



THE UNIVERSITY OF  
ALABAMA IN HUNTSVILLE

**Department of Kinesiology**

**KIN 490 and SFM 491  
Internship Manual**

2024 Version

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## **Introduction**

The purpose of this internship manual is to serve as a reference for students, faculty, and internship agencies on the established policies and procedures of the University of Alabama in Huntsville's Kinesiology Department. The internship in Exercise Science and/or Sport and Fitness Management is intended for the student to observe and gain practical experience in a professional environment in which they plan to pursue a career.

Ideally, internships will be *student-centered*. With this emphasis in mind, it is our hope to provide support through this manual for the student, internship agency, and internship supervisor.

## **Purpose of the Undergraduate Internship Program**

The purpose of the undergraduate internship program is ultimately to assist in the transition from the university curriculum to a professional setting. Throughout the internship, the student will apply practical application and knowledge from undergraduate course work in the agency setting under the guidance, supervision, and instruction, of an agency supervisor and UAH supervisor. As part of the internship experience, both the agency supervisor and UAH supervisor will evaluate the student's application of knowledge as well as professional skills. The student should also evaluate his or her own performance and continue to improve throughout their internship experience.

## **Components of a Successful Internship**

A successful internship is achieved by the student's job performance as well as professionalism, successful completion of all course requirements, and ability to gain practical experience in their chosen field of interest. This success prepares students to enter the workforce as well as assists students networking and building relationships, contributes to building a resume, provides references for future employment, and often time the employer may be interested in hiring student interns.

Interns will be evaluated on their performance by both the university and internship agency supervisor. Interns and supervisors should review criteria outlined on evaluation forms (p 19) regarding students' performance and successful internship.

Students and supervisors should outline job responsibilities and what is expected of both the student and the supervisor prior to the student beginning any internship hours. Students must also possess excellent workplace skills to complete a successful internship. Some of these skills include but are not limited to: demonstrate professionalism in the workplace at all times, establish effective people skills, demonstrate organizational skills, the ability to utilize time

management, utilize critical thinking and applied learning skills, and excellent communication both orally and written.

**If a student must miss a day of internship, the student must contact their agency supervisor, UAH supervisor, and UAH Internship Coordinator immediately. Effective communication is integral to a successful internship. Failure to do so may result in termination of internship.**

Lastly, it is the students responsibility to recognize the student is not only representing themselves in the workplace, but future UAH interns and the Department of Kinesiology. We hold our students to a high standard and expect all of our student interns to do their best and follow all university and agency's policies and procedures.

### **Objectives of Internship**

1. To provide an opportunity for students to apply knowledge in a practical environment prior to entering the workforce.
2. To assist students with further developing professional knowledge, skills, and abilities.
3. To assist students in developing relational skills.
4. To provide students with an example of professionalism and behaviors expected in the workplace with the help of a professional role model or mentor.
5. To further help students recognize their own strengths and areas for growth both personally and professionally.
6. To prepare students for future employment or higher education.
7. To cultivate relationships and develop long-lasting partnerships between UAH's Department in Kinesiology and internship agencies.

### **Student Learning Outcomes**

1. To determine if the students chosen internship is what the student desires to pursue post-graduation.
2. To further enhance professional skills such as knowledge, communication, professionalism, and time-management.
3. To gain meaningful experience in the workplace.
4. To establish relationships and connections in the workplace.
5. To help students understand realistic expectations of their potential career.
6. To prepare students for future employment.

## Internship Overview and Student Information

Students are required to complete a 200-hour (6-credit hours) internship related to their degree program prior to graduation.

### Eligibility and Pre-Requisites

Students are eligible to apply for internship their senior year in their last semester prior to graduation or the semester before graduation. Students must be in good academic standing and have taken the following courses before applying to internship:

#### KIN 490

KIN 240	KIN 352
KIN 260	KIN 440
KIN 290	KIN 451
KIN 327	KIN 455
KIN 328	KIN 457
KIN 351	KIN 463

#### SFM 491

KIN 260	KIN 463
KIN 265	KIN 470
KIN 381	KIN 471
KIN 382	KIN 472
KIN 383	KIN 473
KIN 442	

### Additional Courses with Internship Department Policy

Beginning Spring, 2021, the Department of Kinesiology will not allow students to enroll in more than **2 courses in addition to internship**. It is extremely difficult/impossible for students to complete required internship responsibilities/hours while taking research courses, lab courses, and more than 2 additional courses. If possible, the internship should be taken alone to ensure ample time for the student to complete their required hours and responsibilities.

