

Winona State University
College of Nursing & Health Sciences

Department of Health, Exercise & Rehabilitative Sciences

Internship Handbook

- ❖ Clinical Exercise Science
- ❖ Exercise Science
- ❖ Public Health

Internships provide students the opportunity to develop career interests and skills in professional settings. This handbook provides an overview of the internship process.

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INTRODUCTION/PURPOSE

The Health, Exercise & Rehabilitative Sciences (HERS) Internship Program provides significant experiential learning opportunities valuable to a student’s professional development. The field experience provides a means of reinforcing and enhancing academic preparation, while interns actively apply knowledge and skills in a real work environment. Through cooperative planning and implementation in partnership with the internship agency (site), the Department requires the following internships of eligible degree candidates:

HERS 496	Public Health	10-12 credits
HERS 497	Clinical Exercise Science	8-12 credits
HERS 499	Exercise Science	8-12 credits

All HERS Department internships are offered for up to 12 credit hours. See Credit/Work Hours section, page 5, for details.

This handbook has been designed to assist Clinical Exercise Science, Exercise Science and Public Health majors in the procedural aspects involved in successful acquisition and completion of the “capstone” internship experience.

The internship experience serves as a practical vehicle of transition for students to make the change from classroom to work place settings. With the structured environment of a University approved agency/site and under the direct supervision of a university approved professional in the field, the student receives guidance in transitioning from the academic setting to the role of an employee in a “real life” worksite.

HERS DEPARTMENT CONTACTS:

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<p><u>Exercise Science Faculty Internship Advisors:</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; padding-right: 20px;"> <p>Dr. Phil Appicelli Telephone: 507.457.5388 (800.242.8978) E-mail: pappicelli@winona.edu Fax: 507.457.2554</p> </td> <td style="width: 50%;"> <p>Dr. Erin White Telephone: 507.457.2577 (800.242.8978) E-mail: ewhite@winona.edu Fax: 507.457.2554</p> </td> </tr> </table>		<p>Dr. Phil Appicelli Telephone: 507.457.5388 (800.242.8978) E-mail: pappicelli@winona.edu Fax: 507.457.2554</p>	<p>Dr. Erin White Telephone: 507.457.2577 (800.242.8978) E-mail: ewhite@winona.edu Fax: 507.457.2554</p>
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Internship Handbook:

HERS website: <http://www.winona.edu/hers> or the
 HERS SharePoint: <https://mywsu.winona.edu/departments/he/default.aspx>

INTERNSHIP CHECKLIST

1. Before proceeding, please thoroughly read the *Internship Handbook*, located on the HERS website <http://www.winona.edu/hers> or SharePoint site <https://mywsu.winona.edu/departments/hers/default.aspx>.
2. Meet with Faculty Internship Advisor about possible internship sites and determine student's eligibility.
 - Provide Degree Audit Reporting System (DARS) Report
 - All major courses completed with grade of "C" or better and student meets 2.50 minimum GPA

(Clinical Exercise Science requires 2.8 minimum major GPA)

Bring for review: résumé and cover letter (Additional assistance is available from the Warrior Success Center 314 Maxwell Hall) **A database of past internship sites is on the HERS SharePoint:**
<https://mywsu.winona.edu/departments/hers/HERSstudents/Internship%20Handbook%20and%20Forms/Forms/AllItems.aspx>
3. Contact possible internship sites and ask about:
 - Types of internships available
 - Application procedures and deadlines
 - Any specific certifications needed
 - Obtain copy of intern's duties and responsibilities
 - Obtain list of tools and equipment intern will use.
 - Obtain credentials and experience of internship site supervisor for potential site (example: supervisor's business card or email signature)
4. Meet again with Faculty Internship Advisor to review DARS, discuss duties/responsibilities and credentials (per 3. above), and complete "Intent to Internship" form (page 8) with 2-3 site choices. This should be done at least 10 weeks prior to start of Internship.
5. Once Faculty Internship Advisor approves the *Intent to Internship* form, meet with HERS Department Administrative Assistant to complete other paperwork and requirements for registration. (*Found on SharePoint or in this Handbook*)
 - Important Notices
 - Background Study Application through Department of Human Services - DHS: Students are financially responsible for background studies that meet both WSU and the internship site's requirements
 - Reduced Student Activity Fee Authorization for sites beyond 35-mile radius from Winona campus
 - Health Information and Requirements for Internship Program (page 18)
 - Proof of Medical Insurance
 - Dates of Mantoux (Tuberculosis) Test and Immunization record from healthcare provider
 - CPR/AED and First Aid Certification Requirements
 - Student Training Experience / Internship Agreement must be signed once site is secured
6. HERS Department will email WSU's affiliate agreement with cover letter to potential sites. For the protection of our students, the WSU Legal Affairs Department must review the language in all affiliation agreements. This can often slow the process by two months or more. There have been incidents in the past where contract language has resulted in unsuccessful contract negotiation, forcing the student to search for another internship site.
7. Once contract is in place and all WSU requirements are met, Administrative Assistant will register the student for the course. (consider: financial aid, scholarships, personal insurance).
8. Final reminders:
 - Submit logs, journals and other materials to Faculty Internship Advisor as directed
 - Follow up with site supervisor on timely filing of midpoint and final evaluation forms
 - Submit the Student Evaluation of Internship Supervisor and Site to Faculty Internship Advisor
 - Public Health Majors must submit a PowerPoint presentation

INTERNSHIP PROCESS

Objectives

The capstone internship experience affords student interns opportunities to:

- Participate in productive work activities as cooperative, contributing team members.
- Actively apply previously acquired knowledge and technological skills to meeting site/agency job requirements and expectations
- Demonstrate interpersonal relations and communication skills as applied to on-the-job oral and written communications
- Exercise decision-making and problem-solving abilities in performing self-directed work assignments
- Evaluate current expertise and academic achievements in relation to agency/site needs and performance standards
- Assess career plans and aspirations in relation to field experience

Prerequisites

- A minimum major GPA of 2.5 or better. (*Clinical Exercise Science requires 2.8 minimum major GPA*)
- Completion of all major coursework

Special Circumstance Appeal Process

Students may consider filing an appeal for the right to intern by following the procedure below:

If students have not completed all major coursework prior to the start of the intended internship, they **must** file a written appeal with the HERS Department. An application for appeal form is available from the HERS SharePoint site. Appeals will be reviewed by the HERS Department Chair and then by the HERS curriculum committee. **The appeal process will take at least one month. Please note that a student may not begin his/her internship without departmental approval.**

The curriculum committee will make recommendations based upon the following documents provided by the student:

- Student must explain his/her extraordinary circumstances
- Letter from the student's major advisor supporting an early internship and the student's abilities
- Copy of student's academic record

Appeals should not be requested frivolously. An internship appeal represents a procedural safeguard for the student. Decisions made by the curriculum committee are final.

Planning

The application procedures for some intern sites recommend more than a semester's notice. Therefore, begin planning early. Carefully read all forms, procedures and requirements.

