

KINS 4936 and KINS 4946

Internship Manual

UPDATED JUNE 2024

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Kinesiology
Addresses and Phone Numbers

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Texas Woman's University
1600 N. Bell Avenue PH-217
Denton, TX 76204
940-898-2340
Email: bbenezra@twu.edu

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Director - School of Health Promotion and Kinesiology
Texas Woman's University
1600 N. Bell Avenue PH-208
Denton, TX 76204
940-898-2575
Email: gking6@twu.edu

Brenda Watson
Senior Secretary
Texas Woman's University
1600 N. Bell Avenue PH-216
Denton, TX 76204
940-898-2697
Email: bwatson5@twu.edu

KINS 4936 and KINS 4946 – Instructors

Instructors TBA on Canvas

Cardiac Rehabilitation Sites

This is a list of pre-approved sites. Other sites are subject to the approval of Dr. Barbara Ben-Ezra, the TWU Internship Coordinator. **If you find that a contact or phone number has changed, please let us know!**

PLEASE NOTE, EACH SITE MAY REQUIRE SPECIAL ONBOARDING PROCEDURES. THIS MAY INCLUDE ADDITIONAL PAPERWORK, PROCESSING FEES, AND/OR INTERVIEWS.

Baylor Scott & White Heart and Vascular Hospital – Dallas >350 hrs

Tiffany Shock

tiffany.shock@BSWhealth.org

214-820-1371

Joshua Medders - Dir Cardiac Rehab

Joshua.Medders@bswhealth.org

817-922-1852

*Drug Screen 30 Days

Baylor Scott & White Heart & Vascular Hospital – Ft. Worth >350 hrs

Sanjay Shrestha

Sanjay.Shrestha@BSWhealth.org

817-922-1898

Joshua Medders - Dir Cardiac Rehab

Joshua.Medders@BSWHealth.org

817-922-1852

Baylor Scott & White Heart & Vascular Hospital - Waxahachie

Lesly Villa

Lesly.Villa@bswhealth.org

469-843-7260

Joshua Medders - Dir Cardiac Rehab

Joshua.Medders@bswhealth.org

817-922-1852

*Drug Screen 30 days

Baylor Scott & White Medical Center - Irving

Trenton Reyes

trenton.reyes@bswhealth.org

972-990-4260

Wants Confidentiality Statement signed by student

Baylor Scott & White Medical Center – Lake Pointe - Rowlett

Lauryn Blanton Dippold

Lauryn.Blanton@BSWhealth.org

972-520-8590 or 672-520-9162

Baylor Scott & White -The Heart Hospital Denton >400 hrs

Julie Dunagan (Site Supervisor Denton & Plano)

Julie.Dunagan@BSWHealth.org

469-814-3555 or 469-814-4858

Please specify which location you are asking about

*Drug Screen 30 days

Baylor Scott & White - The Heart Hospital

Plano >400 hrs

Julie.Dunagan@BSWHealth.org

469-814-3555 or 469-814-4858

(Julie is site supervisor for Denton & Plano)

Please specify which location you are asking about

*Drug Screen 30 Days

Christus Institute For Healthy Living Longview, Texas

Daphne Allen

Daphne.Allen@christushealth.org

903-323-6510

**Mary Rich-Lynch Cardiac Rehab Center/
Hunt Regional - Greenville, TX**

Desiree Tapp
903-408-5050
dtapp@huntregional.org
Elizabeth McMahan
emcmahan@huntregional.org
903-408-5050

Medical City – Dallas >400 hrs

Erica Lax - Interim-mgr
Erica.Lax@MedicalCityHealth.com
972-940-9551 or 972-940-9550

MEDICAL CITY - DECATUR

(Used to be Wise Health)

Susan Rector - Director/Contact
Susan.Rector@MedicalCityHealth.com
940-626-1732

Medical City Denton

Daniel Albrecht
daniel.albrecht@MedicalCityHealth.com

940-384-3960

Medical City Plano

Lynn Kubic
Lynn.Kubic@MedicalCityHealth.com
972-519-1274
Jeanne Cross
Jeanne.Cross@medicalcityhealth.com

Memorial Hermann - Memorial City Medical Center

Lourdes Nguyen
Lourdes.Nguyen@memorialhermann.org
713-242-3000

Memorial Hermann – SW Hospital Houston

Ryan Tully
Ryan.Tully@memorialhermann.org
713-778-6248

Memorial Hermann Texas Medical Center – Houston

Shamail Caligone - Student Coordinator
Shamail.Caligone@memorialhermann.org
713-704-9886
Heather Knight-Westover
Heather.KnightWestover@memorialhermann.org
Ashley Stevenson
Ashley.Stevenson@memorialhermann.org

Methodist Charlton Medical Center – Dallas

Barbara Lennon
barbaralennon@mhd.com
214-947-0671

Paris Regional Health

Diane Grissom
diane.grissom@lifepointhealth.net
903-739-7511
Stephanie Wooten
stephanie.wooten@lifepointhealth.net

Parkland Health and Hospital System- Dallas

Shalena Robinson
shalena.robinson@phhs.org
214-266-2137
*Drug Screen 30 Days

Texas Health Harris Methodist Hospital - HEB

Jennifer Nagel
JenniferNagel@texashealth.org
817-848-5600 (main)

Texas Health Harris Methodist Hospital – Stephenville

Crystal Allan
CrystalAllan@texashealth.org
254-552-3110

**Texas Health Huguley Hospital – Ft Worth
South**

Kari Wallace
Kari.Wallace@adventhealth.com
817-551-2681
*Drug Screen – 30 Days

Texas Health Memorial Hospital -Arlington,

Brenda Doughty
BrendaDoughty@texashealth.org
Main Phone # 817-960-6475

**Texas Health Presbyterian Hospital
Cardiac Rehabilitation - Allen**

Brooke Ellis
BrookeEllis@texashealth.org
972-747-6909
Kelsey Gibbons Dodd
KelseyGibbons@texashealth.org
972-825-7631

