Manual for KIN 490 and KIN 491
INTERNSHIP

Department of Kinesiology

2020 EDITION
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INTRODUCTION

This manual serves 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.

LIABILITY INSURANCE AND BACKGROUND CHECK

The students must purchase liability insurance and obtain a CPR/AED certification before any hours can start. Additionally, students must comply to additional screenings specified by the internship site such as a background check, drug screen, TB skin test, etc. prior to beginning the internship.

REQUIREMENTS TO SUCCESSFULLY COMPLETE AND INTERNSHIP

1. Meet all required deadlines and submit all required internship materials, assignments, and evaluations.
2. Be professional and practice proper workplace etiquette including but not limited to:
   a. Be respectful
   b. Professional attire
   c. No cell phone use while in the workplace
   d. Effective communication
3. Comply with all agency and UAH Department of Kinesiology’s policies and procedures.
4. Report any concerns to your UAH internship supervisor and agency supervisor immediately.

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.
Objectives of Internship

1. To apply theory in a practical environment.
2. To further develop professional knowledge, skills, and abilities defined for each major by appropriate professional organizations.
3. To establish groundwork and provide networking for professional development and growth in career.
4. To further help students recognize their own strengths and weaknesses both personally and professionally.
5. To provide the students with experiences that will enable them to develop sound human relation skills.
6. To facilitate students as they assess personal ambitions in their chosen field.
7. To prepare students for employment or graduate education.
8. To strengthen relationships between internship agencies and the University of Alabama in Huntsville’s Department of Kinesiology.

You’re not bound to work for your “employer” after the internship is finished (although many students do receive job opportunities following an internship). The internship experience allows/promotes the application and improvement of your course-based learning (knowledge, skills, and abilities) in a real-world work setting. In addition to allowing the student to gain “work” experience in the field it is also the first opportunity for many students to begin building a network of professional contacts. Your internship site supervisor can be a valuable asset both during and following an internship experience. Therefore, the appropriate internship site with a quality internship site supervisor is vital as you transition from the academic world of your degree program to the work force.

For individuals who are planning on moving directly to graduate study, the internship experience and site supervisor carry similar benefits. Often this is the first opportunity to observe and participate in activities related to your chosen vocation (PT, OT, Clinical Exercise Physiology, Sports Management, etc.). Additionally, the internship supervisor can be a valuable resource both during and following the internship experience and has the potential to serve as a reference as you apply to programs of graduate study.

The field of Exercise Science and Sport and Fitness Management is broad with many career/employment tracks. Each student needs to carefully think about what type of internship will assist him/her in moving toward career aspirations. Identifying an appropriate internship site is complex. Your academic advisor and the UAH internship supervisor can assist you in identifying resources that will assist you in choosing an adequate internship site.

Choosing an adequate Internship Site and Agency Supervisor

1. The agency supervisor must be an expert in their field. This includes but is not limited to: having clear knowledge of Exercise Science and/or Sport and Fitness Management, a degree in the appropriate field relative to the internship situation, as well as an appropriate combination of certification/licensure and experience. Careful scrutiny will be given when evaluating new sites/site supervisors to ensure that students receive a quality internship experience.
2. The UAH supervisor and the student discuss the interests of the student and ultimately attempts to place the student at one of their desired locations. If the specified locations are unavailable, the UAH supervisor makes their best effort to find another location based on the student’s interests.

3. The internship site must be a reasonable distance from campus to allow for proper supervision and evaluation by the UAH internship supervisor.

4. The agency supervisor agrees to accept the student intern and meet with the UAH internship supervisor as needed. Such meetings will vary; but normally occur three to four times during the student’s internship experience.

5. The agency and agency supervisor agree to cooperate to the fullest extent with the University of Alabama in Huntsville’s Department of Kinesiology’s established policies and procedures regarding internships.

6. The internship agency and agency supervisor must assist the student intern in developing a sound understanding of the agency’s mission, statement, and goals/objectives.

ELIGIBILITY FOR INTERNSHIP

The internship in Exercise Science/ Sport and Fitness Management is intended to be one of the final courses enrolled in for completion of your degree (B.S.). Prerequisites for enrollment in KIN 490 and 491 are as follows:

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Students are warned against enrolling in more than 9 credit-hours while enrolled in internship. It has proven difficult/impossible for students to complete their internship responsibilities when enrolled in credit-hours above this recommendation, especially with a natural science course (required lab). Ideally, the internship should be taken alone. This ensures ample availability for the completion of internship service hours.

