



**SCHOOL OF HEALTH AND KINESIOLOGY**  
**INTERNSHIP MANUAL**

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## **INTRODUCTION TO SCHOOL OF H&K INTERNSHIPS**

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Internships are required for every Kinesiology and Public Health student. Students will complete a one semester internship that requires a minimum of 300 hours before earning their degree. Our program allows students to gain real world work experience with top health and wellness professionals. The School of H&K has partnerships with several businesses and agencies in and outside the Omaha Metro that will prepare them with the knowledge and skills they need to be successful in their future occupation. Our internships cover many career fields:

### **Kinesiology**

- Cardiac Rehabilitation
- Corporate Wellness
- Fitness & Wellness Management
- Allied Health Fields
- Strength & Conditioning

### **Public Health**

- Health Communication & Education
- Infectious Disease
- Maternal & Child Health
- Nonprofit Organizations
- Public Safety
- Public Health Administration & Leadership

### **Informational Internship Sessions**

Mandatory informational internship sessions take place during September and January. Students who plan to do their internship in the spring must attend the September session and students who plan to do their internship in the summer or fall must attend the January session. Announcements about dates and times will be made via email and posted throughout the H&K building. This session discusses the following:

- Internship requirements
- How to prepare for an internship
- How to find an internship
- The online application process

## INTERNSHIP REQUIREMENTS & DETAILS

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### **Basic requirements to be eligible for KINS 4910 Internship in Kinesiology**

1. Completed 90 credit hours.
2. Completed KINS 4010 Lab Methods Exercise Science and KINS 4800 Practicum I.
3. An overall GPA of 2.5.
4. No grade below a C- in required courses.
5. Current Adult CPR certification.

### **Basic requirements to be eligible for PHHB 4990 Internship in Public Health**

1. 90 credit hours completed; 39 credit hours must be from the Foundation Core
2. An overall GPA of 2.5.
3. No grade below a C- in required courses.

### **Internship Details**

1. Internships are one semester in duration (10-15 weeks).
2. A minimum of 300 hours must be accumulated during the semester (approximately 20-25 hours per week).
3. Internship sites must be approved by the School of Health and Kinesiology Internship Coordinator.
4. Internships may be completed during the spring, summer, or fall semesters for Kinesiology and Public Health majors.
5. Internship class meets 3-4 times during the semester.

***"Reasonable accommodations are provided for students who are registered with Accessibility Services Center and make their requests sufficiently in advance. For more information, contact Accessibility Services Center. In addition to accommodations in the classroom, the Accessibility Services Center (ASC) helps coordinate accommodations for students with disabilities at any practicum, internship, or other field placement. If you require such accommodation, it is important that you speak with an ASC representative early in the site selection process. Please make an appointment with the ASC, Phone (402) 554-2872, E-mail [unoaccessibility@unomaha.edu](mailto:unoaccessibility@unomaha.edu), well in advance of the placement to ensure that reasonable accommodations can be made for the placement."***

## **INTERNSHIP PROCESS**

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1. Complete the online application & resume upload.
2. Meet with the Internship Coordinator.
3. Find an internship.
4. Update CPR (kinesiology students only).
5. Turn in internship forms.
6. Receive permission number.

# 1. ONLINE APPLICATION & RESUME UPLOAD

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## APPLICATION

The online application is for the School of Health and Kinesiology office purposes only. Students must complete this application the semester prior to their internship. The deadlines are as follow:

- Fall internship – March 15
- Spring internship – October 1
- Summer internship – February 15

If students miss the deadline they must appeal to the Academic Appeals Committee. The form they must complete is found here → <https://www.unomaha.edu/college-of-education/student-services/files/docs/aca.review-appeal-form.pdf>

## WHERE TO BEGIN FINDING AN AGENCY

It is required that students have 3 agency/business choices before completing the online application. Even if students know where they will be doing their internship before completing the application, students still need to have 2 additional agency/business choices.

