



**University of Florida
Applied Physiology and Kinesiology (APK)
Internship Policies and Procedures Manual**

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Internship
Policies and Procedures Manual**

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SECTION I: INTRODUCTION

Description

I. APK4940C (Undergraduate Internship)

The **UNDERGRADUATE** internship course (**APK4940C**) is a **required** hands-on learning experience designed to help satisfy six or more Student Learning Outcomes for the Bachelor of Science in Applied Physiology and Kinesiology (APK) degree. The internship is a practical, professional experience in a healthcare, fitness/wellness, strength and conditioning, or research setting, in which interns earn a grade of S (Satisfactory) or U (Unsatisfactory). Interns must complete the internship with a grade of S in order for credits from APK4940C to count towards the degree. Paid internships are permitted; however, all arrangements surrounding payment are between the intern and the site. Undergraduate students must complete a total of 12 credits of APK4940C to meet the degree requirement for a Bachelor's in Applied Physiology and Kinesiology degree.

II. PET6947 (Graduate Internship)

The **GRADUATE** internship course (**PET6947**) is an **elective** hands-on learning experience designed to help satisfy Student Learning Outcome 6, among others, in the Master of Science in Applied Physiology and Kinesiology (APK) with a specialization in Human Performance program. The internship is a practical, professional experience in a healthcare, fitness/wellness, strength and conditioning, or research setting, in which interns earn a grade of S (Satisfactory) or U (Unsatisfactory). Interns must complete the internship with a grade of S in order for credits from PET6947 to count towards the degree. Paid internships are permitted; however, all arrangements surrounding payment are between the intern and the site.

Intern Eligibility

I. APK4940C (Undergraduate Internship)

Students who successfully complete the following are eligible to complete an internship:

1. Completion of APK3110C (Physiology of Exercise), including Pre-

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- Internship assignments, with a grade of C or better.
2. Pre-internship Canvas modules and assessments by established deadlines within APK3110C.
 3. Have an overall GPA of 2.0 or higher, upper division GPA 2.0 or higher.
 4. Upon completion of APK3110C, the APK Pre-Internship Canvas modules and assessments, and the online APK Undergraduate Internship Intent Form, students are eligible to complete their internship requirement via one of the following paths:
 - 12 credits of APK4940C accounting for a minimum of 520 hours of direct contact at one approved internship site within a single semester: Fall, Spring, or Summer.
 - 12 credits of APK4940C accounting for a minimum of 520 hours of direct contact with hours equally split between 2 different approved sites within a single semester: Fall, Spring, or Summer.
 - 6 credits of APK4940C accounting for a minimum of 260 hours of direct contact at an approved internship site within a single semester: Fall, Spring, or Summer followed by another 6 credits of APK4940C accounting for a minimum of 260 hours of direct contact at an approved internship site during a subsequent semester than the first 6-credits.
 - Students completing their internship requirement over two semesters may choose to remain at the same site during the second semester or may choose a new site.
 - Students may choose to complete the internship requirement over two consecutive, or non-consecutive, semesters.
 5. Submission of the APK Internship Application to the site supervisor(s) and receipt of formal acceptance from prospective site supervisor via the APK Internship Acceptance form on or before the published deadline provided on the APK Pre-Internship Canvas course page.
 6. Register for APK 4940c by the UF deadline.

Eligibility requirements listed above represent department policy regarding the structure of the internship program. Exceptions to these policies are **extremely rare** and require unusual circumstances for approval. Exceptions are granted at the

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discretion of the Department via [College petition](#).

II. PET6947 (Graduate Internship)

Students who successfully complete the following are eligible for internship:

1. Pre-internship modules and assessments in Canvas by established Department deadlines.
2. Complete the online APK Internship Intent Form
3. Submission of the completed internship application packet to the internship site supervisor on or before the published deadline provided on the Department website and Canvas.

Eligibility requirements listed above represent department policy regarding the structure of the internship program.

Expectations

I. APK4940C (Undergraduate Internship)

A. Single, 12-credit, APK4940C option

Interns are expected to complete a minimum of 520 total hours. Distribution of hours worked should be agreed upon by the intern and supervisor and based on the requirements of the activities and projects assigned.

The internship must parallel the university calendar. Interns are expected to conform to the work and holiday schedule of the agency at which they are interning, which may not align with UF schedule.

For the Fall and Spring semesters, the internship officially commences on the first day of classes at the University of Florida and will end on the Friday after the last day of classes. Fall and Spring interns are expected to participate in internship duties/responsibilities for 35-40 hours each week for a minimum of 520 total hours.

For the Summer C semester, the internship officially commences on the first day of classes and will end on the last day of classes at the University of Florida. Summer C interns are expected to work 40 hours each week, for a minimum of 520 total hours.

B. Two 6-credit APK4940C option

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Interns are expected to complete a minimum of 260 total hours during each internship semester. Distribution of hours worked should be agreed upon by the intern and supervisor and based on the requirements of the activities and projects assigned.

The internship must parallel the university calendar. Interns are expected to conform to the work and holiday schedule of the agency at which they are interning, which may not align with UF schedule.

For the Fall and Spring semesters, the internship officially commences on the first day of classes at the University of Florida and will end on the Friday after the last day of classes. Fall and Spring interns are expected to participate in internship duties/responsibilities for 16-20 hours each week for a minimum of 260 total hours.

