 Department of Kinesiology | 206 Sturzebecker Health Science Center| 610-436-2610 | fax: 610-436-2860 | [www.wcupa.edu](http://www.wcupa.edu/)

**Important Information for Exercise Science Student Internship (EXS 490)**

***Who is supposed to do an internship***

 Every Exercise Science student is required to complete an internship experience to satisfy the program requirement. Students working towards their pre-OT, pre-PT, fitness, cardiac, or other EXS discipline will need to complete a minimum number of hours on-site at an approved internship site.

All EXS student interns MUST obtain and submit for approval a copy of their current CPR certification. ***Please note:*** CPR certification MUST include the **skills portion (online courses will not be accepted for approval)** and effective dates MUST cover the entire internship dates. If a CPR certificate is expiring before the end of an internship, student MUST renew BEFORE beginning internship and submit current documentation to Department for approval.

***What internship formats are available***

 Internship experiences are a planned, supervised, and evaluated professional practice for students to apply skills and knowledge developed during the program. Exercise Science student interns can select an internship experience that meets the individual student needs, and includes the following options:

 Internship credit/hours available:

* **\***3 credits/125 hours *(\*minimum requirements to satisfy internship)*
* 4 credits/ 165 hours
* 5 credits/ 205 hours
* 6 credits/ 250 hours

Internship disciplines available:

- Cardiac Rehab

- Chiropractic

- Fitness

- Pre- Occupational Therapy

- Pre- Physical Therapy

- Strength and Conditioning

***When to start the internship approval process***

 Internships are a capstone experience and MUST be completed during the LAST semester at WCU. Throughout the course of the program, students should discuss career goals and research interests with faculty during advising sessions. When students enroll in ***(EXS 381)*** this indicates time to begin searching for a site to complete your internship with.

All internship applications MUST be submitted the semester prior to completing an internship experience following the deadlines below:

|  |  |  |
| --- | --- | --- |
| **Semester completing the internship experience during** | **Deadline to submit placement application** | **Deadline for submitting required internship documents** |
| Fall (August – December) | March 1st | End of May |
| Spring (January – May) | October 1st |  By Thanksgiving break (mid-November) |
| Summer (May – August) | March 1st | End of April |

***Students who do not submit requirements by semester deadlines will be delayed in starting their internship experience. To avoid delays to your internship, submit materials on time.***

***Where is information about the internship available***

 All exercise science internship information and resources, including pre-approved internship sites and the online placement application for site approval can be found on the Kinesiology Website, using the direct link here: <https://www.wcupa.edu/healthSciences/kinesiology/internships.aspx>

***How to apply for an internship***

Students are required to secure their internship placement. Students must contact a site to confirm their availability to host student for internship. Only after students have confirmation from site/site supervisor they are able to host student, the next step is to complete the internship placement application found on the Department website.

**Frequently Asked Questions about EXS Student Internships:**

1. *How do I know if a site is an “approved” internship site for students to consider for placement?*
	1. Check the Department website for a list of approved internship sites that WCU already has an affiliation agreement with.
2. *What if a preferred internship site is not listed on the approved list of sites?*
	1. Students must submit their pre-approval site selection through the online application. Once students submit application, CHS Director of Internship and Practicum Experiences will review each application for approval of site. Students will receive notifications through their WCU email regarding the status of their site and approval of internship application.
3. *Can I start my internship hours early (example: before official semester begins)?*
	1. All internship hours should be completed during regular semester dates. If an internship site is willing to accept interns before the semester begins, all approvals including site agreement, on boarding requirements, faculty advisor approval are completed. Any internship starting before the semester MUST be approved by Kinesiology Department Assistant Chair and assigned internship faculty advisor.
4. *Are internship opportunities available outside of the West Chester area?*
	1. Yes, students can explore opportunities outside of the West Chester and surrounding area. Any site not currently affiliated with WCU will be required to go through the approval of an affiliation agreement. If a site is not willing to sign an agreement, the site will not be approved.
5. *How long would it take to get a new site approved, if a site does not already have a current affiliation agreement on file with WCU?*
	1. The affiliation agreement approval process varies and depends on the sites acceptance of WCU’s standard agreement language. If a site accepts the terms of our STANDARD AGREEMENT, the process could take anywhere between 2 weeks – a month.

If a site decides to include additional terms or requirements as part of the internship agreement, the process becomes a NON-STANDARD AGREEMENT, and could take up to 6+ months to get final legal approval.

1. *How do I register for the internship course: EXS 490?*
	1. Students will NOT register themselves for the internship course. After the site has been approved, and students have submitted all internship requirements/paperwork the Department Assistant will enroll students in the specific course/section that is required.