Advising

Meet with your Faculty internship advisor to:

- discuss internship requirements
- discuss the search process for securing your internship

Qualifying Internship

- Since securing the internship experience is essentially the same as finding a professional position, you should use appropriate job search procedures to locate a *qualifying* internship experience.
- You are responsible for establishing and verifying the quality of your internship position. For a meaningful experience, qualifying positions must meet the following guidelines:
 - Interns should report to an on-site internship supervisor who is an experienced management/supervisory-level employee
 - Work experience must involve a challenging variety of responsibilities rather than repetitive, routine tasks in order to be a quality experience. Positions comparable to file clerk, record-keeper, or purely

- clerical in nature do not qualify
- Special work assignments delegated to the HERS student intern may include special projects, administrative management and/or supervisory responsibilities consistent with the intern's academic preparation and background
- If you have a double option within your major, each with an internship requirement, two distinct internships are required. This may be done at the same agency or different agencies but you must follow and complete all requirements such as hours, evaluations, summaries in a distinctly individual manner.
- Some internship sites provide a salary or stipend with the internship. This is acceptable as long as the internship meets the objectives of the HERS Department and is approved by the Faculty Internship Advisor.
- Internships involving a student's relatives in any capacity normally are not approved because of the potential conflict of interest.

Interview

- Arrange a face-to-face or phone interview with appropriate site/agency personnel to discuss all pertinent internship information and forms. Be sure to discuss such topics as the nature of your academic preparation in your subject discipline, criteria for qualifying for internship positions, detailed job description, monetary compensation, site supervisor's verification on reports and any other details necessary for a mutual understanding of internship requirements, conditions and standards.

Credits/Work Hours

- All internships are taken on a **pass/no credit** basis.
- The number of hours required for each internship varies based upon program standards for each subject discipline. Generally one semester (15 weeks) or equivalent is set aside to complete the internship with a total of 600 hours required.
- Students must work a minimum of 20 hours/week and no more than 45 hours/week. Fewer than 40 hours in any one week will necessitate additional weeks at the internship site. A student may not decrease the required consecutive internship weeks by consistently working more than 40 hours per week. Conversely, students working less than 40 hours per week must complete all internship requirements within 20 weeks, unless prior approval has been granted by the Faculty Internship Advisor.

Students must begin and complete at least one-half (1/2) of the required hours during the semester in which registered.

Students may enroll in a maximum of 18 credit hours per semester; however, the internship is a full-time commitment and this is strongly discouraged.

Students in the HERS Department may complete only one internship per semester.

Contract – Memorandum of Agreement

After meeting with the appropriate Faculty Internship Advisor and at least **10 weeks** prior to the start of the internship, the student intern must submit completed *Intent to Internship* form to the HERS Administrative Assistant. Upon receipt, the HERS Administrative Assistant will e-mail a Memorandum of Agreement and cover letter to potential sites.

Registration

Once the student intern completes all required documentation, has received confirmation from the internship site, and a fully executed Memorandum of Agreement is in place, the student intern should request a registration override from the HERS Administrative Assistant in order to enroll in the course.

Student Intern's Responsibilities

Successfully complete the total work hours and job requirements as agreed upon with the on-site internship supervisor/site/agency and the Faculty Internship Advisor.

Complete an *Internship Log/Work Report* and *Journal* for each week of the internship and review with the on-site supervisor. Submit these as directed to the HERS Faculty Internship Advisor. Retain a copy for your own future use. Observe the usual standards for effective written communications.

Complete and submit the *Site/Supervisor Evaluation* forms to the HERS Faculty Internship Advisor. (page 25)
For Community Health/Public Health Interns – prepare a 15-minute illustrated (with photographs, etc.)
PowerPoint presentation about your internship and either e-mail it as an attachment to the Faculty
Internship Advisor OR set up a date to give your presentation in person to students in these majors.

(NOTE: In order to receive a final grade, all of the above must be satisfactorily completed and submitted to the HERS Faculty Internship Advisor within two weeks of completion of internship.)

Student Professional Liability Insurance

All WSU students enrolled in internships and/or practicum must purchase professional liability insurance. It is an industry standard that any individual involved with the wellbeing of another must carry malpractice insurance. Therefore, Minnesota State Colleges and Universities (MnSCU) provides a blanket liability insurance policy with American Casualty Company (\$2 million per occurrence; \$5 million aggregate) at a cost of \$13.00 per academic year. This will be billed to your student account automatically upon registration for any such course.

Student Health Insurance

All WSU students enrolled in internships must possess health insurance; some internship sites may require verification of coverage.

HERS Faculty Internship Advisor's Responsibilities

- Meet with student interns.
- Approve eligibility of student.
- Review resume and cover letter.
- Approve internship site, supervisor and duties/responsibilities and *Intent to Internship* form.
- Receive and review daily/weekly intern logs & journals.
- Receive and review midpoint and final evaluations.
- Ensure that *Intern Evaluation Forms* (midpoint and final) are completed by the on-site supervisor and reviewed with student intern.
- Contact the site supervisor as necessary.
- Receive and review *Site/Supervisor Evaluation* form.
- Exit interview with the student intern.
- Assign final grade.

HERS Administrative Assistant's Responsibilities

- Keep handbook and forms current on SharePoint site
- Receive the *Intent to Internship* form from the student intern and start file
- Start the Affiliate Agreement Process
- Meet with the student intern to complete forms:
 - o Important Notices
 - o Assist with Student Background Study Process, as required by WSU and Internship Site
 - o Reduced Student Activity Fee (if applicable)
 - o Collect Health Information & any other Requirements
- Explain MnSCU liability insurance to the student intern
- Track the Memorandum of Agreement and obtain appropriate signatures
- Process registration override in order for student to be enrolled in the internship.
- Send midpoint and final evaluations to site and identify Faculty Internship Advisor
- Give student intern's file to appropriate Faculty Internship Advisor
- Route forms to appropriate Faculty Internship Advisor as necessary

INTERNSHIP SEARCH TIPS

1. View the internship search process as a learning experience that will provide insights into your future job searches. The HERS Department considers it the responsibility of prospective interns to locate their own internship sites. The Department provides a list of previous internships and national organizations publish site locations and directories to assist the search.
2. The Internet is an excellent source, in particular sites at the National Wellness Institute and ACSM. Also Directory Guides from national organizations can lead the student to specific internship sites at a wide range of geographical locations.
3. After compiling a list of possible sites that interest you, meet with your HERS Faculty Internship Advisor to discuss them.
4. Internship applications will usually proceed in one of two ways. If time permits, a cover letter and resume should be sent to the potential internship sites. Tips for sample cover letter and resume are available in this packet. This may then be followed up with a phone contact. If time is limited, direct telephoning may be your initial contact with the internship site. At all times during the search process, it is important to project a professional image.
5. Always remember to keep in touch with your HERS Faculty Internship Advisor during the search process. Your internship advisor may have information about potential internship sites and can provide coaching with cover letters, résumés, interviewing techniques, etc.
6. When you have a site that has agreed to accept you as an intern, verify that it meets the HERS site qualifications including: focus on subject area, professional in nature, new learning experience and on-site supervisor availability.

