

**FREQUENTLY ASKED QUESTIONS ABOUT
HPER-P443 AND HPER-P393 INTERNSHIPS
EXERCISE SCIENCE, AND FITNESS MANAGEMENT & PERSONAL TRAINING
Revised 7/15/2016**

Directions: Please read all of the information contained in this document before you schedule a meeting with the Director of Internship Programs. Thank you!

Questions	Answers
<p>1. When should I start investigating prospective internship sites?</p>	<p><u>Approximately one year before</u> doing your internship.</p> <p>Students on an Exercise Science or Fitness Management & Personal Training plans of study must complete P443 prior to the P393 internship. Review prerequisites under FAQ #3. P443 important dates are at the end of document. P393 requirements will be discussed the first day of P443.</p>
<p>2. What steps do I follow in finding an internship that’s “right” for me?</p>	<p><u>First</u>, meet with your academic advisor to confirm prerequisite classes.</p> <p><u>Second</u>, write down the things <u>YOU</u> want to get out of the internship.</p> <p><u>Third</u>, attend one of the internship Information meetings held each semester. Meeting dates will be announced in the Kinesiology newsletter. Approximate timeline is listed at the end of document.</p> <p><u>Fourth</u>, check out/visit potential sites from the Directory of Approved Sites (DAS) (see tips in FAQ #4) — and jot down notes as you go. Narrow your list to your top 2 or 3 choices. Talk to other (former) students who have completed internships.</p> <p><u>Fifth</u>, semester before your P443 or P393 internship class, submit P443 or P393 Internship Application to the Internship Director.</p>
<p>3. What are the internship prerequisite classes?</p>	<p>Students on an Exercise Science or Fitness Management & Personal Training plans of study must complete P443 prior to the P393 internship.</p> <p><u>A grade of C or better is required for all prerequisite classes listed below, if you entered IUPUI January of 2012 or more recently. If you entered IUPUI prior to that date, then you will need to speak with the Director of the Inteship Programs.</u></p> <ul style="list-style-type: none"> • <u>For P443: Exercise Science – (BIOL N261 & BIOL N217), or (BIOL K101 & K103), HPER P215, P246, P258, P373, P374, P403, P409 & P419. P410 may be either a prerequisite or co-requisite.</u> • <u>For P443: Fitness Management & Personal Training – (BIOL N261 & BIOL N217); or (BIOL N212, N213, N214 and N215); or (BIOL K101 & K103), P215, P246, P258, P373, P403, P409, & P419. P410 may be either a prerequisite or co-requisite.</u> • <u>For P393: Exercise Science and Fitness Management & Personal Training – all of the above prerequisites per plan of study for P443 AND P410, P417 and P420.</u> • <u>Internship prerequisite classes for older plans of study are not posted. If on an older plan of study (prior to January 2012), then please contact the Internship Director at irbq100@iupui.edu to obtain those prerequisites.</u>

<p>4. How do I investigate potential internship sites?</p>	<ul style="list-style-type: none"> ▪ Consult with the Director of Internship Programs to help narrow your search field in finding an internship suitable for your long term goals. ▪ The internship program maintains a “Directory of Approved Sites” (DAS). This DAS consists of organizations that have hosted a Kinesiology intern in the past and/or have expressed an interest in hosting a Kinesiology intern in the future. The DAS also contains information about intern responsibilities, compensation (if any), typical work hours, etc. The DAS can be accessed from the School of PETM’s web page by clicking on Student Portal, Kinesiology Internships and then scroll to the bottom of that page and click on Access the DAS. ▪ <u>To log-in to the DAS, use the following log-in procedures (note that the log-in procedures are “case sensitive”). Log in: Password: HPERP393</u> ▪ Note: Please log out of the DAS in the upper right hand corner at the “X”, otherwise you are still logged-in and may prevent others from logging on. ▪ If you find a promising site not on in the DAS, check out the details, and contact the Director of Internship Programs in Kinesiology to discuss your findings. (However, do <i>not</i> assume that you are automatically permitted to do an internship at a site that is not in the DAS.) Additional sites <i>may</i> be added to the DAS depending on the location of the potential site and the site’s ability to provide a quality experience for student interns. ▪ Visit the DAS periodically – new internships show up regularly. ▪ Visit sites that appeal to you and look like they will provide the professional development opportunities of interest to you. Indicate that you are in the information gathering stage—you are not applying for an internship at this point.
<p>5. Why do sites need to be approved and put in the DAS?</p>	<p>The Dept. of Kinesiology maintains the DAS as a way of making sure that the sites are clear about what we expect of interns and that they can provide adequate supervision for students (e.g., the site supervisor should have a degree in a related area and/or proper certifications as well as be willing to mentor the student intern.)</p> <p>Students should realize that potential sites out of the Indianapolis area are much less likely to be approved because of limited resources the department has for supervising interns.</p>
<p>6. Do I need clearance or permission from the IUPUI HPER P393 Director of Internship Programs before I start investigating/visiting prospective sites?</p>	<p>No, since you are in a “fact finding” or “information gathering” phase regarding your internship. Inform prospective host sites that you will need to be declared eligible and your Internship Application approved by the Internship Director before you will be authorized to accept a position at a potential host site for the internship.</p>
<p>7. What information should I look for when investigating potential sites?</p>	<p>You are “<u>shopping</u>” to find a site or sites that suit your needs/goals and interests. The better research you do ahead of time, the more likely you will locate a site that meets your needs and goals.</p> <p style="text-align: center;"><u>Criteria to Consider</u></p> <ul style="list-style-type: none"> ▪ Does the site match your goals for the internship? ▪ What is that site’s internship application process (i.e. resume, Interview)? ▪ What is deadline to apply for the internship (need permission from IUPUI first)? ▪ When are internship applicants notified regarding being accepted?

	<ul style="list-style-type: none"> ▪ Is an Internship program already in place? Or will you be the first? Will you be the only intern? Or will there be several? ▪ Who is the internship coordinator? What is his/her contact information (i.e. phone, email, address)? Talk with that person about the internships. ▪ Will selling memberships or personal training packages be part of the internship? If so, find out more about it— decide if sales “is for you.” ▪ Is site orientation/training part of the internship? Or are you expected to “learn as you go” without a formal orientation? ▪ What are the hours? Will you work weekends? Split shifts? When can you start? ▪ Flexibility? If you already have a vacation planned or need time off for an exam, etc.—will the site let you adjust your work hours? ▪ Variety? How much variety will there be in the internship? Will you rotate from one project or department to another? Or will you do the same thing throughout the internship? ▪ Does the site offer a stipend to interns? Are you eligible to get a % of personal training income you produce? ▪ Do you get to work with clients/patrons? ▪ How much time will the intern do clerical, cleaning, maintenance, receptionist, telephone duties? (Note: This should be limited.) ▪ Uniform? Will you be required to wear a specific outfit? Will you have to pay for the outfit? ▪ Parking? Is there a fee for parking?
<p>8. Do I need clearance or permission from IUPUI before I accept a position for a P393 internship?</p> <p>How do I obtain that clearance/permission?</p>	<p><u>YES!!!</u></p> <p>Complete and submit an “Internship Application” to the Kinesiology’s Internship Director on or prior to the deadlines listed at the end of this document.</p> <p>The Internship Director will review your application and check <u>prerequisites</u>:</p> <ul style="list-style-type: none"> • have you successfully completed the required prerequisite courses (see FAQ #3)? • have you provided a satisfactory sample of an internship application, cover letter and 1-2-page resume (instructions provide in P443)? • Have you signed that you understand the internship expectations? <p>The Director will notify you within 14 business days to advise whether or not you have met eligibility requirements, and what your next steps are in formally applying to a site for an internship.</p> <p><u>INTERNSHIP SITE APPLICATION DEADLINE</u></p> <p>Each internship site has its own set of deadlines and procedures/formats for internships. <u>You</u> will need to determine if any site/s you are interested in has/have deadlines, what those deadlines are, and be responsible for getting your materials in on time. Some sites set deadlines as early as 12 months or more in advance, others will entertain applications very close to the start date, and many sites have deadlines somewhere in between. Let the Director of Internship Programs know if your selected site has an earlier deadline than the Internship Programs require.</p>
<p>9. When is the deadline for turning in my “<u>Internship Application</u>” to the Department of Kinesiology?</p>	<ul style="list-style-type: none"> • See calendar of important dates at the end of this document.

<p>Where may I obtain the Internship Application?</p>	<ul style="list-style-type: none"> • <u>HPER-P 393 and HPER-P 443 Internship Applications</u> are available on the PETM web page under Kinesiology Internships.
<p>10. Why is there a deadline for submitting an “<u>Internship Application</u>” to the Department of Kinesiology?</p>	<p>To encourage and nudge prospective interns to work on internship placements in a timely fashion.</p> <p>Many internship sites, especially ones that offer “paying” internships, set application deadlines, then review applications and select the top candidates.</p> <p>There are LOTS of students searching and applying for internships. Typically, the sooner you are able to apply to prospective sites, the more likely you will be at or near the “top of the stack” to be considered.</p> <p>It takes time for the Department of Kinesiology’s Director of Internship Programs to process Internship Applications. When students turn in the application by the deadline or even earlier, the Director is able to process the application quickly and notify students to proceed. When students turn in applications “at the last minute”, it complicates the processing and decreases the likelihood the students will obtain a placement at one of their top choices.</p>
<p>11. What if I miss the deadline for turning in my Internship Application?</p> <p>Do I have to wait another semester?</p>	<p><i>If you miss a deadline, priority will be given to those applications that are submitted on time and fully completed.</i></p> <p>If you miss the deadline, yet still want to be considered for an internship in the coming semester or summer session, contact the Director of Internship Programs <u>immediately</u> to discuss your situation and to determine options. The longer you wait to contact the Director of Internship Programs the more limited your options will be.</p>
<p>12. May I take classes while I’m doing my internship?</p>	<p><i>YES – a maximum of 6 credit hours if you are taking the 7 credit hour P393 (Exercise Science and Fitness Management & Personal Training students). Your responsibility is to devote a majority of your energies and time to top-notch performance in your internship. For the P443 class, you may take as many credit hours necessary to maintain your normal academic load.</i></p>
<p>13. May I work a part-time job while I’m doing my internship?</p>	<p>Yes, but we expect you to devote a majority of your time and energy to your internship — and to be alert, enthusiastic, rested, “sharp” while interning.</p> <p>If your part-time job interferes with your internship performance, you will need to cut back on your work hours or withdraw from the internship.</p>
<p>14. What steps will I follow to apply for an internship?</p>	<p>The steps below outline what you need to do to complete the Internship Application for the Dept. of Kinesiology. It is assumed that you are simultaneously completing the procedures that are outlined by the various sites for their internship program.</p> <ol style="list-style-type: none"> 1. Complete the Internship Application form then submit it to the Director of Internship Programs. First Internship will be the P443 class. P393 will be discussed during the P443 class. 2. The Director of Internship Programs will notify you within 14 days whether or not you have met internship eligibility prerequisites. If P443, then you will be given instructions for registering for the class/section that fits your schedule. If approved for P393, the Director will approve you to proceed with accepting a position at your #1 preferred potential host site. If “no”, the Director will advise you what steps to take to earn eligibility.

	<ol style="list-style-type: none"> 3. Once the Director notifies you of your internship eligibility for P393, submit your application (cover letter and resume) to your top internship site(s). 4. Also go on-line and register for the course (HPER P393). 5. If the site requires an interview, prepare a list of questions you want to ask on an interview—you are interviewing the site as well as the site interviewing you. 6. Let the Director know the results of your application--when you have been offered and have accepted an internship. If unable to find or be accepted at your top sites, then immediately make further contact with the Director of Internship Programs regarding find another location. The longer you wait, the harder it will be to find one in a timely manner. 7. Attend the Final Instructions/Send Off meeting for interns—held 2-3 weeks prior to the start of the upcoming semester. Failure to attend this meeting may jeopardize your internship eligibility!
<p>15. Duration of internships?</p>	<p>350 clock hours for those taking the P393 for 7 credit hours (Exercise Science and Fitness Management & Personal Training) is the minimum requirement. Some host sites may have internships that last longer – <u>you</u> will need to decide if you are willing to accept an internship that is longer than required by your plan of study.</p> <p>There are lots of ways to configure those hours—depends on what the host sites needs/expects and what you and the site supervisor negotiate at the onset. Some sites have very fixed/set daily and weekly schedules; others will accommodate your schedule to some extent. Discuss/settle upon the options when you interview—BEFORE you accept an internship offer. The Internship Programs does not care that you finish earlier than the time frame of a regular semester. The goal is to accomplish an internship in as much a full-time position as possible.</p>
<p>16. I want to intern at a site NOT listed on the HPER P393 “approved” list” - the DAS. Do I go ahead and set up my own internship?</p>	<ol style="list-style-type: none"> 1. No, you should not move forward with the internship. Contact the Department of Kinesiology’s Director of Internship Programs to advise her/him of your interest in a site not currently in the DAS. Gather specific information about the site before you contact the Director – site’s internship contact person, name of organization, address, phone, FAX, website address, email and potential duties as an intern. 2. The Director of the Internship Programs is responsible for contacting potential sites, checking to see if that site hosts interns, requesting that the supervisor completes/submits an internship host site application. 3. The Director of the Internship Programs reviews the host site’s application materials and determines if the site meets the Department’s criteria.
<p>17. What start date is recommend for internships?</p>	<p>START DATE? Depends on when your placement site needs/expects you to start—and how flexible that site is in accommodating commitments in your schedule.</p>

<p>18. Does my internship need to start the same day as IUPUI's semester or summer session?</p>	<p>Ask about the potential start date when you interview at the site—find out the expected starting and ending dates. <u>As far as the Department of Kinesiology is concerned, you may start as soon as the previous semester or summer session ends.</u> We do not want anything to interfere with your present academic work and responsibility. Any exceptions must be cleared by the Director of the Internship Programs.</p>
<p>19. How far along in my degree work do I have to be to be eligible for an internship?</p>	<p><u>You need to have met all prerequisite requirements listed in FAQ #3 for your plan of study.</u></p> <p>Note: Acceptance to the internship is dependent upon students' performance in the previous semester. For example, if a student is planning to do an internship in the spring semester and fails to meet all prerequisites at the conclusion of the fall semester, the student will NOT be allowed to do the internship. All approvals are "conditional" until the previous semester's grades are reported and checked.</p>
<p>20. Does IUPUI provide liability insurance for students while they are doing an internship?</p>	<p><u>NO!</u> The University provides liability insurance only for one group – medical students. Some internship host sites provide interns with liability insurance coverage; others do not. Some host sites require that you show proof of liability insurance coverage before you will be allowed to start your internship.</p> <p>When you are discussing internship possibilities with prospective sites, ask whether the site requires it and then ask if they provide it or expects you to provide your own coverage.</p> <p>If liability insurance is needed, read question FAQ #21.</p> <p>Upon graduation and when you are working in the health and wellness industry, it will be important for you to obtain liability insurance coverage—unless your employer provides it for you.</p>
<p>21. What does liability insurance cover?</p>	<p>Varies with the policy. In general, it will provide a designated maximum amount of funding to cover legal fees in the event you are involved in a liability lawsuit. If you are found "liable" for an injury or accident to a patron/client under your supervision, the court could require that you pay a certain amount of money in damages. If you do not conduct your activities in a manner that is safe and prudent, in line with current standards for your profession — that is, you are negligent in some manner and your action results in harm to the person under your care/supervision, you could be found liable and thus responsible for damages. This coverage will typically pay these charges for you if you have the coverage.</p>
<p>22. What are sources for liability insurance?</p>	<p>Check with your insurance agent to see if professional liability coverage may be available as an "add on" to your homeowner's and/or renter's insurance.</p> <p>Several professional organizations offer liability insurance to members, including student members. We strongly recommend that you join at least one national professional association! Typically, the cost for student membership and for liability coverage is much less than is the case for professionals in that field.</p> <p>Sample professional organizations offering liability insurance to student members include AAHPERD, NIRSA, ACSM, and NATA. Membership can run anywhere from \$40-\$100 a year and the insurance from \$50-\$150/year for students.</p> <p>The Director of Internships Programs maintains a list of inexpensive liability insurance options.</p>

<p>23. I want every second of every minute of my internship to be exciting, challenging, stimulating, and directly related to my professional development goals! Is this too idealistic?</p>	<p>No, not really! The goal is for the internship program is to give you “real world”, “hands on” experience in a setting that is closely related to the degree track you are pursuing and to your interests.</p> <p>We advise internship sites that we expect their programs to engage our students in professionally relevant, mentored experiences for a significant portion of the internship.</p> <p>However, we also know that in every setting there will be activities that are not directly related to your top interests, and even activities that are necessary to program and facility operation--not exciting, not challenging, mundane, even boring—but must be done. Examples—cleaning, filing, posting data, folding towels, inventorying.</p> <p>As you consider prospective sites and as you interview, check into the types of activities interns will be assigned, including activities such as cleaning, filing, posting data, folding towels, inventorying. If the proportion of day-to-day operational activities is greater than suits you then (a) find a different internship or (b) if you accept it, embrace it and have a positive attitude about it. Understand the Director of Internships Programs expects some day-to-day operational work to be involved with the internship, if it seems to be the majority of your time, then inform the Director of the situation.</p>
<p>24. Do HPER P393 internship hours have to follow a definite/ regular schedule?</p>	<p>The internship must consist of 350 hours (as a minimum) for the 7 credit hour internship (Exercise Science and Fitness Management & Personal Training)—whether from a “regular” or “irregular” schedule.</p> <p>Discuss the schedule expectations when you interview—find out what hours the agency/facility will require—and consider if/how that will work in your life. A site may ask you to work a “split shift”—say Tue-Sat from 5:30 am to 9 am and 4:30 pm to 8 pm. Or 8 am to 3 pm weekdays plus every other Saturday.</p> <p>If the schedule the agency presents will not fit with your commitments or you would like the site to consider some modifications — speak up and negotiate that before you agree to accept the internship or look for a different internship that better meets your needs.</p>
<p>25. Beyond the time I spend at the internship site, will there be any other assignments to earn HPER P393 credit?</p>	<ol style="list-style-type: none"> 1. There will be some informational forms and professional goals due at the start of the semester (within first 2 weeks) 2. Portfolio development – you will work on this, both at your internship site and at home. 3. CANVAS – you will need to check P393 CANVAS frequently for emails, announcements, etc. related to your internship. 4. The Director of the Internship Programs will make at least 1 visit (or phone call interview) during your internship. A second visit/phone call only if necessary. 5. Mid-term and final evaluations. 6. You will participate in a portfolio discussion and exit interview one-hour meeting with the Department of Kinesiology’s Director of Internship Programs at the conclusion of your internship.
<p>26. Is it OK to work extra hours at my internship site to earn money?</p>	<p>YES. Many sites provide this option. Check on opportunities during your initial interview – or shortly thereafter. Jobs range from covering the front desk to establishing/working with personal training clients to staffing special events. Keep in mind that you need to be rested/sharp/effective during your internship hours—avoid working so many extra (income producing) hours that you compromise your internship performance.</p>

<p>27. How often are interns to “check in” with the Department of Kinesiology’s Director during the internship experience?</p> <p>How often will the Internship Director be checking in with me?</p>	<p>CANVAS – check the HPER P393 site weekly. We will be posting emails, general announcements, updates, etc. there.</p> <p>There are several specific times when you are to “check in” with your Internship Director —end of second week (send goal statements), Director’s visit/s to you on site, internship evaluations (mid-term and final).</p> <p>The Internship Director will be contacting you regularly – by email (CANVAS) and/or by phone throughout your internship—to “check in”.</p> <p>Feel free to “check in” at any time you have something great to share, a situation to discuss, a question to ask.</p>
<p>28. If our internships aren't paid, is there a way to spend less time on the internship so we can get another job?</p>	<p>The internship must consist of 350 hours (as a minimum) for the 7 credit hour internship (Exercise Science and Fitness Management & Personal Training). We ask that you devote a majority of your time to the internship—and work only a few additional hours a week.</p> <p>We advise students from the day they enter the Kinesiology Department that an internship is required. Students need to plan ahead so that the internship fits into their schedules and financial plan.</p> <p>Plan ahead to save up money so that you will have adequate funds available during your internship to be able to devote the majority of your time to the internship.</p>
<p>29. What about the grade for the internship?</p>	<p>HPER P443 is a graded class (A, B, C and you must obtain C or higher to continue with P393).</p> <p>HPER P393 - Internship (7 credits) is S/F course — you earn either a Satisfactory or a Fail grade. If you pass the course, your GPA is not affected. If you fail the course, your GPA will be negatively affected!</p> <p>The Director of Internship Programs awards the grade—NOT the site supervisor.</p> <p>The criteria include your performance on the quality of your portfolio, on ratings you receive from your site supervisor on 2 formal evaluations, on how well you follow timelines for submitting various assignments and whether or not you did submit everything.</p>
<p>30. When it comes to holidays and vacation schedules, whose calendar do I follow—IUPUI’s or my host site?</p>	<p>IUPUI expects interns to follow the calendar/schedule of your internship <u>host site</u>.</p> <p>Be sure to talk with the host site internship supervisor during your interview and/or the first week of your internship if you want to discuss options for holidays or days off.</p>
<p>31. Can I do my internship where I currently work?</p>	<p><u>Probably not.</u> Check with the Director of Internship Programs about a possible exception. However, you should realize that the point of doing an internship is to learn new things and new ways of doing things. This is more difficult to achieve since you already know their ways and techniques.</p>
<p>32. If I have a question about internships that isn’t answered in this FAQ document—where can I get an answer?</p>	<p>Contact the IUPUI Department of Kinesiology’s Director of Internship Programs. Currently, this position is currently held by Mr. Jay Bradley, 274-0617 or irbq100@iupui.edu.</p>

Important HPER P443/P393 Dates

	Attend Informational Meeting* **	Internship Application Deadline	Send-off Meeting **
Spring Semester Internship	1 st week of Sept.	Oct. 1	End of fall semester
Summer Semester Internship	1 st week of February.	March 1	End of spring semester
Fall Semester Internship	1 st week of February	March 1	Around the first of August

* The dates for the *Informational Meetings* are the *latest* dates that students should attend an Informational Meeting. Ideally, students would/could attend an informational meeting up to 1 full year prior to the semester of wanting to complete their internship.

** The times for all meetings noted above will be confirmed through the Kinesiology Newsletter. Students interested in completing an internship should check these sources regularly to find out specific times and locations.