BS and MS Exercise Science

Internship Handbook

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College of Education
Department of Kinesiology and Health
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Preparing informed, empowered, committed, and engaged professionals
INTRODUCTION

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 with consent from both site supervisors. A minimum of 375 hours for undergraduate students and a minimum of 250 hours for graduate students are required for the internship. Typically, a student will work 25 hours a week during a 15 week Fall or Spring semester. For summer internships, a student completes the internship over the May and Summer sessions combined (10 weeks), and an average of 34 hours a week are required.

PURPOSE OF INTERNSHIP/RESEARCH FELLOWSHIP

• To help students step outside of their comfort zone while building their confidence in the field.
• For all students to participate in “real-world” experiences in the exercise science field
• To continue to develop professional connections and contacts in the chosen area of exercise science
• To continue to grow and learn in the field of exercise science.

KH BS Exercise Science Competencies

<table>
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<tr>
<th>Content Knowledge:</th>
<th>Students should have an understanding of content, principles, and research related to anatomy, biomechanics, exercise physiology, movement performance, and psychology of physical activity courses.</th>
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</thead>
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<tr>
<td>Practical Skills:</td>
<td>Students should be able to develop, conduct, and communicate safe and effective assessments and programs associated with physical activity, wellness, and exercise in clinical and non-clinical populations.</td>
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<tr>
<td>Professional Development and Behavior:</td>
<td>Students should be able to demonstrate evidence-based critical thinking and problem solving, as well as the professional attributes related to a successful career in exercise science.</td>
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INTERNSHIP AND RESEARCH FELLOWSHIP COURSE
REQUIREMENTS AND PREREQUISITES

How do I know I’m ready to intern?

Students must have completed all course work required for the BS/MS Exercise Science degree before doing an internship. This also includes core classes. This means that Area A-G must be completed.

If you are unsure, please contact your academic advisor.

When are the internship meetings?

Students must attend their required internship meeting two semesters before they intern. For example, if you plan to intern Fall 2020, you must attend the internship meeting scheduled for Spring 2020.

Meetings for Fall Interns are the third Friday of the prior Spring semester.
Meetings for Spring interns are the first Friday of the prior Summer semester
Meetings for Summer interns are the third Friday of the prior Fall semester

If you choose to attend a meeting earlier than required, you must still attend your required internship meeting date as information may have changed. **It is up to the student to inform the GSU internship instructor of ANY changes to your expected internship semester.**

Where are they held?

Unless otherwise noted in the email you will receive from your senior advisor, all meetings are held in CEHD 150.

Do I have to go to the internship meetings?

**YES.** Students who qualify to intern are assisted to ensure that they get the last few classes required before they intern. If you do not attend the meeting, you will not be on our list to offer that assistance.
PLANNING FOR YOUR INTERNSHIP OR RESEARCH FELLOWSHIP

Where is the “Currently Approved Internship Sites” list?

This is located on the KH website under “Student Resources” for your degree level.

BS Exercise Science Students: http://kh.education.gsu.edu/academics-admissions/exercise-science/exercise-science-b-s/

MS Exercise Science Students: http://kh.education.gsu.edu/academics-admissions/exercise-science/exercise-science-m-s/

What are the requirements for any internship site?

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.

How should I contact the internship sites I am interested in?

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 interning out-of-state are encouraged to use Skype to have a face-to-face interview with the site supervisor as well as see the facility. Students must go to the prospective site with their resume and interview. Signatures are required in the Initial Report.
Preparing for the Interview

Taken from career services at Princeton University
https://careerservices.princeton.edu/undergraduate-students/interviews-offers/preparing-interviews

1. Research the organization.

This will help you answer questions — and stand out from less-prepared candidates.

- **Seek background information.**
  - Use tools like Vault, CareerSearch or The Riley Guide for an overview of the organization and its industry profile.
  - Visit the organization’s website to ensure that you understand the breadth of what they do.
  - Review the organization's background and mission statement.
  - Assess their products, services and client-base.
  - Read recent press releases for insight on projected growth and stability.

- **Get perspective.** Review trade or business publications. Seek perspective and a glimpse into their industry standing.

- **Develop a question list.** Prepare to ask about the organization or position based on your research.

