

KINS 4933 and KINS 4943

**Practicum/Internship
Manual**

Fall 2018 – Summer 2019

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Addresses and Phone Numbers**

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Denton, TX 76204
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KINS 4933 and KINS 4943 – Instructors

Instructors TBA on Canvas

Cardiac Rehabilitation Sites

This is a list of pre-approved sites. Other sites are subject to the approval of Dr. Vic Ben-Ezra. Please discuss your interests in advance with the TWU Internship Coordinator prior to talking with Dr. Vic Ben-Ezra. **If you find that a contact or phone number has changed, please let us know!**

Baylor Heart and Vascular Hospital - Dallas

Tiffany Shock
214-820-1371
tiffany.shock@BSWhealth.org

Baylor Scott & White All Saints Hospital – Ft. Worth

Carter Rehab and Fitness Center
Joshua Medders
817-922-1852
joshua.medders@BSWhealth.org

Baylor Scott & White Medical Center - Grapevine >350 hrs

Kimberly Tran
817-424-4564
Kimberly.Tran@BSWHealth.org

Baylor Scott and White Medical Center – Irving

Candace Noblitt
972-579-4260
candace.noblitt@bswhealth.org

Baylor Scott and White Medical Center – Lake Pointe

Holly Lay
Holly.lay@tenethealth.com
972-412-3380 ext 2228

Baylor Scott and White Medical Center - Waxahachie

Shaundra “Denise” Brown
Shaundra.Brown@bswhealth.org
John Shelton
John.Shelton@bswhealth.org

Medical City Denton

Daniel Albrecht
940-384-3535
940-384-3960
daniel.albrecht@MedicalCityHealth.com

Fit-N-Wise Rehabilitation Center – Decatur

Susan Rector
srector@wisehealthsystem.com

Texas Health Presbyterian Hospital - Allen Cardiac Rehabilitation

Ashley Laible
AshleyLaible@TexasHealth.org
972-747-6900

Texas Health Arlington Memorial Hospital

(dual internship with corporate fitness)
Beth Arseneau
elizabetharseneau@texashealth.org
817-960-6475

Texas Health Presbyterian Hospital- Dallas >350 hrs

Finley Ewing Cardiovascular and Fitness Center
Mark Gray
214-345-2838
markgray@texashealth.org

Texas Health Harris Methodist Hospital – Alliance

Lucky Denenga
682-212-5000
Luckydenenga@texashealth.org

Texas Health Harris Methodist Hospital - HEB

Amanda Martinez
817-848-5600 (main)
817-848-5609 (office)
AmandaMartinez@texashealth.org

Texas Health Huguley Hospital – Fort Worth South

Kathy Stiever
817-551-2681

Kathy.stiever@ahss.org

Texas Health Presbyterian Hospital - Denton

LaNell Noggler
940-898-7359

lanellnoggler@texashealth.org

Texas Health Presbyterian – Plano

John Allison

johnallison@texashealth.org

Texas Health Harris Methodist Hospital – Stephenville

Crystal Allan

crystalallan@texashealth.org

254-552-3110

Texoma Medical Center – Denison

Meagan Spoon

903-416-4245

Meagan.spoon@thcs.org

The Heart Hospital Baylor Denton >350 hrs

Julie Dunagan

Julie.Dunagan@BSWHealth.org

The Heart Hospital Baylor Plano >350 hrs

Julie Dunagan

Julie.Dunagan@BSWHealth.org

469-814-3555

Institute for Healthy Living- Good Shepherd Medical Center – Longview, TX

Marylu Kilpatrick

903-323-6550

mkilpatrick@gsmc.org

Marshall Life Center – Good Shepherd Medical Center, Marshall, TX

Denise Guehlstroff

903-927-6932

Denise.guehlstroff@gsmc.org

Medical City Lewisville

Phyllis Allman

972-420-1526

Phyllis.Allman@MedicalCityHealth.com

Medical City Plano

Kasie Elmore

214-473-7774

Kasie.Elmore@MedicalCityHealth.com

Medical City – Dallas

Eric Jones

Eric.jones@MedicalCityHealth.com

Memorial Hermann Texas Medical Center – Houston

Rhonda Leaverton

Rhonda.leaverton@memorialhermann.org

713-704-5802

Memorial Hermann – SW Hospital Houston

Tyson Sampy

713-778-6248

tyson.sampy@memorialhermann.org

Methodist Charlton Medical Center – Dallas

Ingrid Kindipan

214-947-0580

ingridkindipan@mhd.com

Paris Regional Medical Center

Angela Bedford

903-783-0815

Angela.bedford@parismc.com

Parkland Health and Hospital System- Dallas

Shalena Robinson

214-590-8236

Shalena.robinson@phhs.org

St. Luke's Episcopal Hospital – Houston

Alexander Beauchene

832-355-8245

Abeauchene@stlukeshealth.org

Research in Biomechanics Internship Option:

- The program will be divided into two semesters: Fall/Spring or Spring/Fall – 175 hours each semester
- The student must have successfully completed Biomechanics at TWU (KINS 3593) with a grade of B or higher, or be enrolled concurrently with the first semester of internship.
- Only students interested in pursuing research in Graduate School (no PT or OT) may apply for this position.
- CPR/AED Certification required
- To apply: Contact Dr. Young-Hoo Kwon - ykwon@twu.edu

