

**THE UNIVERSITY OF TEXAS AT AUSTIN
DEPARTMENT OF KINESIOLOGY AND HEALTH EDUCATION
COLLEGE OF EDUCATION**

**HED 627L
UNDERGRADUATE STUDENT HEALTH PROMOTION
INTERNSHIP NOTEBOOK
Spring 2010**

WHAT IS THE ROLE OF MY ONSITE INTERNSHIP SUPERVISOR?

Your onsite internship supervisor is a professional who has agreed to help provide you with an educational opportunity. You should contact your supervisor to seek guidance and assistance as needed. It is very important that you observe the following rules of professional conduct:

1. Respect the time of your supervisor. Request an appointment when you need to communicate with him or her. It is suggested that you meet weekly with your supervisor.
2. Request that your supervisor check-off each "Learning Goal" only when it is completely finished. Of course, be sure to provide your supervisor with information about your progress on the "Training Activities" and the written answers to the "Assignments."

WHAT ARE MY LEARNING RESPONSIBILITIES?

Your responsibilities are to:

1. Initiate the learning process during your internship. Be proactive!
2. Find answers to questions outlined in each "Learning Goal" by reading, observing, assisting or performing specific activities.
3. Use your time wisely and respect the time of others.
4. Write complete answers to all learning goal "assignments."
5. Be impeccable with your word; don't take things personally; don't make assumptions; always do your best!

INTRODUCTION

The student, with input from his or her UT advisor or other designated faculty member, will select the internship site and develop learning goals and activities. This notebook has been prepared to help you get the most out of your internship experience. It is designed for you to use as a tool that will give structure to your internship. It contains guidelines to help you organize your work schedule, keep track of your hours, keep a journal of your activities, and document your learning goals. The completed notebook including all written assignments, support information, journal entries, documentation of learning goals, and quality of the internship project culminating experience will play an important role in determining your final grade. Your notebook should be kept up to date at all times. Share the contents of your notebook with your onsite supervisor and UT advisor over the period of your internship.

The Undergraduate Internship Notebook

1. Before beginning your internship, read and sign the "Student Intern Agreement."
2. Review the remainder of the notebook so that you completely understand what is expected of you. Your UT advisor will answer any questions that you may have about your internship or about this notebook.
3. As soon as possible upon arrival at your internship site, arrange to meet with your onsite supervisor to discuss:
 - a. your "Weekly Schedule"
 - b. your "Weekly Journal"
 - c. your plans for professional certifications
 - d. your individual learning goals
 - e. a schedule for completing your "Learning Goals"
 - f. possibilities for an "Internship Project"
 - g. any responsibilities you may be assigned
4. Begin working on your "Learning Goals" according to the schedule established by you and your onsite supervisor. You should complete one learning goal about every two weeks. In the weekly journal, describe your activities, progress toward your learning goals and reflections on your personal and professional experiences related to your internship. Copies of your weekly journal entries must be submitted to your UT advisor weekly. Be sure to have your onsite supervisor sign off on each learning goal as soon as you complete it.
5. Coordinate a meeting between yourself, your faculty supervisor and your internship supervisor at least once during the internship to discuss your progress.
6. Present, in person or by mail if your internship is out of town, your complete student intern notebook to your UT advisor (see due date on the course syllabus) in order to receive your final grade. A complete notebook will include all the required original documents and appropriate supporting materials.

STUDENT INTERN AGREEMENT

The University of Texas at Austin

Below is a list of performance standards and an ethical code of conduct that you are expected to live by during your internship experience. When you are confident that you fully understand this agreement sign your name.

