

***HEALTH/WELLNESS
MANUAL FOR INTERNSHIP EXPERIENCES***

Department of Physical Education, Wellness, and Sport Studies
Gardner-Webb University
Boiling Springs, North Carolina

This manual is designed to be a guide for students, faculty, and agencies on the established policies of the department Gardner-Webb University Physical Education, Wellness and Sport Studies Department for the Health/Wellness internship requirements. Internships in Health/Wellness should be a student centered experience emphasizing the role of the student in a three-sided program involving the student intern, the Agency Supervisor and the Internship Supervisor from Gardner-Webb University.

The Health/Wellness Curriculum

The purpose of the Health/Wellness curriculum is to equip Health/Wellness majors with the necessary competencies and skills to pursue career opportunities in a variety of settings designed to develop and implement health promotion programs that emphasize healthy lifestyles and behavior. Such career opportunities may include involvement with occupational health, worksite health promotion, fitness center operations, health education, senior center activities, youth fitness, hospital wellness, cruise line fitness management, resorts, sports camps, and commercial operations involving health/wellness activities and behavior change programs.

Purpose of the Health/Wellness Internship Program

The basic purpose of the internship program is to provide a guided transition from the university curriculum to a professional health/wellness setting. During the internship, the student will test the practical application of theories involving behavior change, program planning, program implementation and evaluation, as well as practice the related skills. As part of the internship experience, the student is mentored and evaluated by both the Agency Supervisor and the Internship Supervisor.

Basic Objectives of the Health/Wellness Internship Program

1. To provide the student with an opportunity to integrate theory and practice in his/her professional education; to encourage the exchange of contemporary thinking and insights between the intern and agency personnel;
2. To provide the student with an opportunity to promote and broaden his/her philosophy and understanding of the health/wellness profession;
3. To enable the student to obtain information which can be used as a basis for making choices in relation to future jobs, areas of specialization, and further studies in health/wellness;
4. To enable the student to assess his/her own strengths and weaknesses;
5. To provide the student with an opportunity to gain experience in leadership, supervision, and administrative functions within health/wellness agencies;
6. To help the student gain an understanding and appreciation of the roles, duties, and responsibilities of a full-time health/wellness professional;
7. To develop the student's skills in various program areas; to increase his/her knowledge of the organization and administration of health/wellness operations;
8. To provide the student with experiences that will enable him/her to develop sound human relations;
9. To strengthen relationships between health/wellness agencies and Gardner-Webb University.

Basic Criteria for Selection of an Agency Supervisor

1. The Agency Supervisor must have a high degree of professional status in his/her own area of health/wellness. This includes a degree in any Physical Education, Wellness or Health related field or other approved field.
2. The Agency Supervisor will be selected and agreed upon by the student and the Internship Supervisor based on the needs and interests of the student.
3. Ideally, the internship should be done within a reasonable distance from campus to allow for proper supervision by the Internship Supervisor. Exceptions must be approved by the Health/Wellness faculty.
4. The Agency Supervisor agrees to accept the student intern and communicate with the Health/Wellness Internship Supervisor as needed.

5. The Agency Supervisor agrees to cooperate to the fullest extent with the Health/Wellness Internship Supervisor in carrying out the internship practices, policies, and procedures established by Gardner-Webb University, Department of Physical Education, Wellness, and Sport Studies.
6. The Agency Supervisor agrees to assist the student in developing the following:
 - a. a sound understanding of the agency's goals and objectives;
 - b. a comprehensive understanding of how to work;
 - c. experiences working with budgets and budgeting for programs;
 - d. experiences related to the purchasing and care of equipment and facilities;
 - e. program planning and development of leadership;
 - f. supervisory experience;
 - g. other leadership experiences that would be beneficial to the student.

Eligibility for Internship Experience

1. Senior standing and all other degree requirements completed;
2. Must be enrolled in HEWE 451, Health/Wellness Internship, for the given semester to obtain credit;
3. Completion of Form: HEWE 1, Application for Health/Wellness Internship;
4. Continued cooperation with the Health/Wellness Internship Supervisor through the pre-intern application and qualification procedures for assignment to an agency.
5. Attend Health/Wellness internship orientation meeting.

Internship General Procedures to be Followed

1. Student must apply for internship placement one semester in advance (Completion of Form: HEWE 1, Application for Health/Wellness Internship).
2. Internship must be approved by the Gardner-Webb University Health/Wellness Internship Supervisor.
3. An orientation seminar will be required prior to the internship. An internship summary seminar at the completion of the internship for the purpose of sharing information, clarification, and evaluation is also required.
4. All interns will be visited, as necessary and feasible, by the Health/Wellness Internship Supervisor during their internship.
5. Evaluations will be submitted by the student and the Agency Supervisor to the Health/Wellness Internship Supervisor.

