



Springfield College Applied Exercise Science

Internship Manual

This manual will guide you through the process of finding a quality internship and successfully completing it. Included in this manual is a timeline for finding and arranging your internship, important points to remember, paperwork that needs to be completed, and other tips for you to consider.

This manual is simply a guide, remember to keep in close contact with your advisor and/or other Springfield College Applied Exercise Science faculty members as you begin the internship process.

Note: Always talk to your advisor or the faculty contact before contacting the site, some internship sites require that contact be made first by one of the faculty members.



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13 Steps to a Great Internship Experience

1. Important! - Read this Handbook.
2. Work with the Career Center to put together the perfect resume.
3. Talk to your advisor or the internship coordinator about your interest.
4. Visit/contact potential sites and supervisors for your internship.
5. Once you have obtained an internship site complete the AEXS Internship Form (Form 1) and give it to your academic advisor to sign.
6. Read and sign the Student Internship Contact Form.
7. Turn in a completed copy of Form 1, the signed Student Internship Contract Form, and a photocopy of your CPR/AED card to the internship coordinator by the specified due date.
8. Contact the internship site supervisor and obtain details on starting date, time, schedule, and location.
9. Register for AEXS 350/486.
10. Participate in the internship and complete the assignments as stated in the syllabus posted on the online course management system. You must adhere to all specified due dates.
11. Meet with your college supervisor after completion of the internship to submit the appropriate forms and the internship project.



General Comments Regarding Internship Experiences

Your internship experience will hopefully be a good one. Whether it is AEXS 350 and you are completing 90 hours or AEXS 486 where you will complete 400 hours, your internship experience should help guide you to where you want to be. These experiences can be completed in settings as diverse as strength and conditioning, clinical exercise physiology, personal training, corporate fitness, spa/fitness, and nutrition.

Not all internships are wonderful experiences (although most are). You may decide that what you are doing is not for you. Don't worry, knowing what you DON'T want to do is half the battle. Each experience provides an opportunity to learn, so take it.

Your internship should be a positive learning experience. As you begin looking for a potential site, make sure you locate a facility and a supervisor that lets you get in on the action, instead of just sitting around or folding towels. Different sites will have different expectations; it is up to you to find out what they are prior to your acceptance of an internship.

Professionalism

From the time you begin communicating with an individual at a potential internship site until successful completion of your experience you will be judged on your professionalism (both by your Springfield College faculty supervisor and your internship site supervisor). At Springfield College we maintain high standards for you throughout these experiences and it is up to you to meet and exceed them.

Professionalism should be a top priority in regards to written communication (emails, resumes, letters), phone conversations, personal interviews, and how you conduct yourself during your experience.

Professional behavior has a broad definition, and includes being on time and dressed appropriately, showing respect to those around you, knowing what your duties are and performing them daily without being told what to do, and being responsible for all the information that has come and continues to come your way.

Professionalism Checklist

- ▶ Communication (phone, written, and personal)
 - Voicemail - change your outgoing message so that it sounds professional: provide your name, eliminate background noise, speak clearly
 - Email - Utilize your SC email address. Do not use an email address with an inappropriate username
 - Written Communication - address all emails or written communications with proper titles (Mr. Ms. Dr., etc), do not type in all lowercase, check spelling and grammar
 - Verbal communication – address people by their proper title (Mr., Ms., Sir, Maim, Dr., Coach, etc.), do not use foul language when in the work environment regardless of what others at the site do, be respectful in all communications
 - Cell Phone Use – cell phones have become a huge issue in relation to professional behavior. Be sure to have an appropriate ring tone (we recommend you use a traditional style ring tone, not popular songs), turn your phone off and do not text or take phone calls when completing internship hours.
- ▶ Dress
 - Wear appropriate attire based on the facility. You may inquire with your site supervisor as to attire expectations.
 - Pants should be worn around the waist and undergarments should not be visible.
 - Shirts should fit appropriately and be long enough prevent exposure of midsection.
- ▶ Timeliness
 - It is imperative that you be on time for your internship. If you are going to be late or miss a day it is expected that you will call and inform you site supervisor. You should only be late or miss under extreme circumstances. Failing to show up on time or miss days will result in a reduction of your grade and will compromise your professional image.
- ▶ Responsibilities
 - Take your internship responsibilities seriously and give everything you do your best effort, regardless of how minor some tasks may be.

