

Sports & Exercise Science Department

SES 4053 Practicum

Pre-Internship Requirements Checklist

- _____ Student application, Appendix A
- _____ Copy of agreement of understanding, Appendix B
- _____ Copy of assumption of risk and release from liability, Appendix C
- _____ Copy of insurance acknowledgement, Appendix D
- _____ Copy of site agreement, Appendix E
- _____ Copy of student intern agreement, Appendix F
- _____ Copy of current CPR card (front/back with signature and date), Appendix G
- _____ Graduation application submitted, verified by registrar's office, Appendix H
- _____ Classes completed prior to or during internship semester (Sports & Exercise Science Core and Additional Requirements Section = 80 hours), verified by your assigned academic advisor, Appendix I
- _____ Copy of faculty report of sit/phone visit- top portion of document completed by student, Appendix J
- _____ If applicable, Appendix K documents provided to site supervisor (no signature or documentation required)

All documents should be placed in a manila folder (tab- first and last name and student id) and hand delivered to the Department's Administrative Assistant or the Practicum Instructor, by the assigned course deadline (refer to course timeline). All documents should be in order with the checklist placed on top. Failure to submit a completed checklist, may result in an administrative withdrawal from the course or cause a significant delay in the student's ability to begin the internship experience. In turn, hindering the student's ability to acquire the minimum amount of hours needed (120) to complete the internship component of the course.

Appendix A

Cameron University
Sports & Exercise Science

Student Internship Application

Student Information

Name _____
Last First

Home Address _____
Street City State Zip

Home Phone _____ Cell Phone _____

Cameron E-mail _____ Personal Email _____

Academic Information

Course Name & Number _____

Academic Major _____

Course load (during Practicum semester) _____

Questions

List your top three career interests for practicum placement:

1)

2)

3)

Discuss some of your strengths (personally and professionally) that will enhance your internship experience.

Discuss some areas (personally and professionally) that you feel need additional development?

What do you hope to gain from this internship experience?

List and describe previous work related and professional development/volunteer experiences that relate to your area of expertise.

Appendix B

Cameron University
Department of Sports & Exercise Science

Agreement of Understanding

I (print name) _____ agree that I have received a copy of the Sports & Exercise Science Practicum Notebook. It is my responsibility to read and be accountable for all of the material contained within this notebook. I agree to fulfill my internship obligations as outlined in the notebook and to conduct those obligations in a timely manner that reflects positively on the Sports & Exercise Science Department, and Cameron University. By signing this agreement, I am assuming full responsibility for my actions and behavior throughout my internship period. I further agree to abide by all applicable policies and procedures whether described in this handbook or otherwise communicated to me.

Student signature

Date

Appendix C

Cameron University
Department of Sports & Exercise Science

Assumption of Risk and Release from Liability

This Assumption of Risk and Release from Liability ("Release") pertains to activities related to an internship undertaken by the Student (identified below) for academic credit through Course:

_____ ("Internship"). Participation in this Internship may involve activities which may pose the risk of physical or other harm to the Student, including but not limited to, risks arising from travel by automobile or other means to an off-campus internship site(s). The selection of the particular internship, including the host organization, the host organization's site location, and the internship activities contemplated, is entirely at the discretion of the Student.

I _____ ("Student"), have enrolled in an Internship in which I will be interning with _____, located in _____.

I hereby state the following:

1. I understand that I am responsible for providing my own transportation to and from the Internship site(s) and any additional off-campus sites at which Internship related activities will take place. I further understand that certain risks are inherent in travel and I fully accept those risks. These risks may include, but are not limited to, such things as traffic accidents and any resulting personal injury (including death) or property damage suffered by myself or a third party, traffic tickets, penalties, flat tires, driver error (including my own), adverse weather conditions, and other physical, mental and emotional injury.
2. I understand that there are certain inherent risks posed by this Internship and inherent to the particular services and activities contemplated by my Internship, including, but are not limited to, risk of bodily harm (including death) damage or theft of personal property, and other mental, physical or emotional injury. I further understand that there are risks that are neither known nor reasonably foreseeable and I fully accept those risks.
3. I have read the Internship Manual and will abide by the terms and conditions therein; I will also familiarize myself with and abide by any rules and regulations of the host organization and the Memorandum of Understanding I've entered into with the host organization. I fully understand the above risks and the scope of activities contemplated by the Internship, and I agree to assume the risks of my participation in the Internship, including the risk of catastrophic injury or death.

