

**KINS 4936 and KINS 4946**

# **Internship Manual**

**UPDATED JANUARY 2025**

## **Table of Contents**

<b>Contact Information .....</b>	<b>3-4</b>
<b>Cardiac Rehabilitation Sites/Research in Biomechanics Option .....</b>	<b>5-8</b>
<b>Corporate Fitness Sites .....</b>	<b>9-10</b>
<b>Acknowledgement of Receipt of Manual .....</b>	<b>11</b>
<b>University and Departmental Policies .....</b>	<b>12-14</b>
<b>Introduction .....</b>	<b>15-16</b>
<b>Requirements .....</b>	<b>17</b>
<b>Grading.....</b>	<b>18</b>
<b>Pre-Internship File Checklist .....</b>	<b>19</b>
<b>Site Information Sheet .....</b>	<b>20</b>
<b>Internship Goals.....</b>	<b>21</b>
<b>Objectives: Cardiac Rehabilitation .....</b>	<b>22</b>
<b>Objectives: Corporate Fitness Practicum/Internship .....</b>	<b>23</b>
<b>Internship Course Assignments .....</b>	<b>24</b>
<b>Preparation of Logs, Progress Reports &amp; Hourly Time Sheets .....</b>	<b>25-29</b>
<b>Practicum/Internship Responsibilities.....</b>	<b>30</b>
<b>Site Supervisor Evaluations .....</b>	<b>31-34</b>
<b>Internship Evaluation Rubric.....</b>	<b>35-36</b>
<b>Comprehension of Internship Responsibilities.....</b>	<b>37</b>

**Kinesiology**  
**Addresses and Phone Numbers**

Dr. Suzanna Dillon, Interim Internship Coordinator  
School of Health Promotion and Kinesiology  
Texas Woman's University  
1600 N. Bell Avenue PH-208  
Denton, TX 76204  
940-898-2582  
Email: [sdillon@twu.edu](mailto:sdillon@twu.edu)

Dr. Rhett Rigby, Interim Director  
School of Health Promotion and Kinesiology  
Texas Woman's University  
1600 N. Bell Avenue PH-208  
Denton, TX 76204  
940-898-2473  
Email: [brigby@twu.edu](mailto:brigby@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](mailto: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 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**

TiffanyShock

[tiffany.shock@BSWhealth.org](mailto:tiffany.shock@BSWhealth.org)

214-820-1371

\*Drug Screen 30 Days

### **Baylor Scott & White Heart & Vascular Hospital –**

#### **Ft. Worth >350 hrs**

Sanjay Shrestha

[Sanjay.Shrestha@BSWhealth.org](mailto:Sanjay.Shrestha@BSWhealth.org)

817-922-1898

Joshua Medders - Dir Cardiac Rehab

[Joshua.Medders@BSWHealth.org](mailto:Joshua.Medders@BSWHealth.org)

817-922-1852

\*Drug Screen 30 Days

### **Baylor Scott & White Heart & Vascular Hospital -**

#### **Waxahachie**

Lesly Villa

[Lesly.Villa@bswhealth.org](mailto:Lesly.Villa@bswhealth.org)

469-843-7260

Joshua Medders - Dir Cardiac Rehab

[Joshua.Medders@bswhealth.org](mailto:Joshua.Medders@bswhealth.org)

817-922-1852

\*Drug Screen 30 days

### **Baylor Scott & White Medical Center - Grapevine**

Marla Bush

817-424-4564

1600 W. College St. #435

Grapevine, TX 76051

[Marla.Bush@BSWHealth.org](mailto:Marla.Bush@BSWHealth.org)

### **Baylor Scott & White Medical Center - Irving**

Trenton Reyes

[trenton.reyes@bswhealth.org](mailto: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](mailto: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](mailto: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](mailto: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**

Beth Neidlinger – Contact

[Elizabeth.neidlinger@christushealth.org](mailto:Elizabeth.neidlinger@christushealth.org)

