



Clinical Exercise Physiology Internship Guidelines

Department of Kinesiology



MISSISSIPPI STATE UNIVERSITY™
MERIDIAN
Division of Education

EP 4814



CONTENTS

- I. Guidelines for CLEP Internship
- II. Eligibility Verification
- III. Application for Internship
- IV. Student Responsibilities
- V. Monthly Log Sheet
- VI. Evaluations
- VII. Final Report
- VIII. Contact Us



DEPARTMENT OF KINESIOLOGY
GUIDELINES FOR CLINICAL EXERCISE PHYSIOLOGY INTERNSHIPS

General Information

1. The internship is designed to be a culminating experience for students majoring in Health Fitness Studies or Clinical Exercise Physiology. The student must have completed or be near the completion of all other degree requirements (**Senior status** required) and all course **pre-requisites must be finished** (see eligibility verification sheets for CLEP near the end of this packet for lists of pre-requisites OR see Banner or MSU Bulletin). The internship will take place at a location germane to his/her area of study in the US which has been approved by both the student's academic advisor and the Kinesiology Internship Coordinator (Dr. Ashley White Jones).
2. An internship **application** form may be obtained the Kinesiology Departmental Internship Coordinator. The prospective internship student must schedule an appointment with the internship coordinator to discuss all aspects of the internship. Ideally, a first meeting should occur during the student's Junior year. **When submitting an application, students must schedule a time to meet with the Internship Coordinator.** The meeting to submit applications normally takes about **20 minutes**. Students expecting to schedule internships for the following semester should have the internship application completed and turned in to the internship coordinator at least 4 months before the scheduled start of the internship period. If the student does not allow at least this much time, there may be complications with completing legalities in a timely manner, and the intern may be delayed in starting the internship. The priority deadline for submitting **fall** applications is **March 15** of the year in which the internship is to be completed, and the priority deadline for submitting **spring** applications is **October 15** of the year before the internship is to be completed.
3. Clinical Exercise Physiology (CLEP) majors must complete, in total, 4 credit hours of the internship course. Each credit hour is equivalent to 40 hours of work experience for a total of **160 contact hours**. A course grade will be assigned to each intern by the Kinesiology Departmental Internship Coordinator (who is the course instructor). The grade earned will be based on the performance of the intern during the internship course. The Kinesiology Departmental Internship Coordinator will weigh heavily the recommendations of the agency supervisor in assigning grades, however, turning in evaluation forms and other assignments to the internship coordinator on time and maintaining appropriate communication with the internship coordinator throughout the semester will also factor into determining the final grade earned for the internship course.
4. It should be noted that the student has the option to split his/her internship requirements up between sites. A student could take, within the same semester, 80 hours at site A and 80 hours at site B; but realize that splitting the internship will require a bit more work than if done all together at one site.
5. It is suggested that the student enroll in no more than two other courses concurrently with the internship course. If taking two three hour courses concurrently, that would give the student a total of 12 credit hours for the semester of internship. Depending on the individual circumstances, taking three other courses concurrently with the internship course may be doable. Taking more than three courses concurrently with the internship course is highly discouraged.
6. Student interns must accept the responsibility of locating an appropriate internship which will be germane to the individual's course of study and personal interests. Note that the internship site supervisor must have at least a master's degree within the student's field of study. Students should begin to plan to locate an internship site early in their junior year. Over the years that the internship program has been in place, numerous public and privately supported agencies and businesses have served as internship sites for our

student interns. These companies have provided our interns outstanding learning opportunities in the past, and will continue to do so in the future. The Kinesiology Internship Coordinator and academic advisors may help recommend sites that previously have been utilized by Mississippi State University and have proven to be excellent situations. Normally, the internship site will be off-campus. However, some on-campus sites may be appropriate. Students are encouraged to seek high quality internships in larger metropolitan areas. (A list of potential search web sites may be obtained from the Internship Coordinator). Thus, there is a wide range of internship opportunities available to the prospective internship student. The student only need show the initiative to explore and secure their own internship. Once the student has located a prospective internship site by contacting the prospective site and obtaining permission from the site to intern there, he/she must also obtain approval of this site by both his/her academic advisor and the Kinesiology Internship Coordinator.