For the Summer C semester, the internship officially commences on the first day of classes and will end on the last day of classes at the University of Florida. Summer C interns are expected to work 20 hours each week, for a minimum of 260 total hours.

II. PET6947 (Graduate Internship)

Interns are expected to complete a minimum of 48 supervised direct contact hours at their internship site per registered credit of PET6947. Students must register for a minimum of 3 credits of PET6947 in a semester and may register for a maximum of 9 credits of PET6947. A maximum of 9 credits of PET6947 are eligible to use towards attaining the master's degree. Students choosing to earn 9 credits of internship towards their degree may elect to break up the credits over multiple semesters; however, the minimum number of internship credit per semester is 3. Therefore, the total number of working hours within a semester may range from 144 – 432 hours depending on the number of registered internship credits. The distribution of required hours throughout the semester should be agreed upon between the student and the internship site supervisor. Efforts should be made to equally distribute hours throughout the semester. Students are expected to earn hours each week of the academic semester from the first day of classes to the final day of classes. If a student intends to complete

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all required hours prior to the last day of classes, the site supervisor must agree to the distribution of hours in writing during the first week of the internship.

The internship must parallel the university calendar. Interns are expected to conform to the work and holiday schedule of the agency at which they are interning, which may not align with UF schedule.

For the Fall and Spring semesters, the internship officially commences on the first day of classes at the University of Florida and will end on the Friday after the last day of classes.

For the Summer C semester, the internship officially commences on the first day of classes and will end on the last day of classes at the University of Florida.

Goals and Objectives (APK4940C and PET6947)

1. Integration of classroom knowledge and skills with on-the-job roles, responsibilities, and activities.
2. Provide an active learning process which will allow students to progress as professionals.
3. Promote supervised skill acquisition and critical thinking under the supervision of qualified professionals.
4. Contribute significantly to the activities, events, and projects of the internship organization.
5. Prepare qualified professionals for future employment and/or graduate education.

Student Learning Outcomes (SLO's)
APK4940C (Undergraduate Internship)

1. Integrate principles and methods of math, social sciences, and arts and humanities to applied physiology and kinesiology, wellness, and/or fitness environments. For example:
 - a. Intern can perform body composition calculations.
 - b. Intern can identify socioeconomic impacts on health and fitness behaviors.
 - c. Intern can calculate target and max heart rates in order to prescribe aerobic exercise

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2. Identify and relate the nomenclature, structures, and locations of components of human anatomy to health, disease, and physical activity. For example:
 - a. Intern can identify muscles used in specific exercises and name other exercises that use those muscles.
 - b. Intern can name specific structures damaged by pathologies like diabetes.
3. Identify, examine, and explain physiological mechanisms of homeostasis at various levels of an organism (i.e., cells, tissues, organs, systems). For example:
 - a. Intern can explain the baroreflex.
 - b. Intern can explain why skeletal muscle cells atrophy when immobilized.
 - c. Intern can describe the impact of respiration on blood pH

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4. Investigate and explain the effects of physical activity on psychological health as well as the perspectives used to enhance adherence to healthier lifestyles. For example:
 - a. Intern can explain how exercise helps depression.
 - b. Intern knows where to locate information related to psychological health impacts of various activities.
 - c. Interns can identify and properly refer individuals with eating disorders.
5. Identify and explain the acute and chronic anatomical and physiological adaptations to exercise, training, and physical activity. For example:
 - a. Intern can explain why resting HR and BP are reduced following endurance training.
 - b. Intern can identify immediate and long-term benefits of resistance training.
6. Select and utilize the appropriate scientific principles when assessing the health and fitness of an individual and prescribing physical activity based on those assessments. For example:
 - a. Intern can select a safe fitness test for a cardiac patient.
 - b. Intern can perform skinfold testing and use that data to prescribe appropriate amounts of exercise.
7. Solve applied physiology and kinesiology problems from personal, scholarly, and professional perspectives using fundamental concepts of health and exercise, scientific inquiry, and analytical, critical, and creative thinking. For example:
 - a. Intern can describe which populations might be prone to ankle sprains.
 - b. Intern can identify medications which might lead to an impaired ability to perform aerobic exercise.
 - c. Intern can prescribe exercise to suit the goals of clients based on fitness assessments.

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8. Collect, compare, and interpret qualitative or quantitative data in an applied physiology and kinesiology context. For example:
 - a. Intern can perform a submaximal VO₂ test and use the collected data to classify the subject's level of fitness.
 - b. Intern can perform a laboratory experiment and compare their results to other similar studies.
9. Effectively employ written, oral, visual, and electronic communication techniques to foster inquiry, collaboration, and engagement among applied physiology and kinesiology peers and professionals as well as with patients, clients, and/or subjects. For example:
 - a. Intern can explain to a patient the importance of hydration during exercise.
 - b. Intern can generate professional emails to ask scientific or medical questions.
 - c. Intern can generate an abstract to present research at a scientific or medical conference.

Assessment of Student Learning Outcomes (SLO's) occurs through completion of the midterm and final evaluations. Students will provide a self-evaluation of progress towards achieving each student learning objective at the mid-point and end of the internship semester. Supervisors will then evaluate interns on the subset of 9 specific learning outcomes relative to the specific internship experience using a Likert scale. A minimum of 6 SLO's must be evaluated by the internship site supervisor on both the midterm and final supervisor evaluation. Interns must earn a minimum score of 3 (out of 5) on all evaluated SLO's in order to successfully meet the APK4940C requirement.

