necessary.

11. Be a TEAM player.

12. Participate in training and study sessions as required;

13. Attend conferences or staff training with site supervisor or faculty supervisor as requested;

14. Become knowledgeable of all aspects of the agency operation, facilities, functions, and regulations;

15. Support the agency and its staff in any contacts with the public.

16. Adhere to HIPPA regulations. All information that is confidential must remain confidential.

17. Complete and submit all required reports and documentation in a timely manner.
THE UNIVERSITY:

1. Determine and verify the eligibility of the student for internship;

2. Once approved for internship, the faculty advisor will submit the student's name and social security number to the Dean's Office with a request for student liability insurance coverage during the two semesters of internship

3. Maintain a varied listing of approved internship sites to assist the student in locating an appropriate agency;

4. Provide complete and detailed guidelines for the completion of the internship by the student including student roles and responsibilities;

5. Assist the agency in developing appropriate programs and experiences for the internship experience;

6. Confer regularly with the site supervisor to evaluate the progress of the intern student;

7. Meet with the site supervisor and/or student to assist with conflict resolution if necessary;

8. Remove the student from an agency when either the agency or the intern is not suited to the program;

9. Meet with the student periodically during the internship experience, when possible, to review and summarize the student's experience;

10. Determine the student's final grade and submit to the registrar's office a permanent grade for the internship experience.

THE AGENCY:

1. Orient, train, and introduce the student to the agency, staff and clientele;

2. Provide an appropriately certified and qualified staff person to serve as the site supervisor during the internship period;

3. Provide activities and projects for the intern which are professional in nature. Clerical work should comprise no more than 25% of the intern’s responsibilities. (In the event of a department-wide project that is administrative in nature, the intern is expected to participate.)

4. Provide the student with opportunities to develop marketable skills including, but not limited to teamwork, communication skills, analytical skills, planning, organizing, etc.

5. Provide the student with experiences that will allow him/her to discover his/her strengths and/or weaknesses as a professional, and guide the student in improving these areas.
6. Expose the student to numerous areas of agency operations including, but not limited to, opportunities to observe and work with professionals such as attending meetings with staff or clients.

7. Hold periodic conferences with the intern student to review the student's progress and to plan the student's work program;

8. Conduct an evaluation of the intern student's progress at midterm and end of the internship, and report evaluations as directed by the internship manual;
THE INTERNSHIP

The internship experience should be planned for the final two semesters of the student's course of study in the Health and Fitness Studies undergraduate degree program.

Placement

Eligibility: It is required that the prospective intern student meets the following criteria for participation in the internship experience:

1. Attained senior status as it pertains to graduation, or obtain permission from Director;
2. Hold a degree program GPA of 2.0 or above when applying for internship approval as well as at the completion of the semester prior to internship;
3. Approval of Academic Advisor.

Placement Procedures:

1. Submit Appendix A, “Application for Approval to Participate in Internship”, to the Internship Faculty Advisor no later the deadline noted for each semester;
2. Submit a current Resume to the Internship Faculty Advisor along with Appendix A;
3. If the student desires to pursue a new internship site, he/she should begin contacting potential sites no later than four months prior to the internship;
4. The “Agency/Regency College Internship Agreement”, Appendix B, must be completed and returned to the Internship Faculty Advisor. This should be completed prior to the end of the semester before the internship will begin. For example, it the internship will begin in January, the Agreement should be completed and submitted in November or December. If this is a new internship site, the Internship Faculty Advisor must approve it prior to the beginning of the internship.
5. Submit a current resume to the site supervisor and meet with him/her prior to beginning the internship.

NOTE: Although the internship faculty advisor may assist the student, IT IS THE STUDENT’S RESPONSIBILITY TO LOCATE AND COMMUNICATE WITH ANY NEW POTENTIAL SPONSOR OR AGENCY AND TO MAKE ALL COMMUNICATIONS NECESSARY TO SECURE THE INTERNSHIP.
INTERNSHIP EXPERIENCE

Criteria: In order to meet requirements for academic credit, the internship experience must conform to the following guidelines:

1. Must be a minimum of 100 hours for the first internship and a minimum of 120 hours for the second internship during the semester to meet the requirement for academic credit, but may be longer to meet specific program, agency or certification requirements. This will result in a minimum of 220 hours of clinical experience during the two full semesters. If an individual desires to complete 220 hours at one site, the site must offer a variety of experiences and he/she must obtain prior approval from the internship faculty advisor.