1. Review the list of Potential Internship Sites on the left-hand side of the School of Health and Kinesiology Undergraduate Internship website (*do not limit choices to this list*).  
<https://www.unomaha.edu/college-of-education-health-and-human-sciences/health-kinesiology/undergraduate/internships/index.php>
2. Students should check their UNO email for announcements from the School of Health and Kinesiology internship coordinator.
3. Students may cold call agencies/businesses they are interested in and ask if they are accepting interns.
4. Network
  - a. Attend a career or health fair
  - b. Speak with guest lecturers from agencies/businesses
  - c. Job shadow
5. Students should meet with the School of Health and Kinesiology internship coordinator if they are unsure of where to begin their search.

## 1. ONLINE APPLICATION & RESUME UPLOAD

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### CONSIDERATIONS WHEN SELECTING AN INTERNSHIP SITE

1. What are your career goals?
2. What types of responsibilities will you have while at this site?
3. Will these responsibilities improve your work resume significantly or enhance your applications to graduate school, medical school, physical therapy school, etc.?
4. Will there be good employment opportunities after graduation?
5. Do you already work at this agency? If so, is an internship with the same agency truly going to introduce new skill sets and enhance your resume?

*\*Completing an internship with the agency you work with must be discussed and approved by the internship coordinator.*

### RESUME

Students are required to upload a resume with their online application. The UNO Academic & Career Development Center, located in EAB 115 can review resumes and provide feedback.

Students can call 402-554-3672 to make an appointment or walk-ins are welcome Tuesday, Wednesday, Thursday 1:00pm – 3:00pm during the fall and spring semesters.

# 1. ONLINE APPLICATION & RESUME UPLOAD

---

## WHERE TO FIND THE ONLINE APPLICATION

The online application for H&K internships can be found in the following places:

1. Via email announcement from the School of Health and Kinesiology internship coordinator.
2. On the H&K Undergraduate Internship website on the left-hand side.  
<https://www.unomaha.edu/college-of-education-health-and-human-sciences/health-kinesiology/undergraduate/internships/index.php>
3. Under each individual major's website.  
Kinesiology  
<https://www.unomaha.edu/college-of-education/health-kinesiology/undergraduate/internships/exercise-science.php>  
  
Public Health  
<https://www.unomaha.edu/college-of-education/health-kinesiology/undergraduate/internships/public-health.php>



### **SAMPLE OF ONLINE APPLICATION**

*The application MUST be completed online. Students may not turn in a hard copy. This is a sample to provide students with an idea of what to expect.*

## School of Health & Kinesiology Internship Application

\* Required

### ACKNOWLEDGEMENT OF UNDERSTANDING

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IMPORTANT: The internship application must be completed in a professional manner as if it is a real job application. If it is not, you will be asked to fill it out again. You do not have to secure your internship with the business/agency prior to filling out the application. The application is to help place you in your desired business/agency and to find the perfect fit for you related to your interests and field of study. If you have already secured your internship with a business/agency you are still required to complete the entire application.

Once you have submitted the application you will be contacted by the School of Health and Kinesiology Office Assistant via UNO email or phone within 10 business days to set up a meeting with the Internship Coordinator.

If you have any questions about the application process, please contact , Kelsey Blunck, Internship Coordinator for the School of Health and Kinesiology at [kblunck@unomaha.edu](mailto:kblunck@unomaha.edu) or 402-554-2670

1.

\*

Mark only one oval.

☐

I acknowledge that I have read and understand the above information.

### GENERAL INTERNSHIP QUESTIONS

---

2.

**When do you plan to do your internship? \***

Check all that apply.

☐

Summer

☐

Fall

☐

Spring

3.

**Please enter the year you plan to do your internship. \***

---

4. **Did you attend one of the informational internship sessions hosted by the internship coordinator? \***

*Mark only one oval.*

- ☐ Yes, I attended the February session.
- ☐ Yes, I attended the September session.
- ☐ No, I did not attend a session.

