HPA 1996 updated 7/2020

**Clinical Internship Syllabus**

Coordinator: Dr. Carma Repcheck

Office: 111 Trees Hall

Phone: 412-648-3186 office, 412-398-3319 cell

# Email: crs24@pitt.edu

# Credit Hours: 12

 **PLEASE REGISTER FOR ‘12’ CREDITS.**

 **THIS IS YOUR RESPONSIBILITY**.

**Course Description:**

Internships may be considered one of the most important learning experiences in a student’s college career. The purpose of this course is to provide students a “hands-on” experience in the health-fitness setting. Based on the professional interests of the student, they will be assigned to a pre-established internship site, such as a corporate wellness facility, community outreach program, and/or a hospital-based setting. As part of the experience, students will be given the opportunity to develop essential health-fitness related skills, such as conducting fitness assessments, developing exercise prescriptions, instructing individuals on proper exercise technique, and developing healthy lifestyle initiative programs.

**Course Objectives:**

After completion of this course, the student should have acquired:

-Skills necessary to conduct, evaluate, and interpret health and fitness

 assessments in a fitness, wellness, or clinical setting

-Ability to design an exercise program (prescription/programming) for a variety

 of populations

-Ability to effectively communicate with others in the monitoring, teaching, or

 leading of exercise or wellness programs

-An increased knowledge base in the applications of principles and foundations

 of exercise physiology, health, fitness, and wellness

-Ability to educate and counsel clients regarding the importance of regular

 physical activity and a healthy lifestyle

-Ability to effectively relate to clients

-Appreciation for administration activities of internship site, such as facility

 operations, budget process and procedures, legal aspects of program

 management, scheduling of various operations, emergency procedures, and

 program marketing, advertising, and public relations

**Pre-requisites: 2**

-Overall GPA 2.5 or higher, C- or higher in core HPA courses

**-** CPR certified for the duration of the internship experience.

- International Students need to have clearance from the International Office

 (form F1)

-The internship should be completed during the last semester of the student’s

 senior year.

-**Students will have completed the following major courses**:

 \*Exercise Science Seminar HPA1035

 \*Fitness Assessment & Exercise Prescription HPA 1224

 \*Applied Human Anatomy HPA 1011/12

 \*Lifetime Activities HPA 0474 and 0475

 \*Human Physiology HPA 1033

 \*Exercise Prescription for Special Populations HPA 1226

 \*Obesity and Chronic Disease HPA 1487

 \*Behavior Change HPA 1486

 \*Physiology of Exercise HPA 1042

 \*Principles of Strength and Conditioning HPA 1233

 \*Research in Sport Science HPA 1031

 \*Nutrition and Health HPA 1485

 \*Biomechanics HPA 1044

 \*First Aid and CPR or current certification

 \*Complete either 1) Instructor Courses HPA 1171-1174 (2 of these) or PEDC 0242,

 PEDC 0243

 or

 Directed Research Practicum HPA 1045

 \*Health and Fitness Practicum HPA 1169/70 (1 semester)

 \*Special Topics in Health and Physical Activity HPA 1489

**Internship Policies**:

-The internship must be completed during the last semester of the student’s

 senior year.

-Students must complete a minimum of 300 hours (more hours may be

 approved).

-Internships must be approved by the Clinical Internship Coordinator.

-The internship must be a culminating experience conducted in a health, fitness

 and wellness setting.

-Required internship tasks include, but are not limited to, fitness assessments,

 exercise programming, teaching group fitness classes, developing incentive

 programs, one-on-one training, and developing sport conditioning programs.

-Internships can be completed locally or nationally.

-Physical therapist aid, physician assistant, or related positions are not

 acceptable internships and will not be approved.

-Students will not be allowed to intern at sites where they were or are currently

 employed.

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-Students will not be allowed to intern at sites where they were or are currently

 volunteering.

-Internship hours can not be split between two locations.

-The internship must be non-payable.

-Students must be certified in CPR/FA for the duration of the internship.

-Students must purchase liability insurance prior to starting the internship.

 Note: The liability insurance supplied by the University is only applicable for

 PA. If you plan on doing your internship outside PA, please see me.

**Course Requirements:**

**---Prior to Internship Assignment:**

 \*Successfully complete HPA 1035 Exercise Seminar (An incomplete grade will result

 in a delay of the internship).

 \*Research and contact potential internship sites. The internship site must be

 approved by the Clinical Internship Coordinator. Internships not approved by the

 Coordinator will not be counted and the student will be responsible for completing

 another (approved) internship. It is the responsibility of the student to find and

 obtain the internship.

 \*Please complete and submit clinical internship location approval form.

 \*All paper work, such as cover letter, resume, and internship approval form, must be

 submitted and approved by the Coordinator prior to the internship assignment.

 \*Once the internship site has been established, the student must submit the

 internship contract to the Coordinator. Contracts must be typed.

 \*Have current CPR/FA certification & all necessary clearances. Liability Insurance

 provided by University of Pittsburgh.

 \*International Students need to have filed an F 1 form with the International Office.

 Please provide documentation of this.

**During the Internship:**

-Students will complete a minimum of 300 hours (@20 hours a week) in one term.

-Students will complete a project. See Internship Handbook for details.

-Students will complete an Exercise Prescription for one individual. See

 handbook for details.

-Students must submit a weekly log (found on Courseweb) each week by Sunday

 at 5pm.

**NOTE: Logs must be sent via Courseweb, HPA 1996, each week by Sunday at 5pm.**

-Students must prepare a portfolio. This should be submitted in a large 3-ring

 binder. It is recommended that tabs be used for sections. **See internship**

 **Handbook for** details.

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NOTE: ALL INTERNSHIP PORTFOLIOS ARE DUE BY Friday, Nov. 20, 2020.

It is expected that students will work hard on all assigned internship responsibilities and duties. Interns should remember the following points throughout the experience.

\*\* You are a representative of the Department of Health and Physical Activity. Treat your internship as a job and maintain a high level of professionalism. Your actions have an impact on the University’s relationship with the Internship site.

The intern should always:

-Be on time and work all schedule hours

-Inform supervisors of absences or schedule changes

-Dress appropriately

-Be motivated, responsible, and productive

-Be able to accept and act on constructive criticism

-Be an independent thinker

-Be a team player

-Be a self-starter by performing duties without being asked

The intern should avoid:

-Select an internship based on convenience

-Being unprofessional

-Being disrespectful

-Abusing privileges

-Not completing assignments or duties

Evaluation: (See grading Rubric posted on courseweb)

Grading Scale: 100-90=A, 89-80 =B, 79-70=C, 69-60 = D, and below 59 = F

Portfolio: Section 1

15%-all items need to be included, neatness and submitted on time

Weekly logs: Section 2

Students will be graded on their weekly logs as follows:

30% of total grade

Student Project: Section 3 (Outline posted on courseweb)

20% originality, usefulness, thoroughness

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Evaluations: Section 4

 15% midterm, final, and self evaluation

Case Study: Section 5

 Outline on courseweb

Other: 10%

 -tardiness, professional behavior, use of face book and cell phone

Evaluation other:

-If you are Fired from your Internship you will receive either a G grade or a

 failing grade.

-Note: If intern receives an incomplete grade for their internship, they must

 repeat the internship experience at another location.

**Special Needs:** If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and Disability Resources and Services, 216 William Pitt Union, (412-648-7890)/412-383-7355 as early as possible in the term. DRS will verify your disability and determine reasonable accommodations for this course.

**Grievance Policy**- Also see courseweb link.

**Departmental of Health and Physical Activity Grievance Procedure**.

If a student feels that they have been treated unfairly by the instructor with regard to their grade or other aspects of their course participation there are a series of steps that should be taken in an attempt to resolve this matter.  These include the following

1.       The student should first inform the instructor of the course of the issue in an attempt to resolve this matter.  If the course is taught by a Teaching Assistant, Graduate Student, or Part-Time instructor, their faculty supervisor should also be informed of this matter.   The student should bring this issue to the attention of the instructor in a timely matter and should maintain a record of interactions that occurred with the instructor regarding the matter in question.  The course instructor should take necessary steps to address the concern raised by the student in a timely matter and should maintain a record of the interactions that occurred with the student regarding this matter.

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2.       If, after reasonable attempts to resolve the matter, the matter is not resolved in a manner that is deemed to be acceptable to the student, the student retains the right to file a grievance.  This grievance is to be filed with the Department Chair in the form of a written document that can be submitted via email or campus mail.  This document should include the following:

 a.       Student’s name

 b.      Student contact information (email, address, telephone number)

 c.       Information on the course for which the grievance applies (course title, course

 number, instructor name).

 d.      A copy of the course syllabus that was provided to the student by the instructor

 e.      Detailed description of the grievance and additional information the student

 feels is pertinent to this matter.

After receiving this information the Department Chair will inform the student if additional information is needed, as appropriate will discuss this matter with the student and the instructor, and will issue a decision in a timely manner.

*3.* If the student is not willing to accept the decision of the Department Chair, the student will be informed that they can request an additional review of this matter through the Office of the Dean of the School of Education.  If the student decides to pursue this, the student should contact the Associate Dean for Student Affairs & Certification in the School of Education at the University of Pittsburgh.