Major Policies and Practices

1. **Service to the Student.** The service to the student is not superseded by service to the agency.
2. **Registering for Internship.** The university supervisor should be notified of the student's intent to register for internship **at least one semester in advance**. The student should submit Form: HEWE 1, Application for Health/Wellness Internship, at that time.
3. **Procedures at Assignment.** During the period of the student's assignment to the agency, adherence to the following procedures is advantageous to the student, the supervisor, and the agency's program:
 - a. After assignment to an agency, and before the student begins intern work, he/she must complete a personal inventory (Form: HEWE 2, Health/Wellness Intern Personal Inventory) to be forwarded to the Agency Supervisor.
 - b. After consultation with the Agency Supervisor, the student should state (in written form) clearly defined goals and objectives for the internship experience and present a copy of these objectives to the Agency Supervisor and the Health/Wellness Internship Supervisor.
 - c. The student should submit the Initial Internship Report (Form: HEWE 3) to the Health/Wellness Internship Supervisor during the first week of the internship experience.
4. **Responsibilities of the Student.**
 - a. To the Agency
 - 1) Accept and assume full responsibility as a full-time employee.
 - 2) Realize that the agency is providing cooperative service for the intern's benefit.
 - 3) Accept the responsibility of working a minimum of 300 hours during the semester as arranged by the student and the Agency Supervisor. Any deviation will need to be approved in advance by the Health/Wellness Internship Supervisor.
 - 4) Develop and submit to the agency goals and objectives to be met during the internship.
 - 5) Make necessary transportation and living arrangements.
 - 6) Submit a written account of expenses during the internship, if requested by the agency.

- b. To Gardner-Webb University
 - 1) Conform to Gardner-Webb University policies as a full-time student.
 - 2) Accept the internship opportunity as a cooperative agreement between the Department of Physical Education, Wellness, and Sport Studies, Gardner-Webb University, and the agency providing the internship experience.
 - 3) Develop and submit to the Health/Wellness Internship Supervisor goals and objectives to be accomplished during the internship.
 - 4) Submit to the Health/Wellness Internship Supervisor a written account of experiences during the internship.
 - 5) Complete appraisal forms (Form: HEWE 9, HEWE 10, HEWE 11) for use in the evaluation of the internship program.

 - c. Required Assignments and Projects
 - 1) Present written goals and objectives to Agency Supervisor and Health/Wellness Internship Supervisor.
 - 2) Submit Initial Internship Report (Form: HEWE 3) to the Health/Wellness Internship Supervisor.
 - 3) Submit weekly reports (Forms: HEWE 4A and 4B), and activity planning schedules (Form: HEWE 5) to the Health/Wellness Internship Supervisor with the Agency Supervisor's signature.
 - 4) Submit three progress reports (Form: HEWE 7) with the Agency Supervisor's signature during the third, sixth, and ninth weeks of the internship for summer interns and during the fourth, eighth, and twelfth weeks for fall or spring interns.
 - 5) Submit a comprehensive journal which follows the INTERNSHIP TRAINING GUIDE OUTLINE of specific areas of operation within the agency.
 - 6) Attend the internship summary seminar which will be conducted on campus the last week of classes prior to the final exams or by approved arrangement.
 - 7) Submit a Self-Appraisal Form (Form: HEWE 7) to the Health/Wellness Internship Supervisor.
5. **Responsibilities of the Agency**
- a. To the Student
 - 1) Provide professional guidance and direction relevant to the function of the agency's Health/Wellness program.
 - 2) Lead the student progressively into assuming increasing responsibilities as a Health/Wellness leader.
 - 3) Consider the student as a full-time employee of the agency's staff.
 - 4) Assist the student in achieving stated goals and objectives.
 - 5) Provide the student with a written set of guidelines of expectations and duties during the internship.
 - 6) Conduct a formal evaluation of the student (Forms: HEWE 6 and 8).

- b. To Gardner-Webb University
 - 1) Assure that the student is receiving maximum opportunity, direction, and guidance during the internship experience.
 - 2) Cooperate fully with the Gardner-Webb University Health/Wellness Internship Supervisor on all matters pertaining to the student's internship.
 - 3) Assign a person to supervise the student intern who has had the proper educational and practical background.
 - 4) Maintain regular contacts with the Health/Wellness Internship Supervisor.
 - 5) Work with the Health/Wellness Internship Supervisor in a final evaluation of the student's performance and grade.

- c. Specific Agreement and Evaluation Responsibilities
 - 1) Return one copy of the Internship Agreement Contract (Form: HEWE 13) to the Gardner-Webb University Health/Wellness Internship Supervisor.
 - 2) Cooperate with the student in completing a progress report during the third, the sixth, and the ninth week of the summer internship and during the fourth, eighth, and twelfth week of the fall and spring internship. (The student is responsible for seeking suggestions for improvement from the Agency Supervisor and for submitting the progress reports, with the Agency Supervisor's signature, to the Gardner-Webb University Health/Wellness Internship Supervisor.
 - 3) Notify the Gardner-Webb University Health/Wellness Internship Supervisor immediately should any problem arise.
 - 4) Cooperate with the Gardner-Webb University Health/Wellness Internship Supervisor by submitting an evaluation concerning the student's overall internship experience. The Intern Appraisal Form (Form: HEWE 8) should be returned to the Gardner-Webb University Health/Wellness Internship Supervisor.
 - 5) Advise the Gardner-Webb University Health/Wellness Internship Supervisor during the last week of the internship of the agency's desire and/or preference for future interns.

- 6. **Responsibilities of the Gardner-Webb University Health/Wellness Internship Supervisor**
 - a. To the Agency Supervisor
 - 1) Make contact about the agency's willingness to participate in the internship program.
 - 2) Submit support materials regarding the purpose and objectives of the internship program.
 - 3) Maintain frequent contacts and/or visit with agency.
 - 4) Disclose background information about the student's professional abilities and goals.
 - 5) Make internship materials available to the agency.
 - 6) Establish a contractual agreement with the internship agency (Form: HEWE 13).
 - 7) Provide copies of all appraisal and evaluation forms to agency.
 - 8) Consult with the agency in finalizing a grade for the internship.