4. I understand that the Cameron University does not provide insurance to cover medical expenses for injuries that may be sustained by me or for damage to my personal property or third parties, nor does it provide travel or vehicle insurance of any type that would cover injury to or death of myself or any third party or damage to the property of myself or any third party. I understand that Cameron University strongly recommends that I carry my own health, medical and property insurance for purposes of potential loss related to my participation in this Internship.
5. I fully understand that all Cameron University policies and regulations, including those embodied in the Internship Manual and in the Code of Student Rights, Responsibilities, and Conduct, are in effect and apply to my behavior for the entire duration of the Internship and that any violations of these policies or regulations may result in sanctions.
6. I fully understand the scope of risks outlined above and I release and fully discharge Cameron University, and its trustees, officers, employees, and agents, from all claims, damages, costs or liabilities of any kind whatsoever in connection with my participation in the Internship, for or on account of any injury, illness or death, or for or on account of any loss or damage to any property, sustained by myself or any third party.

Student signature _____ Date _____

Appendix D

Cameron University
Department of Sports & Exercise Science

Insurance Acknowledgment

Instructions:

Please read the statement below. After reading the statement, please sign and date the form acknowledging that you have read and understood the content of the paragraph.

This form must be returned to the practicum supervisor before an intern can begin her/his internship. Neither Cameron University nor the Department of Sports & Exercise Science assumes any responsibility for the student's personal liability. An intern working for an outside agency is legally and financially liable, if another person is injured as a result of an intern's action or omission of duty to act. Public agencies and some private or commercial agencies provide liability coverage to the intern. Paid interns are considered employees of the agency and are entitled to liability and insurance coverage. Unpaid interns should seek council with their insurance provider in regards to liability and insurance coverage. It is recommended that the issue of insurance be completely understood to all parties prior to undertaking the internship. Internship agencies vary greatly in terms of benefits and provisions for their interns. Student may also want to consider private short-term liability insurance plans. Such policies are available through professional organizations.

Student signature

Date

Appendix E

Cameron University
Department of Sports & Exercise Science

Site Agreement Form

After receiving an internship offer and upon final approval from the practicum instructor, the student will need to complete the top of this form and then forward it to your internship site supervisor to complete the second portion. **This form should be returned to your practicum instructor prior to beginning your actual internship experience.**

To be completed by the student

Site _____ Phone _____

Student's Name (print name) _____ Cell Phone _____

Student's Name (signature) _____

Internship Start Date _____ Anticipated Completion Date _____

To be completed by the supervisor

Site Supervisor (print name) _____ Position _____

Site Supervisor (signature) _____ Office Phone _____

Cell Phone _____ Email Address _____

Approved Second Supervisor (print name) _____ Position _____

Second Supervisor (signature) _____ Office Phone _____

Cell Phone _____ Email Address _____

To be filled out by the assigned Supervisor:

The above named internship site agrees to provide an internship experience for a minimum of 120 hours for the above name who attends Cameron University and is a major within the Sports & Exercise Science Degree Program. During this internship, the student will be engaged in the following activities:

Agreement of internship site (hereafter referred to as "The Site"), University, and Student consists of the following:

1. The site, university, and student intern agree to adhere to all guidelines and policies outlined within the Sports & Exercise Science (Practicum) Internship Guide.
2. The student agrees to complete all university assignments as described in the Internship Guide as well as responsibilities assigned by the site supervisor.
3. The site agrees to supervise and to accommodate periodic conferences to evaluate the progress of the student.
4. The site agrees to provide a quality learning experience that will help prepare the student for a professional career in health, sports, and/or fitness related fields. "Quality learning experience" implies that students will have the chance to learn in a growth promoting environment and will be assigned duties and responsibilities that correspond with knowledge and experience of a non-degreed, pre-professional.

Student signature _____ Date _____

Site Supervisor signature _____ Date _____

Appendix F

Cameron University
Department of Sports & Exercise Science

Student Intern Agreement

Site _____ Phone _____

Site Address _____ Zip Code _____

Site Supervisor _____ Phone _____

Student's Name _____ Phone _____

Internship Begins _____, 20 ____ and Ends _____, 20 ____

Below is a list of performance standards and an ethical code of conduct that you are expected to live by during your internship experience. When you are confident that you fully understand this agreement sign your name and turn document into your practicum instructor.