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PET6947 (Graduate Internship)

1. Integrate principles and methods of math, social sciences, and arts and humanities to applied physiology and kinesiology, wellness, and/or fitness environments **at a level commensurate to a post-baccalaureate student**. For example:
 - Intern can calculate kinematic and kinetic variables relevant to their setting.
 - Intern can identify socioeconomic impacts on health and fitness behaviors.
 - Intern can calculate appropriate training intensity ranges for both aerobic and anaerobic modalities.
2. Identify and relate the nomenclature, structures, and locations of components of human anatomy to health, disease, and physical activity **at a level commensurate to a post-baccalaureate student**. For example:
 - Intern can identify the proximal and distal attachments, innervation, and concentric, eccentric, and isometric action of muscles used in specific exercises.
 - Intern can name specific system, organ, tissue, cellular, or molecular structures damaged by pathologies like cardiovascular disease.
3. Identify, examine, and explain physiological mechanisms of homeostasis at various levels of an organism (i.e., cells, tissues, organs, systems) **at a level commensurate to a post-baccalaureate student**. For example:
 - Intern can explain the baroreflex.
 - Intern can explain the cellular and molecular basis of skeletal muscle hypertrophy.
 - Intern can describe the impact of cellular and pulmonary respiration on blood pH.
4. Investigate and explain the effects of physical activity on psychological health as well as the perspectives used to enhance human performance through psychology principles **at a level commensurate to a post-baccalaureate student**. For example:
 - Intern can explain the role of aerobic and anaerobic exercise in the prevention and treatment of depression.

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- Intern can integrate performance psychology interventions into a sports performance training session.
 - c. Interns can identify and properly refer individuals with eating disorders
5. Identify and explain the acute and chronic anatomical and physiological adaptations to exercise, training, and physical activity **at a level commensurate to a post-baccalaureate student**.
For example:
- Intern can identify the cellular mechanisms responsible for aerobic-training induced adaptations.
 - Intern can explain how skeletal muscle adaptations due to resistance training will impact the biomechanics of a specific exercise.
6. Select and utilize the appropriate scientific principles when assessing the health and fitness of an individual and prescribing exercise based on those assessments **at a level commensurate to a post-baccalaureate student**. For example:
- Intern can select and administer a valid, reliable, and safe battery of performance tests for a specific athlete.
 - Intern can perform a qualitative or quantitative movement assessment and identify the potential risk of injury for a specific athlete.
7. Solve applied physiology and kinesiology problems from personal, scholarly, and professional perspectives using fundamental concepts of health and exercise, scientific inquiry, and analytical, critical, and creative thinking **at a level commensurate to a post-baccalaureate student**. For example:
- Intern can describe which populations might be prone to ankle sprains.
 - Intern can identify medications that might lead to an impaired ability to perform aerobic exercise.
 - Intern can design an effective sports performance enhancement program to suit the goals of a specific athlete based on performance assessments.
8. Collect, compare, and interpret qualitative or quantitative data in an applied physiology and kinesiology context **at a level commensurate to a post-baccalaureate student**. For example:

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- Intern can perform a maximal aerobic capacity and lactate threshold test and design an effective aerobic training program to meet the goals of a specific athlete.
 - Intern can perform a comprehensive diet analysis and provide goals for improving the nutrient intake of a specific athlete.
9. Effectively employ written, oral, visual, and electronic communication techniques to foster inquiry, collaboration, and engagement among applied physiology and kinesiology peers and professionals as well as with patients, clients, and/or subjects **at a level commensurate to a post-baccalaureate student**. For example:
- Intern can create and deliver an instructional workshop on a chosen training modality
 - Intern can identify site-specific questions in need of an evidence-based answer and utilize appropriate resources to discover the answer.
 - Intern can generate a written article with sufficient quality to receive publication in a professional periodical.

Assessment of Student Learning Outcomes (SLO's) occurs through completion of the midterm and final evaluations. Students will provide a self-evaluation of progress towards achieving each student learning objective at the mid-point and end of the internship semester. Supervisors will then evaluate interns on the subset of 9 specific learning outcomes relative to the specific internship experience using a Likert scale. Interns must earn a minimum score of 3 (out of 5) on all evaluated SLO's in order to successfully meet the PET6947 requirement.

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Benefits

The internship experience is meant to be a time of service and innovation to the supervising site as well as a significant learning opportunity for the intern. Only through a practical experience such as this can the efficient application of knowledge, ideas and skills in a realistic work setting occur. Additionally, the internship experience provides the intern with an opportunity to evaluate their strengths and weaknesses and assess their future employment/career goals. With this, both the intern and the organization should benefit immeasurably.