2. Compare your skills and qualifications to the job requirements.

- **Analyze the job description.** Outline the knowledge, skills and abilities required.
- **Examine the hierarchy.** Determine where the position fits within the organization.
- **Look side-by-side.** Compare what the employer is seeking to your qualifications.

3. Prepare responses.

Most interviews involve a combination of resume-based, behavioral and case questions. We encourage you to meet with us to practice telling your story in the best possible way.

4. Plan what to wear.

- **Go neutral.** Conservative business attire, such as a neutral-colored suit and professional shoes, is best.
- **Err formal.** If instructed to dress “business casual,” use good judgment.
- **Plug in that iron.** Make sure your clothes are neat and wrinkle-free.
- **Dress to impress.** Be sure that your overall appearance is neat and clean.
5. Plan what to bring.

- Extra copies of your resume on quality paper
- A notepad or professional binder and pen
- A list of references
- Information you might need to complete an application
- A portfolio with samples of your work, if relevant

6. Pay attention to non-verbal communication.

- Be mindful. Nonverbal communication speaks volumes.
- Start ahead. Remember that waiting room behaviors may be reported.
- Project confidence. Smile, establish eye contact and use a firm handshake.
- Posture counts. Sit up straight yet comfortably. Be aware of nervous gestures such as foot-tapping.
- Be attentive. Don't stare, but maintain good eye contact, while addressing all aspects of an interviewer's questions.
- Respect their space. Do not place anything on their desk.
- Manage reactions. Facial expressions provide clues to your feelings. Manage how you react, and project a positive image.

7. Follow up.
Many interviews end with “Do you have any questions?”

- Bring a list. You may say, “In preparing for today's meeting, I took some time to jot down a few questions. Please allow me to review my notes.”
- Be strategic. Cover information not discussed or clarify a previous topic — do not ask for information that can be found on the organization’s website.
  - In your opinion, what makes this organization a great place to work?
  - What do you consider the most important criteria for success in this job?
  - Tell me about the organization’s culture.
  - How will my performance be evaluated?
  - What are the opportunities for advancement?
  - What are the next steps in the hiring process?
What Makes a Good Resume?

Always place your name, contact information at the top. You can make an Objectives Statement first. Remember as you begin your resume, ALWAYS put your education first. List your education most recent first (which will be your pending BS Exercise Science Degree). List your graduation date as “tentatively ___semester, ____ year.

Avoid including high school information, awards, etc. Your professional resume should only pertain to college and build to include future endeavors. Do not worry about limiting your resume to one page as that is not true anymore.

For more assistance with interviews and resume, please contact the GSU Career Center. GSU Career Services can help students with resume writing, interviewing, job searching, internship development, and professional networking. Students are invited to attend our career events and workshops, and individualized career advising appointments can be arranged. To review scheduled career panels, career fairs, and events, please visit: http://career.gsu.edu/. The GSU Career Services office is available in the Student Center West rm. 270.

Also, please view the Career Service information at the link below:


If my site is not approved, what do I need to do?

First, make sure the site meets the requirements set by the KH department (page 5). If you are unsure, please contact your GSU internship instructor. Next, you will need to complete the New Internship Site Request Form located in Appendix A.

Please note that it takes 3-5 months for sites to be approved. Hospitals require the contract between GSU and their facility to be in place prior to the student beginning their internship. Other sites may be more flexible. Therefore, the sooner you get the New Internship Site Request Form to your GSU internship instructor, the better. If we begin the contract process, and the student chooses to intern elsewhere, it is not a problem as the site will be approved for a future student.

What if I am interested in a Research Fellowship (KH 4800)?

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. You are encouraged take KH 3820 Research Methods Kinesiology PRIOR to your Research Fellowship (KH 4800).
2. Contact and interview with one of the KH PhD faculty to discuss research they are doing in order to find what interests you.

3. Confirm that they are accepting undergraduate interns.

4. Complete the Initial Report for KH 4800 (located in Appendix A). Once the KH faculty member and you have both signed the Initial Report, you are now committed to work with that faculty member.