General Objectives of the Internship Experience

1. To develop a coherent, rational point of view concerning the relationship of health/wellness to the needs and desires of individuals and groups.
2. To become skilled in health/wellness leadership.
3. To establish democratic personal relationships with members of the staff and with all persons interested in the education of program participants.
4. To develop skill in performing routine administrative duties including the maintenance of required records and the submission of required reports.
5. To function effectively as a citizen in the community.
6. To understand and abide by department policies and procedures.

Sample Internship Schedule

First Week — Meet with agency supervisor for orientation to agency.

Second and Third Weeks — Work with agency professionals to learn the administrative process of the agency.

Fourth through Twelfth Weeks — Progress from assistance and observing to more autonomous roles of planning, leading, supervising, evaluating, etc., the health/wellness operation within the agency.

Required Projects for the Health/Wellness Internship Experience

Written Objectives: The intern is expected to state clearly defined goals and objectives for the internship experience. These objectives are to be discussed with the Agency Supervisor and presented in written form to the Agency Supervisor and the Health/Wellness Internship Supervisor.

Initial Internship Report (Form: HEWE 3): The intern will submit an initial report to the Health/Wellness Internship Supervisor during the first week of the internship. This report should be submitted on the proper form and signed by both the intern and the Agency Supervisor.

Weekly Reports (Forms: HEWE 4A and 4B): The intern is expected to submit a narrative description of the weekly work schedule, which is to be signed by the intern and the Agency Supervisor, to the Health/Wellness Internship Supervisor no later than the first Monday following the week for which the report is prepared.

Project Planning (Form: HEWE 5): One specific activity planning schedule should be submitted for the coming week with the weekly reports and the planning schedule.

Journal: The week before final exams, the intern will submit a journal concerning the internship experience. This journal should be composed of all previously submitted objectives, weekly reports, planning schedules, activity schedules, and supportive materials from the agency. The intern should include information relative to the overall administration of the agency. Additional information to be included is suggested in the INTERNSHIP TRAINING GUIDE OUTLINE. This journal is to be neatly bound and organized and will be available to the student the following semester.

Progress Reports: Three progress reports will be due at regular intervals during the semester. The intern will provide the proper form (Form: HEWE 6) to the Agency Supervisor for an assessment of the student's progress to date, and then submit it to the Health/Wellness Internship Supervisor. Signatures of the intern and the Agency Supervisor are required for the form to be accepted.

INTERNSHIP TRAINING GUIDE OUTLINE GARDNER-WEBB UNIVERSITY INTERNSHIP PROGRAM

The Agency Supervisor and the student intern should meet on a regular basis to discuss topics and information other than those encountered by the student on the job. During these discussions, the student can learn about other aspects of agency operation and its problems. The student should include this information in his/her journal, plus a critical analysis of his/her internship experiences and of the agency where the internship was provided.

A. Orientation

1. General information about the community and the agency
2. Specific information regarding agency organization
3. Introduction to agency personnel
4. Job orientation and work schedule
5. Tour of agency areas and facilities
6. Professional etiquette
7. General information about the agency's services
8. Plan for the total internship assignment
9. General philosophy of the agency
10. Goals and objectives of the agency
11. Review of pay periods and personnel relations
12. Living arrangements and transportation

B. Legal Status of the Agency

1. History of the agency, its origin, changes and development
2. Legal action creating the agency
3. State laws governing the agency
4. Local ordinances or similar references to operational patterns
5. Liability problems and insurance
6. Methods of land acquisition, if applicable
7. Zoning laws governing development, if applicable
8. Federal and state assistance programs available to the agency
9. Regulatory laws established or enforced by the agency, if applicable
10. Financial aspects of agency development

C. General Administration

1. Organization of the board or governing authority
 - a. Board policies and operational procedures
 - b. Board officers and their responsibilities
 - c. Relationships with other agencies
 - d. Planning and conducting a board meeting
 - e. Working with committees of the board
 - f. Board-director relations
 - g. Advisory boards in the community
2. Agency organization
 - a. Line-staff relationships
 - b. Personnel operations and policies
 - 1) job analysis and assignment of duties
 - 2) selection of employees
 - 3) evaluation of personnel
 - 4) salaries and fringe benefits
 - 5) dress codes
 - c. In-service training programs
 - d. Office procedures
 - 1) office operation
 - 2) records and reports
 - 3) filing systems
 - e. Use of volunteers, if applicable
 - 1) process of selection
 - 2) training procedures
 - 3) assignment of responsibilities
 - f. Organized labor unions
3. Finance
 - a. Control of finances
 - b. Procedures for obtaining funds and sources of funds
 - c. Policy for handling funds
 - 1) receipts and vouchers
 - 2) purchase orders and bids
 - 3) approval of expenditures
 - d. Budget
 - 1) policies governing its development
 - 2) steps in the planning, preparation, and presentation of the budget
 - 3) budget forms and procedures
 - 4) budget operations
 - 5) over and under adjustments
 - e. Special finance problems
 - 1) establishing fees, charges and rental rates
 - 2) special fund management
 - 3) auditing procedures
 - 4) bonding procedures
 - 5) purchase of quantity orders and discounts
 - 6) petty cash funds

