**EXSC 479: INTERNSHIP CHECKLIST**

**PLEASE CHECK ALL RESOURCES BEFORE EMAILING MRS. MAZZETTI**

**RESOURCES**
1. Instagram SU EXSC Internship
2. SU Website: search “Exercise Science Internship
3. Text App: send message @exscintern to 81010

**TO DO**
1. Application for Internship:
   [https://salisbury.co1.qualtrics.com/jfe/form/SV_1LVdcg77h8AtrWB](https://salisbury.co1.qualtrics.com/jfe/form/SV_1LVdcg77h8AtrWB)
   a. This will generate your Permission Code to enroll before open enrollment
2. Site Agreement Form completed by your internship site
3. Internship Site information: Demographics Survey: Telling us your Internship Site and Contact information
   [https://salisbury.co1.qualtrics.com/jfe/form/SV_ac55lQjWgTvBVwF](https://salisbury.co1.qualtrics.com/jfe/form/SV_ac55lQjWgTvBVwF)
4. Enroll for Internship Credits
   a. Use Permission Code to Enroll
   b. Select the number of credit hours you are taking Prior to enrolling (3-10 credits). This is a dropdown selection on Gullnet.
5. Submit all Required paperwork through Email to Mrs. Mazzetti by Due dates:
   - **November 15 for Winter & Spring; April 15 for Summer/ Fall**

**Required Paperwork**
1. Site Agreement Form *(Found in Manual and Website)*
2. Copy of Current CPR: must be current entire duration of Internship dates (AHA or Red Cross)
3. Signed Waiver Form from Health Services w/ all vaccinations signed off: see requirements on back of this page *(found on website)*
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Must Provide the Following to Health Services or have done at Health Services and have them sign the Health Form form:

1. Current Vaccinations
   a. PPD (within last 12 months)
   b. Hep B (all Three in series)
   c. MMR
   d. Tetanus

2. Current Physical *(within last 12 months)*

3. Current Flu Shot if interning at a clinical location where required

****MUST get official notification from Mrs. Mazzetti to begin Intern hours****