

EXSC 688R – Graduate Health Promotion  
**INTERNSHIP**  
I N F O R M A T I O N

## General Information

Almost without exception, students find the internship to be one of their most valuable experiences during their education. An internship gives you an opportunity to apply conceptual, theoretical training in an environment closely related to your professional goals.

*Students are expected to find their own internships!*

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 contained in the internship packet.

You will work closely with a number of people, including your internship coordinator and Faculty Advisor at BYU and your on-site supervisor—make certain your expectations are the same as those of the experience provider and those of the supervisor(s) 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 Faculty Advisor.

**Department Internship Coordinator:**

Maggie Shibla  
106 SFH  
801-422-2670

**Graduate Health Promotion Faculty Advisor:**

Larry Tucker  
237 SFH  
801-422-4927

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

[http://exercisesciences.byu.edu/Portals/14/docs/Grad/688R\\_tucker.pdf](http://exercisesciences.byu.edu/Portals/14/docs/Grad/688R_tucker.pdf) (under Course Info and then Graduate)

## Finding an Internship

The **Internship Office** (<http://webpub.byu.edu/internships-byu/>) 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](http://www.internships.com)
2. Click on "Join" in the upper right hand corner of any page and complete the form.
3. Enter your first and last name, e-mail, and create a password.
4. Make sure you select your school from the drop-down menu and click "Sign Me Up!"

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 direction you would like to take your career and start searching websites of companies or databases that can help you progress toward your goals. 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 Career Placement 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 BYU's eRecruiting
- 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 Health Promotion 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 Wellness Clinic – Provo, UT
- Landover Athletic Club – Vancouver, WA
- TheCooper Institute, TX
- Y Be Fit (BYU) – Provo, UT
- Novell Wellness Program/BaySport, Inc. – 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 (IHC) – SLC, UT (*requires fingerprinting and background check*)

DEPARTMENT OF EXERCISE SCIENCES  
BRIGHAM YOUNG UNIVERSITY  
106 SMITH FIELDHOUSE  
PROVO, UTAH 84602-2244  
(801) 422-6507  
FAX (801) 422-0555



Dear Student:

The Department of Exercise Sciences is extremely pleased that you are ready to begin your graduate internship in Health Promotion internship. Almost without exception, students find the internship to be one of their most valuable experiences during their education. After your internship we hope that you will have a similar sentiment. The internship gives you a wonderful opportunity to make the “jump” from a purely academic setting into an environment closely related to your professional goals. It is a time when you can begin to apply conceptual, theoretical training in practical ways.

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 contained in this packet. The packet is designed to help you secure your internship and to be a guide during your internship so take the time to read and study it. It is important that you follow the deadlines closely.

It will be your responsibility to work closely with a number of people, including those associated with the internship experience provider, the supervisor at the internship site, and the Internship Coordinator. Make certain that your expectations are the same as those of the supervisor with whom you will be working (and the experience provider), the university, and your Department Internship Faculty Advisor. This common understanding will come from you fully understanding the requirements and obligations of the internship and then communicating openly with your on-site supervisor and your Department Faculty Advisor. If you encounter a problem during your internship, immediately discuss the matter with your experience provider supervisor and/or your Department Faculty Advisor.

We wish you every success as you complete this culminating experience. If you have questions, please feel free to contact your Department Faculty Advisor in 237 SFH or the Internship Coordinator in 106 SFH.

Sincerely,

A handwritten signature in cursive script that reads "Mel Olson".

Mel Olson  
Undergraduate Coordinator

# Department of Exercise Sciences — Internship Application Worksheet

(this information is needed to complete the online application — required before registration is allowed)

1. Gather the information requested on this form. **Your** information 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 APPROVED Internship Application link to complete online Internship Application, using the information gathered below.)
3. Enter all requested information and submit. After Dr. Tucker approves your application, it goes to the Internship Office for approval, and then you receive an e-mail saying you can register for the class. If there is an international aspect to the internship, the International Internship Coordinator will also have to approve 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](mailto:maggie_shibla@byu.edu).

**PLEASE PRINT**

Student Name		ID#	E-mail	
Address			Emphasis	
City	State	Zip	Phone	
Experience Provider			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	EXSC 688R	Section No. 001	# of Credits	<b>Graduate—Health Promotion—</b> Faculty Advisor: Larry Tucker ■ 801-422-4927 ■ <a href="mailto:tucker@byu.edu">tucker@byu.edu</a>
Duration of Internship	<b>Begin Date:</b>		<b>End Date:</b>	

- I am aware that health insurance is required and will have it in place when I begin the internship.
- I have notified the Off-Campus Housing Office of my living arrangements.
- I have read the 16 items below, the Honor Code, and Mutual Obligations and agree to follow them.
- I have read and understand the Internship Master Agreement.

Description of Internship / Responsibilities and Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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.