Remember, not only are you representing yourself during your internship, you are representing Springfield College and the Applied Exercise Science Program. Many of the relationships with our program go back many years and have been carefully developed and maintained. When it comes time to apply to graduate school, or for a job, and a letter of recommendation is needed, having done an outstanding job at your internship will make writing that letter much easier for both your faculty and site supervisor.

Selecting an Internship

Springfield College has relationships with organizations that span the country (and even the world), so picking an internship can be a daunting process. Some things to think about as you begin selecting potential sites:

- ◉ **When should I complete my internship experience (Fall, spring, or summer semester)?**
 - ◉ This decision is up to you and your advisor (if you are planning a summer internship it would be wise to consult your parents as well, due to the associated costs).
 - ◉ If you plan on completing AEXS 350 during the school year, be aware that you will still be taking classes and need to arrange your schedule accordingly.
 - ◉ If you take your internship during the school year the costs are included in your tuition (as long as you stay below 18 credits). However, if you decide to complete your internship over the summer, you will pay for each required credit (separate from tuition).
 - ◉ Some internships are only offered at certain times of the year, so do your homework and find out if the internship you are interested in is offered when you want to complete it.
- ◉ **Do I want to stay near Springfield College or home for the internship or would I rather travel to a new location?**
 - ◉ Again, a decision that needs input from you, your advisor, and your parents. Many students completing AEXS 350 stay near campus or home for the experience simply because they are taking other classes. However, if you complete this experience over the summer, feel free to go anywhere.
 - ◉ For those completing AEXS 486, the field is wide open. Many students choose to take advantage of the fact that their only requirement during this period is their internship, and travel far and wide. Our students have completed internships in Florida, California, Texas, Georgia, Mexico, and even Italy, just to name a few.
- ◉ **What about housing and food?**
 - ◉ Some of these more distant locations do offer you housing and food while you complete your experience. However, some do not. It is up to you to decide whether or not you can afford to complete your internship in this fashion.



Canyon Ranch, Lenox, MA

Selecting An Internship

WHAT TYPE OF INTERNSHIP AM I INTERESTED IN?

Strength and Conditioning



- **Strength and Conditioning, Clinical Exercise Physiology, Personal Training, Corporate Fitness, Spa and Wellness, Nutrition?**

➤ Depends on your interests. Think about what you want to do and what excites you. Go from there: talk with your parents, your advisor, other faculty members, and even those who have already completed their experiences. All of these conversations can be a huge help.

- **Do I have the necessary prerequisites to register for my internship?**

➤ You do have minimum standards to meet before you register for your internship. See the respective section that follows (AEXS 350 or AEXS 486) for specific requirements you must meet.

Personal Training



- **Do I have the necessary overall GPA to register for my internship?**

➤ You need an overall GPA of 2.75. You also need to have successfully completed the required core courses (C- or better).

- **Can my internship be paid?**

➤ Yes. Some internships are paid, most are not.
➤ That is up to each individual site.

- **What sites qualify?**

➤ You may choose to apply to one of our pre-approved sites or find your own site for your internship.
➤ If you are applying to sites that are not on our list you must find a site that meets the following requirements:

- ✓ The site supervisor must have a degree, Master's Degree is **STRONGLY** preferred, in exercise science or a related field, have experience in the field of exercise science (≥ 2 years **STRONGLY** preferred, and it is **STRONGLY** preferred that they possess a certification (NSCA, ACSM) in the field.
- ✓ Your internship responsibilities must be in the capacity of exercise science, not as an athletic coach.

Spa & Wellness



Applying for Internships

It is your responsibility to apply to various sites that are of interest to you to secure an internship. Some facilities have a formal application process while others do not. Regardless, it is recommended that you develop a well written cover letter and resume. If there is a formal application process for a given site, follow that process. If there is no formal process, mail a hard copy of your resume and cover letter to the facility and follow-up with a phone call within two weeks to ensure that they received your materials and inquire as to whether or not any internships are available.

Please see the Career Center, located in the Campus Union, for assistance in developing a well written cover letter and resume. The Career Center also provides help with interview preparation.

Cover Letter

Whether it is AEXS 350 or AEXS 486 you will undoubtedly write a cover letter introducing yourself to your potential site supervisor. This letter, along with your resume, will create a first impression; it needs to be done well. Your cover letter should include your intent, your qualifications and background, and your contact information, among other things. For cover letters, use a quality paper, NOT standard copier paper. Below is a sample cover letter:

Joe Smith
Head Strength Coach
College of Bigger, Faster, Stronger
1234 Strong Ave.
Springfield, MA 01109

October 19, 2008

Mr. Smith:

Enclosed you will find a copy of my resume. Please consider this as an application for the internship you are offering during the spring of 2009.

