Exercise Science B.S. Degree

Internship Handbook

Georgia State University
College of Education
Department of Kinesiology and Health
University Plaza
Atlanta, Georgia 30303
Phone: (404) 413-8050
Fax: (404) 413-8053

Georgia State University, a unit of the University System of Georgia, is an equal educational opportunity institution and is an equal opportunity/affirmative action employer.
Department of Kinesiology and Health

Exercise Science Major - B.S. Degree
Guidelines for KH 4750 Practicum and KH 4760 Internship

PURPOSE

The purpose of the internship is to afford the student practical experience in planning, organizing, assessing, and implementing programs in exercise science including, but not limited to, industrial fitness, health clubs, rehabilitation clinics, wellness centers, and athletic clubs. A student can select more than one site and divide time between the sites to gain multiple exposures. A minimum of 375 hours are required for the internship. Typically, a student will work 25 hours a week during a 15 week semester. For summer internships, a student completes the internship over the May and Summer sessions combined (11 weeks), and 34 hours a week are required. To select a site for the internship the student should consult with their KH advisor in the Exercise Science program. NOTE: KH 4750 and KH 4760 are graded S/U.

SITE REQUIREMENTS

Potential agencies for internship experiences are expected to meet the following criteria:

1. The site supervisor must be degreed in Exercise Science, Physical/Occupational Therapy, or Athletic Training to supervise the student.

2. The program at the site is expected to provide an opportunity for well rounded experiences in exercise science (fitness evaluation, prescription, rehabilitation procedure, or related experiences).

3. Opportunities should be provided for the student to evaluate fitness or wellness, discuss results, write prescriptions, and counsel clients.

4. Additionally, the site supervisor may have special projects for the student to work with.

A list of potential sites is on the KH website.
Exercise Science Internship Guidelines

I. Planning for the Internship
   A. Application and Advisement
      1. The student must apply for the internship by the deadline date assigned for the semester you wish to intern prior to actual placement by completing the forms in this handbook.
      2. The forms are:
         a) Exercise Science Internship Initial Report
         b) Clinical Agreement Request Form if a new site or renewal
         c) Insurance certificate or Memorandum of Insurance (MOI). No receipts of payment will be accepted since this does not indicate that you are covered and for what amounts.
         d) Resume
         e) CPR card copy – must be valid through the end of your internship – those that expire during the internship will not be accepted.
         f) Check List – included in this packet
   B. Prerequisites
      1. Students should have completed all course work before doing an internship, including core classes. This means that Area A-G must be completed.
      2. Laura Abbott will verify your D2L program evaluation.
   C. Registration
      1. When approved (all paperwork has been turned in, and your site contract has been fully executed), Laura Abbott will contact Jamillah Rahmaad to approve you to register yourself for the course. Please make sure all holds on your account are removed.
      2. No other course work should be taken during the semester of the internship, unless it is for a pre-requisite for graduate school that is NOT related or required for the Exercise Science degree.
      3. Students will also be registered for KH 4750 – the ACSM test
      4. Total number of hours for these two courses is 6 hours
II. Evaluation

A. Criteria for Grade – The grade for the internship (S/U) will be determined by Laura Abbott, MS, LMT using evaluations by the site supervisor as well as other information.

B. Supervisor Rating
Two ratings of the student by the site supervisor are required. They are submitted with the student’s midterm and final reports. A sample copy of the rating form can be found on the KH website under “Current Students” and on D2L under KH 4750.

FINDING YOUR INTERNSHIP SITE

The best way to find an internship site is to use the list of approved internship sites on the KH website and call the site. Identify yourself as a prospective GSU intern and arrange for an on-site interview if they are accepting interns. Do NOT arrange an internship by telephone. Students must go to the prospective site with their resume and interview. Signatures are required in the Initial Report.