2. Must be completed over a period of consecutive weeks;

3. Must be on an 8-12 hour work week. The intern should not work in excess of 20 hours a week, unless completing the internship during the summer semester. Additionally, the intern may receive credit for projects he/she is working on for the internship site that require a significant amount of work outside the regular work hours.
The intern student is responsible for completing and submitting reports and evaluations as directed in the intern manual and by the intern advisor. Specifically, the intern student is responsible for completing and submitting:

1. **Journal**
   Weekly Reports: The intern will prepare weekly reports regarding the internship experience throughout the semester. These may be done in written form in a notebook or by computer on “moodle”. These reports will be submitted weekly or biweekly as outlined by the faculty advisor.
   
   The report should include the following information:
   1) Problems and solutions
   2) Personal observations and insights
   3) Critical analysis
   4) Any other insights, frustrations, highlights
   5) Responses to guided questions posted on “moodle”.

2. **Class Assignments**
   Various smaller assignments will be given during the semester related to the internship and seminar class. These should be completed and submitted in a timely fashion.

3. **Midterm Formative Evaluation**: The Midterm Evaluation should be provided to the site supervisor no later than the end of the 4th week of the internship. This is a preliminary evaluation to assist the student in determining personal strengths and weaknesses and to provide an opportunity for improvement before the summative evaluation.
   
   A. The intern should schedule time to review the evaluation with the site supervisor. The student, along with the site supervisor, will sign and date the evaluation.
   
   B. It is the intern's responsibility to see that the evaluation is completed and returned to the intern advisor no later than the end of the 6th week of the internship.

4. **Final Summative Evaluation**: The final summative evaluation should be provided to the site supervisor no later than the end of the 12th week of the internship period. This evaluation will include an assessment of the student's improvement in areas previously outlined on the formative evaluation.
   
   A. The intern should schedule time to review the evaluation with the site supervisor. Both the student intern and the site supervisor will sign and date the evaluation.
   
   B. It is the intern's responsibility to see that the evaluation is completed and returned to the intern advisor no later than the end of the internship placement.

5. **Final Seminar and Presentation**: All interns are expected to attend a final intern seminar and give a formal presentation.
   
   A. The final intern seminar is held during the final week of classes on the Regis College campus.
B. **Presentations** should conform to the following guidelines:
   a. The quality of the presentation is expected to be indicative of students preparing to graduate;
   b. Students should approach the development of the presentation with no small amount of preparation;
   c. It is expected that students will be well prepared and rehearsed, organized and articulate in content and delivery;
   d. Students will be expected to demonstrate creativity in the presentation;
   e. Effective utilization of supplemental materials or audio-visual equipment to reinforce and compliment the presentation is expected;
   f. Students should present themselves professionally;
   g. Students will have 10-15 minutes for the presentation.

6. **Student Evaluation of Internship Site & Supervisor:** Students will complete a site/supervisor evaluation for each placement. In this manner the internship advisor can gain more knowledge regarding areas that students felt were most helpful during their internships.

**Evaluation and Grading**

The intern faculty advisor will assign final grades in HFS 412 and 413. Final grades are based on the following items which are delineated more completely in the respective syllabi.

1. Midterm Evaluation: Midterm evaluations are assigned a value based on the Regis intern advisor's subjective assessment of the site supervisor's comments and ratings.

2. Final Evaluations: Final evaluations are assigned a value based on the Regis intern advisor's subjective assessment of the site supervisor's comments and ratings.

3. Journal: Evaluated on the thoroughness, detail, and evidence of critical evaluation in each of the journal entries. The journal should reflect the learning experiences of the student -- cognitive, affective and psychomotor.

4. Attendance, participation, and completion of all assignments for HFS 412 or HFS 413 internship/seminar class.

5. Evaluation of internship site and site supervisor, providing helpful information to the university supervisor for future placements.

