

MISSOURI SOUTHERN STATE UNIVERSITY
Department of Kinesiology

KINE 491
INTERNSHIP IN WELLNESS
HANDBOOK
Summer/Fall 2019

MISSOURI SOUTHERN STATE UNIVERSITY
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Internship Deadlines

Application for Internship:

Spring internship: October 26th

Summer internship: March 29th

Fall internship: April 26th

Application Requirements:

- **Application form** (*Form F*) with signatures
- **Resume – 2 Copies:** One copy for the Internship Application and one copy for the Agency Application
- One page **cover letter** specifically addressed to the Internship Director and Agency Director
- Completed **Graduation Paperwork** with advisor
- Copy of your **Degree Works**

No application accepted after the deadline.

Student(s) are required to meet with the Internship Director prior to the conclusion of the semester preceding the internship period.

INTRODUCTION

Welcome to the Missouri Southern State University Health Promotion and Wellness Internship Program! We have a long and successful history because of the students who have represented us well. Our students are successful because of the agencies who have been dedicated to them during the final stages of their degree program.

The Health Promotion and Wellness Internship is a wonderful opportunity to receive hands-on, practical experience. It is a privilege for you to work alongside some of the best professionals in the health profession. As with anything worthwhile, you will get out of this experience what you put into it. This is your first step as a health promotion professional and we look forward to hearing about your successes!

MISSOURI SOUTHERN STATE UNIVERSITY
3950 E. Newman Road
Joplin, MO 64801
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Health Promotion and Wellness Degree Program

We are in an age of preventive medicine and developing positive lifestyle habits. The Health Promotion and Wellness curriculum at Missouri Southern State University is designed to provide the undergraduate student with entry-level skills and the knowledge necessary to function competently in a wide range of health, fitness and wellness employment opportunities.

Graduates may seek professional opportunities in the following areas:

- Hospital health promotion / Wellness Programs
- Public/Community health roles /Population Health
- Corporate or Industrial Fitness / Wellness Programs
- Social Sector / Not-for-Profit Organizations
- Fitness industry or sports management
- Personal Trainer / Wellness Consultant
- Other health related opportunities
- Graduate School (exercise physiology, cardiac rehabilitation, nutrition, physical therapy, occupational therapy, chiropractic care and athletic training)

PHILOSOPHY OF THE INTERNSHIP

It is imperative that each Health Promotion and Wellness major gain extensive exposure to the professional field. The internship experience is a catalyst to assist the student in relating textbook knowledge and classroom discussions with actual, practical job experience. Most entry-level jobs in this profession are obtained through work experience. An internship can help the student build professional experience, enhance a resume, and network with professionals in the field.

The internship is considered an actual job: the student should be prompt while fulfilling all time commitments and responsibilities. Any appointments, whether it be personal, medical, or school-related, **MUST** be scheduled during the student's free time, not during the time of scheduled internship hours. Any such incidents or other inappropriate behaviors will be reported to the Internship Director for appropriate action, which can include student withdrawal from the course.

This experience is the beginning of your professional career and should be approached with the utmost integrity. You are a representative of Missouri Southern State University, the Kinesiology Department, and yourself. Any occurrences of major misconduct (theft, assault, use of controlled substance in the workplace, etc.) or instances of willful violation of the organization, department or university will result in appropriate disciplinary actions by Missouri Southern State University, the School of Education, and/or the Dean of Students, the Kinesiology Department, and can result in a complete removal from the Health Promotion and Wellness program.

Missouri Southern State University accepts no liability for health, accident or tort claims. Students should review and obtain insurance coverage that they deem appropriate and/or the cooperating agency may require. Professional insurance should be a serious consideration through professional organizations or insurance agencies.

Students should begin the application process no later than pre-registration the semester prior to the internship semester. ***NO APPLICATIONS ARE ACCEPTED AFTER THE STATED DEADLINES.*** This experience must be during the final semester of the student's college career, ***after all coursework in the plan of study is completed.*** It is often most successful if placed during the summer months. During the 240-hour internship, a desired outcome is that the student will learn a wide array of skills from the agency.