Additional eligibility requirements include:

1. Completion of the Internship Application Form the semester PRIOR to the expected date of internship experience. Fall internship = spring midterm deadline; spring = fall midterm deadline for application. The actual due date for the application will be determined by the UAH internship supervisor each semester. Late applications will not be accepted.
2. Continued cooperation with the UAH internship supervisor through the pre-internship application and assignment of agency.
3. Proof of liability insurance during the full internship experience.
4. Background check, drug screen, TB skin test, if required by agency.

**INTERNSHIP HOUR MINIMUM**

A minimum of 200 clock hours are required for completion of internship.

*Note*: Many internship sites have service hour requirements that exceed these minimums. If you select one of these internships, you are obligated to complete the requirements of the site not just UAH requirements.

Due to US employment and insurance laws, interns may only count 40 hours per week toward the internship hour requirements.

**be mindful of other course work and the number of hours completed each week.

**General Procedures for Internship**

1. Students must submit a completed internship application by the set due date each semester.
2. The internship placement must be approved by the UAH internship supervisor.
3. Orientation sessions will be required the semester prior to the internship.
4. Various internship meetings and seminars throughout the semester will be mandatory for internship students to attend.
5. At the end of the internship, students will meet with the UAH internship supervisor to discuss the positives and/or negatives of the internship, clarify any questions/concerns the student might have, and discuss any needs for revision of the internship program.
6. After completion of the internship, the student will be required to present on their chosen internship project to members of the departmental faculty, other students, and internship supervisors.
7. All student interns will be visited and evaluated by the UAH internship supervisor. Typically, the evaluations will normally be a midterm and final evaluation, but supervisors as subject to as many visits as they feel necessary.
8. Students are required to submit all require assignments and evaluations via CANVAS and/or google docs in their designated folder.

**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.

**The University of Alabama in Huntsville Internship Supervisor Responsibilities**

1. Make contact relative to the agency’s willingness to participate in the internship program and assign student interns accordingly.
2. Provide support materials regarding the purpose and objectives of the internship program.
3. To be accountable for the University’s communication end of the internship.
4. To serve as a mentor and offer advice and support to the student.
5. To oversee arrangements for and endorse internship contracts.
6. To maintain the lines of communication with the agency supervisor and student intern.
7. Be available and provide support as well as maintain frequent contacts and/or visits
8. to the internship agency supervisor.
9. Establish an affiliation agreement with the internship agency when necessary.
10. Assess internship assignments and the performance of the student to determine the internship student’s final grade.

**Student Intern Responsibilities**

1. Apply for KIN 490 or KIN 491 internship.
2. Gain approval from the UAH internship supervisor and academic advisor for internship.
3. Obtain and submit proof of liability insurance, CPR/AED certification, and a signed contract between the agency and student.
4. Complete all required assignments and attend mandatory meetings/orientation and seminars throughout the internship.
5. Be professional, punctual, and respectful of the agency, agency supervisor, and UAH internship supervisor.
6. Follow all policies and procedures set by the internship agency, agency supervisor, and University of Alabama in Huntsville’s Department of Kinesiology.
7. Obtain 200 hours to successfully complete the internship.

**May Students be Paid for Their Internship**

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.
Can the Agency or Student Terminate the Internship?

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 Departmental Faculty. However, every effort will be completed as an attempt to improve the internship experience. Thorough communication, professional development plans, and consultations between the UAH internship supervisor, student intern, and agency supervisor will be required in order 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.

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. Additionally, if you are a UAH Athlete, you may not complete your internship with the UAH athletic department.

GPA Requirement for Internship

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 and the Trash Pandas. When multiple students apply for the same internship site, the student with the highest GPA will obtain that particular site.

Kinesiology Related Internship

Students must complete an internship related to their Kinesiology degree. Various internship opportunities are listed below.

INTERNSHIP OPPORTUNITIES EXERCISE SCIENCE

Below are brief descriptions of possible internships related to exercise science. Any other desirable field that is not listed below may be considered as a potential internship site.