Definitions

The following terms describe the parties involved in the internship experience and are used throughout this manual:

1. **Intern** is the student registered for the internship course, APK4940C (Internship) OR PET 6947 (Graduate Internship).
2. **Internship Coordinator** is the person who communicates with the internship sites, and who monitors the intern's progress during the internship. Dr. Blain Harrison is the APK Internship Coordinator for both undergraduate and graduate interns.
3. **Site Supervisor** is the individual at the internship site responsible for monitoring and supervising the intern throughout the internship experience. This person provides instruction, offers advice, and supervision typical of that provided for a young professional in the industry/discipline. This person also provides assessment of student competencies via midterm and final evaluations. Please note that this person is not necessarily the signing authority for the internship site approval or affiliation agreement.
4. **Undergraduate Coordinator** is responsible for the oversight of the APK undergraduate curriculum, which includes the internship course. Dr. Joslyn Ahlgren is the APK Undergraduate Coordinator.
5. **Graduate Coordinator** is responsible for the oversight of the APK graduate curriculum, which includes the internship course. Dr. Rachael Seidler is the APK Graduate Coordinator.
6. **Undergraduate Internship Committee** is comprised of the Internship Coordinator, Undergraduate Coordinator, and Department Chair (Dr. David Vaillancourt is the APK Department Chair)

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7. **Graduate Internship Committee** is comprised of Intern Coordinator, Graduate Coordinator and Department Chair.

Intern Responsibilities

1. Read and adhere to all policies and procedures contained in the Applied Physiology and Kinesiology (APK) Internship Policies and Procedures Manual.
2. Register for either APK4940C OR PET6947 (depending on student status) using the section number provided to you by the Internship Coordinator.
3. Make sure that your internship site has all of the materials that they require of you (i.e. proof of vaccinations, certifications) to begin experience.
4. Understand expectations and required benchmarks for success.
5. Become familiar with all APK required forms and the due dates, as indicated on the internship website. Make sure that your site supervisor is also aware of these forms and their due dates.
6. Arrange advance meetings with your site supervisor to complete and discuss all forms. Keep a copy for your own records.
7. Regard your relationship with your site supervisor in the same manner as your relationship with university faculty. Expect your site supervisor to guide, correct, and advise you on a regular basis.
8. Demonstrate personal characteristics appropriate for a professional (including, but not limited to) voice, speech, reliability, manner, confidence, enthusiasm, and rapport with others.
9. It is the responsibility of the intern to ensure their appearance and attire are in-line with the professional expectations of the internship site.
10. Familiarize and abide by all site policies and procedures applicable to the intern's performance, conduct and behavior.

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11. Function as a full staff member. Assume the responsibilities and obligations of the other professional employees. (Some limitations of responsibilities will be necessary because of your limited experience and technical authority.) Follow the same calendar and daily schedule required of staff. Attend staff meetings. Sign in and out if required. Be punctual. Work the entire number of hours at the times agreed upon by you and your site supervisor. Notify your supervisor if you are unable to attend as planned and follow appropriate agency procedures.
12. Respect the confidentiality of the workplace, its clients and its workers.
13. Discuss your performance of assigned duties with the site supervisor on a regular basis. Evaluate yourself on the strong and weak parts of your performance. Take the initiative to ask the site supervisor for feedback concerning your performance.
14. Be positive and enthusiastic about the internship. Offer to assist in all organizational activities. Observation of activity should increase your experience.
15. Should patients, clients, and/or subjects request additional attention, clear such requests with the site supervisor.

Site Supervisor Expectations

1. Make sure the intern clearly understands all responsibilities and expectations. Share with the intern the on-going program plan. Provide a planned instructional program that reflects sound learning experiences for the intern.
2. Conduct a site orientation and review the Emergency Action Plan (EAP).
3. Provide the intern with a comprehensive overview of the site's organization and operation. Explain all policies and procedures, including reasons for filling out reports, records, safety, and liability issues, etc.

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4. Familiarize the intern with all parts of the facility.
5. Conduct frequent evaluative sessions with the intern based on regular observation. The intern should gradually assume work assignments.
6. Discuss progress of the intern with the intern coordinator. Arrange time for the intern to talk with the intern coordinator as needed.
7. Maintain regular communication with the intern coordinator including when help is needed, or a problem arises that requires solution. Inform the intern coordinator of an intern's lack of attendance, punctuality, or any problems that occur. The internship coordinator can be reached at either blaincharrison@ufl.edu or 352-294-1704.
8. Encourage the intern to participate in any existing in-service or extension programs affiliated with the internship site.
9. Discuss and review all reports and evaluations with the intern. Evaluate the intern's progress and offer suggestions for improvement. All forms require your signature, and due dates can be found on the [internship website](#).

SECTION II: INTERNSHIP SELECTION AND APPROVAL

Site Selection

While the Department offers a list of approved sites, students are responsible for seeking and selecting their own internship position. Students may formally apply to one site at a time; therefore, students are encouraged to meet with multiple sites to determine which site is the best fit. Students are encouraged to begin the exploration of internship sites several months prior to the scheduled internship.

Things to consider when selecting a site may include, but are not limited to, the following:

1. Location

There are many organizations in Florida, around the nation, and even internationally that may provide you with a meaningful learning experience during your internship. However, the location of the site must be chosen carefully. Many students remain here in Gainesville out

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of convenience as it usually saves money in living expenses. However, students may choose to complete an internship anywhere in the world. Students should check the APK Approved Internship Sites website to determine if their intended site is already approved. Unapproved sites are required to complete the online APK Internship Site Approval form prior to the student submitting the APK Internship Application. The link to the APK Internship Site Approval Form is found in the APK Pre-Internship Canvas course and the APK Graduate Pre-Internship Canvas course. Students are responsible for providing the link via email to the prospective site supervisor at a currently unapproved site. To ensure limited outside distractions the department recommends students to complete their internship in a location where family and/or financial support are readily accessible.

