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

Prerequisites:
1. Senior standing, with all in-major requirements 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: By individual appointment

Internship Coordinator:
Jason Roe, MS, CSCS
Office: 309 Charles House
Office Hours: By appointment
Phone: (262) 524-7390
Email: jroe@carrollu.edu

Course Instructor:
David MacIntyre, MS
Office: 307 Charles House
Office Hours: By appointment
Phone: (262) 524-7667
Email: macintyr@carrollu.edu

Fax: (262) 574-2636

Required Text: None
Course Objectives:
The primary objective of the Internship experience is for the students to develop or obtain the knowledge, skills, and abilities that meet and/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 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 12-credit 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, experiences 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 or via email. 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).
Course Grading | DUE | % of Final Grade
--- | --- | ---
Goals Form | * (6/2/17) | Pass/Fail
Performance/Learning Reflections (3) | 6/16, 7/14, 8/4 | 10%
Mid-Term Supervisor Evaluation | 6/30/17 | 20%
Research Report | 8/4/17 | 10%
Major Project Portfolio | 8/4/17 | 15%
Timesheets | 8/4/17 | Pass/Fail
Final Supervisor Evaluation | 8/4/17 | 45%
Exit Questionnaire | 8/4/17 | Pass/Fail

Total 100%

* The **Goals Form** can be submitted any time after acceptance of your 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.

Assignments need to be **computer generated** so you can upload them to LMS. That way all documents are in one place for grading and for future reference for program assessment.

Your **Timesheet**, documenting your hours worked at your internship, must be uploaded to LMS by August 4, 2017. Fill out the sheet in Word, print it for your supervisor’s signature, scan it to a PDF file, and then upload to LMS (or similar process to allow for upload to LMS).

*** Please remember to write using complete sentences, correct grammar, and spell checking. These will be parts of assessing and grading the assignments. As you answer many of the questions, we want more than just cursory answers. Try to have some depth to your responses and some personal reflection. For example, how does the question and your response apply to you personally and/or professionally? How are you going to take what you experienced or learned and use it in your future career?

**IF A DUE DATE FOR AN ASSIGNMENT EXPIRES, PLEASE CONTACT Mr. MacIntyre TO RE-OPEN THE LMS ASSIGNMENT SO YOU CAN UPLOAD THE ASSIGNMENT.**

Link between graded coursework and course objectives:

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<tr>
<th><strong>Coursework</strong></th>
<th><strong>Objective(s)</strong></th>
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<tbody>
<tr>
<td>Research Report</td>
<td>8</td>
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<tr>
<td>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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<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:

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<tr>
<th>Letter</th>
<th>Conversion Scale</th>
<th>Letter</th>
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<td>BC</td>
<td>81 – 79</td>
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<td>AB</td>
<td>91 – 89</td>
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<td>B</td>
<td>88 – 82</td>
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**Internship 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 Course Instructor is notified. Continued negative job performance must be documented and a meeting between the site supervisor, the Carroll student intern, and the Carroll Internship 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 Internship Supervisor will be immediately notified by the internship site supervisor. The student-intern must then meet with the Carroll University Internship Supervisor to address the termination.

**Policy Statements:**

*Statement on Academic Integrity:* The Carroll College Academic Integrity Policy is located in your student handbook. You are encouraged to familiarize yourself with it. If a student violates this policy in any way, the course instructor reserves 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 Internship 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).