903-315-2587

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

Desiree Tapp  
903-408-5050  
[dtapp@huntregional.org](mailto:dtapp@huntregional.org)  
Elizabeth McMahan  
[emcmahan@huntregional.org](mailto:emcmahan@huntregional.org)  
903-408-5050

**Medical City – Dallas >400 hrs**

Erica Lax - Interim-mgr  
[Erica.Lax@MedicalCityHealth.com](mailto: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](mailto:Susan.Rector@MedicalCityHealth.com)  
940-626-1732

**Medical City Denton**

Daniel Albrecht  
[daniel.albrecht@MedicalCityHealth.com](mailto:daniel.albrecht@MedicalCityHealth.com)  
940-384-3960

**Medical City Plano**

Lynn Kubic  
[Lynn.Kubic@MedicalCityHealth.com](mailto:Lynn.Kubic@MedicalCityHealth.com)  
972-519-1274  
Jeanne Cross  
[Jeanne.Cross@medicalcityhealth.com](mailto:Jeanne.Cross@medicalcityhealth.com)

**Memorial Hermann - Memorial City Medical Center**

Lourdes Nguyen  
[Lourdes.Nguyen@memorialhermann.org](mailto:Lourdes.Nguyen@memorialhermann.org)  
713-242-3000

**Memorial Hermann – SW Hospital Houston**

Ryan Tully  
[Ryan.Tully@memorialhermann.org](mailto:Ryan.Tully@memorialhermann.org)  
713-778-6248

**Memorial Hermann Texas Medical Center – Houston**

Shamail Caligone - Student Coordinator  
[Shamail.Caligone@memorialhermann.org](mailto:Shamail.Caligone@memorialhermann.org)  
713-704-9886  
Heather Knight-Westover  
[Heather.KnightWestover@memorialhermann.org](mailto:Heather.KnightWestover@memorialhermann.org)

**Methodist Charlton Medical Center – Dallas**

Barbara Lennon  
[barbaralennon@mhd.com](mailto:barbaralennon@mhd.com)  
214-947-0671

**North Texas Medical Center – Gainesville**

Kristie Bayer  
940-665-1751  
[kristie.bayer@ntmconline.net](mailto:kristie.bayer@ntmconline.net)

**Paris Regional Health**

Diane Grissom  
[diane.grissom@lifepointhealth.net](mailto:diane.grissom@lifepointhealth.net)  
903-739-7511  
Stephanie Wooten  
[stephanie.wooten@lifepointhealth.net](mailto:stephanie.wooten@lifepointhealth.net)

**Parkland Health and Hospital System- Dallas**

Shalena Robinson  
[shalena.robinson@phhs.org](mailto:shalena.robinson@phhs.org)  
214-266-2137  
\*Drug Screen 30 Days

**Texas Health Harris Methodist Hospital- HEB**

Adrian Schuh – Contact  
[AdrianSchuh@texashealth.org](mailto:AdrianSchuh@texashealth.org)  
817-489-5143  
713-489-5143 Main #  
Bedford, Texas

**Texas Health Harris Methodist Hospital – Stephenville**

Crystal Allan  
[CrystalAllan@texashealth.org](mailto:CrystalAllan@texashealth.org)  
254-552-3110

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

Kari Wallace  
[Kari.Wallace@adventhealth.com](mailto:Kari.Wallace@adventhealth.com)  
817-551-2681  
\*Drug Screen – 30 Days

**Texas Health Memorial Hospital -Arlington.**

Brenda Doughty  
[BrendaDoughty@texashealth.org](mailto:BrendaDoughty@texashealth.org)  
Main Phone # 817-960-6475

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

Brooke Ellis  
[BrookeEllis@texashealth.org](mailto:BrookeEllis@texashealth.org)  
972-747-6909  
Kelsey Gibbons Dodd  
[KelseyGibbons@texashealth.org](mailto:KelseyGibbons@texashealth.org)  
972-825-7631