1. You will be expected to work a minimum of 12 weeks and 270 documented onsite hours. Your internship must start no later than the first day classes begin at The University and continue until the last day of classes. Coordinate your work schedule with your onsite supervisor. You are also required to attend a monthly internship meeting held at UT (note: this requirement may be waived depending on the location of your internship).
2. It is the responsibility of the student intern to make certain that both intern evaluation forms are completed by your onsite supervisor. The "Student Mid-Term Evaluation" should be completed mid-way through your internship. At the completion of the internship, you should have the "Final Evaluation of Health Promotion Internship" form completed. Your onsite supervisor should review both of these forms with you.
3. During the internship, the student will be considered as a staff member and will therefore be subject to the individual rules, regulations and holiday schedules of each internship site. Student interns are responsible for demonstrating perfect attendance except in the case of illness or legitimate emergency. Your onsite supervisor and UT advisor must approve any other reason for absence. Tardiness is unacceptable. The student intern will arrive each morning or afternoon at the time specified by the onsite supervisor. You are responsible to communicate any exceptions of this policy to your UT advisor.
4. Students are to adhere to the "Professional Ethics for the Student Intern" listed below:
 - a) All information about participants is to be kept confidential.
 - b) Show high regard for each participant; show enthusiasm for each area of the program that you work or teach in.
 - c) Be courteous toward all participants.
 - d) Be concerned with what your participants are achieving rather than with impressions being made on your internship site supervisor or your UT advisor.
 - e) Consider yourself a member of the community in which you are working and act accordingly.
 - f) Be a good example to your participants in every way - physically, mentally, socially and ethically.
 - g) Recognize that each participant is an individual; take into consideration individual abilities, interests, and capacities for learning.

- h) Refrain from imposing your own religious or political views upon participants; exhibit a broad-minded, tolerant attitude toward other groups and individuals.
 - i) Student interns must dress in a manner that is exemplary of a health promotion professional representing The University of Texas at Austin.
6. Student interns must demonstrate the ability to accept suggestions and/or criticisms expressed by the onsite supervisor and the UT advisor, and subsequently, make an effort to overcome identified weaknesses or deficiencies.
7. Student interns should willingly accept assignments given to them and should demonstrate initiative to complete the six Learning Goals and Internship Project Culminating experience included in their notebook, as well as an additional three Learning Goals to be determined by the onsite supervisor and the undergraduate student intern. Direct any questions or concerns regarding assignments to your onsite supervisor and UT advisor.

I, (print name) _____ understand the student internship expectations presented above and look forward to representing The University of Texas at Austin and doing an outstanding job.

Signature _____ Date _____

UT Advisor _____ Date _____

UNDERGRADUATE STUDENT INTERN WEEKLY WORK SCHEDULE

**Department of Kinesiology and Health Education
College of Education
The University of Texas at Austin**

Student _____ Home Phone _____

Email Address: _____

Internship Site _____

Internship Address _____

_____ City State Zip

Internship Supervisor _____

Supervisor's Phone Number _____ Email _____

Work Schedule

	<i>Mon</i>	<i>Tues</i>	<i>Wed</i>	<i>Thurs</i>	<i>Fri</i>	<i>Sat</i>
<i>6:00</i>	_____	_____	_____	_____	_____	_____
<i>7:00</i>	_____	_____	_____	_____	_____	_____
<i>8:00</i>	_____	_____	_____	_____	_____	_____
<i>9:00</i>	_____	_____	_____	_____	_____	_____
<i>10:00</i>	_____	_____	_____	_____	_____	_____
<i>11:00</i>	_____	_____	_____	_____	_____	_____
<i>12:00</i>	_____	_____	_____	_____	_____	_____
<i>1:00</i>	_____	_____	_____	_____	_____	_____
<i>2:00</i>	_____	_____	_____	_____	_____	_____
<i>3:00</i>	_____	_____	_____	_____	_____	_____
<i>4:00</i>	_____	_____	_____	_____	_____	_____
<i>5:00</i>	_____	_____	_____	_____	_____	_____
<i>6:00</i>	_____	_____	_____	_____	_____	_____
<i>7:00</i>	_____	_____	_____	_____	_____	_____
<i>8:00</i>	_____	_____	_____	_____	_____	_____

This work schedule must be completed and a copy emailed to your university advisor during the first week of your internship. Be sure to keep an original copy in your notebook. If any changes occur during the duration of your internship, another form should be completed and emailed to your university advisor.

UNDERGRADUATE STUDENT INTERN MID-TERM EVALUATION
Department of Kinesiology and Health Education
College of Education
The University of Texas at Austin

Student Name _____ Internship Site _____

Supervisor _____ Date _____

Evaluation Procedure: Rate the performance of the student for each item using a 5 point scale, (1) being the worst performance and (5) being the best performance. Write "NA" for any item that does not apply.