Athletic Training

This internship is meant to prepare students for graduate study in athletic training. The student intern will ultimately shadow certified athletic trainers at universities or high schools. The student should obtain a basic understanding of athletic injury/prevention, treatment, taping, the administrative side of athletic training, etc. The student should feel confident after concluding the internship when pursuing the next steps in athletic training.

Cardiac Rehabilitation

This internship prepares students to work in a cardiac rehabilitation setting with patients that are recovering after having a heart attack and/or recovering from an angioplasty or bypass surgery, however,
the patients are still at high risk of secondary disease. Depending on the site you choose, different experiences are appropriate and are reflected in the internship goals and objectives. The experiences may include patient education, dynamic and static ECG interpretation, exercise prescriptions, graded exercise stress testing, and Phase I, II, and III leadership and education. The education needed to be able to work in this environment is a strong knowledge of ECG skills, blood pressure assessment, and exercise prescription. Upon completion of this internship, you should be prepared to take ACSM Certified Exercise Specialist® Exam.

**Chiropractic**

This internship gives the student an in-depth view of the chiropractic occupation. The student will observe spinal manipulation. In addition, the intern will observe and participate in patient evaluation and set up for manipulation, office management, and depending on the location additional experience such as x-ray interpretation or sport performance evaluations. This experience will help a student determine if chiropractic is an appropriate career choice.

**Clinical Exercise Physiology**

This internship gives the student the possibility of a variety of clinical experiences. This student will be able to work with a variety of populations. These may include patients with COPD, cancer, diabetes, heart disease (some cardiac rehab), multiple sclerosis, obesity, osteoporosis, Parkinson’s disease, etc. The population will depend on the site the student selects. The skills the student should develop during this opportunity are exercise prescription for clinical populations, adaptation of exercise testing, exercise progression, and exercise leadership for the particular population. After this internship, the student is prepared to take the ACSM Certified Exercise Specialist® Exam.

**Community Fitness/Personal Training**

This internship prepares the student to work in a job with relatively healthy children, adults, or seniors as a personal trainer. This internship can be accomplished in a for-profit fitness facility or a non-profit facility, or a community organization such as a YMCA or YWCA. The skills developed by the student should include fitness assessment, exercise prescription and programing, body fat analysis, coaching behavior change, and development of interpersonal relationship skills. After completion of this internship, the student should be able to take a Personal Training Certification Exam including those presented by ACE, ACSM, and NSCA.

**Medical Fitness Facilities**

This internship is similar to community fitness and clinical exercise physiology. Hospitals are providing fitness facilities and programming for their community with the advantage of medical staff available to the members when necessary. The internship will provide experience in exercise testing and prescription for clients ranging from apparently healthy to a variety of clinical patients. The student intern will also be assisting with daily facility operations, program development and implementation, facilitating health education classes, and assisting with employee and community health fairs and screenings. Some facilities also serve as the wellness program for all hospital employees along with the community programming.
**Nutrition**

This internship is designed for students interested in learning more about nutrition and pursuing a graduate degree in nutrition and dietetics to potentially become a Registered Dietitian Nutritionist. Depending on availability, the student will work with a Registered Dietitian. The student will learn about the importance of nutrition in both an exercise setting as well as on its own.

**Occupational Therapy/ Physical Therapy**

This internship is designed for students interested in moving on to Occupational Therapy School or Physical Therapy School. Students will learn what all goes into being an Occupational Therapist or Physical Therapist. The internship will consist of shadowing and other approved duties outlined by the agency supervisor. Ultimately, the student will be prepared for Graduate OT or PT school.

**Research**

This internship is designed for students pursuing graduate school and applying for a Graduate Assistantship or Graduate Research Assistantship. This site is contingent upon available research projects and an available Kinesiology Faculty member agreeing to serve as the site supervisor. The internship will be competitive and applicants will have to maintain a high GPA and show proof of intent to apply for a GA, or GRA position. The internship experience will equip students for all aspects of research including but not limited to: proposal submission, IRB approval, data collection, statistical analyses, and preparation for manuscript submission or presentations at professional conferences.

**Sports Performance/Strength and Conditioning**

This internship is similar to community personal training, but focuses on sport strength and conditioning for athletes. This internship can be done in a college/school setting or private facility. The internship should prepare a student to work as a strength and conditioning coach for a professional sports team, a university, or a private facility. The experiences and skills acquired working in this setting are exercise testing and prescription for athletic performance enhancement. At the conclusion of this internship the student should be prepared to take the NSCA Certified Strength and Conditioning Specialist® Exam.