START/END DATES FOR INTERNSHIPS

- Fall/Spring Semesters: The start date is the first day of classes and the last day is the last day of classes (not the week of finals).
- Summer Semester: The first day of May-Mester and ends the last day of the 7-week summer semester classes (not the week of finals)

EXTRA INFORMATION FOR SOME SITES

Some clinical internship sites require additional materials (Piedmont Hospital and many other hospitals). These materials usually include a criminal background check, drug screen, proof of immunizations, as well as other requirements. The cost can run between $70.00 to 204.00. It is the responsibility of the student to submit these additional materials required by the site and pay any associated costs. Please see within this handbook requirements for Piedmont and Northside Hospitals.

KH 4750

Students enrolled in the KH 4750 Practicum in Exercise Science will find all procedures for taking the American College of Sports Medicine (ACSM) Health Fitness Instructor (HFS) or Clinical Exercise Specialist (CES) exam on D2L under the KH 4750 syllabus. Please be aware of deadline dates that will be emailed to your student email address and your site supervisor via the Welcome Letter. This email is sent 1-2 weeks prior to the start of your internship. All students whose program evaluation from D2L indicates a catalog edition of Fall, 2007 or later are required to take this exam as part of the practicum requirements.
While you do not have to pass this test, you will need to retake it if you do not pass on the first attempt. If you must retake the test, ACSM requires you to wait at least 15 days, therefore, plan your timing accordingly. If your retake is after the last day of classes for the semester of your internship, your graduation will be delayed by 1 semester.

KH 4800 Option in lieu of Internship

Research is an option to all students in lieu of an internship. Students must still register for KH 4750, but will not register for KH 4760. Procedures for research are as follows:

1. Contact and interview with one of the KH PhD faculty to discuss research they are doing in order to find what interests you.

2. Confirm that they are accepting undergraduate interns

3. Ask the PhD you choose and has accepted you to email Laura Abbott to confirm that you have been accepted as a research assistant for your stated semester.

4. You MUST have this set up and confirmed via email by the same deadline date as internship paperwork. NO EXCEPTIONS.
Responsibilities of the Parties

It is understood that responsibilities of the internship are shared between the University (Department), the student, and the agency of assignment. The student responsibilities are set forth as follows:

Student Responsibilities:

1. To have a prepared vitae.
2. To be dependable, arrive on time, do assigned work conscientiously, inform the supervisor when absence will be unavoidable.
3. To display initiative at all times.
4. To be professional in appearance: neat, clean, and suitably dressed.
5. To act in a professional way: be courteous, discreet, reliable, objective, non-defensive and logical.
6. To strive toward excellence at all times.
7. To strive to exceed performance expectation whenever and wherever possible.
8. To question the agency personnel and the university coordinator about incompletely understood facets of the experience in order to maximize learning.
9. To file all reports and evaluation forms on time.
10. To complete satisfactorily all of the requirements for the internship.

Preparation for the internship:

1) At least two semesters before the internship is to begin, the student should attend an internship information meeting.
2) Make sure all materials necessary for registration for the internship have been submitted to the Supervisor.
3) Follow the time line for submitting materials distributed or discussed at the meeting.

Please scan and email all materials as we are trying to go paperless!!
LIABILITY INSURANCE

Agencies where you can obtain liability insurance include the following:

Option 1:   Agency - Healthcare Providers Service Organization Purchasing Group -
HPSO American Casualty Company of Reading, P A

   This is the better option, but please remember, these companies are NOT open on the
weekends and it will take 48hrs to get your certificate. Do not wait until the last minute to
purchase as we have no control over their schedule.

   401 Penn St.
   Reading, P A 19603
   Phone - 1-800-982-9491 Internet- www.hpso.com
   They provide $1,000,000 liability per occurrence student coverage at a cost of $25 -
40.00. You apply as an Exercise Physiology student.

Option 2:   Company: Marsh, A Service of Seabury & Smith

   Has been known to be problematic.

   75 Remittance Drive
   Suite 1788
   Chicago, IL 60675-1788
   Phone: 1-800-503-9230
   internet: www.proliability.com

   ***Apply under student. If Exercise Science is not an option for your major, please
use Physical Therapy Aide/Assistant. Please do not use Physical Therapist since this
is not your major.

