

Exercise Science and Sport Department

General Guidelines for Internships

Description: Internships are designed to develop professional skills and engage experiences specific to the career interest of the student. Internships are established in cooperation with agencies, businesses, and institutions. Students may earn a maximum of 4 credits toward the major for each registered internship.

General Statement: For the purpose of maintaining academic standards and consistency throughout the University, the following guidelines have been designed for awarding of academic credit: (a more detailed account can be read in the Millikin University Bulletin)

1. The experience must be directly related to the student's major and provide a viable educational experience.
2. The student should be properly prepared for the work and generally should be of junior or senior standing.
3. Educational objectives and assessments must be clearly stated and monitored throughout the experience.
4. The supervisor is asked to make a performance evaluation.
5. A 40-hour to 1 credit ratio is the standard for all University internships.
6. Students may or may not be compensated financially.

To Secure an Internship: Student shall submit an Exercise Science Department "Request for Internship" application, a university Independent Study Contract, and set up an interview with the Department Supervisor.

Completion Requirements:

1. Prepare three (3) learning objectives that the student plans to complete during the experience.
2. Describe how the objectives will be assessed.
3. Prepare a brief statement about the internship, including goals and mission of the business, institution, or agency.
4. Establish a satisfactory work schedule and maintain a daily reflective journal of the experience.
5. Complete weekly reflective journal entries in Moodle.
6. Submit the Site Supervisor's evaluation.

Exercise Science and Sport Department

Request for Internship

Name _____ I.D. _____

Campus/Local Address _____

Campus/Local Phone Cell (Optional) _____

Major: _____ Number Credits Earned _____ GPA _____

Category of Internship (Please circle one)

Personal Training/Coaching

Sport Management

Sport Communication

Name of Internship Site Supervisor _____

Supervisor's Phone _____ Supervisor's E-Mail _____

Start Date of Internship _____ End Date of Internship _____

Projected Number of Internship Hours(40 per Credit Hour) _____

Projected Credit Hours 3

Write a brief description of the requested internship

Signature of Intern

Date

Signature of Site Supervisor

Date

Signature of Faculty Supervisor

Date

Learning Objectives and Assessments

Describe the Learning Objective	Describe how the objective will be assessed
	Reflective journal
	Reflective journal
	Reflective journal