The following packet contains all the information you will need to complete an internship in Exercise Science & Wellness. Please look it over and feel free to contact me with any questions you may have.

1. Steps for Arranging an Internship
   a. This outlines what steps need to be taken prior to your internship beginning.

2. Internship Agreement Form
   a. This needs to be completed and signed by all parties before beginning your internship. Once this document is completed, signed and submitted your official registration can be forwarded to the Registrar’s Office.

3. You will be required to report your hours after approximately each 40 hours completed. You’re your internship is officially registered, you will be able to access the course in your LiveText account. To report your hours, please use the Time Log feature in LiveText. Your site supervisor will also be required to log in and verify your hours. You may also want to keep a separate time log for your own use, tracking both the hours completed that period as well as the total number of hours completed to date.

4. Analytical Paper Guidelines
   a. At the conclusion of your internship you will be required to submit an analytical paper. The guidelines and requirements for this are listed in this document.

5. Steps During Internship
   a. This outlines what steps need to be taken while you are completing your internship.
   b. Note: You and your site supervisor will both be required to complete midpoint and final evaluations, as well as participate in a site visit at some point during your internship. Be watching your email for additional information on both of these requirements.

6. Grading Sheet
   a. This shows the breakdown of how you will be graded on the overall internship.
**Steps for Students Arranging an Internship**

**Step 1: Obtain Internship Agreement Form**

1. Meet with Academic Advisor to:
   - check progress toward degree
   - determine type and timing of internship best suited for student
   - consider potential placement environments
2. Make appointment with Internship Director to receive Divisional Folder. You are also able to download and complete the paperwork by visiting the Internships page on the Iowa Wesleyan website.
3. Meet with Divisional Internship Liaison to:
   a. Review and sign Agreement Form
   b. Discuss applicability of site(s) to your major
   c. Consider potential placement environment best suited for student

**Step 2: Construction of Resume**

1. Prepare Resume.
   Work with Career Development on constructing/revising a cover letter and resume. Or, visit [http://www.iwc.optimalresume.com](http://www.iwc.optimalresume.com) for online assistance in resume writing.
2. Submit copy of resume.

**Step 3: Arrangement of Site Introduction/Interview**

1. Contact possible/desired site for Internship.
2. Arrange an introduction/interview.
3. Provide resume and schedule interview (if requested by site).
4. Note: Students may not carry out internship projects which entail working directly with or for family members, including, but not limited to, parents, siblings, in-laws, spouses, fiancé’s, or other students who have not yet completed their Iowa Wesleyan University Internship.

**Step 4: Completion of Internship Agreement**

1. Complete Internship Agreement Form including:
   a. Attain title for intern position from site
   b. Attain name and information of Site Supervisor
   c. Attain description of duties and responsibilities from site
2. Note: all signatures are required prior to submitting the document.
3. Return completed Internship Agreement form, including attached liability waiver, to Internship Office.

HOURS MAY NOT BE WORKED TOWARD YOUR INTERNSHIP TOTAL UNTIL THE AGREEMENT, SIGNED BY ALL PARTIES, HAS BEEN RECEIVED BY THE INTERNSHIP OFFICE ON OR BEFORE THE DEADLINES. NO HOURS WORKED PRIOR TO OFFICIAL APPROVAL BY THIS OFFICE WILL BE COUNTED.

**Step 5: Registration for Internship**

1. When Internship Agreement form is completed and signed by all parties, return form to Internship Office.
2. Internship Office will then send notice of registration to registrar.
Internship Agreement Form

Student Information

NAME (LAST, FIRST, MI): ________________________________

PERMANENT ADDRESS: ______________________________________

STUDENT ID: _____________________________

PHONE: _______________________________________

EMAIL: _______________________________________

DECLARED MAJOR(S) (LIST ALL): __________________________________________________________

ACADEMIC ADVISOR: _______________________________________

DECLARED MINOR(S) (LIST ALL): __________________________________________________________

DECLARED SPECIALIZATION(S) (LIST ALL): ___________________________________________________

Internship Information

POSITION TITLE: ________________________________ (Brief title of Internship for transcript)