BACKGROUND CHECKS

   Students requiring a background check for their particular internship site can go to the
following website link for GSU to obtain information and a link. This will be out of pocket
expense for the student.

   http://education.gsu.edu/student-services/office-of-field-placements/criminal-background-
   checks/
Student Check List

Student Name:_________________________________________

Semester of Internship _____________

Completed Initial Report _____________

Site Agreement (if needed) _____________

Insurance Certificate/MOI _____________

CPR Card(good thru _____________ Expiration________ end of internship

Resume _____________

Please scan and email all materials as we are trying to go paperless!!

When you have checked off all the items on this list, scan and email your entire packet in this order with this checklist on top to Laura Abbott at labbott64@gsu.edu NO LATER than the assigned deadline date.

NOTE: Any packets not turned in by the deadline date will have to wait until the following semester to begin his/her internship.
**B.S. Exercise Science Internship**

**Initial Report**

**Instructions:** To be completed by the student and returned to Laura Abbott by assigned deadline date with completed packet

Term of Internship: Semester_________ Year_______ Date of Application __________

Student Name _____________________________________________________________

Student Panther ID Number ______________________Student E-mail _______________

Student **Current** Address __________________________________________________

__________________________________________________________________________

Student Telephone Number **(including Area Code)** ____________________________

Agency Assigned ___________________________________________________________

Agency Address ____________________________________________________________

__________________________________________________________________________

Street Address and suite # (if applicable)

City ________ State ________ Zip code

Agency Telephone Number **(including Area Code)** ____________________________

Agency Fax Number **(including Area Code)** ____________________________

Agency Director’s Name ____________________________________________________

Agency Supervisor’s Name _________________________________________________

Agency Supervisor’s Email _________________________________________________

**BRIEF DESCRIPTION OF INITIAL ORIENTATION BY AGENCY:**

__________________________________________________________________________

__________________________________________________________________________

Site Supervisor’s Signature ________________________ Student’s Signature ___________
Clinical Agreement Request Sheet

(Used to Request Internship Site Not on the Approved List or Renewal of Existing Agreement)

Name of Faculty Member making this request:  Laura Abbott, MS, LMT

Name of Department:  Kinesiology and Health  Dept. Phone:  404-413-8376

Date of Request:  Date Needed:  Renewal:  New:

Legal Name of the Agency/Facility:  

Mailing Address:  

Facility Contact Name:  

Designation/Title:  

Telephone Number:  

Email:  

Mailing Address (if different from above):  

Contact Person for Clinical Agreements:  

Designation/Title:  

Telephone Number:  

Fax Number:  

Email:  

Mailing Address (if different from above):  

__________________________  

__________________________  

__________________________
GEORGIA STATE UNIVERSITY SPORTS MEDICINE PROCEDURES

Staff, Sport and Semester Options:

Dinika Johnson (men’s basketball) (Fall, Spring & Summer)
Kasinda Hodge (sand volleyball) (Fall & Spring)
Amanda Hawkins (volleyball) (Fall & Spring)
Brandon Dobo (football) (Fall & occasionally Spring)
(women’s basketball) (Fall, Spring & Summer)

Formal application process includes:

- Letter of Application (stating which semester they would like complete their internship, sport or staff person if desired)
- Resume
- Proof of First Aid/CPR completion
- Anticipated academic schedule (if any)
- Utilization of Application Deadlines
- Formal Interview/Meeting (after other items are reviewed)
  - Those with hectic outside work schedules should not apply, because we would like our interns to be as available and flexible as we are. Exceptions can be made via individual staff working with those students who do have work obligations

Application Submission Deadlines:

Spring Semester Internship = October 1
Summer Internship = April 1
Fall Semester Internship = July 1

*Early submission is always welcome and recommended

- These deadlines are in place so that we have adequate time to review and find viable candidates that will help and improve our department
**Application Submission Procedures:**

Email: Dinika Johnson  
Mail: djohnson91@gsu.edu  
Intercollegiate Athletics  
P.O. Box 3975  
Atlanta, GA 30302-3975  

Full Packet of information listed below by the listed deadlines

NOTE: Students should not just “drop by” during our business day as we are assisting patients with private injury matters and working on administrative duties and may not have time to speak with them when they walk in.
Piedmont Healthcare is committed to the health and well-being of our patients, employees, visitors, physicians, volunteers. The annual seasonal influenza vaccination for all patients and healthcare personnel is a safety priority. Without this vaccination, we put ourselves, patients, visitors and coworkers at unnecessary risk. The single best way to prevent the flu is to get a flu vaccine each season. As our Piedmont Promise states, we made a promise to do everything in our power to make you well and keep you well. We believe that without flu vaccinations, we are creating unnecessary risks to someone else’s health.