- 7) gifts and donations
 - 8) cash flow
 - f. Payroll
 - 1) withholding taxes, social security, retirement
 - g. Profit and loss
 - 1) balance sheet, general ledger and financial statements
 - h. General discussion of lending institutions and rates
- D. Public Relations
1. Objectives of the agency's public relations program
 2. Personnel responsible for public relations
 3. Public relations budget
 4. Media used for the public relations program
 5. Publications
 - a. Annual report
 - b. Bulletins
 - c. Program fliers
 6. Do's and Don'ts in human relations
 7. How to handle complaints
 8. Development of mailing lists
 9. Determining influence centers of the community
 10. Image creation
 11. Awards and recognition of lay leadership
- E. Project Planning
1. Objectives of projects
 2. How projects are chosen
 3. Percentage of the total budget for projects
 4. Criteria for the selection of project leaders
 5. Steps in project planning
 6. Factors affecting project planning
 7. Acquisition of project equipment and supplies
 8. Registration and reservation procedures
 9. Citizen/Client participation in project development
 10. Coordination of project staff
 11. Coordination of agency facilities
 12. Implementation Strategies

13. Evaluation procedures and criteria
 14. Planning for integration of the disabled
- F. Areas and Facilities
1. General standards of agency facilities
 2. Design and layout of facilities
 3. Space utilization of areas and facilities
 - a. Analysis of facility operations
 - b. Storage
 4. Special adaptations of equipment and facilities for the disabled
 5. Evaluation of areas and facilities
 6. Safety standards for agency facilities
 7. Planning process for the establishment of new facilities
 - a. Criteria for new development
 - b. Community involvement
 8. The role of the agency in assisting the development of a community or regional master plan.
 9. Cooperation with other agencies
 10. Financing new areas and facilities
 - a. Revenue and general obligation bonds
 - b. Bank loans
 - c. Stock sales
 - d. Capital improvement loans
 - e. Revenue sharing funds
 11. Laws, ordinances, and special regulations regulating special facilities such as swimming pools.
- G. Maintenance
1. Percentage of total budget for the maintenance program
 2. Scheduling the maintenance program
 - a. Seasonal starting dates
 - b. Developing priorities
 3. Selection of maintenance personnel
 4. In-service training program
 - a. Soil, turf, and plant management
 - b. Equipment use and care
 - c. Facility maintenance
 5. Developing a shop operations system
 6. Planting operations
 - a. Nursery standards and plant
 - b. Tree pruning, care and spraying
 - c. Selection of trees

7. Establishment and care of turf
 - a. Preparation and seeding methods
 - b. Irrigating and mowing process
 - c. Spraying and fertilization programs
 8. Agency design and landscape architecture
 9. Maintaining special facilities
 - a. Swimming pools, ice rinks, tennis courts, and ball diamonds
 - b. Nature centers and trails, arboretums, and botanical gardens
 - c. Children's farms and zoos
 - d. Community centers and day camps
 - e. Marinas and beaches
 - f. Toboggan hills and ski slopes
- H. Volunteer Programs
1. Philosophy and organization of the volunteer program
 2. Recruitment procedures for the volunteer program
 3. Orientation and training program for volunteers
 4. Recognition and evaluation of the volunteer program
- I. General Subject Areas
1. The life of professional Health/Wellness personnel
 - a. Local customs and traditions
 - b. Membership in local organizations
 - c. General social life and behavior
 2. Professional affiliation
 - a. Professional organizations at local, state and national levels
 - b. Registration of professional personnel
 - c. How professional organizations relate to the **agency**
 - d. A professional code of ethics
 3. Placement opportunities after completion of the practicum
 - a. How to look for professional position
 - b. What a supervisor looks for when hiring personnel
 - c. How to conduct an interview
 4. Relationships with institutions of higher education
 - a. Consultation
 - b. Education
 - c. Research

QUESTIONS TO BE ADDRESSED DURING THE HEALTH/WELLNESS INTERNSHIP

The Health/Wellness major, serving his/her internship in a practical situation, should receive a variety of experiences. This internship period could very well be the most important and impressive phase of his/her formal professional education. Here, he/she will learn specific responsibilities and acquire certain skills; but of more importance, he/she will acquire professional attitudes and philosophy which will carry over into his/her actual work situations after graduation. For this reason it is most important that the intern be placed in an agency which has comprehensive programs and a modern, professional approach to health/wellness.

The following constitute a series of questions to be addressed by the intern during the internship experience. These questions are to be responded to in written fashion and be included in the journal required at the end of the experience.

- I. Organization
 - A. Does the agency have a stated philosophy and objectives; and, if so, what are they?
 - B. What legal basis or administrative requirements does the agency have?
 - C. To whom is the executive department director responsible (board, advisory or legal, city manager, mayor, or council)?
 - D. Is there an organizational chart showing line of authority? If not, draw one. What facilities does the agency operate? Who has direct responsibility for each facility?
 - E. Are there any jointly-operated facilities? If so, are there written agreements? Who made the arrangements?

- II. Administration
 - A. What is the source of funds for the health/wellness agency (general appropriation, tax mill, contribution, United Appeal, membership fees)?
 - B. Budget
 1. How is it prepared?
 2. What is the total budget for the agency?
 3. How are operating costs accounted for?
 4. Show budget breakdown category by category.
 5. When is it prepared? By whom? Who has final approval?
 6. What is the purchasing procedure?
 - a. How are requisitions made?
 - b. Who approves requisitions?
 - c. Are purchase orders used? If so, who approves them?
 - d. Who approves invoices and signs checks?
 - e. Is there a monthly financial statement prepared? If possible, obtain a copy.