**Worksite Wellness/ Corporate Fitness Instructor**

A variety of worksites include a wellness component in their benefits package. The package benefits range and are coordinated by the worksite wellness supervisor run from health promotion, to cooperate fitness facilities/programming to medical management of the health benefits package. It can be facilitated within the facility or be managed by an outside entity such as a YMCA. There is more emphasis on health promotion program for employees within the company, i.e. programs like stress management, blood pressure screening, and watching of cholesterol levels, or smoking cessation just to name a few. Often the focus will be assessing the Return on Investment (ROI) of the employee health benefits package. If the facility includes an onsite fitness center, the intern will also be exposed to exercise testing and prescription for the employees who participate. This internship should prepare a student to work in a worksite wellness program.
INTERNSHIP OPPORTUNITIES SPORT AND FITNESS MANAGEMENT

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

The internship experience provides you the student with the opportunity to make application of theories and concepts learned in the classroom and transition that knowledge into a real-life setting.

Typically, internships may be undertaken in local, state, national, or in unique situations, international level settings in areas such as:

- Golf /Country Clubs
- High School sports
- Collegiate sports
- Professional sports
- Fitness venues
- Sports Media
- Sports Agentry/ 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.

The Internship is your “foot in the door” opportunity to network and make contacts that will assist you in obtaining substantive employment following graduation.

TIMELINE FOR COMPLETING YOUR INTERNSHIP

The semester of your Internship

1. Review internship materials posted on Canvas/ Google Docs.
   - Syllabus
   - Internship Forms
   - Internship Project
   - Evaluation Forms

2. Make sure you mark the final internship meeting date, time, and location on your calendar (the last week of the semester).

3. Begin serving Internship service hours (you can begin once the semester has begun and all required paperwork is submitted, and you have registered for the course)
   - Log your service hours
   - Submit required internship reports
• Communicate regularly with your site supervisor
• Notify your University supervisor when you have questions and concerns
• Follow instructions in the syllabus with regard to required evaluations etc.

Treat your Internship like a job where you are working to impress your supervisor, the staff, and the clients of the business. Be on time, dress appropriately, and behave in a professional manner (leave your cell phone in the car). **It is possible to be removed from your internship site should your site supervisor be unsatisfied with your performance.**

4. Attend the final internship meeting (TBD)
   • Submit Internship “binder” (on google docs, in folder) this includes:
     ▪ Internship project materials (hour log/time sheet)
     ▪ Updated resume (and other materials obtained from career services sessions)
     ▪ Internship site and supervisor evaluations
     ▪ Present your internship project to the other students in your internship section
     ▪ Return your internship badge clip
KIN 490 AND KIN 491
INTERNSHIP
FORMS
INTERNERSHIP APPLICATION

KIN 490
KIN 491

Department of Kinesiology
Exercise Science
University of Alabama in Huntsville
Huntsville, AL 35899
ELIGIBILITY FOR INTERNSHIP

The internship in Exercise Science is intended to be one of the final courses enrolled in for the completion of your degree (B.S.). Please check off all the courses that you have completed prior to taking your Exercise Science Internship:

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* Final approval of internship eligibility will be determined on an individual basis by EXSC faculty.

TIMELINE FOR ACQUIRING AN INTERNSHIP

The semester prior to Internship
1. Download Internship Manual from the Exercise Science web page
2. Read all information in the Internship Application Packet and in the Internship Manual
3. Complete the Internship Application Form by February 14, 2020 by 11:59 p.m. NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DAY AND TIME.

**upload your complete application to your google docs folder (YOUR last name, first initial). You all have access to your folders.**

4. EXSC faculty will review all applications.
5. Final decisions for internship placement will be determined. Internship acceptance letters will be emailed by March 27, 2020.
6. After receiving your acceptance letter, please contact your internship site supervisor.
9. Acquire personal liability insurance. (~$40.00, must be valid for the entire internship) by April 15, 2020. Upload to your google docs folder.
   - [www.hpso.com](http://www.hpso.com)
   - [www.proliability.com](http://www.proliability.com)
   - Some sites require a higher level of liability insurance. Check with your site to see if they have minimum requirements.
Additionally, complete other requirements by internship agencies such as background check, TB skin test, etc.