6. Research Assignment
   a. HFS 412 – Annotated Bibliography
   b. HFS 413 – Research Presentation

7. Final Seminar Presentation
LIABILITY STATEMENT

While accidents and lawsuits are rare, no one is immune to liability suits, and everyone is held personally accountable for his/her acts. Therefore, intern students are advised to become knowledgeable about this matter. Agencies normally have liability insurance plans covering both staff and clients. Intern students should inquire of the agency concerning whether liability insurance is carried or required and, if so, whether interns are included in such coverage.

Health and Fitness Studies interns will be required to have liability insurance through Regis College. The intern faculty advisor will be responsible for submitting the student's name and social security number to the Dean's office once the student has been approved for internship. This coverage is similar to that offered to student teaching majors.

MEDICAL INSURANCE

The University accepts no responsibility for worker's compensation, hospitalization, or payment of students for medical services rendered while an intern. As an intern, students may be covered by a family medical insurance policy held by parents. Students can also enroll in a low-cost medical insurance program through Regis College. Students are strongly encouraged to secure medical insurance coverage.
CHECKLIST FOR INTERNSHIP

Student Name: ___________________        Date: ________________

Address: ____________________________________________

_________________________________________

Complete the following checklist and submit all supporting documentation to Faculty Internship Advisor.

_____ Classified as senior and will complete all remaining course work for graduation within 2 semesters; or classified as second semester junior with approval from faculty advisor.

_____ Academic advisor has checked GPA and course grades. These meet the academic standards necessary for internship participation. (Degree Program GPA 2.0 or above; 2.0 GPA in all major courses with no grade lower than a C.)

_____ Current resume

_____ Internship Site Agreement Form currently on file at Regis College or a new internship application attached. A formal agreement will be sent to the site location.

_____ Completed application (Appendix A)
APPENDIX A
STUDENT APPLICATION FOR INTERNSHIP

Student Name: ________________________________  Date: ______________

Address: ____________________________________  Phone: ______________

____________________________________________  Email: ______________

Major: ______________________________________  Emphasis: ______________

Date of Graduation: ___________________________  Internship:  1  2

Internship Term:   _____ Fall   _____ Spring   _____ Summer  20_____

REGIS COLLEGE INFORMATION:

Faculty Intern Advisor: _________________________  Office: ______________________

Department: _________________________________  Phone: ______________________

E-mail: ______________________________________

SITE PLACEMENT INFORMATION:

Agency: ______________________________________

Supervisor’s Name: _____________________________  Title: ______________________

Mailing Address: ______________________________

E-mail: __________________________  Phone: ______________________  Alum (Y/N)

INTERNERSHIP INFORMATION:

Internship Title: __________________________________

Beginning Date of Internship: _________________  Ending Date: _________________

Schedule: (Days & Hours)  M _____  T _____  W _____  TH _____  F _____

Required Attachments:
1. Resume
2. The Internship description on site supervisor’s letterhead. Must list your duties and specific responsibilities.
State the main learning objectives for your Internship Experience. Please list 3-5 objectives.

1. 

2. 

3. 

Describe in detail the academic requirements agreed upon by you and your Faculty Sponsor. (e.g., papers, reports, projects, presentations)

- Student involved in the internship will be taking the associated course, either HFS 412 or HFS 413. The specific course requirements are outlined in the syllabus but include weekly class meetings, readings, research, weekly journals, discussions, and presentations.

**Standards of Behavior: As an intern, you are expected to:**

1. Arrive at the internship on time, every time
2. Maintain established work schedule
3. Meet all agreed-upon obligations
4. Follow all rules and policies as determined by the employer
5. Demonstrate a strong work ethic, a positive attitude and respect for supervisor, co-workers and customers on a consistent basis
6. Make appropriate use of communications tools available in the workplace

As a student committed to an Internship component in my education, I accept the terms of this agreement and will fulfill all requirements as stated above and under “Student Responsibilities” in the Regis College Academic Internship Handbook, October 2012 version. I will notify all persons involved if, for any reason, there is a major change in the progress of this Internship. I understand that I am responsible for providing copies of the completed Academic Internship Agreement Form (including all signatures) to my Faculty Sponsor, my Site Supervisor and the instructor of HFS 412 or HFS 413 for that semester. I also agree to complete the Student Evaluation form and submit it to CICD no later than the last day of classes for that semester.