Note: under extenuating circumstances, additional classes may be considered and will be treated as a case-by-case basis.

### GPA Requirement

Due to the competitive nature for various internships, a minimum GPA of 3.3 is required for physical therapy internships as well as prestigious internship sites such as Huntsville Hospital, Decatur Morgan Hospital, the Trash Pandas, etc. When multiple students apply for the same internship site, the student with the highest GPA will obtain that particular site.

## Semester Prior to Internship

It is highly recommended that students meet with the internship coordinator the semester prior to interning to discuss internship desires as well as the application process. Additionally, students should meet with Mrs. Redding to determine eligibility requirements prior to applying for internship.

Contact information to schedule a meeting:

Mrs. Alyssum Reno-Smith

Email: [amr0066@uah.edu](mailto:amr0066@uah.edu)

Phone: 256-824-2180

## Application Process

Students must fill out the internship application by the deadline the semester prior to interning. An email will be sent out to all interns with the application and due date at the beginning of each semester. Late applications **will not be accepted**, and the intern will be required to intern the following semester. Students will list their top three choices of where they would like to intern. Students may list a site UAH has already established a partnership, or students may seek another partnership they are interested in interning with as long as they fit within UAH's internship requirements. Ultimately, the UAH internship coordinator and faculty will make final placement decisions. See the application on page 13 for full instructions.

## Potential Site Opportunities

Listed below are potential internship sites for both exercise science and sport and fitness management interns. If a student has interests somewhere else not listed below, we will consider the site if it is related to the student's degree. Our goal is to have our students intern at a site that best suits their interests. Please visit <https://www.uah.edu/education/departments/kinesiology/prospective-internships> for a list of possible sites.

**Note:** UAH is always seeking new site opportunities therefore sites listed on the website may not include *every* opportunity. Therefore, a meeting with the UAH internship coordinator is preferable to help narrow down students interests and help students select the best fit.

## Exercise Science Opportunities

Exercise science internship opportunities are listed below:

- Athletic Training
- Cardiac Rehab
- Chiropractic
- Clinical Exercise Physiology

- Community Fitness and Wellness
- Personal Training
- Strength and Conditioning
- Physical Therapy
- Occupational Therapy
- Research

### **Sport and Fitness Management Opportunities**

The Sport Management Internship is the capstone experience for students in the Sport Fitness Management major.

Sport and Fitness Management Internship opportunities are listed below:

- Golf/Country Clubs
- High School sports
- Collegiate sports
- Professional sports
- Fitness venues
- Sports Media
- Sports Agency/Sports Marketing
- Olympics
- Paralympics
- Recreation venues
- Other associated venues

Roles in organizations may be administrative, marketing related, events associated or other useful roles. It's not uncommon for workplace roles to be interconnected, which is exciting because of the significant level of practice-skills & portfolio-development opportunities.

### **Previous Affiliations and Internship**

Students may not complete their internship at a site where they have previous affiliations. These include but are not limited to employment, school, athletics, family members on staff, etc. The purpose of internship is for students to gain a well-rounded experience and learn networking skills.

### **Paid Internships**

Most student internships are unpaid, though some sites do pay stipends to student interns. Stipends or paid internships are acceptable when they do not limit the opportunity for students to gain a well-rounded educational experience.



## Interviews

Following the submission of the internship applications, students are required to undergo an interview with the Department of Kinesiology Faculty to determine placements. The purpose of the interview is to provide students with an opportunity to practice interviewing skills as well as assist departmental faculty in deciding which students are best fit for certain placements. Interviews are mandatory and department faculty will determine if a student is ready to intern.