5. **How did you find out about the informational internship session? \***

*Mark only one oval.*

- ☐ Email
- ☐ Flyer
- ☐ From a friend or classmate
- ☐ Professor
- ☐ Advisor
- ☐ I did not know or hear about informational internship sessions.
- ☐ Other: \_\_\_\_\_

## PERSONAL INFORMATION

---

6. **Last Name \***

\_\_\_\_\_

7. **First Name \***

\_\_\_\_\_

8. **Gender Identification \***

\_\_\_\_\_

9. **NU ID# \***

\_\_\_\_\_

10. **UNO Email \***

\_\_\_\_\_

[https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1\\_nt...](https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1_nt...) 8/29/2018

11. **Phone Number \***  
\_\_\_\_\_
12. **Current Street Address \***  
\_\_\_\_\_
13. **PO Box/Suite/Apt.**  
\_\_\_\_\_
14. **City \***  
\_\_\_\_\_
15. **State \***  
\_\_\_\_\_
16. **Zip Code \***  
\_\_\_\_\_

## ACADEMIC INFORMATION

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17. **College Status \***  
*Mark only one oval.*
- ☐ Undergraduate
- ☐ Graduate
18. **Major or Concentration \***  
*Mark only one oval.*
- ☐ Exercise Science (Biomechanics included)      *After the last question in this section, skip to question 25.*
- ☐ Public Health      *After the last question in this section, skip to question 26.*
- ☐ Recreation Administration      *After the last question in this section, skip to question 27.*

19.

**Relevant Minors or Additional Majors**

---

20.

**Overall GPA \***

---

21.

**Anticipated Graduation Date (month & year) \***

---

22.

**CPR & First Aid Expiration (MM/DD/YYYY) \*only required if you are an Exercise Science student.***Example: December 15, 2012*

---

23.

**Total semester credit hours you will take during your internship. Include 6.0 internship credit hours in your total. \***

---

24.

**Will you hold a part-time job during the internship? \****Mark only one oval.*☐ Yes☐ No**DESIRED INTERNSHIP SETTING IN EXERCISE SCIENCE  
(BIOMECHANICS INCLUDED)**

You may select up to three settings.

25.

\*

*Check all that apply.*

- ☐ Biomechanics
- ☐ Cardiac Rehabilitation
- ☐ Exercise Physiology
- ☐ Fitness & Wellness Management
- ☐ Hospital
- ☐ Occupational Therapy
- ☐ Physical Therapy
- ☐ Research
- ☐ Senior Wellness
- ☐ Strength & Conditioning
- ☐ Worksite Wellness
- ☐ Other: \_\_\_\_\_

*Skip to question 28.*

### **DESIRED INTERNSHIP SETTING IN PUBLIC HEALTH**

You may select up to two settings.

26.

*Check all that apply.*

- ☐ Federal Government (e.g. Center for Disease Control & Prevention; Department of Health & Human Services)
- ☐ Hospital
- ☐ Local or State Health Department
- ☐ Non-Profit Organization
- ☐ Research
- ☐ Private or Public School Systems
- ☐ Other: \_\_\_\_\_

*Skip to question 28.*

### **DESIRED INTERNSHIP SETTING IN RECREATION ADMINISTRATION**

You may select up to two settings.

[https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1\\_nt...](https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1_nt...) 8/29/2018

27.

*Check all that apply.*

- ☐ Campus Recreation  
☐ City Department of Parks & Recreation  
☐ Commercial Recreation & Field  
☐ Health & Fitness Clubs  
☐ National Parks & Forests  
☐ Non-Profit Organizations  
☐ Other: \_\_\_\_\_

*Skip to question 28.*

## Resume

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28.

**Please upload a copy of your current resume. \***

Files submitted:

## #1 Preference

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Please list in order of preference the business/agency you would like to do your internship with. You are required to provide at least 3 businesses/agencies even if you have an internship lined up. Please complete each field the best you can.

You can find a list of potential internship sites by clicking the link below.

<https://bit.ly/2vJG1P4>

29.

**Business/Agency Name \***

---

30.

**Street Address \***

---

31.

**PO Box/Suite**

---

32.