DEPARTMENT OF HEALTH, EXERCISE, & REHABILITATIVE SCIENCES

Intent to Internship

Name: _____ Date: _____

Local Address: _____ Phone: _____

Permanent Address: _____

Tech ID# _____ WSU Email: _____

Other Email: _____ Major/Option: _____

Provide DARS Number of Credits Sought: _____ Faculty Internship Advisor: _____

of Credits obtained prior to Internship: _____ ALL HERS Courses Completed: _ GPA: _____

***First Choice--Internship Site:** _____

Address: _____

On-Site Supervisor: _____ Title: _____

Email: _____ Phone: _____

Supervisor Credentials checked: _____ Duties/Responsibilities (attached) approved by advisor: _____

Internship Start Date: _____ End Date: _____ **OR** Semester: _____

****Second Choice-- Internship Site:** _____

Address: _____

On-Site Supervisor: _____ Title: _____

Email: _____ Phone: _____

Supervisor Credentials checked: _____ Duties/Responsibilities (attached) approved by advisor: _____

Internship Start Date: _____ End Date: _____ **OR** Semester: _____

*****Third Choice--Internship Site:** _____

Address: _____

On-Site Supervisor: _____ Title: _____

Email: _____ Phone: _____

Supervisor Credentials checked: _____ Duties/Responsibilities (attached) approved by advisor: _____

Internship Start Date: _____ End Date: _____ **OR** Semester: _____

Student Signature: _____ **Date:** _____

Faculty Internship

Advisor Signature: _____ **Date:** _____

SAMPLE STUDENT'S INTERNSHIP COVER LETTER

(DATE)

(ADDRESS)

Dear ()::

I am currently a (senior) at Winona State University majoring in Exercise & Rehabilitative Sciences: Exercise Science. As a part of my academic program, I am required to complete an internship, which will allow me to utilize the skills I am developing in my coursework. I would like to do this internship with (name of agency).

To date, I have completed coursework in () as well as (). My minor in () further enhances my () degree by giving my () program a direct focus on (). I have earned a (3.5) grade point average on a 4.0 scale.

As a part of my internship contract, I would need to work a minimum of 600 hours for your organization between () and (). This time can be changed to fit any special projects you might be working on which I might be of assistance. During the time period, I will (have no other obligations/list any other obligations).

If you are willing to consider the possibility of sponsoring an intern, please contact me, and I will forward letters of recommendation and a transcript of my coursework. At that time, I could also set up an appointment to talk with you further about my qualifications.

I have enclosed a resume for your review. I look forward to the possibility of interning with your organization and hope to hear from you in the near future.

Sincerely,

(Name)
(Address)
(Phone Number)
(E-mail Address)

Jane Smith

Current Address:
123 Winona Street
Winona, MN 55987
(507) 450-1111

Permanent Address:
321 Main Street
Any town, MN 55123
(507) 444-2222

jsmith@winona.edu

CAREER OBJECTIVE

An internship promoting healthy lifestyles

EDUCATION & TRAINING

Winona State University, Winona, MN
B.S. in Public Health (Community Health Option), Communication Minor
Expected Graduation: Fall, 2010 GPA: 3.48/4.0

RELEVANT COURSEWORK

Nutrition	Personal & Community Health	Health Perspectives
School & Community Health	Public Health	Health Promotion Skills
Epidemiology	Health Promotion Skills	Grant Writing
Behavioral Interventions	Program Planning in Health Promotion	

RELATED EXPERIENCE

- Health Behavior Assessment of Rochester Community Technical College and Winona State University Project
 - Established and distributed a Health Needs Assessment Survey to students through Survey Monkey
 - Developed and distributed Health Needs Assessment Survey to students
 - Maintained and analyzed survey responses using Zoomerang survey database program
 - Successfully awarded a University Foundation Grant
 - Made recommendations to WSU Health Educator based on survey findings
- Grant Writing
 - Wrote an extensive grant proposal for non-profit organization
- Campaign for Safer Drinking Standards for students at Winona State University; designed poster, pamphlet, and website
- WSU Binge Drinking and First Year Students Investigation, Community Health Course
 - Researched and implemented several research methods related to college drinking “norms”
 - Obtained data from comprehensive needs assessment
 - Created and distributed personal interest surveys
 - Conducted personal interviews
 - Conducted and led focus groups
- Middle School Health Experience
 - Worked with local Middle School health teacher to develop a student led Health Fair
 - Assisted students with research of health topics and displays for school Health Fair

OTHER EXPERIENCE

- Any town Park District, Any town, MN
 - Camp Counselor: 5/2008 – present
 - Safety: Promoted safe environment, counseled healthy living for children
 - Responsibility: Created daily agendas, supervised children at all time
- Any town Fitness Center, Any town, MN
 - Swim Instructor, Lifeguard: 5/2008-6/2009
 - Customer Service: Communicated with colleagues, patrons, and children
 - Leadership: Supervised swim lessons and enforced rules to patrons
 - Safety: Maintained safe environment for adults and children

SKILLS AND CERTIFICATIONS

- **Adult, Child and Infant CPR**, American Red Cross
- **AED Essentials**, American Red Cross
- **Disease Prevention**, American Red Cross
- **Experience with Computers**: Proficient with Windows, Office packages (Word, PowerPoint, Excel, Access), data processing packages (Epi Info, SPSS), and computer design packages(Adobe Photoshop and InDesign)

COMMUNITY SERVICE

- **Breast Cancer Fundraiser**, 2009: Helped organize and run fundraiser
- **Winona Middle School**, 2009, 2008: Helped 6th grade health class organize a health fair
- **Flood Disaster Relief**, 2007: Minnesota City, Spent time helping families rebuild their homes
- **Winona Food Drive**, 2007: Worked with community for two weeks collecting canned food
- **Adopt-A-Family**, 2009, 2007: Adopted numerous families and provided them with gifts for the holidays

EXTRA-CURRICULAR ACTIVITIES

- **Women's Health Issues Club**: Assistant Vice President, 2008 - present
- **H.O.P.E (Health Organization for Promotion and Education)**: 2008 - present
- **College Intramural Team**: Soccer, 2008

AWARDS AND HONORS

- **Dean's List**: Winona State University, 2014
- **Etiquette Dinner**: Winona State University, 2013
- **Honor Student**: Winona State University, 2013

**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

**WINONA STATE UNIVERSITY
HEALTH, EXERCISE & REHABILITATIVE SCIENCES**

IMPORTANT NOTICES

REASONABLE ACCOMMODATIONS

There are conditions for which accommodations may be appropriate under the Americans with Disabilities Act. The Health, Exercise & Rehabilitative Sciences Department will make all reasonable accommodations required by law for otherwise qualified individuals. To receive accommodations, you must contact the Office of Disability Services, located in Maxwell 313. The telephone number is 507.457.5878.

RESPONSIBILITY FOR HEALTH CARE COSTS

Any health care costs incurred during the period of time you are a student in the Health, Exercise & Rehabilitation Programs will be your responsibility. Students enrolled in a Winona State University HERS program are required to have proof of health insurance.

WORKERS' COMPENSATION

It is the position of the internship site/facility and the College/University that, as a WSU student intern, you are not an employee of either the site or the College/University for purposes of Workers' Compensation insurance. (However, if you are officially employed by the site, you would follow the site's workers' compensation policy.)