Additionally, some sites require students to interview before a placement can be confirmed. Students must complete this interview the semester prior to interning.

## Liability Insurance, CPR, and Additional Requirements

**Students are required to purchase personal liability insurance and obtain a current CPR certification at their expense prior to interning.** Listed below are two options for purchasing liability insurance:

- [www.hpsso.com](http://www.hpsso.com)
- [www.proliability.com](http://www.proliability.com)

**Note:** Some sites require a higher level of liability insurance. Check with your site to see if they have minimum requirements.

Students may complete their CPR certification at UAH by taking the Basic Life Support Classes (BLS is required for sites like Decatur Morgan Hospital, Huntsville Hospital, and Crestwood Medical Center) *or* through American Red Cross in Huntsville. CPR classes **MUST** include the in-person practicum. See the links below for BLS or American Red Cross:

- <https://options.pcs.uah.edu/searchResults.cfm?prgID=23>
- <https://www.redcross.org/take-a-class>

## Additional Requirements

Students interning at hospitals, schools, etc. may also be required to complete additional requirements such as a background check, drug screen, TB skin test, and provide immunization records for certain internships. The UAH Internship coordinator will work with students on providing instructions on how to complete these requirements. These additional requirements are at the student's expense.

## Agreement Form

Once placements have been determined and established, the UAH internship coordinator will email the students an agreement form. Students must fill out this form, sign and have the agency supervisor sign, and return to the UAH internship coordinator **PRIOR** to beginning any internship hours. Students must understand the days/hours of the week specified on the agreement form and final and cannot be changed without approval from the agency supervisor, UAH internship supervisor, and UAH internship coordinator.

## Checklist

**Please use this checklist for your reference the semester before your internship.**

- Mandatory Internship Meeting
- Application Submitted
- Interview with KIN Dept and/or site completed
- Proof of Liability Insurance
- CPR Certification
- Additional Requirements Submitted (if applicable)
- Completed and Signed Internship Agreement Form

### **Student Responsibilities**

1. Apply and gain approval for internship the semester prior to interning.
2. Submit all requirements the semester prior to interning.
3. Attend mandatory internship orientation.
4. Complete a minimum of 200 clock hours.
  - a. Note: some internship sites require additional hours. If a student is finished with their 200 hours, the student must still report to internship if the site requires additional hours.
5. Abide by all university and agency policies and procedures including but not limited to FERPA, HIPPA, etc.
6. Be professional, punctual, and respectful of the agency, agency supervisor, and UAH internship supervisor.
7. Practice effective communication skills and communicate any issues or missed hours with the agency supervisor, UAH supervisor, and UAH internship coordinator.
8. Complete all job responsibilities and assigned tasks effectively.
9. Complete all assignment coursework and attend mandatory biweekly meetings.

### **Internship Agency and Agency Supervisor Responsibilities**

1. To create a job environment to facilitate the intern's growth and development in their responsibilities and duties.
2. To guide the internship student into increasing responsibilities as a student-professional leader.
3. To communicate the goals and objectives of the specific internship experience effectively to the student intern.
4. To provide the student intern with a written set of guidelines and expectations to submit to during the internship experience.
5. Aid in being a mentor to the student by being an active resource for questions and concerns from the student.
6. Introduce the intern and internship opportunity to the staff and assist the intern to have appropriate interaction with staff and clients.
7. Meet regularly with the student intern to discuss operational methods, problems, and leadership techniques and additional issues that will facilitate the intern in meeting his/her internship goals.
8. Provide feedback and evaluate the student intern's work throughout the internship experience.

### **UAH Internship Supervisor Responsibilities**

1. Provide support materials regarding the purpose and objectives of the internship program.
2. To be accountable for the university's communication end of the internship.
3. To serve as a mentor and offer advice and support to the student.
4. To maintain the lines of communication with the agency supervisor and student intern.
5. Be available and provide support as well as maintain frequent contacts and/or visits
6. to the internship agency supervisor.
7. Meet with student interns frequently (biweekly preferred) to provide support and assess students' progress.
8. Complete a midterm and final evaluation of the student with a minimum of two site visits.
9. Assess internship assignments and the performance of the student to determine the internship student's final grade.

