Carroll University  
Department of Human Movement Sciences  
Exercise Science Program  
Syllabus – Spring 2017

Course Number: ESC 480  
Title: Capstone: Internship in Exercise Science  
Credit Hours: 12 Credits

Prerequisites:  
1. Senior standing, with all in-major courses completed  
2. Minimum cumulative GPA of 2.0  
3. Completion and review of background check  
4. Supervisor/department authorization of the internship site  
5. Contract between Carroll University and internship Site  
6. Current First Aid/CPR Certification

Contact Hours: A minimum of 480 hours (40 hours per credit)

Course Description:  
This course is an opportunity for students to apply theories and concepts to actual work experiences under the supervision of the capstone advisor and internship supervisor. The purpose of the internship is to provide opportunities to improve skills, reach goals, and adapt to the world of work. The long-term goals and day-to-day responsibilities are unique to each internship and these goals and responsibilities are collaboratively developed by the site supervisor and the student intern. The Carroll University Exercise Science Program Objectives for the capstone are listed below and may serve as a general framework for developing internship goals and responsibilities.

Format: Internship  
Meeting Time: 12 Credit (ESC Students) By individual appointment

Capstone Coordinator  
Jason Roe, MS, CSCS  
309 Charles House  
Office Hours: By Appointment  
Phone: 262.524.7390

Required Text: None

Course Objectives:  
The primary objective of the Capstone Internship is the attainment of professional experience and more specifically develop or obtain the knowledge, skills, and abilities that meet or exceed what would be expected of an entry level employee in the specific setting of the internship. This includes but is certainly not limited to the following:  
1. Acquire management and leadership skills within an exercise science related field.  
2. Perform assessments and evaluations of individuals or groups and interpret the results  
3. Identify and access the most relevant research materials.  
4. Work collaboratively to successfully complete short and long-term projects that meet the goals and mission of the business or organization.  
5. Develop and implement programming for patients, clients, or working members of the business or organization.
6. Implement effective instructional approaches including the use of media and technology.
7. Effectively share or present information through written and verbal communication.
8. Develop an understanding of the organization structure and management.

**Student Responsibilities:**
The responsibilities of each student will be highly individualized based on the internship site.

As noted above the primary objective of the Capstone Internship is the attainment of professional experience and more specifically development or obtainment of the knowledge, skills, and abilities that meet or exceed what would be expected of an entry level employee in the specific setting of the internship.

Students must accrue a total of 480 hours for the experience through hours scheduled with the approval of their site supervisor.

Attempt to meet the course objectives listed above through training, observation, and hands-on yet appropriately supervised experience in-line with that of a new hire. Students are also required to document their learning through the development of a portfolio composed of a singular large scale project and/or smaller scale repetitive or long-term work that benefits the student and the internship site.

Activities that all student interns are prepared to perform include but may not be limited to:
1. Customer Service
2. Exercise Testing
3. Exercise Prescription and Programming
4. Exercise Instruction and Coaching
5. Health and Wellness Instruction/Education
6. Scheduling, Planning, Coordinating
7. Basic facility cleaning and maintenance as expected of other employees

**Attendance:**

**Informational Meeting**
Students are required to attend the ESC 480 Capstone informational meeting. This meeting is scheduled for the semester prior to the student’s capstone experience (September for Spring Capstone, late January or early February for summer and Fall Capstone). The process of obtaining an internship offer, site approval, and course requirements are covered. CPR certification and information for background checks will be collected.

**Update Meetings or Calls and/or Site Visits**
Depending upon internship site location students may be required to meet with the Carroll Capstone Supervisor during their internship to review progress, if face to face meetings are not possible review of the internship will be performed over the phone. The Carroll Capstone Supervisor will make every effort to perform pre-scheduled site visits.

**Site Attendance**
Students are required to complete 480 hours at their internship site, averaging 40 hours per week. The number of days per week and shift times must be agreed upon by the student-intern and the internship site supervisor. Students are required to be on time for, and complete all scheduled shifts. Any schedule changes must be requested by the student-intern and approved by the capstone SITE.
supervisor (time off for Carroll University scheduled breaks must be approved by the SITE supervisor).