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Student's signature

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Date:

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Department Faculty Internship Advisor's signature

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Date:

## **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 your students 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)*

# Brigham Young University

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## Associate Academic Vice President's Office

July 28, 2009

**To:** Deans, Department Chairs, and Department Internship Coordinators  
**From:** Jeffrey D. Keith, Associate Academic Vice President, Kristine Hansen, Director of the Internship Office  
**RE:** Review/Oversight of Internship Programs and Retroactive Credit for Internships

### Overview and Definition

With this memo, we wish to remind you of some important matters related to student internships. In order to distinguish internships from summer jobs or other kinds of experiences that may contribute to students' education, we have specifically defined "internship" as follows:

An internship is an academic, curriculum-based practical work experience in a particular field of study that enhances student learning, and for which a student is enrolled. Primary supervision is by a qualified workplace supervisor; in addition, a discipline-specific faculty advisor monitors the student experience and academic assignments. Each internship experience counts for academic credit if it is guided by learning objectives set by the student and a faculty advisor.

With this definition in mind, we remind you again that (1) the responsibility for ensuring that internship programs meet all academic, legal, and ethical standards rests with the unit offering the internship credit; and (2) colleges and departments must not be involved in retroactively granting credit for internships for experiences students had in the past without being properly registered in a university internship course.

### Review and Oversight of Internship Programs

The University Internship Office doesn't have the resources to do regular and thorough program review of all the 107 internship programs on campus. Therefore, the responsibility for compliance with regulations and reviewing programs rests with the unit where the internship programs are located. The department/school must establish an internship oversight committee who will establish prerequisites and ensure proper student preparation. The department/school must also assign adequate supervision for the internship, including a faculty advisor or department administrator, to help the student set learning objectives for the internship, to mentor and monitor student progress, resolve concerns, and provide feedback to the student on a regular basis.

The University Internship Office will assist colleges and departments in building strong internship programs by training internship coordinators, discussing plans, and offering grant money. We hold a quarterly meeting for all internship coordinators to discuss and illustrate best practices. We also have prepared a book that outlines all of the rules and regulations that internship programs should follow. If you don't have a copy of the latest edition, issued in 2007, please contact Adrienne Chamberlain at 422-1480.

### Retroactive Credit

The University cannot grant retroactive credit for internship courses. This includes granting internship credit for past experiences or any experience that has already been completed or started without appropriate registration. Exams to "challenge" internship credit are not appropriate because they essentially constitute granting retroactive credit for hours of service rather than acquisition of academic content. The University requires students to apply and register for an internship **prior** to the start of the internship and within university registration deadlines (*see below*). Granting credit for internships requires enrollment in the class during the semester/term in which the student participates in the internship. If an internship extends to more than one semester or term, the student's registration must reflect the credit hours earned each semester or term.

### Registration Dates & Deadlines:

All registration transactions (add, withdraw, etc.) for internships are subject to university registration dates and deadlines. These dates and deadlines are as follows:

1. **Add Deadline** – The last day to 'add' classes is the 10<sup>th</sup> business day of a semester or 6<sup>th</sup> business day of a term. (Dropping classes during this time will result in the class being deleted from the transcript.)
2. **Withdrawal Deadline** – The last day to withdraw from a class is the 25<sup>th</sup> business day of a semester or 6<sup>th</sup> business day of a term. (Withdrawals result in a "W".)
3. **Discontinuance Deadline** – Students can discontinue (withdraw from all classes) from the university through the deadline, which is two weeks prior to the last day of class.

Occasionally, some internships begin after the add deadline. Students should still register for these internship courses prior to the add deadline. However, if registration is not possible prior to the deadline, students may request an exception to policy through the University Petitions Office (B-150 ASB).

## 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. Comply with all Experience Provider policies and procedures.
2. Complete the internship during dates specified, unless released by the Experience Provider, submitting all reports and assignments as required.
3. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
4. Report serious problems including physical, safety or personnel to the Experience Provider supervisor and the BYU Faculty Advisor.
5. Adhere to the BYU Honor Code and Dress and Grooming Standards.
6. Receive and read a copy of the Master Internship Agreement between BYU and the Experience Provider and agree to abide by its terms by clicking that you agree to the Student Internship Agreement when you complete your Internship Application **online**. (This document, Mutual Obligations, is your copy of the Master Internship Agreement.)
7. Be enrolled in an internship course.
8. Complete all BYU Internship assignments and course work as outlined by the applicable department.
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.

**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:**

Name .  
Title .  
Company .  
Address .  
  
City/ST/Zip .  
Phone .  
Fax .  
E-mail .

**For BYU:**

Maggie Shibla  
Internship Coordinator  
Department of Exercise Sciences  
106 SFH  
Brigham Young University  
Provo UT 84602-2244  
801-422-2670 (Ph)  
801-422-0555 (Fx)  
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.