### **UAH Intern Coordinator Responsibilities**

1. Meet with students to discuss internship desires.
2. Make contact relative to the agency's willingness to participate in the internship program and assign student interns accordingly.
3. Establish an affiliation agreement between UAH and the internship agency when necessary.
4. Conduct interviews for the internship students the semester prior to interning.
5. Finalize internship placements and endorse internship agreement forms.
6. Provide support to internship students, agency supervisors, and UAH supervisors.
7. Cultivate new site relationships and maintain current partnerships to provide students with the best opportunities.

### **Internship Dismissal**

If there is a cause for dissatisfaction between the student intern and agency, either may terminate the experience after consultation with, and approval, by the UAH internship supervisor and department faculty. However, every effort will be completed as an attempt to improve the internship experience. Thorough communication, professional development plans, and meetings between the UAH internship supervisor, student intern, and agency supervisor will be required to ensure all parties have made every effort to improve the situation. If the student is removed from the internship by either the internship agency or UAH internship supervisor, appropriate action decided by all parties will follow.

# FORMS



# **INTERNSHIP APPLICATION**

Name: \_\_\_\_\_ Concentration: \_\_\_\_\_ Date: \_\_\_\_\_

UAH Email: \_\_\_\_\_ Phone: \_\_\_\_\_ A Number: \_\_\_\_\_

Current GPA: \_\_\_\_\_ Semester you wish to complete your internship: \_\_\_\_\_

Anticipated Graduation Date: \_\_\_\_\_

Type of agency where you desire internship placement (must complete **ALL** three):

\*note: these choices are your personal preferences. UAH supervisors will do our best to accommodate you, but ultimately, we will place you.

Agency	Contact Person	Phone #	Email
1 <sup>st</sup> Choice: _____			
Address _____			
2 <sup>nd</sup> Choice: _____			
Address _____			
3 <sup>rd</sup> Choice: _____			
Address _____			

- I have read the internship manual and application instructions.
- I am affirming that I have no prior affiliation (employment, gone to school, family members on staff, etc.) with the agencies I have listed above.

Student Signature: \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE. FOR UAH SUPERVISORS ONLY.**

.....

Semester: \_\_\_\_\_ Internship Agency: \_\_\_\_\_

Name of Agency Supervisor: \_\_\_\_\_

Phone Number of Agency Supervisor: \_\_\_\_\_

Address of Agency: \_\_\_\_\_

UAH Supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Internship Approved by Academic Advisor: \_\_\_\_\_

Cumulative GPA: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_\_\_ Disapproved: \_\_\_\_\_

Signature of UAH Internship Supervisor: \_\_\_\_\_

### UAH Internship Agreement Form

The purpose of this agreement form is to serve a mutual understanding between the student intern and the internship agency.

#### Instructions:

1. Please email me your completed form by **[date changes each semester]**
2. Please fill out all required information.
3. The agreement form must be signed by both the student and the agency supervisor.
4. Once the agreement form is signed, the placement is final.
5. **The agreement form must be submitted before the student intern begins any internship hours. Inability to submit the completed agreement form by the due date will result in internship dismissal.**

#### Required Information:

1. Students must meet with their site supervisor to fill out the required information. The goal of this meeting is for both the internship student and internship site to outline guidelines and responsibilities, expectations, and any other important information.
2. Please use this format including the title, headings, and font.
3. All information must be **typed** by the student, professional, and organized.
4. Students must complete 200 clock hours within the designated internship semester.
5. **Student Information:** Provide your name, student ID, how many classes you are taking with internship, email, and phone number.
6. **Emergency Contact Information:** Provide the name of a person you would like to list as your emergency contact. This can be a relative, significant other, friend, etc. Please provide their phone number.
7. **Agency/ Site Information:** Provide the agency address (if there are multiple locations, specify the location), name of your site supervisor, phone number, email, and their preferred mode of contact.
8. **Start and End Date:** The student intern needs to specify their anticipated start and end date. All student interns are expected to start no later than **[date changes each semester]**, and all hours must be completed by **[date changes each semester]**.
9. **Calendar:** Provide a calendar of your internship schedule throughout the entire semester. This needs to include the days and hours per day you will be interning i.e., Monday, 8 a.m. -12 p.m., Tuesday, 4 p.m.- 7 p.m., and any days you will need to miss, and your class schedule. Please also include how many total hours you anticipate completing each week.
10. **Internship Continuation:** The student intern should understand and discuss expectations with their site supervisor if the student is expected to continue interning once they have finished their 200 hours. If so, provide an end date.