**Texas Health Presbyterian Hospital-  
Dallas**

**Cardiac Rehabilitation >350 hrs**

Ashley Laible  
[AshleyLaible@texashealth.org](mailto:AshleyLaible@texashealth.org)  
214-345-4645  
Mary Kate Porterfield  
[MaryHyde@texashealth.org](mailto:MaryHyde@texashealth.org)

**Texas Health Presbyterian Hospital - Denton**

LaNell Noggler  
[LanellNoggler@texashealth.org](mailto:LanellNoggler@texashealth.org)  
940-898-7359

**Texas Health Presbyterian – Plano**

Brooke Meier  
[BrookeFugate@texashealth.org](mailto:BrookeFugate@texashealth.org)  
972-981-3114

**Texas Health Presbyterian - Rockwall**

Steven Rios  
[StevenRios2@TexasHealth.org](mailto:StevenRios2@TexasHealth.org)  
469-698-1687 - Phone  
469-698-1516 - Fax

**Texoma Medical Center – Denison**

Lisa Smith  
[Lisa.Smith@thcs.org](mailto:Lisa.Smith@thcs.org)  
903-416-5251  
Michaela Prater - Assists Lisa  
[Michaela.Prater@thcs.org](mailto: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](mailto:ykwon@twu.edu)

### **Out Of State:**

#### **Tampa General Hospital**

Tampa, Florida

Thomas Reed

[Treed@TGH.org](mailto:Treed@TGH.org)

813-844-7221

---

#### **Sarasota Memorial Hospital**

Sarasota, Florida

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

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

941-917-7981

#### **University of Maryland**

#### **Charles Regional Center**

Brian Loux

[bloux@uom.edu](mailto: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 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](mailto:gbarrilleaux@athleteth.com)  
469-213-0730

### BACHIK METHODS/REACT

Ryan Bachik – Contact  
[info@bachikmethods.com](mailto:info@bachikmethods.com)  
CONTACT VIA EMAIL  
ONLY

### Cooper Fitness Center – Dallas

Kelsey Thompson - Main Contact  
[kthompson@cooperfitnesscenter.com](mailto:kthompson@cooperfitnesscenter.com)  
972-560-6308  
Jenn Molder  
[jmolder@cooperfitnesscenter.com](mailto:jmolder@cooperfitnesscenter.com)  
972-233-4832 x6498

### D1 Training - Dallas

Kevin Engebrecht  
[kevin.engelbrecht@d1training.com](mailto:kevin.engelbrecht@d1training.com)  
214-750-0059

### D1 Training - Mesquite

Thomas Dunker  
[Thomas.dunker@d1training.com](mailto:Thomas.dunker@d1training.com)  
214-416-9607

### D1 Training – Prosper

Isiah Perez  
[Isiah.Perez@d1training.com](mailto:Isiah.Perez@d1training.com)  
972-435-6640

### D1 Training - Waco

Jeff Wooley  
[jeff.wooley@d1training.com](mailto:jeff.wooley@d1training.com)  
254-751-1670

### Driven Elite Fitness & Health – Denton

Angie Maffey  
[amaffey@drivenelite.net](mailto:amaffey@drivenelite.net)

### Elite Speed & Sports Management-Haslett

Carlos Codie  
[carloscodie@gmail.com](mailto:carloscodie@gmail.com)  
817-797-1079

### EXOS - Nationwide

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

### Area Locations

Children's Health - Andrews Institute -Sports Performance-  
Plano  
PepsiCo (Corporate Wellness Site) - Plano American  
Airlines (Corp Wellness Site - Ft. Worth CapMetro (Corp  
Wellness Site) – Austin

### Health Fitness Corp. Locations

STUDENT has to apply for an Internship  
ON-LINE only

[www.healthfitness.com](http://www.healthfitness.com)  
Britni Douglas  
[Britni.Douglas@hfit.com](mailto:Britni.Douglas@hfit.com)