BACKGROUND CHECKS

An integral part of the HERS Program is the experiential education opportunities. To provide this experience, the College/University contracts with organizations outside of the University. State law requires that any person who provides services which involve direct contact with community members or others outside the University have a background study conducted by the State. A site may initiate a background study by asking you to complete a form so that a background check can be conducted. If, as a result of the background study, you are disqualified from direct contact, it is highly unlikely that the site will be able to allow you to participate in its internship program. If you refuse to cooperate in the background check, the facility will refuse to allow you the internship opportunity. The HERS Program does not guarantee an alternative site placement.

DATA PRACTICES ADVISORY AND INFORMED CONSENT

Some facilities also impose certain requirements regarding the health of persons working in their facilities and may require that health information about students in internship programs be made available to them. The College/University may ask you to provide health information which will be used to determine whether you meet an internship site's health requirements for care providers. Health information collected is private data on you. A site may refuse to allow you to participate based on data provided by you. The information provided will be disclosed, as needed, to the Department of HERS and, should any site request the data, to any site where you are placed as a student intern. You are not legally required to provide this information to the HERS Department. However, refusal to provide the information requested could mean that a facility may refuse to accept you at its site. The HERS Department does not guarantee an alternative placement.

I hereby authorize the Department of Health, Exercise & Rehabilitative Sciences to release my health information to any facility to which I am assigned during my HERS education, should the facility request the information. This authorization is valid for **one year** from the Date of Signature below.

_____ Student's Name (please print)

_____ Student's Signature

_____ Date of Signature

APPLICANT BACKGROUND STUDY

You received this form because you applied for a position that requires a Minnesota Department of Human Services (DHS) background study. Follow the instructions below to submit your background study request to the provider. The provider will review and *may* submit your background study request to DHS. Provider means a facility, program, or agency initiating background study requests under Minnesota Statutes, chapter 245C.

Provider Name and License Number	Provider Number
WINONA STATE UNIV-COLL OF NUR & HEALTH SCIENCE (900085) 900085	9NNN6P

Instructions

- Go to NETStudy 2.0 Applicant Portal**
<https://netstudy2.dhs.state.mn.us/Applicant>
- Create an Account** If you have not created an account before:
 - Click “Register as a new user.”
 - Enter your account information. Click “Register.”
 - Check your email for the temporary password.
- Login**
Your username is your email address. A temporary password was sent to the email account you used to register. When you login, you will be prompted to change your password and choose a security question.
- Enter Application Information**
 - Click “Create Application” on the home screen
 - Enter 9NNN6P in the provider number field. Click Search. If the correct provider is displayed, click “Continue Application.” If an incorrect provider is displayed, contact the provider that gave you this form.
 - Enter your demographic information. Click “Next” after you have completed the required fields on each screen.
 - On the Payment Information screen click “Pay Now.” After clicking “Complete Payment” a new tab with the DHS Electronic Payment System will open. Click “Pay without Registering ” and complete the payment process.
 - After you have completed payment, return to NETStudy 2.0 and click “Continue.” After reviewing the registry screen, click “Finish.” Clicking “Finish” will submit your application to the provider.
 - Be careful to enter the information correctly. You will not be able to change it unless you contact the provider.
- Retrieve the Fingerprint and Photo Authorization Form**
After the provider submits your background study to DHS, you will receive an email that the *Fingerprint and Photo Authorization Form* is available. Login to NETStudy 2.0. On the home screen, locate the *Fingerprint and Photo Authorization Form* under “Forms” for the applicable provider.

Frequently Asked Questions

How much does the background study cost?

The background study fee is \$20.00.

How can I pay?

The background study fee must be paid using the DHS Electronic Payment System through NETStudy 2.0. You can use a credit or debit card to make the payment... You can setup an account if you plan to use the DHS Electronic Payment System for other background studies or you can bypass the account setup by clicking, “Pay without Registering.”

Will I be notified when I can be fingerprinted and photographed?

Yes. You will be notified by email that the provider submitted the background study to DHS. Log into NETStudy 2.0 to retrieve the *Fingerprint and Photo Authorization Form* on the home screen under “Forms” for the applicable provider. **You cannot be fingerprinted and photographed until the provider submits the background study request to DHS.**

What happens next?

The provider will review and verify your background study information. If the provider chooses to submit the background study request, you and the provider will receive a notice of your background study status. The notice will be mailed to you within three days of your fingerprints and photo being taken. The provider will receive the notice electronically.

Where do I find more information?

You can find information on the Background Study website at www.DHS.state.mn.us, select General Public; Office of Inspector General; Background Studies.

What if I have questions?

If you have questions about your background study status call (651) 431-6620. If you have questions about this notice or technical issues registering an account call (651) 431-6625.

BACKGROUND STUDY NOTICE OF PRIVACY PRACTICES

Because the Department of Human Services (DHS) is asking you to provide private information, you have privacy rights under the Minnesota Government Data Practices Act. This law protects your privacy, but also allows DHS to give information about you to others when the law requires it. This notice describes how your private information may be used and disclosed, and how you may access your information.

Why is DHS asking me for my private information?

A background study from the Department of Human Services (DHS) is required for your job or position. The private information is needed to conduct the background study.

How will I be notified that a background study was submitted on me?

DHS will mail you a notice within three working days after a request for a background study is submitted on you. The notice will contain the background study result or let you know that more time is needed to complete the background study. The notice will also identify the entity that submitted the background study request.

What information must I provide to complete the background study?

You are required to provide enough information to ensure an accurate and complete background study. This includes your:

- first, middle, and last name and all names you have ever been known by or used;
- current home address, city, zip code, and state of residence;
- previous home addresses, city, county, and states of residence for the last five years;
- sex and date of birth;
- driver's license or other identification number, and;
- fingerprints and a photograph.

How will the information that I give be used?

The information will be used to perform a background study that will include a check to determine whether you have any criminal records and/or have been found responsible for substantiated maltreatment of a vulnerable adult or child.

Background study data is classified as "private data" and cannot be shared without your consent except as explained in this notice.

What may happen if I provide the information?

You could be disqualified from positions that require a DHS background study if you are found to have committed certain crimes, been determined responsible for maltreatment of a vulnerable adult or child, or have other records that require a disqualification. If you do not have a disqualifying record, you will be cleared to work.

What if I refuse to provide the information?

You will be disqualified if you refuse to provide information to complete an accurate background study. You will not be able to work in a position that requires a DHS background study.

Who will DHS give my information to?

DHS will only share information about you as needed and as allowed or required by law. The identifying information you provide will be shared with the Minnesota Bureau of Criminal Apprehension and in some cases the Federal Bureau of Investigation (FBI). If there is reasonable cause to believe that other agencies may have information related to a disqualification, your identifying information may also be shared with:

- county attorneys, sheriffs, and agencies;
- courts and juvenile courts;
- local police;
- the Office of the Attorney General, and;
- agencies with criminal record information systems in other states.

What information will DHS share with the entity that requested my background study?

The entity that requested the background study will be notified of your background study determination.

If you are disqualified, the entity will not be told the reason unless you were disqualified for refusing to cooperate with the background study or for substantiated maltreatment of a minor or vulnerable adult.

What other entities might DHS share information with?