Influenza is a serious illness that can be prevented with a safe and effective vaccine. The Influenza Policy applies to all personnel, paid or unpaid, who are working in healthcare settings and have potential for exposure to patients, including:

Physicians, nurses, nursing assistants, therapists, technicians, emergency medical service personnel, dental personnel, pharmacists, laboratory personnel, autopsy personnel, students and trainees, contractual staff not employed by the healthcare facility, and persons not directly involved in patient care but potentially exposed to infectious agents that can be transmitted to and from healthcare personnel (e.g. clerical, dietary, housekeeping, maintenance, and volunteers).

Piedmont will not be offering free flu shots to students. All students will be required to bring proof of obtaining the influenza vaccination to Occupational Health Services (OHS) prior to the deadline of October 14, 2013. Vaccination can be in the form of a shot, or nasal spray. Those who show proof of vaccination will receive a badge sticker to reflect receipt of the vaccination. Beginning November 1, 2013, all students and faculty in the Piedmont Healthcare system who have not been vaccinated will be required to wear a surgical mask in all areas for the duration of the influenza season (November 1, 2013-March 31, 2014). Surgical masks can be removed to eat or drink.

Anyone who is allergic to the vaccination, has a medical concern, or has a religious exemption must complete the Exemption Request Form prior to the deadline of October 14, 2013. Exemption Request Forms can be obtained from Occupational Health Services (OHS). However, those students and faculty still must comply with mask requirements while at work for the duration of the flu season.

Should you have any additional questions or concerns, please feel free to contact me.

Thank you,

Jeff M. Wilson RN BSN | Training Manager | Corporate Clinical Development
1800 Howell Mill Road Suite 375 | Atlanta Ga 30318
O: 404-425-7348 | M: 404-858-9806 | E: jeff.wilson@piedmont.org

1800 Howell Mill Road • Suite 350 • Atlanta, GA 30318 • Phone: 404.425.7365 • www.piedmont.org
Interning at PIEDMONT HOSPITAL

Background checks, immunization verification, TB screening verifications, and other items are required to be completed PRIOR to the start of your internship at Piedmont.

Please follow these steps to access important information and forms. Forms and documents for Piedmont must be scanned and emailed to the INTERNSHIP COORDINATOR FOR GSU.

www.piedmont.org

5. Click on “Careers” at the top of the page
6. Click on “Medical Professionals” at the top of the page
7. Click on “Student Orientation” located on the left side of the page

Complete noted forms and read material. There will be an extra cost associated with background checks, immunizations, etc.
Students Interning at NORTHSIDE HOSPITAL

Our office is responsible for the review and approval of all Allied Health student and Non-Nursing student credential files for clinical experience at the Northside Hospital Atlanta and Forsyth campuses. Below is a complete list of the required credential documents for approval for clinical experience.

**Student Credentialing Items Needed:**

- Health History Form
- Acknowledgement & Release Form
- Background Check & Drug Screen
- Student Skills Checklist for current semester (Faculty must complete)

The forms above can be obtained from the Northside Hospital website:

- Please instruct your Students to go to [www.northside.com](http://www.northside.com)
- Click on “careers”
- Click on “orientation”
- The password is **green**

The Student will be given access to view the NSH General Orientation Slideshow

- Validation of Licensure (if appropriate)
- BLS/CPR Certification (if appropriate)
- Professional Liability Insurance (School Policy)

Please note that effective January 1, 2009, Northside Hospital has required Background Checks and Drug Screens for all students. Advantage Students is the vendor that was chosen by School and Hospital Representatives at the last GHA meeting. Advise your student(s) to contact Natalie Ellington of Advantage Students for more details on screenings. She can be reached at 770-984-2727, extension 1376, or natalie.ellington@infomart-usa.com.

