

EXSC 399R – Exercise & Wellness
INTERNSHIP
I N F O R M A T I O N

General Information

Your Exercise & Wellness internship experience is the capstone to your education and gives you the opportunity to apply conceptual, theoretical training in a real life environment like you will encounter when you graduate and seek full time employment.

Students are expected to find their own internships!

To prepare you for the work force and to give you experience in all aspects of job searching, interns are expected to find their own internships. Resources are available from the Internship Coordinator in 106 SFH as well as from the University Career Services and any local job resources to whom you might apply. To ensure that you have a positive experience, and for your protection, it is important that you follow the guidelines, meet the deadlines, and submit all required forms or information requested in the internship packet.

Work closely with your internship coordinator, your Faculty Advisor at BYU (class instructor), and your on-site supervisor to assure your expectations are the same as those of the experience provider and those of the supervisors with whom you will be working. We wish you every success in your internship experience. If you encounter problems, do not hesitate to contact your BYU Faculty Advisor.

Department Internship Coordinator:

Maggie Shibla
106 SFH
801-422-2670

BYU Faculty Advisors (Exercise & Wellness):

Ron Hager	Jim George
228B SFH	228A SFH
801-422-1183	801-422-8778

You can view and print a copy of the internship packet at the following web address:

Bruce Bailey	James LeCheminant
267 SFH	269 SFH
801-422-8674	801-422-1285

http://exercisesciences.byu.edu/Portals/14/docs/EW/EW_Pkt_IRAMS.pdf

Finding an Internship

The **Internship Office** <http://saas.byu.edu/intern/> provides departments access to Internships.com to post jobs. Internships are listed by location, area of study, and compensation both nationally and internationally. To access the site, follow these instructions:

1. Go to: www.internships.com
2. Click on Sign Up for Free in the upper right hand corner of any page.
3. Enter your first name, last name, e-mail, and create a password.
4. Make sure to select Utah and Brigham Young University from the My Profile area under Education once you have registered.

The University Internship Office also provides online resources in an A to Z format to help you find internships. When looking for an internship, consider the aspects of your Exercise & Wellness major that interested you most and start searching websites of companies or databases that can help you find a position in that area. The links listed on the University Internship Office website can give you an idea of the resources available to you and aid your internship search. In addition to the resources listed, here are a few other ideas to help you get started finding an internship:

- Check out the [BYU Counseling and Career Center \(University Career Services\) job board](#)
- Talk to faculty within your field of study
- Turn your current job into an internship
- Talk to other students who have interned in your field of study
- Set up informational interviews with professionals
- Check out [eRecruiting at the BYU Counseling and Career Center \(University Career Services\)](#)
- Search the telephone directory and submit your resume to applicable companies
- Search trade publications, classified ads, and professional association job listings
- Use your parents, friends, and ward contacts
- Search with an online search engine like Google
- Use student associations to access professionals

Students in Exercise and Wellness have participated in a number of outstanding internship experiences locally, nationally, and internationally. The following represents a partial list of actual internships that past students have completed. This may give you some idea of the types of internships that you can do and also provide you with contact information (see Internship Coordinator in 106 SFH) to help you get started in finding your own internship.

- [Central Utah Clinic – Provo, UT](#)
- [Landover Athletic Club – Vancouver, WA](#)
- [Y Be Fit \(BYU\) – Provo, UT](#)
- [BaySport at Novell corporate wellness – Provo, UT](#)
- [Peaks Ice Arena – Provo, UT](#)
- [Spine Orthopedic and Sports Physical Therapy – Provo, UT](#)
- [Utah Viper Volleyball Club – Provo, UT](#)
- [Care For Life – Beira, Mozambique/Gilbert, AZ](#)
- [Women, Infants, and Children \(WIC\) – Provo, UT](#)
- [Beyond Fitness/Gold’s Gym – Provo/Orem, UT](#)
- [LDS Church Office Building Wellness Program – SLC, UT](#)
- [Curves for Women – Provo/Orem, UT \(and other locations nationally\)](#)
- [eHealth Compete, Inc. – Orem, UT](#)
- [Elevate Fitness – Orem, UT](#)
- [Camp La Jolla – San Diego, CA](#)
- [Fitness Together – Bellingham, WA](#)
- [Hershey’s Wellness Program – Hershey, PA](#)
- [Back Trainer Institute – Provo, UT](#)
- [The Bridge Health Recovery Center – Rockville, UT](#)
- [Timpanogos Hospital/Cardiac Rehab – Orem, UT](#)
- [Kelly Hawkins Physical Therapy Works – Las Vegas, NV](#)
- [Lifetime Fitness – Allen, TX](#)
- [Intermountain Health Care – SLC, UT \(*requires fingerprinting and background check*\)](#)

INTERNSHIP PROCEDURES — EXERCISE & WELLNESS

Please begin the process of arranging for your internship in ample time to allow you to complete the check-off items below. Without completing **ALL ITEMS** on the list you cannot begin an internship.

1. Meet with Internship Coordinator to discuss process.
2. Begin looking for and applying to organizations where you would like to serve your internship/s (the more time you give yourself to look before you want to begin your internship, the more likely you will be to find the internship that will give you the greatest rewards academically and professionally).
3. Carefully review the entire internship packet. You will be responsible for meeting all requirements outlined in it.
4. Check with the Internship Coordinator in 106 SFH to determine if there is a Master Internship Agreement for your experience provider. If there is not one currently on file, you will just need to ask them to complete and sign one.
5. Complete the worksheet and submit online the Internship Application (see p. 5—Internship Application Worksheet).
6. After your application has been approved, register for EXSC 399R (whichever section has space—there are four instructors)—4 credits are required (each credit requires 50 hours of work for a total of 200 hours—you receive a failing grade if you do not complete all 200 hours). If you begin your internship before you are registered for the class, you cannot count any hours worked for your internship and you will not be covered by the BYU liability insurance for interns.

