

**PEP 495: Internship  
Exercise Science Program  
Internship Placement Form**

Name of Student: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Field Experience Agency \_\_\_\_\_

Address: \_\_\_\_\_ Zip \_\_\_\_\_ Phone: \_\_\_\_\_

Agency Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Field Experience Schedule: **(Complete as possible)**

Class Schedule (if any):

Contact in case of emergency: \_\_\_\_\_

\_\_\_\_\_

**PEP 495: Internship  
Exercise Science Program**

**AGENCY ACCEPTANCE OF INTERNSHIP STUDENT FORM**

This agency hereby accepts the following student as an internship student trainee for the time and under the specifications listed below:\*

Name of student: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Terminating Date: \_\_\_\_\_

General Description of Assignment:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Worksite Supervisor

**PEP 495**  
**Exercise Science Program**  
**Internship Mid-Term Evaluation**

To: Agency or Institution Supervisor for Exercise Science Students Involved in an Internship  
 From: University Internship Supervisor  
 Subject: EVALUATION OF STUDENT'S INTERNSHIP AND GRADE RECOMMENDATION

Agency\_\_\_\_\_ Date\_\_\_\_\_

Student's name\_\_\_\_\_

Agency Supervisor's Name\_\_\_\_\_

**PROFESSIONAL PERFORMANCE**

1. Planning of field work through goals, objectives and activities.....
2. Implementing and organizing to accommodate goals and objectives....
3. Knowledge (depth, currency, breadth) & skills as exercise leader.....
4. Judgement and decisions (consistent, accurate, effective).....
5. Plan and organize work (timeliness, creative).....
6. Management of resources (material resourcefulness).....
7. Leadership (initiative, human relations, accept responsibility).....
8. Adaptability (dependable, punctual, flexible).....
9. Oral communication (clear, concise, confident preparation).....
10. Written communication (clear, concise, organized).....

**PERSONAL QUALITIES**

11. Professional attitude (cooperation, demeanor).....
12. Intellectual curiosity.....
13. Poise and self-confidence.....
14. Professional appearance.....

No opportunity to observe	Outstanding	Above average	Average	Needs to improve	Unsatisfactory	
						1
						2
						3
						4
						5
						6
						7
						8
						9
						10
						11
						12
						13
						14

**Comments:**

(Do you feel the student has successfully completed his/her field work to date?)

**Grade Recommendation:** A+ A A- B+ B B- C+ C C- D+ D D- F

---

Signature

---

Date

**Return via mail to:** Dr. Len Kravitz  
Department of HESS  
MSC 04 2610, 1 University of New Mexico  
Albuquerque, NM 87131-0001

**Thank You Very Much!**

**PEP 495**  
**Exercise Science Program**  
**Internship Final Evaluation**

To: Agency or Institution Supervisor for Exercise Science Students Involved in an Internship  
 From: University Internship Supervisor  
 Subject: EVALUATION OF STUDENT'S INTERNSHIP AND GRADE RECOMMENDATION

Agency\_\_\_\_\_ Date\_\_\_\_\_

Student's name\_\_\_\_\_

Agency Supervisor's Name\_\_\_\_\_

**PROFESSIONAL PERFORMANCE**

1. Planning of field work through goals, objectives and activities.....
2. Implementing and organizing to accommodate goals and objectives....
3. Knowledge (depth, currency, breadth) & skills as exercise leader.....
4. Judgement and decisions (consistent, accurate, effective).....
5. Plan and organize work (timeliness, creative).....
6. Management of resources (material resourcefulness).....
7. Leadership (initiative, human relations, accept responsibility).....
8. Adaptability (dependable, punctual, flexible).....
9. Oral communication (clear, concise, confident preparation).....
10. Written communication (clear, concise, organized).....

**PERSONAL QUALITIES**

11. Professional attitude (cooperation, demeanor).....
12. Intellectual curiosity.....
13. Poise and self-confidence.....
14. Professional appearance.....

No opportunity to observe	Outstanding	Above average	Average	Needs to improve	Unsatisfactory	
						1
						2
						3
						4
						5
						6
						7
						8
						9
						10
						11
						12
						13
						14

**Comments:**

(Do you feel the student has successfully completed his/her field work to date?)

**Grade Recommendation:** A+ A A- B+ B B- C+ C C- D+ D D- F

---

Signature

---

Date

**Return via mail to:** Dr. Len Kravitz  
Department of HESS  
MSC 04 2610, 1 University of New Mexico  
Albuquerque, NM 87131-0001

**Thank You Very Much!**

**PEP 495: Internship  
Exercise Science Program**

**RESPONSIBILITIES OF STUDENT, AGENCY AND SUPERVISOR**

**I. Student Responsibilities**

**A. To the agency/business/site:**

1. To conform to the rules/regulations of the agency/business/site.
2. To complete assignments as outlined in the agency acceptance form and goals and objectives.
3. To provide 180 hours of service to the fitness/health promotion or clinical program

**B. To the university supervisor:**

1. To submit : (a) the field experience placement form, (b) agency acceptance form,
2. To submit bi-weekly activity reports
4. To submit portfolio at conclusion of internship

**II. Agency/Business/Site Responsibilities**

**A. To the student:**

1. To confer with student to determine his/her responsibilities and to present an overview of the agency/business/site's purposes, policies, program, rules and regulations.
2. To schedule periodic conferences with student to assess his/her progress (midway and final evaluations required).
3. To develop working agreement with the student which clearly outlines his/her role and responsibilities at the worksite during 1st week of experience.
4. To review and evaluate bi-weekly reports (optional) and discuss them with the student when necessary.
5. To complete the midterm and final evaluations of the student's performance.
6. To provide liability insurance for the student if necessary.

**B. To the University**

1. To receive approval from the Exercise Science Program Coordinator as a PEP 495 field experience worksite.
2. To cooperate with the exchange of information concerning the student's performance.
3. To submit formal evaluations (midterm and final) of the student's performance.
4. To discuss curriculum offerings as are related to the student's weaknesses and suggest changes.

5. To notify the university supervisor in the event of a serious problem with the student.

### III. University Supervisor Responsibilities

#### A. To the student:

1. To assist the student in selecting the field experience worksite.
2. To give final approval for all field experience worksites.
3. To review the field experience placement form and agency acceptance form with the student.
4. To review and evaluate bi-weekly activity reports and discuss them with the students.
5. To assign final grade as outlined in the course description.

#### B. To the agency/business/site:

1. To approve the agency/business/site as a field experience worksite.
2. To provide student evaluation form for the midterm and final evaluations
3. To maintain open communication with the agency/business concerning its supervision of students.

**End of Document**