Presently I am a Junior at Springfield College and am majoring in Applied Exercise Science. I have completed an internship on campus and am now required to complete a 90 hour internship off campus. Some of the relevant coursework I have completed includes Anatomy and Physiology, Exercise Physiology, and Exercise Testing and Prescription. I am also certified by the American Red Cross in CPR and AED.

I feel that the program at Springfield College has prepared me well for work as an intern within your organization. Being a responsible and professional individual, I feel that I can be an asset to your team.

Thank you for your time and consideration; I look forward to hearing from you soon. Should you have any further questions, do not hesitate to contact me.

Sincerely,

Bob Smith
Box 1234
263 Alden Street
Springfield College
Springfield, MA 01109
413-123-4567
bsmith@spfldcol.edu

Resume

Much like your cover letter, your resume will provide your potential site supervisor with a first impression. Your resume will answer most questions for your supervisor: Is this student organized? Do they have the right qualifications? Can they write? Are they professional? That being said, your resume needs to be clearly written, organized, containing the correct information, and be presented in a simple and easily read format. For resumes, use a quality paper, NOT standard copier paper. Below is a sample resume:

Joe Smith											
	<table><tr><td>Current Address</td><td>Permanent Address</td></tr><tr><td>Box 1234</td><td>44 Azalea Way</td></tr><tr><td>263 Alden Street</td><td>Belchertown, MA 01007</td></tr><tr><td>Springfield College</td><td></td></tr><tr><td>Springfield, MA 01109</td><td></td></tr></table>	Current Address	Permanent Address	Box 1234	44 Azalea Way	263 Alden Street	Belchertown, MA 01007	Springfield College		Springfield, MA 01109	
Current Address	Permanent Address										
Box 1234	44 Azalea Way										
263 Alden Street	Belchertown, MA 01007										
Springfield College											
Springfield, MA 01109											
EDUCATION	<p>Springfield College, Springfield, MA Major: Applied Exercise Science Expected Date of Graduation: May 2009</p> <p>East Longmeadow High School, East Longmeadow, MA Diploma Received: June 2006</p>										
EXPERIENCE	<p>Customer Service, Macy's, Springfield, MA (June 2002 - May 2005) Dealt with customers and their concerns. Oversaw various department's cash receipts, and maintained a professional work environment.</p> <p>Server, Friendly's Ice Cream, Springfield, MA (December 2002 - May 2002) Provided customer service, served meals, and dealt with financial transactions</p>										
CERTIFICATIONS	American Red Cross CPR/AED ACSM - HFS										
MEMBERSHIPS	American College of Sports Medicine (April 2006 - Present) National Strength and Conditioning Association (May 2007 - Present) Applied Exercise Science Club (September 2006 - Present)										
ACTIVITIES	Member of Springfield College Varsity Volleyball Team (2006 - Present)										
References available upon request.											

AEXS 350 – Internship I

This is the 90 hour internship and is to be completed before the beginning of your senior year. Typically it is undertaken during the junior year or the summer after the junior year. (Note: AEXS 350 MUST be completed over a minimum of 10 weeks, i.e., you cannot complete 90 hours in 1-9 weeks).

Below is the list of AEXS courses that you must have successfully (C- or better) completed in order to be eligible for AEXS 350. You must also have the necessary overall GPA of 2.75

- AEXS 101 Introduction to Applied Exercise Science
- AEXS 284 On campus practicum
- AEXS 313 Exercise Physiology

CPR/AED

Also, you must have a copy of your current CPR/AED Certification Card on file with your advisor.



IMMUNIZ. **American Red Cross**
www.redcross.org



Learn and Live™

www.americanheart.org

Some sites may require immunizations, immunization records, blood work, and other paperwork. Ask your site supervisor what you need to complete. Get this done before the first day of your experience.

SPECIAL NOTE ON ASSIGNMENTS FOR ALL INTERNSHIPS

During each of your internships you will be responsible for several assignments for your faculty supervisor. These may include written progress reports, daily logs, and a final project. It is your responsibility to keep in touch with your faculty supervisor during your internship so that you can complete all assignments accordingly.

AEXS 350 Internship I

Description

This internship provides future exercise professionals with an opportunity to learn through assisting an experienced exercise science leader in health/fitness programs in clinical, agency, corporate, or institutional environments. Placement for fieldwork must be approved by the coordinator for applied exercise science fieldwork. The experience is arranged on an individual student basis and should reflect the student's professional and career aspirations.