2. Duties/Responsibilities of the internship

The organization that you choose should be one that offers a practical, professional experience in healthcare, fitness/wellness, or research. The site/organization should allow you to take an active role in duties/responsibilities. It is also important to understand what a 'typical day' will be at the internship.

3. Population of patients, clients, and/or subjects

Students may wish to consider the population of the clients/patients the organization services: active, inactive, high-level athlete, pediatric, geriatric or a combination of these to name a few.

4. Availability

Students should confirm that the prospective internship site offers internship opportunities during the semester the student plans to intern.

5. Number of interns accepted per semester; how/when are decisions made?

It is important to determine the number of interns typically accepted as well as the process and timeline involved in the site's decision-making process. It is not uncommon for sites to require a separate application with their own internal deadlines, which vary from APK. Please note completion of supplemental application/documents should occur after APK site approval. Please inquire about decision timelines as delays/missed APK deadlines as a result of denied internship applications could result in the postponement of the internship experience and subsequently graduation.

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6. Supervision

There should be at least one person available to you during the internship for guidance in the performance of your duties. This person should work closely enough with you so that they will be in a position to give a detailed evaluation of your performance as an intern. It is preferred that your supervisor have employee or internship supervisory experience, a background in APK or a closely related field and be experienced and familiar enough with the organization's activities to provide you with appropriate mentorship. Site Supervisors should possess at least a bachelor's degree in a related field (APK4940C supervisors) OR at least a master's degree in a related field (PET6947 supervisors). Site Supervisors are NOT permitted to be related to the student.

7. Opportunities for projects/activities

It is recommended that the organization have a wide variety of activities in which the intern can become involved. These projects may include but are not limited to activities such as: public speaking engagements, developing/implementing/evaluating programs, opportunities to attend workshops or conferences, business/professional writing (meeting/committee minutes, newsletter articles), designing brochures/pamphlets, marketing activities, and exposure to the organization's operating structure.

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8. Schedule

The organization must be able to provide enough hands-on work experience to satisfy the minimum number of hours required for the internship course (520 min hours for APK4940C; 48 min hours per credit for PET6947). There are no particular requirements for the organization's hours of operation or shifts in which the intern works as long the shifts can provide a sufficient number of working hours. Please verify schedule, do not assume the hours will be 8am-5pm M-F; weekends, holidays, etc. may be required by the site. Communicate conflicts with the schedule well in advance to avoid problems. While students will follow the UF Academic Calendar regarding the beginning and ending dates of their internship hours, students are NOT automatically permitted to take time off for holidays present in the UF Academic Calendar. For example, students are not automatically permitted to be absent from their site over the week designated as Spring Break. Any requests for time off from the internship site between the first and last day of classes in the internship semester must be approved by the site supervisor. An online [Leave of Absence](#) form must be completed by the student and a separate online leave of absence acknowledgment form must be completed by the site supervisor when time is missed.

9. Potential employment opportunities

Depending on your plans after graduation, it may be important for you to seek out an organization that may offer future employment opportunities or referrals for employment. Networking is a valued by-product of the internship.

- 10. Site requirements (uniform, parking, travel, background check, etc.)** Some organizations may require interns to invest financially prior-to or during the internship. It is important to investigate these potential requirements as part of the site selection process above the University/Department fees for the internship course.

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Site Approval

Organizations not currently listed on the APK Approved Site list must complete the Site Approval Form by the established Departmental deadlines. A link to the online site approval form is available in both the APK Pre-Internship Canvas page and the APK Graduate Pre-Internship Canvas page.

Pre-internship Process

I. APK4940C (Undergraduate Internship)

Students are eligible to complete either two, 6-credit, internships or one, 12-credit internship upon successful completion of APK3110C (Physiology of Exercise) AND all assignments within the APK Pre-Internship course in Canvas. Completion of the APK Pre-Internship course is a required component of APK3110C, students will not be eligible to apply for an internship without completing the APK Pre-Internship course assignments in their entirety. The final assignment of the APK Pre-Internship modules is the completion of an online APK Internship Intent Form. Students will indicate their preferred internship completion strategy (one, 12-credit internship, or two, 6-credit internships) along with their anticipated internship semester(s) on this form. Students will retain access to the APK Pre-Internship Canvas course until they graduate with their bachelor's degree. Students may alter their preferred internship strategy, but must complete a new APK Internship Intent Form indicating that they are altering their strategy and identifying the new intended internship semester(s). Students can access the link to the online APK Internship Intent Form through the APK Pre-Internship Canvas course at any time following completion of all modules within the Pre-Internship course. Upon completing the online APK Internship Intent Form, students will receive an email confirmation that includes a link to the online APK Internship Application form. Students may progress to contacting prospective internship sites and completing the online APK Internship Application according to the guidelines stated in the "Internship Application Packet/Submission" header of this document.