Corporate Fitness Sites

This is a list of pre-approved sites. Other sites are subject to the approval of Dr. Vic Ben-Ezra. Please discuss your interests in advance with the TWU Internship Coordinator prior to talking with Dr. Vic Ben-Ezra. **If you find that a contact or phone number has changed, please let us know**

Cooper Fitness Center – Dallas

Kathy Watson

972-560-2667

kwatson@cooper-clinic.com

Hallie Lane

hlane@cooperfitnesscenter.com

Coppell Family YMCA – Coppell

Lauren Anderson

landerson@ymcadallas.org

972-393-5121

Cross Timbers Family YMCA – Flower Mound

Susan Lampa

972-539-9622

slampa@ymcadallas.org

Driven Elite Fitness and Health

Aaron Westlake

awestlake@drivenelite.net

817-416-0606

Health Fitness Corporation Locations:

**Contact directly or apply online for the following

3 locations - www.healthfitness.com

Blue Cross Blue Shield – Motiva Fitness Center – Richardson

Kelli Holder

Kelli_Holder@bcbstx.com

HP – Plano Fitness Center

Cheryl Westgard

972-605-9600 (main)

Cheryl.westgard@hpe.com

Mercedes-Benz – Fort Worth

Corenna Goodmay

Corenna.goodmay@daimler.com

Larry North Fitness

The Solana Club - Westlake

Shane Massey

817-674-2309

Shane@Larrynorth.com

Lennox International - Richardson

Elizabeth Niksich

972-497-6764

Elizabeth.niksich@lennoxintl.com

EXOS (corporate contact for numerous sites)

<https://www.teamexos.com/careers>

EXOS – Frisco

Kyle Taylor

334-207-1016

ktaylor@teamexos.com

Michael Johnson Performance Center

McKinney, Texas

Kelli Selman

Kelli@michaeljohnsonpeformance.com

469-424-6572

Plano Family YMCA

Ryan Buck

214-537-0667

rbuck@ymcadallas.org

REACT

Ryan Bachik

972-386-0701

rbachik@neuroreaction.org

Kendell Hall

khall@neuroreaction.org

Crystal Merryfield

cmerryfield@neuroreaction.org

S2S Functional Performance

Johjanes Griffith
940-241-1215
JGriffith@s2sperform.com

Texas Health Harris Methodist Fitness Center – HEB

Ryan Karnes
ryankarnes@texashealth.org
817-848-5605

Texas Health Harris Methodist Fitness Center – Fort Worth

(Only accepting interns with fitness health specialist interests)
David McGee
DavidMcGee@texashealth.org
Ricardo Gomez
Ricardogomez@texashealth.org
817-250-5050

Texas Health Huguley Fitness Center – Fort Worth South

817-568-3131

Telos Fitness Center >350 hrs

Avri Boyce
ABoswell@telosfitnesscenter.com
972-386-2555

Trophy Fitness Club – Irving

Chris Shelton
972-506-7373
cshelton@trophyfitnessclub.com

Verizon Health and Wellness Centers (Irving, Southlake)

(Only accepting interns with fitness health specialist interests)
Internship Director (all sites) >350 hours as contracted by site
Dwayne Clarke
Dwayne.R.Clarke@verizon.com
972-718-2299

Verizon -Southlake:

Bryan Murphy
Bryan.Murphy@verizonwireless.com
682-831-3300

Verizon - Irving:

Abigail Ashley
Abigail.Ashley@verizon.com
972-718-2199

YMCA Waxahachie

Chante Douglas
972-938-9826
cdouglas@ymcadallas.org

Acknowledgment of Internship Manual Receipt

I have received and read a copy of the internship manual before beginning my internship

Name (Print):

Date:

Signature:

University and Departmental Policies

Disability Support Policy Statement:

If you anticipate the need for reasonable accommodations to meet the requirements of this course, you must register with the office of Disability Support Services (CFO 106, 940-898-3835, dss@twu.edu) in order to obtain the required official notification of your accommodation needs. Please plan to meet with your instructor by appointment or during office hours to discuss approved accommodations and how these course requirements and activities may impact your ability to fully participate.

Academic Integrity: Honesty in completing assignments is essential to the mission of the University and to the development of the personal integrity of students. In submitting graded assignments, students affirm that they have neither given nor received unauthorized assistance, and that they have abided by all other provisions of the Code of Conduct in the TWU Student Handbook. Cheating, plagiarism, collusion, dual submission of a paper or other kinds of academic dishonesty will not be tolerated and will result in appropriate sanctions that may include failing an assignment, failing the class, or being suspended or expelled. Allegations of academic dishonesty in this course may be reported to the Office of Civility and Community Standards. The specific disciplinary process for academic dishonesty is found in the TWU Student Handbook. The TWU library link, “Avoiding Plagiarism,” will aid students in completing their assignments with integrity.