11. **Expectations, Requirements, and Responsibilities:** Provide a **detailed** list of the expectations, requirements, responsibilities, and tasks the site expects of you based on your interview with the site supervisor. The list should progress based on the student intern's willingness to complete assigned tasks, work ethic, and knowledge. Simple tasks such as cleaning, disinfecting, laundry, or organizing, should be limited to minimal hours.
12. **Tardy and Absence Policy:** The UAH tardiness and absence policy states that if a student must miss internship, the student needs to contact the site supervisor, UAH internship supervisor, and internship coordinator immediately. Please include any additional information the site provides on tardiness and absences.
13. **Dress Code:** Outline the specific requirements from the site on dress code- business casual, scrubs, athletic attire, closed toed shoes, etc.
14. **Additional Requirements:** UAH requires all student interns to have an updated CPR/AED certification as well as purchase professional liability insurance prior to internship. Clearly specify if the site requires anything else for their student interns as well as any due dates.
15. **Goals:** The student intern should outline goals for themselves as well as the site supervisor should specify goals for the student intern to accomplish throughout the internship experience.
16. **Internship Meetings:** There will be at least 3 mandatory internship meetings in the evenings throughout the semester. The specific day/time will be determined by each instructor and the schedule will be posted on Canvas prior to the first day of class. Make sure to discuss this with your internship supervisor and be prepared to block out these dates on your calendars.
17. **Other Information:** This section is not required, however, if there is any other important information discussed between the student and internship supervisor, please note that information here.
18. The student intern and site supervisor must **initial** all pages (including the schedule/calendar) of the agreement form.

**Signatures:**

1. **Student Name:** \_\_\_\_\_  
**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
2. **Site Supervisor Name:** \_\_\_\_\_  
**Site Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_
3. **UAH Internship Coordinator Signature:** \_\_\_\_\_

### Internship Weekly Report Form

<b>To:</b>	<b>Submit via CANVAS, Sunday's 11:59 p.m.</b>
<b>From:</b>	
<b>Date:</b>	
<b>Job-site host:</b>	
<b>Host's Mission and Vision</b>	
<b>Best thing said this week:</b>	
<b>Days/hours worked this week:</b>	
<b>Total hours completed to date:</b>	

Please write in complete sentences:

1. Summary of the week's work.
2. What was learned from the week's work? If there were any problems, how were they solved?
3. Activities/ responsibilities completed this week?
4. Describe any evaluations, accomplishments, satisfactions, and/or changes that you would initiate if you were to conduct an activity a second time.
5. What have you done for your project this week?

Additional concerns/comments for this week?



**6 CREDIT HOURS = 200 HOURS**

**University of Alabama in Huntsville  
Student Internship Evaluation Form**  
(Completed by Agency Site Supervisor)  
(Exercise Science)

Student: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Site: \_\_\_\_\_

Site Supervisor : \_\_\_\_\_

Internship Semester: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer          Year: \_\_\_\_\_

Type of evaluation: \_\_\_ Midterm Evaluation \_\_\_ Final Evaluation

Please complete this evaluation with care and fairness for the interest of the internship student. Please accurately rate the student intern as objectively as possible based on the overall internship experience thus far.