**City \***

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[https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObcITHk2zfN5FCmJ2wDf1\\_nt...](https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObcITHk2zfN5FCmJ2wDf1_nt...) 8/29/2018

33. **State \***
- \_\_\_\_\_
34. **Zip Code \***
- \_\_\_\_\_
35. **First Name & Last Name of On-Site Supervisor \***
- \_\_\_\_\_
36. **Phone \***
- \_\_\_\_\_
37. **Email \***
- \_\_\_\_\_
38. **Interaction with Agency**  
*Mark only one oval.*
- ☐ I work at this agency and would like to complete my internship with them (this is typically not allowed and must be discussed & approved by the internship coordinator.
- ☐ I have already accepted an internship with this agency.
- ☐ I have contacted this agency to see if they accept interns and they do.
- ☐ I have an interview scheduled with this agency.
39. **(Please include date of interview)**
- \_\_\_\_\_
- Example: December 15, 2012*
40. *Mark only one oval.*
- ☐ I have not contacted this agency to see if they accept interns.
- ☐ Other: \_\_\_\_\_

## **#2 Preference**

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[https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1\\_nt...](https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1_nt...) 8/29/2018



41. **Business/Agency Name \***

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42. **Street Address \***

---

43. **PO Box/Suite**

---

44. **City \***

---

45. **State \***

---

46. **Zip Code \***

---

47. **First name & Last Name of On-Site Supervisor \***

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48. **Phone \***

---

49. **Email \***

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[https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1\\_nt...](https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1_nt...) 8/29/2018

50.

**Interaction with Agency***Mark only one oval.*

- ☐ I work at this agency and would like to complete my internship with them (this is typically not allowed and must be discussed & approved by the internship coordinator).
- ☐ I have already accepted and internship with this agency
- ☐ I have an interview scheduled with this agency.

51.

**(Please include the date of interview)***Example: December 15, 2012*

52.

*Mark only one oval.*

- ☐ I have not contacted this agency to see if they accept interns.
- ☐ Other: \_\_\_\_\_

**#3 Preference**

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53.

**Business/Agency Name \***

---

54.

**Street Address \***

---

55.

**PO Box/Suite**

---

56.

**City \***

---

57.

**State \***

---

58.

**Zip Code \***

---

59.

**First Name & Last Name of On-Site Supervisor \***

---

60.

**Phone \***

---

61.

**Email \***

---

62.

**Interaction with Agency***Mark only one oval.*☐

I work at this agency and would like to complete my internship with them (this is typically not allowed and must be discussed &amp; approved by the internship coordinator).

☐

I have already accepted an internship with this agency.

☐

I have an interview scheduled with this agency.

63.

**(Please include date of interview)***Example: December 15, 2012*

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64.

*Mark only one oval.*☐

I have not contacted this agency to see if they accept interns.

☐Other: 

---

## ACHIEVEMENTS & ACTIVITIES

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The next two pages will provide the internship coordinator with an idea of your achievements, activities, goals, and experiences. This information will be used if the internship coordinator needs to contact businesses/agencies on your behalf. Please be as thorough as possible.

65. **University Extracurricular Activities \***

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66. **Scholastic Recognition \***

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67. **Community Activities \***

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68. **Interests & Hobbies \***

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---

**GOALS & EXPERIENCES**

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69. Describe any experience that will help you in this internship or practicum. \*

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70. Indicate your goals for this internship or practicum. \*

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---

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71. Indicate your career goals. \*

---

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72. List any languages you read, speak, or write fluently. \*

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## ACCOMMODATIONS UNDERSTANDING

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Appropriate accommodations are provided for students who are registered with the Accessibility Services Center and make their requests sufficiently in advance. For more information, contact Accessibility Services Center (MBSC 126, Phone: 402-554-2872, [unodisability@unomaha.edu](mailto:unodisability@unomaha.edu)) or visit [unomaha.edu/disability](http://unomaha.edu/disability).

73. \*

Mark only one oval.

☐

I acknowledge that I have read and understand the above statement.

Thank you for completing the internship application. You will be contacted via UNO email by the School of Health and Kinesiology office assistant to set up a time to meet with the internship coordinator. Each student is required to meet with the internship coordinator to go over the responses to their application, so please respond in a timely manner and check your email often.