All credential documents are to be uploaded onto CredentialLink for review. CredentialLink is secure software on which you upload student credential documents for review. To obtain access to the software, please call CredentialLink at (770) 461-6500. Press zero (“0”) to speak with the helpdesk. Someone will be more than happy to assist you. Please notify me once all documents have been uploaded.

Please feel free to contact our office for further information.

Thank you,

**Quinn McClain**

Supervisor, Supplemental Staffing Office, Northside Hospital

Phone: (404) 459-1085 Fax: (404) 851-8520; Email: quinn.mcclain@northside.com
Faculty/Student Requirements as of Nov. 1, 2013

All students and faculty accessing Southern Regional Medical Center for clinical rotations must present in person with complete copies of required paperwork at least two weeks prior to starting any clinical rotation.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DIRECTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty must send student rotation schedules to the Education Department within one month of clinical rotations. Additions/changes to schedules will not be made less than two weeks prior to clinical dates.</td>
<td><strong>Badge Request Form</strong> Provide Copy of the Completed Form</td>
</tr>
<tr>
<td>Read the SRHS Information &amp; Safety manual.</td>
<td><strong>Read and Sign the SRHS Confidentiality and Nondisclosure Statement.</strong> Return Signed Signature Page</td>
</tr>
<tr>
<td>State and Federal Criminal Background Check.</td>
<td><strong>State and Federal Criminal Background Check.</strong> Submit copy and SRHS will verify the online approval. ***Must be current within two years of clinical rotation.</td>
</tr>
<tr>
<td>Ten Panel Drug Screen.</td>
<td><strong>Ten Panel Drug Screen.</strong> Submit copy and SRHS will verify the online approval. ***Must be current within two years of clinical rotation.</td>
</tr>
<tr>
<td>All students and instructors must have a current AHA (American Heart Association) BCLS (CPR) Card</td>
<td><strong>All students and instructors must have a current AHA (American Heart Association) BCLS (CPR) Card</strong> Submit a copy of the front and back of the current card.</td>
</tr>
<tr>
<td>All Students and Instructors must have a current PPD skin test or Chest X-ray.</td>
<td><strong>All Students and Instructors must have a current PPD skin test or Chest X-ray.</strong> Submit Proof of either-must be current within one year.</td>
</tr>
<tr>
<td>Seasonal Flu Shot is mandatory for all students and Instructors and proof must be submitted before November 5th of each year. Required Nov. 5th through March 31st of each year.</td>
<td><strong>Seasonal Flu Shot</strong> Submit signed proof with documentation of the injection.</td>
</tr>
<tr>
<td>*Complete Health Form which includes: Hepatitis B series, MMR, Varicella</td>
<td>These items may remain on file at the school and do not need to be submitted to SRHS *Available to SRHS on request.</td>
</tr>
</tbody>
</table>

**Revised June 2015**
Accessing Instructor and Student Badges to SRMC:

Each Student should report with copies of all the items listed above in hand. Education will verify each faculty and student file for completion prior to giving badge access. Incomplete files will result in the student or faculty not gaining a badge for access.

For groups larger than five students, faculty must contact the Human Resources Department at (770-991-8041) to schedule an appointment for badges to be made.

Initial badges are complimentary. Faculty and students needing replacement badges due to loss or theft will need to pay $5.00 to the SRMC cashier on the main floor and present a receipt to the Human Resources Representative.

SRMC badges must be returned to the Education Department at the end of each clinical rotation. Schools failing to return badges will be denied clinical access for future placements. It is the responsibility of school faculty to ensure badges are returned.

All faculty and students must park in the employee parking lots of SRMC once badge is received.