**Texas Health Presbyterian Hospital-
Dallas**

Cardiac Rehabilitation >350 hrs

Ashley Laible
AshleyLaible@texashealth.org
214-345-4645
Mary Kate Porterfield
MaryHyde@texashealth.org

Texas Health Presbyterian Hospital - Denton

LaNell Noggler
LanellNoggler@texashealth.org
940-898-7359

Texas Health Presbyterian – Plano

Brooke Meier
BrookeFugate@texashealth.org
972-981-3114

Texas Health Presbyterian - Rockwall

Steven Rios
StevenRios2@TexasHealth.org
469-698-1687 - Phone
469-698-1516 - Fax

Texoma Medical Center – Denison

Lisa Smith
Lisa.Smith@thcs.org
903-416-5251
Michaela Prater - Assists Lisa
Michaela.Prater@thcs.org
903-416-4245

Research in Biomechanics Internship

Option:

- The program will be divided into two semesters: Fall/Spring – 175 hours each semester
- The student must have successfully completed Biomechanics at TWU (KINS 3593) with a grade of B or higher.
- Only students interested in pursuing research may apply for this position.
- CPR/AED Certification required
- To apply: Contact Dr. Young-Hoo Kwon - ykwon@twu.edu

Out Of State:

Tampa General Hospital

Tampa, Florida

Thomas Reed

Treed@TGH.org

813-844-7221

Sarasota Memorial Hospital

Sarasota, Florida

Meredith Cleveland [Meredith-](mailto:Meredith-Cleveland@smh.com)

Cleveland@smh.com

941-917-7981

University of Maryland

Charles Regional Center

Brian Loux

bloux@uom.edu

301-609-4391

Corporate Fitness Sites

This is a list of pre-approved sites. Other sites are subject to the approval of Dr. Barbara Ben-Ezra, the TWU Internship Coordinator. **If you find that a contact or phone number has changed, please let us know**

PLEASE NOTE, EACH SITE MAY REQUIRE SPECIAL ONBOARDING PROCEDURES. THIS MAY INCLUDE ADDITIONAL PAPERWORK, PROCESSING FEES, AND/OR INTERVIEWS.

Athlete Training & Health - Allen

Gavin Barrilleaux
gbarrilleaux@athleteth.com
469-213-0730

D1 Training - Waco

Jeff Wooley
jeff.wooley@d1training.com
254-751-1670

Cooper Fitness Center – Dallas

Kelsey Thompson - Main Contact
kthompson@cooperfitnesscenter.com
972-560-6308
Jenn Molder
jmolder@cooperfitnesscenter.com
972-233-4832 x6498

Driven Elite Fitness & Health – Denton

Angie Maffey
amaffey@drivenelite.net
940-565-1500
No Interns until further notice. Co is relocating.

D1 Training - Dallas

Kevin Engbrecht
kevin.engelbrecht@d1training.com
214-750-0059

Elite Speed & Sports Management-Haslet Carlos Codie

carloscodie@gmail.com
817-797-1079

D1 Training - Mesquite

Thomas Dunker
Thomas.dunker@d1training.com
214-416-9607

EXOS - Nationwide

Caroline Harris
Internship Program Manager (for all locations)
caroline.harris@teamexos.com
864-381-2070

D1 Training - Prosper

Isiah Perez
Isiah.Perez@d1training.com

Area Locations

Fieldhouse USA - Frisco
Children's Health - Andrews Institute -Sports Performance-Plano
PepsiCo (Corporate Wellness Site) - Plano

-

Health Fitness Corp. Locations

STUDENT has to apply for an
Internship ON-LINE only

www.healthfitness.com

Legacy - Midtown Park

Elizabeth Niksich

eniksich@TheLegacyMP.org

469-497-3817

Legacy Willow Bend

Lorelei Pineda

lpineda@thelegacywb.org

972-468-6215

REACT/Bachik Methods

Manuel Diaz

mdiaz@neuroreaction.org

903-285-2217

Ryan Bachik

rbachik@neuroreaction.org

254-224-7752

-

RISHER COMPANY - HOUSTON

April Zieschang

april@risherco.com

281-728-9435

S2S Functional Performance

2 Locations: Frisco & Flower Mound

Meredith Tittle

meredith@s2sperform.com

940-241-1215

info@s2sperform.com

TWU Athletics - Sports Performance

Delaney Baxendale - Contact

Dbaxendale@twu.edu

Texas Health Huguley Fitness Center –

Ft. Worth South

(only accepting interns with fitness health
specialist interests)

Randy Turner

Randy.turner@adventhealth.com

817-568-3131

Students need Confidentiality Statement &
Standards of Behavior.

Acknowledgment of Internship Manual Receipt

I have received and read a copy of the internship manual before beginning my internship

Name (Print):

Date:

Signature:

University and Departmental Policies

Disability Access Policy Statement: Texas Woman's University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (e.g. mental health conditions, learning disabilities, chronic medical conditions, etc.), please register with Disability Services for Students (DSS) to establish reasonable academic accommodations. After registration with DSS, please contact me so that we may discuss how to implement your accommodations.

DSS contact information: [DSS website \(https://twu.edu/disability-services/\)](https://twu.edu/disability-services/); dss@twu.edu; 940-898-3835; CFO Ste. 106.

Title IX: Sexual Violence Education: TWU is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and TWU policies prohibit discrimination on the basis of sex and therefore prohibit sexual misconduct. As students, if you or someone you know is experiencing sexual harassment, relationship violence, stalking, or sexual assault, there are campus resources available to provide support and assistance. Alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at the [Report an Incident website \(https://twu.edu/civility/report-an-incident/\)](https://twu.edu/civility/report-an-incident/) or at (940) 898-2968. Additionally, please be aware that under Title IX of the Education Amendments of 1972, all employees are required to disclose information about such misconduct to the Title IX Office. Students who wish to speak to a confidential employee who does not have this reporting responsibility, you can contact TWU Counseling and Psychological Services at (940) 898-3801 for the Denton Campus, (214) 689-6655 for the Dallas Campus, and (713) 794-2059 for the Houston Campus.