**Student Signature** _____________________________ Date ________________

As the Faculty Sponsor of this student, I agree to monitor the Internship, attempt to integrate it into the student’s overall educational development, make a final evaluation and provide a final grade. (letter or pass/no pass)

**Faculty Sponsor’s Signature** _____________________________ Date ________________

As the Site Supervisor of the student, I agree to supervise the student, provide direction to the Internship and provide feedback to the student for educational development and professional development.

**Supervisor’s Signature** _____________________________ Date ________________
APPENDIX B: AGENCY/REGIS COLLEGE INTERNSHIP AGREEMENT

REGIS COLLEGE
235 Wellesley Street
Weston, Mass. 02493

Health and Fitness Studies Program

This Agreement is entered into between __________________________________________(Agency) and Regis College. The signed parties agree to the terms and conditions of this Agreement.

1. The Agency shall accept _______________________________(student name), who is a senior in good standing in the Health and Fitness Studies Program at Regis College, to participate in an on-site internship experience.

2. The dates of the internship experience will be ____________________ (beginning date) to ________________ (ending date).

3. Student is required to complete at least 100 hours of practical experience for the first internship and 120 hours of practical experience for the second internship. The internship hours will be mutually agreed upon by the Agency, the student, and the student’s faculty advisor.

4. Prior to the commencement of the internship, the Health and Fitness Program student will contact the designated Site Supervisor and present his/her resume and program objectives. These objectives may be more clearly defined by the site supervisor.

5. Prior to the commencement of the internship, the Health and Fitness Program student will provide the Site Supervisor with copies of the “Roles and Responsibilities” section of the Internship Manual and the “Student Mid-Term Evaluation” form.

6. The Agency shall provide a designated, qualified staff member who will be responsible for coordinating and overseeing the internship experience. This person will also be responsible for evaluating the intern regarding his/her performance. This evaluation will be returned to the Regis College Faculty Intern Advisor and will be used in determining student’s final grade for HFS 412 or HFS 413.

7. Regis College will provide a Health and Fitness Studies Faculty Intern Advisor who will oversee the internship experience and work with the site supervisor to ensure a quality experience.

8. Regis College is responsible for administration of the Senior Seminar class which will run concurrently with the practical internship.
9. The Agency will take responsibility for orienting the student to appropriate facility policies and procedures.

10. While at the Agency, the student will:
   a. Observe all applicable rules, regulations, policies and procedures within the Agency, especially those which promote quality of care and pertain to the welfare and comfort of the clients.
   b. Dress according to the dress code of the Agency, or in accordance with the dress code outlined for the internship experience.
   c. Receive no monetary compensation for internship work hours.
   d. Be responsible to the site supervisor to whom the student is assigned.
   e. Maintain confidentiality of all information relating to persons receiving care or treatment by the Agency. No Agency records are to be removed from the premises by any student or faculty under any circumstances.

11. In the event of student injury or illness, the Agency will provide emergency care, to the extent possible, to the student and will notify the school.

12. It is understood that the ultimate responsibility of client/patient care is retained by the Agency.

13. Utilizing the concept of due process, both Regis College and the Agency have the right to suspend or terminate a student for reasons of health, unsatisfactory performance, or other reasonable cause. The Agency may request that Regis College withdraw a faculty member whose conduct or work is unacceptable.

14. An Agency may refuse to accept a student during a specific time frame at their discretion.

15. Regis College assures that the faculty advisor assigned to supervise student interns will be competent in the area of Health and Fitness Studies.

16. Regis College will retain a policy of professional liability insurance for itself, its faculty and student(s) throughout the term of this Agreement in the amount of at least One Million Dollars ($1,000,000) per occurrence and at least Four Million Dollars ($4,000,000) in the aggregate; (ii) Maintain a policy of commercial general liability insurance for itself, its faculty and student(s) throughout the term of this Agreement in the amount of at least One Million Dollars ($1,000,000) per occurrence and at least Two Million Dollars ($2,000,000) in the aggregate; and (iii) provide certificates of insurance confirming the professional liability and commercial general liability coverage to the Agency upon request.