SRMC reserves the right to decline faculty and students clinical experience based on the results of the criminal background check and/or drug screening.
Internship Applicant Questions:

1. How did you hear about our organization and what do you know about our organization?

2. Why do you think you are qualified for this position and why should we consider you for this internship?

3. What do you consider your strengths? What will you need to work on if you receive this internship opportunity?

4. What do you wish to learn from this experience?

5. What do you think a successful internship looks like?

6. Why did you choose your major or area of work?

7. What activities (work, sports, etc.) are you involved in outside of school?

8. How would your professor or past supervisor describe you?

9. Describe a project that had great importance to you and describe your role within that project.

10. What is or was the most challenging part of your education/work?
Application Process

Step 1 - Applicant hears of Rapid Sports Performance – Applicant emails resume and cover letter to Matt McDuffie. E-mail – mattmcduffie@gmail.com

Step 2 – Within 48 hours the applicant will receive an email with an application and an explanation of Rapid’s internship application and selection process.

**Note:** Video Portion of Application
Applicants need to shoot a quick 30-second to 1 min video of themselves and one other person (friend, classmate, etc…) on their smartphone or flip cam video camera. Applicants will be asked to cover the following in the video:
1. Introduce themselves
2. Explain what exercise they will have their ‘client’ perform
3. Briefly go over one or all of the following: 1) the setup of the movement 2) classification of the movement 3) the benefits/objective of the movement 4) how to perform the movement correctly

Step 3: Applicants email their application to mattmcduffie@gmail.com or upload their application to their folder on Dropbox created by Rapid Sports Performance.

**Note:** A Dropbox folder will be set up for each applicant with an example video in the folder. This will be where they upload their video so it can be viewed by Rapid.

**After the deadline for applications has arrived:**

Step 4 - Rapid will choose 6-8 applicants for in person interviews

Step 5 - In Person Interview

Step 6– Rapid Sports Performance chooses 2 interns

**Note:** Please contact Matt McDuffie with any questions about the application, process or video portion of application.

*Matt McDuffie, mattmcduffie@gmail.com*

*Rapid Sports Performance*

*105 Smoke Hill Lane Suite 120*

*Woodstock, GA 30188*

*770-262-4467, www.go-rapid.com*
Internship Application

Applicant Information

Full Name: ___________________________ Date: ________________

Last       First       M.I.

Address: ____________________________________________________________

Street Address __________________________________ Apartment/Unit #

City ___________________________ State ___________ ZIP Code ________

Phone: ___________________________ Email ____________________________

Are you a citizen of the United States? □ YES □ NO

If no, are you authorized to work in the U.S.? □ YES □ NO

Have you ever been convicted of a felony? □ YES □ NO

If yes, explain: ___________________________________________________

Education

High School: ___________________________ Address: ___________________________

From: _________  To: ___________  Did you graduate? □ YES □ NO  Diploma: ___________________________

College: ___________________________  Address: ___________________________

From: _________  To: ___________  Did you graduate? □ YES □ NO  Degree: ___________________________

Other Education, Certifications, etc….

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
References

Please list three professional references.

Full Name: ___________________________  Relationship: ___________________________
Company: ___________________________  Phone: ___________________________
Address: ___________________________

Full Name: ___________________________  Relationship: ___________________________
Company: ___________________________  Phone: ___________________________
Address: ___________________________

Full Name: ___________________________  Relationship: ___________________________
Company: ___________________________  Phone: ___________________________
Address: ___________________________

Previous Employment

Company: ___________________________  Phone: ___________________________
Address: ___________________________  Supervisor: ___________________________
Job Title: ___________________________  Starting Salary: $__________  Ending Salary: $__________
Responsibilities: ___________________________
From: _________ To: _________  Reason for Leaving: ___________________________

May we contact your previous supervisor for a reference?  YES  NO

Company: ___________________________  Phone: ___________________________
Address: ___________________________  Supervisor: ___________________________
Job Title: ___________________________  Starting Salary: $__________  Ending Salary: $__________
Responsibilities: ___________________________
From: _________ To: _________  Reason for Leaving: ___________________________

May we contact your previous supervisor for a reference?  YES  NO

Company: ___________________________  Phone: ___________________________
Address: ____________________________________________________________ Supervisor: ____________________________________________________________

Job Title: ___________________________ Starting Salary:$_________________ Ending Salary:$_________________

Responsibilities: ______________________________________________________________________________________________________

From: ___________________ To: ___________________ Reason for Leaving: ________________________________________________________________

May we contact your previous supervisor for a reference? YES ☐ NO ☐

Military Service

Branch: ___________________________ From: ________________ To: ________________

Rank at Discharge: ___________________________ Type of Discharge: ___________________________

If other than honorable, explain: ________________________________________________________________

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to an internship at Rapid Sports Performance, I understand that false or misleading information in my application or interview may result in my release.