Professional Characteristics:

- | | |
|--|---|
| _____ demonstrates vitality, enthusiasm | _____ shows initiative in performing tasks |
| _____ dresses in a professional manner | _____ demonstrates consistent, sustained effort |
| _____ not tardy or absent except for emergency/illness | _____ appears comfortable in role as intern |
| _____ flexible, able to deal with the unexpected | |

Interpersonal Relationships:

- | | |
|--|---|
| _____ effectively communicates w/ supervisors | _____ receptive to suggestions/criticisms |
| _____ effectively communicates w/ participants | _____ appropriate rapport w/ participants |
| _____ works cooperatively with co-workers | |

Organization and Planning:

- | | |
|--|--|
| _____ demonstrates competence in planning | _____ demonstrates a high level of preparation |
| _____ plans for proper & efficient use of equip. | |
| _____ states clear goals and objectives | |
| _____ notebook is kept up to date & complete | |

Progress on Learning Goals:

- | | |
|--|--|
| _____ initiated meeting with supervisor to create learning goals | _____ progress of internship project |
| _____ initiates weekly meeting with supervisor to discuss learning goals | _____ timely progress towards completion of learning goals |
| _____ approaches internship supervisor to pass off learning goals | _____ level of individual effort applied to each learning goal |

Assessment and Evaluation:

- _____ identifies participants or programs that need help
- _____ keeps accurate and complete records
- _____ uses a variety of evaluation techniques

Management Skills:

- _____ begins classes or workshops promptly
- _____ maintains standards of organization
- _____ is aware of individual participants, their interest, attention, and performance

Additional comments regarding specific strengths or weaknesses of the student intern may be included below (use additional pages as needed).

**LEARNING GOAL NUMBER 1
BE A STAFF MEMBER**

Training Activities

1. Read the program "employee policy" manual.
2. As appropriate, interview the program manager and determine his or her major responsibilities (see assignment number 1 below).
3. Meet with another employee and ask for help in sketching a rough organizational chart.
4. Meet and memorize the names of all the employees in your program.
5. Attend at least 2 staff meetings.
6. Read the book: Lundin, S.C., Paul, H., & Christensen, J. (2000). *Fish: A Remarkable Way to Boost Morale and Improve Results*. New York: Hyperion
7. Read the book: Farley, T., & Cohen, D.A. (2005). *Prescription for a healthy nation: A new approach to improving our lives by fixing our everyday world*. Boston: Beacon Press.

Assignments

1. Write a description of the primary job responsibilities of the manager and of at least 3 additional key employees.
2. Include a sketch of the organizational chart.
3. Write a minimum 3-page summary of what you learned from reading *Fish: A Remarkable Way to Boost Morale and Improve Results* as well as how you are applying the material learned to your internship experience.
3. Answer questions on blackboard with respect to the book *Prescription for a healthy nation: A new approach to improving our lives by fixing our everyday world*.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

LEARNING GOAL NUMBER 2
PROGRAMS AND SERVICES and EMERGENCY PROCEDURES

Training Activities (Programs and Services)

1. Review the details of all programs and services including: special events, exercise classes, seminars, workshops, etc.
2. If appropriate and applicable, observe at least 3 “new participant” orientations. (Not an equipment orientation, rather, an introduction to the program).

Assignments (Programs and Services)

1. Describe the details of “how to get enrolled in the program.” The description should include costs, features, restrictions and benefits.
2. Describe the details of at least 3 programs offered through your internship site.

Training Activities (Emergency Procedures)

1. Read and attach a copy of the emergency procedures.
2. Obtain a copy of an accident report from your internship site. Where are these kept? When they are filled out, to whom are they submitted?

Assignments (Emergency Procedures)

1. Complete and submit a sample accident report.
2. Write a description of the normal procedures for minor injuries.
3. Identify where supplies are kept for minor injuries.
4. Describe the procedure that should be followed in the event of a serious accident or injury.
5. Get your CPR certification through the American Red Cross or the American Heart Association. Include a copy with this learning goal.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

LEARNING GOAL NUMBER 3
BUILDING A FOUNDATION OF RESILIENCE

Training Activities

1. Read the book: Johnson, S. (1998). *Who Moved My Cheese?* New York: G. P. Putnam's Sons.
2. Read the book: Loehr, J., & Schwartz, T. (2003). *The Power of Full Engagement*. New York: The Free Press.