Information about your Background study may be shared with:

- the Minnesota Department of Health;
- the Minnesota Department of Corrections;
- the Office of the Attorney General, and;
- health-related licensing boards.

What if my disqualification is set aside?

If you request reconsideration of your disqualification and your disqualification is set aside, the entity that requested the background study will be informed of the reason(s) for your disqualification unless the law states otherwise. DHS will provide information about the decision to set aside your disqualification if the entity requests it.

Unless prohibited by law, your name and the reason(s) for your disqualification will become public data if your set aside is for:

- a child care center or a family child care provider licensed under chapter 245A, or;
- an offense identified in section 245C.15, subdivision 2.

For future background studies submitted by entities that provide the same type of services as the services you were set aside for, the set aside will apply unless:

- you were disqualified for an offense in section 245C.15, subdivision 1 or 2, or;
- DHS receives additional information indicating that you pose a risk of harm, or;
- your set aside was limited to a specific person receiving services.

In addition, those entities will be informed of the reason(s) for your disqualification unless prohibited by law.

Will my fingerprints be kept?

DHS and the Bureau of Criminal Apprehension will not keep your fingerprints. However, if an FBI check is required for your background study, the Federal Bureau of Investigation (FBI) will keep your fingerprints and may use them for other purposes.

What information can the fingerprint and photo site view and keep?

The fingerprint and photo site can view identifying information to verify your identity. The fingerprint and photo site will not keep your fingerprints, photo, or most other information. The fingerprint and photo site can keep your name and the date and time your fingerprints were recorded and sent, for auditing and billing purposes.

Who can see my photo?

Your photo will be kept by DHS. If you provide your social security number to allow your background study to be transferable to future entities, your photo will be available to those entities to verify your identity.

What are my rights about the information you have about me?

- You may ask if we have information about you and request in writing to get copies. You may have to pay for copies.
- You may give other people permission to see and have copies of private information about you.
- You may ask in writing a report that lists the entities that submitted a background study request on you.
- You may ask in writing that the information used to complete your background study be destroyed. The information will be destroyed if you have:
 - (1) not been affiliated with any entity for the previous two years, and;
 - (2) no current disqualifying characteristic(s).

Please send all written requests to:

Minnesota Department of Human Services
Background Studies Division
NETStudy 2.0 Coordinator
PO Box 64242
St. Paul, MN 55164-0242

How long will DHS keep my background study information?

DHS will destroy:

- your photo when you have not been affiliated with an entity for two years.
- any background data collected on a you after two years following your death or 90 years after your date of birth, except when readily available data indicates that you are still living.

What is the legal authority for DHS to conduct background studies?

Background studies are completed by DHS according to the requirements in Minnesota Statutes, chapter 245C. Background studies are authorized under Minnesota Statutes, sections 256B.0943, subdivision 5a; 256B.0659, subdivision 11(a)(3); 241.021, subdivision 6(a); 144.057, subdivision 1; 518.165, subdivision 4, and 524.5-118;

What if I think my privacy rights have been violated?

You may report a complaint if you believe your privacy rights have been violated. If you think that the Minnesota Department of Human Services violated your privacy rights, you may send a written complaint to the Minnesota Department of Human Services, Privacy Official at:

Minnesota Department of Human Services
Privacy Official
PO Box 64998
St. Paul, MN 55164-0998

**WINONA STATE UNIVERSITY
HEALTH INFORMATION AND REQUIREMENTS FOR PARTICIPATION IN THE
DEPARTMENT OF HEALTH, EXERCISE & REHABILITATIVE SCIENCES INTERNSHIP & PRACTICUM PROGRAMS**

STUDENT NAME: _____

NOTE: You will NOT be allowed in practicums or internships without the required supporting documentation! If you have questions about any of this information, please contact the Health, Exercise & Rehabilitative Sciences Department.

_____ **Date & results of mantoux (tuberculin skin) test. Mantoux tests are required yearly.**

_____ **Copy of immunization records from healthcare provider. (Diphtheria-Tetanus; Measles, Mumps, & Rubella [MMR]; Polio; Hepatitis B)**

_____ **Proof of medical/health insurance. (copy of insurance card)**

All practicum/internship students must be covered by health insurance: your own policy, that of your parents or through Medical Assistance. Minnesota State Colleges and Universities (MnSCU) has decided to no longer offer health insurance for domestic students for the 2014-2015 academic year. There are two Minnesota Health Care Programs MnSCU students may qualify for due to their income status, they are Medical Assistance (MA) or MinnesotaCare. Students currently enrolled in Medical Assistance or MinnesotaCare programs will automatically be moved to MNSure as part of their renewal process. If a student is not currently enrolled in one of these programs and would like to know if they qualify for either of them, their eligibility status will automatically be reviewed when they apply for coverage through MNSure. Additional information regarding Medical Assistance or MinnesotaCare can be found on health insurance marketplace [MNSure](https://www.mnsure.org/) <https://www.mnsure.org/>

_____ **Complete MN Background Study form**

_____ **Complete *Important Notices* form**

_____ **Proof of current First Aid certification (copy of card)**

_____ **Proof of current Adult CPR/AED certification (copy of card)**

[CR majors: Basic Life Support for Healthcare Providers or CPR/AED for the Professional Rescuer]

PROFESSIONAL LIABILITY INSURANCE

All students in practicum or internships will be billed by Winona State University yearly for professional liability insurance coverage. The policy is an occurrence-based professional liability insurance with \$2,000,000/\$5,000,000 limits of coverage. No proof of liability insurance coverage is required from you at this time.

Student will also be responsible for completing additional site-specific requirements and documentation, as requested.

The information provided to the HERS Department for my practicum or internship is accurate, current & complete. Any falsification of this information is sufficient cause for dismissal from the Health, Exercise & Rehabilitative Sciences Major.

Student Signature

Date

HEPATITIS B VACCINE DECLINATION

Name: _____

Tech ID Number _____

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B (HBV) infection.

However, I decline Hepatitis B vaccination at this time.

I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. I accept all responsibility for the consequences of my decision to decline.

If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series.

I also understand that I will bear the expense of the series of vaccine injections and will notify and submit documentation to the HERS office that the series has been completed.

Signature: _____ Date: _____

(Revised 1/23/03)

CPR/AED & FIRST AID CERTIFICATIONS

Student interns must be certified in CPR for ADULT resuscitation. This certification is available from the American Heart Association (Healthcare Provider Course) or the Red Cross (CPR for the Professional Rescuer Course). You are responsible for keeping track of your CPR expiration date; and you are responsible for getting re-certified in CPR if the expiration date occurs prior to the end of the internship period. In addition, Standard First Aid certification must be current. CPR and Standard First Aid certifications MUST be current throughout the period of the internship. You will need to submit photocopies (front and back) of CPR/AED and First Aid cards, indicating date issued, expiration date, and instructor's signature.