OBJECTIVES OF THE INTERNSHIP

A. Student Objectives of Internship

1. An opportunity to learn by experience what it means to be a full-time health promotion and wellness professional.
2. An opportunity to expand his/her knowledge of the profession and personnel in the profession.
3. An opportunity to observe, practice, and apply theory.
4. An opportunity for self-evaluation and reflection.
5. An opportunity to begin the transition from undergraduate student to a professional.
6. An opportunity to further his/her professional education under careful guidance of agency supervisor and Internship Director.
7. An opportunity to expand and develop interpersonal workplace skills.
8. An opportunity to develop effective communication skills.

B. University Objectives of Internship

1. Improve the educational process and enlarge the scope of the curriculum.
2. Provide a laboratory for application of theory.
3. Provide continuing opportunity for evaluation of the student's needs, abilities, and progress leading to adjustments in curriculum.
4. Provide an opportunity for faculty contact with professional practitioners.
5. Provide an opportunity for continuing evaluation of the entire curriculum as well as the internship program.
6. Increase the scope and influence of the Kinesiology department's services.

C. Agency Objectives of Internship

1. Gives the agency an opportunity to share in the preparation of future professionals.
2. Provides an opportunity to recruit trained workers and to evaluate prospective staff candidates for future employment.
3. Provides a contact with educators in the field and assists in relating agency service to current theory and practice.
4. Stimulates professional staff and strengthens in-service training programs.
5. Provides an opportunity to experiment with variations in program due to additional staff.

Responsibilities of the Student

1. Satisfactorily completed the Health Promotion and Wellness course requirements with a **cumulative GPA of 2.5 for all university course work. If you do not meet the GPA requirement, you must submit written documentation to the Kinesiology Department Chair for the Kinesiology Admission and Retention Committee on your behalf.**
2. Complete application (**Form F**) with resume and one page cover letter. These must be typed and are due on or before the stated deadline. The student should also submit graduation paperwork and supply his/her Degree Works to the Internship Director. **No application accepted after the deadline.**
3. Select an agency to complete your Internship (preferably an agency, in which you hope to gain an entry-level position upon graduation).

Contact the supervisor of the agency after receiving approval from the Internship Director. The internship candidate will place a phone call to the agency supervisor as well as a follow-up email. All correspondence is expected to be professional.

Resume and one page cover letter should be submitted to the agency supervisor upon initial contact. All resumes and cover letters must be approved first by the Career Services Department and secondly by the Internship Director. **Please provide yourself ample time to complete this process professionally.**

4. Meet with the Internship Director to inform him/her concerning the name of the agency, supervisor's name, address, email address and phone number.
5. After obtaining approval of the selected agency, complete **Form F** and return to the Internship Director.
6. During your experience with the agency:
 - a. Meet with the Internship Director prior to leaving for internship
 - b. Dress appropriately for the occasion – Professional Attire
 - c. Familiarize yourself with agency regulations (website, social media, etc.)
 - d. Be non-critical of the agency's philosophy, methods, and leadership.
 - e. Meet the agency supervisor to develop goals/objectives for the internship experience.
 - f. Consult the agency supervisor when confronted with problems.
 - g. Conduct yourself in a positive manner as a representative of MSSU
 - h. Inform agency supervisor in advance if you cannot attend during the agreed upon hours. Conduct yourself as an employee of the agency.
 - i. Contact the Internship Director with any concerns or problems that may arise at the internship site.
 - j. Submit all paperwork (log sheets) to the Internship Director on Friday of each week (it is usually easiest to email this information to bruggeman-m@mssu.edu).
7. Fulfill all requirements for the KINE 491 course. (**Forms G, H, I, and J**)
 - a. Complete all forms
 - b. Complete Portfolio
 - c. Complete a internship presentation or multi-media presentation of experience to The Faculty Committee and/or Practicum class or other upper division class.