5. You MUST have this set up and confirmed via email by the **same deadline date** as internship paperwork.
START AND END DATES FOR INTERNSHIPS AND RESEARCH FELLOWSHIPS

Fall/Spring Semesters: The start date for internships and research fellowships is the first day of classes at GSU for the semester. The last day of internship and research fellowship is the last day of classes at GSU for the semester (not the week of finals).

Summer Semester: The start date for internships and research fellowships for summer is the first day of classes for May-Mester. The last day of internship and research fellowship is the last day of classes for the 7-week summer semester (not the week of finals).

To find out the specific dates that apply to you, please go to Academic Calendars on the GSU website.

https://registrar.gsu.edu/registration/semester-calendars-exam-schedules/
GETTING APPROVED TO REGISTER FOR THE INTERNSHIP/RESEARCH FELLOWSHIP

What do I need to turn in to my GSU internship instructor?

1. Initial report (KH 4760 or 4800) - This must be signed by both student and internship site supervisor. Unsigned initial reports will not be accepted unless site supervisor has contacted your GSU internship instructor (see below).
2. CPR Card - must not expire during the internship. CPR cards that expire before the end of your internship will not be accepted. If your card expires, please refer to the CPR section of this handbook as to your next step.
3. Liability Insurance - Please refer to the liability insurance section of this handbook for more information
4. Resume
5. New Internship Site Agreement – only if your internship site is not already approved.
   Please refer to the internship site list on the KH website on page 6.

When do I need to submit my paperwork?

Paperwork is due the Sunday before the first day of registration for those interning Summer and Spring semesters ONLY. Fall internship paperwork is due the first Sunday of June. Specific dates are always given in the internship meetings.

You do not need to turn in the packet all at once. Feel free to begin submitting items to your GSU internship instructor as you have them. When you submit your information, note in the email what semester you are interning.

What if my site chooses interns after the KH department deadline?
Inform the site supervisor that he/she must email your GSU internship instructor to inform them of the delay. Emails from students will not be accepted.

What happens if I miss the KH deadline date to submit my completed packet?
Your internship will be postponed to the following semester.

When and how do I register for KH 4760/4800 and KH 4750?
Students will not be able to register for their courses until 3 days after the submission deadline. Please refer to the “When do I need to submit my paperwork?” noted above for those dates.

All students will be given a CRN to use for registration for both KH 4750 and 4760. You will be given this information when all students are emailed that they are now able to register.
Do I have to pay tuition for my internship semester?

Yes. These courses are like any other courses at GSU. We know that students are only taking 6 hours during this semester, however the registrar’s office knows that you are still full-time. If you have any issues regarding this, please contact the registrar’s office 404-413-2900.

If you should need a letter confirming this, please contact your GSU internship instructor.

SITES REQUIRING ADDITIONAL INFORMATION

Some internship sites require more information, documentation, and testing over-and-beyond what GSU requires. These locations are typically government or hospital sites. Some of these requirements have additional fees that must be paid by the student.

Sites who have provided the KH department with these additional requirements are noted in Appendix B of this handbook along with information on how to locate these requirements and what to do with them once you have them.

If you have any questions, please contact your GSU internship instructor for more assistance.
STUDENT RESPONSIBILITIES DURING THE INTERNSHIP

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:

What Is Expected of the Student?

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

Daily and Weekly Schedule

The KH department requires a total amount of hours completed (375 for undergraduate students, 250 for graduate students), however, how these hours are accumulated is a discussion that the student and the site supervisor must have prior to the start date of the internship.

An hourly log form is located on I-college. It is required for students to track hours, note weekly functions and learning opportunities in which the student participated. It is also required that the site supervisor sign-off each week as verification for hours earned. The due date for submission of the hourly log via dropbox on I-College is noted on the KH 4760/7750 syllabus.

I-College, Syllabus

The syllabus and dropbox required for the course are located on I-college. The syllabus will give you important dates and information needed to pass this course. Dropbox will serve as the location for submitting your required assignments. Emailed assignments will NOT be accepted.
Course Grading

This course is graded as either an S (satisfactory) or U (unsatisfactory). Included in the grading are two evaluations from the site supervisor, a midterm and a final evaluation.
KH 4750 PRACTICUM

What is KH 4750?