17. Each student participating in the program shall be responsible for maintaining individual health insurance. Regis College shall ensure that students are covered by such insurance.

18. Regis College shall ensure that students placed at the Agency through the program hold current Massachusetts state and federal professional licenses, registrations, and certifications, as applicable.
19. Neither Regis College nor the Agency will discriminate against any person on the basis of gender, age, race, color, religious creed, national origin, sexual orientation, or disability. Both parties will adhere to the applicable anti-discrimination laws, policies, and regulations established by governmental agencies and accrediting bodies.

20. Neither Regis College nor the Agency shall use the other’s name in any catalogue, brochure or description without the prior written approval of the other.

21. Neither Regis College nor the Agency shall receive or owe any remuneration under this Agreement.

22. Both parties acknowledge the students participating in the program are not employees of the Agency and are not entitled to any workers’ compensation benefits for any accident, illness or injury arising out of the Program. The parties agree that the relationship between them shall be that of independent contractors. Neither party shall hold itself out as the employee, agent, joint venture or partner of the other. Neither party has the authority to bind the other in any way. Regis College is responsible for paying or withholding, as required, federal, state, and local employment taxes including, without limitation, FICA and FUTA, for its employees.

23. To the extent permitted by law, Regis College assumes liability for and shall indemnify and hold harmless the Agency, its officers, directors, employees, and agents, from and against any and all losses, damages, penalties, liabilities, claims, actions, suits, costs, and expenses, including reasonable attorney’s fees, whether in law or in equity, of any kind or nature whatsoever, imposed upon, incurred by, or asserted against the Agency in any way directly or indirectly relating to or arising out of any negligent or other wrongful act or omission on the part of Regis College, its employees, students, or agents, or any breach of this Agreement.

24. Regis College shall comply with all federal and state laws and regulations, and all policies of the Agency regarding the confidentiality of protected health information about the Agency’s patients. To the extent that any records maintained or stored by Regis College pursuant to this Agreement contain Personal Information (as herein defined) about the Agency’s personnel or patients, Regis College shall comply with Chapters 93H and 931 of the Massachusetts General Laws, including regulations promulgated pursuant to Chapter 93H, 201 CMR 17.00 et seq. “Personal Information” shall mean: (a) first name or first initial; (b) last name; and (c) one or more of the following: (i) Social Security number; (ii) driver’s license or state-issued identification card number; or (iii) financial account, or credit or debit card number. In the event of a Security Incident involving such records, Regis College shall immediately notify the Agency via telephone and in writing, reporting all known or suspected relevant facts, including the date, a description, and any remedial steps Regis College has taken or intends to take relating to the Security Incident. Regis College, however, shall only take emergency remedial steps necessary to prevent further harm or subsequent Security Incidents and shall consult with and obtain approval from the Agency prior to taking any non-emergent remedial steps. For purposes of this paragraph, the term “Security Incident” shall mean: (a) the unauthorized acquisition or use of unencrypted data or encrypted electronic data and the confidential process or key that is capable of compromising security, creating a risk of identity theft or fraud against any individual; or (b) any other unauthorized use or acquisition of, or access to, Personal Information. The provisions of this paragraph shall survive the termination of this Agreement.
Regis College

APPROVED AND ACCEPTED FOR REGIS COLLEGE

Signed: ___________________________ Date: ________________
Health and Fitness Studies Faculty Intern Advisor

Signed: ___________________________ Date: ________________
Dean: School of Nursing, Science and Health Professions

APPROVED AND ACCEPTED FOR AGENCY

Signed: ___________________________ Date: ________________
Site Supervisor for Internship

Signed: ___________________________ Date: ________________
Agency Administrator or Manager
APPENDIX C
AGENCY MID-TERM EVALUATION OF HEALTH & FITNESS STUDIES INTERN

Name of Student ___________________________ Date ___________________________

Agency _______________________________________________________________________

Site Supervisor ___________________________ Title _______________________________

INSTRUCTIONS:

1. Listed below are several professional performance traits. Please identify the student's current level of performance using the outlined rating scale, and where appropriate, give suggestions for growth during the second half of the internship.

