INFORMATION

• Website: search “exercise science internship” on SU site
• Instagram: SU_EXSC_Intern
• Manual: found on website listed above
• Remind Text App: please see direction on website
Pre-requisites

• Must have completed
  – EXSC 344 (Exercise Physiology)
  – EXSC 333 (Kinesiology)
  – 90 Total Credits

**You will begin the Internship processing when you are currently taking this courses and fall between 75-90 credits by a2 ending a Mandatory Internship MeeMng!!!
How Many Credits/ Hours

• Internship is a total of 10 credits = 375 working hours (1 credit = 37.5 hours)

• Credits MAY be divided across 2 semesters
  – Winter term (3 credits)
  – Spring or Fall term (3–10 credits)
  – Summer term (3–10 credits)* yes you may take ALL of your internship in the summer and STILL WALK FOR GRADUATION IN MAY!!
  (contact Mrs.Mazzetti regarding this option)
Length of each semester

Spring and Fall intern

Begins day one of the semester ONLY! All hours must be complete before Finals week.

Winter and Summer intern

Begins the day after Spring or Winter Graduation. You do NOT have to wait for the 1\textsuperscript{st} day of the term

*Contact Mrs. Mazzetti for further information about completing Summer and Winter hours combined with another traditional term*
Credits cont...

• You may NOT exceed 17 total credits in any semester that you are enrolled in internship.
• You may NOT enroll in less then 3 credits in any given semester
• You may NOT take more then the mandatory 10 internship credits
Where???

TYPE: (Must be specific to our field)
Physical Therapy Clinics Community
Gyms
Occupational Therapy
Cardiac Rehab Assisted
Living facilities
Hospitals
Rec Centers
ETC........

**see a list of site ideas on website**
Location

• ANYWHERE YOU WANT!!!!!!

We offer you the opportunity to travel
Nationally AND Internationally

**contact Mrs. Mazzetti for International Opportunities**
How to Start

1. Attend a **Mandatory Meeting**
2. Complete the **APPLICATION Survey** (found on website)

**Application Survey generates a permission code for the next open enrollment semester(s) only**
How to Start cont.

*Codes will be emailed during OPEN ENROLLMENT ONLY!!

*Gullnet: use the drop down option to select the # of credits during enrollment. It will auto enroll you for ONE credit!! This will mess up all billing and course credits.
3. Create a list of potential sites
   A. Contact each site & provide:
      a) Resume
      b) Hours of availability
      c) How many total hours & how many hours per week that you will need (# of weeks in the semester – Finals week – any Mme off you foresee not ending internship ie. Spring break)
      
      – EX: Spring 14 weeks – 1 Finals week – Spring break = 12 weeks
      – 10 credits x 37.5 hours = 375 hours
      – 375 hours / 12 weeks = approx. 31-32 hours per week

*Recommend visiting sites in person when possible vs emails or phone calls
*You may be paid for your internship, however please know only 1% of opportunities are paid
Found a site..Now What?

Once a site agrees to have you as an intern:

4. Have site complete the **SITE AGREEMENT**
   Found on website

5. Complete the **DEMOGRAPHIC SURVEY**
   Found on website
SU ResponsibiliMes

• Once a DEMOGRAPHIC SURVEY is submitted this will start the process of a Legal Binding ‘Affiliate Agreement’ being created. This document is emailed to your site. We request them to sign it and return it ASAP. You are NOT APPROVED for internship until this legal document is complete. The entire process can take 2 – 8 weeks!! Please complete Demographic survey ASAP
1. **Health Provider Checklist** found on website

Gather records of the following:

- MMR 1 and 2
- Tdap
- Hep B (3 shot series)
- PPD (must have updated in the last 12 months)
- Cleared Physical Exam (within the last 12 months)

Records mandated by some locations (check with your site)

- Current Flu Shot
- Drug/ Background test

*Schedule appointment with SU Health Services: take in all records and the Health Provider form to be signed

*Only the signed Health Provider form will be emailed to Mrs. Mazzetti*
Required Paperwork

2. Copy of current CPR
   *Must be current through entire duration of Internship. Will not accept cards that expire during internship hours

3. Copy of your signed Site Agreement

   *All 3 forms: site agreement, cpr card, and health form will be EMAILED in ONE message to Mrs. Mazzetti by Due date
Recap

1. A2 end a mandatory meeting
2. Application Survey on website
3. Find a site
4. Have site complete a Site Agreement
5. Demographic Survey on website
6. Health Care Provider Form
7. Copy of CPR card
Due Dates

• Winter and Spring: All paperwork and site information due by **November 15**

• Summer and Fall: All paperwork and site information due by **April 15**
You are NOT APPROVED to begin any hours until the following has occurred:

1. You submit ALL MANDATORY INFORMATION/SURVEYS/FORMS
2. You are properly Enrolled
3. You have received an Approval email from Mrs. Mazzetti