Title IX: Pregnant Students: Title IX is a federal law which requires schools that receive federal funds to provide reasonable accommodations to students who are pregnant or have pregnancy related conditions. This includes pregnancy, pre-natal doctor appointments, childbirth, false pregnancy, miscarriage, termination of pregnancy, or recovery from any of these conditions. Students who may need academic accommodations due to pregnancy related conditions should complete the [Pregnancy Accommodation form \(https://twu.edu/pregnancy-accommodation-form/\)](https://twu.edu/pregnancy-accommodation-form/) to coordinate academic needs.

Academic Integrity: Honesty in completing assignments is essential to the mission of the University and to the development of the personal integrity of students. In submitting graded assignments, students affirm that they have neither given nor received unauthorized assistance, and that they have abided by all other provisions of the Academic Integrity Policy and the Student Code of Conduct as found on the TWU website and in the TWU Student Handbook. Cheating, plagiarism, collusion, dual submission of a paper, or other kinds of academic dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, removal from an academic program, or being suspended or expelled. Allegations of academic dishonesty in this course may be reported to the Office of Civility and Community Standards. The specific disciplinary process for academic dishonesty is in the [TWU Student Code of Conduct \(https://public.powerdms.com/TWU1/documents/1745742\)](https://public.powerdms.com/TWU1/documents/1745742) and [Academic Integrity Academic Integrity Policy \(https://public.powerdms.com/TWU1/documents/1748544\)](https://public.powerdms.com/TWU1/documents/1748544). For details on avoiding plagiarism, review the Library [Tutorial: Avoiding Plagiarism \(https://libguides.twu.edu/c.php?g=270163&p=1803990\)](https://libguides.twu.edu/c.php?g=270163&p=1803990).

Student Religious Accommodation Policy:

It is the policy of Texas Woman's University to accommodate students who observe work-restricted religious holy days. Upon receipt of proper notice, students who miss classes, examinations, or any other assignments as a consequence of their religious observance will be provided with a reasonable alternative opportunity to complete such academic responsibilities without academic penalty. Absence from classes or examinations for religious reasons does not relieve students from responsibility for any part of the coursework required during the period of absence. Students seeking religious accommodations must complete the [Accommodation for Work-Restricted Religious Holy Day Form as outlined by the dates in the URP: 06.120 Student Religious Accommodation Policy](#).

Campus Alliance for Resource Education:

TWU believes that to learn effectively, a student's basic needs must be met. If you are struggling with housing, enough food to eat, your mental health, financial issues, or any other basic need, TWU has resources that may be able to assist you. Please contact the CARE office at (940) 898-2789 or make an appointment via the [CARE website \(https://twu.edu/care/\)](https://twu.edu/care/).

Introduction

The internship experience is designed to provide the Kinesiology student with opportunities to gain practical experience in the fields of cardiac rehabilitation and corporate fitness. A successful internship will be mutually **rewarding** for the student as well as the site.

You must complete a minimum of **350 hours and 15 weeks (Fall & Spring) 10 weeks (Summer)** of internship experience at a cardiac rehabilitation or corporate fitness facility. Commute time to and from your internship site does not count toward the 350 required hours. You will enroll in and pay for either Internship in Cardiac Rehabilitation (KINS 4936) or Internship in Corporate Fitness (KINS 4946). Please see the internship coordinator to determine which route is right for your chosen career field. **Note** - Many PT schools require more classes in ECG recognition and many hospitals will have PT's doing phase I cardiac rehab. You are required to set up an appointment with the internship coordinator (Dr. Barbara Ben-Ezra) to submit all pre-internship documents.

There are a few sites listed in the manual that are out of town. If there is not one listed for your hometown or you would like to intern at a site not listed, you are responsible for talking to Dr. Barbara Ben-Ezra about doing your internship at that site. You will need to provide her the contact information so she can begin the process of a legal affiliation agreement. These agreements take **weeks/months to finalize**. You will also need to provide an overview of responsibilities including a list of duties or goals that you will be completing at that site. You must get this information to her ASAP.

Be aware that we are not as readily available to help you if you have a problem at an out of town site. We can make calls and communicate with you or your supervisor via e-mail...but you will have less support than a student who is in the Dallas/Ft. Worth area (as we are able to make any extra personal visits to a site if a student has a problem).

Please note that you will not register for the Kinesiology Internship sections until the end of the semester prior to your internship. You do not need to schedule an appointment with your academic advisor to receive registration codes for the internship course section. Once semester grades have been posted and once all compliance information has been verified, you will receive an email from your academic advisor indicating that the registration codes have been placed on your student self-service portal timeline. You will then be able to register for your internship.

Deadlines for submission of ALL pre-internship paperwork is as follows:

Fall Semester - Second Friday in July - 5:00 PM (CST)

Spring Semester - Third Friday in November - 5:00 PM (CST)

Summer Semester - Third Friday in April - 5:00 PM (CST)

Failure to confirm an internship site and turn in pre-internship paperwork by the deadline will result in postponement of your internship until the following semester.

Once you have accepted a site and they have accepted you as an intern, your agreement is final.

You are NOT permitted to change sites.

Requirements

1. Completion of coursework with a grade of "C" or better and minimum cumulative and kinesiology major of 2.75 GPA
2. American Heart Association CPR/AED Basic Life Support (**BLS for Healthcare Provider not Heartsaver**) **CPR Certification cannot be 100% online.** First Aid certification (First Aid will be a separate class/certification and can be Heartsaver)
 - a. Many city fire departments will offer classes.
 - b. Check online at the American Heart Association Website for available classes.
3. Immunizations **MUST** be current and verified by Student Health Services (SHS) and you **MUST** complete Kinesiology Demographic Form to be added to the School of Health Promotion and Kinesiology Report. If you are currently enrolled in courses please contact Dr. Barbara Ben-Ezra to add you to the SHS Report List.

(Instructions for submitting and accessing immunizations - Go to the Immunization Compliance tab on the Student Health Services TWU website).

Immunizations include: LOCATE THESE ASAP! (all immunization records must be submitted 2 weeks prior to the internship paperwork deadline).