- 2.7 The parties acknowledge and agree that it shall be the responsibility of each Intern to: (i) comply with the Experience Provider's policies and procedures; (ii) report any serious problems related to the Experience provider, including safety and personnel problems, to the Faculty Advisor at BYU and the Experience Provider; and (iii) maintain a health insurance policy in effect during the full period of any internship with the Experience Provider.

**3. RESPONSIBILITIES OF BYU.** BYU shall:

- 3.1 Provide course information and objectives, and ensure that each participating Intern meets academic and other qualifications that are consistent with the objectives and requirements of BYU's program;
- 3.2 Make reasonable efforts to ensure that each Intern from BYU is aware of Intern's responsibilities to abide by the terms of Section 2.7, and that each intern from BYU shall enter into a separate written agreement between BYU and the Intern ("Student Internship Agreement") identical to the agreement attached as Exhibit A;
- 3.3 Provide an administrative framework and a teaching faculty adequate in number, qualifications, and competence to develop and carry forward its instruction and supervision;
- 3.4 Ensure that for each internship, the Faculty Advisor of BYU (i) maintains ongoing contacts with the Intern and the Experience Provider, (ii) discusses the specifics and expectations of the internship with the intern and the Experience Provider, (iii) monitors the Intern's progress with the intern and the Experience Provider, and (iv) advises the Intern relative to a program of study related to the internship experience; and
- 3.5 Provide liability insurance to cover damage or harm caused by the Intern in the amount of \$1,000,000 per person, per occurrence, \$3,000,000 in the aggregate.

**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: \_\_\_\_\_

## Exhibit A

# Department of Exercise Sciences — Internship Application Worksheet

(this information is needed to complete the online application — required before registration is allowed)

1. Gather the information requested on this form. **Your** information 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 APPROVED Internship Application link to complete online Internship Application, using the information gathered below.)
3. Enter all requested information and submit. After Dr. Tucker approves your application, it goes to the Internship Office for approval, and then you receive an e-mail saying you can register for the class. If there is an international aspect to the internship, the International Internship Coordinator will also have to approve 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](mailto:maggie_shibla@byu.edu).

### ***PLEASE PRINT***

Student Name		ID#	E-mail	
Address			Emphasis	
City	State	Zip	Phone	
Experience Provider			Main Phone	
Address			City	State    Zip
On-Site Supervisor			Direct Phone	
Position/Title			E-mail	

Enrollment Year	<input type="checkbox"/> Fall _____	<input type="checkbox"/> Winter _____	<input type="checkbox"/> Spring	<input type="checkbox"/> Summer
Enrolled in	EXSC 688R	Section No. 001	# of Credits	Graduate—Health Promotion—Faculty Advisor: Larry Tucker ■ 801-422-4927 ■ <a href="mailto:tucker@byu.edu">tucker@byu.edu</a>
Duration of	<b>Begin Date:</b>		<b>End Date:</b>	

- I am aware that health insurance is required and will have it in place when I begin the internship.
- I have notified the Off-Campus Housing Office of my living arrangements.
- I have read the 16 items below, the Honor Code, and Mutual Obligations and agree to follow them.
- I have read and understand the Internship Master Agreement.

Description of Internship / Responsibilities and Duties: \_\_\_\_\_

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**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.

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Student's signature

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Date:

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Department Faculty Internship Advisor's signature

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Date:

# EXPERIENCE PROVIDER INTERNSHIP INFORMATION

## PHILOSOPHY

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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

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Students are required to:

1. Register for EXSC 688R

688R

Graduate students are required to complete three hours of internship credit. This means they must complete 50 hours of work for each credit hour, resulting in 150 hours of work. In some instances a student may not plan to work with your agency for all of the 150 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.

## YOUR AGENCY IS ASKED TO

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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.





### 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

<b>1.</b>	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
<b>2.</b>	Provision of relevant experiences in administration, supervision, and leadership.	1	2	3	4	5
<b>3.</b>	Cooperation of agency staff to provide professional growth experiences through training programs, seminars, and similar activities.	1	2	3	4	5
<b>4.</b>	Provision of assistance in helping you meet your personal and professional goals and objectives.	1	2	3	4	5
<b>5.</b>	Possession of resources essential to the preparation of professionals (library, equipment, supplies, etc.)	1	2	3	4	5
<b>6.</b>	Employment of qualified, professional staff with demonstrated capability to provide competent supervision.	1	2	3	4	5
<b>7.</b>	Adequate scheduling of conferences with you and ongoing evaluation of your performance.	1	2	3	4	5
<b>8.</b>	Allowance for relating classroom theory to practical situations.	1	2	3	4	5
<b>9.</b>	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
<b>10.</b>	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:

## Weekly Journal Entry — Health Promotion Graduate Internship

<i>Name</i>	<i>Date</i>	<i>Hours completed this week</i>	<i>Hours completed to date</i>
-------------	-------------	----------------------------------	--------------------------------

### **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**