This is a 1 credit course requiring all BS Exercise Science students to take and pass the KH Department exit exam (if you fall under Fall 2016 catalog or newer). Once the KH Department exit exam has been passed, the student is then required to take a national exam approved by the BS Exercise Science faculty. Currently approved national certifications are noted below.

A national certification shows your future clients or patients that you have the scientific and practical knowledge to work with a variety of populations in a variety of health/wellness facilities. It also strengthens your resume making you more marketable to employers.

KH Faculty Approved National Exams:

To Be Determined. Ms. Strosnider and Ms. Abbott will email more information as we get it.

How Do I Get Approved to Register for KH 4750?

Approval to register for KH 4750 occurs at the same time as your approval to register for KH 4760 Internship or KH 4800 Research Fellowship. Submission of a complete Internship/Research Fellowship packet by the required due date for the semester is required to be approved to register. Emailed assignments will NOT be accepted.
I-College, Syllabus, and Registering for the Exams

The syllabus and dropbox required for the course are located on I-college. The syllabus will give you important dates and information needed to pass this course. Dropbox will serve as the location for submitting your national exam test results.

The syllabus will also provide instructions for registering for the department exam and some of the national exams. Students must pay the costs for whichever exam they choose; however, the only test where a discount voucher has been given to the department is for the ACSM Certified Exercise Physiologist (EP-C) exam. If you choose to take the ACSM EP-C exam, please contact your GSU internship instructor for the voucher code.

Course Grading

This course is graded as either an S (satisfactory) or U (unsatisfactory)
APPENDIX A

Forms Required for GSU
B.S. Exercise Science Internship (KH 4760)

Initial Report

Instructions: Type and email completed and signed form to your GSU internship instructor.

Term of Internship: Semester__________ Year_______ Date of Application __________

Student Name ___________________________________________ Birthdate___/_____/____

Student Panther ID Number ___________________ Student E-mail ________________

Student Current Address ____________________________________________

Student Telephone Number (including Area Code) ____________________________

Facility Chosen ________________________________________________________

Facility Address ________________________________________________________

Street Address and suite # (if applicable)

Department (if applicable: PT, Cardiac Rehab, etc.)

City State Zip code

Facility Telephone Number (including Area Code) ____________________________

Site Supervisor’s Name _________________________________________________

Site Supervisor’s Degree _______________________________________________

Site Supervisor’s Email _________________________________________________

BRIEF DESCRIPTION OF YOUR DUTIES FOR YOUR INTERNSHIP (required):

________________________________________________

Site Supervisor’s Signature

________________________________________________

Student’s Signature

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B.S. Exercise Science Research Fellowship (KH 4800)

Initial Report

Instructions: Type and email completed and signed form to your GSU internship instructor.

Term of Research Fellowship: Semester_____ Year_____ Date of Application _________

Student Name ________________________________________________________________

Student Panther ID Number ___________________________Student E-mail ____________

Student Current Address  _____________________________________________________

__________________________________________________________________________

Student Telephone Number (including Area Code) ______________________________

Faculty Member chosen_______________________________________________________

BRIEF DESCRIPTION OF RESEARCH:


_________________________________________  ______________________________
KH Faculty Signature                      Student’s Signature

Items to submit for KH 4800:

1. Initial Report form
2. CPR Card (good through end of research fellowship
3. Resume
LIABILITY INSURANCE

All students must purchase liability insurance. This is NOT the same as home or health insurance.

Agency - Healthcare Providers Service Organization Purchasing Group - HPSO American Casualty Company of Reading, PA

401 Penn St.
Reading, PA 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 (you may need to type this in as it may not be an immediate option on the drop-down box).

Please remember, this company is 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.

BACKGROUND CHECKS

Internship sites requiring a background check who are not directed to a specific company by their site can use the link below. This will be out of pocket expense for the student. Make sure your site requires a background check before you purchase it.