When you transfer the information from the Internship Application Worksheet to the online Internship Application, make sure every space is completed; without all the information, your application will be denied until it is provided—this includes the begin and end dates, section number, number of credits, phone numbers, e-mails, etc. Every time you enter information, make sure you hit the “Save” button below that block of information. If there is any information that the Experience Provider/Supervisor WILL NOT make available to you, please indicate in the space provided by entering “none” or “not provided” so the Internship Coordinator knows you couldn’t fill in the information. However, if more than one or two spaces are filled in this manner, the Internship Coordinator will not approve your internship.

7. Obtain health insurance. Students are required by the university to have health insurance in place during their internship. Coverage may be through BYU insurance or through your own personal policy or that of your parents.
8. Contact the Off-Campus Housing Office regarding your living arrangements during your internship (if you are a single undergraduate student living in non-BYU-approved housing or living at home, an exception must be on file).
9. Begin your internship on the agreed upon date. Follow the directions contained in this packet. Enjoy and learn from the experience.
10. We encourage you to complete your internship in two semesters if possible.

If you cannot complete your internship in two semesters, you must complete all 200 hours and turn in your Summary Report no later than the end of the fourth semester after you begin (i.e., if you began your internship in Winter 2009, you must have completed your hours and turned in your summary report no later than the end of Fall 2010). After that, any hours previously completed will be lost and you will need to reenroll in an internship course and start over from scratch.

(this form is the “Exhibit A” referred to in the Internship Master Agreement)

Department of Exercise Sciences – Internship Application **Worksheet**

(this info is needed to complete online application (steps 1–4 below) — required before registration is possible)

1. Gather the information requested on this form. **Your** information (and address) should be where you will be living **while completing your internship**.
2. Go online and begin registration for this class (initially there is no “A” to add the class. Click on the APPROVED [Internship Application](#) link to complete the form, using the information gathered below.
3. Enter all requested information and submit. After Internship Coordinator approves your application, it goes to the Internship Office for approval, and then you should receive an e-mail saying you can register for the class. If you do an international internship, go directly to the International Internship Coordinator to begin your application.
4. If you have any questions, contact the Exercise Sciences Internship Coordinator in 106 SFH — Maggie Shibla ■ 801-422-2670 ■ maggie_shibla@byu.edu.

PLEASE PRINT

Student Name		ID#	E-mail	
Address			Exercise & Wellness	
City	State	Zip	Phone	
Experience Provider (Company / Organization)			Main Phone	
Address		City	State	Zip
On-Site Supervisor			Direct Phone	
Position/Title			E-mail	

Enrollment Year	<input type="checkbox"/> Fall ____ (yr)	<input type="checkbox"/> Winter ____ (yr)	<input type="checkbox"/> Spring ____ (yr)	<input type="checkbox"/> Summer ____ (yr)
Enrolled in Exercise & Wellness Internship	EXSC 399R/	Faculty Internship Advisors (please indicate with whom you are working): <input type="checkbox"/> Bruce Bailey 801-422-8674 . . . bruce_bailey@byu.edu <input type="checkbox"/> Jim George 801-422-8778 . . . jim@byu.edu <input type="checkbox"/> Ron Hager 801-422-1183 . . . hager@byu.edu <input type="checkbox"/> James LeCheminant . . . 801-422-1285 . . . lecheminant@byu.edu		
	# of Credits			
Duration of Internship	Begin Date:		End Date:	

- I’m aware that health insurance is required and will have it in place when I begin the internship.
- I notified the Off-Campus Housing Office of my living arrangements, if required.
- I read the 16-item “student agreement” (next page), Honor Code, and Mutual Obligations and agree to follow them.
- I read and understood the Internship Master Agreement.

Description of Internship / Responsibilities and Duties*: _____

*Description of Internship is to be entered into the “**Optional: Please describe your potential internship opportunity**” box underneath class credit in the online Internship Application—this is not “optional” for Exercise & Wellness majors.

The student hereby agrees to the following:

1. Be enrolled as an internship student.
2. Comply with all Experience Provider rules, policies and procedures.
3. Complete the internship during the dates specified unless modified by the Experience Provider and BYU.
4. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the BYU Faculty Advisor.
6. Complete all BYU academic assignments and course work as outlined by the applicable department.
7. Adhere to BYU's Honor Code and the Experience Provider's Standards of Personal Conduct and Dress and Grooming Standards.
8. Receive and read a copy of the Internship Master Agreement between BYU and the Experience Provider. I acknowledge that it is incorporated by reference into this Agreement and that I am bound by such terms and conditions therein which specifically apply to interns.
9. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
10. Authorize BYU's designated representative to grant permission for my necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.
11. Participation as an intern may involve risks not found in study at BYU. These include risks involved in traveling to and returning from place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
12. Be personally responsible for all housing, transportation, study, and other arrangements in connection with my internship and personally bear all associated costs. In addition, be personally responsible for any financial liability and obligation which I personally incur and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during my participation in the internship program. I understand that BYU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the internship. I understand that BYU is not responsible for matters that are beyond its control, including, without limitation, strikes, war, loss, or theft of personal belongings, delays, weather, acts of God, governmental restrictions or acts, errors, or omissions of third party providers of goods or services.
13. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter or incur as an intern.
14. Acknowledge and agree that BYU is acting as an internship facilitator only and that BYU will be neither responsible for nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events and outcomes caused by Experience Provider's actions, inactions or negligence, even if BYU has been advised of the possibility of such.
15. Acknowledge and agree that as an Intern, I am placed with the Experience Provider in order to receive educational experience as part of my academic curriculum; my duties performed as an Intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
16. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Brigham Young University in the creative work or internship performance without the express written permission of Brigham Young University.