TWU Kinesiology Dress Code

All undergraduate students are expected to dress in appropriate professional physical activity attire when representing the department. TWU Kinesiology attire is **required during departmental classroom activities including, but not limited to, student teaching, practicums, and internships. If your internship site requires a specific uniform, you are responsible for complying with the internship site dress code. Appropriate professional attire will be dictated by your internship location.** You may be required to wear facility warm-ups, polo shirts and slacks, or hospital scrubs. Pants or shorts should be worn at the natural waistline and not below. Pants or shorts must be hemmed and shorts must be appropriate in length. The shirt must be tucked into the pants or shorts. Clothes should be wrinkle free. For safety reasons, jewelry should be limited to stud earrings within the ears and be careful of necklaces, bracelets, and watches. Take into consideration that other people might interpret exposed tattoos and/or body piercing other than within the ears as offensive. If you are participating in a swim program or water aerobics programs for your internship, bikinis are not allowed. Ladies must wear a one piece swim suit and men should wear appropriate length swim shorts.

Introduction

The internship experience is designed to provide the kinesiology student with opportunities to gain practical experience in the fields of cardiac rehabilitation and corporate fitness. A successful internship will be mutually **rewarding** for the student as well as the site.

You must complete a total of **350 hours** of internship experience. You may do all 350 at a cardiac rehab or corporate fitness location or split your hours 175 and 175 between cardiac rehab and corporate fitness. Please see the internship coordinator to determine which route is right for your chosen career field. You are required to set up an appointment with the internship coordinator (Dr. Barbara Barnick-Ben-Ezra) to submit all pre-internship documents. Prior to registration for the course and after all internship materials have been submitted to the internship coordinator, you will need to speak with the internship coordinator regarding the registration course codes. In order to sign up for 350 hours, there are two course codes which must be entered at registration; for 175 hours, sign up for one section of either Internship in Cardiac Rehab or Internship in Corporate Fitness. **Note** - Many PT schools require more classes in ECG recognition and many hospitals will have PT's doing phase I cardiac rehab.

There are a few sites listed in the manual that are out of town. If there is not one listed for your hometown or you would like to intern at a site not listed, you are responsible for talking to Dr. Vic Ben-Ezra about doing your internship at that site. You will need to provide him the contact information so he can begin the process of a legal affiliation agreement. These agreements take **weeks/months to finalize**. You will also need to provide a list of duties or goals that you will be completing at that site. You must get this information to him ASAP.

Be aware that we are not as readily available to help you if you have a problem at an out of town site. We can make calls and communicate with you or your supervisor via e-mail...but you will have less support than a student who is in the Dallas/Ft. Worth area (as we are able to make any extra personal visits to a site if a student has a problem).

Once you turn in ALL pre-internship paperwork, we will then give you course codes to enroll. Fall 2018 deadline is July 6, 2018; Spring 2019 deadline is Nov 9, 2018; Summer 2019 deadline is April 19, 2019 Failure to confirm an internship site and turn in pre-internship paperwork by the deadline will result in postponement of your internship until the following semester.

Once you have accepted a site and they have accepted you as an intern, your agreement is final.

You are NOT permitted to change sites.

Requirements

1. KINS Exercise Science Track

Cardiac Rehab – grade of C or better in 3601, 3603, 3701, 4601 and 4603 (or 02)

Corporate Fitness – grade of C or better in 3601, 3603, 3701, 4701 and 4703 (or 02)

KINS Exercise Science –Pre-PT Track (applicable to students entering Fall 2014 and after)

Cardiac Rehab – grade of C or better in 3601, 3603, 4601 and 4603 (or 02), 4701 and 4703 (or 02)

Corporate Fitness – grade of C or better in 3601, 3603, 4701 and 4703 (or 02)

2. American Heart Association CPR/AED Basic Life Support (**BLS for Healthcare Provider not Heartsaver**)

First Aid certification (First Aid will be a separate class/certification and can be Heartsaver)

a. Many city fire departments will offer classes.

b. Check online at the American Heart Association Website for available classes.

3. Immunizations MUST be current with Student Health Services (SHS) and you MUST ask to be added to the Kinesiology Department Report. (Instructions for submitting and accessing immunizations – TWU Online Student Health (OSH) at <https://patient-twu.medicatconnect.com/>)

Immunizations include: **LOCATE THESE ASAP!**

1. Hepatitis B (**3 doses**)

2. Measles, Mumps, Rubella (2 doses) or MMR Positive Titer

3. Tdap – tetanus, diphtheria, pertussis must be renewed every 10 years

4. Varicella (2 doses) or varicella positive titer (some sites no longer accept proof of history of the disease.)

5. Tb Test – within the past year (some sites require 2 part Tb – 2 negative readings in 12 months prior to start)

6. Current Flu Shot (is required for some sites). must be current flu season (Sept-April) due annually

4. Current copy of unofficial transcript (KINS 2.75 and an overall 2.75 GPA). **Please highlight the prerequisite courses listed above.**

5. Two **wallet** size pictures of YOU!

6. Most sites require a **10-panel drug screen**. Contact your site supervisor and see if this is mandatory. A **national criminal background check** is required for all internships. YOU are responsible for these items as we do not supply them for you.

a. The drug screen can be obtained from SHS (940.898.3826), Minor Emergency of Denton (940.382.9898) or Care Now (940.383.2700).

b. The background check must be a national check and can be obtained from www.sentrylink.com.

7. If the site is not already pre-approved (listed on our site list), you will need approval of the site by Dr. Vic Ben-Ezra.

8. Confirmation of internship site, completion of appropriate forms and checklist.

9. Schedule a meeting with TWU Internship Coordinator (Dr. Barbara Barnick-Ben-Ezra) **prior** to start of the internship.