7. The internship experience is included as part of the student's program of study for several reasons. First, the internship serves as the final segment of his/her formal education. The internship experience, following classroom instruction and training, provides the student a vehicle through which to practice his/her training. The internship affords the opportunity for the student to hone acquired skills. The student will often have the opportunity to encounter many unique types of situations first hand that they otherwise would have, at best, only read about in books or heard about in a lecture. Second, entry into the job market usually requires experience on the part of the applicant. The internship provides the student an excellent opportunity to gain experience in his/her area of interest. Third, the internship often serves as a stepping stone to employment. Sometimes the student is hired by the agency with whom he/she has interned. At other times, the student forms valuable networks with professionals in the field which may lead to employment opportunities.
8. Students usually select internships based upon one of two criteria. The first criteria is that the internship will serve as a beneficial learning experience. Most students select an internship that will help them meet career objectives. When the student takes full advantage of the opportunities afforded by the internship, he/she will reap numerous benefits. The professionals at the internship sites have much knowledge to impart to the student if he/she is willing to learn. Unfortunately, some students have selected internships based on the second criteria -- convenience (ease in obtaining the internship, location, pay, someone they know, etc.). Most students using this criteria have learned little and are no closer to obtaining a job than at the outset of the internship. The internship experience should be an important learning experience in your college career. Do not waste it! Think about the career you want and begin now to work toward an internship that will help you achieve entry into that career.
9. Students should be aware that some agencies do provide some sort of remuneration. Some sites may pay interns stipends or an hourly wage and/or may furnish the student with room and/or board. Most internships, however, do not pay. Ultimately, each intern is responsible for his/her tuition, living expenses and travel arrangements during the internship period.

Internship Conditions and Expectations

1. The intern is under the jurisdiction and supervision of the corporation or agency and is expected to adhere to all rules and regulations of the supervising organization. Undergraduate interns may be asked by the agency to provide their own professional liability insurance and/or health insurance coverage during the internship period as well as to provide proof of medical clearance, a criminal background check or other information before the start of the internship period begins. Information on a professional liability insurance provider can be obtained from the Kinesiology Internship Coordinator.
2. The agency supervisor will be requested to complete evaluations of the performance of the intern and to notify the Kinesiology Departmental Internship Coordinator of the quality of the intern's work. The agency

supervisor will need to complete the formative evaluation at the midway point of the internship hours or approximately 10 days prior to the deadline for midterm grades. The agency supervisor will need to complete the summative evaluation at the end of the internship. This evaluation should be turned in at the beginning of finals week. The agency supervisor also needs to sign the sheets which enumerate the hours worked by the intern. The university internship coordinator will keep in touch with the various agency supervisors; however, the agency supervisor should consider it a duty to inform the university internship coordinator of any concerns with the progression of the internship. Where feasible, the internship coordinator will perform a site visitation at some point during the internship.

3. It is expected that the internship experience will provide the student intern with exposure to most of the following business aspects of the agency, including, but not limited to: administration and supervision, agency program planning, leadership, public relations, business management, building and maintenance operations, and board meetings or planning sessions. It is also an expectation that the student intern be exposed, where applicable, to various exercise testing protocols, evaluation/treatment/rehabilitation of injuries, teaching/assisting clients, assessing appropriate exercise variables and any other activities which will allow the intern to become completely familiar with all aspects of agency operations. Interns should expect that some additional hours may be spent during evenings and weekends.
4. In addition to completing the requisite number of hours, all interns must maintain timely contact with the Kinesiology Internship Coordinator. This will include making periodic reports to the Kinesiology Internship Coordinator at certain designated times during the semester and attending all required internship meetings. The exact dates and requirements will be given at the internship meeting which will occur during the first week of classes of the given semester. The interns will be notified of this mandatory meeting by a class e-mail sent out by the Kinesiology Internship Coordinator.
5. At the conclusion of the internship, all student interns must write a concise description of what was learned during the internship. Interns should also include in this description their opinion of their particular internship experience and whether or not he/she would recommend that future students complete an internship with this agency. There is no set length to this description, however, 2-4 pages double spaced type would be appropriate. Specific directions for this paper will be given at the beginning of the internship semester.
6. If any intern experiences any significant problems at the internship site, he/she is expected to report those problems to the Kinesiology Internship Coordinator immediately. The Kinesiology Internship Coordinator will then take any and all steps deemed proper and necessary to assist the intern in rectifying the problem.