If you have questions, please contact Kelsey Blunck, Internship Coordinator for the School of Health and Kinesiology at 402-554-2670 or [kblunck@unomaha.edu](mailto:kblunck@unomaha.edu)

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 Google Forms

[https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1\\_nt...](https://docs.google.com/forms/d/1I3GNLAH5e4j5H7kLGObciTHk2zfN5FCmJ2wDf1_nt...) 8/29/2018

## **2. MEETING WITH THE INTERNSHIP COORDINATOR**

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After the student completes the online application they will be notified via UNO email to set up a time to meet with the internship coordinator. During this meeting the internship coordinator will discuss the student's online application and provide verbal approval of the organizations that the student submitted. The internship coordinator may also provide additional places the student could potentially do their internship at as well.

Students are welcome to meet with the internship coordinator prior to completing the online application to get ideas on where to inquire about internships within their field of interest. To do so, they should call 402-554-2670 or email [unohk@unomaha.edu](mailto:unohk@unomaha.edu) to set up an appointment.

### **3. FIND AN INTERNSHIP**

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After meeting with the internship coordinator, it is the student's responsibility to contact the organizations to ask about internships. Many organizations will not have a formal application process, therefore students will need to call or email to inquire about internship opportunities that may or may not be listed publicly.

As students are searching for internships they should use the Internship Contact Sheet on the following page to track who they are calling, emailing, when, and what the organization's response was.

While students are inquiring about internships, organizations may want to know what the student's academic responsibilities are and what the agency/business responsibilities are to the student. On pages 24 and 25 there are descriptions for Student Responsibilities and Agency/Business Responsibilities. These should be given to any organization that requests information or that has never hosted an H&K student before.

If the deadline is approaching and the student has been unsuccessful in finding an internship on their own, they should turn in the Internship Contact Sheet to the internship coordinator to prove they have put forth a good effort. If the student has followed up with those listed on the Internship Contact Sheet, then the internship coordinator may choose to intervene and help the student with their search if necessary.

### **PREPARE FOR AN INTERVIEW**

#### **DRESS FOR SUCCESS**

Students should be well-groomed and dressed professionally. Look at what others in the organization are wearing and dress a step above that for an interview.

#### **HAVE THE FOLLOWING QUESTIONS ANSWERED BEFORE THE INTERVIEW**

1. Tell me about yourself.
2. What are your objectives or goals for this internship?
3. What do you know about our organization?
4. Where do you see yourself in five years?
5. What is your greatest strength? Weakness?
6. Tell me about your greatest accomplishment.
7. What motivates you?
8. What questions do you have for me?

#### **SAMPLE QUESTIONS YOU MIGHT ASK THEM**

1. What is the timeline for the hiring process?
2. Can you describe for me what a typical day might look like in this role?
3. Can you describe your training process?
4. Are there opportunities for a full-time position?

*Source: University of Nebraska at Omaha Academic & Career Development Center*



## Internship Contact Sheet

[illegible]

## Frequently Asked Questions

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### **What prerequisites do I need for my internship?**

*Answer:* Please make an appointment with your advisor to determine if and when you are eligible to do your internship.

### **Do I need any certifications for my internship?**

*Answer:* Yes, if your concentration is Kinesiology, you must have a current CPR certification prior to taking your internship class. Depending on the business or agency, you may be required to fulfill additional requirements.

### **How can I get help on deciding where I should do my internship?**

*Answer:* To help you with your decision, set up a meeting with the internship coordinator with the School of Health and Kinesiology. You can call 402-554-2670.

### **Can I do my internship at my current place of employment?**

*Answer:* This is answered on a case-by-case basis. You should be involved in activities that are much different than what you are doing in your current position. Your internship is about obtaining new skills and responsibilities in your interested field of work as well as experiencing what it is like to work under different management. If this is something you are considering, you must propose a description of the internship and the differences to the internship coordinator who will make the final decision.