Grading System for Internships

The grading system is a standard percent grading scale. You will find point values for each assignment, blog and site evaluation on the grade sheet at the end of the internship manual. Late assignments will not be accepted.

A 90-100%

B 80-89.9%

C 70-79.9%

D 60-69.5%

F 0-59.9%

Failure to earn at least a letter grade of “C” will result in the student repeating the internship.

NOTE - If you do not complete the internship in the semester in which you registered, you will receive the grade of an “F” and you will have to enroll in KINS 4933/4943 again. You can NOT receive an Incomplete for any Internship class.

In addition, **all paperwork** (immunization compliance, transcript, CPR/AED/First Aid certification, site information sheet, etc.) will be due approximately **6-8 weeks prior** to the semester you will be enrolled. Failure to turn in pre-internship paperwork by the deadline will result in postponement of your internship until the following semester.

NOTE - Internships have a 5-week minimum period for completion during the SUMMER and 10 weeks during the FALL AND SPRING SEMESTERS. NO EXCEPTIONS.

NO internship hours may be done before the first day of class or after the last day of class in the semester in which you are registered. **NO** hours may be done on days in between semesters. Your TWU liability insurance begins day 1 of the semester and ends the last day of the semester. **You may**, however, attend an orientation meeting before the semester begins. Orientation hours can be counted in your logs.

Pre-Internship File Checklist: File with the TWU Internship Coordinator

1. KINS Exercise Science Track:

Cardiac Rehab – grade of C or better in in 3601, 3603, 3701, 4601 and 4603 (or 02)

Corporate Fitness – grade of C or better in 3601, 3603, 3701, 4701 and 4703 (or 02)

KINS Exercise Science – Pre-PT Track: (applicable to students entering Fall 2014 and after

Cardiac Rehab – grade of C or better in in 3601, 3603, 4601 and 4603 (or 02), 4701 and 4703 (or 02)

Corporate Fitness – grade of C or better in 3601, 3603, 4701 and 4703 (or 02)

- 2.** Overall and KINS GPA 2.75 or higher - **File current unofficial transcript with the TWU Internship Coordinator**
- 3.** Clear site with Dr. Vic Ben-Ezra *only if it is not a pre-approved site.*
- 4.** Current American Heart Association CPR/AED **and** First Aid certification – **File with the TWU Internship Coordinator.**
- 5.** Immunizations current with SHS – **Name added to KINS Department report. The TWU Internship Coordinator needs a copy of your records printed from Pioneer Portal - Online Student Health (OSH)**
- 6.** **If necessary**, get a flu shot – **File record of shot with TWU SHS.**
- 7.** Turn in 2 wallet size pictures of yourself – **File with the TWU Internship Coordinator**
- 8.** Sign receipt of manual page 10 - **File with the TWU Internship Coordinator**
- 9.** Sign comprehension of responsibilities page 32 - **File with the TWU Internship Coordinator.**
- 10.** Apply and/or interview with site supervisor – you may interview before completion of KINS 4603/4601 or KINS 4703-4701, **but do not begin your hours until the enrolled semester of 4933 or 4943.**
- 11.** Complete a 10-panel drug screen – **File with the TWU Internship Coordinator.**
- 12.** Complete a national background check – **File with the TWU Internship Coordinator.**
- 13.** Complete Blood Borne Pathogens Training – TWU Blackboard Organization-Environmental Health and Safety - complete online training slides- print final test results/score page. **File with the TWU Internship Coordinator.**
- 14.** Fill out site information sheet page 16 – Check with Internship Coordinator to see if your site requires any extra paperwork. **File 2 copies with the TWU Internship Coordinator.**
- 15.** Sit down with your site supervisor and fill out your goals sheet page 17. Use the suggested goals in the internship manual as a guide and add to them in accordance with the individual site. Obtain your *site supervisor's signature*. Keep a copy of your goals to use during internship when writing progress reports. **File 2 copies with the TWU Internship Coordinator.**
- 16.** Complete the internship quiz. It will be available on Canvas week 1 of the semester. **You must take the quiz until you achieve 100% . Check Canvas module for availability.** **Check Canvas regularly during internship.**

You *MUST* complete items 1-15 before you may enroll in internships. Failure to meet the semester deadline will result in the postponement of your internship to the next semester!

SITE INFORMATION FORM

Name of Student (Intern):

Student ID#

Address:

Phone:

E-mail Address:

Type of Internship: () Cardiac Rehab Internship KINS4933 () Corporate Fitness Internship KINS4943
() 175 Hours or () 350 Hours

Internship Site:

Address:

Supervisor:

Phone:

E-mail Address of supervisor:

Dates:

Days and Hours:

Directions to facility: **(PLEASE BE SPECIFIC and ATTACH A MAP, i.e. building name, which part of hospital, different building, etc.)**

FILE with the TWU Internship Coordinator

Texas Woman's University - Internship Goals

Type of Internship:

() KINS 4943 Corporate Fitness Internship () KINS 4933 Cardiac Rehab Internship

NOTE: These objectives are a compilation of target goals established by both the intern and site supervisor. The objectives listed in the manual are to be used as a guide, but you are not limited to them. You must fill out this sheet with the goals that you and your site supervisor agree upon, both of you will sign it, and return it to the internship coordinator before the start of your internship. Please keep a copy of these goals for your records.

Intern Name (Printed)

Intern Signature

Site Supervisor Signature

Date

FILE with the TWU Internship Coordinator

General Objectives for Cardiac Rehab Practicum/Internship

1. To observe and when possible participate in stress testing patients (blood pressure measurement, electrode placement, monitoring the 12 lead ECG).
2. To observe and assist with placement of modified lead configuration (3 lead) for cardiac rehabilitation.
3. To understand the different phases of cardiac rehabilitation.
4. To observe and when possible participate in the exercise counseling of the patients (developing an exercise prescription, discussion of the prescription with the patient).
5. To improve cardiac arrhythmia identification through observation and worksite education.
6. To gain an appreciation of the capabilities of a cardiac patient in terms of exercise tolerance (observation/hands-on experiences with patients while exercising).
7. To understand the facility organizational structure.
8. To participate in special events (with patients, workshop opportunities, seminars, observation of heart surgeries).
9. To present educational seminars/lectures to the patients when and if appropriate and possible (at the discretion of the intern supervisor).
10. To observe (if possible) a bypass surgery, the cath lab, or pulmonary rehabilitation sessions.

General Objectives for a Corporate Fitness Practicum/Internship

Overall objectives should include many of the following primarily as hands on experiences:

- 1) To observe and perform fitness assessments (maximal or submaximal work capacity testing, strength, flexibility, and body composition).
- 2) To assist in health risk and health screening.
- 3) To prescribe exercise and guide members in successfully carrying out their exercise programs.
- 4) To counsel, motivate and educate members on heart healthy activities that can include safe exercises, proper nutrition and healthy lifestyle in general.
- 5) To become involved in healthy lifestyle programming (risk factor, education, good dietary practices, stress reduction, etc.).
- 6) To develop or implement workshops for members.
- 7) To assist with newsletter production.
- 8) To assist in or initiate special events.
- 9) To take notice of the organizational structure (membership, personnel, administration, etc.) and attend staff meetings when and if possible.

You are not: a receptionist, computer jockey, or locker room attendant.

If you find yourself doing these kinds of things for more than 10% of your time, contact your TWU instructor and your internship supervisor to let him/her know this is not what was agreed upon.

Internship Course Assignments

All communication via e-mail during your internship should be sent to YOUR SPECIFIC Instructor and copied to the Internship Coordinator: Dr. Barbara Barnick-Ben-Ezra (bbenezra@twu.edu).

During your Internship: **Check Canvas and your TWU e-mail daily.** It is your responsibility to stay up to date and check for announcements.

1. Complete the internship quiz. It will be available on Canvas week one of your internship. **Failure to achieve 100% on the quiz will result in a score of 0.** Retake the quiz as many times as needed within the first week of the semester.
2. Review your goal sheet with your site supervisor. Revise and resubmit if needed. Refer to your goal sheet when writing your progress reports. Progress reports must align with established goals.
3. Keep a DAILY record of your activities and responsibilities in the Daily Logs - Blog Entry on Canvas. Progress reports and hourly time sheets will accompany the daily log at regular intervals. (Each daily log, progress report, and hourly time sheet interval is worth 10 points --60 points total) See instructions for daily log preparation on Canvas and on page 21 of manual.
 - a. For 350 hour internship (all hours at one site): 60, 120, 175, 240, 300 and 350.
 - b. For 175 hour internship: 60, 120, 175
 - c. An example daily log, progress report and hourly time sheet can be found on pages 22-24 of the manual. The progress report and hourly time sheet can also be found on Canvas. You **MUST** upload a progress report and hourly time sheet at each interval in order to earn the associated points. Progress Reports and Hourly Time Sheets should be uploaded as file attachments to your blog.
 - d. Keep your daily logs up to date and promptly post them each day. There will be point reductions for logs not posted regularly.
4. Online Assignments: You will be required to complete 3 online assignments. These assignments will be posted on Canvas. (75 points total) No late assignments will be accepted.
5. Ensure your site supervisor has completed a mid-evaluation at the midpoint of your internship hours. Your TWU instructor will send the evaluation to you site supervisor's email address. Your TWU instructor will visit your site to talk to you and your site supervisor at or slightly before you reach your 175 hours.(or at 85 hours if you are doing a 175 hour internship). (130 points)
6. At the end of your internship: Ensure your site supervisor has completed your final evaluation. Your TWU instructor will send the evaluation to you site supervisor's email address. (130 points)
7. At the end of your internship: Complete the online Internship Feedback Survey with your honest assessment of your internship site. (The online link will be available on Canvas) **SUBMISSION OF THIS FEEDBACK FORM IS REQUIRED. Failure to complete and submit this survey will result in a deduction of 25 from your total points in this course.**

Preparation of Daily Logs and Progress Report Submissions

The daily log will serve as a place for you to keep a record of your various activities and responsibilities. It will help you keep track of your experiences and notes and is a good place to put material you will collect during your practicum/internship. It will also serve to help your supervisor and instructor assess your work. The following suggestions are made to help you know what to include.

1. A great deal of **detail** is expected early on in your daily log. List and explain everything you do. If you are observing, tell specifically what you see. The first time you perform a procedure or experience, describe it in detail. The next time you perform the same procedure, you can describe the differences or anything new, but you do not have to repeat previously mentioned items. Note any interpersonal interactions that are relevant to your internship.
2. The daily logs, progress reports, and hourly time sheets must be typed and posted to Canvas **within 2 days completion of the hours logged.**
3. **The progress report MUST be uploaded as a file attachment at regular time intervals, i.e. 60, 120, 175, etc.** For 175 hours, there will be 3 progress reports. For 350 hours, there will be 6 progress reports submitted. Upload your progress report with the corresponding logs at that specific time interval. **You MUST submit both progress report and daily logs in order to earn the associated points.**
4. Documentation of hours **signed by your site supervisor is required to receive credit for hours worked.** Upload your documented hours as a file attachment at each time interval with your progress report and corresponding logs. A copy of this document is located under the Daily Log tab on Canvas. Your supervisor-signed hourly time sheet(s) **MUST BE** posted in order to receive a final grade for the course.
5. Feel free to add any sample worksheets, ECG strips, data that you find relevant to your logs.
 - a. Please remember patient/client confidentiality and remove any names from the material you add to your log. Annotate any strips that you upload.
6. Please refer to guidelines and example logs, see pages 22-23.

Grading of the logs and progress reports will be as follows: (10 points per interval)

Submission Criteria:

10 points All daily logs on time/progress report on time/hourly time sheet on time
5 points >2 late logs/ a late progress report for the interval/a late hourly time sheet
0 points >5 late logs/no progress report for the interval/no hourly time sheet

Format Criteria:

- 1 incorrect daily log format
- 1 documentation of what you performed or experienced during your day is not described thoroughly
- 2 progress report documentation is incomplete/does not align with established goals
- 1 poor writing mechanics: grammar, punctuation, spelling and sentence structure.

Daily Log-Template & Sample

Use the following template for you daily log entries:

Your Name

Cardiac Rehabilitation or Corporate Fitness

Site Name and Location

- Date
- Hours worked (e.g. 7:00am – 3:00pm)
- Daily hours completed (e.g. 8 hours)
- Cumulative hours completed

For example:

Jane Doe

Cardiac Rehabilitation

Heart Health – Denton, TX

- Tuesday, Jan 13, 2015
- 5:30am – 3:30pm
- Daily hours: 10
- Total hours completed: 70

Today, I arrived to the clinic early to help open the facility. When patients arrived, I took resting blood pressures. I led patients through their warm up, their prescribed exercises, and their cool downs. I looked over some exercise prescriptions that had recently been updated by one of the exercise physiologists. I helped a new patient get familiar with some of the strength training equipment. Finally, I helped clean up and get the clinic ready for patients coming in the following morning.

- Wednesday, Jan 14, 2015
- 7:00am – 12:00pm
- Daily hours: 5
- Total hours completed: 75

Today, another intern and I made flyers for the upcoming senior citizen health fair. I visited with patients and staff as they completed their daily exercises. I was able to prep patients and place electrodes for their ambulatory ECG monitors with the supervision of one of the staff members. I was nervous at first, but utilized the skills that I obtained in my advanced ex phys lab and was able to prep and place the electrodes successfully. I also helped some patients with their strength exercises and cleaned equipment before the end of my shift.

Internship Progress Report

Student Name: [Click here to enter text.](#)

Facility Location: [Click here to enter text.](#)

Facility Phone #: [Click here to enter text.](#)

Supervisor's Name: [Click here to enter text.](#)

Type of Internship (check one): Corporate Fitness Cardiac Rehabilitation

Hours Completed: [Click here to enter text.](#)

Instructions: Please answer the following questions in detail. Please do not repeat objectives that have already been met. Any new 'skills or knowledge' acquired should only be reported if it is "new" from the previously submitted progress report. This progress report is worth 10 points. You will turn in 6 over the course of your 350h internship.

1. Summarize the objectives you have met to date. State your objective (from your internship goal sheet), and then how you were able to achieve it *or* discuss the steps you took that were able to help you achieve that goal. Please do not repeat 'achieved objectives' from previous progress reports.
[Click here to enter text.](#)
2. List your objectives (from your internship goal sheet) that still need to be achieved (bullet point list is fine). If you complete all your objectives prior to the end of your internship, talk with your internship supervisor about what might be a new goal or two to add.
[Click here to enter text.](#)
3. Identify a new skill that you learned or piece of knowledge you gained since your last progress report. Please do not repeat a "new skill" or "piece of knowledge" that was stated on a previous progress report. *...If you did not learn anything new, or gain any new knowledge...you're not working hard enough or asking enough questions! 😊*
[Click here to enter text.](#)
4. Any problems or questions that you would like to address?
[Click here to enter text.](#)

TWU Kinesiology Internship Hourly Time Sheet

Student Name: _____

Internship site: _____ Phone: _____

Supervisor name: _____

Date	Time in (00:00 am/pm)	Time out (00:00 am/pm)	Daily hours	Cumulative hours	Supervisor Initials

Student signature: _____

Date: _____

Supervisor signature: _____

Date: _____

The Practicum/Internship Responsibilities

The process of involving interns in a program has been designed to insure that the placements made will result in positive experiences for all concerned. The success of this process is dependent upon the cooperation of the interns as well as the company/hospital staff.

The following “Bill of Rights” for Interns and the responsibilities that accompany them outline the mutual expectations of the intern and the company/hospital that he/she serves.

The principles or codes underlying the responsibilities of interns are no different than those that might be established in a family, social association or among friends and neighbors, yet they often bear repeating.

Your site supervisor will use the following as criteria for grading your performance

1. **ATTITUDE** Interns are expected to possess an open-minded attitude.
2. **DEPENDABILITY** The intern is expected to be dependable as this is essential if he/she is to be of real service to the company/hospital. If the intern cannot report at an appointed time, it is his/her responsibility to notify the supervisor. If the intern proves undependable, they may be dismissed from their internship site and earn a grade of “F”.
3. **COMMUNICATION** The intern is expected to ask questions about things he/she does not understand. The intern serves the needs of the agency by providing services and by acting as a vital link between the company and the employees as a friend, supporter and interpreter.
4. **RESPONSIBILITY** Interns assume responsibilities similar to those of a professional and are expected to serve with the same high standards as company/hospital staff. All confidential matters must be kept confidential. Interns are expected to become familiar with their own job assignments and are encouraged to offer suggestions or changes that they may see necessary.
5. **PROFESSIONALISM** The intern represents not only themselves, but the Kinesiology Department of Texas Woman’s University. Work performance during the internship can have a tremendous impact on your future career. Conduct yourself as a professional in all aspects of the internship process, including the interview. Dress appropriately (ask your supervisor for guidelines). If you should decide to turn down a site with whom you have applied, be courteous and call the supervisor as soon as possible. Failure to decline an internship opportunity in a professional, timely manner may affect your future career opportunities and the integrity of TWU and the Kinesiology Department.
Once you have accepted a site and they have accepted you as an intern, your agreement is final. You are not permitted to change sites.

Cardiac Rehabilitation Internship

Evaluation Form for the Site Supervisor

(Evaluation will be sent to your site supervisor's email)

TO BE COMPLETED WHEN HALF OF INTERNSHIP HOURS ARE COMPLETED AND AGAIN AT THE END OF THE INTERNSHIP (2 Pages)

Student Name _____

Total hours completed _____

Supervisor/Position _____

Company _____

On a scale from 0–10 please rank the TWU student intern on each of the following or write no opportunity to observe (NA). **Grading scale: 9-10 = A (Excellent); 8 = B (Above Average); 7 = C (Average); 6 = D (Below Average); <5 = F (Failing).** Please assign a point value to each category as well as written comments. **Please discuss this evaluation with your intern.** The scores you assign will be used to assess the performance of the student in this internship course.

Pt Value	Task	Comments
-----------------	-------------	-----------------

Technical Skills

_____ ECG reading/recognition _____

_____ Blood pressure measurement _____

_____ Exercise prescription for cardiac rehab _____

Communication Skills

_____ With staff _____

_____ With clients _____

_____ Presenting information to groups _____

Professional Skills

_____ Attitude _____

_____ Responsibility _____

_____ Initiative _____

_____ Appropriate Attire _____

_____ Professionalism _____

_____ Leadership _____

_____ Collaboration with co-workers _____

Based upon entry level personnel that you have employed or worked with, is this student ready for job placement? Yes ____ No ____ If yes, is the student adequate _____ or superior _____ to most?

Please comment on how this student can improve his/her performance and job potential.

Signature of Site Supervisor _____ Date _____

Thank you for your help with our students and your willingness to aid our program. We appreciate your time and effort given to enhance our program and our students.

Sincerely,

Vic Ben-Ezra
Professor
Internship Director
Office: 940-898-2597

Please email/FAX this to:

Internship Coordinator
Barbara Barnick-Ben-Ezra
Texas Woman's University
Dept. of Kinesiology
FAX: 940-898-2581
Email: bbenezra@twu.edu

Evaluation Form for the Site Supervisor

(Evaluation will be sent to your site supervisor's email)

TO BE COMPLETED WHEN HALF OF INTERNSHIP HOURS ARE COMPLETED AND AGAIN AT THE END OF THE INTERNSHIP (2 Pages)

Student Name _____

Total hours completed _____

Supervisor/Position _____

Company _____

On a scale from 0–10 please rank the TWU student intern on each of the following or write no opportunity to observe (NA). **Grading scale: 9-10 = A (Excellent); 8 = B (Above Average); 7 = C (Average); 6 = D (Poor); <5 = F (Failing).** Please assign a point value to each category as well as written comments. **Please discuss this evaluation with your intern.** The scores you assign will be used to assess the performance of the student in this internship course.

Pt Value	Task	Comments
-----------------	-------------	-----------------

Technical Skills

_____ Fitness Testing _____

_____ Exercise Prescription _____

_____ Overall Exercise Physiology Knowledge _____

Communication Skills

_____ With staff _____

_____ With clients _____

_____ Presenting information to groups _____

Professional Skill

_____ Attitude _____

_____ Responsibility _____

_____ Initiative _____

_____ Confidence _____

_____ Professionalism _____

_____ Leadership _____

_____ Collaboration with co-workers _____

Based upon entry level personnel that you have employed or worked with, is this student ready for job placement? Yes ____ No ____ If yes, is the student adequate _____ or superior _____ to most?

Please comment on how this student can improve his/her performance and job potential.

Signature of Site Supervisor _____ Date _____

Thank you for your help with our students and your willingness to aid our program. We appreciate your time and effort given to enhance our program and our students.

Sincerely,

Vic Ben-Ezra
Professor
Internship Director
Office: 940-898-2597

Please email/FAX this to:

Internship Coordinator
Barbara Barnick-Ben-Ezra
Texas Woman's University
Dept. of Kinesiology
FAX: 940-898-2581
Email: bbenezra@twu.edu

Cardiac Rehab Grade Sheet				Name					
Internship Supervisor (IS) Evaluation Grades									
MIDTERM EVAL			Actual	Possible	FINAL EVAL			Actual	Possible
ECG				10	ECG				10
BP				10	BP				10
Ex Rx for CR				10	Ex Rx for CR				10
Comm Staff				10	Comm Staff				10
Comm Clients				10	Comm Clients				10
Presenting				10	Presenting				10
Attitude				10	Attitude				10
Responsibility				10	Responsibility				10
Initiative				10	Initiative				10
Appearance				10	Appearance				10
Professionalism				10	Professionalism				10
Leadership				10	Leadership				10
Collaboration				10	Collaboration				10
Total Points				130	Total Points				130
Internship Instructor (II) Grades									
LOGS		Actual	Possible	Criteria					
Log 1			10	10 points	all logs, prog report, time sheet on time				
Log 2			10	5 points	>2 late logs/late prog report, time sheet				
Log 3			10	0 points	>5 late logs/no prog report, time sheet				
Log 4			10						
Log 5			10	-1	incorrect log format				
Log 6			10	-1	documentation not thorough				
				-2	prog report inc-not aligned w/goals				
				-1	poor writing mechanics				
Total Points				60					
Assignments		Actual	Possible						
Emergency Procedures			10	Total IS				260	
Staff Interviews			15	Total II				155	
Exercise Prescription			50	Total Points			0	415	
Internship Manual Quiz			20	Quiz			100%	<100% = 0	
Total Points		0	95	Feedback Survey			Complete	Incomplete (-25)	
				Grade					
				% Grade					
				Letter Grade					

Corporate Fitness Grade Sheet				Name			
Internship Supervisor (IS) Evaluation Grades							
MIDTERM EVAL		Actual	Possible	FINAL EVAL		Actual	Possible
Fitness Testing			10	Fitness Testing			10
EX RX for CF			10	EX RX for CF			10
Ex Phys Knowledge			10	Ex Phys Knowledge			10
Comm Staff			10	Comm Staff			10
Comm Clients			10	Comm Clients			10
Presenting			10	Presenting			10
Attitude			10	Attitude			10
Responsibility			10	Responsibility			10
Initiative			10	Initiative			10
Confidence			10	Confidence			10
Professionalism			10	Professionalism			10
Leadership			10	Leadership			10
Collaboration			10	Collaboration			10
Total Points			130	Total Points			130
Internship Instructor (II) Grades							
LOGS	Actual	Possible	Criteria				
Log 1		10	10 points	all logs, prog report, time sheet on time			
Log 2		10	5 points	>2 late logs/late prog report, time sheet			
Log 3		10	0 points	>5 late logs/no prog report, time sheet			
Log 4		10					
Log 5		10	-	incorrect log format			
Log 6		10	-	documentation not thorough			
			-	prog report inc-not aligned w/goals			
			-	poor writing mechanics			
Total Points		60					
ASSIGNMENTS		Actual	Possible			Actual	Possible
Emergency Procedures			10	Total IS			260
Staff Interviews			15	Total II			155
Exercise Prescription			50	Total Points			415
Internship Manual Quiz			20	Quiz		100%	<100% = 0
Total Points			95	Feedback Survey		Complete	Incomplete (-25)
				Grade			
				% Grade			
				Letter Grade			

Comprehension of Internship Responsibilities

I have read a copy of the internship manual and understand the responsibilities, necessary paperwork, and professional behavior required of my internship. I have read the section of the manual regarding the logs and grading system. I understand the intervals that I need to turn in daily logs, progress reports and hourly time sheets. I also understand that my grade comes from the site supervisor and from the work I turn in to the internship instructor and or coordinator.

I understand that I am expected to treat the internship as a job. I should act in a professional manner and dress appropriately for the internship. I will give my internship site supervisor a written request in advance if I need time off. I will also be sure to call if something comes up and I will be late to my shift. The site supervisor will counsel me if my behavior, performance, or attendance becomes an issue. I understand that I may be required to come to campus for a meeting to counsel me on my performance or behavior if necessary. If that issue cannot be resolved, I understand that I may be dismissed from the internship site. If that happens, I understand that I will need to drop my Internship course(s); I will have to meet with TWU Kinesiology faculty to explain the issues. I will also have to re-register for internships the following semester. I will also be required to write a letter to the Kinesiology department explaining corrective action of my behavior.

I understand that if I re-register for my internship the following semester, or thereafter, that it will be my last chance to Intern as an Exercise Science student. If I fail to comply during my second chance, I will not be permitted to pursue an Exercise Science concentration in Kinesiology.

Information for this class will be posted on the internship course Canvas and through emails. I understand that I need to check my TWU email account and class Canvas on a regular basis.

Name (Print)

Signature of student

Date