10. The **mandatory** orientation meeting will be **Friday, April 17, 2020 from 12:00-4:00 p.m.**
   WH 330 classroom.
   **You will NOT be allowed to start serving at your internship site until these forms are submitted.**
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.

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☐ 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: ___________________________________

___________________ 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: ________________________
Personal Goals and Information Form

Name: __________________________________________ Date: _______________________

What is your career ambition?

What are your internship interests?

Do you plan on going to physical therapy school, occupational therapy school, or getting a Master’s Degree? If yes, please indicate where you are applying and if you are interested in a graduate assistantship.

What strong points personally or professionally can you bring to your internship and eventually your occupation?

What personal and professional areas do you feel need additional development?

Below list and describe appropriate previous work or volunteer experiences.

Please list current certifications if any, (i.e. First Aid/CPR, AED, ACSM, NSCA)

Other information/comments:
**Internship Registration Contract** – Completed by Internship Supervisor and Student Intern – This form is used for your registration. Bring it to your initial meeting with your university faculty advisor once the site has been identified.

_____________________________ hereby accepts ____________________________________________
Name of Organization Name of Student

As an intern for: Starting Date: __________________________ Ending Date: __________________________

Hours to be completed during the internship: 200 Credits Registered: 6

Days of the week the student will be interning: _____________________________________________

Hours per day the student will be interning: ________________________________________________

Stipend per Week (If applicable): __________ Organization Phone: ________________

If the site requires liability insurance I have purchased it- Contract Number: ______________

**Note!** The Organization supervisor and student should outline organization procedures and rules. If any time would be requested off during this period of time, plans need to be fully addressed and made ahead of time.

Has your organization supervisor covered your responsibilities and role in case of emergency and the protocol necessary to follow?

Yes  No (Give date of completion) __________

Has your organization supervisor covered the agency’s regulations and standards in accordance with your employment as an intern?

Yes  No (Give date of completion) __________

Internship Supervisor Signed: __________________________ Date: ______________

Student Signed: __________________________ Date: ______________
**Internship Information Form** - Bring to your initial meeting with your internship site supervisor. Then, please complete and return to your UAH supervisor.

Student’s Name: ________________________________

Student’s A Number: ________________________________

Student’s Email Address: ________________________________

Internship Organization Name: ________________________________

Organization Address: ______________________________________________________________________

Organization’s Internship Supervisor: ________________________________

Internship Supervisor’s Title: ________________________________

Internship Supervisor’s Email: ________________________________

Internship Supervisor’s Phone and Fax: ________________________________

Internship Semester: ___________ Year: ___________

Student’s Home/Cell Phone: ________________________________

Student’s Signature: ________________________________
INTERNSHIP WEEKLY REPORT FORM

Name: _________________________________________________Weekly Report # _____________
Date of Work Week: _______________________________________

INSTRUCTIONS: Each student intern is expected to submit a complete description of his/her weekly work assignments. This report will be due every Monday at 8am via CANVAS and uploaded to your google folder. Reports submitted after the due date will NOT be accepted.

*NOTE: There are 9 total weekly reports. Some weeks you will not have a weekly report due.

Week 1:

1. What are your responsibilities during the semester? Be detailed.
2. What will your typical hours be throughout the semester?
3. Who will evaluate your performance?
4. Include an overview of your facility, what is the mission of this facility?
5. Number of hours completed this week?
6. List your goals/objectives for your internship experience and explain how you plan to achieve them.

Week 2:

1. What general duties have you been responsible for thus far?
2. What kind of qualifications/degrees do the people you work with have?
3. How big is this company? (# of employees, locations, etc.)
4. Number of hours completed this week and thus far
5. Describe one example from your previous KIN classes that you have been able to implement in a "real-world setting"

Week 3:

1. Indicate areas where your academic curriculum in exercise science prepared you for your internship.
2. Are there any areas where you feel you are not adequately prepared?
3. Give a detailed description of the activities you are performing?
4. Include any new responsibilities you have undertaken at your internship site.
5. **What topic will your internship project cover? You must gain approval from your site supervisor and UAH supervisor.**
6. Number of hours completed this week and thus far

Week 4:

1. What is interesting about your internship site?
2. Have you had any unexpected tasks?
3. Number of hours completed this week and thus far
4. List some challenges you may not have anticipated that you have had to overcome
5. What is your level of satisfaction with the site supervisor and the site itself? Provide constructive criticism.
Week 5:

1. Summary of your experiences to this point.
2. Are there any new responsibilities you are taking on for the rest of your internship?
3. What personality/leadership traits do you admire most in your supervisor(s)?
4. Number of hours completed this week and thus far
5. Do you feel you have lived up to the expectation(s) of your supervisor? What have been some challenges transitioning from classes to a "hands-on" application setting?