Signature: ___________________________ Date: ________________

Please check Internship applying for:

☐ Summer (2 internships available) May 15th – August 15th

☐ Fall (2 internships available) September 1 – December 15th

☐ Spring (2 internships available) January 8th – May 1st

Application Deadlines:

➢ Summer Semester: April 1st
➢ Fall Semester: July 1st
➢ Spring Semester: November 1st

*Contact Matt McDuffie for further information

Rapid Sports Performance

Attn: Matt McDuffie, Director of Training

105 Smoke Hill Lane Suite 120
Woodstock, GA 30188
Phone: (770) 262-4467
E-mail: mattmcduffie@gmail.com

Rapid Sports Performance is actively recruiting an Intern for Summer, 2014.
Position: Intern Performance Coach  
City: Woodstock  
State: Georgia  

Company Description:

Rapid Sports Performance’s mission is to serve others by helping their clients reach their full potential. Rapid Sports Performance was started in 2002 by Mike Berenger and has grown to be a leader in sports performance training in the Atlanta area. Rapid creates a fun, hard working, educational, and goal-oriented environment for our clients and team members.

Performance Coach Internship:

Rapid is seeking a highly motivated individual that has a passion for providing an extraordinary service to our clientele. We are looking for someone equally passionate in expanding his or her knowledge and experience in the fitness industry.

Hours:

This is an unpaid academic internship. Interns are expected to work between 20 and 30 hours a week. Training occurs all day at varying times during the Summer, we will be flexible if you are taking summer courses. During the Spring and Fall our heavy training hours are from 4 – 9:30 pm weekdays due to our heavy population of middle school and high school athletes. We also train Saturday from 9 am-5 pm and Sunday 1-6 pm and we will be flexible with our interns’ schedule for the weekend hours. Hours are subject to change depending upon the time of year and population of athletes.

Overview:

As an intern with Rapid Sports Performance you will work under the supervision of experienced sports performance coaches. You will be directly involved in our programs including evaluation, program design, and training our athletes. We will have bi-weekly discussions on different philosophies and methods of training and how they are integrated into Rapid Sports Performance’s system of evaluating and training athletes. Interns will also have the opportunity to observe and assist with other aspects of the industry such as: sales, marketing, and facility management.

Requirements:

- CPR/First Aid certified for duration of internship term (please contact me if you need helping getting certified)  
- Computer Literate-Word and Excel  
- Fulfilling a curriculum or graduated in Exercise Science or related field
Expectations:

- Detail Oriented
- Process Oriented
- Proactive
- Ability to work in a team environment
- Positive, Energetic attitude
- Eager to learn
- Open minded
- Able to accept constructive criticism
- Comfortable communicating with clients, parents, and coaches
- Engaging with clients and parents
- Ability to motivate others
- Act in a manner in and outside of Rapid Sports Performance that would serve as a role model for young adults

Preferred experience, level of education, classes taken (but not required):

- Senior level student
- Enrolled in or completed – 1) Biomechanics 2) Motor Learning 3) Exercise Physiology and 4) Exercise Prescription
- Experience in Athletics (coaching or participating) in High School, College or Recreational

Interested candidates should forward a resume and letter of interest to:

Matt McDuffie, mattmcduffie@gmail.com
Rapid Sports Performance
105 Smoke Hill Lane Suite 120
Woodstock, GA 30188

www.go-rapid.com
Internship - Career Opportunities

Thank you for your interest in becoming a part of the Titus team. Our mission is to turn athlete potential into performance by providing clients with world-class testing, tracking and training tools delivered by coaches of high character.