Area Locations

### Motiva Fitness Center

Blue Cross Blue Shield of Texas  
972.766.5563 Office  
972.766.5662 Motiva Fitness Center  
[Ben\\_Baker@bcbstx.com](mailto:Ben_Baker@bcbstx.com)

**Legacy - Midtown Park**

Elizabeth Niksich  
[eniksich@TheLegacyMP.org](mailto:eniksich@TheLegacyMP.org)  
469-497-3817

**Legacy Willow Bend**

Lorelei Pineda  
[lpineda@thelegacywb.org](mailto:lpineda@thelegacywb.org)  
972-468-6215

**REACT/Bachik Methods**

**SEE BACHIK METHODS/REACT**

Ryan Bachik  
903-285-2217  
[rbachik@neuroreaction.org](mailto:rbachik@neuroreaction.org)

**RISHER COMPANY - HOUSTON**

April Zieschang  
[april@risherco.com](mailto:april@risherco.com)  
281-728-9435

**S2S Functional Performance**

2 Locations: Frisco & Flower Mound  
Meredith Tittle  
[meredith@s2sperform.com](mailto:meredith@s2sperform.com)  
940-241-1215  
[info@s2sperform.com](mailto:info@s2sperform.com)  
Sofia Leal – Flower Mound  
[sofia@s2sperform.com](mailto:sofia@s2sperform.com)

**TWU Athletics - Sports Performance**

Delaney Baxendale - Contact  
[Dbaxendale@twu.edu](mailto: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](mailto: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, temporary 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. Applicable policy: [URP: 01.242 Academic Accommodations for Students](#) (<https://public.powerdms.com/TWU1/documents/1765594>). ***DSS contact information:*** [DSS website](#) (<https://twu.edu/disability-services/>), [dss@twu.edu](mailto:dss@twu.edu), (940) 898-3835, CFO 106.

### Title IX: Sexual Misconduct Prevention 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. 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/>) or at (940) 898-2969. Additionally, please be aware that under Texas Senate Bill 212, 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 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 and Parenting Students

**It is the policy of Texas Woman's University to maintain a learning environment that is free from discrimination of pregnant or parenting students in accordance with the [Texas Education Code, Section 51.982](#) (<https://statutes.capitol.texas.gov/Docs/ED/htm/ED.51.htm#51.982~:text=Sec.%2051.982.%20%20PROTECTIONS,September%201%2C%202023.#51.982>), other applicable laws, and [Title IX](#) (<https://www.govinfo.gov/content/pkg/USCODE-2013-title20/pdf/USCODE-2013-title20-chap38.pdf>) of the Education Amendments of 1972 which prohibits discrimination on the basis of sex (including pregnancy discrimination in education programs or activities).**

**Students who may need academic adjustments due to their pregnancy, pregnancy-related conditions, or parenting status can first speak to their faculty member to discuss what adjustments can be made to the classroom environment (such as larger desks, restroom breaks, excused absences, or additional, reasonable time to complete coursework). Students who may need other reasonable parenting accommodations should complete and submit the [Pregnant and Parenting Students Accommodation form](#) (<https://twu.edu/pregnancy-accommodation-form/>) to coordinate additional academic needs. It is recommended that students request pregnancy adjustments and accommodations as soon as practicable. Applicable policy: [URP: 01.244 Student Parenting and Pregnancy Nondiscrimination](#) (<https://public.powerdms.com/TWU1/documents/1825769>). **For more information, including resources for parenting students, please visit [TWU's Parenting Students webpage](#) (<https://twu.edu/student-life/parenting-students/>) or email [TitleIX@twu.edu](mailto:TitleIX@twu.edu).****

### 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, multiple submissions of an assignment, 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 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>).