Week 6:

1. Is this the type of job you would like to have upon graduation? Explain the pros and cons of the job.
2. What other opportunities would you like to explore?
3. Number of hours completed this week and thus far
4. How do you feel you have met your goals/objectives established at the beginning? Are there any areas of improvement or any areas of concerns?
5. What has been the biggest challenge in working with your population? (Base this question on the type of population you are working with for your site specifically)

Week 7:

1. What is the most enjoyable experience you have had at your internship site this semester?
2. What is the least enjoyable?
3. Number of hours completed this week and thus far
4. Have you witnessed a challenging situation between the site supervisor/staff member and a potential client? How was the situation resolved? Would you have handled the situation differently? Explain. If you have not witnessed anything, explain a scenario you would anticipate happening if you were in that role and how you would handle it.

Week 8

1. Is there any individual you have worked with, or alongside you, that has influenced your opinion of your internship and/or exercise science career?
2. Number of hours completed this week and thus far
3. Would you feel confident transitioning into a career based on this internship? Explain yes or no and provide reasons on why you may or may not feel confident.
4. Has your internship experience been how you anticipated it? If you could change one thing, what would it be and why?

Week 9

This is your final summary of your internship.

1. What have you enjoyed?
2. What were the greatest challenges and why?
3. What are some things you learned by completing this internship? How have you applied your coursework to this internship?
4. Do you feel you met your goals/objectives clearly? Are there any areas that you feel are lacking and why?
5. Is there any opportunity for you to continue working here upon the conclusion of your internship?
6. Number of hours completed this week and thus far
7. What were your overall experiences with the site, site supervisor, and internship itself? EXPLAIN
# INTERNSHIP TIME LOG FORM

## Duplicate if necessary

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<th>Semester: Fall</th>
<th>Spring</th>
<th>Summer</th>
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<th>Signature of Supervisor</th>
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<th>Date</th>
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<th>Hours</th>
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This form should be signed by your site supervisor and submitted with your internship project.  
MINIMUM HOURS REQUIRED TO COMPLETE INTERNSHIP **6 CREDIT HOURS = 200 HOURS**
Internship Project

You are to complete a project in conjunction with your internship that benefits you as well as your internshipsite AND goes beyond your normal work. You are to decide your topic and have it first approved by your internship supervisor and then by your UAH supervisor prior to beginning work on your project. You will turn in a written project and present your project at the annual internship meeting at the end of the semester.

Written Portion:
The written portion should include the following information:

- Rationale for the project
- Background/supporting documents
- A comprehensive description of the project
- Forms/surveys/brochures/etc. that you have created for this project.
- Evaluation of your project
- A copy of your resume
- Site Evaluation
- Site Supervisor Evaluation
- Log of hours signed by site supervisor

*You will submit all materials in your google docs folder and submit the link to your folder on canvas.

Presentation (10-15 minutes):
The presentation is an opportunity for you to share your project with other internship students and should include:

- Why you chose the project?
- An overview of the project
- How it will be implemented at your location, or the outcome at your location.
- What would you change if you were to do the project again?
- Brief description of internship experience.

Please remember that the goal of your internship experience is to gain experience in a professional setting. The written portion and presentation should be a culmination of your experience and be presented in a professional manner. The use of PowerPoint presentations is NOT mandatory.