- C. Is there a Policy and Procedure Manual for the health/wellness agency?
 - 1. How are the policies established?
 - 2. Who makes changes?
 - 3. How is the policy communicated to staff?
 - 4. How strictly are policies and procedures followed?
 - D. What relationships exist between:
 - 1. Executive and Board or Commission
 - 2. Board or Commission and Staff
 - 3. Executive and Staff
 - 4. Staff and Staff
 - E. How is inter-agency communication handled? How effective is it?
 - F. Public Relations
 - 1. What emphasis is placed on public relations?
 - 2. What is the attitude of the staff toward the public?
 - 3. What is the general attitude of the public toward the agency?
 - 4. What specific methods are used to insure good public relations?
 - 5. Whose responsibility is good public relations?
 - G. Publicity
 - 1. What news media are used?
 - 2. Who has responsibility for news released?
 - 3. Who writes the news release?
 - 4. How are news releases delivered to the various news media?
 - 5. What kind of cooperation does the agency receive from the news media?
 - H. Is there a job classification system? Is it written?
 - 1. What are the job classifications and general responsibilities of each position?
 - 2. List all positions. (Indicate whether salary or hourly wages)
 - a. Full-time
 - b. Season or part-time
 - I. Is there an agency library? How are books selected? How are they paid for?
 - J. What is the policy concerning staff attendance at conferences and workshops? Who selects the participants? Are expenses paid by the agency?
- III. Projects
- A. List projects by (whichever is applicable)
 - 1. Seasons, age groups, sex, etc.
 - 2. Sports
 - 3. Others
 - B. Obtain copies of all project rules, regulations, bylaws, etc.
 - C. How are participants registered or selected? Obtain copies of registration forms, requirements, publicity.

- D. Who determines what project will be offered?
- E. Who has responsibility for supervision? Who chooses volunteers, if used?
- F. How much pre-planning is done? Outline the planning process.
- G. Are projects evaluated at the conclusion? If so, is it formal or informal? Do participants participate in the evaluation?

IV. Maintenance

- A. What maintenance equipment is owned by the agency? What is available from other sources?
How or who performs maintenance on equipment (tractors, mowers, trucks, etc.)? Is it preventive or repair?
- B. Who is responsible for maintenance of facilities (building and grounds)? Is there a planned program of maintenance for agency facilities? How often are buildings painted? Who does the painting? How is inventory performed?
- C. Who is responsible for agency equipment? How is it inventoried? Who is responsible for inventory? When is inventory performed?
- D. Who is responsible for having agency equipment repaired? When is it repaired or replaced if necessary?
- E. Who is responsible for office equipment in the agency? How often is it serviced? Are there service contracts?

V. Forms

Obtain a copy of all forms (inventory, injury, sick leave, etc.), rules and regulations, league bylaws, purchases, policies and procedures, etc., that are available.

VI. Planning

- A. What studies of the Health/Wellness agency's operation have been performed?
By whom?
- B. Is there a long-range, master plan?
 - 1. Who made it?
 - 2. Is it being followed?
 - 3. What recommendations have been completed?
 - 4. What are the major recommendations for the future?
- C. How does the agency to which the student is assigned relate to other agencies in the area?
 - 1. Other city and/or major county departments (or institutional departments)
 - 2. Schools
 - 3. Private and youth-service agencies
 - 4. Others
- D. How does this Health/Wellness agency help other such agencies? What help does it receive?

**Health/Wellness
Internship
FORMS**

Gardner•Webb
University

**APPLICATION FOR HEALTH/WELLNESS INTERNSHIP
FORM: HEWE 1**

NAME _____ DATE _____

CAMPUS-ADDRESS _____ PHONE _____

HOME ADDRESS _____ PHONE _____

SEMESTER YOU WISH TO DO YOUR INTERNSHIP _____

WHEN DO YOU PLAN TO
GRADUATE? _____

STATE SPECIAL CIRCUMSTANCES, IF ANY, WHICH YOU HAVE THAT SHOULD BE CONSIDERED IN ASSIGNING YOU
FOR YOUR INTERNSHIP:

TYPE OF AGENCY WHERE YOU DESIRE INTERNSHIP PLACEMENT:

FIRST CHOICE _____

SECOND CHOICE _____

THIRD CHOICE _____

DO NOT WRITE BELOW THIS LINE. COORDINATOR'S USE ONLY.



SEMESTER _____ HEALTH/WELLNESS AGENCY _____

NAME OF SUPERVISOR IN HEALTH/WELLNESS AGENCY _____

ADDRESS OF HEALTH/WELLNESS AGENCY _____

PHONE _____ PLACEMENT RECOMMENDED BY _____

CUMULATIVE GRADE POINT AVERAGE _____

DATE _____

APPROVED _____ DISAPPROVED _____

Signature - Health/Wellness Internship Supervisor

**HEALTH/WELLNESS INTERN PERSONAL INVENTORY
FORM: HEWE 2**

PERSONAL HISTORY

NAME _____ DATE _____

CAMPUS ADDRESS _____ PHONE _____

HOME ADDRESS _____ PHONE _____

TYPE OF COMMUNITIES IN WHICH YOU HAVE LIVED:

LARGE _____ SMALL CITY _____ VILLAGE _____ RURAL _____

PLACE OF BIRTH _____ DATE OF BIRTH _____

IS YOUR FATHER LIVING? _____ IS YOUR MOTHER LIVING? _____

ARE YOU SINGLE? _____ ENGAGED? _____ MARRIED? _____ OTHER? _____

DO YOU HAVE CHILDREN? _____ SPOUSE'S OCCUPATION _____

DO YOU HAVE REGULAR RESPONSIBILITIES SUCH AS SUNDAY SCHOOL TEACHER, MANAGEMENT OF HOME, ETC.?