### **I already know where I want to do my internship. Do I still need to fill out the application?**

*Answer:* Yes, you still need to fill out the application because the H&K Internship Coordinator must approve your chosen site. You will also still need to have at least 2 more business or agency choices even though you already know where you would like to do your internship

### **When is the application deadline?**

*Answer:*

Spring internships: October 1

Summer internships: February 15

Fall internships: March 15

### **How do I register for the internship class?**

*Answer:* Once you have applied for your internship and have met the minimum prerequisite requirements in addition to the internship coordinator requirements, you will receive a permission number via UNO email to enroll in the class.

### **Do I need to have a resume prepared for my internship?**

*Answer:* Yes. The Academic and Career Development Center is a great resource to help you get started on creating your resume.

## Frequently Asked Questions

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### **When can I do my internship?**

*Answer:* Depending on your major or concentration, internships and practicums are offered at different times of the year:

- Kinesiology – fall, spring, or summer
- Public Health – fall, spring, or summer

### **Can I start my internship early?**

*Answer:* No. Due to liability reasons, you may not begin your internship until the first day of the academic semester. If you begin your internship (at your own risk), the hours you accumulate will not count academically.

### **Can I accumulate more hours of my internship at the beginning and do less hours at the end?**

*Answer:* The School of H&K recommends student evenly distribute their hours throughout the semester so they obtain a quality internship experience. Obtaining more hours at the beginning than at the end will reflect in the student's assignments and therefore reflect their grade in the class.

## **4. UPDATE CPR**

### *Exercise Science Students ONLY*

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If a student's CPR certification expires before or during the semester in which he/she is doing their internship, they must renew their certification and send their new card to the School of Health and Kinesiology internship coordinator. Below are a few options to choose from:

**1. CPR Challenge with Injury Prevention & Care** *(recommended)*

Through Injury Prevention and Care in the Wellness Center (HK room 108), students may challenge two months before or after the expiration date. Students will take the test, perform the skills, and the cost is approximately \$35.00 for Adult CPR, AED and First Aid.

**2. Certifications will also be approved from the following organizations:**

- [American Red Cross](#)
- [National Safety Council](#)
- [American Heart Association](#)

**NOTE:** Online courses are not accepted. There must be a practical component to the certification.

## 5. TURN IN INTERNSHIP FORMS

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Once a student finds an internship they should turn in the following forms to the front desk of H&K 207 or to [unohk@unomaha.edu](mailto:unohk@unomaha.edu):

1. Intern-University Agreement
2. Intern-Worksite Supervisor Agreement
3. Agency Confirmation Form

These forms are due approximately 4-6 weeks before the semester begins. This means students must have an internship by the deadline established by the internship coordinator. The internship coordinator will email reminders about the submission deadline.

### **FORMS ARE ON THE FOLLOWING PAGES**

*These items must be completed and returned to H&K 207 via email, fax, or drop off.*

## INTERN-UNIVERSITY AGREEMENT

### **The intern will:**

1. Complete 300 hours as an undergraduate student or 150 hours as a graduate student at their approved internship site over the course of the semester.
2. Submit all materials on time.
3. Submit a "Bi-Weekly Report" and "Bi-Weekly Reflection" every two weeks.
4. Distribute the "Preliminary Evaluation" at the end of the third or fourth week of the internship to the Worksite Supervisor.
5. Email the "Agency Mid-Session Evaluation of Student" to the Worksite Supervisor at least one week prior to the Mid-Session conference.
6. Review the "Mid-Session Evaluation of Student" with the Worksite Supervisor and University Supervisor during the Mid-Session conference.
7. Email the "Agency Final Evaluation of Student" to the Worksite Supervisor at least one week prior to the final conference.
8. Review the "Agency Final Evaluation of Student" with the Agency/Business Supervisor and University Supervisor during the final week of the internship.
9. Present "Student Evaluation of Internship and Site Supervisor" to the University Supervisor at a prearranged meeting during the final week of the internship.
10. Present "Graduation Survey" to the University Supervisor at a prearranged meeting during the final week of the internship.
11. Complete a "Capstone Project" that is agreed upon by the Site Supervisor and University Supervisor.
12. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Internship Manual and other material supplied by The University Supervisor.