Please rate the student on the following five-point scale:

- 5 = Exceptional: the student has exceeded expectations.
- 4 = Good: the student meets expectations.
- 3 = Average: basic requirements are met.
- 2 = Poor: the student has not fulfilled basic requirements.
- 1 = Unacceptable: the student is not prepared for internship or advanced work.
- NA = not applicable

**I. Performance**

Willingness to perform assigned tasks	5	4	3	2	1	NA
Seeks and accepts constructive feedback	5	4	3	2	1	NA
Ability to solve problems	5	4	3	2	1	NA
Shows enthusiasm	5	4	3	2	1	NA
Initiative and leadership	5	4	3	2	1	NA
Punctuality	5	4	3	2	1	NA
Dependability	5	4	3	2	1	NA
Judgment and Professionalism	5	4	3	2	1	NA
Organizational skills	5	4	3	2	1	NA
Time management	5	4	3	2	1	NA

Other comments related to **performance** \_\_\_\_\_

**II. Professionalism and Communication**

Courtesy and tact	5	4	3	2	1	NA
Rapport with supervisor	5	4	3	2	1	NA
Rapport with other staff members	5	4	3	2	1	NA
Rapport with clients/patients	5	4	3	2	1	NA
Written communication skills	5	4	3	2	1	NA
Oral communication skills	5	4	3	2	1	NA
Appropriate and ethical actions	5	4	3	2	1	NA

Other comments related to **Professionalism and Communication** \_\_\_\_\_

**III. Content Knowledge**

Displays content knowledge	5	4	3	2	1	NA
Demonstrates critical thinking skills	5	4	3	2	1	NA
Demonstrates adequate knowledge of exercise testing and prescription	5	4	3	2	1	NA

Other comments related to **Content Knowledge** \_\_\_\_\_

Please list the major strengths of the intern.

Please list opportunities for growth or observed concerns related to the intern.

Hours completed to date at internship site?

Is the intern on pace to successfully complete the 200 hours required?

What is your overall evaluation of the intern's performance?

5      4      3      2      1

Please rate the your satisfaction with the quality of the partnership between UAH's internship program and your facility.

5      4      3      2      1

Other comments:

Evaluator's signature: \_\_\_\_\_

Intern's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**University of Alabama in Huntsville**  
**Student Internship Evaluation Form**  
 (Completed by Agency Site Supervisor)  
 (Sport and Fitness Management)

Student: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Site: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Internship Semester: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer      Year: \_\_\_\_\_

Type of evaluation: \_\_\_ Midterm Evaluation \_\_\_ Final Evaluation

Please complete this evaluation with care and fairness for the interest of the internship student. Please accurately rate the student intern as objectively as possible based on the overall internship experience thus far.

Please rate the student on the following five-point scale:

- 5 = Exceptional: the student has exceeded expectations.
- 4 = Good: the student meets expectations.
- 3 = Average: basic requirements are met.
- 2 = Poor: the student has not fulfilled basic requirements.
- 1 = Unacceptable: the student is not prepared for internship or advanced work.
- NA = not applicable

**IV. Performance**

Willingness to perform assigned tasks	5	4	3	2	1	NA
Seeks and accepts constructive feedback	5	4	3	2	1	NA
Ability to solve problems	5	4	3	2	1	NA
Shows enthusiasm	5	4	3	2	1	NA
Initiative and leadership	5	4	3	2	1	NA
Punctuality	5	4	3	2	1	NA
Dependability	5	4	3	2	1	NA
Judgment and Professionalism	5	4	3	2	1	NA
Organizational skills	5	4	3	2	1	NA

Time management	5	4	3	2	1	NA
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Other comments related to **performance** \_\_\_\_\_

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**V. Professionalism and Communication**

Courtesy and tact	5	4	3	2	1	NA
Rapport with supervisor	5	4	3	2	1	NA
Rapport with other staff members	5	4	3	2	1	NA
Rapport with clients/patients	5	4	3	2	1	NA
Written communication skills	5	4	3	2	1	NA
Oral communication skills	5	4	3	2	1	NA
Appropriate and ethical actions	5	4	3	2	1	NA

Other comments related to **Professionalism and Communication** \_\_\_\_\_

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**VI. Content Knowledge**

Displays content knowledge	5	4	3	2	1	NA
Demonstrates critical thinking skills	5	4	3	2	1	NA
Demonstrates adequate knowledge of marketing, sports administration, and/or operations	5	4	3	2	1	NA

Other comments related to **Content Knowledge** \_\_\_\_\_

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Please list the major strengths of the intern.