Assignments

1. Identify up to five personal and five professional changes or stressful situations you have been dealing with during your internship experience. Write them down.
2. Write a minimum of 3-page summary including what you learned from reading "Who Moved My Cheese", as well as how you are applying the material learned to your internship experience. Specifically, how did the book help you with respect to the personal and professional changes or stressful situations you identified above?
3. Write a minimum of 3-page summary including what you learned from reading "The Power of Full Engagement", as well as how you are applying the material learned. Specifically, what steps are you taking to become more fully engaged in your life, both personally and professionally?
4. Listen to the four session online program "*Transforming Lives Through Resilience Education*". Complete the assignments at the end of each module and put them in your notebook along with the certificates of completion. You can find the online program at:
"*Transforming Lives Through Resilience Education*"
<http://www.utexas.edu/education/resilience/viewings>
Look on blackboard (under course documents) for directions to log onto the site and complete the program for free (DO NOT pay the \$80 to take the class, for you it is free ☺); however, you must go through TXshop and sign up).

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

LEARNING GOAL NUMBER 4
PRESENTATION SKILLS and MARKETING

Training Activities (Presentation Skills)

1. Attend at least 5 separate presentations. These can be any type of presentation for any type of purpose. Take notes on presentation ideas that you observe.

Assignments (Presentation Skills)

1. Under direction of your supervisor make 3 separate presentations.

Training Activities (Marketing)

1. Read all program brochures, flyers and other marketing material that is available (within reason).
2. Review all posters for events held over the past two years (if available).
3. Speak to the staff member at your internship who is responsible for program marketing about the principles of writing a good marketing plan.

Assignments (Marketing)

1. Under the direction of your supervisor or other staff member, write a marketing plan for a specific program or activity.
2. Under the direction of your supervisor or other staff member, use a computer to make a brochure or flyer for your program.
3. Under the direction of your supervisor or other staff member, make a poster or bulletin board. Include a photograph in your documentation.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

LEARNING GOAL NUMBER 5
TAKING INITIATIVE

Training Activities

1. Read the book: Blanchard, K., Lacinak, T., Tompkins, C., and Ballard, J. (2002). *Whale Done: The Power of Positive Relationships*. New York: Simon & Schuster.
2. Use the ideas presented in the book, “Whale Done” to enhance your working relationship with others.

Assignments

1. After you have been at your internship site for at least six weeks, ask yourself, “what one operational detail or facility or programming weakness you could change or improve?” Record at least five ideas.
2. Discuss your ideas with your supervisor. Write a paragraph summarizing this meeting.
3. Make a step-by-step plan to implement your idea.
4. With the approval of your supervisor, make the change. Write a minimum of 3-page summary describing what you initiated and the results of your initiative. Include in your summary how you used the book “Whale Done” to build the necessary positive relationships to enable you to affect change. Also, describe how the book was useful to you to initiating and implementing your idea.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

LEARNING GOAL NUMBER 6
BECOMING A CERTIFIED HEALTH EDUCATION SPECIALIST (CHES) OR OTHER
CERTIFICATIONS MOST APPROPRIATE TO YOUR CAREER GOALS

Training Activities

1. Complete the core competency assessment and analysis for the CHES exam.
2. Make a plan for studying for the CHES exam and for taking the CHES exam. Outline your plan. The CHES exam is now offered twice each year. Candidates have three hours to answer 150 multiple-choice questions based upon the seven core competency areas. For more information see: www.nchec.org/

Assignments

1. Document what you did to study for the CHES exam. Study a minimum of 50 hours.

NOTE: You may substitute another certification for the CHES if most appropriate for your career goals (e.g., ACSM, NSCA-CPT). If you choose this option, create new training activities and assignments.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

LEARNING GOAL NUMBER 7

(To be determined by student and onsite supervisor; once you and your supervisor agree on the content for learning goals 7, 8, and 9, email your proposed training activities and assignments to your UT Advisor; see course syllabus for due date)

Training Activities

Assignments

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

LEARNING GOAL NUMBER 8
(To be determined by student and onsite supervisor)

Training Activities

Assignments

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

LEARNING GOAL NUMBER 9
(To be determined by student and onsite supervisor)

Training Activities

Assignments

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

LEARNING GOAL NUMBER 10
INTERNSHIP PROJECT CULMINATING EXPERIENCE

Training Activities

1. Discuss internship project opportunities with your internship supervisor by the end of the second week of your internship. Possibilities might include some type of promotional, research or evaluation project.