Student Health Insurance Requirements

All BYU students who are enrolled in an internship, practicum, clinical, field study, etc., must still abide by university policy to maintain adequate health insurance either through the university or a private provider. Students who choose to participate in an internship or other applied learning experience off-campus will be automatically enrolled in away-from-campus coverage once the BYU Health Plan Office is notified by the student or department. It is the student's responsibility to ensure that the BYU Health Plan Office is aware of his or her intention to be away from campus. For additional information, please refer to the following details from the Student Health Plan Handbook, 2004–2005, or contact the BYU Health Plan Office.

What Is “Away-From-Campus Coverage”?

If you enroll in the Student Health Plan for the academic year and then decide to take a semester or term off by not enrolling in classes at least 3/4 time, but you do not withdraw from the University or otherwise lose your status as a continuing student, you will be covered by the Away-From-Campus option of the Student Health Plan during that semester or term.

If you are enrolled in the Student Health Plan and you participate in a BYU Study Abroad Program, an internship required by your department, or you travel as a member of a BYU performing group on tour, you will be covered by the Away-From-Campus option of the Student Health Plan during that semester or term.

If you have enrolled your dependents in the plan for the year, they will also be covered by this option while you are. You may make changes to your enrollment (add dependents, discontinue coverage, etc.) only as outlined on page 9. Any dependents enrolled in the plan for the academic year will also be covered by this option. (*Pg. 11, Student Health Plan Handbook, 2004–2005*)

How Does Away-From-Campus Coverage Work?

While you are enrolled in the Away-From-Campus option, you may still receive medical care at the SHC if you are in the Provo area. If you are away from Provo, you may receive your medical care from any qualified, appropriately licensed medical provider. However, it will be to your advantage to use providers who are part of Deseret Mutual's national Preferred Provider Network whenever possible (please see page 31). You will still need to preauthorize any care you receive outside the SHC. (*Pg. 12, Student Health Plan Handbook, 2004–2005*)

Anti-Nepotism Policy for Internships

Purpose In the course of fulfilling graduation requirements for an internship, students will complete at least four credits of internship (200 hours of work). Since students receive grades and course credit for internship experiences, it is vital that the criteria for assessing student performance be as fair and objective as possible. This includes an evaluation process that is merit-based and free of favoritism. To help in this goal, the BYU Department of Exercise Sciences has put into place an anti-nepotism policy for internships.

Policy Students may not fulfill internships for which they receive grades or credit towards graduation under the supervision of any immediate family member. In addition, students may not fulfill internships for organizations owned or managed by any immediate family member. For the purposes of this policy, “immediate family” is defined as a spouse, parent, child, sibling, grandparent, aunt, uncle, first cousin, corresponding in-law, “step” relation, or any member of the student's household.

Housing Requirements during Your Internship

Students serving internships who are living in **non-BYU-contracted** housing (this includes when you are away from campus) are required to submit their housing information to BYU Off-Campus Housing to exempt them from the University policy requirement for single undergraduate students to live in BYU-contracted housing. Failure to do so will result in a \$25 **nonrefundable** fine being assessed to your account. If you are living in BYU-contracted housing while doing an internship in Provo or Orem or commuting to SLC, you don't need to submit any housing information. If you are not required to live in BYU-contracted housing, this doesn't apply to you (i.e., married, living at home, graduate student).

Call, fax, or e-mail the required information (see form in packet) to Mereane Ige, Off-Campus Housing, 801-422-5067 (ph), 801-422-0182 (fx), mi34@byu.edu. If you are not sure, please contact Mereane Ige to find out.

If you have questions, contact the Exercise Sciences Internship Coordinator in 106 SFH — Maggie Shibla ■ 801-422-2670 ■ maggie_shibla@byu.edu.

BRIGHAM YOUNG UNIVERSITY HONOR CODE

Students enrolled in an internship are expected to adhere to the BYU Honor Code. Some of the portions most applicable to an internship setting are stated below.

Brigham Young University exists to provide a university education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere can be preserved through commitment to conduct that reflects those ideals and principles.

As a matter of personal commitment, students, staff, and faculty of Brigham Young University are expected to demonstrate in daily living on and off campus those moral virtues encompassed in the gospel of Jesus Christ, and will:

Be honest

Live a chaste and virtuous life

Obey the law

Use clean language

Respect others

Abstain from alcoholic beverages, tobacco, tea, coffee, and drug abuse

Dress and Grooming Standards

The dress and grooming of both men and women should always be modest, neat and clean, consistent with the dignity of representing Brigham Young University and The Church of Jesus Christ of Latter-day Saints.

Modesty and cleanliness are important values that reflect personal dignity and integrity, through which students, staff, and faculty of BYU represent the principles and standards of the Church. These members of the BYU community commit themselves to observe the following standards, which reflect the direction of the BYU Board of Trustees and the Church publication—For the Strength of Youth:

Clothing should be modest in fabric, fit, and style, and appropriate for the occasion. Skirts and shorts should be knee length or lower. Clothing which is sleeveless, strapless, or revealing is not acceptable. Shoes should be worn in public . . . areas.