MISSISSIPPI STATE UNIVERSITY, THROUGH THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH, INITIATES A FORMAL CONTRACTUAL AGREEMENT WITH EVERY AGENCY WITH WHICH AN INTERNSHIP LOCATION SITE IS ESTABLISHED. THE PROCEDURE IS INITIATED BY THE UNIVERSITY INTERNSHIP COORDINATOR WHO WORKS WITH AN ADMINISTRATIVE ASSISTANT TO THE VICE PRESIDENT FOR RESEARCH. STUDENT INTERNS SHOULD LIMIT ALL OF THEIR CONTACTS TO THE UNIVERSITY SUPERVISOR AND UNDER NO CIRCUMSTANCES SHOULD THEY CONTACT THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH.

DEPARTMENT OF KINESIOLOGY
ELIGIBILITY VERIFICATION SHEET (only CLEP students complete this sheet)

Name: _____ Semester of Internship: _____
 MSU ID#: _____ Net ID: _____ Concentration: _____

- A. Will the semester you enroll in the internship course (EP 4814) be your final semester? _____
- B. State how many credit hours of internship you plan to take this term and if you have any plans to split the internship between 2 sites. _____

C. Completion of the following courses:
 Check yes if you have successfully completed the course, check current if you are currently (right now) enrolled in course, and check no if you have not successfully completed the course and are not currently enrolled in the course.

	YES	CURRENT	NO
KI 2603 Medical Terminology	_____	_____	_____
EP 3233 Anatomical Kinesiology	_____	_____	_____
EP 3304 Exercise Physiology	_____	_____	_____
EP 3613 Exercise Electrocardiography	_____	_____	_____
EP 3643 Applied Anatomy & Pathophysiology	_____	_____	_____
EP 4113 Fitness Programs and Testing	_____	_____	_____
EP 4133 Exercise Programs for Clinical Populations	_____	_____	_____
EP 4603 Physical Activity Epidemiology	_____	_____	_____

Classes approved to be taken concurrently with internship. List all courses (whether at MSU or another institution) to be taken with the internship course. No more than 6 credit hours is recommended:

Proposed Internship Site(s) (If splitting, list both here): _____

Proposed Area emphasis (emphases) during internship (e.g. Wellness, Health Education, etc.): _____

Signatures below signify that all information above is true, accurate, and has been agreed to by all parties signing.

Student Signature **Date** **Academic Advisor Signature** **Date**

X _____
Kinesiology Dept. Internship Coordinator (Dr. Jones) Signature **Date**

DEPARTMENT OF KINESIOLOGY
APPLICATION FOR INTERNSHIP (CLEP students complete)

Semester of Internship: _____ Year: _____ Concentration: _____

STUDENT PERSONAL CONTACT INFORMATION:

Name: _____ MSU ID#: _____ Net ID: _____

Cell Phone: _____ Permanent Phone: _____ Email: _____

If contact information like phone or e-mail will be different during the internship from that indicated above, please provide such info here:

AGENCY CONTACT INFORMATION:

Internship Site: _____

Address: _____ City: _____ State: _____ Zip code: _____

Agency Supervisor (name and professional credentials): _____

Phone: _____ Fax: _____

E-mail: _____

Internship site supervisor must sign below to attest that the student has contacted you and has gained your permission to intern under you during the semester indicated on this application. (Once the student submits this application for internship, the Kinesiology Departmental Internship Coordinator (Dr. Jones) will be in contact with you regarding further details about the internship.)

X _____

Agency Supervisor Signature

Date

Note: this is the individual whose supervision you will be working directly under This individual is typically a healthcare professional like a PT, OT, MD, RN, Fitness Director, etc. In lieu of a signature, you may submit some other form of approval from your site like a text or email.

If different from above, please provide contact information for the individual with whom the Kinesiology Internship Coordinator should communicate regarding establishing a student affiliation agreement contract between MSU and the Agency. This would likely be either an Office Manager, employee in the Agency Human Resource Management Office, or the CEO of the Agency.

Name and position of Agency Signatory: _____

Address: _____ City: _____ State: _____ Zip code: _____

Agency Supervisor (name and professional credentials): _____

Phone: _____ Fax: _____ Email: _____

Please provide, if applicable, any special information that may be pertinent: _____

DEPARTMENT OF KINESIOLOGY
Exercise Science Internship

STUDENT RESPONSIBILITIES

Student Responsibilities from the Internship Contract must be in place with your internship site before you will be able to start your internship at the beginning of the semester of internship.