- a. Hepatitis B (3 doses)
 - b. Measles, Mumps, Rubella (2 doses) or MMR Positive Titer
 - c. Tdap - Tetanus, Diphtheria, Pertussis must be renewed every 10 years.
 - d. Varicella (2 doses) or Varicella Positive Titer (some sites no longer accept proof of history of the disease.)
 - e. TB test - within the past year (some sites require 2-part TB - 2 negative readings in 12 months prior to start.
 - f. Current Flu Shot - must be current Flu season (Sept-April) due annually.
 - g. COVID vaccine verification.
4. Current copy of unofficial transcript (KINS 2.75 and an overall 2.75 GPA).
 5. Two **2" x 3" or passport** size pictures of YOU!
 6. A **10-panel drug screen** and a **national criminal background check** are required for all internships. YOU are responsible for these items as we do not supply them for you.
 - a. The drug screen can be obtained from SHS (940.898.3826), Minor Emergency, Care Now or a similar facility.
 - b. The background check must be a national check and can be obtained from www.sentrylink.com. (run a self check)
 7. If the site is not already pre-approved (listed on our site list), you will need approval of the site by Dr. Barbara Ben-Ezra.
 8. Confirmation of internship site, completion of appropriate forms and checklist.
 9. Schedule a meeting with TWU Internship Coordinator (Dr. Barbara Ben-Ezra) **prior** to the deadline.

Grading System for Internships !

The grading system is a standard percent grading scale. You will find point values for each assignment, blog and site evaluation on the grade sheet at the end of the internship manual. Late assignments will not be accepted.

A 90-100%

B 80-89.9%

C 70-79.9%

D 60-69.9%

F 0-59.9%

Failure to earn at least a letter grade of “C” will result in the student repeating the internship.

NOTE – If you do not complete the 350 (minimum) hours of internship in the semester in which you registered, you will receive the grade of an “F” and you will have to enroll in KINS 4936/4946 again. You **CANNOT** receive an “Incomplete” for any Internship Class.

In addition, **all paperwork** (immunization compliance, transcript, CPR/AED/First Aid certification, site information sheet, etc.) will be due approximately **6-8 weeks prior** to the semester you will be enrolled. Failure to turn in pre-internship paperwork by the deadline will result in postponement of your internship until the following semester.

NOTE - Internships begin the 1st day of the semester and end the last day of the semester.

15 weeks - Fall and Spring

10 weeks - Summer

NO internship hours may be done before the first day of class or after the last day of class in the semester in which you are registered. **NO** hours may be done on days in between semesters. Your TWU liability insurance begins day 1 of the semester and ends the last day of the semester. **You may**, however, attend an orientation meeting before the semester begins. Orientation hours can be counted in your logs.

Pre-Internship File Checklist: File with the TWU Internship Coordinator

- ___ 1. Completion of coursework with a grade of "C" or better.
- ___ 2. Overall and KINS GPA 2.75 or higher - File **current unofficial transcript with TWU Internship Coordinator, Dr. Barbara Ben-Ezra.**
- ___ 3. Clear site with Dr. Barbara Ben-Ezra only if it is not a pre-approved site.
- ___ 4. Current American Heart Association CPR/AED and First Aid certification – File with the TWU Internship Coordinator, Dr. Barbara Ben-Ezra.
- ___ 5. Immunizations current with SHS – Name added to SHPK Department report. The TWU Internship Coordinator needs a copy of your records printed from Pioneer Portal - Online Student Health (OSH) Go to Immunization tab - View History – Print History. This immunization report must show all immunization requirements have been verified by SHS. If you are not currently enrolled in courses please contact Dr. Barbara Ben-Ezra to add you to the SHS report.
- ___ 6. Flu shot – File record of shot with TWU SHS. and COVID Vaccine – File record of shots with TWU SHS
- ___ 7. Submit a 2"x 3" or passport size pictures of yourself – (2 copies) File with the TWU Internship Coordinator, Dr. Barbara Ben-Ezra.
- ___ 8. Sign receipt of manual page 11 - File with the TWU Internship Coordinator, Dr. Barbara Ben-Ezra.
- ___ 9. Sign comprehension of responsibilities page 35 - File with the TWU Internship Coordinator, Dr. Barbara Ben-Ezra.
- ___ 10. Apply and/or interview with site supervisor –but do not begin your hours until the enrolled semester of 4936 or 4946.
- ___ 11. Submit a 10-panel drug screen – File with the TWU Internship Coordinator, Dr. Barbara Ben-Ezra.
- ___ 12. Submit a national background check – File with the TWU Internship Coordinator, Dr. Barbara Ben-Ezra.
- ___ 13. Complete Blood Borne Pathogens Training – Once you have confirmed an internship site with the TWU Internship Coordinator you will receive an email from Risk Management directing you to create an account in Bridge to access the training. You must complete training with a passing score of 90%. Print certificate of completion and file with TWU Internship Coordinator, Dr. Barbara Ben-Ezra.
- ___ 14. Complete site information sheet page 18 – Check with Internship Coordinator to see if your site requires any extra paperwork. File **2 copies** with the TWU Internship Coordinator, Dr. Barbara Ben-Ezra.
- ___ 15. Meet with your site supervisor and complete your goals sheet page 19. Use the suggested goals in the internship manual as a guide and add to them in accordance with the individual site. Obtain your *site supervisor's signature*. Keep a copy of your goals to use during internship when writing progress reports. File **2 typed copies** with the TWU Internship Coordinator, Dr. Barbara Ben-Ezra.
- ___ 16. Complete the internship quiz. It will be available on Canvas week 1 of the semester. **You must take the quiz until you achieve 100% . Check Canvas module for availability. Check Canvas regularly during internship.**

You MUST complete items 1-15 before you may enroll in internships. Failure to meet the semester deadline will result in the postponement of your internship to the next semester!