Please list opportunities for growth or observed concerns related to the intern.

Hours completed to date at internship site?



Is the intern on pace to successfully complete the 200 hours required?

What is your overall evaluation of the intern's performance?

5      4      3      2      1

Please rate your satisfaction with the quality of the partnership between UAH's internship program and your facility.

5      4      3      2      1

Other comments:

Evaluator's signature: \_\_\_\_\_

Intern's signature: \_\_\_\_\_

Date: \_\_\_\_\_

**University of Alabama in Huntsville  
Site (Agency) Evaluation Form  
(Completed by the student)**

Site: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Internship Semester: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year: \_\_\_\_\_

Please rate your site on the following five-point scale:

- 5 = well above your expectations
- 4 = somewhat above your expectations
- 3 = meets your expectations
- 2 = somewhat below your expectations
- 1 = failed to meet your expectations
- NA = not applicable

Acceptance of you as a functional staff member	5	4	3	2	1	NA
Provision of relevant work experiences	5	4	3	2	1	NA
Cooperation of site to provide professional growth	5	4	3	2	1	NA
Provision of assistance meets your objectives	5	4	3	2	1	NA
Provided appropriate resources for you to complete your objectives	5	4	3	2	1	NA
Employment of competent staff for supervision	5	4	3	2	1	NA
Nurturing work environment	5	4	3	2	1	NA
Provided enough work for you to do	5	4	3	2	1	NA

Other comments:

What is your overall evaluation of the site?

5      4      3      2      1

Student's signature: \_\_\_\_\_

**University of Alabama in Huntsville  
Site Supervisor Evaluation Form  
(completed by the student)**

Site: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Internship Semester: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year: \_\_\_\_\_

Please rate your site supervisor on the following five-point scale:

- 5 = well above your expectations
- 4 = somewhat above your expectations
- 3 = meets your expectations
- 2 = somewhat below your expectations
- 1 = failed to meet your expectations
- NA = not applicable

Interest in you as a student	5	4	3	2	1	NA
Willingness to discuss concerns	5	4	3	2	1	NA
An effective educator	5	4	3	2	1	NA
Sensitivity	5	4	3	2	1	NA
Encouraging	5	4	3	2	1	NA
Flexible	5	4	3	2	1	NA
Professionalism	5	4	3	2	1	NA
Effective communication skills	5	4	3	2	1	NA
Provided constructive criticism	5	4	3	2	1	NA
Provided positive feedback	5	4	3	2	1	NA
Organizational skills	5	4	3	2	1	NA
Overall as a mentor	5	4	3	2	1	NA

Other comments:

Major strengths that were observed in the site supervisor:

Major weaknesses that were observed in the site supervisor:

Other comments:

What is your overall evaluation of the site supervisor?

5      4      3      2      1

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**University of Alabama in Huntsville**  
**UAH Supervisor Evaluation**  
(completed by the student)

Site: \_\_\_\_\_ Date of Evaluation: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Internship Semester: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year: \_\_\_\_\_

Please rate your site supervisor on the following five-point scale:

- 5 = well above your expectations
- 4 = somewhat above your expectations
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- 1 = failed to meet your expectations
- NA = not applicable

As a mentor	5	4	3	2	1	NA
Willingness to discuss concerns	5	4	3	2	1	NA
Availability	5	4	3	2	1	NA
Sensitivity	5	4	3	2	1	NA
Encouraging	5	4	3	2	1	NA
Supportive	5	4	3	2	1	NA
Accommodating	5	4	3	2	1	NA
Professionalism	5	4	3	2	1	NA
Effective communication skills	5	4	3	2	1	NA
Provided feedback in a timely manner	5	4	3	2	1	NA
Responsive	5	4	3	2	1	NA
Organizational skills	5	4	3	2	1	NA

Other comments:

Major strengths that were observed in the site supervisor:

Major weaknesses that were observed in the site supervisor:

Other comments:

What is your overall evaluation of the site supervisor?

5      4      3      2      1

Student's signature: \_\_\_\_\_