ACADEMIC TERM:
☐ Fall
☐ Spring
☐ Summer

20_______

COURSE CREDIT HOURS: ________________ TOTAL WORK HOURS: _________

FACULTY DIVISIONAL LIAISON: _______________________________________

DEPARTMENT: _______________________________________

INTERNSHIP SITE: _______________________________________

ADDRESS: _______________________________________

PHONE NUMBER: ________________ FAX (IF KNOWN): _______________________

NAME OF ON-SITE INTERNSHIP SUPERVISOR: _________________________

TITLE OF ON-SITE INTERNSHIP SUPERVISOR: ____________________________

Required Signatures

Academic Advisor: ________________________________ Date: __________________

Divisional Liaison: ________________________________ Date: __________________

Internship Supervisor: ________________________________ Date: __________________

OFFICE OF CAREER DEVELOPMENT & INTERNSHIPS
601 N. Main Street
Mount Pleasant, IA 52641
319-385-6375 Fax 319-385-6261
fldexp@iw.edu
INTERNSHIP AGREEMENT FORM
PART 1

This form is to be completed by the student after consultation with the Faculty Divisional Liaison and the On-Site Internship Supervisor. (Please print or type.)

1. What is the general nature or business of the organization in which you are planning to complete your internship?

2. What will your role as intern be at that organization? What specific duties and responsibilities do you expect to perform, participate in and/or observe? You may attach a job description if applicable.

3. Briefly explain why you want to complete this particular internship. What do you hope to learn? How is this internship relevant to your present academic and personal interests? How is this internship relevant to your future education, career and/or personal goals?
4. Provide the course number(s) and title(s) of collegiate courses you have taken that provided useful background information or skills that may be applied during this internship. Explain their relevance in a sentence or two.

5. Duration of Internship (dates): From: ________________ To: ________________ 20_______

   Weekly on-site work schedule:
   Monday: ________________
   Tuesday: ________________
   Wednesday: ________________
   Thursday: ________________
   Friday: ________________
   Saturday: ________________
   Sunday: ________________
   Total hours per week: ________

6. **Note to the student:** Regular communication with the Director of Internships, Faculty Divisional Liaison and your Site Supervisor are expected. *It is the student’s responsibility to ensure this requirement is being met.*

7. **Additional information:** You will be required to log your internship hours in LiveText and they will be verified by your Site Supervisor. Your final project will also be uploaded to the LiveText platform and needs to be done so within the required timeframe. *It is the student’s responsibility to ensure hours are submitted approximately every 40 hours and verified accordingly, as well as consulting with the Faculty Divisional Liaison to determine when the final project needs to be completed.*
INTERNSHIP AGREEMENT FORM
PART 2

To be completed by the student in collaboration with the Faculty Divisional Liaison after discussion, if possible, with the Site Supervisor. (Please print or type.)

1. Please describe the academic component of the internship and explain how it relates to the student’s anticipated on-site work.

2. These are the learning objectives implemented at IW. How do you see these being practiced at your internship site?
   a. Written Communications
   b. Oral Communications
   c. Information Literacy
   d. Critical Thinking
   e. Problem Solving
   f. Civic Engagement
   g. Global Learning
3. How will the student’s learning be evaluated? (e.g. annotated bibliographies, journals, oral reports, research assignments, laboratory reports, performances, portfolio, etc.)

4. What evidence will you use to demonstrate student learning?

5. How often will you meet with the student and for how long? Please identify a schedule below.

6. Number of credits & hours registering for this internship: _____ credits _____ hours

7. **Note to Faculty Divisional Liaison:** Frequent contact with the Site Supervisor is strongly encouraged. One phone call per month and one on-site visit during the internship is recommended as a minimum.

**Required Signature**

Faculty Divisional Liaison Signature: ________________________________________________

Division: ______________________________ Date: _____________________________
INTERNSHIP AGREEMENT FORM
PART 3

To be completed by the student in collaboration with the Site Supervisor after discussion, if possible, with the Faculty Divisional Liaison. (Please print or type.)

1. What activities would you like the student to observe, participate in and/or perform in his/her capacity as an intern in your organization?