1. You will be expected to work a minimum of 120 documented hours. This may mean that you will need to coordinate your work schedule and/or school hours with your site supervisor.
2. It is the responsibility of the student to report to the practicum instructor once a week to discuss internship progress, ask questions, and/or to address any problems. **This must be done in writing**, however, please feel free to call or email your practicum instructor for any reason.
3. It is the responsibility of the student intern to make certain that both intern evaluation forms are completed by the site supervisor and handed into your practicum instructor. The student mid-term evaluation should be completed mid-way through your internship experience. At the completion of the internship, you should have the final evaluation form completed. Your site supervisor should review both of these forms with you and may request that you mail/ hand deliver them back to your practicum supervisor.
4. During the internship, the student will be considered as a staff member and will therefore be subject to the individual rules, regulations, and holiday schedules of each internship site. Student interns are responsible for demonstrating perfect attendance except in the case of illness or a legitimate emergency. Any other reason for absence must be approved by

your site supervisor. Tardiness is not acceptable. You should plan to arrive each morning/ afternoon/evening at the time specified by your site supervisor. You are responsible to communicate any exceptions of this policy to your site supervisor.

5. Students are to adhere to the “Professional Ethics for Student Interns” listed below:
 - a) All information about participants is to be kept confidential.
 - b) Show high regard for each participant; show enthusiasm for each area of the program that you work or teach in.
 - c) Be sympathetic and courteous toward all participants.
 - d) Be concerned with what your participants are achieving rather than with impressions being made on your internship site supervisor or your practicum instructor.
 - e) Consider yourself a member of the community in which you are working and act accordingly.
 - f) Be a good example to your participants in every way- physically, mentally, socially, emotionally, and ethically.
 - g) Recognize that each participant is an individual; take into consideration individual abilities, interests, and capacities for learning.
 - h) Refrain from imposing your own religious or political views upon participants; exhibit a broad-minded, tolerant attitude toward other groups and individuals.
 - i) Student interns must dress in a manner that is exemplary of a Health, Sports, or Fitness related professional who not only represents the Department of Sports & Exercise Science but Cameron University.
6. Student interns must demonstrate the ability to accept suggestions and/or constructive criticism expressed by the internship site supervisor and the practicum instructor, and subsequently, makes an effort to overcome identified weaknesses or deficiencies.
7. Student interns should willingly accept assignments given to them and should demonstrate initiative to complete the learning goals included in their notebook. Direct any questions or concerns regarding assignments to your site supervisor or to your practicum instructor.

Sanction Procedures

Failure to adhere to any of these expectations will result in the following two step process:

1. First Occurrence
The student intern will be scheduled for a conference with both the Department Chair and practicum instructor to discuss the problem and to receive a letter stating that he/she is on probation. A letter and phone conversation will suffice if the student intern is out of state.

2. Second Occurrence

The student intern will be removed from the student internship experience and an “F” will be reported as the final grade.

I, (print name) _____ understand the student internship expectations presented above as well as the sanctioning procedures that will be followed if I fail to adhere to these expectations.

Student signature _____ Date _____

Site Supervisor signature _____ Date _____

Appendix G

Cameron University
Department of Sports & Exercise Science

Current CPR Certification

Copy of CPR card, paste copy to document (signature and date, and delete all other information on this form). Expiration date of card has to occur after the course has been completed (refer to university calendar).

If the expiration date has expired or will expire before the semester in which you are enrolled in practicum, it is the student's responsibility to get recertified before the first stay of class (refer to university calendar). Failure to complete this requirement will result in an administrative withdraw from the instructor- no exceptions.

Recertification can be obtained from one the following local organizations or persons:

Comanche Memorial Hospital, **American Heart Association**

Address: 3401 W. Gore Blvd. Lawton, OK 73505, Phone: 580-585-5521

Website (no online certifications will be accepted):

[http://www.heart.org/HEARTORG/CPRAAndECC/CPR_UCM_001118_SubHome Page.jsp](http://www.heart.org/HEARTORG/CPRAAndECC/CPR_UCM_001118_SubHome_Page.jsp)

American Red Cross

Address: 6 SE Lee Blvd, Lawton, OK 73501, Phone: (580) 355-2480

Website: <http://www.redcross.org/lp/take-a-class>

Tyson Chambers

Cameron University

SES Department

tchamber@cameron.edu

American Cross Recertification- \$75

Minimum number of students needed to conduct the course- 10

Appendix H

Cameron University
Department of Sports & Exercise Science

Graduation Application Requirement

First/Last Name _____, ID # _____

The above named student has submitted a graduation application to the registrar's office.

Verified by Registrar's Office: _____

(Signature)

(Date)

Appendix I

Cameron University
Department of Sports & Exercise Science

Classes Completed

First/Last Name _____, ID # _____

The above named student has taken or will complete all core and additional requirement courses (= 80 hours) for Sports & Exercise Science upon completion of the Practicum course.