Prerequisites: AEXS Major, AEXS 284, AEXS 313, CPR/AED Certification

Faculty Supervisor

At the beginning of the term, each student at a fieldwork assignment will be assigned to a faculty supervisor from Springfield College. The student and faculty supervisor will primarily be connected via Moodle. Students must maintain regular contact with their faculty supervisor throughout the experience. In addition to correspondence via Moodle, the faculty supervisor may also visit the fieldwork site; the student will be responsible for arranging a time that is mutually agreeable between the SC faculty supervisor and the on-site fieldwork supervisor.

Objectives

Upon completion of the fieldwork experience, the student should be able to realistically assess:

- His/her area of interest in the exercise science field;
- Qualities needed to be an effective exercise professional
- His/her command of subject matter and instructional strategies applied to the exercise science discipline;
- His/her current professional strengths and weaknesses, given the student's educational level and evolving trends in the field.

Requirements

I. Observation/field experience: minimum of 90 hours over a minimum of 10 weeks

- Observing, assisting the supervisor and, on assignment, assuming full responsibility for the presentation of instructional material and activity sessions;
 - Other duties can include; design of activity programs, design and presentation of physical fitness testing protocols, secondary assessment of written work.
 - Assisting the supervisor in the preparation for each activity session.
 - The student is expected to attend all assigned observation sessions as scheduled.

II. Individual conferences with supervisor to:

- Assist in planning activities
- Discuss the student's performance and participation
- Plan the progression of student responsibilities.

Written Work

Resume– Due Within Two Weeks of the Start of the Semester (5% of grade)

Students are required to submit a current copy of their resume on Manhattan within two weeks of the start of the semester. This will allow the faculty supervisor to become acquainted with the student and learn of his/her previous professional experience.

Initial Report & Schedule – Due Upon Completion of the First Week (5% of grade)

This report should include the name and title of your supervisors, or individuals you are working with; a copy of your job description; a brief description of the facility including a rough floor plan; your hours during the day; and your initial impressions of the program. In addition, a schedule chart should be created indicating the days and times you work.

Progress Reports – Due Upon Completion of 30 and 60 Hours (20 %)

These reports will serve as updates for your faculty supervisor at Springfield College. The reports should address the following areas:

- Professional Progress
- Types of activities you are involved in with your fieldwork
- Responsibilities

Final Project Report – Due one week prior to the last day of classes (30%)

****All Final Projects Options Must Be Approved By Your Faculty Supervisor and Internship Site Supervisor**

The final report should include the following sections:

- **Section 1** - A one-page description of your site. Including type of facility, number of clients, typical age of clients, male to female ratio, etc.
- **Section 2** – Daily log of your activities. You should keep a log of your hours and activities each day at the site. Each day should consist of an approximately ½ page summary of your activities.
- **Section 3** – Weekly hour sheets. **Your supervisor must sign all sheets.**
- **Section 4** – Choose the most appropriate option for you site from the following choices:
 - Option A – An example program you designed for a client of the facility or a program you would design for a client based on knowledge you gained during this experience. Also, an explanation of why you chose the type of program and exercises you used must be included in paragraph form. Your site supervisor must approve the program.
 - Option B – Detailed description of any special project your site supervisor involved you in (health promotion or marketing project for example).
 - Option C - An example program for a collegiate sports team. The training season for the team must coincide with the season in which you completed this internship. Also, an explanation of why you chose the type of program and exercises you used must be included in paragraph form. Your site supervisor must approve the program.
- **Section 5** – Overall summary of the project. Address issues such as: How was your overall experience? What did you learn from this experience? Was this a worthwhile experience for you? How could this experience be improved? How would you do things differently the next time?
- The final report is due one week after the internship experience has been completed

Supervisor Evaluation (40%)

You should review the evaluation with your supervisor before you leave the site. Be sure to remind your supervisor of this responsibility.

*****All Assignments Must Be Typed and Professional Looking. Assignments should be submitted via Moodle assignment links and not through email.**

*****Late assignments will result in a 10% grade deduction for each calendar day they are late.**

The faculty supervisor or fieldwork coordinator has the right to modify your grade or issue a failing grade if issues relating to professional conduct occur.

