



## EXERCISE SCIENCE INTERNSHIP HPHE 4980

### PROCESS INFORMATION

**Internship Coordinator:** Sangwoo Lee, PhD  
sangwoo.lee@wmich.edu

**Internship Website:** <https://elearning.wmich.edu>

### How Do I Get Started with the Internship Process?

- 1) Read this entire document for details on the internship process.
- 2) The application process is now entirely online at <https://elearning.wmich.edu>. You will need to log in using your BroncoID and Password.
  - i) Please note that this is a resource area for students who are Exercise Science Majors. Only students who have enrolled in Exercise Science courses will be able to self-enroll into this course offering
  - b) Once you are logged in to your homepage, click on "Self Registration" found on the top right navigation bar
  - c) Click on "Ex Sci Internship Application Process" and "Register"
  - d) You should now see the course listed below under "My Courses"
- 3) Important Links-once in the eLearning resource site
  - a) News (middle of page)
    - i) Read for process details, deadlines and updates to the process
  - b) User Links (left hand side navigation bar)
    - i) Follow for internship search engines, a list of sites of former students, and insurance information
  - c) Dropbox (top navigation bar - under "Assessments")
    - i) Click to see all of the material needed for the submission and review process. See "Internship Deadlines" listed under the news section.
- 4) Once all of your material is reviewed and approved, we will register you for HPHE 4980



## Okay, I Got the Interview, Now What?

Here is a list of items to consider and include in your interview:

- 1) Role/Responsibility
  - a) Most importantly be sure to have a clear sense of your role(s) and responsibilities at this site and that those align with your career goals.
- 2) Affiliation Agreement
  - a) If the site is a clinical internship, you must find out if we hold a mutual affiliation agreement.
  - b) If we do, make sure it is current. If we have to create or update the agreement, this may take months, so the process must be started as soon as possible. Contact me ASAP to get this moving.
  - c) Note: not all physical therapy sites need an agreement.
- 3) Make a Schedule
  - a) It is important that you determine a schedule with your site supervisor. Including the days and times that you will be working. This ensures that all parties are on the same page.
    - i) Days and hours to be worked
    - ii) Remember you must complete 450 hours **at a minimum**
    - iii) Remember that you are working for the site as an employee, not as a WMU student.
      - (1) That means that you are working during their hours, just like a normal employee.
      - (2) You do not get days off or holiday breaks with WMU students, unless that corresponds to breaks at your internship facility.
- 4) Start Time
  - a) Remember that you CANNOT start your internship until the first day of that respective semester. Liability insurance does not cover you until the 1<sup>st</sup> day of the semester.
- 5) Take documents to be signed (see *How Do I Apply for HPHE 4980* below)

Once You  
Are  
Accepted

When you say "yes", be sure you  
are 100% committed!

If you are still waiting to hear back from your #1 pick, do NOT commit to anyone else unless you are 100% committed. It is unacceptable to commit to a site and bail out later when your #1 pick says "yes". It is perfectly fine to ask a site for a continuation of time for your decision.

## How Do I Apply for HPHE 4980?

As mentioned above, the application process is entirely on e-Learning. You will need to follow the self-registration steps found above to get started. Below is a summarized list of the material needed to apply for HPHE 4980. Details and instructions for each of these can be found on eLearning under "Dropbox".

### 1) Application Document

- a) This document needs to be completed by typing all of the requested information into the blanks. This document will need to be printed, signed by you and your supervisor, scanned, and uploaded to the appropriate dropbox. If your internship site is not convenient for you to visit, you can fax this form back and forth to attain signatures.
- b) Please note that you should type in the last page of the document before printing and sharing with your site supervisor.

### 2) Internship Description

- a) This document will help to facilitate a conversation with your prospective site supervisor as to the roles, responsibilities and expectations of your chosen internship. The following highlight a few reasons as to why this is important;
  - i) To ensure that all parties are completely aware of expectations upon entering into any internship agreement
  - ii) To ensure that your internship is aligning with your goals and the Exercise Science curriculum
  - iii) To ensure that you are protected from not ONLY doing tasks that are misaligned or of no significant value to you and your career goals
- b) You will need to type the responses, sign, attain a signature from your site supervisor, scan and upload the document to the dropbox by the deadline.

### 3) Grades

### 4) Unofficial Transcript

### 5) Copy of Health Insurance Card

### 6) Copy of CPR Card

Please submit each of these to e-Learning dropbox as a single PDF file with your last name, hyphen, and one of the appropriate descriptors below (e.g. Lee-Grades.pdf or Lee-ExScienceInternApp.pdf):

"ExScienceInternApp"  
"InternshipDescription"  
"Grades"  
"Transcript"  
"Insurance"  
"CPR"

Once all of your material is reviewed and approved, we will register you for HPHE 4980

## What Are My Assignments for HPHE 4980?

- 1) Once you are enrolled in the course (**we enroll you after we approve your application**), you will see the course show up in your eLearning homepage. Here you will find your assignments and directions for your internship requirements. Briefly listed here are the assignments:
  - a) Bi-weekly journaling
    - i) This is the only assignment that is due during your internship. The rest of the assignments are due at the completion of the experience.
    - ii) You will log in every other week and journal your experiences. This helps us stay in communication throughout the semester.
  - b) Exit Interview
    - i) This is an online survey to gather information on you before graduating and moving away. It also gathers information about your professional goals and your good/bad experiences at WMU so that we can continue to improve
  - c) Final Evaluation
    - i) This is to be completed by your site supervisor. You should review the evaluation with your site supervisor prior to its submission. Your supervisor can either scan/email it to me with both of your signatures or can e-mail it to me if they CC you on the e-mail.