Assignment

1. Decide on your culminating experience and type a one-page description on the following page.
2. With the signed approval of your onsite internship supervisor, complete your project and type a summary (not to exceed 5 pages) of what you did and how you did it.
3. Prepare a powerpoint slide presentation covering your internship project, as well as your entire internship experience.

I certify that the training activities and assignments contained in this learning goal have been satisfactorily completed.

Intern

Date

Internship Supervisor

Date

INTERNSHIP PROJECT CULMINATING EXPERIENCE

This description should serve as your action plan for your internship project.

Intern

Date

Internship Supervisor

Date

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 1 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 2 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 3 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 4 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 5 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 6 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 7 Dates _____

WEEKLY JOURNAL

NAME _____

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 8 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 9 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 10 Dates _____

WEEKLY JOURNAL

NAME _____

- Take time each day to reflect upon your internship experiences
- Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)
- Summarize your weekly meeting with your onsite supervisor
- Summarize your progress on your learning goals
- Summarize how you looked for opportunities to grow
- Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive
- Outline anything you might need from your UT advisor
- This is an important assignment; write a complete page for each week

Name _____

Week 11 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 12 Dates _____

WEEKLY JOURNAL

Take time each day to reflect upon your internship experiences

Keep a weekly journal below of your experiences and thoughts (e.g., what you accomplished during the week and how you feel about it)

Summarize your weekly meeting with your onsite supervisor

Summarize your progress on your learning goals

Summarize how you looked for opportunities to grow

Summarize how you became aware of your strengths as well as weaknesses; describe how you were proactive

Outline anything you might need from your UT advisor

This is an important assignment; write a complete page for each week

Name _____

Week 13 Dates _____

FINAL EVALUATION OF HEALTH PROMOTION UNDERGRADUATE INTERNSHIP
Department of Kinesiology and Health Education, College of Education

Student Name: _____ *Semester:* _____

Internship Site: _____

Enter X in the appropriate Blank (NA if not applicable):

	Excellent	Good	Satisfactory	Unsatisfactory
Dress and Grooming	_____	_____	_____	_____
Enthusiasm	_____	_____	_____	_____
Poise and Confidence	_____	_____	_____	_____
Patience and Courtesy	_____	_____	_____	_____
Attendance	_____	_____	_____	_____
Punctuality	_____	_____	_____	_____
Initiative and Resourcefulness	_____	_____	_____	_____
Acceptance of Criticism	_____	_____	_____	_____
Interest in Participants	_____	_____	_____	_____
Appropriate Rapport with Participants	_____	_____	_____	_____
Knowledge of Health Promotion Concepts	_____	_____	_____	_____
Preparation for Internship Responsibilities	_____	_____	_____	_____
Organizational Skills	_____	_____	_____	_____
Leadership Skills	_____	_____	_____	_____
Communication Skills	_____	_____	_____	_____
Ability to Evaluate and Make Adjustments	_____	_____	_____	_____
Care of Facilities	_____	_____	_____	_____
Records and Reports	_____	_____	_____	_____

Suggested Grade: _____ *Date:* _____

Comments (continue on additional page if needed):

 Supervisor

Phone: _____

 Address

STUDENT EVALUATION OF INTERNSHIP EXPERIENCE

Internship Site: _____ Semester: _____

Internship Address: _____

Internship Supervisor: _____ Phone: _____

Instructions: Please rate the strengths and weaknesses of your internship experience using the following scale:

- 5 = excellent
- 4 = more than adequate
- 3 = adequate
- 2 = less than adequate
- 1 = poor
- NA = not applicable

- _____ 1. Adequate arrangements were made to orient you to the internship site.
- _____ 2. Acceptance of you as a functional member of the internship site staff, willingness to integrate you into all appropriate levels of activities, programs, and projects.
- _____ 3. Provided professional growth experiences through training programs, seminars, and/or developmental activities.
- _____ 4. Assisted in helping you meet your personal and professional goals and objectives.
- _____ 5. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
- _____ 6. Adequate scheduling of conferences with you and ongoing evaluation of your performance.
- _____ 7. Willingness to listen to suggestions or recommendations you might offer, and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.
- _____ 8. Your supervisor expressed interest in you as a person and as a student intern.
- _____ 9. Your supervisor responded to your questions/concerns and consistently helped you work towards solutions.
- _____ 10. The overall quality of your internship experience.