1. The UNIVERSITY shall notify the student that he or she is responsible for:
 - a. Adhering to ethical and professional practices of maintaining confidentiality of the AGENCY's client and corporate information. The student must sign a confidentiality statement prior to beginning the Internship Program if the AGENCY so requires.
 - b. Adhering to the administrative policies, standards, and practices of the AGENCY.
 - c. Attending all pertinent activities involving the AGENCY to which he/she is assigned.
 - d. Providing appropriate uniform or any necessary individual equipment where required.
 - e. Any personal property.
 - f. All transportation and living arrangements.
 - g. Providing documentation of student's medical clearance prior to the beginning of the student Internship Program, if so, required by the AGENCY. Medical clearance may include, but is not limited to: proof of negative COVID-19 status, hepatitis B vaccination status or signed refusal; tetanus, T.B. screening, proof of rubella and rubcola vaccination or antibiotics; proof of negative PPD no older than 6 months prior to internship experience (if positive, must show negative chest x-ray).
 - h. Providing the AGENCY evidence of health insurance, if so, required by the AGENCY.
 - i. Obtaining prior written approval from the AGENCY and the UNIVERSITY before publishing any material relating to the Internship Program.
 - j. Providing the AGENCY proof of appropriate Professional Liability Insurance during the term of the Internship Program, if so, required by the AGENCY.

I, _____ understand the above student responsibilities of the
Print student name

CLEP internships and agree to fulfill these responsibilities.

X _____
Student Signature

Date

KINESIOLOGY PROGRAM INTERNSHIP MONTHLY HOURLY LOG SHEET

Student Name: _____ Month: _____

NetID: _____ Internship Site: _____

Fill in hours worked for each day of the month, and have someone at the site initial the hours each day. Please don't forget to fill in the "total hours worked for month" and "cumulative hours worked" spaces and have your site supervisor sign the completed form. **Please keep a copy of student log sheets until the semester is finished.**

	Date	IN	OUT	IN	OUT	Total Hours for Day	Supervisor Initials
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

	Date	IN	OUT	IN	OUT	Total Hours for Day	Supervisor Initials
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

	Date	IN	OUT	IN	OUT	Total Hours for Day	Supervisor Initials
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

	Date	IN	OUT	IN	OUT	Total Hours for Day	Supervisor Initials
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

	Date	IN	OUT	IN	OUT	Total Hours for Day	Supervisor Initials
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
Sunday							

Total hours worked for month: _____

Cumulative hours worked: _____

Supervisor Name (Print)

Supervisor Signature

Note: Please double check addition before submitting this form. Don't forget to fill in both the "Total hours worked for month" and "Cumulative hours worked" columns: make sure the site supervisor's signature is obtained before submitting this form.

CLEP MIDTERM EVALUATION FORM

Student Name: _____ NetID: _____

Site: _____ Semester: _____

Site Supervisor: _____ Date: _____

Signature of Site Supervisor: _____

Instructions: This form is to be completed by the Internship Site Supervisor. Please use the following **10 point scale** to determine the quality and effectiveness of the intern's overall performance during the internship period. Place your numerical evaluation for each item in the blank to the left of each number. **Grades will be based on a simple average received from the areas assessed.** If you feel the student's performance falls in between one of the descriptors, you may use decimal points (for example, 8.5). Areas for which you answer N will not be counted in the grade assessment. However, N's should be minimally employed. Your assessment of student performance will be utilized in determining the assignment of a midterm letter grade for the course. Keep in mind that you are assessing undergraduate students, but they are students in their final semester about to graduate and either enter the workplace or enter graduate work. Thus, their assessment should be very similar to that of a new graduate about to enter their first position or graduate study. Please complete and have the student hand deliver the form in a sealed envelope with your signature across the seal. **Please keep a copy of student log sheets and evaluation forms until the semester is finished in case any documents fail to arrive and need to be resent. It is also requested that you discuss with the intern his/her performance and suggest ways that he/she can improve his/her performance in the future.** Note: The average received from this evaluation form counts 25% towards the student's overall final course grade.