Presentation Rubric

<table>
<thead>
<tr>
<th>Why you chose the project?</th>
<th>3pts</th>
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<tbody>
<tr>
<td>Overview of the project?</td>
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<td>How was the project implemented?</td>
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<td>What was the outcome of the project?</td>
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<td>What would you change if you did it over again?</td>
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<td>Brief description of internship experience.</td>
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<td>Length of presentation (10-15 min)</td>
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<td>Grammar/Presentation</td>
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University of Alabama in Huntsville
STUDENT MIDTERM EVALUATION
**Completed by Site Supervisor
Due Prior to Completing 100 Hours at Site

Student: ______________________________
Site: ________________________________
Intern Supervisor: _______________________
Date of Evaluation: _____________________

Please rate the student on the following five-point scale:
1 = Unacceptable
2
3 = Average
4
5 = Exceptional
NA = not applicable

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Major strengths that were observed in the student:
Major weaknesses that were observed in the student:

Hours completed to date at internship site:

Is student on track to complete all required hours?

Other comments:

What is your overall evaluation of this student's performance?
1  2  3  4  5

Evaluator's signature: ________________________________

Student's signature: ________________________________

Date: __________________

*Please have your supervisor complete this form and submit via CANVAS as well as upload to your google doc folder and email to your UAH supervisor.
University of Alabama in Huntsville
STUDENT FINAL EVALUATION
**Completed by Site Supervisor
Due Prior to Completing 100 Hours at Site

Student: ____________________________________________

Site: ____________________________________________

Intern Supervisor: ________________________________

Date of Evaluation: ________________________________

Please rate the student on the following five-point scale:
1 = Unacceptable
2
3 = Average
4
5 = Exceptional
NA = not applicable

Initiative & Motivation 1 2 3 4 5 NA
Punctuality 1 2 3 4 5 NA
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Exercise Testing 1 2 3 4 5 NA
Exercise Prescription 1 2 3 4 5 NA

Major strengths that were observed in the student:
Major weaknesses that were observed in the student:

Has the student completed all required hours at the internship site?

Other comments:

What is your overall evaluation of this student's performance?
1 2 3 4 5

Please rate your satisfaction with the quality of the partnership between UAH’s program and your facility.
1 2 3 4 5

Comments:

Evaluator's signature: ________________________________

Student's signature: ________________________________

Date: ________________

*Please have your supervisor complete this form and submit via CANVAS as well as upload to your google doc folder and email to your UAH supervisor.
University of Alabama in Huntsville
STUDENT ON-SITE EVALUATION
*completed by UAH Supervisor

Student: ________________________________

Site: ________________________________

UAH Internship Supervisor: ________________________________

Date of Evaluation: __________

Please rate the student on the following five-point scale:
1 = Unacceptable
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NA = not applicable

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</table>
Major strengths that were observed in the student:

Major weaknesses that were observed in the student:

Other comments:

What is your overall evaluation of this student's performance?
1 2 3 4 5

Evaluator's signature: _______________________________________

Student's signature: _______________________________________

Date: ______________
University of Alabama in Huntsville
SITE EVALUATION FORM
*completed by student

Please rate the Internship Site on the following five-point scale:

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

_____ 1. Acceptance of you as a functional staff member.
_____ 2. Provision of relevant work experiences.
_____ 3. Cooperation of site to provide professional growth.
_____ 4. Provision of assistance meets your stated objectives.
_____ 5. Possession of resources so as to allow you to meet your objectives.
_____ 6. Employment of competent staff for supervision
_____ 7. Nurturing work environment

What is your overall evaluation of the site?  1  2  3  4  5

Internship site: ________________________________________________

Student's signature: ____________________________________________

Date: ______________________

Comments:

*Upload this form to your google docs folder and submit the link to your folder on CANVAS.
University of Alabama in Huntsville
EXERCISE SCIENCE
SITE SUPERVISOR EVALUATION FORM
*Completed by student

Please rate the Site Supervisor on the following five-point scale:
1 = failed to meet your expectations
2 = somewhat below your expectations
3 = meets your expectations
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NA = not applicable

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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?  1  2  3  4  5

Intern site: ________________________________

Site supervisor's name: ________________________________

Student's signature: ________________________________

Date: _______________

*Upload this form to your google docs folder and submit the link to your folder on CANVAS.
INTERNSHIP CERTIFICATION WRITTEN PROJECT COMPONENT

If you elected to take a certification exam for your internship project, please use the following guide in preparing the written component of your project?

- Which certification did you select and why?
- How did you register for your certification exam (website, membership etc.)?
- What was the cost of the examination?
- How did you prepare for the exam (Books, Notes, Online module etc.)?
- How long did you prepare for the exam?
- What topics/sections were included on the exam?
- What topics were the most difficult and why?
- Was there a subtopic on the exam you did not pass?
- Were there topics/sections you felt unprepared for?
- What classes at UAH helped the most?
- How much does the retest cost?
- What would you do differently to prepare for the exam?