<u>Clinical Exercise Science</u> Required Certification	Certifying Agency	Course Requirement
1. Basic Life Support for Health Care Providers Or CPR/AED for the Professional Rescuer AND 2. Standard First Aid	American Heart Or American Red Cross (On-line certification will NOT be accepted!)	HERS 361 CR Practicum * A front/back photocopy of Certification cards MUST be presented PRIOR to registering. * Certification MUST last thru entire semester or practicum experience.
<u>Public Health</u> Required Certification	Certifying Agency	Course Requirement
1. Adult CPR and AED AND 2. Standard First Aid	American Heart Or American Red Cross (On-line certification will NOT be accepted!)	HERS 350 Program Planning And HERS 395 CH Practicum * A front/back photocopy of Certification cards MUST be presented PRIOR to registering. * Certification MUST last thru entire semester or practicum experience.
<u>Exercise Science</u> Required Certification	Certifying Agency	Course Requirement
1. Adult CPR and AED AND 2. Standard First Aid	American Heart Or American Red Cross (On-line certification will NOT be accepted!)	HERS 363 ES Practicum * A front/back photocopy of Certification cards MUST be presented PRIOR to registering. * Certification MUST last thru entire semester or practicum experience.

Reduced Student Fee Request is located online in WarriorSpace

warriorspace.winona.edu/ProcessDirector/form.aspx?pid=cbc76cfa-e332-489a-a868-237dcf390893&formid=8e766f68-efe0-44dc-9114-28b95ff994e5&for

Reduced Student Fee Request

Reduced Student Fees include the Student Union Facility Fee, Wellness Fee, Student Life Fee, Athletics Fee & Health Service Fee ONLY. These fees will be reduced in half, if the course(s) qualify. All other fees at Winona State University are not reduced. Qualification requires that the course(s) be completed beyond the 35 mile radius from the Winona campus.

REDUCED FEES DO NOT APPLY TO ONLINE COURSES OR IF YOU ARE ENROLLED CONCURRENTLY IN ANOTHER COURSE.

Student Information

Student

Warrior ID

Star ID

Course Information

Select Term

Warrior Hub | 507.457.2800 

**Health, Exercise and Rehabilitative Science Department Internship
WEEKLY WORK LOG & REFLECTIVE JOURNAL (Please follow this format.)**

NAME: _____ SITE: _____

I. Hours Worked

	SHIFT	HOURS
Monday	7:30 – 5:00	8
Tuesday	8:00 – 5:00	8
Wednesday	8:00 – 5:00	8
Thursday	8:00 – 5:00	8
Friday	8:00 – 5:00	8
Saturday		
Sunday		
	TOTAL HOURS	40

II. SEQUENCE OF EVENTS

Make a brief list describing what happened. By making a list, you keep a record of what happened. This record may be useful for future reference. It allows you to mention all events, even those that seemed insignificant at the time. For example:

Monday

Mayo Orientation – Mayo Service: You Make the Difference, Employee Policy Information, Mutual Respect/Sexual Harassment, Safety/Infection Control/Employee Health Service/Employee Assistance Program, Activities/Recognition and Recreation Programs/Dan Abraham Healthy Living Center/Children’s R & R; observed staff members.

Tuesday

Basic review of job at the DAHLC; defibrillator training; observed staff members.

Wednesday

Cardiovascular equipment troubleshooting; DAHLC database training; observed staff members

Thursday

Observed staff members; had discussion with Dr. Morrey about what projects I will be involved with; sat in on Action and Implementation Team Meeting – discussed orientation process and improvements to be made; started absenteeism research – search system for absenteeism rates for current new members

Friday

Observed staff members; worked on absenteeism research.

Saturday

Did not work today.

Sunday

Did not work today

III. ELABORATION OF ONE OR TWO SIGNIFICANT EXPERIENCES OF THE WEEK

Select one or two experiences that are significant to you. An experience may be significant because what happened bothers you, excites you, causes you to rethink your initial ideas (i.e., your perspective, goals, or plans), or convinces you that your initial ideas were valid. Therefore, whether the experiences reflect your successes or your failures, they are significant if you learned something important from them. Once you have selected one or two significant experiences, you should describe them in detail. When you describe the experience, try to relive it. Reliving the experience will enable you to provide as much detail as possible. Make certain that you include what people said, what they did, and how they looked.

Topics might include:

- new technology, equipment and tools I worked with
- new knowledge, skills or related information I gained from this week’s work,
- highlights of this week – new/different/interesting experiences,
- interesting relations incidents I observed during this week: (example: observation of management techniques/supervisory styles, communication problems, conflict resolution methods)
- meetings, consultations or training sessions I observed and/or participated in during this period.

IV. ANALYSIS OF EXPERIENCE(S)

An analysis of experience(s) includes an interpretation of what feelings and thoughts may have caused the experience to occur, why they were significant, what questions they raise, and what you think you learned from them. Try to figure out what you accomplished; identify problems that emerge and how you plan to follow up. This last point is the most important. You may have learned what does and does not work in this situation. If so, describe what you conclude. But you may also have learned something about your philosophy (your perspective). Does the experience confirm your ideas or force you to reconsider them? If so, what was it about the situation that affected the applicability of the ideas? Perhaps the episode relates to something you read or learned about in this or some other education course. This would be the place to discuss it. Many experiences raise more questions than they answer.

Department of Health, Exercise, and Rehabilitative Sciences
STUDENT EVALUATION of Internship Supervisor and Site

Student Intern _____

Internship Supervisor _____

Site _____

Semester _____

Instructor/ Site Evaluation

- 5- Strongly Agree- excellent learning experience
- 4- Agree- valuable learning experience
- 3- Disagree- improvement would facilitate my learning
- 2- Strongly Disagree- great improvement is necessary for student learning to take place
- 1- Not enough information to comment

SUPERVISOR EVALUATION	1	2	3	4	5
1. Overall, the quality of my internship experience was					
2. Overall, I would rate this internship supervisor					
3. My internship supervisor let me know what was expected of me					
4. My internship supervisor had time for my questions					
5. My internship supervisor was approachable					
6. My internship supervisor challenged me to think critically					
7. My internship supervisor allowed me to make mistakes					
8. My internship supervisor is fair and impartial					
9. My internship supervisor gave me immediate feedback on my skills and performances					
10. My internship supervisor is knowledgeable					
11. I would recommend this internship supervisor to another student					
SITE EVALUATION					
12. Overall, this internship was beneficial to my learning and career development					
13. Overall, this internship provided me with a variety of experiences					
14. This site was receptive to interns					
15. This site had adequate space for learning to take place					
16. This site had adequate supplies for learning to take place					
17. This site had adequate equipment for learning to take place					
18. This site had adequate reference materials available					
19. This site had adequate learning experiences available					
20. I would recommend this internship site to another student					

Comments:

- 1. What did you like most about this supervisor, experience and site?

- 2. What did you like least?

- 3. Suggestions for the future?

LINKS TO QUALTRICS EVALUATIONS – SAMPLE OF QUESTIONS TO FOLLOW.