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

CPR REQUIREMENTS

Your CPR card must be valid through the end of your internship – those that expire during the internship will not be accepted for submission. You must be American Heart Association BLS (Basic Life Support) certified (Heartsaver is not accepted). Courses where the skills test (not the written portion) is done online will not be accepted.
New Internship Site Agreement Request Sheet

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

**Type** and email completed and signed form to your GSU internship instructor.

<table>
<thead>
<tr>
<th>Name of Faculty Member making this request:</th>
<th>Laura Abbott, MS, EP-C</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Department:</td>
<td>Kinesiology and Health</td>
</tr>
<tr>
<td>Dept. Phone:</td>
<td>404-413-8376</td>
</tr>
</tbody>
</table>

Name of Student Making Request:__________________________________________________

Date of Request: __________Semester 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 Contract/Agreements:
________________________________________________________________________

Designation/Title: ___________________________________________________________________

Telephone Number: ___________________________________________________________________

Email: ____________________________________________________________________________

Mailing Address (if different from above):
________________________________________________________________________
________________________________________________________________________

Please note it takes 3-5 months for agreements to be signed and official. Please plan accordingly.
APPENDIX B

Specific Internship Site Information and Requirements
EMORY HOSPITAL, GRADY HOSPITAL, GWINNETT MEDICAL CENTER

Emory Hospital (not Emory PT located of W. Exchange Rd), Grady, and Gwinnett Medical require students to load up all required documentation and paperwork on ACEMAPP.

1. Notify your GSU Internship Instructor that you will be interning at one of these locations.
   a) We need the specific hospital campus location
   b) Your birthdate
   c) The department you will be interning (PT, Cardiac Rehab)
   d) Your name of your site supervisor in the department

2. Once you submit the information in #1, your GSU Internship Instructor will begin the process to link you to your hospital campus on ACEMAPP. When this is done, you will receive an email from ACEMAPP directly with instructions to load up your documents.

3. There is a $50 processing fee that the student must pay ACEMAPP. Your paperwork will not be processed until you pay this fee, thus holding up your approval from your internship.

4. Rosters are sent to your internship site once the student has completed all steps for ACEMAPP

5. Notify your GSU internship instructor when you have loaded up ALL materials

6. Do not forget you must have **TWO TB** tests completed. The second TB test cannot be done any earlier than 30 days before the first day of your internship.

7. These hospitals will only accept American Heart Association BLS CPR (Basic Life Support). If the student does not have this certification, the student must take the course to become certified.
GEORGIA STATE UNIVERSITY SPORTS MEDICINE PROCEDURES

Staff, Sport and Semester Options:

Dinika Johnson (men’s basketball) (Fall, Spring & Summer)

Amanda Hawkins (volleyball) (Fall & Spring)

Tim Adams (football) (Fall, Spring and occasionally 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: Tim Adams  
E-Mail: tadams@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.
GEORGIA STATE UNIVERSITY STRENGTH AND CONDITIONING REQUIREMENTS

- **Minimum:**
  Taken 3520 Strength Training & Conditioning, received at least a B, and a recommendation from the Professor that taught the course beginning Fall 2019.

- **Resume**
  Cover letter explaining why they want to pursue human performance development in the athletic setting.

- 4 week athletic development plan for an athlete population of their choice.

- 5-10 minute video coaching squatting, hinging, pressing and pulling mechanics.

- Preferred:
  Passed the CSCS or in the process of preparing for the CSCS exam.

JACOB LONOWSKI | M.S. CSCS SCCC
Head Strength & Conditioning Coach for Olympic Sports
Georgia State University | 125 Decatur Street SE, Atlanta, GA 30303
Office: (404) 413-4029 | GeorgiaStateSports.com
Kimberly-Clark Health Services

**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

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<tr>
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<td>Reading Blood Pressures</td>
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<td>Exercise Prescription</td>
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<td>Health Education Presentations</td>
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<td>Organizational Skills</td>
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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:

- Students to go to [www.northside.com](http://www.northside.com)
- Click on “orientation”
- The password is classroom

Once you are on the webpage site:

1. Under ORIENTATION on the left side of the page, go to STUDENT CREDENTIALING.
2. Click the link for Non-Northside employee and follow the instructions.
3. Let your GSU Internship Coordinator know of your intentions to intern at Northside ASAP so we can begin the STUDENT PLACEMENT process (Students do NOT do this part).

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.
Northside requires students to load up all required documentation and paperwork on ACEMAPP.