The following statement must appear on a course syllabus if an antiplagiarism tool is used in the course:

In an effort to ensure the integrity of the academic process, Texas Woman's University vigorously affirms the importance of academic honesty as defined by the Academic Integrity Policy and the TWU Student Code of Conduct. Therefore, in an effort to detect and prevent plagiarism, faculty members at Texas Woman's University may now use a tool called Turnitin to compare a student's work with multiple sources. It then reports a percentage of similarity and provides links to those specific sources. The tool itself does not determine whether or not a paper has been plagiarized. Instead, that judgment must be made by the individual faculty member.

Delete statements that do not apply:

All required assignments in this course may be checked for plagiarism using Turnitin.com

Or

Some of the required assignments in this course may be checked for plagiarism using Turnitin.com.

Or

Assignments will be randomly checked for plagiarism using Turnitin.com.

### **TWU Attendance Policy**

Texas Woman's University ("TWU" or "University") recognizes that consistent and attentive attendance is vital to student success. Class attendance and participation is an individual student responsibility. Faculty set the attendance policy for each course they teach. The University expects regular and punctual attendance at all scheduled classes, and the University reserves the right to deal at any time with individual cases of nonattendance.

An absence may be excused for the following reasons: Personal injury or illness that is too severe or contagious for the student to attend class. Serious injury, illness, or death of an immediate family member; Immediate family may include: parents, siblings, grandparents, spouse, child, spouse's child, spouse's parents, spouse's grandparents, step-parents, step-siblings, step-grandparents, grandchild, step-grandchild, legal guardian, and others as deemed appropriate by faculty or the Dean of Students Office. Participation in legal or governmental proceedings that require a student's presence and that cannot be rescheduled; Active military service, including travel for that purpose; Religious holy day, including days necessary to travel for that purpose; Pregnancy and Parenting requirements under Title IX and the Texas Education Code; Participation in an Official University Function for which an excused absence form is provided including mandatory participation as a student-athlete in NCAA-sanctioned or other governing-sanctioned athletic competition; or Other official events as deemed appropriate by the Vice President of Student Life or Executive Vice President for Academic Affairs and Provost. Applicable policy:

[URP: 06.160 Excused Absence Policy](https://public.powerdms.com/TWU1/documents/1825773) (<https://public.powerdms.com/TWU1/documents/1825773>).

### **Student Religious Day Observance Policy**

Texas Woman's University respects the religious observances of students even though they may conflict with University class meetings, assignments, or examinations. Texas State and Federal Law and University Policy prohibit discrimination on the basis of religious belief. In accordance with state law, Texas Woman's University shall excuse a student from classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. Holy day absence requests that would interfere with patient care may be denied on that basis. Students are encouraged to inform their course faculty or their academic component administrator, if they are doing an offsite learning experience, about religious holy days as early in the term as possible to enable planning and coordination of work assignments/exams. A student whose absence is excused shall be treated in accordance with TWU Excused Absence Policy URP 06:160 and allowed reasonable time for make work. To request an excused absence, students should submit the [Request to Observe Religious Holy Day form](https://twu.edu/media/documents/student-life-office/Request%20Observe%20Religious%20Holy%20Day%20Form.pdf) ([https://twu.edu/media/documents/student-life-office/Request Observe Religious Holy Day Form.pdf](https://twu.edu/media/documents/student-life-office/Request%20Observe%20Religious%20Holy%20Day%20Form.pdf)) to each of their course faculty as early in the term as

possible, as outlined in [URP 06:120 Student Religious Holy Day Observance Policy \(https://public.powerdms.com/TWU1/documents/1745752\)](https://public.powerdms.com/TWU1/documents/1745752).