A clean and well-cared-for appearance should be maintained. Hairstyles should be clean and neat, avoiding extreme styles. Men's hair should be trimmed above the collar, leaving the ear uncovered. If worn, mustaches should be neatly trimmed. Earrings for men are unacceptable, and beards are not acceptable, except for certified medical reasons.

ECCLESIASTICAL ENDORSEMENT

Your annual ecclesiastical endorsement must be in effect during the semester of your internship.

Mutual Obligations

The following mutual obligations are outlined in the Master Internship Agreement between Brigham Young University and your internship provider. It is essential that each party meets all of its obligations. It is your responsibility to become familiar with the obligations required of the university, the provider, and **you**. If you have questions, or if these obligations are not being met, call your BYU Internship Advisor.

BYU SHALL

1. Assume general responsibility for the pre-internship orientation, academic instruction, advisement, and evaluation of the student.
2. Communicate and consult with the Experience Provider to facilitate the successful operation of the internship program.
3. Inform the student that he/she is subject to the general rules, policies, and procedures of the Experience Provider.
4. Respond in a timely manner via the BYU Faculty Advisor to any complaints concerning the student.
5. Approve, in consultation with the Experience Provider, the BYU students who will be placed in internships and the dates for which their internships will be in effect.
6. Cooperate with the Experience Provider in determining and formulating work descriptions and job assignments for the students.
7. Provide liability insurance to cover damage or harm caused by Intern in the amount of \$1,000,000 per person, per occurrence, \$3,000,000 in the aggregate.

THE EXPERIENCE PROVIDER SHALL

1. Accept a mutually approved student without discrimination because of race, color, sex, creed, national origin, religion, age, or disability.
2. Accept the primary responsibility for supervision and control of the student at the worksite.
3. Designate a qualified supervisor who will also serve as liaison with the BYU faculty advisor and the student.
4. Provide a work description and orient the student to the Experience Provider's rules, policies and procedures.
5. Evaluate the Intern's performance and notify BYU's Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern.
6. Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of BYU's program.
7. Comply with all the federal, state, local and municipal laws, ordinances and codes applicable to Experience Provider.

THE STUDENT SHALL

1. Be enrolled as an internship student.
2. Comply with all Experience Provider rules, policies and procedures.
3. Complete the internship during the dates specified unless modified by the Experience Provider and BYU.
4. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the BYU Faculty Advisor.
6. Complete all BYU academic assignments and course work as outlined by the applicable department.
7. Adhere to BYU's Honor Code and the Experience Provider's Standards of Personal Conduct and Dress and Grooming Standards.
8. Receive and read a copy of the Internship Master Agreement between BYU and the Experience Provider. I acknowledge that it is incorporated by reference into this Agreement and that I am bound by such terms and conditions therein which specifically apply to interns.
9. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
10. Authorize BYU's designated representative to grant permission for my necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.
11. Participation as an intern may involve risks not found in study at BYU. These include risks involved in traveling to and returning from place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
12. Be personally responsible for all housing, transportation, study, and other arrangements in connection with my internship and personally bear all associated costs. In addition, be personally responsible for any financial liability and obligation which I personally incur and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during my participation in the internship program. I understand that BYU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the internship. I understand that BYU is not responsible for matters that are beyond its control, including, without limitation, strikes, war, loss, or theft of personal belongings, delays, weather, acts of God, governmental restrictions or acts, errors, or omissions of third party providers of goods or services.
13. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter or incur as an intern.
14. Acknowledge and agree that BYU is acting as an internship facilitator only and that BYU will be neither responsible for nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events and outcomes caused by Experience Provider's actions, inactions or negligence, even if BYU has been advised of the possibility of such.
15. Acknowledge and agree that as an Intern, I am placed with the Experience Provider in order to receive educational experience as part of my academic curriculum; my duties performed as an Intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
16. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Brigham Young University in the creative work or internship performance without the express written permission of Brigham Young University.

**Example of
INTERNSHIP MASTER AGREEMENT
Brigham Young University**

This Agreement is entered into this _____ day of _____, 20____ (“Effective Date”) between Brigham Young University, a Utah nonprofit corporation and educational institution (“BYU”), and _____ (the “Experience Provider”) located at _____

1. PURPOSE. In order to facilitate internship opportunities and educational experiences for students, this Agreement is intended to govern the relationship between Experience Provider and BYU with respect to student interns from BYU in an internship arrangement with the Experience Provider.

2. GENERAL CONSIDERATIONS.

- 2.1 An internship is a cooperative student program between BYU and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction that help students of BYU (each an “Intern”) acquire skills and knowledge related to their chosen field of study or occupation.
- 2.2 This Agreement is effective as of the Effective Date and may be terminated by BYU or the Experience Provider for any reason by providing 90 days advance written notice to the other party.
- 2.3 Experience Provider and BYU shall each provide a contact person (the “Internship Coordinator”) for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Internship Coordinators for the Experience Provider and for BYU. Others may be designated in writing by the parties at any time.