II. PET6947 (Graduate Internship)

There are no pre-requisite requirements to register for PET6947. Graduate students may choose to complete an internship during their first semester all

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the way through their final semester in the graduate program. Note that a maximum of 9 credits of PET6947 is eligible to count towards the master's degree. Students in the non-thesis master's program (Human Performance) are added to the APK Graduate Pre-Internship Canvas course upon receiving a UFID from the University of Florida. Please note that this content is not for academic credit, and it is the student's responsibility to access the modules, particularly the "Step By Step Guide to Securing an Internship" page. Students are required to meet all Department deadlines and requirements as presented in the pre-internship modules and the APK website.

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Internship Application Packet/Submission (APK4940C AND PET6947)

All components of the internship application must be completed and submitted to the Department by the second to last Friday of the semester immediately preceding the intended internship semester.

Students will complete the APK Internship Applications using a Qualtrics online form. The student's name and email address, site name, site supervisor's name and email address will also be input into the online application form. Upon submission, the site supervisor will receive an email including the responses and documents for review along with a link to another online survey where they can formally accept or deny the student's application following review of the initial materials. The site supervisor will also indicate any additional required documents that they wish to have submitted by the student prior to beginning an internship at their site. Examples of potential additional documents include, but are not limited to, the following:

- Recommendation Forms
 - o To be completed via Qualtrics online recommendation surveys
- Copy of Official Transcripts
 - o Scanned and sent to site supervisor as pdf document
- Bloodborne Pathogens Completion Certificate
- HIPAA and Confidentiality Training (Completed electronically through the UF Privacy Office website)
- Adult and Child CPR and First Aid Certification
 - o Must be valid through the last day of the internship
- Professional Liability Insurance
 - o Must be valid through the last day of the internship
- Vaccination record

All additional supervisor requested documents are due by the last day of the semester preceding the internship OR by the date indicated by the site supervisor. Students should submit these documents to their supervisors either via direct email attachment or using the "Additional Documents" Qualtrics survey whose link is available in both the APK Pre-Internship Canvas course and the APK Graduate Pre-Internship Canvas course.

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Students who drop the internship or are dismissed from the internship will be subject to disciplinary actions set forth by the APK Undergraduate (APK4940C) or Graduate (PET6947) Internship Committees, which may include postponement of internship for up to two semesters.

SECTION III: PROFESSIONAL CONDUCT

Interns are expected to promote and maintain professional conduct at all times. Interns are expected to adhere to the rules and regulations of the internship site during the internship experience. Interns who fail to comply with professional conduct codes (See Appendix I Code of Conduct) will be subject to disciplinary actions set forth by the APK Undergraduate (APK4940C) or Graduate (PET6947) Internship Committee (See Appendix II for Roles and Responsibilities of the APK Internship Committee). The following information begins to outline traits of professionalism but is in no way all-inclusive.

Professional Dress and Appearance

Interns may be requested to wear/purchase certain clothing items as part of the internship site requirements, and this may be **at their own expense**.

- A. Standards of professional dress will be established by each individual internship site.
 - a. Interns may be sent home from their internship site if the supervisor deems the dress or appearance is inappropriate. Any hours missed due to being sent home must be made up.
- B. Some internship sites may require the removal of earrings, facial hair, and the covering of tattoos.
- C. Proper hygiene and cleanliness are expected for all interns participating in the internship experience.

Interpersonal Relationships

Interns should not have inappropriate and/or unprofessional relationships with patients, clients, staff, and/or supervisors. Violations of this policy are

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reviewed by the APK Undergraduate or Graduate Internship Committee and sanctions may be imposed, including removal from internship and postponement of graduation.

Confidentiality

All information regarding the health and/or welfare of a patient, client, and/or a research subject is confidential and is not to be shared by the intern with anyone not directly involved in their care. Conversations occurring between intern and patients, clients, and/or subjects are to be kept strictly confidential. Violations of this policy (See Appendix I APK Code of Conduct) are reviewed by the APK Undergraduate or Graduate Internship Committee and sanctions may be imposed, including removal from internship and postponement of graduation.

Personal Website/Public Information Recommendation

It is very important to maintain a high level of professionalism; therefore, if you have a personal website (i.e., social media, blog site, etc.) please keep it professional and/or private. Currently, employers are reviewing these public domains to gather information about you as an individual and may make employment decisions based on the information gleaned from such websites.

Code of Conduct

Interns are expected to promote professional conduct that complies with the University of Florida Student Conduct Code and the APK Code of Conduct (Appendix I). Violations are reviewed by the APK Internship Curriculum Committee and sanctions may be imposed, including removal from the internship and postponement of graduation.

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SECTION IV: DISCIPLINARY ACTION

APK considers each intern and each professional violation independently (Appendix II Role of the APK Internship Committee). The APK Undergraduate or Graduate Internship Committee may take the following action for offenses deemed minor; however, reserves the right to impose more stringent consequences.

1. First offense may result in a verbal warning.
2. Second offense may result in a written warning.
3. Third offense may result in removal from the internship, a grade of U, and postponement of graduation.

Grievances should be reported to the Intern Coordinator; appeals of APK Internship Committee decisions are handled through APK (see department academic advisor/intern coordinator for petition information and procedures. Please refer to the grievance and petition guidelines in the UF Undergraduate or Graduate Catalog and the student conduct codes at the Division of Student Affairs website.

Harassment and discrimination of any form (sexual, verbal or physical) is strictly prohibited and will not be tolerated. Interns should report any problems with other interns, faculty members, site supervisors, or patients/clients/subjects to the Intern Coordinator, Undergraduate Coordinator, Graduate Coordinator, or [UF Title IX](#) office immediately. All efforts will be made to keep your identity anonymous.