1. Notify your GSU Internship Instructor that you will be interning at Northside.
   a) We need the Northside campus location (Forsyth or Atlanta)
   b) Your birthdate
   c) The department you will be interning (PT, Cardiac Rehab)
   d) Your name of your site supervisor in the department

2. Once you submit the information in #1, your GSU Internship Instructor will begin the process to link you to your Northside campus on ACEMAPP. When this is done, you will receive an email from ACEMAPP directly with instructions to load up your documents.

3. There is a $50 processing fee that the student must pay ACEMAPP. Your paperwork will not be processed until you pay this fee, thus holding up your approval from Northside.

4. Rosters are sent to your internship site once the student has completed all steps for ACEMAPP.

5. Notify your GSU internship instructor when you have loaded up ALL materials.

6. Do not forget you must have TWO TB tests completed. The second TB test cannot be done any earlier than 30 days before the first day of your internship.

7. For Northside interns only – you must load up the Skills Check form with your Health History Form. Please contact your GSU internship instructor for this completed form.

8. Northside Hospital will only accept American Heart Association BLS CPR (Basic Life Support). If the student does not have this certification, the student must take the course to become certified.
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

1. Click on “Medical Professionals” at the top of the page
2. Click on “Student Orientation” on the left side of the page
3. Under the Student Orientation” students must read and complete #1, 3, 4, 5, and 6.
4. Faculty must sign your Student Participation Agreement (#6 above), so make sure you get with your GSU Internship Instructor.
5. Student do NOT complete #2. This is done by your GSU Internship Instructor. Therefore, it is important for you to let your instructor know of your intentions to intern at Piedmont ASAP.
6. Do not forget you must have TWO TB tests completed. The second TB test cannot be done any earlier than 30 days before the first day of your internship.
7. Piedmont will only accept American Heart Association BLS CPR (Basic Life Support). If the student does not have this certification, the student must take the course to become certified.

Complete noted forms and read material. There will be an extra cost associated with background checks, immunizations, etc.
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?
Internship 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: ________________________________ Supervisors: __________________

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
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:

Rapid Sports Performance
105 Smoke Hill Lane Suite 120
Woodstock, GA 30188

www.go-rapid.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>
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<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>
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<tr>
<td>Badge Request Form</td>
<td>Provide Copy of the Completed Form</td>
</tr>
<tr>
<td>Read the SRHS Information &amp; Safety manual.</td>
<td>Return Signed Signature Page</td>
</tr>
<tr>
<td>Read and Sign the SRHS Confidentiality and Nondisclosure Statement.</td>
<td>Return Signed Form</td>
</tr>
<tr>
<td>State and Federal Criminal Background Check.</td>
<td>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>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>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>Submit Proof of either-must be current within one year.</td>
</tr>
<tr>
<td><strong>Seasonal Flu Shot</strong> 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>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>
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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 - 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**


*Titus Tallahassee*  *Titus Orlando*  *Titus Jacksonville*  *Titus Atlanta*  *Titus Delaware*

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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.

David Batka, COO
dbatka@titussports.com

Brandon Harris, MS, LAT, ATC, CSCS
bharris@titussports.com
(850)566-2247

140 West Wieuca Road NW
Atlanta, GA 30342
WELLSTAR HEALTH SYSTEMS

WellStar requires students to load up all required documentation and paperwork on ACEMAPP.

1. Notify your GSU Internship Instructor that you will be interning at one of these locations.
   e) We need the specific WellStar campus location (Kennestone, Cobb, etc.)
   f) Your birthdate
   g) The department you will be interning (PT, Cardiac Rehab)
   h) Your name of your site supervisor in the department

2. Once you submit the information in #1, your GSU Internship Instructor will begin the process to link you to your hospital campus on ACEMAPP. When this is done, you will receive an email from ACEMAPP directly with instructions to load up your documents.

3. There is a $50 processing fee that the student must pay ACEMAPP. Your paperwork will not be processed until you pay this fee, thus holding up your approval from your internship.

4. Rosters are sent to your internship site once the student has completed all steps for ACEMAPP

5. Notify your GSU internship instructor when you have loaded up ALL materials

6. Do not forget you must have TWO TB tests completed. The second TB test cannot be done any earlier than 30 days before the first day of your internship.

7. These hospitals will only accept American Heart Association BLS CPR (Basic Life Support). If the student does not have this certification, the student must take the course to become certified.