Kinesiology 491: Internship in Wellness

Responsibilities of the Internship Director

1. Review the “*Responsibilities of the Student*” handout with the student.
2. Collect the appropriate forms from the student that are due prior to starting the internship.
3. Act as advisor on student selection of agencies.
4. Act as a liaison between the agency and student during the internship.
5. **Maximum distance: 60 Miles.** If an in-person visit is not possible, the Internship Director will place at least one (1) phone call to the agency supervisor to inquire about the student’s progress with the agency. Visit the student and/or the agency supervisor in person at the internship site during the semester.
6. During the visit, the Internship Director will:
 - a. Answer any questions the student or supervisor may have concerning the internship.
 - b. Determine the student’s progress in understanding the overall goals of the agency as well as specific tasks assigned to him/her.
 - c. Ascertain the student’s attitude toward the agency and the field of Health Promotion and Wellness in general.
 - d. Act as liaison between student and agency supervisor in transferring suggestions that may improve the experience for the student.
 - e. Provide the supervisor with the necessary information and forms to adequately evaluate the student at the conclusion of his/her experience.
7. Collect and evaluate all work submitted by the student.
8. Provide the Registrar with the final student grade.
9. Schedule the internship presentation to the departmental faculty and/or students
10. Express appropriate thanks to agency supervisors for their time and effort.

Kinesiology 491: Internship in Wellness Responsibilities of the Agency Supervisor

1. Be familiar with the philosophy of the Health Promotion and Wellness Internship.
2. Complete **Form F** and return to the student.
3. Inform the student of all policies and regulations he/she must abide by during his/her time at the agency.
4. During the student's experience, the greatest benefit could be obtained by him/her if he/she were able to experience as many of the following activities as is feasible within the context of your agency:
 - a. Orientation concerning the purposes and aims of the organization.
 - b. Orientation concerning the policies of the agency.
 - c. Face-to-face leadership opportunities in a variety of situations.
 - d. Opportunities to talk with administrative officials of the organization.
 - e. Orientation concerning budget practices.
 - f. Opportunities to participate in (or observe) various planning aspects (programs, facilities, scheduling, evaluation, or management).
 - g. Periodic evaluation sessions to point out individual strengths and/or weaknesses of the student during their face-to-face tasks.
 - h. Opportunities to observe supervisory techniques.
 - i. Opportunities to attend staff meetings, board meetings, or committee meetings.
 - j. Any other experiences which may be unique to your specific agency and may be beneficial to the student.
5. Establish goals with the student. Gradually develop the student's responsibilities with the agency as you determine his/her capabilities.
6. Inform the Internship Director of student's progress and offer feedback to facilitate the experience.
7. Maintain a record of the number of clock hours the student spends at your agency.
8. Acquaint the student with agency resources: Books, Pamphlets, Media, Brochures, Reports, etc. During the student's experience, he/she is required to complete a portfolio of pertinent information concerning programming, scheduling, budget, facilities, personnel policies, and other information which will assist in the learning process.
9. Mail **Form I** to the Internship Director at the completion of the student's experience.
10. Provide a letter grade for the student's performance.

A	=	Excellent
B	=	Good
C	=	Fair
D	=	Poor
F	=	Unacceptable

Kinesiology 491: Internship in Wellness Requirements of the Student

1. Submit the *Agency Acceptance Form* (see **Form F**) prior to the beginning of the internship experience.
2. Submit Resume and appropriate cover letter to Internship Director when applying for MSSU Internship Program.
3. Submit Resume and appropriate cover letter to Agency Supervisor.
4. Meet with the Internship Director prior to leaving campus.
5. Submit goals and objectives to Internship Director. These should be identified with the assistance of the agency supervisor.
6. Submit weekly log (**Form G**) containing a report of your daily experiences during the internship. Submit a log report following each week of work (on Fridays).
7. Submit a three-page written report of the Internship Experience that summarizes what you learned as it applies to the Health Promotion and Wellness plan of study.
Due: On day of Internship Presentations.
8. Submit self-evaluation forms (**Form H**) at midterm (120 hours) and with final paperwork.
9. Create a portfolio containing information and materials gathered while at the agency. Approach this as if you are starting your own business. What resource material from the agency would help you succeed in your own agency? This may include information on programs, personnel, policies, financial procedures, maintenance practices, problem solving techniques, facility planning, suppliers, promotional materials, daily logs, sample class materials, etc. **Due: On day of Internship Presentations** (See Portfolio Page)
10. Successfully complete a minimum of 240 clock hours at the agency. The quantity and quality of these hours will be evaluated (**Form I**) by the agency supervisor. All requirements must be completed to pass the course.
11. Prepare and present a formal internship presentation to a faculty committee and practicum students about your internship experience at an Exit Interview conducted at the conclusion of the internship semester (fall, spring, summer). Subject to review, a student may submit a video to the faculty committee in lieu of an in-person presentation. The presentation should include, but is not limited to: Description of Agency, job responsibilities, prior expectations, learning experiences, classes that provided the most preparation from your HP curriculum (be specific), future professional plans and take-away moments. (Can use PowerPoint, Prezi or similar.) **Time Limit: 15 Minutes.**
12. Submit an evaluation of your internship experience (**Form J**).
13. Write professional Thank You notes to all agency employees and supervisors.