### **Emergency Preparedness Information**

TWU is committed to safeguarding the well-being of all students and places a high emphasis on community safety. We have established thorough protocols to address emergencies such as fires, tornadoes, and active assailant events. Regular drills and training sessions are conducted to ensure that everyone is well-prepared to respond efficiently in case of any emergency. Pioneer Alerts notify students and faculty about rising emergencies via phones, email, and university computers. Keep your information updated through Pioneer Portal to receive these important notifications. In emergencies, evacuate during fires, seek shelter-in-place for severe weather, and call 911 and [RUN/HIDE/FIGHT \(https://twu.edu/emergency/active-assailant/\)](https://twu.edu/emergency/active-assailant/) for active assailants. Review the [TWU Emergency Guidebook \(https://twu.edu/media/documents/risk-management/TWU-Emergency-Guidebook.pdf\)](https://twu.edu/media/documents/risk-management/TWU-Emergency-Guidebook.pdf) for more details or contact Emergency Management at 940-898-3367 or [twuready@twu.edu](mailto:twuready@twu.edu). Follow @TWUReady for preparedness tips and updates. For severe weather areas, visit the [Shelter-in-Place Maps \(https://twu.edu/emergency/building-maps/\)](https://twu.edu/emergency/building-maps/).

### **CARE**

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/).

### **SB 17 Statement (Optional)**

[Texas Senate Bill 17 \(https://capitol.texas.gov/tlodocs/88R/billtext/pdf/SB00017F.pdf\)](https://capitol.texas.gov/tlodocs/88R/billtext/pdf/SB00017F.pdf), the recent law that prohibits certain diversity, equity, and inclusion programs at public colleges and universities in Texas, does not affect academic course instruction, including the content, teaching, or discussion in a course at public colleges and universities in Texas. SB 17 does not alter existing expectations and academic freedom for teaching and related classroom discussion, including regarding diversity, equity, and inclusion topics.

## 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 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 the Internship Coordinator 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 not currently enrolled in courses please contact the Internship Coordinator 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](http://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 the Internship Coordinator .
  8. Confirmation of internship site, completion of appropriate forms and checklist.
  9. Schedule a meeting with TWU Internship Coordinator **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 1<sup>st</sup> 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.**
- \_\_\_3. Clear site with the TWU Internship Coordinator *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.**
- \_\_\_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 the TWU Internship Coordinator 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.**
- \_\_\_8. Sign receipt of manual page 11 - **File with the TWU Internship Coordinator.**
- \_\_\_9. Sign comprehension of responsibilities page 37 - **File with the TWU Internship Coordinator.**
- \_\_\_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.**
- \_\_\_12. Submit a national background check – **File with the TWU Internship Coordinator.**
- \_\_\_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.
- \_\_\_14. Complete site information sheet page 20 – Check with Internship Coordinator to see if your site requires any extra paperwork. **File 2 copies with the TWU Internship Coordinator.**
- \_\_\_15. Meet with your site supervisor and complete your goals sheet page 21. 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.**
- \_\_\_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 Coordinator 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 TWU Internship Coordinator.

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 25 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 an 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 27.

**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. (4) goals/plans for next week.

--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.](#)

FacilityPhone #: [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.](#)



## **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.

<b>Pt Value</b>	<b>Task</b>	<b>Comments</b>
-----------------	-------------	-----------------

*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.



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.

<b>Pt Value</b>	<b>Task</b>	<b>Comments</b>
-----------------	-------------	-----------------

*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.

Cardiac Rehab Grade Sheet				Nam			
<b>Internship Supervisor (IS) Evaluation Grades</b>							
<b>MIDTERM EVAL</b>		Actual	Possible	<b>FINAL EVAL</b>		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
<b>Internship Instructor (II) Grades</b>							
<b>LOGS</b>	Actual	Possible		<b>Criteria</b>			
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				
			<b>Internship Supervisor (IS) Evaluation Grades</b>				
<b>MIDTERM EVAL</b>		Actual	Possible	<b>FINAL EVAL</b>		Actual	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
			<b>Internship Instructor (II) Grades</b>				
<b>LOGS</b>	Actual	Possible	<b>Criteria</b>				
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					
<b>ASSIGNMENTS</b>		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				
Total Points			155	Quiz Feedback Survey		100% Complete	<100% = 0 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 12<sup>th</sup> 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 \_\_\_\_\_