Grading Scale

93-100A	73-77 C
90-92 A-	70-72 C-
88-89 B+	68-69 D+
83-87 B	60-67 D
80-82 B-	< 60 F
78-79 C	

Timeline for completing AEXS 350 during FALL semester of your junior year:

Action	Date
Investigate and discuss opportunities with advisor, parents, and other students	Spring (Sophomore Year)
Contact potential internship sites	Spring (Sophomore Year)
Secure internship site for Fall*	Spring (Sophomore Year)
Register for AEXS 350	Spring (Sophomore Year)
Complete required paperwork**	Spring (Sophomore Year)
Contact internship supervisor prior to arrival	August (Prior to Junior Year)

*May require cover letters, resumes, and phone and personal interviews

**Required paperwork includes registering, filling out information sheet with advisor, and any other forms required by the site.

△ Several of these items need to be completed during the spring of your SOPHOMORE YEAR.

Timeline for completing AEXS 350 during SPRING semester of your junior year:

Action	Date
Investigate and discuss opportunities with advisor, parents, and other students	Fall (Junior Year)
Contact potential internship sites	Fall (Junior Year)
Secure internship site for Spring*	Fall (Junior Year)
Register for AEXS 350	Fall (Junior Year)
Complete required paperwork**	Fall (Junior Year)
Contact internship supervisor prior to arrival	Fall (Junior Year)
Begin internship experience	January (Junior Year)
Complete all assignments per syllabus and site supervisor	Fall (Junior Year)

*May require cover letters, resumes, and phone and personal interviews

**Required paperwork includes registering, filling out information sheet with advisor, and any other forms required by the site.

Timeline for completing AEXS 350 the SUMMER of your junior year:

Action	Date
Investigate and discuss opportunities with advisor, parents, and other students	Spring (Junior Year)
Contact potential internship sites	Spring (Junior Year)
Secure internship site for Summer*	Spring (Junior Year)
Register for AEXS 350	Spring (Junior Year)
Complete required paperwork**	Spring (Junior Year)
Contact internship supervisor prior to arrival	April/May (Junior Year)
Begin internship experience	May/June (Junior Year)
Complete all assignments per syllabus and site supervisor	Fall (Junior Year)

*May require cover letters, resumes, and phone and personal interviews

**Required paperwork includes registering, filling out information sheet with advisor, and any other forms required by the site.

**SPRINGFIELD COLLEGE
AEXS 350
Internship I
Student Evaluation**

Supervisor's Name _____
Name of Agency _____
Contact Information _____

Student's Name _____

Please rate using the following 1-5 scale:

1= Strongly Disagree 2= Disagree 3= Neutral 4= Agree 5= Strongly Agree

Evaluation of Students

- 1. The student was always on time:**
- 2. The student showed a sincere interest in the work experience:**
- 3. The student was enthusiastic in the instruction and guidance of clients:**
- 4. The student showed excellent knowledge of health/fitness related issues:**
- 5. The student showed the ability to design a comprehensive exercise program for a client:**
- 6. The student was able to thoroughly answer any questions you had about the program:**
- 7. The student was able to answer your general exercise questions:**
- 8. The student really worked hard on all projects assigned to them:**

9. The student always acted in a professional manner:

10. The student consistently asked for your feedback:

11. The student responded to your feedback in an appropriate manner:

12. You would like to have this student as a personal trainer in the future:

13. The student had a good overall knowledge base about exercise and fitness:

14. How would you rate this student on a scale of 1 - 5 (5 = highest rating)?

Please make any additional comments:

AEXS 486 – Internship II

This internship represents the culmination of your experience as an applied exercise science major at Springfield College. Typically it is undertaken during the spring of your senior year or the summer immediately following your senior year. You are required to complete 400 hours.

Below is the list of AEXS courses that you must have successfully (C- or better) completed in order to be eligible for AEXS 486. You must also have the necessary overall GPA of 2.75

- ▶ ALL AEXS COURSES MUST BE SUCCESSFULLY COMPLETED PRIOR TO THE COMMENCEMENT OF YOUR EXPERIENCE.
- ▶ ALL RELATED COURSEWORK MUST BE COMPLETED PRIOR TO THE COMMENCEMENT OF YOUR EXPERIENCE.
- ▶ ALL GENERAL EDUCATION REQUIREMENTS MUST BE COMPLETED PRIOR TO THE COMMENCEMENT OF YOUR EXPERIENCE

CPR/AED

Also, you must have a copy of your current CPR/AED Certification Card on file with your advisor.



American Red Cross
www.redcross.org



IMMUNIZATIONS, ETC.

Some sites may require immunizations, immunization records, blood work, and other paperwork. Ask your site supervisor what you need to complete. Get this done before the first day of your experience.