Accreditation is the process by which a credentialing or educational program is evaluated against defined standards by a third party. When in compliance with these standards, it is awarded recognition.

Professional or Personnel Certification Program
- Assesses knowledge, skills, and/or competencies previously acquired
- Goal is to validate the participant’s competency through a conformity assessment system
- Assessment is best used to assure baseline competencies and to differentiate professionals; independent of a specific learning event
- Assessment content is usually broad in scope
- Awards designations to recognize achievement
# Approved Certifications in Exercise Science

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>NCCA Accredited Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Applied Personal Training Education (AAPTE)</td>
<td>Certified Personal Fitness Trainer (CPFT), Accredited through 3/31/2019</td>
</tr>
<tr>
<td>ACTION Certification (ACTION)</td>
<td>Certified Personal Trainer (CPT), Accredited through 1/31/2019</td>
</tr>
<tr>
<td>American College of Sports Medicine</td>
<td>ACSM Certified Personal Trainer (CPT), Accredited through 8/31/2016&lt;br&gt;ACSM Certified Health Fitness Specialist (HFS), Accredited through 8/31/2016&lt;br&gt;ACSM Registered Clinical Exercise Physiologist (RCEP), Accredited through 8/31/2016&lt;br&gt;ACSM Certified Clinical Exercise Specialist (CES), Accredited through 8/31/2016</td>
</tr>
<tr>
<td>American Council on Exercise (ACE)</td>
<td>Certified Medical Exercise Specialist (ACE-CMES), Accredited through 10/31/2018&lt;br&gt;Group Fitness Instructor (ACE-GFI), Accredited through 10/31/2018&lt;br&gt;Health Coach Certification (ACE Health Coach Certification), Accredited through 10/31/2018&lt;br&gt;Personal Trainer (ACE-CPT), Accredited through 10/31/2018</td>
</tr>
<tr>
<td>Collegiate Strength and Conditioning Coaches association (CSCCa)</td>
<td>Strength and Conditioning Coach Certified (SCCC), Accredited through 2/28/2019</td>
</tr>
<tr>
<td>International Fitness Professionals Association (IFPA)</td>
<td>International Fitness Professionals Association Personal Fitness Training Certification (IFPA - PFT), Accredited through 11/30/2019</td>
</tr>
<tr>
<td>National Council on Strength and Fitness (NCSF)</td>
<td>National Certified Personal Trainer (NCSF-CPT), Accredited through 3/31/2020</td>
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<tr>
<td>National Exercise and Sports Trainers Association (NESTA)</td>
<td>Personal Fitness Trainer (PFT), Accredited through 1/31/2019</td>
</tr>
<tr>
<td>National Exercise Trainers Association (NETA)</td>
<td>Certified Personal Trainer (NETA-CPT), Accredited through 7/31/2017&lt;br&gt;Certified Group Exercise Instructor (NETA-CGEI), Accredited through 7/31/2017</td>
</tr>
<tr>
<td>National Federation of Professional Trainers (NFPT)</td>
<td>Certified Personal Fitness Trainer (CPT), Accredited through 1/31/2017</td>
</tr>
<tr>
<td>National Strength and Conditioning Association (NSCA)</td>
<td>Certified Personal Trainer (NSCA-CPT), Accredited through 4/30/2018&lt;br&gt;Certified Strength and Conditioning Specialist (CSCS), Accredited through 4/30/2018&lt;br&gt;Tactical Strength and Conditioning-Facilitator (TSAC-F), Accredited through 7/31/2020</td>
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<tr>
<td>Pilates Method Alliance (PMA)</td>
<td>PMA Certified Pilates Teacher (PMA-CPT), Accredited through 4/30/2017</td>
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<tr>
<td>PTA Global, Inc. (PTA Global, Inc.)</td>
<td>Personal Training Academy Global Certified Personal Trainer (PTA Global CPT), Accredited through 8/31/2019</td>
</tr>
<tr>
<td>The Cooper Institute (CI)</td>
<td>Personal Trainer Certification (CPT), Accredited through 11/30/2016</td>
</tr>
</tbody>
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