	For Experience Provider:	For BYU:
Name	.	Maggie Shibla
Title	.	Internship Coordinator
Company	.	Department of Exercise Sciences
Address	.	106 SFH
		Brigham Young University
City/ST/Zip	.	Provo UT 84602-2244
Phone	.	801-422-2670 (Ph)
Fax	.	801-422-0555 (Fx)
E-mail	.	maggie_shibla@byu.edu (E-mail)

- 2.4 BYU and the Experience Provider agree to indemnify each other from any claims or liability, including reasonable attorneys’ fees, due to their respective negligent acts or omissions arising from the performance of this Agreement. Each party further agrees to have in effect insurance coverage to adequately underwrite this promise of indemnity.
- 2.5 Neither BYU nor the Experience Provider will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party’s actions, inactions or negligence. If, however, such claims disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both the Experience Provider and BYU, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.
- 2.6 This Master Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between BYU and the Experience Provider and their employees, interns, or agents; but rather is an Agreement by and among two independent contractors. Each intern is placed with the Experience Provider in order to receive educational experience as part of the academic curriculum; duties performed by an intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of the educational experience and are performed under direct supervision by the Experience Provider’s personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker’s compensation coverage for the interns participating in the educational experience.

- 4. RESPONSIBILITIES OF THE EXPERIENCE PROVIDER.** The Experience Provider shall:
- 4.1 Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of BYU's program;
 - 4.2 Orient the Intern to the Experience Provider's rules, policies, procedures, methods, and operations;
 - 4.3 Evaluate the Intern's performance and notify BYU's Faculty Advisor of any cause of dissatisfaction with or of any known misconduct on the part of the Intern;
 - 4.4 Comply with all the federal, state, local, and municipal laws, ordinances and codes applicable to Experience Provider;
 - 4.5 If applicable, pay the Intern the agreed upon rate of compensation for the term of the internship and fulfill all legal requirements related to Experience Provider's independent contractor/employment relationship with the Intern; and
 - 4.6 Accept the primary responsibility for supervision and control of the Intern at the internship site.
- 5. ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this agreement.

In witness whereof, the parties have affixed their signatures below:

Experience Provider

Brigham Young University

By: _____

By: _____

Printed Name: .

Printed Name: Adrienne Chamberlain

Date: _____

Date: _____

EXPERIENCE PROVIDER INTERNSHIP INFORMATION

Handout for Experience Providers/On-Site Supervisors

PHILOSOPHY

It is our goal that interns working with you will receive a broad-based, varied experience. Students should gain an understanding of the overall operation of your agency. Although interns may have a specific assignment, it is important for them to understand such things as the duties and responsibilities of key staff members, company policies and procedures, programs and services offered, company philosophies, and mission statements. During the length of the internship, please do not relegate an intern in an isolated environment where she or he is performing a repetitive assignment. A successful internship is one where there is a multi-level, multi-task involvement.

MECHANICS

Students are required to:

1. Register for EXSC 399R

399R

Undergraduate Exercise & Wellness students are required to complete four hours of internship credit. This means they must complete 50 hours of work for each credit hour, resulting in 200 hours of work. In some instances a student may not plan to work with your agency for all of the 200 hours. The student should make specific arrangements with you regarding the number of hours they will spend with you.

2. Meet your agency policies related to dress and grooming, work times, and standards of performance. Please be aware that students also must meet the standards of dress, grooming, and honor required by the university.
3. Complete written assignments in conjunction with their internship. These assignments are periodically submitted to the BYU Internship Advisor or Internship Coordinator.

YOUR AGENCY IS ASKED TO

1. Assign an Internship Supervisor who will mentor, instruct, and supervise on a daily basis. The Internship Supervisor should:
 - a. Have an initial meeting with the student to determine the student's specific needs and adapt the internship to meet his or her needs.
 - b. Review the intern's performance goals to determine if they are practical and attainable.
 - c. Meet at least once per week to discuss performance, progress, and problems.
2. Orient the intern concerning the broad operation of your agency.
3. Evaluate the performance of the intern midway and at the end of the internship. The student will provide you with the evaluation forms that are to be submitted to the BYU Internship Advisor.
4. Contact the Brigham Young University Internship Advisor if there are performance deficiencies or other problems.

EXSC 399R — INTERNSHIP IN EXERCISE & WELLNESS

Internship Report

Due Dates (All Semesters/Terms): *One week before last day of classes*—You may turn in your internship report after this date, but posting of the grade may be delayed. If you are graduating, please indicate that when you submit your report so your grade may be submitted on time.

Introduction

Exercise & Wellness is a discipline designed to assist individuals or groups in developing lifestyle changes supportive of an improved quality of life. The purpose of the internship is to provide students with hands-on experiences which will refine and clarify the principles of work site health promotion.

Prerequisites and General Information

1. Students must have satisfactorily completed **all** course work for the major (**B average minimum**) before starting the internship.
2. Internship registration may occur in the last semester or term before graduation. When internship registration occurs earlier, and you fail to complete all the requirements, a “T” grade will be given until the internship is completed. You are encouraged to complete your internship in two semesters/terms. However, at the end of the fourth semester, your grade will be changed to an “E.” Any hours previously completed will be lost, and you will have to reenroll and begin your internship from scratch.