ERCE

MIDPOINT

https://winona.az1.qualtrics.com/SE/?SID=SV_24RLxRVHJ0TEi4l

FINAL

https://winona.az1.qualtrics.com/SE/?SID=SV_bm6qKa8R5lXD1D

ERES

MIDPOINT

https://winona.az1.qualtrics.com/SE/?SID=SV_bm6qKa8R5lXD1D

FINAL

https://winona.az1.qualtrics.com/SE/?SID=SV_1YB0zszkJyx9x89

PUBLIC HEALTH – MIDPOINT & FINAL USE SAME LINK:

https://winona.az1.qualtrics.com/SE/?SID=SV_7P6ZkkWfVP0Xpm5

Winona State University
 Department of Health, Exercise, and Rehabilitative Sciences
 Internship Mid-point Evaluation

CLINICAL EXERCISE SCIENCE

Student Name _____

Semester/Year _____

Behaviors	Excellent	Very Good	Average	Fair	Poor	N/A*
Shows initiative.....						
Demonstrates Team Attitude.....						
Models Wellness Lifestyle.....						
Respects Organizations policies/procedures.....						
Demonstrates sensitivity to diversity.....						
Accepts supervision/constructive criticism.....						
Skills						
Business Communication (oral, phone).....						
Organizes and completes tasks.....						
Motivates clients.....						
Written communication.....						
Presentation abilities.....						
Computer literacy.....						
Exercise Leadership/Prescriptor.....						
Administration of physical assessments.....						
Health counseling with individuals.....						
Knowledge						
Understanding Program Components.....						
Understanding Documentation.....						
Understanding risk stratification and monitoring.....						
Understanding Graded Exercise Testing.....						
Exercise Prescription and Programming.....						
Topics in Patient Education.....						
Applied exercise physiology.....						
Applied electrocardiography.....						
Applied pharmacology.....						
Health care costs/utilization.....						
Management of emergencies.....						
Facilities and equipment.....						

**Please make additional comments on a separate sheet, based on student's preparation, performance and attitude. In what areas did the intern demonstrate special strengths?
 In what areas does the intern need additional work?**

Signature _____ Title _____

Organization _____ Phone _____

Please Return to: Teresa E. Lee, 358 Maxwell
 Winona State University
 Winona, MN 55987-5838
 Fax - (507) 457-2554 or email: telee@winona.edu

Winona State University
 Department of Health, Exercise, and Rehabilitative Sciences
 Internship Final Evaluation

CLINICAL EXERCISE SCIENCE

Student Name _____ Semester _____/Year _____

Internship Location _____ Address _____

Person doing evaluation _____ Phone _____

The student named above was an intern under my direction from _____ to _____.

Behaviors	Excellent	Very Good	Average	Fair	Poor	N/A*
Shows initiative.....						
Demonstrates Team Attitude						
Models Wellness Lifestyle.....						
Respects Organizations policies/procedures.....						
Demonstrates sensitivity to diversity.....						
Accepts supervision/constructive criticism.....						
Skills						
Business Communication (oral, phone).....						
Organizes and completes tasks.....						
Motivates clients.....						
Written communication.....						
Presentation abilities.....						
Computer literacy.....						
Exercise Leadership/Prescripotor.....						
Administration of physical assessments.....						
Health counseling with individuals.....						
Knowledge						
Understanding Program Components.....						
Understanding Documentation.....						
Understanding risk stratification and monitoring...						
Understanding Graded Exercise Testing.....						
Exercise Prescription and Programming.....						
Topics in Patient Education.....						
Applied exercise physiology.....						
Applied electrocardiography.....						
Applied pharmacology.....						
Health care costs/utilization.....						
Management of emergencies.....						
Facilities and equipment.....						

Please make additional comments on a separate sheet, based on student's preparation, performance and attitude.

In what areas did the intern demonstrate special strengths?

In what areas does the intern need additional work?

Signature _____ Title _____ Date _____

Please return to: Winona State University - Teresa E. Lee, Fax - (507) 457-2554 or email: telee@winona.edu

Winona State University
 Department of Health, Exercise, and Rehabilitative Sciences
Internship Mid-point Evaluation
EXERCISE SCIENCE

Student Name: _____ Semester/Year: _____
 Internship Location: _____ Address: _____
 Person doing evaluation _____ Phone: _____
 The student named above was an intern under my direction from _____ to _____.

**5=Exceeds Expectations, 4=Often Exceeds Expectations, 3=Regularly Meets Expectations,
 2=Sometimes Doesn't Meet Expectations, 1=Seldom Meets Expectations, NA=Not Applicable.**

Behaviors	5	4	3	2	1	N/A*
Shows initiative.....						
Demonstrates team attitude & functions with team						
Models wellness lifestyle.....						
Respects Organization's policies/procedures.....						
Demonstrates enthusiasm.....						
Accepts supervision/constructive criticism.....						
Is Punctual with few absences						
Exhibits ethical behavior						
Responds calmly & effectively under pressure						
Skills						
Business communication (oral, phone).....						
Organizes and completes tasks.....						
Motivates clients.....						
Written communication.....						
Presentation abilities.....						
Exercise Leadership.....						
Administration of health/exercise assessments.....						
Health/exercise counseling with individuals.....						
Exhibits compassion & confidentiality.						
Demonstrates problem solving skills.						
Knowledge						
Understanding behavior change.....						
Topics in health promotion (e.g. nutrition, stress)						
Functional anatomy.....						
Applied exercise physiology.....						
Exercise Testing.....						
Exercise Prescription & Programming.....						
Pathophysiology and Risk Factors						
Exercise Technique.....						
Safety, injury prevention, & emergency procedures						
Seeks new knowledge.....						
Program administration, quality assurance and outcome assessment						

What is the quality of the student's performance to date (specify both strengths/weaknesses)?

How will the student be addressing areas that need improvement?

Please make additional comments, based on student's preparation, performance and attitude, on a separate sheet.

Signature _____ Title _____ Date _____

Please return to: Exercise Science Internship Advisor

Winona State University, HERS Department -351 Maxwell, Winona, MN 55987-5838; Fax - (507) 457-2554

Winona State University
 Department of Health, Exercise, and Rehabilitative Sciences
Internship Final Evaluation
EXERCISE SCIENCE

Student Name: _____ Semester/Year : _____
 Internship Location: _____ Address: _____
 Person doing evaluation _____ Phone: _____
 The student named above was an intern under my direction from _____ to _____.

**5=Exceeds Expectations, 4=Often Exceeds Expectations, 3=Regularly Meets Expectations,
 2=Sometimes Doesn't Meet Expectations, 1=Seldom Meets Expectations, NA=Not Applicable.**

Behaviors	5	4	3	2	1	N/A*
Shows initiative.....						
Demonstrates team attitude & functions with team						
Models wellness lifestyle.....						
Respects Organization's policies/procedures.....						
Demonstrates enthusiasm.....						
Accepts supervision/constructive criticism.....						
Is Punctual with few absences						
Exhibits ethical behavior						
Responds calmly & effectively under pressure						
Skills						
Business communication (oral, phone).....						
Organizes and completes tasks.....						
Motivates clients.....						
Written communication.....						
Presentation abilities.....						
Exercise Leadership.....						
Administration of health/exercise assessments.....						
Health/exercise counseling with individuals.....						
Exhibits compassion & confidentiality.						
Demonstrates problem solving skills.						
Knowledge						
Understanding behavior change.....						
Topics in health promotion (e.g. nutrition, stress)						
Functional anatomy.....						
Applied exercise physiology.....						
Exercise Testing.....						
Exercise Prescription & Programming.....						
Pathophysiology and Risk Factors						
Exercise Technique.....						
Safety, injury prevention, & emergency procedures						
Seeks new knowledge.....						
Program administration, quality assurance and outcome assessment						

What areas did the intern demonstrate strengths?

