1) Read this entire document for details on the internship process.

2) The application process is now entirely online at [https://elearning.wmich.edu](https://elearning.wmich.edu). You will need to log in using your BroncoID and Password.
   a) 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
**How Do I Find an Internship?**

1) You are required to find your own internship site. Here are the rules...

   a) The site has to have a supervisor available and willing to monitor and train you. In other words, you cannot be the expert. This is a learning experience and so we require that someone can guide and mentor you through your internship experience. The supervisor should be experienced in both education and practice.

   b) The site and position must be related to Exercise Science or the professional program that you are seeking (i.e. physical therapy, chiropractic care, etc.).

2) Other than abiding by those rules, here are some additional tips

   a) We encourage you to seek a position at your dream job. If you are lucky, your internship will turn into a job opportunity and at the very least, it will be a great reference and networking partnership in your future.

   b) Challenge yourself! We understand that sometimes “just getting done” clouds the fact that this is a very important step in becoming a prepared professional in your selected area. This is intended to give you a real meaningful hands-on experience in an area of your choosing. Make sure that your tasks and responsibilities at the site will be both meaningful and valuable to you.

   c) Research, research, research! You can use several sources to search for internship. There is a list of internship search databases and a list of places our interns have gone in the past found in the elearning resource site. Besides these sources, Google is probably the next best option.

   d) Use an Excel sheet to track your contacts. Be sure to keep track of the sites that you have or have attempted to contact. Here is an example...

<table>
<thead>
<tr>
<th>Date</th>
<th>Site Name/Location</th>
<th>Number &amp; e-mail</th>
<th>Who I Spoke To</th>
<th>Who I Need to Speak To</th>
<th>Internship Requirements (i.e TB shot, CPR, affiliation agreement, etc.)</th>
<th>Internship Application Material (i.e letters of recom, resume, etc.)</th>
<th>Deadlines</th>
<th>How We Left It...</th>
</tr>
</thead>
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</table>
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 1st day of the semester.

5) Take documents to be signed (see How Do I Apply for HPHE 4980 below)
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.
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.