SPECIAL NOTE ON ASSIGNMENTS FOR ALL INTERNSHIPS

During each of your internships you will be responsible for several assignments for your faculty supervisor. These may include written progress reports, daily logs, and a final project. It is your responsibility to keep in touch with your faculty supervisor during your internship so that you can complete all assignments accordingly.

AEXS 486 Internship II

Description

This is a supervised, field-based experience that familiarizes students with the conditions, practices, and environmental settings where the aspired vocational roles are conducted. Placement for field experience must be approved by the coordinator for applied exercise science fieldwork. Information contained in the fieldwork application filed during the junior year is utilized in making specific assignments.

Prerequisites: senior status (99 S.H.), AEXS 360, AEXS 350 and AEXS 365, CPR/AED certification

Faculty Supervisor

At the beginning of the term, each student at a fieldwork assignment will be assigned to a faculty supervisor from Springfield College. The student and faculty supervisor will primarily be connected via Moodle. Students must maintain regular contact with their faculty supervisor throughout the experience. In addition to correspondence via Moodle, the faculty supervisor may also visit the fieldwork site; the student will be responsible for arranging a time that is mutually agreeable between the SC faculty supervisor and the on-site fieldwork supervisor.

Objectives

Upon completion of the fieldwork experience, the student should be able to:

- Demonstrate knowledge of various duties the exercise science professional must be able to perform in the vocational setting;
- Properly conduct pre- and post-exercise testing sessions;
- Design a comprehensive exercise programs for clients/athletes of varying fitness levels and personal goals;
- Assess his/her current professional strengths and weaknesses.

Requirements

I. Observation/field experience: minimum of 400 hours over a minimum of a 10 week period.

- Assisting the supervisor and, on assignment, assuming full responsibility for the presentation of instructional material and activity sessions.
 - Other duties can include; design of activity programs, design and presentation of physical fitness testing protocols, secondary assessment of written work.
 - Assisting the supervisor in the preparation for each activity session.
 - The student is expected to attend all assigned observation sessions as scheduled.

II. Individual conferences with supervisor to:

- Assist in planning activities
- Discuss the student's performance and participation
- Plan the progression of student responsibilities.

Written Work

Resume & Internship Schedule – Due Within Two Weeks of the Start of the Semester (5% of grade)

Students are required to submit a current copy of their resume on Manhattan within two weeks of the start of the semester. This will allow the faculty supervisor to become acquainted with the student and learn of his/her previous professional experience. In addition, a schedule chart should be created indicating the days and times you work.

Progress Report – Due upon completion of 200 hours (10 %)

This report should include the name and title of your supervisors, or individuals you are working with; a brief description of the facility including a rough floor plan; your hours during the day; your responsibilities; the types of activities you are involved with; and your impressions of the internship site. This report should be thorough and provide good detail about your experiences thus far.

Web-Based Classroom Discussion (10%)

You are required to participate in the web-based classroom discussion within Manhattan Virtual Classroom. Participation will take the form of questions and answers, informal discussions, projects, and sharing of information. You are required to comment on at least one response for each question asked.

Project – (30%)

Choose one of the following options for your project that is most appropriate for your fieldwork setting: **Your choice must be approved by your faculty supervisor and your internship site supervisor prior to beginning the project.**

Components that must be turned in with final project include:

- Final project (70 points)
- Final progress report (20 points)
- Signed Hour sheets (10 points if turned in on time with project)

Option 1: Case Study

Once you find an individual to be your case study volunteer, you are responsible for the following areas: health screening, pre- and post-testing, goal setting, complete an 8 week all inclusive training program, weekly progress charting, and a final report for the client. The write-up of the case study should include the following sections:

- Section 1 - A one-page description of your client. Including age, gender, occupation, family history, physical activity history, medical history (any contraindications to exercise), and personal goals of the exercise program.
- Section 2 - A summary of pre- and post-fitness testing results presented in table form. Additionally an explanation of the results including changes that occurred as well as comparisons to national norms must be included in paragraph form.
- Section 3 - An Outline of the 8-week exercise program you designed for the client in table form. Also, an explanation of why you chose the type of program and exercises you used must be included in paragraph form.
- Section 4 – Copies of the weekly progress charts you gave your client.
- Section 5 – Overall summary of the project. Address issues such as: How did your client do? What did you learn from this experience? Was this a worthwhile experience for you? How could this experience be improved? How would you do things differently the next time?