Exceptional (10 points) – extraordinary; exceptional in performing responsibilities assigned and in understanding and applying concepts; far exceeds the required expectations at all times; impressive demonstration of a mastery of the subject matter at all times

Excellent (9 points) – outstanding; does a commendable a very thorough job in performing responsibilities assigned and in understanding an applying concepts; exceeds expectations to some degree at all times, and show significant mastery of the subject matter from time to time

Very Good (8 points) – commendable; does a thorough job in performing responsibilities assigned and in understanding and applying concepts; consistently exceeds expectations most of the time

Good (7 points) – fine; does a good job in performing the responsibilities assigned and in understanding and applying concepts; consistently better than satisfactory in meeting expectations; competent

Average (6 points) –adequate performance; meets only required expectations; acceptable, but does only the minimal required

Below Average (5 points) – fair; meets required expectations a decent percentage of the time, but not consistently; some failure at meeting requirements occurs at times

Unsatisfactory (4 points) – poor; regularly failed to meet required expectations; little mastery of subject demonstrated

Unacceptable (3 points) – very poor; failed to meet required expectations; no mastery of the subject demonstrated; little interest in subject matter apparent

Wholly Unacceptable (2 points) – Little engagement with the task at hand; did not meet required expectations at all

Deplorable (1 point) – Objectionable; intolerable; disruptive or offensive in language or behavior that disrupts the workplace

Does not apply (N) or insufficient information

_____ 1. Relationships with clientele

Includes the following:

- a. Has a good rapport with clientele, friendly
- b. Recognizes and responds to the needs of others
- c. Displays tact, insight, empathy, courtesy, caring, and compassion
- d. Inspires clientele towards better efforts
- e. Puts patients' needs above self-interests

_____ 2. Respect for others and cultural competence

Includes the following:

- a. Values the dignity of patients as individuals
- b. Maintains appropriate patient privacy, dignity, and modesty
- c. Recognize the need for healthcare services to underserved and underrepresented populations
- d. At ease with people of all ages and backgrounds
- e. Acts and communicates with sensitivity by considering differences in race/ethnicity, religion, gender, age, national origin, sexual orientation, and disability of health status
- f. Values, respects, and regards individual differences, preferences, values, life issues, and emotional needs amongst people

_____ 3. Attendance and punctuality

Includes the following:

- a. Regular attendance, promptness, does not leave early
- b. Communicates appropriately when can't adhere to normal schedule
- c. Does not waste time while on duty

_____ 4. Appearance

Includes the following:

- a. Appropriately dressed
- b. Maintains good personal hygiene
- c. Neat and well-groomed

_____ 5. General responsibility

Includes the following:

- a. Dependability, attention to responsibilities and assignments
- b. Demonstrates integrity in all actions
- c. Demonstrates foresight and anticipation
- d. Promptly attends to responsibilities
- e. Carries out responsibilities effectively to completion

_____ 6. Abides by policies and procedures

Includes the following:

- a. Maintains patient confidentiality
- b. Abides by policies and procedures of the practice setting (e.g. OSHA, HIPAA)
- c. Adheres to rules and standards of practice established by internship site
- d. Identifies ethical or legal concerns and initiates action to address concerns
- e. Identifies, acknowledges, and accepts responsibility for actions and reports errors

_____ 7. Displays adequate knowledge of subject

Includes the following:

- a. Knowledge of medical terminology
- b. Knowledge of anatomy
- c. Knowledge of physiology
- d. Knowledge of pathophysiology and risk factors
- e. Knowledge of common abbreviations

_____ 8. Familiarity with individual skills

Includes the following:

- a. Familiarity with how to take a patient history
- b. Familiarity with evaluation procedures
- c. Familiarity with common testing/assessment procedures
- d. Familiarity with common treatment/rehabilitation procedures
- e. Familiarity with how patient plan of care is established and monitored
- f. Familiarity with patient education
- g. Familiarity with note-taking procedures used

_____ 9. Well prepared and organized for job responsibilities

Includes the following:

- a. Follows instructions well
- b. Works in a highly organized manner
- c. Displays good critical thinking skills
- d. Uses common sense and makes sound decisions in execution of duties
- e. Knows his/her limitations and when to ask for help
- f. Organizes time effectively and completes tasks on time

_____ 10. Application of knowledge

Includes the following:

- a. Ability to accurately interpret information
- b. Ability to analyze professional situations and make appropriate decisions
- c. Ability to apply knowledge
- d. Welcomes new ideas and thinks creatively
- e. Uses good judgment in making decisions

_____ 11. Written communication

Includes the following:

- a. Writing is precise, accurate, and unambiguous
- b. Writing is grammatically correct
- c. Good record-keeping skill

_____ 12. Oral and non-verbal communication

Includes the following:

- a. Speaks / is quiet at appropriate times
- b. Clearly conveys ideas and thoughts verbally (without ambiguity)
- c. Communicates using non-verbal messages that are consistent with the intended message
- d. Professional communication (doesn't employ slang or profanity, limits use of jargon and laymen's terms)
- e. Selects the most appropriate person with whom to communicate
- f. Communicates respect for the roles and contributions of all participants in patient care
- g. Communicates with patient using language the patient can understand
- h. Displays appropriate and effective communication with patients
- i. Displays appropriate and effective communication with site supervisor and other site employees

_____ 13. Ability to listen to and understand communication from others

Includes the following:

- a. Listens actively and attentively to understand what is being communicated to them by others
- b. Interprets and responds appropriately to the non-verbal communication of others

_____ 14. Adaptability

Includes the following:

- a. Adapts well to changing situations
- b. Adapts well to changing demands
- c. Ability to adjust communication styles based on target audience
- d. Adapts well to changing environments
- e. Ability to adapt to deal with difficult patients
- f. Ability to evaluate effectiveness and make changes in order to improve effectiveness

_____ 15. Utilizes positive & cooperative attitude with supervisor & others

Includes the following:

- a. Courteous, friendly, and thoughtful
- b. Respects opinions and wishes of supervisor
- c. Respects opinions/wishes of others in authority

_____ 16. Interpersonal Relations

Includes the following:

- a. Able to get along well with supervisor, co-workers, and other interns
- b. Maintains appropriate level of professionalism with supervisor, co-workers, other interns, and patients
- c. Maintains a productive working relationship with supervisor, co-workers, patients, and patient families

_____ 17. Discernment

Includes the following:

- a. Ability to understand people and situations and to effectively and intelligently deal with the situation at hand
- b. Effectively utilizes information from multiple sources to make sound decisions

_____ 18. Emotional maturity

Includes the following:

- a. Is well poised, shows self-control

- b. Understands behavior in self and others
- c. Has an even temperament and happy disposition
- d. Displays honesty, integrity, and ethical behaviors
- e. Reacts well under stress
- f. Conveys feeling of realistic self-confidence

_____ 19. Acceptance of responsibility and criticism; conflict management

Includes the following:

- a. Acknowledges and accepts responsibility for and consequences of his/her actions
- b. Does not shy away from difficult situations
- c. Receptive to criticism/suggestions
- d. Accepts feedback without defensiveness
- e. Ability to manage conflict in constructive ways

_____ 20. Professional Development

Includes the following:

- a. Seeks feedback from site supervisor related to clinical performance
- b. Able to identify strengths and weaknesses in clinical performance
- c. Seeks guidance as necessary to address limitations
- d. Uses self-evaluation, ongoing feedback from others, inquiry, and reflection to conduct regular ongoing self-assessment
- e. Establishes realistic internship goals
- f. Establishes realistic goals for professional development
- g. Discusses progress of clinical and professional growth with site supervisor
- h. Establishes positive professional references/contacts

_____ 21. Professional Attitude

Includes the following:

- a. Has sincere interest in the profession
- b. Displays critical thinking about the profession
- c. Accepts responsibility for continuous professional learning
- d. Discusses issues related to professional practice

_____ 22. Enthusiasm

Includes the following:

- a. Actively seeks new learning opportunities
- b. Eagerly pursues assigned tasks
- c. Keenly interested in his/her field
- d. Asks appropriate questions and investigates unanswered questions

_____ 23. Individual initiative

Includes the following:

- a. Finds tasks to do during slow times
- b. Looks for creative ways to assist the site
- c. Seeks out learning opportunities

_____ 24. Overall quality of work

Includes the following:

- a. Overall quality of work displayed by intern throughout the term

_____ 25. If your agency had a vacancy for which this intern could qualify as a candidate, rate his/her acceptability for a position with your facility.

Please provide any additional information or comments in the space provided. (Feel free to attach additional pages.)

CLEP FINAL EVALUATION FORM

Student Name: _____ NetID: _____

Site: _____ Semester: _____

Site Supervisor: _____ Date: _____

Signature of Site Supervisor: _____

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- g. Maintains appropriate patient privacy, dignity, and modesty
- h. Recognize the need for healthcare services to underserved and underrepresented populations
- i. At ease with people of all ages and backgrounds
- j. Acts and communicates with sensitivity by considering differences in race/ethnicity, religion, gender, age, national origin, sexual orientation, and disability of health status
- k. Values, respects, and regards individual differences, preferences, values, life issues, and emotional needs amongst people

_____ 3. Attendance and punctuality

Includes the following:

- d. Regular attendance, promptness, does not leave early
- e. Communicates appropriately when can't adhere to normal schedule
- f. Does not waste time while on duty

_____ 4. Appearance

Includes the following:

- d. Appropriately dressed
- e. Maintains good personal hygiene
- f. Neat and well-groomed

_____ 5. General responsibility

Includes the following:

- a. Dependability, attention to responsibilities and assignments
- b. Demonstrates integrity in all actions
- c. Demonstrates foresight and anticipation
- d. Promptly attends to responsibilities
- e. Carries out responsibilities effectively to completion

_____ 6. Abides by policies and procedures

Includes the following:

- f. Maintains patient confidentiality
- g. Abides by policies and procedures of the practice setting (e.g. OSHA, HIPAA)
- h. Adheres to rules and standards of practice established by internship site
- i. Identifies ethical or legal concerns and initiates action to address concerns
- j. Identifies, acknowledges, and accepts responsibility for actions and reports errors

_____ 7. Displays adequate knowledge of subject

Includes the following:

- f. Knowledge of medical terminology
- g. Knowledge of anatomy
- h. Knowledge of physiology
- i. Knowledge of pathophysiology and risk factors
- j. Knowledge of common abbreviations

_____ 8. Familiarity with individual skills

Includes the following:

- h. Familiarity with how to take a patient history
- i. Familiarity with evaluation procedures
- j. Familiarity with common testing/assessment procedures
- k. Familiarity with common treatment/rehabilitation procedures
- l. Familiarity with how patient plan of care is established and monitored
- m. Familiarity with patient education
- n. Familiarity with note-taking procedures used

_____ 9. Well prepared and organized for job responsibilities

Includes the following:

- g. Follows instructions well
- h. Works in a highly organized manner
- i. Displays good critical thinking skills
- j. Uses common sense and makes sound decisions in execution of duties
- k. Knows his/her limitations and when to ask for help
- l. Organizes time effectively and completes tasks on time

_____ 10. Application of knowledge

Includes the following:

- f. Ability to accurately interpret information
- g. Ability to analyze professional situations and make appropriate decisions
- h. Ability to apply knowledge
- i. Welcomes new ideas and thinks creatively
- j. Uses good judgment in making decisions

_____ 11. Written communication

Includes the following:

- d. Writing is precise, accurate, and unambiguous
- e. Writing is grammatically correct
- f. Good record-keeping skill

_____ 12. Oral and non-verbal communication

Includes the following:

- j. Speaks / is quiet at appropriate times
- k. Clearly conveys ideas and thoughts verbally (without ambiguity)
- l. Communicates using non-verbal messages that are consistent with the intended message
- m. Professional communication (doesn't employ slang or profanity, limits use of jargon and laymen's terms)
- n. Selects the most appropriate person with whom to communicate
- o. Communicates respect for the roles and contributions of all participants in patient care
- p. Communicates with patient using language the patient can understand
- q. Displays appropriate and effective communication with patients
- r. Displays appropriate and effective communication with site supervisor and other site employees

_____ 13. Ability to listen to and understand communication from others

Includes the following:

- c. Listens actively and attentively to understand what is being communicated to them by others
- d. Interprets and responds appropriately to the non-verbal communication of others

_____ 14. Adaptability

Includes the following:

- g. Adapts well to changing situations
- h. Adapts well to changing demands
- i. Ability to adjust communication styles based on target audience
- j. Adapts well to changing environments
- k. Ability to adapt to deal with difficult patients
- l. Ability to evaluate effectiveness and make changes in order to improve effectiveness

_____ 15. Utilizes positive & cooperative attitude with supervisor & others

Includes the following:

- d. Courteous, friendly, and thoughtful
- e. Respects opinions and wishes of supervisor
- f. Respects opinions/wishes of others in authority

_____ 16. Interpersonal Relations

Includes the following:

- d. Able to get along well with supervisor, co-workers, and other interns
- e. Maintains appropriate level of professionalism with supervisor, co-workers, other interns, and patients
- f. Maintains a productive working relationship with supervisor, co-workers, patients, and patient families

_____ 17. Discernment

Includes the following:

- c. Ability to understand people and situations and to effectively and intelligently deal with the situation at hand
- d. Effectively utilizes information from multiple sources to make sound decisions

_____ 18. Emotional maturity

Includes the following:

- g. Is well poised, shows self-control

- h. Understands behavior in self and others
- i. Has an even temperament and happy disposition
- j. Displays honesty, integrity, and ethical behaviors
- k. Reacts well under stress
- l. Conveys feeling of realistic self-confidence