2. Reflect carefully on the student's work and make an honest judgement of his/her performance.

3. Share the evaluation with the student prior to submitting to Regis College faculty advisor. The student may return the form to his/her faculty advisor, or you may mail it to the address at the bottom of the last page.

4. Use the Scale: 5 = Outstanding......1 = Poor.

**Personal Characteristics:**

*Personal Habits:* Attention to appearance, suitability of attire, grooming, personal habits.

a. current level of performance 5 4 3 2 1 NA
b. suggestions for growth:

*Responsibility:* Dependability, follow through with assigned work, follows instructions.

a. current level of performance 5 4 3 2 1 NA
b. suggestions for growth:

*Attitude:* Loyalty, interest and approach to the job, associates, clientele, agency. Compliance with procedure and policies.

a. current level of performance 5 4 3 2 1 NA
b. suggestions for growth:
Judgement: Common sense; distinguishes important from unimportant; tact; makes responsible decisions.

a. current level of performance 5 4 3 2 1 NA
b. suggestions for growth:

Emotional Maturity: Poised, shows self control, even tempered, tolerant, well balanced, understands the behavior of others and self

a. current level of performance 5 4 3 2 1 NA
b. suggestions for growth:

Professional Characteristics:

Professional Attitude: Interest in and attitude toward profession, knowledge of professional literature, organizations, certification, professional growth.

a. current level of performance 5 4 3 2 1 NA
b. suggestions for growth:

Personal Development: Willingness to try new personal and professional ideas, teachable, acceptance of criticism, willingness to improve

a. current level of performance 5 4 3 2 1 NA
b. suggestions for growth:

Knowledge and Skills: Possesses skill, knowledge and competencies to perform entry-level work

a. current level of performance 5 4 3 2 1 NA
b. suggestions for growth:
Work Characteristics:

Quality of Work: Productivity, completeness, thoughtfulness, workmanship, sound judgement, quality of output

a. current level of performance  5 4 3 2 1 NA
b. suggestions for growth:

Productivity: Workload, volume of work produced, appropriate use of resources, planning and follow-through

a. current level of performance  5 4 3 2 1 NA
b. suggestions for growth:

Initiative, Adaptability: Performs work without constant supervision, independent decision making, flexibility, resourcefulness, capable of meeting new situations.

a. current level of performance  5 4 3 2 1 NA
b. suggestions for growth:

Oral Communication: Expresses ideas well, ability to explain ideas, methods, procedures. Secures acceptance of ideas. Consideration of others' viewpoints

a. current level of performance  5 4 3 2 1 NA
b. suggestions for growth:

Written Communication: Skill and ability to express thoughts on paper, reports, documentation.

a. current level of performance  5 4 3 2 1 NA
b. suggestions for growth:
**Attendance and Punctuality:** Dependable, punctual and reliable. Meets work schedule as assigned.

a. current level of performance  5  4  3  2  1  NA

b. suggestions for growth:

**GOALS**

Goals for last half of internship. The site supervisor and intern should identify at least THREE specific areas in which to seek improvement during the last half of the internship.

1.

2.

3.

4.

5.

Site Supervisor’s signature_________________________ Date________

Intern's signature________________________________ Date________

Site Supervisor:
Please retain a copy of this evaluation for your records. At the final evaluation, you will be asked to comment on the intern's progress toward making the suggested recommendations for growth and meeting the goals identified for the last half of the internship. Please enclose in an envelope for the student to return to his/her faculty supervisor, or mail to:

Dr. Cathy Fuller, Program Director Health & Fitness Studies
St. Joseph’s Room 2
Regis College
235 Wellesley St
Weston, MA 02493
APPENDIX D
AGENCY FINAL EVALUATION OF INTERNSHIP

Name of Student _________________________ Date _______________________

Agency  __________________________________________________________________

Site Supervisor _________________________ Title _________________________

INSTRUCTIONS:

1. Listed below are the same professional performance traits on which you evaluated the intern at mid-term. Please identify the student's current level of performance on these traits, and your comments on the intern's progress since the mid-term evaluation.