SITE INFORMATION FORM

Name of Student (Intern):

Student ID#

Address:

Phone:

E-mail Address:

Type of Internship: () Cardiac Rehab Internship KINS4936 () Corporate Fitness Internship KINS4946

Internship Site:

Address:

Supervisor:

Phone:

E-mail Address of supervisor:

Dates:

Days and Hours:

Directions to facility: **(PLEASE BE SPECIFIC and ATTACH A MAP, i.e. building name, which part of hospital, different building, etc.)**

FILE with the TWU Internship Coordinator

Texas Woman's University - Internship Goals

Type of Internship:

KINS 4946 Corporate Fitness Internship KINS 4936 Cardiac Rehab Internship

NOTE: These objectives are a compilation of target goals established by both the intern and site supervisor. The objectives listed in the manual are to be used as a guide, but you are not limited to them. *You must fill out this sheet with the goals that you and your site supervisor agree upon, both of you will sign it, and return it to the internship coordinator before the start of your internship.* Please keep a copy of these goals for your records.

Intern Name (Printed)

Intern Signature

Site Supervisor Signature

Date

FILE with the TWU Internship Coordinator

General Objectives for Cardiac Rehab Practicum/Internship

1. To observe and when possible participate in stress testing patients (blood pressure measurement, electrode placement, monitoring the 12 lead ECG).
2. To observe and assist with placement of modified lead configuration (3 lead) for cardiac rehabilitation.
3. To understand the different phases of cardiac rehabilitation.
4. To observe and when possible participate in the exercise counseling of the patients (developing an exercise prescription, discussion of the prescription with the patient).
5. To improve cardiac arrhythmia identification through observation and worksite education.
6. To gain an appreciation of the capabilities of a cardiac patient in terms of exercise tolerance (observation/hands-on experiences with patients while exercising).
7. To understand the facility organizational structure.
8. To participate in special events (with patients, workshop opportunities, seminars, observation of heart surgeries).
9. To present educational seminars/lectures to the patients when and if appropriate and possible (at the discretion of the intern supervisor).
10. To observe (if possible) a bypass surgery, the cath lab, or pulmonary rehabilitation sessions.

General Objectives for a Corporate Fitness Practicum/Internship

Overall objectives should include many of the following primarily as hands on experiences:

- 1) To observe and perform fitness assessments (maximal or submaximal work capacity testing, strength, flexibility, and body composition).
- 2) To assist in health risk and health screening.
- 3) To prescribe exercise and guide members in successfully carrying out their exercise programs.
- 4) To counsel, motivate and educate members on heart healthy activities that can include safe exercises, proper nutrition and healthy lifestyle in general.
- 5) To become involved in healthy lifestyle programming (risk factor, education, good dietary practices, stress reduction, etc.).
- 6) To develop or implement workshops for members.
- 7) To assist with newsletter production.
- 8) To assist in or initiate special events.
- 9) To take notice of the organizational structure (membership, personnel, administration, etc.) and attend staff meetings when and if possible.

You are not: a receptionist, computer jockey, or locker room attendant.

If you find yourself doing these kinds of things for more than 10% of your time, contact your TWU instructor and your internship supervisor to let him/her know this is not what was agreed upon.

Internship Course Assignments

All communication via e-mail during your internship should be sent to YOUR SPECIFIC Instructor and copied to the Internship Coordinator: Dr. Barbara Barnick-Ben-Ezra (bbenezra@twu.edu).

During your Internship: **Check Canvas and your TWU e-mail daily.** It is your responsibility to stay up to date and check for announcements.

1. Complete the internship quiz. It will be available on Canvas week one of your internship. **Failure to achieve 100% on the quiz will result in a score of 0.** Retake the quiz as many times as needed within the first week of the semester. (20 points)
2. Review your goal sheet with your site supervisor. Revise and resubmit if needed. Refer to your goal sheet when writing your progress reports. Progress reports must align with established goals.
3. Keep a DAILY record of your activities and responsibilities performed at your internship . Weekly journal logs are due every week by Friday night, 11:59 pm. Progress reports and hourly time sheets will accompany the weekly log at 6 regular intervals. Progress report and hourly time sheet interval is worth 10 points --60 points total. See instructions for weekly log preparation on page 23 of manual.
 - a. 350 hour internship: 60, 120, 175, 240, 300 and 350. The progress report and hourly time sheet can be found on Canvas. You **MUST** upload a progress report and hourly time sheet at each interval in order to earn the associated points. There will be point reductions for progress reports, time sheets, and weekly logs not posted regularly.
4. Online Assignments: You will be required to complete 3 on-line assignments. These assignments will be posted on Canvas. (135 points total) No late assignments will be accepted.
5. Ensure your site supervisor has completed a mid-evaluation at the midpoint of your internship hours. Your TWU instructor will send the evaluation to your site supervisor's email address. Your TWU instructor will visit your site to talk to you and your site supervisor after you reach your 175 hours. (100 points)
6. At the end of your internship: Ensure your site supervisor has completed your final evaluation. Your TWU instructor will send the evaluation to your site supervisor's email address. (100 points)
7. At the end of your internship: Complete the online Internship Feedback Survey with your honest assessment of your internship site. (The online link will be available on Canvas) **SUBMISSION OF THIS FEEDBACK FORM IS REQUIRED. Failure to complete and submit this survey will result in a deduction of 25 points from your total score in this course.**

Preparation of Weekly Logs and Progress Report Submissions !

The weekly log will serve as a place for you to keep a record of your various activities and responsibilities. It will help you keep track of your experiences and notes and is a good place to put material you will collect during your practicum/internship. It will also serve to help your supervisor and instructor assess your work. The following suggestions are made to help you know what to include.

A great deal of **detail** is expected early on in your weekly log. List and explain everything you do. If you are observing, tell specifically what you see. The first time you perform a procedure or experience, describe it in detail. The next time you perform the same procedure, you can describe the differences or anything new, but you do not have to repeat previously mentioned items. Note any interpersonal interactions that are relevant to your internship. Minimum word count for weekly logs = 350 words; Maximum word count for weekly logs = 500 words. Do Not Copy and Paste log entries.