NATURE OF RESPONSIBILITY:

HOURS PER WEEK:

NUMBER OF BROTHERS AND SISTERS _____ THEIR AGES _____

DATE OF LAST PHYSICAL EXAMINATION _____ HEIGHT _____ WEIGHT _____

PRESENT PHYSICAL CONDITION:

EXCELLENT _____ GOOD _____ FAIR _____ POOR _____

HAVE YOU ANY PHYSICAL HANDICAPS? IF SO, WHAT? _____

PAGE 2 - PERSONAL INVENTORY**EDUCATION**

SCHOOLS & UNIVERSITIES ATTENDED	WHEN	HOURS PER WEEK

DEGREE FOR WHICH YOU ARE WORKING _____

EXPECTED DATE OF
COMPLETION _____

WHAT FURTHER EDUCATION DO YOU PLAN? _____

ARE YOU PAYING PART OF YOUR COLLEGES EXPENSES NOW? _____

NATURE OF WORK	WHERE	HOURS PER WEEK

PLACES WHERE YOU HAVE TRAVELED _____

WHAT ACHIEVEMENTS IN SCHOOL HAVE GIVEN YOU THE GREATEST SATISFACTION? _____

WHAT DO YOU EXPECT THIS INTERNSHIP TO DO FOR YOU? _____

PAGE 3 - PERSONAL INVENTORY

ARE THERE ANY ASPECTS OF THIS INTERNSHIP FOR WHICH YOU FEEL A NEED FOR HELP? _____

WORK EXPERIENCE

TYPE OF WORK	LENGTH OF EMPLOYMENT	DUTIES

WHAT AGE GROUPS DO YOU PREFER TO WORK WITH? _____

WHAT ACTIVITIES DO YOU PREFER TO PROVIDE LEADERSHIP FOR? _____

DO YOU HOLD ANY CURRENT CERTIFICATIONS IN THE FOLLOWING AREAS? IF SO, PLEASE INDICATE WHICH CERTIFICATIONS YOU HOLD.

- FIRST AID _____
- CARDIOPULMONARY RESUSCITATION _____
- CANOEING _____
- OFFICIATING _____
- WATER SAFETY _____
- MARTIAL ARTS _____
- SCUBA _____
- CAMPING _____
- OTHERS _____

**INITIAL INTERNSHIP REPORT
FORM: HEWE 3**

DEPARTMENT OF PHYSICAL EDUCATION, WELLNESS, & SPORT STUDIES
Gardner-Webb University
Boiling Springs, NC 28017

INSTRUCTIONS: To be completed by the intern and returned to the Health/Wellness Internship Supervisor as soon as possible after reporting to the agency.

DATE _____

STUDENT _____

PRESENT ADDRESS _____

PHONE _____

AGENCY NAME _____

AGENCY SUPERVISOR _____

ADDRESS _____

BRIEF DESCRIPTION OF INITIAL ORIENTATION BY AGENCY:

DUTIES ASSIGNED:

Date

Student's Signature

Phone #

Date

Agency Supervisor's Signature

Phone #

**WEEKLY REPORT INFORMATION
FORM: HEWE 4-A**

Each student intern is expected to submit a narrative description of his/her weekly work schedule. This report should be submitted to the Health/Wellness Internship Supervisor no later than the first Monday following the week for which the report is submitted. Reports submitted after the scheduled deadline will result in appropriate reductions in the final grade. The weekly reports should include the following information and data:

1. Name and date
2. Agency and supervisor's name
3. Weekly reports to be written, in detail addressing the following five areas:
 - A. Nature of the week's work, all encompassing
 - B. What was learned from the week's work
 - C. Problems encountered and how they were solved
 - D. How Agency Supervisor aided in problem situation, conferences with, etc.
 - E. Evaluations, accomplishments, satisfactions changes that you would initiate if you were to conduct activity a second time
4. One weekly planning schedule, listing all activities for the coming week, should be submitted on the proper form and submitted with the weekly reports
5. One activity planning schedule should be submitted on the proper forms with the weekly report
6. All reports must be typed
7. Your signature and date
8. Supervisor's signature and date

**WEEKLY TIME CHART
FORM: HEWE 4-B**

**WEEK OF _____
Month/Day/Year**

Time of Day	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 p.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							

NOTE: This form is to be submitted to Health/Wellness Internship Supervisor no later than the Monday following the week for which the report is submitted.

Supervisor's Signature

Date

Student's Signature

Date

**PROJECT PLANNING FORM
FORM: HEWE 5**

Name _____ Day: (Circle) M T W T F S

Week _____

Brief Description of Project _____

Special Arrangements _____

Required Equipment and Supplies _____

Expected Number of Participants _____

Detailed Schedule of Project:

Time of Activity _____

Location _____

Details _____

Signature of Student _____ Date _____

Signature of Supervisor _____ Date _____

NOTE: This form is to be submitted to the Health/Wellness Internship Supervisor no later than Monday of the week during which the project is to be conducted.

**PROGRESS REPORT
FORM: HEWE 6**

INSTRUCTIONS: To be completed by the Agency Supervisor and returned to the Gardner-Webb University Health/Wellness Internship Supervisor during regular intervals of the internship experience.

DATE: _____

STUDENT'S NAME: _____

AGENCY: _____

AGENCY SUPERVISOR'S NAME: _____

STUDENT'S PROGRESS TO DATE: (Circle One)

Poor Fair Good Very Good Outstanding

INDICATE PARTICULAR STRENGTHS:

INDICATE PARTICULAR WEAKNESSES:

SUGGESTIONS FOR IMPROVEMENT:

Student's Signature

Date

Agency Supervisor's Signature

Date

SELF-APPRAISAL FORM
FORM: HEWE 7

TO BE COMPLETED BY THE STUDENT

Name of Intern _____

Internship Agency _____

Semester Covered by Self-Appraisal: From _____ to _____

This self-appraisal should be completed with care. Please be as accurate and objective as possible. The self-appraisal should be based on the total internship experience and not on isolated incidents.