2. Reflect carefully on the student's work and make an honest judgment of his/her performance.

3. Share the evaluation with the student prior to submitting to Regis College faculty advisor. The student may return the form to his/her faculty advisor, or you may mail it to the address at the bottom of the last page.

4. Use the Scale:  5 = Outstanding......1 = Poor.

Personal Characteristics:

Personal Habits:  Attention to appearance, suitability of attire, grooming, personal habits.

a. final evaluation  5  4  3  2  1  NA
b. changes noted in performance since mid-term:

Responsibility: Dependability, follow through with assigned work, follows instructions.

a. final evaluation  5  4  3  2  1  NA
b. changes noted in performance since mid-term:

Attitude:  Loyalty. Interest and approach to the job, associates, clientele, agency. Compliance with procedure and policies.

a. final evaluation  5  4  3  2  1  NA
b. changes noted in performance since mid-term:
Judgement: Common sense; distinguishes important from unimportant; tact, makes responsible
decisions.

a. final evaluation  5 4 3 2 1 NA
b. changes noted in performance since mid-term:

Emotional Maturity: Poised, shows self control, even tempered, tolerant, well balanced, understands
the behavior of others and self

a. final evaluation  5 4 3 2 1 NA
b. changes noted in performance since mid-term:

Professional Characteristics:

Professional Attitude: Interest in and attitude toward profession; knowledge of professional literature,
organizations, certification; professional growth.

a. final evaluation  5 4 3 2 1 NA
b. changes noted in performance since mid-term:

Personal Development: Willingness to try new personal and professional ideas, teachable,
acceptance of criticism, willingness to improve.

a. final evaluation  5 4 3 2 1 NA
b. changes noted in performance since mid-term:

Knowledge and Skills: Possesses skill, knowledge and competencies to perform entry-level work.

a. final evaluation  5 4 3 2 1 NA
b. changes noted in performance since mid-term:

Work Characteristics:

Quality of Work: Productivity, completeness, thoughtfulness, workmanship, sound judgement,
quality of output.

a. final evaluation  5 4 3 2 1 NA
b. changes noted in performance since mid-term:
Productivity: Workload, volume of work produced, appropriate use of resources, planning and follow-through.

a. final evaluation  5  4  3  2  1  NA
b. changes noted in performance since mid-term:

Initiative, Adaptability: Performs work without constant supervision, independent decision making, flexibility, resourcefulness, capable of meeting new situations.

a. final evaluation  5  4  3  2  1  NA
b. changes noted in performance since mid-term:

Oral Communication: Expresses ideas well, ability to explain ideas, methods, procedures. Secures acceptance of ideas, consideration of others' viewpoints.

a. final evaluation  5  4  3  2  1  NA
b. changes noted in performance since mid-term:

Written Communications: Skill and ability to express thoughts on paper, reports, documentation.

a. final evaluation  5  4  3  2  1  NA
b. changes noted in performance since mid-term:

Attendance and Punctuality: Dependable, punctual and reliable. Meets work schedule as assigned.

a. final evaluation  5  4  3  2  1  NA
b. changes noted in performance since mid-term:
GOALS

Review the goals which were established at the mid-term evaluation for the last half of the internship. Please make written observations regarding the intern's progress toward accomplishing each goal.

1.

2.

3.

4.

5.

Overall evaluation of intern student: On the following scale, please indicate the level of performance which you feel best represents the overall performance of this student during the internship experience.

EXCELLENT  GOOD  AVERAGE  BELOW AVERAGE  POOR

Other Comments:

Site Supervisor signature ___________________________ Date ___________________________

Intern's signature ___________________________ Date ___________________________

Please enclose in an envelope for the student to return to his/her faculty supervisor, or mail to:
Dr. Cathy Fuller, Program Director Health & Fitness Studies
St. Joseph’s Room 2
Regis College
235 Wellesley St
Weston, MA 02493
# Student's Evaluation of Internship

Name ________________________________  Class Year __________  Major __________________

Organization ________________________  Department______________________________

Supervisor ___________________________  Faculty Sponsor ___________________________

Term of Internship ____________________ to ______________________

Please rate aspects of your internship experience by checking the appropriate spaces. Submit this completed evaluation to your faculty sponsor and bring a copy to the Office of Career Services by ___________.