Option 2: Strength and Conditioning Program

You prepare a strength and conditioning program for an athletic team that has been approved by your faculty supervisor. The program will be based on the season that corresponds with your internship (i.e. pre-season, in-season, off-season). Each program should include resistance training, conditioning, flexibility, agility and plyometric exercises appropriate for the chosen sport.

Option 3: Special Project

If neither of the first two options are appropriate for your setting your project can be a detailed write-up of a special project your site supervisor involved you in (health promotion fair, budget, promotional, or marketing project for example). You must discuss the specifics for the write up of this project with your college fieldwork advisor if you choose this option.

*****The final project must also include the Final Progress Report**

You should address the same issues as in the previous reports, but also include your feelings on the overall experience you had. If this is not included you will receive a zero for this component of the overall final project.

*****This report should also include all hour sheets signed by your supervisor.** A final grade will not be submitted until signed hour sheets have been turned in to your faculty supervisor.

Supervisor Evaluation (45%)

You should review the evaluation with your supervisor before you leave the site. Be sure to remind your supervisor of this responsibility.

*****All Assignments Must Be Typed and Professional Looking. They should be submitted through Moodle assignments and not via email.**

*****Late assignments will result in a 10% grade deduction for each calendar day they are late.**

The faculty supervisor or fieldwork coordinator has the right to modify your grade or issue a failing grade if issues relating to professional conduct occur.

Grading Scale

93-100A	73-77 C
90-92 A-	70-72 C-
88-89 B+	68-69 D+
83-87 B	60-67 D
80-82 B-	< 60 F
78-79 C	

Timeline for completing AEXS 486 during SPRING semester of your senior year:

Action	Date
Investigate and discuss opportunities with advisor, parents, and other students	Fall (Senior Year)
Contact potential internship sites	Fall (Senior Year)
Secure internship site for Fall*	Fall (Senior Year)
Register for AEXS 486	Fall (Senior Year)
Complete required paperwork**	Fall (Senior Year)
Contact internship supervisor prior to arrival	December/January (Senior Year)
Begin internship experience	January/February (Senior Year)
Complete all assignments per syllabus and site supervisor	Spring (Senior Year)

*May require cover letters, resumes, and phone and personal interviews

**Required paperwork includes registering, filling out information sheet with advisor, and any other forms required by the site.

Timeline for completing AEXS 486 the SUMMER after your senior year:

Action	Date
Investigate and discuss opportunities with advisor, parents, and other students	Spring (Senior Year)
Contact potential internship sites	Spring (Senior Year)
Secure internship site for Summer*	Spring (Senior Year)
Register for AEXS 486	Spring (Senior Year)
Complete required paperwork**	Spring (Senior Year)
Contact internship supervisor prior to arrival	April/May (Senior Year)

*May require cover letters, resumes, and phone and personal interviews

**Required paperwork includes registering, filling out information sheet with advisor, and any other forms required by the site.

******If all other requirements are complete, you can walk with your class at graduation******

**SPRINGFIELD COLLEGE
AEXS 486
Fieldwork in Health/Fitness
Student Evaluation**

Supervisor's Name _____
Name of Agency _____
Contact Information _____

Student's Name _____

Please rate using the following 1-5 scale:

1= Strongly Disagree 2= Disagree 3= Neutral 4= Agree 5= Strongly Agree

Evaluation of Students

- 1. The student was always on time:**
- 2. The student showed a sincere interest in the work experience:**
- 3. The student was enthusiastic in the instruction and guidance of clients:**
- 4. The student showed excellent knowledge of health/fitness related issues:**
- 5. The student showed the ability to design a comprehensive exercise program for a client:**
- 6. The student was able to thoroughly answer any questions you had about the program:**
- 7. The student was able to answer your general exercise questions:**
- 8. The student really worked hard on all projects assigned to them:**

9. The student always acted in a professional manner:

10. The student consistently asked for your feedback:

11. The student responded to your feedback in an appropriate manner:

12. You would like to have this student as a personal trainer in the future:

13. The student had a good overall knowledge base about exercise and fitness:

14. How would you rate this student on a scale of 1 - 5 (5 = highest rating)?

Please make any additional comments:

Schedule of Hours

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 - 7:00 am					
7:00 - 8:00 am					
8:00 - 9:00 am					
9:00 - 10:00 am					
10:00 - 11:00 am					
11:00 am-12:00p					
12:00 - 1:00 pm					
1:00 - 2:00 pm					
2:00 - 3:00 pm					
3:00 - 4:00 pm					
4:00 - 5:00 pm					

If place of activity varies please note where you will be on each day.