Using the rating scale below, rate yourself on each of the items in terms of the extent you meet the agency expectations during the internship. Comments and suggestions are welcome and should be placed on the back of the appraisal form.

1. Exceed Expectations
2. Meet Expectations
3. Below Expectations
4. Does Not Meet Expectations
5. Not Applicable

Circle the number that indicates your rating.

Attitudes Toward Work

Willingness to work or perform duties as assigned	1	2	3	4	5
Willingness to accept responsibility	1	2	3	4	5
Shows enthusiasm for work	1	2	3	4	5
Shows desire to achieve	1	2	3	4	5
Accepts criticism in a mature manner	1	2	3	4	5
Does more than just enough to get by	1	2	3	4	5

Leadership and Performance Qualities

Plans and organizes work in an orderly manner	1	2	3	4	5
Promptly carries out assigned tasks	1	2	3	4	5
Effectively communicates with supervisor	1	2	3	4	5
Functions on own initiative when necessary	1	2	3	4	5
Demonstrates effective leadership techniques	1	2	3	4	5
Observes rules and agency practices	1	2	3	4	5
Produces adequate quality of work assigned projects	1	2	3	4	5
Demonstrates good judgement on work related decisions	1	2	3	4	5

PAGE 2 - SELF APPRAISAL**Personal and Professional Qualities**

Communicates effectively with other staff members	1	2	3	4	5
Displays patience and self-control during work	1	2	3	4	5
Demonstrates a consideration for other's viewpoints	1	2	3	4	5
Demonstrates an ability to express myself in writing	1	2	3	4	5
Demonstrates an ability to express myself orally	1	2	3	4	5

Public Relations

Demonstrates courtesy in working with the public	1	2	3	4	5
Shows respect for others in relationship with public	1	2	3	4	5
Demonstrates tact in working with the public	1	2	3	4	5
Makes adequate use of available media in promoting agency programs	1	2	3	4	5

Using the rating scale as a guide, rate yourself on each of the items as they apply to the personal skill you feel needs improvement.

1. Strongly Agree
2. Agree
3. Disagree
4. Strongly Disagree
5. Not Applicable

Circle the number that indicates your rating.

My willingness to work or perform assigned duties	1	2	3	4	5
My willingness to accept responsibility	1	2	3	4	5
My enthusiasm for work	1	2	3	4	5
My desire to achieve	1	2	3	4	5
My ability to accept criticism in a mature manner	1	2	3	4	5
My ability to communicate with supervisors	1	2	3	4	5
My ability to plan and organize work tasks	1	2	3	4	5
My ability to motivate myself	1	2	3	4	5
My ability to assess the quality of my work	1	2	3	4	5
My ability to communicate with other staff members	1	2	3	4	5
My patience and self-control during work	1	2	3	4	5
My consideration of other's viewpoints	1	2	3	4	5
My ability to express myself in writing	1	2	3	4	5
My ability to effectively use leadership techniques	1	2	3	4	5
My ability to express myself orally	1	2	3	4	5
My tact while working with the public	1	2	3	4	5

**INTERN FINAL APPRAISAL
FORM: HEWE 8**

TO BE COMPLETED BY THE AGENCY SUPERVISOR

Name of Student Intern_____

Appraiser_____

Title_____

Agency_____

Semester covered by Appraisal: From_____ to _____

This appraisal should be completed with care and fairness for the interest of the student. Please be as accurate and objective as possible. The appraisal should be based upon the total internship experience and not upon isolated incidents.

Using the rating scale below as a guide in completing the appraisal form, rate the student on each of the items which are applicable to your expectations of interns. Comments and suggestions are welcome and should be placed on the back of this appraisal form.

1. Exceeds Expectation
2. Meets Expectations
3. Below Expectations
4. Does Not Meet Expectations
5. No Observation

Attitudes Toward Work

Circle the number that indicates your rating.

Willingness to work or perform duties as assigned	1	2	3	4	5
Willingness to accept responsibility	1	2	3	4	5
Shows enthusiasm for work	1	2	3	4	5
Shows desire to achieve	1	2	3	4	5
Accepts criticism in a mature manner	1	2	3	4	5
Does more than just enough to get by	1	2	3	4	5

Leadership and Performance Qualities

Plans and organizes work in an orderly manner	1	2	3	4	5
Promptly carries out assigned tasks	1	2	3	4	5
Effectively communicates with supervisor	1	2	3	4	5
Functions on own initiative when necessary	1	2	3	4	5
Demonstrates effective leadership techniques	1	2	3	4	5
Observes rules and agency practice	1	2	3	4	5
Produces adequate quality of work on assigned projects	1	2	3	4	5
Demonstrates good judgment on work related decisions	1	2	3	4	5

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Personal and Professional Qualities

Communicates effectively with other staff members	1	2	3	4	5
Displays patience and self-control during work	1	2	3	4	5
Demonstrates a consideration for others' viewpoints	1	2	3	4	5
Demonstrates an ability to express himself/herself in writing	1	2	3	4	5
Demonstrates an ability to express himself/herself orally	1	2	3	4	5

Public Relations

Demonstrates courtesy in working with the public	1	2	3	4	5
Shows respect for others in relationships with public	1	2	3	4	5
Demonstrates tact in working with the public	1	2	3	4	5
Makes adequate use of available media in promoting agency programs	1	2	3	4	5

What additional course work would you recommend for the student?