2. What preparation will the student need before beginning the internship?

3. What criteria do you think are important in evaluating the student’s performance in this internship?

4. Can you foresee ways in which this internship might contribute to your organization?

Required Signature

Site Supervisor’s Signature: __________________________________________________________

Title: ___________________________________________ Date: _____________________
Student Internship Liability Release Form

I, _______________________, ID# _______________________ am a student at Iowa Wesleyan University (IWU) and plan to undertake an internship during the FA_____ SP_____ SU_____ semester at the following location:

________________________________  ______________________________________
(internship site) (city, state)

In granting credit for this Internship, Iowa Wesleyan University affirms that, to the best of its judgment, the experience will be appropriate for students in a liberal arts program of study and worthy of Iowa Wesleyan University credit, but makes no other assurances, expressed or implied, about any travel and living arrangements the student makes. Iowa Wesleyan University does not knowingly approve Internship placements which pose undue risks to students. However, any Internship or travel carries with it potential hazards which are beyond the control of the University and its agents or employees.

**Insurance Coverage**
I take responsibility to secure sufficient health, accident, disability, and hospitalization insurance to cover me during my Internship. I further understand that I am responsible for the costs of such insurance and for any expenses not covered by the insurance, and I recognize that Iowa Wesleyan University does not have an obligation to provide me with such insurance. I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the Internship, and I release Iowa Wesleyan University from any liability to myself or damage to or loss of my possessions.

**Wages**
I shall assume legal liability for taxes on wages, tips or bonuses earned while working in the internship. I further understand that the nature of internships does not typically allow for unemployment benefits under the Fair Labor Act.

**Personal Conduct**
I understand that the responsibilities and circumstances of an off-campus placement may require a standard of decorum, which may differ from that of Iowa Wesleyan University, and I indicate my willingness to understand and conform to the standards of the placement site. I further understand that it is important to the success of the present Internship and the continuance of future Internships that students observe standards of conduct that would not compromise Iowa Wesleyan University in the eyes of setting rules and interpreting conduct for this purpose. I agree that should the Director of Internships decide that I must be terminated from my Internship because of conduct that might bring the program into disrepute or the placement site into jeopardy, that decision will be final and may result in the loss of academic credit.

**General Release**
I understand that Iowa Wesleyan University reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of the Internship Program. It is further expressly agreed that the Internship site and use of any and all of its facilities shall be undertaken by me at my own sole risk and that Iowa Wesleyan University shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of action, arising from or related to any and all acts of active or passive negligence on the part of Iowa Wesleyan University and/or its officers, employees, or agents. I do further release and save and hold harmless, Iowa Wesleyan University from any responsibility regarding any other claim, demand, or other loss resulting from my conduct while completing the Internship.

Date: ________________________________

Student Signature: __________________________ Date of Birth: __________________ Age: ______

Parent/Guardian Signature: __________________________ Date: __________________

(if student is under the age of 18)

Iowa Wesleyan University
Internship Program
800-582-2383, ext. 6375  319-385-6375  Fax 319-385-6261

9
Guidelines for Analytical Paper

Major in Exercise Science

Note: Please submit your paper to the Field Experience Office as an email (fldexp@iwc.edu) attachment of the paper saved in Microsoft Word or Rich Text Format.

Papers are expected to be seven to ten pages in length. They should begin with an introduction that describes the site and intern’s responsibilities. The body of the paper draws the comparisons and connections between previous coursework and internship duties. The conclusion contains the judgments about the worth of the Field Experience to the student. Students may elect to include appendices with samples of work completed.

Due Date: Your paper is due in the Field Experience Office within 2 weeks of the completion of your hours. If there are less than two weeks left in the term; the paper is due by the last day of classes (this does not include finals week).

The paper you prepare should accomplish the following objectives:
1. Familiarize the reader with the duties you completed as an intern. Remember the grader has reviewed your list of duties and responsibilities and the Site Visit Report.

2. Draw connections between coursework and workplace learning. Several connections are possible. First, you can explain how your coursework related directly to your internship duties. Alternately, you can address any gaps or disconnections between what you learned in class and what you were expected to know or learn as an intern. Finally, you can explain how your internship leads you to place greater or less value on selected courses you’ve completed or made you eager to learn about topics not fully covered in your classes.