<table>
<thead>
<tr>
<th>Course Grading</th>
<th>DUE</th>
<th>% of Final Grade</th>
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<tbody>
<tr>
<td>Goals Form</td>
<td>*</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>Performance/Learning Reflections (3)</td>
<td>2/24, 3/24, 4/21</td>
<td>10%</td>
</tr>
<tr>
<td>Mid-Term Supervisor Evaluation</td>
<td>3/10/17</td>
<td>20%</td>
</tr>
<tr>
<td>Research Report</td>
<td>4/28/17</td>
<td>10%</td>
</tr>
<tr>
<td>Major Project Portfolio</td>
<td>4/28/17</td>
<td>15%</td>
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<tr>
<td>Time Sheets</td>
<td>4/28/17</td>
<td>Pass/Fail</td>
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<tr>
<td>Final Supervisor Evaluation</td>
<td>4/28/17</td>
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<tr>
<td>Exit Questionnaire</td>
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<td>Pass/Fail</td>
</tr>
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</table>

Total 100%

*The Goals Form can be submitted any time after acceptance of the internship site, it is due at the latest 1 week after the beginning of the experience.

Completion of Pass/Fail assignments is required to receive your final grade for the course. Link between graded coursework and course objectives:

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Objective(s)</th>
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<tbody>
<tr>
<td>Research Report</td>
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<tr>
<td>Bi-weekly Reflections</td>
<td>1-3, 5-7</td>
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<tr>
<td>Major Project Portfolio</td>
<td>1-8</td>
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<tr>
<td>Midterm-Eval</td>
<td>1-8</td>
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<tr>
<td>Final Evaluation</td>
<td>1-8</td>
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Grading Scale:

<table>
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<th>Letter</th>
<th>Conversion Scale</th>
<th>Letter</th>
<th>Conversion Scale</th>
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<tr>
<td>A</td>
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<td>BC</td>
<td>81 – 79</td>
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<td>AB</td>
<td>91 – 89</td>
<td>C</td>
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<tr>
<td>B</td>
<td>88 – 82</td>
<td>D</td>
<td>69 – 60</td>
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<tr>
<td></td>
<td></td>
<td>F</td>
<td>&lt; 60</td>
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Capstone Experience Early Termination
Student Performance Detrimental to the Internship Site
Carroll exercise science students performing an internship are held to the professional standards of each representative site. If student performance does not meet the internship site's professional standards and expectations and the student's performance has a negative impact on the ability of the
site to meet its goals and/or mission the internship experience may be terminated. Negative performance must be documented by the site supervisor in writing. Student interns must be provided with an initial verbal warning of their negative performance, the date of this warning is documented in writing and the Carroll University capstone supervisor is notified. Continued negative job performance must be documented and a meeting between the site supervisor, the Carroll student intern, and the Carroll Capstone Advisor is scheduled. A scheduled Performance Action Plan to improve student intern performance is developed, agreed upon by all involved parties, and documented in writing. Failure to meet the terms of the Performance Action Plan may result in termination of the internship experience.

**Criminal Activity**
Any criminal activity that occurs during the performance of the capstone experience may be grounds for immediate termination of the internship agreement and dismissal from the site. In this event the student-intern and Carroll Capstone Supervisor will be immediately notified by the internship site supervisor. The student-intern must then meet with the Carroll University Capstone Supervisor to address the termination.

**Policy Statements:**

**Statement on Academic Integrity:** The Carroll College Academic Integrity Policy is located in your student handbook (pages 17-21). I encourage you to familiarize yourself with it. If a student violates this policy in any way, I reserve the right to impose a sanction of failure on the assignment/assessment or failure in the course. If you have questions about appropriate citations, please ask.

**Accommodation for Disabilities:** Any requests for accommodation must be made through Disability Services Coordinator at Carroll University.

**Modifications to the syllabus:** The Capstone Advisor and the University reserve the right to modify, amend, or change the syllabus (schedule, course requirements, grading policy, etc.) as the curriculum and/or program require(s).