

## Considering Taking the Undergraduate Internship?

These are the general steps and details regarding the internship!

- 1. Register for the section that is for “Exercise Science Major.”**
  - Different sections of HSS 492 are emphasis-specific. If you are Exercise Science emphasis, you need enroll in the section specific for Exercise Science!
  - Select the credit hours (1 – 3) that you want to take using the pull-down menu when you register! See FAQs below for information on credit hours.
- 2. Once you are officially enrolled in the course, you will receive an email message from the instructor regarding the initial orientation meeting sessions before the term begins.**
  - All first-time internship students are required to attend one of the sessions!
  - Please hold your questions until the meeting! FAQs below may answer your questions.
  - While you wait for the orientation meeting date, come up with a few potential locations where you want to do your internship at (see the site list on the bulletin board).
  - You may also contact the potential internship site(s) to make an arrangement in advance.

### Internship FAQs:

- ❖ **When can I take the internship?**
  - You need to be at least junior and good standing.
- ❖ **What are the requirements for the internship?**
  - There are some assignments during the term as well as the hours that you spend at your internship site. You are also required to turn in your resume, cover letter, reflection paper, and evaluations completed by your internship supervisor.
- ❖ **Does the internship instructor assign me to a site?**
  - No. We treat the internship as practice for job application. So you will look for and contact an internship site and make an arrangement for your hours.
- ❖ **Can I do my internship at a location that is not on the site list?**
  - Yes. If you decide to do your internship at a non-contracted site, please let your supervisor know that he/she will be asked to evaluate you. Also, ask your supervisor to write the course instructor a short letter acknowledging that you will be working with him/her as an internship student.
- ❖ **How many credit hours can I get for my internship?**
  - You can take 1 – 6 credit hours of internship in a given term. You need at least 3 credit hours for the Exercise Science degree. However, you can complete up to 9 credit hours of internship over your academic career. For 4 or more credit hours in the same term, you need to register for 2 sections (ex. 3 cr. in one section + 2 cr. in the other = 5 cr.).
- ❖ **How many hours do I need to spend at my internship site?**
  - For each credit hour, you are required to complete 44 contact hours at your internship site. So if you register for 3 credit hours, you need to complete 132 contact hours.
- ❖ **Can I do my hours at more than one internship locations?**
  - You can divide up your contact hours however the way you would like.
- ❖ **Do I get paid for my internship?**
  - Most are non-paid, but you may find some paid internships (see the bulletin board).