Tuition for the internship is charged on a per credit basis. If you have a scholarship or some other financial aid, notify the Student Financial Aid Office of your plans and determine what effect your reduced credit hours, off-campus status, and internship salary may have. Any petition for deferring or pro-rating a scholarship must be made in advance.
3. Students should register for the EXSC 399R Exercise & Wellness Internship for four credits to receive credit for the internship (there are four different faculty who teach sections of this class). The internship requires a commitment of 50 hours of work per credit hour. The entire internship experience requires a minimum of 200 hours of work. If you do not complete 200 hours, you will receive a failing grade.
4. While completing the internship, remember that you represent BYU and its sponsoring agency. All standards applicable to resident students at BYU are expected of you during your entire duration as a student whether on or off the campus. Your conduct and performance is critical to our program and our continued relationship with the internship provider. Remember, employment may be established through the internship experience; be at your best. Treat your mentor and internship opportunity as though your professional future depended on it.
5. If your internship experience is terminated (before you have completed 200 hours) for reasons beyond your control, you may rest assured that such termination will not affect your grade. You will, however, need to find an additional experience provider to complete your internship requirements.
6. If your experience is terminated (before you have completed 200 hours) for reasons under your control, your grade may be affected. You will, however, still need to find an additional experience provider to complete your internship requirements.
7. Paid internships are sometimes available. Inquire as to financial arrangements when you make application.
8. All student interns are required to have medical insurance during their internship. Prior to beginning your internship, you need to show that you have your own acceptable insurance or must purchase University health insurance for the duration of the academic term of the internship. Students must fill out an insurance form to be covered by BYU while on the internship.
9. Students must also inform the Off-Campus Housing Office if they will be living in non-BYU-contracted housing (either locally or away from campus—such as when you complete your internship out of state). There is a form at the end of the packet.
10. Students are encouraged to complete their internship in two semesters/terms, but students must complete the internship within four semesters/terms (i.e., if you began your internship in Winter 2009, you need to have completed your internship and turned in your summary report by the end of Winter 2010).

Seeking an Internship

A comprehensive list of local, regional, and national internships is available online. Go to the BYU Home Page, click on Employment, then click on Internship Opportunities. In addition to all internships served by Exercise & Wellness students, this site has internship opportunities served in all disciplines across campus. The Exercise & Wellness opportunities include work site, fitness, hospital, government, and HMO settings.

Apply to one or more internship providers as soon as you decide when you will be available for internship activity. Send a resume of your academic preparation (not just a transcript) for the internship and a date when you would be ready to begin. It is highly recommended that you personally go to the site, meet the director, and introduce yourself as an Exercise & Wellness student looking for an internship experience. To qualify for an internship, most provider organizations are looking for:

1. A strong background in health promotion or exercise science with a good understanding of exercise testing and exercise prescription.
2. A [grade point average of B or better](#) in your major field of study.
3. Some practical hands-on experience in health promotion and adult fitness.
4. Successful completion of several business courses.
5. Certifications—(CPR, blood pressure, back care, First Aid instruction, W.S.I., aerobic evaluation, etc.)

Obtaining an Internship

Once you find an internship and are accepted, complete the Internship Application Worksheet and read the three pages following the form (BYU Honor Code, Mutual Obligations, and Internship Information). Transfer the information from this Worksheet to the online Internship Application (follow items 1–4 at the top of the Worksheet) tell you how to get to the application. Your application must be approved before you can register for EXSC 399R.

Academic Requirements

The next page is a one-page document detailing the academic requirements that you should print and carry with you during your internship. Refer to it often so you don't forget anything that should be included in your Summary Report.

Academic Requirements On Next Page



INTERNSHIP GRADE/ACADEMIC REQUIREMENTS

Summary Report

The grade for this class is derived from the report you submit describing your work experience. This report consists of five parts: a description of the place you worked, a description of its professional influence, a description of what you did for your learning experience (the journal portion and completing all 200 hours), a description of your internship project, and your personal evaluation of the experience. **PLEASE—DO NOT submit a summary report you expect to have returned. Plain paper is preferred (stapled or paper clipped). If you have photos you want to use, photocopy them or scan them and incorporate them into your report.**

A. *The Place You Worked* (agency or industry)

Describe this in as much detail as you can. Some points of interest would be: where located, what type of facility, its special characteristics, the services or products it produces, whom it serves, etc. Remember, the people who read this want to know if you were placed in a bona fide organization.

B. *Professional Influence*

Through interviews and other means, find out the academic degrees your supervisor(s) have, where they got their training, what professional associations they belong to, if they are active in developing state-of-the-art techniques, how long they have been in their profession, etc. Describe the organization rank and file of the agency or industry to show where you fit in the administrative scheme.

C. *Journal* (See Appendix D for a sample journal entry.)

This is the largest portion of the report; maintain daily or at least weekly logs of the things you do during your experience. Describe the day-to-day projects and tasks you complete. Include a running total of the hours completed up to the date of each journal entry. (See Appendix D.) Include professional relationships with other coworkers, a description of how you conducted an instructional project (your lesson plan and method of instruction would help), set up health fairs, conducted health screening projects, produced new articles or other published materials, learned new skills and organized and planned projects. You should include examples of what you did and other tangible evidence of your work.

The report should be more than just a journal of your internship experience. **You are expected to analyze your experience in terms of what you learn in relation to your previous class work and insights you gain.**

This section of your report should be at least ten pages.

D. *Internship Project*

Together with your internship on-site supervisor, propose, organize, and complete an internship project (*make sure you discuss your project with your BYU Faculty Advisor before you begin*). The purpose of the project is to make a contribution to the agency and to provide an opportunity for additional learning and involvement by the intern.

Some examples of past projects are:

- Develop and implement a new program, activity, or special event
- Develop a public relations brochure or slide presentation
- Plan and organize a special event like a fund-raiser
- Develop an instructional guide
- Design an exercise area
- Develop a manual for agency volunteers, student interns, etc.
- Conduct a feasibility study

A section of your summary report should include a detailed description of the project. Describe what you did. Were you successful? What problems did you encounter? If you were to do it again, what would you do differently? What did you learn from the experience? If you can, include any materials that resulted from the project.

E. *Personal Evaluation*

You are expected to fill out a personal evaluation of your internship experience and your performance in the program. Use the form found in Appendix C.

The entire report must be typed, have proper margins, titles, and footnoting when necessary. If you have brochures, bulletins, publications, etc., they should be included in an appendix. These will not be returned; use photocopies if you want to keep these items.