FORM F

DEPARTMENT OF KINESIOLOGY
MISSOURI SOUTHERN STATE UNIVERSITY

AGENCY ACCEPTANCE OF INTERNSHIP STUDENT

STUDENT _____ S# _____

PHONE _____ E-MAIL ADDRESS _____

JOPLIN ADDRESS _____

AGENCY SUPERVISOR _____

TITLE _____ PHONE _____

AGENCY _____

E-MAIL ADDRESS _____

STARTING DATE _____ COMPLETION DATE _____

TERMS OF AGREEMENT:

1. The student shall be at the agency for a total of **240 clock hours**.
2. The student will be responsible to the agency as other employees of the agency.
3. The Missouri Southern State University Internship Director assumes the role as a guest of the agency upon his/her periodic supervisory visits.
4. Missouri Southern State University is not liable for the actions of the student.
5. Be familiar with the *Philosophy of the Internship*.
6. Complete this form and return to the student.
7. Inform the student of all policies and regulations he/she must abide by during his/her time at the agency.
8. During the student's experience, the greatest benefit could be obtained by him/her if he/she were able to experience as many of the following activities as it is feasible within the context of your agency:
 - a. Orientation concerning the purposes and aims of the organization.
 - b. Orientation concerning the policies of the agency.
 - c. Face-to-face leadership opportunities in a variety of situations.
 - d. Opportunities to talk with administrative officials of the organization.
 - e. Orientation concerning budget practices.
 - f. Opportunities to participate in (or observe) various planning aspects (programs, facilities, or scheduling of leadership).

- g. Periodic evaluation sessions to point out individual strengths and/or weaknesses of the student during their face-to-face tasks.
 - h. Opportunities to observe supervisory techniques.
 - i. Opportunities to attend general staff meetings, board meetings, and/or committee meetings.
 - j. Any other experiences which may be unique to your specific agency and may be beneficial to the student.
9. Establish goals with the student during the first week of the internship. Gradually develop the student's responsibilities with the agency as you determine his/her capabilities.
 10. Inform the Internship Director of the student's progress and offer feedback which will facilitate the experience.
 11. Maintain a record of the number of clock hours the student spends at your agency.
 12. Acquaint the student with agency resources: Books, Pamphlets, Media, Brochures, Reports, etc...During the student's experience, he/she is required to compile a portfolio of pertinent information concerning programming, scheduling, daily logs, budget, facilities, personnel policies, and other information which will assist in the learning process.
 13. Mail, e-mail, or fax **Form I** to the Internship Director at the completion of the student's experience.

This agency hereby accepts the above-named student as an internship worker under the terms of the contract listed above.

Agency Representative	Date
Internship Director	Date
Kinesiology Department Head	Date
Student Signature	Date

Return to:

Maria Bruggeman (bruggeman-m@mssu.edu)
 Missouri Southern State University
 3950 E. Newman Road
 Joplin, MO 64801
 (417) 625-9547
 FAX # (417) 625-9773

FORM G
WEEKLY LOG

Return To: *Internship Director (bruggeman-m@mssu.edu)*

Name:

Agency:

Week #:

Dates:

Weekly Hours:

Total Cumulative Hours:

Agency Phone Number &/or Fax Number: _____

Work Performed

Problems

Solutions

Plans for Following Week

Be Specific. Use additional paper if necessary.

FORM H

INTERNSHIP EXPERIENCE SELF-EVALUATION

Instructions: Complete and submit this self-evaluation form on two occasions . . . **middle** and at the **end** of the internship. Any item that has a response of: “*I have not*”, should be discussed with the agency supervisor to determine opportunities to obtain that experience.

Circle “I have or I have not” in response to each of the following areas:

PROFESSIONAL ATTITUDE:

-- I --

- | | | |
|------|----------|---|
| Have | Have not | 1. Attended seminar or workshop for professional enrichment.
When and where? |
| Have | Have not | 2. Been dependable in internship responsibilities. |
| Have | Have not | 3. Shown initiative by accepting responsibilities. |
| Have | Have not | 4. Shown responsibility by being prompt. |
| Have | Have not | 5. Shown initiative by doing tasks without being told or reminded |
| Have | Have not | 6. Shown interest by asking my supervisor to indicate my areas of weakness. |
| Have | Have not | 7. Taken part in a special event or activity. |

PROFESSIONAL PUBLIC RELATIONS:

-- I --

- | | | |
|------|----------|--|
| Have | Have not | 1. Become acquainted with 3 other people beyond my supervisor. |
| Have | Have not | 2. Attended staff meetings. |
| Have | Have not | 3. Sat in on a counseling or planning session/conference. |
| Have | Have not | 4. Planned and took part in bulletin board, flyers, brochures related to activities. |
| Have | Have not | 4. Been interviewed or presented a program to support or promote the program. |

PROFESSIONAL EFFECTIVENESS:

--I --

- | | | |
|------|----------|---|
| Have | Have not | 1. Planned and prepared for each day I have worked. |
| | | 2. Applied my knowledge concerning: |
| Have | Have not | a. Various methods/strategies/psychology |
| Have | Have not | b. Personnel management |
| Have | Have not | c. Leadership |
| Have | Have not | d. Administration and organization |
| Have | Have not | e. Public relations |

- | | | |
|------|----------|--|
| Have | Have not | 3. Learned the names of at least 12 of the patrons. |
| Have | Have not | 4. Closely observed my supervisor and noted how he/she handles situations. |
| Have | Have not | 5. Worked with small groups. |
| Have | Have not | 6. Worked with individuals. |
| Have | Have not | 7. Assisted with planning. |
| Have | Have not | 8. Assisted with the development of educational or promotional materials. |

PROFESSIONAL RESPONSIBILITY:

--I--

- | | | |
|------|----------|---|
| Have | Have not | 1. Contributed or assisted my supervisor with additional responsibilities. |
| Have | Have not | 2. Become aware and supportive of policy regulation and concerns around the agency. |

WRITTEN WORK:

--I--

- | | | |
|------|----------|---|
| Have | Have not | 1. Kept a weekly log of the internship experience which may include areas in: (1) administration; (2) safety; (3) organization; (4) record keeping; (5) procedures; (6) methods; and (7) miscellaneous. |
| Have | Have not | 2. Submitted all work to the agency supervisor on time. |
| Have | Have not | 3. Met written weekly objectives each week. |
| Have | Have not | 4. Submitted all paperwork to Internship Director on time. |

In my opinion, I need to improve in the following areas:

I have made an effort to focus on areas of improvement by:

In my opinion, my strengths have been:

Completion at FINAL evaluation only

- Yes No 1. Do you feel that you have had enough job experience opportunities?
- Yes No 2. Do you feel you have been given enough responsibilities to “feel” what full-time work in this profession is all about?
- Yes No 3. Have you had too much internship time?
- Yes No 4. Have you had too many responsibilities?

Comments:

I believe my internship experience has been: (check one) _____

_____ Excellent, I would highly recommend it to others.

_____ Very good, I would recommend it to others.

_____ Good, I would recommend it, but feel it could be improved.

_____ Fair, it was okay but I think one could have a better experience at another agency.

_____ Poor, I would not recommend it to others (due to poor administration, facilities, supervisor)

FORM I
INTERNSHIP EVALUATION
 (To be completed by the Agency Supervisor)

Student's Name

Agency

Date

Instructions: Please circle the number you consider best describes the student. **Do not return this form to the student**, however we encourage you to share the information on this form with the student, much as you would an employee evaluation. However, please return the form to the Internship Director. As a guide, the following definitions may be used when rating the student:

4	Superior	Consistently demonstrates a high degree of achievement
3	Above Average	Demonstrates the trait above level of peers
2	Average	No better or worse than peers
1	Below Average	Lacks the trait or demonstrates it less frequently than peers
0	Unsatisfactory	Unacceptable performance

- | | | | | | | | |
|---|---|---|---|---|---|-----|----------|
| <p>1. Professional Preparation; skill and knowledge for the position</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| <p>2. Participation; prompt, dependable, prepared</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| <p>3. Originality; initiative, resourcefulness, imagination</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| <p>4. Judgement; evaluates in a reliable manner, uses common sense</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| <p>5. Effective use of discipline; fairness/control of situation</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| <p>6. Written communication</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| <p>7. Oral communication</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| <p>8. Rapport/cooperation with supervisor and fellow workers</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| <p>9. Interactions with clients; motivation skills, enthusiasm</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |
| <p>10. Adaptability</p> | 4 | 3 | 2 | 1 | 0 | N/A | Comments |

- 11. **Personable**, sociable, pleasant 4 3 2 1 0 N/A Comments
- 12. **Personal appearance** 4 3 2 1 0 N/A Comments
- 13. **Personal conduct**, manners 4 3 2 1 0 N/A Comments
- 14. **Responsible**, organized 4 3 2 1 0 N/A Comments
- 15. **Professionalism** 4 3 2 1 0 N/A Comments
- 16. **Integrity** 4 3 2 1 0 N/A Comments

Remarks: Please use this space for additional comments. A statement of the student’s greatest asset, talent or aptitude will be most helpful.

Strengths:

Areas Needing Improvement:

Overall Grade: **A B C D F (Circle One)**

Optional: If you had an opening available in the area of responsibility the intern has held, would you hire the individual? Yes _____ No _____

I have discussed this evaluation with the student. Yes _____ No _____

Your Name	Title	Date
-----------	-------	------

Mailing Address

Supervisor’s Signature

Student’s Signature

Return to:
 Maria Bruggeman
 bruggeman-m@mssu.edu
 Department of Kinesiology
 Missouri Southern State University
 3950 E. Newman Road
 Joplin, MO. 64801
 Fax:(417)625-9773

FORM J

STUDENT EVALUATION OF INTERNSHIP EXPERIENCE

1. What I enjoyed most about the experience.

2. What I enjoyed least about the experience.

3. If I had to do it all again, I would . . .

4. My recommendation for future Health Promotion and Wellness candidates in the internship experience at _____ is:

(Name of Agency)

Superior

Excellent

Good

Fair

Poor

Why did you circle the above?

INTERNSHIP PORTFOLIO

One of the major internship projects is the development of your **PROFESSIONAL PORTFOLIO**. The design and content of the portfolio is left to your discretion. Your portfolio will be examined and feedback will be given in order to prepare you for any position(s) that may be available to you in the future. The major goal of the project is for you to be prepared when the right opportunity presents itself. You will reflect upon and add to your portfolio throughout your career.

Your **PROFESSIONAL PORTFOLIO** should contain, but not limited to, the following:

- Title Page
- Table of Contents
- Personal Purpose Statement
- Cover Letter
- Resume
- Reference List (APA Style)
- Brochures
- Pamphlets
- Reports
- Weekly Logs
- Policy Manual
- Evaluations
- Transcript
- Other documentation relevant to your profession

INTERNSHIP PRESENTATION

You will be required to present your experience in a formal presentation at the conclusion of your internship. The Internship Director will provide several dates, in two-hour blocks, for your convenience. You will be required to attend the entire two-hour session to provide support to your classmates. The presentation is to be 15-minutes in length and should include, but not limited to, the following:

- Internship Agency
- Agency Supervisor
- Nature of Responsibilities
- Prior Expectations
- What did you learn?
- Ah-Ha Moments
- HP Curriculum – How did it prepare you? Which classes prepared you the most?
- Now What? – Future Plans?
- Other relevant information pertaining to your internship experience

INTERNSHIP AGENCIES

Students are encouraged to exercise their freedom in selecting the agency with which they complete their internship. It is recommended that you investigate and research potential agencies in or near your hometown. Make an effort to select an agency that may interest you upon graduation.

The following is a partial list of agencies where our students have completed internships:

Access House - Blue Springs, MO
Adult Wellness Center - Rogers, AR
Amedisys Home Health – Grove, OK
American Ramp Corp. - Joplin, MO
American Red Cross - Joplin, MO
Andrews Rehabilitation Center, Pensacola, FL
Area Agency on Aging - Joplin, MO
Athletic Republic – St. Louis, MO
Aurora MO Parks and Rec – Aurora, MO
Baptist Hospital Wellness - Louisville, KY
Barco-Newman YMCA - Jacksonville, FL
Barton County Health Department – Lamar, MO
Bearskin Fitness Ctr. - Wyandotte, OK
Bearskin Healthcare and Wellness Ctr.- Wyandotte, OK
Boulder Parks and Rec. - Boulder, CO
Calloway County YMCA - Boone, MO
Camp Keilsy - Amsterdam, MO
Castle Medical Center - Honolulu, HI
Central Inst. Of Human Perf. - St. Loius, MO
Chrysler Corporate Health - St. Louis, MO
Citywide Christian Academy - Joplin MO
Clark Hatch Fitness Center – Honolulu, HI
Community Support Services – Joplin, MO
Cooper Aerobic Center – Dallas, TX
Corpus Christi Ath. Club - Corpis Christi, TX
Cox Hospital - Monett, MO
Curves - Nevada, MO
Doctor's Fitness Center - Phoenix, AZ
Duke University – Durham, NC
Duluth Fitness Center - Duluth, MN
Emery Riddle Univ. - Daytona FL
Fair Acres YMCA – Carthage, MO
Ford Motor Co. - Chicago, IL
Freeman Hospital – Joplin, MO
Freeman Sports Medicine – Joplin, MO
Freeman Wellbalance – Joplin, MO
General Motors - Wentzville, MO
Health Plex - Muskogee, OK
Health South - Columbia, MO
Health Traks - Springfield, MO
Health Zone - Tulsa, Ok
Hillcrest Medical Center - Tulsa, OK
Huntington Indiana YMCA – Huntington, IN
Ind. Physical Therapy - Joplin, MO
Integris Hospital - Miami, OK
Jane Phillips Wellness Center – Bartlesville, OK
JOMO Crossfit – Joplin, MO
Jones Center – Springdale, AR
Joplin Family Y - Joplin, MO
Joplin R-VIII School District – Joplin, MO
Joplin Sports Authority – Joplin, MO
Joplin YMCA – Joplin, MO
Kansas St. Univ. Strength - Manhattan, KS
LA Fitness Center – Miami, FL
LA Schools Health Camp – Boca Raton, FL
LA Schools Youth Camp - Boca Raton, FL
Lamar Rec Department - Lamar, MO
Liberty Hospital - Liberty, MO
Lion Football School – San Antonio, TX
Mayo Clinic - Rochester, MN
McCune Brooks Wellness - Carthage, MO
McKee Foods – Gentry, AR
Mercy Hospital - Rogers, AR
Mercy Hospital Hawthorne Center – Joplin, MO
Meyer Center - Springfield, MO
Michigan St. Univ. Strength Prog. - Lansing, MI
Millineum Fitness - Joplin, MO
Mind and Body Chiropractic –Chicago, IL
Missouri St. Univ. Strength Dept. - Springfield, MO
Motorola Wellness Center - Tuscan, AZ
MSSU Rec Center – Joplin, MO
Mt. Carmel Hospital - Pittsburg, KS
MU Univ. Outreach & Ext. - Columbia, MO
NEO Wellness Center - Miami, OK

New Century Orthopedics – Pittsburg, KS
Newton Co. Health Dept, - Neosho, MO
Normandy High School – St. Louis, MO
North KC Hospital – Kansas City, MO
NW Arkansas Naturals – Rogers, AR
Olympic Fitness Center - Joplin, MO
Ortho of the Four States – Galena, KS
Osage Prairie YMCA - Nevada, MO
OSU Wellness Center - Stillwater, OK
Overland Park Hospital - Overland Park, KS
Ozark Center for Autism - Joplin, MO
Physical Therapy of Joplin - Joplin, MO
Pittsburg YMCA – Pittsburg, KS
Power House Gym - Joplin, MO
Rocky Mountain Soccer Camp – Victor, CO
Ruby Tuesday/Power House Gym - Joplin, MO
Salt Fork YMCA - Marshall, MO
Sanford Health Systems – Souix Falls, SD
Simoneu Sports Performance – Overland Park KS
Special Olympics of SW MO – Joplin, MO
Sports Med and Training Center - St. Loius, MO
Spring River Christian Village – Joplin, MO
Springfield YMCA - Springfield, MO
Sprint Fitness Center - Kansas City, MO
St. Francis Health Zone - Tulsa, OK
St. John’s Sports Care – Joplin, MO
St. John's Community Health - Joplin, MO
St. John's Fitness - Springfield, MO
St. John's Fitness Center - Springfield, MO
St. John's Hospital - Joplin, MO

St. John's Hospital - Springfield, MO
St. John's Segfried Health Center - Tulsa, OK
St. John's Sports Care - Joplin, MO
St. Louis Univ. Strength - St. Louis, MO
St. Luke's Diabetes Ctr. - Kansas City, MO
St. Luke's Hospital - Kansas City, MO
St. Luke's Hospital - Overland Park, KS
St. Luke's Nursing Ctr. - Carthage, MO
Studio One Fitness – Joplin, MO
Susan G. Komen Found. – Kansas City, MO
Tan Tara Resort - Osage Beach, MO
Texas Activity Center - Dallas, TX
Texas Children's Hospital - Houston, TX
The Gym - Miami, OK
The Rec Center - Rolla, MO
Therapy and Rehab Solutions – Conway AR
Tri-Health - Cincinnati, OH
U. of Ark-Student Rec. - Fayetteville, AR
U. of Chicago Human Perf. Lab - Chicago, IL
Univ. of Arkansas - Fayetteville, AR
Velocity Sports – Dublin, CA
Velocity Sports - Olatha, KS
Verizon Wellness Ctr. - Albuquerque, NM
Verizon Wellness Ctr. – Little Rock, AR
Verizon Wireless Wellness Ctr. – Dallas, TX
Washington Reg. Hospital - Fayetteville, AR
Wellness Center of the Midlands - Omaha, NE
Whirl-a-Round Fitness - Los Angeles, CA
White Rock YMCA – Dallas, TX

OTHER AGENCIES TO CONSIDER:

Fellowship of Christian Athletes (FCA) – KC, MO
United Way
Big Brothers and Big Sisters
Disney Internship Program
MSSU Lion Coop

*Updated February 2019

ACCEPTANCE OF INTERNSHIP POLICIES

I, _____ have read, understood, and agree to the guidelines and conditions set forth by Missouri Southern State University, Kinesiology Department and the Health Promotion and Wellness Internship Program.

Intern Signature

Date

Director of Internships

Date

Department Chair, Kinesiology

Date

RELEASE OF ALL CLAIMS

In consideration of being granted the opportunity to utilize facilities, equipment, and/or personal services at Missouri Southern State University and/or other specified health promotion agencies. I release and forever discharge for myself and my heirs, executors, administrators and assigns, all staff, former staff, and Missouri Southern State University and specified agency from all claims, demands, actions, and causes of action for personal injury or other damages now existing or which may hereafter arise out of or be in any way related to their conduct associated with this internship.

PRINTED NAME DATE

SIGNATURE DATE