<table>
<thead>
<tr>
<th>Characteristics</th>
<th>Excellent</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provided opportunity to use my academic knowledge in a practical situation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided useful information and insights about an occupation or career</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Provided opportunity to learn job/career knowledge and skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Encouraged me to demonstrate initiative and responsibility</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Expected duties and responsibilities were clearly defined</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received direction, support, and supervision from my site supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Received direction, support, and supervision from my faculty sponsor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Overall evaluation of this internship experience</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(OVER)
Brief description of duties:

What was the most positive aspect of your internship experience?

What was the most negative aspect of your internship experience?

What specific knowledge and skills have you acquired from this experience?

How has this experience affected your academic/career goals?

Would you recommend this same internship to another student? Why or why not?

I ___ agree _____ do not agree to allow other Regis students to review this internship evaluation to assist them in selecting internship sites.

Signature ___________________________ Date __________________________

(Revised June 2011)
Alternate:

STUDENT EVALUATION OF INTERNSHIP SITE

Agency _______________________________ Date _________________

Name of Intern __________________________

Instructions: Please rate the strengths and weaknesses of your site in terms of meeting your needs as an intern. This is important for future interns. Use the following scale:

5 = excellent
4 = more than adequate
3 = adequate
2 = fair
1 = poor

1.______ Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels of activities, programs and projects

2.______ Provision of relevant experiences in administration, supervision and leadership.

3.______ Cooperation of agency staff to provide professional growth experiences through in-service training programs, seminars and workshops

4.______ Provision of assistance in meeting your personal and professional goals and objectives

5.______ Availability of resources essential to the preparation of professionals (library, equipment, supplies, etc.)

6.______ Adequate scheduling of conferences with you and ongoing evaluation of your performance.

7.______ Allowances for relating classroom theory to practical situations

8.______ Willingness to listen to whatever suggestions or recommendations you might offer, willingness to discuss them with you, explaining the rationale for accepting/rejecting your suggestions.

9.______ Overall rating of your internship site. (over)

Additional comments:
Explanations of low ratings: Please explain your rationale for assigning any ratings of "FAIR" or "POOR". Cite examples of situations that warrant these low ratings of the agency.

Intern's Signature ____________________________  Date ____________________________
APPENDIX F
STUDENT EVALUATION OF SITE SUPERVISOR

Site Supervisor's Name ____________________________________

Agency __________________________________________________

Intern's Name ____________________________________________ Date __________________

Instructions: Please evaluate the quality of the supervision you received during your internship period. In addition to your numeric rating, your comments, particularly in areas which you assigned low ratings are encouraged.

Rating Scale:

5 = Exceeded my expectations
4 = Somewhat better than I had expected
3 = Met my expectations in this area
2 = Somewhat less than I has expected
1 = Lacking in this characteristic

1.______ Interest in you as a person and as a young professional
2.______ Willingness to expose you to the full range of your recreation services at your site
3.______ Ability to respond to your problems and to help you work toward solutions
4.______ Available and accessible when needed for conference
5.______ Your supervisor's technical knowledge of practices and processes of the delivery of health/fitness related services
7.______ Provided you with an orientation to the agency including purposes, policies, personnel and clientele.
8.______ Provided fair and impartial evaluations of your performance as an intern
9.______ Provided you with experiences that were appropriate to your area of interest and skill
10.______ Provided you with challenging assignments that were within your capabilities
11.______ Provided you with a work schedule and modified your schedule as you gained skills and confidence in your assignments
12.______ Was actively supportive of your efforts to gain entry into the job market upon graduation
Additional Comments:

Explanations of low ratings: Please explain your rationale for assigning any ratings of "FAIR" or "POOR". Cite examples of situations that warrant these low ratings of the agency supervisor.

Intern's signature ______________________________ Date ____________________