**NOTE: Failure to meet the aforementioned agreement items will affect the final grade.**

**The University Supervisor will:**

1. Represent the University in all official arrangements with cooperating Agencies/Businesses and confer with all Worksite Supervisors.
2. Supervise arrangements for and give final approval of all internship assignments.
3. Maintain open communication with the intern and Agency/Business.
4. Set time and day for all conferences with the intern.
5. Make at least one on-site visit during the semester to observe the intern.
6. Carefully review and evaluate "Mid-Session Student Evaluation," "Agency Final Evaluation of Student", "Bi-Weekly Activity Reports", "Capstone Project" and any additional information presented and determine the final grade for the intern.

I HEREBY ACKNOWLEDGE THAT THE ITEMS EXPLAINED IN THIS AGREEMENT  
CONSITUTE THE FORMAL BASIS FOR AN EDUCATINOAL EXPERIENCE BETWEEN THE  
STUDENT AND UNIVERSITY SUPERVISOR. THE GRADE RECEIVED IN THE COURSE  
WILL BE BASED ON THE AFOREMENTIONED ITEMS.

**Intern's Printed Name** \_\_\_\_\_

**Intern's Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

# INTERN-WORKSITE SUPERVISOR AGREEMENT

Intern's Name \_\_\_\_\_

Worksite Supervisor \_\_\_\_\_

## **The Worksite Supervisor will:**

1. Review and approve bi-weekly reports.
2. Assist the intern with selecting a capstone project.
3. Complete the "Preliminary Student Evaluation".
4. Complete the "Agency Mid-Session Evaluation of Student".
5. Complete the mid-session conference with the intern and University Supervisor.
6. Complete the "Agency Final Evaluation of Student".
7. Complete the final conference with the intern.
8. Cooperate with the University Supervisor.

## **The Intern will:**

9. Provide a minimum of 300 hours of service beginning on the first day of classes for the given semester and ending on the last day of classes for the given semester.
10. Strive to become familiar and understand the total operation of the Agency/Business.
11. Communicate professionally with the Worksite Supervisor and University Supervisor.
12. Develop 3 SMART goals relevant to their internship and/or the organization needs.
13. Complete bi-weekly reports to track hours, duties, and responsibilities.
14. Distribute Preliminary, Mid-Session, and Final Evaluations to the Worksite Supervisor in a timely manner.
15. Complete a Mid-Session Self-Evaluation and Final Self-Evaluation.
16. Schedule the Mid-Session review with the Worksite Supervisor and University Supervisor.
17. Select a capstone project with the Worksite Supervisor that is mutually beneficial to the Agency/Business as well as the Student academically.

This is an agreement of understanding and not a legal binding document. We agree to work together toward its satisfactory completion for the mutual benefit of all concerned.

Worksite Supervisor Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Intern's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_



## AGENCY CONFIRMATION FORM

Name of Student \_\_\_\_\_  
First Last

Date of Interview \_\_\_\_\_

Name of Supervisor \_\_\_\_\_  
First Last

Supervisor Position Title \_\_\_\_\_

Agency/Business \_\_\_\_\_

Street Address \_\_\_\_\_ Suite \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Worksite Supervisor Email Address \_\_\_\_\_

**An interview or meeting has been completed with the above student.**

- ☐ I will accept the above student for an internship.  
☐ I will not accept the above student for an internship.

**If you will not accept the above student for an internship, please state your reasons.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Worksite Supervisor Signature Date

\_\_\_\_\_  
Student Signature Date

**Please email or fax the completed form to:**

Kelsey Blunck, MA  
Internship Coordinator with the School of Health and Kinesiology  
University of Nebraska at Omaha  
[kblunck@unomaha.edu](mailto:kblunck@unomaha.edu)  
Phone: 402-554-2670  
Fax: 402-554-3693

## STUDENT RESPONSIBILITIES

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### Summary of Student Responsibilities and Academic Requirements:

1. Student must complete a minimum of 300 hours of service beginning on the first day of classes for the given semester and ending on the last day of classes for the given semester.
2. Strive to become familiar and understand the total operation of the Agency/Business.
3. Communicate professionally with the Worksite Supervisor and University Supervisor.
4. Develop three SMART goals relevant to their internship and/or the organization needs.
5. Complete Bi-Weekly Reports to track hours, duties, and responsibilities.
6. Distribute Preliminary, Mid-Session, and Final Evaluations to the Worksite Supervisor in a timely manner.
7. Complete a Mid-Session Self-Evaluation and Final Self-Evaluation.
8. Responsible for scheduling the Mid-Session review with the Worksite Supervisor and University Supervisor.
9. Select a capstone project that is mutually beneficial to the Agency/Business as well as the Student academically. Capstone project ideas may include, but are not limited to:
  - a. Developing, directing, or assisting with health promotion programs
  - a) Leading educational classes for fitness members, clients, or patients
  - b) Writing or presenting research in an area of the Student's interest or Worksite Supervisor's interest
  - c) Presenting a Lunch n' Learn related to the Student's field of study, such as health promotion, recreation, physical activity, or exercise.
  - d) Creating a workout program for a client, team, group or individual
  - e) Assisting with coordinating an event (e.g. health fair, health screening, major conference, etc.)

\*Project ideas not listed above must be approved by the University Supervisor.

## **AGENCY/BUSINESS RESPONSIBILITIES**

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### **To the University:**

1. To receive approval from the Internship Coordinator as an appropriate worksite.
2. To cooperate in the exchange of information on the Intern.
3. To formally meet with the University Supervisor at Mid-Session and periodically (as needed) to discuss the student's progress.
4. To provide the University Supervisor with a formal evaluation of the Student's performance post week 4, Mid-Session and one week prior to the final conference.
5. To provide the University Supervisor with an informal evaluation of the Student's performance between the Mid-Session and final formal evaluations.
6. To discuss curriculum offerings as related to the Student's weaknesses and suggest changes.
7. To notify the University Supervisor in the event of a serious problem with the Intern.

### **To the Student:**

1. To confer with the Student to determine responsibilities during the experience and to present an overview of the Agency's/ Business's purposes, policies, administration, program and plant.
2. To inform the Student of all rules and regulations to which he or she must conform.
3. To schedule periodic conferences (e.g., weekly or biweekly) to aid the Student and give him or her an idea of his or her progress.
4. To keep continuous records of the Student's work and progress.
5. To develop a working agreement with the Student (Intern-Agency Agreement) which clearly delineates his or her role and responsibilities in the Agency/Business (to be developed in the first week of the internship and placed in writing with copies to the Student and University).
6. To review and approve via email, Bi-Weekly Activity Reports and discuss them with the Student when necessary.
7. To complete the Preliminary Student Performance Evaluation.
8. To complete the Mid-Session Student Evaluation and discuss it with the Intern during the Mid-Session meeting.
9. To complete the Final Student Evaluation, discuss it with the Intern during the final week of the internship.

## Schedule

Before receiving a permission number for the internship seminar, the student must complete the following list and turn in all items to the School of Health and Kinesiology. Once the internship coordinator receives all items, the student will receive their permission number.

**You must have an internship & forms completed by the following dates:**

Fall Internship – June 1  
Spring Internship – November 1  
Summer Internship – March 1

| Item  | Complete |
|---|----------|
| <b>1. Complete Online Application &amp; Resume Submission for Internship</b><br>*Deadlines: Summer – February 15 • Fall – March 15 • Spring - October 1<br><br>Students must upload a resume when completing the online application |          |
| <b>2. Meet with the School of Health and Kinesiology Internship Coordinator</b>   |          |
| <b>3. Intern-University Agreement</b>   |          |
| <b>4. Intern-Site Supervisor Agreement</b>  |          |
| <b>5. Agency Confirmation Form</b>  |          |
| <b>6. Update CPR</b><br><i>*Only applies to Kinesiology students &amp; must be updated if it expires before or during the semester the student does their internship.</i>   |          |

**Information in the H&K Internship Manual is subject to change. If you have any questions, please contact the Kelsey Blunck, Internship Coordinator for the School of Health and Kinesiology at 402-554-2670 or [kblunck@unomaha.edu](mailto:kblunck@unomaha.edu).**