_____ 19. Acceptance of responsibility and criticism; conflict management

Includes the following:

- f. Acknowledges and accepts responsibility for and consequences of his/her actions
- g. Does not shy away from difficult situations
- h. Receptive to criticism/suggestions
- i. Accepts feedback without defensiveness
- j. Ability to manage conflict in constructive ways

_____ 20. Professional Development

Includes the following:

- i. Seeks feedback from site supervisor related to clinical performance
- j. Able to identify strengths and weaknesses in clinical performance
- k. Seeks guidance as necessary to address limitations
- l. Uses self-evaluation, ongoing feedback from others, inquiry, and reflection to conduct regular ongoing self-assessment
- m. Establishes realistic internship goals
- n. Establishes realistic goals for professional development
- o. Discusses progress of clinical and professional growth with site supervisor
- p. Establishes positive professional references/contacts

_____ 21. Professional Attitude

Includes the following:

- e. Has sincere interest in the profession
- f. Displays critical thinking about the profession
- g. Accepts responsibility for continuous professional learning
- h. Discusses issues related to professional practice

_____ 22. Enthusiasm

Includes the following:

- e. Actively seeks new learning opportunities
- f. Eagerly pursues assigned tasks
- g. Keenly interested in his/her field
- h. Asks appropriate questions and investigates unanswered questions

_____ 23. Individual initiative

Includes the following:

- d. Finds tasks to do during slow times
- e. Looks for creative ways to assist the site
- f. Seeks out learning opportunities

_____ 24. Overall quality of work

Includes the following:

- b. Overall quality of work displayed by intern throughout the term

_____ 25. If your agency had a vacancy for which this intern could qualify as a candidate, rate his/her acceptability for a position with your facility.

Please provide any additional information or comments in the space provided. (Feel free to attach additional pages.)

**EXERCISE SCIENCE INTERNSHIP
Final Report Guidelines**

Each intern is required to submit a Final Report describing and evaluating his/her total internship experience. This report is to be typed, double spaced in typical paragraph format, and submitted to the Kinesiology Internship Coordinator at the completion of the internship before/on the due date given in the syllabus. Remember, when writing, you should always have an introduction and conclusion and there should be a logical flow throughout your paper. There is no set length to the paper, but approximately 3 pages of text would probably be appropriate for most. The following are the areas which the report should address.

1. Title Page: should include

- a. Date,
- b. Name of student,
- c. Name of site and site supervisor,
- d. Course code and section, and
- e. Name of course instructor.

2. Description of the site at which you completed the internship:

This should include not only the main purpose and objectives of the site, but also a description of the clientele and personnel (number, age, sex, social/ethnic background, special characteristics, etc.), as pertinent.

3. Description of significant experiences:

A thorough description of your significant learning experiences of the internship. Include details about any special projects worked on or any other special learning experiences. If there is a finished product or pictures that can be included from a special project or other special experiences, please submit with your report. Please share the defining moments of the internship, both good and bad, and how they influenced/impacted you.

4. Student Self-Evaluation:

Goals and objectives, accomplishments, strengths, shortcomings, future career interests, and other pertinent information should be addressed. Did your goals and objectives change over the course of the internship? Did you meet or exceed your stated goals and objectives? How could you have improved your performance during the internship? What did you learn about yourself through this internship? In what areas did you experience the most professional growth? In hindsight, is there anything you would have done differently during the internship? What did you learn about your competency in this area? Please also include what your future plans are after graduation and how this internship influenced those goals.

5. Site Evaluation:

Evaluate your internship site. Is this a good site at which to do an internship? Were you able to gain valuable experience or make valuable contacts at this site? Would you recommend that future interns utilize this site? Are there any changes that the site could feasibly make that would make the experience more valuable to the intern? What are the strengths/weaknesses of this site? Or, how could the site better utilize the interns?

6. Evaluation of and Recommendations for Improvement of the Internship Program:

Evaluate the job that the Kinesiology Internship Coordinators (Dr. Jones) are doing in administrating the internship program. Include any comments or suggestions you may have that might help us to improve the quality of our internship program for future students.

Are there any changes that the Kinesiology Program could feasibly make that would make the internship experience more valuable? What courses were most valuable in preparation for you completing this internship?

CLEP Advisors



Dr. Ashley White Jones

Dr. Benjamin Wax





Internship Coordinator

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