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SECTION V: ADDITIONAL INTERNSHIP INFORMATION

APK Internship File

Each intern will have a file that will include the internship application materials provided during the initial application process: evaluations, disciplinary action (if appropriate) and documentation of completed Student Learning Outcomes.

Intern Evaluations

Throughout the internship, site supervisors are asked to complete a midterm evaluation and a final evaluation and to discuss internship experience goals with the intern. These evaluations are designed to provide the intern with qualitative and quantitative assessment of their progress, to identify areas of strengths and weaknesses, and to offer specific recommendations for improvement. The site supervisor and the intern should discuss the content of the evaluation. The intern receives a copy of the evaluation and a copy is maintained in the intern's file via the Canvas course website. The site supervisor will also provide a suggested letter grade for the graduate intern based on their semester-long performance.

Program Evaluations

At the conclusion of the internship, interns complete program evaluations to ensure that APK meets the educational and professional needs of each intern. The intern will complete three evaluations

- Internship Experience
- Graduate Curriculum Survey
- Profile of Position After Graduation.

This information provides invaluable feedback regarding the intern experience and allows the Department to identify areas of improvement to meet student needs regarding internship.

Internship Attendance and Absence Procedures

To fulfill degree requirements, interns are expected to complete a minimum of 520 hours (APK4940C) or 48 hours per registered credit (PET6947). Distribution of hours worked should be agreed upon by the intern and supervisor and based on the requirements of the activities and projects that will be assigned. Vacation

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days during this time will be commensurate with the site's schedule. For example, if the site is closed for nationally recognized holidays (ex. Martin Luther King Day, Good Friday, MemorialDay, Thanksgiving, etc.) then the intern's schedule shall reflect the day off.

Guidelines regarding absences for religious holidays are consistent with university policies that can be found in the online catalog. Requesting time off for personal reasons (weddings, program interviews, etc.) should be kept to a minimum and must be approved by both the site supervisor and the intern coordinator at least 3 days prior to the absence. In addition, all personal time off must be made up by the intern prior to the commencement date for the semester in question in order to successfully complete the internship. Make up of sick days or other unforeseen circumstances will be determined on a case-by-case basis. In either instance, students must complete the online [APK Application for Leave](#) form and provide it with appropriate supporting documentation of the absence. An **APK Application for Leave** related to sick days must be received at least three days after returning to work. Under no circumstances should an outside work schedule interfere with internship hours. The internship should be considered your priority and must be regarded as your first obligation.

E-mail/Communication Policy

Interns are required to check their University of Florida email on a regular basis. All e-mail communication should occur through UF email accounts. Since email and/or e-Learning are primary sources of updates, interns who fail to check their email or neglect to receive announcements or updates as a result of a "full" UF email account, are responsible for the content and/or associated deadlines within the message. Please use proper email etiquette when responding to emails; especially to faculty, staff or site supervisors.

Outside Employment and Additional Coursework

As an APK intern, the internship experience should be a priority regardless of whether you are completing a full-time, 12-credit internship or a part-time, 6-credit internship. Interns are strongly discouraged from holding outside employment particularly when completing 12-credits of APK4940C in a single semester or when completing more than 6 credits of PET6947 in a single semester. However, student-interns are

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permitted to work in addition to their internship responsibilities for personal financial reasons as long as the outside work does not interfere with their internship responsibilities. Undergraduate interns are permitted, but strongly discouraged from, completing additional coursework if enrolled in 12-credits of APK4940C. However, undergraduate interns enrolled in a 6-credit internship may choose to register for additional coursework at their discretion. Undergraduate students considering enrolling in additional courses in conjunction with a 6-credit internship are strongly encouraged to discuss their remaining degree requirements and post-graduate plans with the APK Academic Advisors to gain the best possible guidance on their plans.

Undergraduate Students may register for a maximum of 15 credits, inclusive of APK4940C credits, during a semester in which they are completing an internship. Therefore, a student registered for 6 credits of APK4940C is permitted to register for a maximum of 9 additional academic credits and a students registered for 12 credits of APK4940C is permitted to register for a maximum of 3 additional academic credits. Graduate interns are allowed to complete additional coursework during the internship semester; however, the graduate student should consider the time requirement of the internship and the course and determine if success in both is attainable. Graduate students considering enrolling in additional courses in conjunction with an internship are strongly encouraged to discuss their remaining degree requirements and post-graduate plans with their assigned APK Academic Advisor to gain the best possible guidance on their plans.

Exposures to Bloodborne Pathogens and Communicable Diseases Policies and procedures concerning bloodborne pathogen exposures and exposures to communicable diseases are addressed during the BloodbornePathogens training program (provided via e-learning as part of the pre-internship course site). A copy of the University of Florida Exposure ControlPlan is provided to each intern during the training and is available on the Environmental Health and Safety website.

It is the responsibility of the intern to report sharps injuries, needle sticks,

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or other potential exposure to bloodborne pathogens via blood or body fluids immediately to the supervisor at the facility where the accident occurs. In the event that the intern contracts a communicable disease which potentially poses a risk to patients, clients or co-workers (e.g. tuberculosis, varicella), steps will be taken to prevent dissemination in accordance with Student Health Care Center, Public Health and/or Center for Disease Control protocols. Certain communicable diseases may also be reported to county or state health authorities, as required by law.