3. Render a judgment about the importance and utility of your internship. The paper should support your judgment with examples, recollections or comparisons. You may comment upon the nature of the work you did or the quality of the supervision you received. One way to render the judgment is to consider how strong a candidate you are for an entry-level position in your field. Then consider how strong a candidate you would be without an internship. Keep in mind that your experience as an intern need not be completely positive in order for you to benefit from the field experience. You may have benefited from a placement that created stress or put you in a difficult position with a site supervisor.

Criteria for Grading:
1. Does the paper achieve purposes outlined above?
2. Is the paper well written, carefully proofread and professionally presented?
3. Does the paper demonstrate strong analytic skills by the writer?
4. Does the paper support reasonable judgments with useful, credible information?
5. Does the paper reflect the professionalism of the writer? Does it honor the confidentiality and good will of the firm or clients an intern worked for?
**SAMPLE TITLE PAGE**: Times New Roman; 12 point font; margins should be a maximum of one inch. Your title page is not to be numbered, as that page does not count toward the total. The course number for most Field Experiences will be the prefix for the major followed by 498; for example BIO498, PE498, etc. Occasionally, an Adult & Graduate Studies student (predominantly evening students) will have an Internship registered under the numbers 440, 441 or 442; if in doubt; check the portal to see how you are registered.

Iowa Wesleyan University

COURSE NUMBER

FINAL ANALYTICAL PAPER

Title of Paper

Submitted to the Internship Office

By (your name goes here, in **bold**)

Starting Date of Internship:

Ending Date of Internship:

Name of Company or Organization (where you completed Int.)

Name and Title of Supervisor during Internship

Advisor’s Name:
STEPS FOR STUDENTS DURING AN INTERNSHIP

Step 1: Check guidelines for academic major requirements
- Do you need to keep a journal? If so, do you have the guidelines?
- Do you need to write an analytical paper? If so, do you have the guidelines?
- Do you need to complete a presentation? If so, keep notes/journal that you can refer to.

Step 2: Begin Internship
- Meet with your site supervisor
  - Remind them of the midterm and final evaluations
  - Remind supervisor the Liaison and/or Director of Career Development Internships will conduct a site visit

Step 3: Keep in touch with the University
- Hours need to be reported after approximately each 40 hours completed. These need to be submitted via email to the Director of Career Development & Internships as well as your Faculty Divisional Liaison. In the email, please note the number of hours completed this time period and the total number of hours completed to date.
  - If you are required to keep a journal, email the journals to the office after every 40 hours completed.

Step 4: Office of Career Development & Internships responsibilities
- At approximately the middle of your internship, the office will send your supervisor a midterm evaluation
  - If your supervisor does not receive the evaluation, please contact the office immediately
- Between the mid-point and end of your experience, the Liaison and/or Director will conduct a site visit
  - If this has not been completed within 40 hours of the end of your experience, please contact the office immediately

Step 5: Completing your Internship
- If you are required to journal, make sure they are all complete and turned in to the office
- If you are required to write an analytical paper, have it submitted within two weeks after the completion of your experience
- If you are required to conduct a presentation it will be scheduled through your divisional liaison and the office. The presentation needs to be approximately 10 minutes in length and questions will be presented at the conclusion of the presentation.
- Please contact the office to ensure all your internship requirements have been met!
- Once all the requirements have been met, your information will be sent to the Internship Divisional Liaison to be evaluated. A final grade will then be submitted by the Internship Divisional Liaison.
## Division of Education
### Major in Exercise Science
#### Internship Grading

Name ___________________________

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Weight</th>
<th>Grade Calculation</th>
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| **Project Performance**  
(Includes site visit, also mid-term and final evaluations by supervisor) | 60% | |
| **Analytical Paper and Self Evaluations** | 25% | |
| **Timeliness/Deadlines**  
(Punctuality in submitting initial paperwork, informing Field Experience about progress in hours, and timeliness in submitting analytical paper) | 15% | |

### Final Grade
#### Letter Grade

**Please note:** A deduction in your grade will be applied when your analytical paper (report) is not submitted within two weeks of the completion of your internship. (Please contact Field Experience with any questions).

**Report requirements:** Please review the criteria for the analytical paper. Be creative in your presentation. Remember, the grader (departmental liaison) reads many papers and you should create your paper with the idea of holding the reader’s attention.

Liaison Comments:

Liaison Signature ___________________________ Date ___________________________