Would you recommend this student for a professional position in health/wellness?

Recommend Strongly	Recommend	Recommend with Reservation	Do not Recommend
_____	_____	_____	_____

Comments:

Signature

Date

**STUDENT EVALUATION OF AGENCY SUPERVISOR
FORM: HEWE 9**

INSTRUCTIONS: Please rate the quality of the supervision you received during the internship experience. Use the following scale.

- 1 = Excellent
- 2 = More than adequate
- 3 = Adequate
- 4 = Fair
- 5 = Poor

- _____ 1. Interest in you as a person and as a student.
- _____ 2. Willingness to discuss the full range of your activities at the site.
- _____ 3. Ability to respond to your problems and to help you work toward solutions.
- _____ 4. Quality of conference with the agency supervisor.
- _____ 5. Adequacy of arrangements made to orient you to the agency and the site.
- _____ 6. Sensitivity to your needs in accomplishing your objectives.
- _____ 7. Expression of encouragement and sincerity.
- _____ 8. Understanding of philosophy and practices in the profession.
- _____ 9. Flexibility in arranging for your tasks in light of changing situations within the agency and within you.
- _____ 10. Openness to change, innovation, and new techniques.
- _____ 11. General quality of the overall supervision you received during the internship.

Additional Comments:

STUDENT EVALUATION OF INTERNSHIP SITE
FORM: HEWE 10

INSTRUCTIONS: *Please rate the strengths and weaknesses of the site in terms of meeting your needs as intern. Use the following scale*

- 1 = Excellent
- 2 = More than adequate
- 3 = Adequate
- 4 = Fair
- 5 = Poor

- _____ 1. Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs, and projects.
- _____ 2. Provision of relevant experiences in administration, supervision, and leadership.
- _____ 3. Cooperation of agency staff in providing professional growth experiences through training programs, seminars, and similar activities.
- _____ 4. Provision of assistance in helping you meet your personal and professional goals and objectives.
- _____ 5. Availability of resources, equipment, and supplies essential to the preparation of professionals.
- _____ 6. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
- _____ 7. Adequate scheduling of conferences with you and ongoing evaluation of your performance.
- _____ 8. Allowance for relating classroom theory to practical situations.
- _____ 9. Willingness to listen to whatever suggestions or recommendations you might offer, and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.
- _____ 10. General suitability of the agency for meeting your needs as an intern.

STUDENT EVALUATION OF INTERNSHIP PROGRAM
FORM: HEWE 11

Student interns are requested to include the following items in their final evaluation of the internship experience. Other pertinent comments may be included. Reports should be type-written and on an 8½" x 11" typing paper. Those wishing to retain a copy of this report should make a duplicate. This evaluation should be turned in one week before final exams during the internship evaluation seminar.

1. Were objectives of the internship as initially agreed upon with the agency supervisor achieved? Provide an explanation why certain objectives were not achieved.
2. Brief description of the agency with particular emphasis on the specific unit, department, or program to which you were assigned or which occupied most of your hours on site.
3. Description of significant contributions you made during your internship, e.g., programs developed, materials written or designed, job analysis, etc.
4. General overview of the types of tasks you performed and the opportunities you had for administrative, supervisory, and leadership involvement.
5. Discussion of problems or difficulties encountered, personal and otherwise. Describe approaches you tried to alleviate adverse or problematic situations.
6. Self-analysis in terms of professional growth, increased/decreased confidence and assertiveness, satisfaction (dissatisfaction with career choice, etc.).
7. Recommendations and suggestions for improving the Health/Wellness Internship Program.

**HEALTH/WELLNESS INTERNSHIP CHECK LIST
FORM: HEWE 12**

Semester _____

Student's Name and Address _____

Agency and Address _____

Agency Supervisor _____

Agency Phone Number _____

Enter Actual Dates When Applicable.

1. Initial Coordinator Interview: _____

2. Application Form: _____

3. Internship Orientation Seminar: _____

4. Personal Inventory: _____

5. Initial Agency Interview: _____

6. Contract: _____

7. Objectives: _____

8. Initial Internship Report: _____

9. Weekly Reports: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

10. Activity Schedules: 1 2 3 4 5 6 7 8 9 10 11 12 13 14

11. Progress Reports: (1) _____

(2) _____

(3) _____

12. Journal: _____

13. Internship Summary Seminar: _____

14. Self-appraisal Form: _____

15. Intern Appraisal Form: _____

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16. Student Evaluation of Agency Supervisor: _____

17. Student Evaluation of Agency Site: _____

18. Thank You letter to the Agency Supervisor: _____

COMMENTS

INTERNSHIP AGREEMENT CONTRACT

FORM: HEWE 13

This is to certify that the following student _____(Student Name)
has been assigned and accepted as an intern with _____(Agency)

The student is expected to work a minimum of 300 hours during the internship semester. The student is expected to adhere to the agency calendar when appropriate.

Internship Semester _____

Beginning Date _____, 20____

Ending Date _____, 20____

Agency Internship Supervisor _____

Address: (Office) _____

_____ Phone _____

(Home) _____

_____ Phone _____

Health/Wellness Internship Supervisor _____

Department of Physical Education, Wellness, and Sport Studies
Gardner-Webb University
Boiling Springs, NC 28017
704-434-4420

Signature -- Agency Supervisor

Signature -- Health/Wellness Internship Supervisor

Signature -- Health/Wellness Intern

NOTES: