1. Complete an internship application form by March 1 for Fall and Summer Internships and November 1 for Spring and Summer Internships. A list of approved internship sites is provided. You will need to discuss your career goals with Dr. Beckham and apply for an internship at an approved site. For some of the sites listed, an internship affiliation agreement must be secured prior to starting your internship. Dr. Beckham will secure the affiliation agreement.

2. Student liability insurance is required. The amount varies depending upon the semester of enrollment. See Dr. Beckham or Lori Pursor for amount. The liability insurance must in the form of a cashier’s check or money order and be purchased one week before internship start date. Payment plus the following information - name, social security number, and internship site is given to Lori Pursor in Kinesiology Main Office. Make the cashier’s check or money order payable to Bill Beatty Insurance.

3. During the first 2 weeks of the internship, schedule a meeting with your site advisor to complete the evaluation form, listing specific, objective skills/responsibilities that are measurable. All interns will complete a special project during the semester. A brief description of the special project should be provided on the same form.

4. Turn in mid-term evaluation to Dr. Beckham when you accrue ½ the required hours. Set up an appointment to discuss the evaluation with your internship supervisor.

5. Turn in final evaluation, special project and documentation of hours to Dr. Beckham by Friday before final exams.

6. Your internship should be considered a professional job. Treat it as such. Call your supervisor if you are sick, late, etc. If problems arise, consult Dr. Beckham and your site supervisor early on before a minor concern becomes a major concern.

8. Record your cumulative hours for the internship – for every credit hour per week, you are required to work 3 hours per week.

- 3 Credit hours - 135 hours
- 5 Credit hours - 225 hours
- 6 Credit hours – 270 hours
- 9 Credit hours - 405 hours

Unless you are deviating from the standard BS in Exercise Science degree plans, The Health/Fitness Track requires KINE 4589 (5 credit hours) and Research/Clinical Track requires KINE 4388 (3 credit hours).