1. The weekly logs are due every Friday night, by 11:59 pm. **NO EXCEPTIONS, LATE WORK WILL NOT BE ACCEPTED!**
2. Progress reports and hourly time sheets must be typed and posted to Canvas **by Sunday night by 11:59 pm. NO EXCEPTIONS, LATE WORK WILL NOT BE ACCEPTED!**
3. **Progress reports are ONLY due on Sunday during weeks that you work and reach each new interval. The progress report MUST be uploaded as a file attachment at regular time intervals, i.e. 60, 120, 175, etc.** For 350 hours, there will be 6 progress reports submitted. Upload your progress report with the corresponding logs at that specific time interval. You MUST submit progress reports, timesheets, and weekly logs in order to earn the associated points. Points may be deducted if goals are not achieved.
4. Documentation of hours signed by your site supervisor is required to receive credit for hours worked. Upload your hourly time sheet as a file attachment at each time interval with your progress report and corresponding logs. Your supervisor-signed hourly time sheet(s) **MUST BE** posted in order to receive a final grade for the course.
5. Feel free to add any sample worksheets, ECG strips, data that you find relevant to your logs.
 - a. Please remember patient/client confidentiality and remove any names from the material you add to your log. Annotate any strips that you upload.
6. Please refer to guidelines and example logs, see page 25.

Grading of the logs and progress reports will be as follows: (10 points per interval)

Format and Submission Criteria: per time interval

To receive full points for the interval, all daily logs and progress report/time sheets must be submitted on-time and follow Format Criteria. Late submissions will result in loss of points:

-1 For weekly log with incorrect format (includes date, hours worked, daily hours completed, cumulative hours completed, and documentation)

--1 For weekly log with incomplete documentation: (1) how are you achieving your goals and objectives; (2) specificity as to which goals you are working to achieve; (3) specific skill development, progressions, or knowledge gained

--1.5 For weekly logs that exhibit poor writing mechanics: grammar, punctuation, spelling, and sentence structure (use complete sentences and paragraphs). PROOF READ YOUR WORK!

---1.5 For each daily log not included in the weekly log submission (i.e. days you worked and earned hours)

--1.5 Minimum work count not met (350 words)

--1.5 Maximum word count exceeded (500 words)

--2.5 For each late day of weekly log submission (penalty for 1st late day is -2.5, and for the 2nd late day is -5)

-5 For late progress report/timesheet submission (submissions after 2 days will receive a 0)

--10 For no submission of weekly log

--10 for no submission of progress report/timesheet

Please be aware that points will be deducted for late submissions and failure to abide by proper Format Criteria, making it possible to receive negative points per interval.

For example: you received 10 points for submitting weekly logs, progress report, and hourly time sheet on time; however, points may be deducted from these 10 points based upon not following Format Criteria. It is therefore possible to achieve negative points, even with on-time submissions.

Weekly Log-Template & Sample

Use the following format for your weekly log

entries: **Your Name**

Cardiac Rehabilitation or Corporate Fitness
Site Name and Location

- Dates** work that week (e.g. Monday 8/28/23, Wednesday 8/30/23)
- Hours worked** for each day worked (e.g. Monday 7:00am – 3:00pm; Wednesday 8:00 am - 11:30 am)
- Daily hours completed** (e.g. Monday 8 hours; Wednesday 3 hours 30 minutes)
- Cumulative hours completed** (e.g. total weekly hours = 11 hours 30 minutes)

A good example of a weekly log:

Jane Doe
Corporate Fitness
Spectrum – Denton, TX

- Friday, September 1, 2023
- Weekly hours: 11 hours 30 minutes
- Cumulative hours completed: 11 hours 30 minutes

Goals: Observe workout classes, create a workout, and observe fitness assessment

This week, I focused on observing and creating workout classes for our group of patients. I have been very excited about my internship, and I came in early each morning to help set up equipment for the adult classes which start at 9:00 am. For each class, I was able to lead the warm-up as well as explain the exercises for the entire workout, but then I observed Coach 'John' lead the class through several body weight exercises including lunges, jumping jacks, push-ups, and squats. I learned we are starting with body weight as the resistance because our clients are just beginning their health and fitness exercise regimen, and this is a proper resistance load to start with. After the classes ended, I met with my site supervisor who asked me to write a circuit for shoulders and back. I included exercises such as a lat pull-down, lateral raises using dumbbells, and plank rows which we should be performing next week!

Before I left each day, I sat down with my site supervisor to review the biggest points of the day. On Monday, these points were "confidence", "initiative" and "leadership" This was helpful in starting to build my professional career, as these are great traits to have as a practitioner. The hardest one for me will be confidence I think, it has been difficult trying to find my voice to coach and lead these class. But Coach John said that we would work on this more, and he will provide more opportunities for me to work on this. On Wednesday, I really enjoyed meeting a new patient, Rosie. Rosie is starting her exercise routine for the first time in 10 years, and I'm really proud of her. She wants to gain endurance and a little muscle strength, while also losing a few pounds. I told her I will do my best to help her meet her goals, and she said she trusts me and knows we will achieve the goals together. This made me feel really good, and it help boosted my confidence too! Next week, my emphasis will be continuing to learn leadership traits, continue to shadow classes and asking questions, and then leading classes when I can (such as warm up and cool down) as we are planning to start discussing alternative exercise modifications, adding weights as resistance during the classes, and continuing to build my professional voice. But overall, I have really enjoyed my first week! I like our facility and we have great professional team, and I'm excited to learn more from them!

Internship Progress Report

Student Name: [Click here to enter text. !](#)

Facility Location: [Click here to enter text.](#)

Facility Phone #: [Click here to enter text. !](#)

Supervisor's Name: [Click here to enter text. !](#)

Type of Internship (check one): Corporate Fitness

Cardiac Rehabilitation

Hours Completed: [Click here to enter text. !](#)

Instructions: Please answer the following questions in detail. Please do not repeat objectives that have already been met. Any new 'skills or knowledge' acquired should only be reported if it is "new" from the previously submitted progress report. This progress report is worth 10 points. You will turn in 6 over the course of your 350h internship.

