

HED 627L: Internship in Health Promotion Checklist of Professional Activities, Spring 2010

You must complete the following checklist prior to enrolling in HED 627L: Internship in Health Promotion. If you have any questions along the way, please contact your Faculty Advisor. (If you do now know who your Faculty Advisor is, check the Health Promotion Blackboard site).

1.	Draft resume.	Date done: _____
2.	<p>Meet with College of Education Career Center staff in BEL 1005:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Get feedback & finalize your resume <input type="checkbox"/> Explore possible internship sites <input type="checkbox"/> Review feedback from previous interns <input type="checkbox"/> Identify internship site(s) you are interested in and submit application to site <input type="checkbox"/> Visit the CHES, ACSM, and NSCA-CPT websites and decide which professional certification is best for you. 	<p>_____ Date done: _____</p> <p>Signature of Academic Advisor; BEL 1005</p>
3.	Attend College of Education Career Center professional development activity of your choice (Career Panel or Career Fair) or meet with Career Services and receive an alternate assignment.	<p>_____ Date done: _____</p> <p>Signature of Academic Advisor; BEL 1005</p>
3.	Meet with your Faculty Advisor to discuss your internship plans, as well as your career goals and certification goals.	<p>_____ Date done: _____</p> <p>Signature of Faculty Advisor</p>

Recommended Professional Activities (check if completed)

Become an active member of the KIN Club. _____

Describe:

Seek work or volunteer experience in professional areas of interest. _____

Describe:

Application for Internship
HED 627: Internship in Health Promotion

The University of Texas
Department of Kinesiology and Health Education

Name _____ UT EID _____

Cell Phone: _____ Email: _____

- 1) Have your degree plan reviewed by an Academic Advisor.

Academic Advisor Signature:

Date Reviewed

(Richard Hogeda, Jason Gentry or Jessica Silva in BEL 1005)

- 2) Overall GPA _____ (note: you must have a GPA of 2.5 to enroll in HED 627L or have passed or show proof of enrollment to sit for an approved certification exam)

List any courses remaining to be taken (a maximum of 3 hours remaining is strongly encouraged):

- 3) Brief statement of your professional career goals:

INTERNSHIP SITE INFORMATION

(20 hrs/wk minimum onsite [30 during summer] from 1st class day until the UT final exam period; check "Internship Contract" for specific dates).

Supervisor(s): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____

Email: _____

Website: _____

**HED 627L: Internship in Health Promotion
The University of Texas at Austin
Spring 2010 Internship Contract**

Dear Onsite Supervisor,

Thank you so much for your willingness to supervise a student intern from the University of Texas at Austin majoring in Health Promotion. In an effort to enhance the quality of the experience for both the student intern and the site, UT has developed an "Internship Contract" to be signed by both the student and Onsite Supervisor. Please go over this contract with your student intern, and if you agree with the responsibilities, please provide your signature.

Please don't hesitate to contact me (cell 512-567-1204; UT 512-232-3535; or email MSteinhardt@austin.utexas.edu) if I can answer any questions or provide assistance in any way.

Sincerely,

Dr. Mary Steinhardt
Internship Coordinator

Student Intern

1. I have read, understand and will adhere to the student internship expectations presented in the internship notebook. Prior to signing this internship contract, I will give my Onsite Supervisor a copy of the internship notebook, explain it, and answer any questions.
2. I look forward to representing the University of Texas at Austin and doing an outstanding job. Throughout my internship, I will take responsibility for initiating the learning process. I will be proactive in meeting and seeking feedback from my Onsite Supervisor. Further, I will keep my Onsite Supervisor up-to-date with respect to my progress on the internship notebook.
3. I will work onsite a minimum of 20 hours/week from January 19th through May 7th and meet weekly with my Onsite Supervisor to plan, discuss my progress, and seek constructive feedback.
4. I commit to the following four agreements each day during my internship: I will choose my attitude; always do my best; arrive on time each day; and act professionally in all interactions.

Student Signature: _____ **Date:** _____

Onsite Supervisor

1. I agree to meet weekly with the UT student intern, communicate expectations, provide constructive feedback, and serve as mentor.
2. I agree to assist the student intern in identifying an internship project culminating experience that is mutually beneficial to the site and the student's education.
3. I agree to assist the student intern in creating educationally valuable learning goals 7, 8, and 9 that are mutually beneficial to the site and the student's education.
4. I agree to monitor the student's progress on all learning goals and sign-off on each goal only when the learning goal is completed and of high quality.
5. I agree to complete a mid-term (by March 11th) and final evaluation (by May 7th) for the student intern, as well as sit down with the intern and discuss the evaluation.

Supervisor Signature: _____ **Date:** _____

Request to Take Field Work Or Internship

The University of Texas
Department of Kinesiology and Health Education
Undergraduate Level – Health Promotion

THIS FORM MUST BE SUBMITTED TO BEL 222 BEFORE YOU WILL BE ALLOWED TO ENROLL IN CLASS. BE SURE ALL ITEMS ARE COMPLETED BEFORE SUBMITTING FOR APPROVAL.

Name: _____

UT EID: _____

Address: _____

e-mail: _____ Phone: _____

UNIQUE NUMBER for the course in which you will enroll: _____

_____ HED 327L Please indicate: _____ Personal Training
(327L=135-160 hours/semester) _____ Exercise Testing
_____ Health Promotion

_____ HED 627L: Internship in Health Promotion
(627L=270-320 hours/semester)

Semester: _____, 20____ Professor: _____

Have you completed the following courses?

	YES	NO	ENROLLED
Human Anatomy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physiology of Exercise	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management of Sport and Health Promotion Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diagnosis and Evaluation of Fitness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundations of Health Promotion I	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Evaluation and Research Design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Epidemiology in Health Promotion	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Techniques in Fitness Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundations of Health Promotion II	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Brief Description of Fieldwork or Internship:

Who will your On Site Supervisor be?: _____

Phone: _____ **Email:** _____

Signatures

STUDENT: _____

Professor of Proposed Fieldwork or Internship: _____

DEPARTMENT CHAIR: _____

APPROVED

DATE

YOU MUST ADD THE CLASS AFTER BEING CLEARED.