We institute a career plan that rewards those who commit to being the best representatives of Titus. Beginning as an Intern, each coach is presented the same opportunities to develop into a seasoned performance coach. You MUST be reliable, coachable, energetic, and have a passion for human performance training.

Our coaching expectations are as follows:

1. **Professional Development:** You will receive ‘on-the-job’ training and orientation via watching groups led by Titus coaches. Coaches must be enthusiastic, positive and able to excite/motivate clients. Coaches should speak boldly and effectively, keep order in the groups, and be organized and well prepared for workouts.

2. **Training:** You are required to participate in training groups (speed-strength and/or fitness). In order to teach, you must be able to perform each movement properly.

3. **Commitment:** You will be required to commit to working during scheduled hours, which may include early morning, evening and/or weekend hours. Coaches must be on-site early to review daily operations and be prepared to start programs on time. Coaches must give immediate notice if an emergency arises and they cannot be at their scheduled groups. No call/no show will result in termination.

4. **Physically Fit:** You must be physically fit to perform all prescribed exercises in the workouts. Coaches must wear their Titus apparel, shirts tucked in, and display good hygiene habits.

5. **Code of Conduct:** You must be a solid ambassador of Titus both in AND OUTSIDE of the facility. You must represent quality character, possess high morals and communicate in an open, honest and respectful manner.

There's work and there's your life's work and the opportunity to love what you do. Our team is made of individuals who want the opportunity to make a positive impact in the lives of others. Those who want their work to add up to something much bigger than themselves.

**THE TITUS TEAM**
Coaches Role:
To ensure the highest quality of coaching and services across all lines of business. To communicate client needs across appropriate channels and grow markets of personal influence.

Objective
- To be introduced to the Titus mission, vision, strategy and core values
- To learn the fundamentals of performance coaching: knowing client’s names and using them frequently; inspire and encourage; teach and inform.
  - To learn the fundamental components of training: exercise names and how to execute them properly.
- To be dependable, reliable and become familiar with a dynamic work setting.

General Responsibilities
- Practice the exercises in the workouts you will be teaching.
  - Gain understanding of the group structure and proper time allotments per workout and daily operations.
- Assist in group training, set up, supervision, facility maintenance and clean up or breakdown.

Specific Duties
- Proper arrival time for groups (15 minutes before group starts to review workout and setup)
- Wear proper attire while coaching.
- Set up and breakdown equipment for all workouts.
  - Cleaning and maintenance includes: wiping down upholstery, cardio equipment and all touch points, vacuum, sweep, mop, etc. Organize cleaning supplies when finished.
  - Deal with clients in a positive, encouraging and compassionate way at all times. NEVER curse or show frustration towards a client. Smile, make eye contact and use client first names.
  - Be assertive and take responsibility to coach at the best of your ability. Ask questions at appropriate times, act and coach confidently to all clients, step up and grab hold of the opportunity so to influence and impact in a positive way.
  - Learn, understand, and assist in business and administration of the Titus organization; developing client / coach relationships, taking attendance, assisting with monthly package report / collection duties, marketing, social media, etc.
**Student Internship Application**

Application for Summer Term: mid-May - early August
Application deadline: March 27, 2015

**Internship Requirements**
Students should be available an average of 38 hours per week for approximately 12 weeks (dependent upon internship hours required through your University). This schedule is flexible.

**Application Requirements**
Return this form with the following:
1. Resume with cover letter
2. Photocopies of any certifications held (Personal Training Certificate)
3. Short list of your personal internship goals/objectives

Email this information to:
Laura.B.McDonald@kcc.com  Or Mail to:
Laura McDonald
Kimberly-Clark Health Services
1400 Holcomb Bridge Road
Roswell, GA 30076
Call (770)587-7778 with questions

Please rate your experience in the following:

5 = Very Experienced  
4 = Experienced  
3 = Some Experience  
2 = Little Experience  
1 = No Experience

<table>
<thead>
<tr>
<th>Task</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administering Fitness Assessments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading Blood Pressures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creating Promotional Materials</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Designing Health Promotion Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise Prescription</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Education Presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microsoft Office Programs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organizational Skills</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>----------------------</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
<td>---</td>
</tr>
</tbody>
</table>