1. Summarize the objectives you have met to date. State your objective (from your internship goal sheet), and then how you were able to achieve it *or* discuss the steps you are taking toward achieving that goal. Please do not repeat 'achieved objectives' from previous progress reports.
[Click here to enter text.](#)
2. List your objectives (from your internship goal sheet) that still need to be achieved (bullet point list is fine). If you complete all your objectives prior to the end of your internship, talk with your internship supervisor about what might be a new goal or two to add.
[Click here to enter text.](#)
3. Identify a new skill that you learned or piece of knowledge you gained since your last progress report. Please do not repeat a "new skill" or "piece of knowledge" that was stated on a previous progress report. *...If you did not learn anything new, or gain any new knowledge...you're not working hard enough or asking enough questions! ☺*
[Click here to enter text.](#)
4. Any problems or questions that you would like to address?
[Click here to enter text.](#)

TWU Kinesiology Internship Hourly Time Sheet

Student Name: _____!

Internship site: _____ Phone: _____

Supervisor name: _____!

Date	Time in (00:00 am/pm)	Time out (00:00 am/pm)	Daily hours	Cumulative hours	Supervisor Initials

Student signature: _____

Date: _____

Supervisor signature: _____

Date: _____

The Practicum/Internship Responsibilities

The process of involving interns in a program has been designed to insure that the placements made will result in positive experiences for all concerned. The success of this process is dependent upon the cooperation of the interns as well as the company/hospital staff.

The following “Bill of Rights” for Interns and the responsibilities that accompany them outline the mutual expectations of the intern and the company/hospital that he/she serves.

The principles or codes underlying the responsibilities of interns are no different than those that might be established in a family, social association or among friends and neighbors, yet they often bear repeating.

Your site supervisor will use the following as criteria for grading your performance

1. **ATTITUDE** Interns are expected to possess an open-minded attitude.
2. **DEPENDABILITY** The intern is expected to be dependable as this is essential if he/she is to be of real service to the company/hospital. If the intern cannot report at an appointed time, it is his/her responsibility to notify the supervisor. If the intern proves undependable, they may be dismissed from their internship site and earn a grade of “F”.
3. **COMMUNICATION** The intern is expected to ask questions about things he/she does not understand. The intern serves the needs of the agency by providing services and by acting as a vital link between the company and the employees as a friend, supporter and interpreter.
4. **RESPONSIBILITY** Interns assume responsibilities similar to those of a professional and are expected to serve with the same high standards as company/hospital staff. All confidential matters must be kept confidential. Interns are expected to become familiar with their own job assignments and are encouraged to offer suggestions or changes that they may see necessary.
5. **PROFESSIONALISM** The intern represents not only themselves, but the School of Health Promotion & Kinesiology at Texas Woman’s University. Work performance during the internship can have a tremendous impact on your future career. Conduct yourself as a professional in all aspects of the internship process, including the interview. Dress appropriately (ask your supervisor for guidelines). If you should decide to turn down a site with whom you have applied, be courteous and call the supervisor as soon as possible. Failure to decline an internship opportunity in a professional, timely manner may affect your future career opportunities and the integrity of TWU and the School of Health Promotion & Kinesiology.
Once you have accepted a site and they have accepted you as an intern, your agreement is final. You are not permitted to change sites.

Evaluation Form for the Site Supervisor
(Evaluation will be sent to your site supervisor's email)

TO BE COMPLETED WHEN HALF OF INTERNSHIP HOURS ARE COMPLETED AND AGAIN AT

THE END OF THE INTERNSHIP (2 Pages)

Student Name _____

Total hours completed _____

Supervisor/Position _____

Company _____

On a scale from 0–10 please assess the performance of the student intern on each of the following skills or write no opportunity to observe (NA).

Grading scale: 9-10 = Excellent / Performance exceeds expectations; 8 =Above Average Performance; 7 =Average/Meets minimal expectations; 6 = Performance needs improvement;

<5 = Performance is unacceptable. Please assign a point value to each category as well as written comments. **Please discuss this evaluation with your intern.** The scores you assign will be used to assess the performance of the student in this internship course.

Pt Value	Task	Comments
-----------------	-------------	-----------------

Technical Skills

_____ ECG reading/recognition _____

_____ Blood pressure measurement _____

_____ Exercise prescription for cardiac rehab _____

Communication Skills

_____ With staff _____

_____ With clients _____

_____ Presenting information to groups _____

Professional Skills

_____ Attitude _____

_____ Responsibility _____

_____ Initiative _____

_____ Appropriate Attire _____

_____ Professionalism _____

_____ Leadership _____

_____ Collaboration with co-workers _____

Based upon entry level personnel that you have employed or worked with, is this student ready for job placement? Yes____No____If yes, is the student adequate_____or superior_____to most?

Please comment on how this student can improve his/her performance and job potential.

Signature of Site Supervisor_____ Date _____

Thank you for your help with our students and your willingness to aid our program. We appreciate your time and effort given to enhance our program and our students.

Sincerely,

Please email this to:

Internship Director
Barbara Barnick-Ben-Ezra
Texas Woman's University
School of Health Promotion
& Kinesiology
Email: bbenezra@twu.edu

Barbara Barnick-Ben-Ezra
Assistant Director, School of
Health Promotion & Kinesiology
Office: 940-898-2340

Evaluation Form for the Site Supervisor

(Evaluation will be sent to your site supervisor's email)

TO BE COMPLETED WHEN HALF OF INTERNSHIP HOURS ARE COMPLETED AND AGAIN AT THE END OF THE INTERNSHIP (2 Pages)

Student Name _____

Total hours completed _____

Supervisor/Position _____

Company _____

On a scale from 0–10 please assess the performance of the student intern on each of the following skills or write no opportunity to observe (NA).

Grading scale: 9-10 = Excellent / Performance exceeds expectations; 8 =Above Average Performance;

7 =Average/Meets minimal expectations; 6 = Performance needs improvement;

<5 = Performance is unacceptable. Please assign a point value to each category as well as written comments.

Please discuss this evaluation with your intern. The scores you assign will be used to assess the performance of the student in this internship course.