Student Name _____

Address _____

Telephone _____

E-mail _____

Worksite Supervisor Name _____

Address _____

Telephone _____

Attach directions/map to fieldwork, etc.

** Should be returned to college supervisor after first week in fieldwork.*

Applied Exercise Science Major Internship Information Form Form 1

Please Print Legibly

Student: _____ Semester: _____

Advisor's Signature: _____

AEXS 350: _____

AEXS 486: _____

Dates: _____

Student Information

Mailing Address: _____

Phone Number: _____

email Address: _____

Site Information

Site: _____

Site Supervisor: _____

Mailing Address: _____

Phone Number: _____

Fax Number: _____

email Address: _____

Take Note:

This form will not be processed unless:

- 1. Your advisor has signed it**
- 2. A photocopy of your CPR /AED card is attached**

Departmental Information (office use only)

Signed Affiliation Agreement Yes / No Date: _____

Faculty Supervisor: _____

Applied Exercise Science Major Student Internship Contract Form

I _____ have fully read the internship manual and I
(print full name)
am aware of and understand the following:

- I am not allowed to start my internship hours until Springfield College has received a copy of the signed affiliation agreement back from my internship site and I am registered for the course
- The internship hours must be completed over a minimum of 10-weeks
- The expectations of professionalism as stated in the internship manual
- That it is my responsibility to complete all assignments according to the deadlines specified on the syllabus and submit the assignments via the online course management system
- To utilize my Springfield College email address throughout the duration of my internship
- That it is my responsibility to ensure that my site supervisor receives a copy of and completes and returns my evaluation form to my faculty supervisor at the completion of my internship

Signature

Date

FIELDWORK SITES

Strength & Conditioning

[Athlete's Edge](#)

[Athlete's Performance](#)

[Athletic Evolution](#)

[Arizona State University](#)

[Binghamton State University](#)

[Boston College](#)

[Bucknell University](#)

[Carmichael Training Systems](#)

[College of Holy Cross](#)

[Cushing Academy](#)

Future Fitness Sports Specific Training (Pete Asadourian, 860-614-0799; futurefitness01@aol.com)

[Georgia Tech](#)

[Harvard University](#)

[International Performance Institute](#)

[Louisiana State University](#)

[NSCA World Headquarters](#)

[Parisi Performance](#)

[Pittsburgh Pirates](#)

[Poliquin Performance Center East](#)

[University of Maryland](#)

[University of Massachusetts](#)

[University of Oklahoma](#)

[Velocity Sports Performance](#)

[Buffalo Bills](#)

[Train4TheGame](#)

[United States Olympic Training Centers](#)



Spa and Wellness

[Canyon Ranch](#)

[Cranwell Resort](#)

[Rancho Lapuerta](#)

[YMCA Silver Bay](#)

FIELDWORK SITES

Clinical Exercise Physiology

[Baystate Medical Center](#)

[Cooper Aerobic Institute](#)

[Med X of Estes](#) (Andy Collingwood, 970-577-0174)

[Quincy Medical Center](#)



Fitness

[Advocate Fitness](#)

[Akron General Medical Center](#)

[Briggs Wellness Center](#)

[Century Fitness](#)

[Equinox Fitness](#) (Johanna Subotovsky, 646-871-7429; jsubotovsky@equinoxfitness.com)

[ESPN](#) (Michael Deangelo, 860-766-9020)

[FitCorp](#)

[Fitwell Associates](#)

[Harvard University Fitness Center](#) (Dawn Murdock, 671-496-8770; macfit@fas.harvard.edu)

[HealthTrax](#) (Matt Tyson; West Springfield, 413-781-0181; Geoff Sullivan; East Longmeadow, 413-525-3931)

[LifeTime Fitness](#) (Tara Steinbach, 952-229-7651; tsteinbach@lifetimefitness.com)

[Mass Mutual](#)

[MedFit](#)

[One80 Fitness](#)

[Premier Health and Fitness Services](#)

[Pro Fitness Health Solutions](#)

[Taking Care Center](#)

[The Health Fitness Corporation](#) (Elizabeth Cecere; Elizabeth.cecere@fmr.com)

[Two Liberty Place Fitness Center](#) (Amanda Vihlen, 215-761-4626; amanda.vihlen@cigna.com)

[Whitaker Wellness Center](#)

[YMCA Auburn, ME](#)

[YMCA Torrington, CT](#)

[YMCA Springfield, MA](#)

