



northern *State* university

PROCEDURES FOR PRACTICUM AND INTERNSHIP EXPERIENCES IN THE HEALTH AND PHYSICAL EDUCATION DEPARTMENT

- The student is responsible for searching out and applying for practicum and internship opportunities in the field. The university supervisor will help as a guide in the process but ultimate responsibility for finding an experience rests with the students. Sources that can be helpful in searching for practicum and internship possibilities include (but are not limited to) the NSU Career Development Office, various websites (www.internsearch.com, www.medicalfitness.org, www.gymjob.com, any search engine, etc.
- The student is responsible for acquiring the appropriate forms from the university supervisor in order to register for PE 395 (Practicum) or PE 496 (Internship).
- The student is responsible for obtaining all forms required during the practicum or internship experience. The student must disclose to the university supervisor and the site supervisor any special conditions or constraints regarding the potential placement. All practicum and internship students are responsible for their personal and professional conduct throughout the practicum or internship experience. The practicum/internship student must be familiar with all relevant policies in regards to the position concerning clients, staff, and liability coverage.
- The student will complete his/her practicum or internship experience and submit all assignments as directed by the university supervisor, the site supervisor, and all others placed in a leadership role to the practicum/internship student. At the conclusion of this experience, the practicum/internship student will be evaluated by their site supervisor on their performance in their professional role and by their university supervisor on the completion and quality of required internship assignments and requirements.
- The student must submit a thank you note to the university supervisor which will be mailed to the internship supervisor.

HEALTH AND PHYSICAL EDUCATION DEPARTMENT
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INTRODUCTION TO THE INTERNSHIP

The Internship Experience (PE 496) is required of all students majoring in Human Performance and Fitness (HPF), as well as Sports Marketing and Administration (SMAD). In most cases, the internship should take place during the student's senior year (either fall, spring, or summer semesters).

The experience provides a supervised field experience in a professional setting. The internship experience for HPF majors is a three-credit experience that requires a minimum 150 contact hours in the field; the internship experience for SMAD majors is a six-credit experience that requires a minimum 300 contact hours in the field.

The intent of the Internship Experience is to give majors opportunities in:

1. Observing connections between classroom theory and field practice.
2. Gathering data about actual field practices.
3. Participating with a site supervisor in planning and creating major specific programming.
4. Assisting the site supervisor and clients.
5. Helping with routine activities.

OBTAINING AN INTERNSHIP

Searching and acquiring an internship is the responsibility of the Health and Fitness for Older Adults major. The university supervisor, NSU Career Development Office, and numerous professional websites can be used for assistance in identifying and applying for an internship experience. The initial exploration for internship opportunities should begin a minimum of six months before the major plans to engage in the internship.

INTERNSHIP STUDENT RESPONSIBILITIES

1. Wear clothing appropriate to the professional code of the facility/agency in which the practicum takes place.
2. Be prompt and punctual for the assigned times. (Notify your site supervisor and university supervisor in emergency cases of tardiness and/or absence).
3. Demonstrate initiative by getting involved.
4. Display a positive attitude accepting and executing assigned responsibilities.
5. Be prepared.
6. Maintain all confidentiality requirements of the position.
7. Write a Thank You note to the site supervisor.

ADDITIONAL REQUIREMENTS

1. Write five primary goals for your experience.
2. Maintain a daily journal of activities and experiences performed.
3. Provide written reports (types of activities you are doing and how they are working to help you meet your goals) to the university supervisor on a weekly basis.
4. Write a formal 3-5 page paper regarding a specific aspect or two of your experience.
5. Create a professional resume for prospective employers.
6. Create a professional cover letter for prospective employers.
7. Create a professional philosophy for prospective employers.