Supervisor Evaluations

Your on-site supervisor plays a key role in evaluating your performance as an intern. After 100 hours of your intern experience, your on-site supervisor should complete and return the mid-term evaluation found in Appendix A (it is your responsibility to see that he or she gets this form). The supervisor may use some other evaluation form or format if desired.

Ask your on-site supervisor to discuss the evaluation with you personally. At the end of your internship your on-site supervisor completes a final evaluation using the form found in Appendix B (it is your responsibility to see that he or she gets this form). You must ensure the supervisor receives and completes the form. No grade will be given until all forms are received by your BYU Faculty Advisor.

Summary of Internship Requirements

To receive a grade for the internship, you must complete and submit each of the following:

1. Summary Report
 - a. description of the place you worked
 - b. professional influence
 - c. journal
 - d. project description
 - e. personal internship site evaluation and statistical survey (Appendix C)
2. Supervisor Mid-term Evaluation (Appendix A)
3. Supervisor Final Evaluation (Appendix B)

Credit and Grading

Grades for the course are on an A to E basis. Grades for the course are based on an evaluation of the learning by the student during his or her internship.

Your BYU Internship Advisor will then submit a grade based on the following:

- Summary Report 40%
- Project 30%
- Mentor Evaluation 30%

Honor Code

During the internship you are expected to obey the BYU Honor Code. You are also expected to follow the BYU Dress and Grooming Standards during your internship experience.

Early or Unanticipated Termination

Student-employees or interns are expected to accept internship positions with a seriousness of purpose to perform their work accurately and responsibly. If the work performance does not meet established reasonable standards, the employer is not obligated to continue the student's employment/internship.

In the event that a problem or circumstance arises wherein it appears a student may be terminated, the employer must inform the student's BYU Faculty Advisor immediately. The situation should be explained and every attempt should be made to rectify the situation.

If an acceptable solution cannot be reached, after ample warning the student may be discharged from the position. Discharge may be for one of several nondiscriminatory reasons such as unsatisfactory performance, incompetence, irregular attendance, inability to perform expected tasks, habitual tardiness, unsatisfactory attitude, improper behavior, etc.

The circumstance that led to a student being discharged should be carefully documented and reviewed by the employer, supervisor, and academic advisor. As a safeguard for all parties, the case should be referred to the department chair, dean, and, if deemed appropriate, legal counsel.

Should you be terminated without ample warning, you should immediately telephone your BYU Faculty Advisor.

Faculty Advisors: Dr. Bruce Bailey 801-422-8674
Dr. Jim George 801-422-8778
Dr. Ron Hager 801-422-1183
Dr. James LeCheminant 801-422-1285

It is of great importance to you and to the University that your appearance, attitude, manner, and work performance be exemplary. Strive to develop professionalism in every way you can. Some facets that seem worth mentioning are:

1. A positive attitude towards your work and towards the people with whom you work.
2. Honesty, integrity, conscientiousness, and a willingness to accept responsibility.
3. Punctuality, initiative, and diligence in your work.
4. Interest in your work and a desire to learn.
5. The ability to admit mistakes and to learn from them.

Appendix A — AGENCY MID-TERM EVALUATION OF HEALTH/WELLNESS INTERN

<i>Student Name</i>	<i>Date</i>	<i>Student's Signature</i>	<i>Date</i>
<i>Internship Site</i>		<i>Agency Supervisor</i>	
		<i>Agency Supervisor's Signature</i>	<i>Date</i>
<i>University Advisor</i>		<i>University Advisor's Signature</i>	<i>Date</i>

Dear Supervisor: Please evaluate the performance of this student as an intern in your program. Compare the student with others you have supervised with comparable academic preparation. Narrative comments are particularly helpful. Your evaluation will contribute significantly to the grade received by this student. Your assistance is very much appreciated.

◆◆◆◆◆

Evaluation Procedure: Rate the student's performance in each area using a 5-point scale, (1) being the weakest performance and (5) being the best performance. Write "NA" for any item that does not apply.

Professional Characteristics						
5	4	3	2	1	NA	demonstrates vitality, enthusiasm
5	4	3	2	1	NA	dresses in a professional manner
5	4	3	2	1	NA	not tardy or absent except for emergency/illness
5	4	3	2	1	NA	flexible, able to deal with the unexpected
5	4	3	2	1	NA	shows initiative in performing tasks
5	4	3	2	1	NA	demonstrates consistent, sustained effort
5	4	3	2	1	NA	appears comfortable in role as intern
Interpersonal Relationships						
5	4	3	2	1	NA	communicates effectively with supervisors
5	4	3	2	1	NA	communicates effectively with participants
5	4	3	2	1	NA	works cooperatively with coworkers
5	4	3	2	1	NA	welcomes suggestions/criticisms
5	4	3	2	1	NA	maintains appropriate rapport with participants
Organization and Planning						
5	4	3	2	1	NA	demonstrates competence in planning
5	4	3	2	1	NA	plans for proper and efficient use of equipment
5	4	3	2	1	NA	states clear goals and objectives
5	4	3	2	1	NA	keeps notebook up-to-date and complete
5	4	3	2	1	NA	demonstrates a high level of preparation
Progress of Learning Goals						
5	4	3	2	1	NA	makes timely progress towards completion of goals
5	4	3	2	1	NA	applies individual effort to each learning goal (indicate level)
5	4	3	2	1	NA	approaches internship supervisor to pass off learning goals
5	4	3	2	1	NA	progresses toward completing internship project
Assessment and Evaluation						
5	4	3	2	1	NA	identifies participants or programs that need help
5	4	3	2	1	NA	keeps accurate and complete records
5	4	3	2	1	NA	uses a variety of evaluation techniques
Management Skills						
5	4	3	2	1	NA	begins classes or workshops promptly
5	4	3	2	1	NA	maintains standards of organization
5	4	3	2	1	NA	is aware of individual participants' interests, attention, and performances
<i>Additional comments regarding specific strengths or weaknesses of the student intern may be included on the back of this form.</i>						