Pt Value	Task	Comments
-----------------	-------------	-----------------

Technical Skills

_____ Fitness Testing _____

_____ Exercise Prescription _____

_____ Overall Exercise Physiology Knowledge _____

Communication Skills

_____ With staff _____

_____ With clients _____

_____ Presenting information to groups _____

Professional Skill

_____ Attitude _____

_____ Responsibility _____

_____ Initiative _____

_____ Confidence _____

_____ Professionalism _____

_____ Leadership _____

_____ Collaboration with co-workers _____

Based upon entry level personnel that you have employed or worked with, is this student ready for job placement? Yes_____No_____If yes, is the student adequate_____or superior_____to most?

Please comment on how this student can improve his/her performance and job potential.

Signature of Site Supervisor_____ Date_____

Thank you for your help with our students and your willingness to aid our program. We appreciate your time and effort given to enhance our program and our students.

Sincerely,

Barbara Barnick-Ben-Ezra
Assistant Director, School of
Health Promotion & Kinesiology

Please email this to:

Internship Director
Barbara Barnick-Ben-Ezra
Texas Woman's University
Dept. of Kinesiology
Email: bbenezra@twu.edu

Office: 940-898-2340

Cardiac Rehab Grade Sheet				Nam	
Internship Supervisor (IS) Evaluation Grades					
MIDTERM EVAL		Actual	Possible	FINAL EVAL	
				Actual	Possible
ECG			10	ECG	10
BP			10	BP	10
Ex Rx for CR			10	Ex Rx for CR	10
Comm Staff			10	Comm Staff	10
Comm Clients			10	Comm Clients	10
Presenting			10	Presenting	10
Attitude			10	Attitude	10
Responsibility			10	Responsibility	10
Initiative			10	Initiative	10
Appearance			10	Appearance	10
Professionalism			10	Professionalism	10
Leadership			10	Leadership	10
Collaboration			10	Collaboration	10
Total Points			130 x.77=100	Total Points	130 x.77=100
Internship Instructor (II) Grades					
LOGS	Actual	Possible		Criteria	
Log 1		10	10 points	all logs, prog report, time sheet on time	
Log 2		10	5 points	>2 late logs/late prog report, time sheet	
Log 3		10	0 points	>5 late logs/no prog report, time sheet	
Log 4		10			
Log 5		10	-1	incorrect log format	
Log 6		10	-1	documentation not thorough	
			-2	prog report inc-not aligned w/goals	
			-1	poor writing mechanics	
Total Points		60			
Assignments	Actual	Possible		Actual	Possible
Emergency Procedures		25	Total IS		200
Staff Interviews		10	Total II		215
Exercise Prescription		100	Total Points		415
Internship Manual Quiz		20			
			Quiz	100%	<100% = 0
Total Points		155	Feedback Survey	Complete	Incomplete (-25)
Grade					
% Grade					
Letter Grade					

Corporate Fitness Grade Sheet			Name				
Internship Supervisor (IS) Evaluation Grades							
MIDTERM EVAL		Actual	Possible	FINAL EVAL		Possible	
Fitness Testing			10	Fitness Testing		10	
EX RX for CF			10	EX RX for CF		10	
Ex Phys Knowledge			10	Ex Phys Knowledge		10	
Comm Staff			10	Comm Staff		10	
Comm Clients			10	Comm Clients		10	
Presenting			10	Presenting		10	
Attitude			10	Attitude		10	
Responsibility			10	Responsibility		10	
Initiative			10	Initiative		10	
Confidence			10	Confidence		10	
Professionalism			10	Professionalism		10	
Leadership			10	Leadership		10	
Collaboration			10	Collaboration		10	
Total Points			130 x.77=100	Total Points		130 x.77=100	
Internship Instructor (II) Grades							
LOGS	Actual	Possible	Criteria				
Log 1		10	10 point	all logs, prog report, time sheet on time			
Log 2		10	5 points	>2 late logs/late prog report, time sheet			
Log 3		10	0 points	>5 late logs/no prog report, time sheet			
Log 4		10					
Log 5		10	-1	incorrect log format			
Log 6		10	-1	documentation not thorough			
			-2	prog report inc-not aligned w/goals			
			-1	poor writing mechanics			
Total Points		60					
ASSIGNMENTS		Actual	Possible			Actual	Possible
Emergency Procedures			25	Total IS			200
Staff Interviews			10	Total II			215
Exercise Prescription			100	Total Points			415
Internship Manual Quiz			20	Quiz		100%	<100% = 0
Total Points			155	Feedback Survey		Complete	Incomplete (-25)
				Grade			
				% Grade			
				Letter Grade			

Comprehension of Internship Responsibilities

I have read a copy of the internship manual and understand the responsibilities, necessary paperwork, and professional behavior required of my internship. I have read the section of the manual regarding the logs and grading system. I understand the intervals that I need to turn in weekly logs, progress reports and hourly time sheets. I also understand that my grade comes from the site supervisor and from the work I turn in to the internship instructor and or coordinator.

I understand that I am expected to treat the internship as a job. I should act in a professional manner and dress appropriately for the internship. I will give my internship site supervisor a written request in advance if I need time off. I will also be sure to call if something comes up and I will be late to my shift. The site supervisor will counsel me if my behavior, performance, or attendance becomes an issue. I understand that I may be required to come to campus for a meeting to counsel me on my performance or behavior if necessary. If that issue cannot be resolved, I understand that I may be dismissed from the internship site and will receive a grade of "F" for the courses. If that happens before the 12th day of classes, I understand that I will need to drop my Internship courses; I will have to meet with TWU Kinesiology faculty to explain the issues. I will also have to re-register for internships the following semester. I will also be required to write a letter to the School of Health Promotion and Kinesiology explaining corrective action of my behavior.

I understand that if I re-register for my internship the following semester, or thereafter, that it will be my last chance to Intern as an Exercise Science student. If I fail to comply during my second chance, I will not be permitted to pursue an Exercise Science concentration in Kinesiology.

I understand that I must enroll in my internship course within 2 years of completing my prerequisite course work. If I do not, I will have to successfully demonstrate skills competency. This will require making arrangements with an exercise physiology instructor and passing a technical skills test.

Information for this class will be posted on the internship course Canvas and through emails. I understand that I need to check my TWU email account and class Canvas on a regular basis.

Name (Print) _____

Signature of student _____

Date _____