In what areas does the intern need additional work?

What suggestions for improvement in training of future interns/graduates would you like to make?

Please make additional comments, based on student's preparation, performance and attitude, on a separate sheet.

Signature _____ Title _____ Date _____

Please return to: Exercise Science Internship Advisor

Winona State University, HERS Department -351 Maxwell, Winona, MN 55987-5838; Fax - (507) 457-2554

Public Health Internship Supervisor's Evaluation Form

Thank you for undertaking this evaluation of your interns' work. Please award students a grade (1 – 5) for each competency listed in the rubric below. If a competency is not applicable to the internship, please write in 'N/A.' Please write any other comments you have about the student in the space below the rubric. If you have a question or comment please contact the internship supervisor whose address is at the end of this form.

Please check one

This is the:

Mid-point evaluation

Final evaluation

Name of Student

Date the student's internship began

Name of agency/organization sponsoring the internship

Name of supervisor

Competency	Very Poor 1	Poor 2	Good 3	Very Good 4	Exemplary 5	Score
Use the code of Ethics in professional practice	Practice is very unprofessional. Behavior is not what you would expect of a professional.	Always respects the rights, dignity and confidentiality diverse audiences. AND Practice is usually professional. (occasionally can behave in a childish or irresponsible way but changes behavior when this is pointed out.)	Practice and personal behavior is always professional – never needs advice on how to behave professionally.	Practice and personal behavior is always professional. AND All practice respects the dignity and confidentiality of diverse populations.	Practice and personal behavior is always professional. AND All practice respects the dignity and confidentiality of diverse populations. AND Obviously goes to some length to remain current and updated on all professional issues.	
Initiate a plan of action	Does nothing without being told first what to do – 'a bump on a log.'	Will ask what to do rather than sitting and doing nothing but needs a great	Can initiate a plan of action but requires others to sit down and plan	An excellent and reliable implementation team member but not a leader.	Is able to lead an implementation team. You can trust	

Competency	Very Poor 1	Poor 2	Good 3	Very Good 4	Exemplary 5	Score
	Will sit for hours doing nothing if not told what to do.	deal of micro-management and support to keep on task. Lacks initiative and/or confidence.	out the work in some detail. Some lack of initiative and confidence.		them to completely implement a plan.	
Apply implementation strategies	Seems unable to follow a plan or strategy – cannot be kept on task.	Sometimes follows plans and strategies, but sometimes seems unable to see what needs to be done.	Is always able to follow implementation plans BUT Cannot see when changes need to made.	Is always able to follow implementation plans AND is able to recognize when changes need to be made to plans or strategies. Will alert you to this but will wait for you to suggest what changes need to be made.	Is always able to follow implementation plans AND is able to recognize when changes need to be made to plans or strategies – will suggest what changes need to be made.	
Implement intervention strategies to facilitate health related behavior change.	Seems completely unable or unwilling to work with target audience to promote behavior change.	Is able to give information to target audience regarding behavior change but is not really able to discuss it – seems shy or unconfident.	Gives information to target audience and is able to discuss the information with the target audience.	Is able to discuss target audience’s behavior with them and give out appropriate information and advice regarding change.	Involves the target audience in planning, implementing and evaluating plans and strategies for behavior change.	
Develop volunteer opportunities	Never involves or consults target audience in any programming work despite being expected to.	Recruits volunteers to provide services for implementation.	Consults target audience about all plans and interventions. Asks questions such as: do they like it, do they understand it? Assigns work to volunteers.	Works with target audience to plan, implement and evaluate the work. Target audience plays a central role in all program activities.	Actively recruits AND trains leaders from target audiences to play a central role in planning, implementing and evaluating programs.	
Select resource materials for dissemination.	Selects resource material which is not relevant to program information needs.	Selects resource material which is relevant but not well designed to meet audience needs.	Selects resource material which is relevant and well designed to meet program objectives.	Selects resource material which is relevant and well designed to meet program objectives Material	Devises a checklist for material selection and reviews all available material before suggesting ordering.	

Competency	Very Poor 1	Poor 2	Good 3	Very Good 4	Exemplary 5	Score
				<p>selected is culturally competent – designed with the needs/ perspectives of the target audience.</p> <p>All material suggested for use is actually usable in the program.</p>	<p>AND</p> <p>Suggests printing own material if adequate resource material is not available.</p> <p>AND</p> <p>Considers costs and possibilities of designing/ printing own material for the program versus using pre-designed resources.</p>	
Establish consultative relationships	Does not see the need for consultation – prefers to ‘go it alone.’	Recognizes the need for consultative relationships but is unable to suggest appropriate organizations or individuals who might be useful to work with.	<p>Suggests organizations and individuals to work with to develop and implement plans.</p> <p>Does not seem to know how to contact these organizations.</p>	<p>Suggests organizations and individuals to work with to develop and implement plans.</p> <p>Will establish contacts.</p> <p>Contacts these organizations but is not always able to maintain a relationship and involve them appropriately.</p>	<p>Suggests organizations and individuals to work with to develop and implement plans.</p> <p>Takes the lead in contacting these organizations/ individuals and involves them in appropriate ways in all stages of planning and implementation.</p>	
Respect of working practices	<p>Often late or absent.</p> <p>AND/OR</p> <p>Often inappropriately dressed</p> <p>AND/OR</p> <p>Is sometimes disrespectful.</p>	<p>Late once without prior apology</p> <p>AND/OR</p> <p>Dressed inappropriately once – corrects behavior when asked.</p> <p>Always respectful</p>	<p>Never late or absent without prior apology.</p> <p>Never inappropriately dressed.</p> <p>Always respectful</p> <p>Sometimes is unable to complete tasks on time –</p>	<p>Never late or absent without prior apology</p> <p>Never inappropriately dressed</p> <p>Always respectful</p> <p>Sometimes is unable to complete tasks on time but tells</p>	<p>Never late or absent without prior apology</p> <p>Never inappropriately dressed</p> <p>Always respectful</p> <p>Informs you promptly of any problems concerning</p>	

Competency	Very Poor 1	Poor 2	Good 3	Very Good 4	Exemplary 5	Score
			explains this when asked	you that this might be a possibility and negotiates new times.	completion of tasks – can foresee problems and take action to circumvent them before they occur.	
Response to constructive criticism	Gets angry and argues – takes the criticism as an insult. Makes no attempt to change behavior.	Is defensive – makes excuses and does not seem to listen. Will change behavior if pushed to do so – requires repetition of criticism before change even contemplated.	Seems to accept criticism but does not always make the changes you agree need to be made.	Always listens to feedback and discusses your criticism in a helpful positive way. Makes the changes that you both agree need to be made.	Always listens to feedback and discusses your criticism in a helpful positive way. Makes the changes that you both agree need to be made. Is able to criticize own behavior and make changes before you suggest them.	
Total						

Other comments:

Supervisor's Signature

Date this form was completed

Thank you for completing this form. Please send, fax or email completed forms to:

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