Please mail this evaluation to the appropriate advisor as listed below:

Maggie Shibla, Internship Coordinator
 Dept of Exercise Sciences
 106 SFH
 Brigham Young University
 Provo, UT 84602-2244

Appendix C — STUDENT EVALUATION OF INTERNSHIP SITE

<i>Student Name</i>	<i>Date</i>
<i>Internship Site</i>	

Instructions: Please rate the strengths and weaknesses of the site in terms of meeting your needs as an internship student. Use the following scale:

1—excellent 2—more than adequate 3—adequate 4—fair 5—poor

1.	Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs, and projects.	1	2	3	4	5
2.	Provision of relevant experiences in administration, supervision, and leadership.	1	2	3	4	5
3.	Cooperation of agency staff to provide professional growth experiences through training programs, seminars, and similar activities.	1	2	3	4	5
4.	Provision of assistance in helping you meet your personal and professional goals and objectives.	1	2	3	4	5
5.	Possession of resources essential to the preparation of professional materials (library, equipment, supplies, etc.)	1	2	3	4	5
6.	Employment of qualified, professional staff with demonstrated capability to provide competent supervision.	1	2	3	4	5
7.	Adequate scheduling of conferences with you and ongoing evaluation of your performance.	1	2	3	4	5
8.	Allowance for relating classroom theory to practical situations.	1	2	3	4	5
9.	Willingness to listen to whatever suggestions or recommendations you might offer and to discuss them with you, explaining the rationale for their acceptance or rejection.	1	2	3	4	5
10.	Overall rating of internship site.	1	2	3	4	5

Additional comments:

Appendix D
SAMPLE JOURNAL ENTRY

Date: _____

Hours Completed This Week: _____

Total Hours Completed To Date: _____

Administration:

Personnel relations:

Not much today; received some replies to the flyer sent to families as per entry 5-6-06.

Operation policies/budget concerns:

I have collected some pamphlets on medical self-care in preparation for the promotion of our new self-care content area. I prepared a pay envelope insert which will be disseminated Friday to all employees in the shipping and quality control departments.

New experiences:

I presented two lectures today on fat intake and cardiovascular disease. The content of the lectures are as prepared and described in journal entry 5-27-06.

I also prepared a rough draft of a questionnaire to go to all middle management for determining how many need CPR certification renewal.

What I accomplished this week:

Developed a schedule for sign-up of those using the rowing machine and exercise bikes. There are too many at the lunch hour and too few at the mid-morning work break.

Performed pulmonary function test.

Other observations:

It seems to me the administration is going to have to deal with the issue of too many staff and not enough program participation. We have staff with too little to do. I suggested developing a "proselyting" system to get more people involved.

My evaluation—My evaluation of the days experiences is as follows:

Internship Housing Information

Students serving internships who are living in **non-BYU-contracted** housing (this includes when you are away from campus) are required to submit their housing information to BYU Off-Campus Housing to exempt them from the University policy requirement for single undergraduate students to live in BYU-contracted housing. Failure to do so will result in a \$25 **nonrefundable** fine being assessed to your account.

If you are living in BYU-contracted housing while doing an internship locally or commuting within Utah (like to SLC), you don't need to submit any housing information, but you **must** update your contracted residential address to where you're currently living.

Call, fax, or e-mail the required information (see below) to:

Mereane Ige
 Off-Campus Housing
 801-422-5067 (ph)
 801-422-0182 (fx)
mi34@byu.edu

If you have questions, contact the Exercise Sciences Internship Coordinator in 106 SFH — Maggie Shibla ■ 801-422-2670 ■ maggie_shibla@byu.edu.

PLEASE PRINT

Student Last Name, First Name		ID#		E-mail	
Internship Living Address				Emphasis	
City	State	Zip	Phone		
Experience Provider			Main Phone		
Internship Experience Provider Address			City	State	Zip
On-Site Supervisor			Direct Phone		
Position/Title			E-mail		
Enrollment Year	<input type="checkbox"/> Fall ____ (yr)	<input type="checkbox"/> Winter ____ (yr)	<input type="checkbox"/> Spring ____ (yr)	<input type="checkbox"/> Summer ____ (yr)	
Enrolled in	EXSC 399R/ Exercise & Wellness	Faculty Internship Advisors (<i>please indicate with whom you are working</i>): <input type="checkbox"/> Bruce Bailey 801-422-8674 . . . bruce_bailey@byu.edu <input type="checkbox"/> Jim George 801-422-8778 . . . jim@byu.edu <input type="checkbox"/> Ron Hager 801-422-1183 . . . hager@byu.edu <input type="checkbox"/> James LeCheminant . . . 801-422-1285 . . . lecheminant@byu.edu			
	# of Credits				
Duration of Internship	Begin Date:		End Date:		

Weekly Journal Entry — Exercise & Wellness Internship

<i>Name</i>	<i>Date</i>	<i>Hours completed this week</i>	<i>Hours completed to date</i>
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Administration (personnel relations, operation policies, budget concerns, etc.)

New Experiences

What I accomplished this week

Other observations

My evaluation of the week and goals for next week