Verified by Academic Advisor: _____

(Signature)

(Date)

Appendix J

Cameron University
Department of Sports & Exercise Science

Faculty Report of Site/Phone Visit

To be completed by student in the course.

Student's Name: _____

Site Supervisor's Name: _____ Title: _____

Supervisor Email: _____ Supervisor Phone: _____

Field Site Name: _____

To be completed by course instructor.

In which semester will the site visit be conducted?

☐ Fall 20 ____ ☐ Spring 20 ____ ☐ Summer 20 ____

Dates of Site Visit(s) or Phone Call(s):

Date: _____ Type of visit (please circle): On-site/Phone call

Date: _____ Type of visit (please circle): On-site/Phone call

General Comments...

Recommendations...

Appendix K

Cameron University
Department of Sports & Exercise Science

Business/Non-Profit Client

If applicable, Appendix J documents should be provided to Internship Supervisor...

Expectations of the Business/Non-Profit Client

A. Why Should Businesses or Official Non-Profit Organizations Get Involved?

Throughout the nation, business and non-profit organizations are recognizing a public duty and a self-serving need to support the efforts of universities to improve the quality of higher education.

To improve the quantity and quality of their labor force in a cost-effective manner, businesses and non-profit organizations are taking more proactive approaches in cooperative ventures with universities.

Businesses and non-profit organizations across the nation have voiced increasing needs for competent workers who are:

1. Well-schooled in fundamental skills;
2. Capable of adapting to change in the workplace;
3. Job-ready for work that is available now; and
4. Able to quickly learn tomorrow's job requirements.

An important part of the interaction between businesses/non-profit organizations and education is the provision of student internships. These internships are meant to provide students with a more thorough understanding of the operation of businesses and nonprofit organizations. However, in addition to the obvious long-term benefits to businesses and nonprofits—as students are more adequately instructed about the “real world of work”—there is an additional short-term benefit. Internships also provide businesses and non-profit organizations with enthusiastic employees who offer current knowledge in their field of study for short-term projects.

This section of the handbook outlines what is expected of business and non-profit participants in the internship process. Questions may arise as you review its content. In that event, please feel free to contact Paula Merrifield, Cameron University Career Services Coordinator, 580-581-2209 or the internship course supervising instructor

B. Business and Non-Profit Organization Requirements

All businesses and non-profit organizations participating in the Student Internship Program (internship hosts) are asked to provide the following:

- Internship slots for a minimum of 120 hours total for 3 credit hours
- A written job description (or descriptions) for each internship slot;
- A mentor/supervisor assigned to no more than 2 interns assigned through the program;
- Periodic communications with the Instructor of Record or the supervising professional instructor including, but not limited to:
 - On site visitation with the Instructor during internship;
 - Evaluation of internship; and
 - A follow-up visitation with the Instructor upon internship completion;
- Participation in the exit presentation (post internship) functions.

Internship hosts are asked to provide an in-house orientation for each intern to familiarize them with the business/organization, clarify his or her work assignment, outline work expectations, finalize his or her schedule and time line, and arrange for work space and equipment needs. Periodic meetings should be held between Interns and the Mentor/Supervisor to assist in the transfer of ideas and materials for intern portfolio and final report.

Compensation Issues - For Profit Employers

Cameron University is not involved in any negotiations between a business and an intern regarding the payment of compensation. Internships may be offered with or without compensation; however, the Department of Labor provides specific criteria for determining whether an employment relationship exists with interns for purposes of complying with minimum wage compensation laws. The criteria are listed in FLSA Fact Sheet #71, which is attached at Appendix B8-9. Please review the rules provided by the Department of Labor to determine whether the internship qualifies for an exemption from minimum wage compensation.

Equal Opportunity Compliance

In the event a business wants Cameron University to assist in recruiting interns, Cameron must advertise the opportunities in order to ensure compliance with Equal Opportunity laws. Faculty and staff may not hand-select students to complete internships or other opportunities, regardless of whether such positions are paid or unpaid.

**U.S. Department of Labor
Wage and Hour Division**



Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.*

The Test For Unpaid Interns

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.

FS 71

Similar To An Education Environment And The Primary Beneficiary Of The Activity

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer's actual operations, the more likely the internship will be viewed as an extension of the individual's educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer's operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA's minimum wage and overtime requirements because the employer benefits from the interns' work.

Displacement And Supervision Issues

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer's regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

1-866-4-USWAGE
TTY: 1-866-487-9243
[Contact Us](#)

* The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.