Time is frequently of the essence in managing bloodborne pathogen exposures. For example, some treatment regimens must be started within two hours of exposure to be maximally effective.

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In the event of any potential bloodborne pathogen exposure, the intern should clean the area with soap and water. Document the name of the source of the exposure and pertinent information regarding the situation and then notify their immediate site supervisor. Interns and/or internship supervisors are instructed to contact a medical provider (needle stick hotline) by calling 1-(866)477-6824 (toll free) and follow the instructions provided; consultation is available 24-hours a day. The UF medical provider will make recommendations for immediate evaluation and care as follows:

1. If the intern is within a one-hour radius of Gainesville the intern should receive their care at the Student Health Care Center (SHCC) at the main Infirmary Building on Fletcher Drive, located next to the Florida Gym, (352) 392-1161. During Fall and Spring semesters, the SHCC is open Monday through Friday 8:00 am to 4:30 pm. They are closed on weekends and university holidays. During Summer semester and semester breaks, please call the SHCC for hours.

If the intern is at an off-site location more than one-hour from Gainesville, the intern should notify their internship supervisor and the medical provider at 1-(866) 477-6824 (toll free), and then seek care at a nearby hospital emergency center. Subsequently, the intern should call to make an appointment at the SHCC @ the Infirmary Building for appropriate follow-up care.

2. If after hours, the intern should first call the needle stick hotline personnel at 1-(866) 477-6824 (toll free) for instructions regarding immediate care for potential bloodborne pathogen exposures. Care may be given at a local Emergency Department; the intern should call to make an appointment at the SHCC @ the Infirmary Building for appropriate follow-up care.

Please note: Your care must be paid for through your student and/or personal insurance or by some other means.

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APPENDIX I: CODE OF CONDUCT

As aspiring professionals, it is imperative to seek out and maintain high standards of conduct. **Although not exclusive, the following list serves as a guideline to maintaining professional conduct.** This list should be used to supplement the Student Conduct Code found in the University of Florida Graduate Catalog. Reasons for disciplinary action may include violation of one or more of the following behaviors. At NO TIME during the internship experience, shall an intern:

1. Be under the influence of any mind-altering substances (i.e., alcohol, drugs, etc.).
2. Act in any way harmful or potentially harmful to oneself or others.
3. Act in an imprudent fashion with regard to confidentiality issues.
4. Fail to respect the authority and/or instructions of the supervisor, APK faculty, staff, etc.
5. Have or seek to have a personal relationship with patients/clients directly under your care or whom you may provide care for in the future.
6. Have or seek to have a personal relationship with a site supervisor from which you are receiving instruction or may receive instruction from in the future.
7. Dress inappropriately (refer to 'Professional Dress and Appearance')
8. Be tardy or absent without prior consent of the internship supervisor or intern coordinator.

Confidentiality and Professional Conduct Statement

All APK interns will adhere to the following policy regarding confidentiality and professional conduct. Anyone failing to adhere to this policy will be subject to disciplinary action deemed appropriate by the APK Graduate Internship Committee.

As an intern, you have an obligation to yourself, to all affiliated sites, to your supervisors, and to the University of Florida to withhold any information you acquire professionally or socially which is considered professionally confidential, from anyone (including media) other than your immediate supervisors. This includes any information about a medical condition, the treatment and

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rehabilitation of any medical condition and any information which you acquire that is not considered to be public knowledge.

The unique opportunity you have to observe and participate as a professional will be jeopardized if you violate confidentiality. Professional conduct for all APK interns includes non-discriminatory behaviors, honesty, and respect for fellow interns, co-workers, supervisors, patients/clients, and teachers/professors.

University of Florida HIPAA Policy

APK interns are required to complete the HIPAA Training through the University of Florida and sign the Confidentiality Statement before participating in the internship experience if requested by the internship site. The Confidentiality Statement acknowledges review and understanding of the policy and procedures document on the Health Information Privacy website.

Consequences for failing to adhere to these policies will result in actions (see Section IV) by the APK Internship Committee and/or Privacy Office (per the Reporting and Responding to Privacy Violations guidelines).

Grievance Procedure

If an intern believes he or she has a legitimate complaint or grievance, the intern should follow the procedure as outlined in the University of Florida Graduate Catalog. This procedure can be found under the heading "Academic Policies" in the College of Health and Human Performance section. Any grievance will be judged according to the college and departmental policy. Past experience indicates that most conflicts are a result of miscommunication between the parties involved. Therefore, it is highly recommended that the intern seek consultation with his or her academic advisor, clinical instructor, or athletic training faculty member before filing a complaint.

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APPENDIX II: ROLE OF THE APK INTERNSHIP COMMITTEE

The APK undergraduate Internship Committee is comprised of the following members: Intern Coordinator, Undergraduate Coordinator, and Department Chair. The APK Graduate Internship Committee is comprised of the following members: Intern Coordinator, Graduate Coordinator, and Department Chair. The committees are charged with the following tasks as it relates to the Internship:

1. Review site approval requests.
2. Review disciplinary violations (professionalism, grievances, etc.).
3. Provide remediation and/or removal recommendations for APK interns violating program, site, and/or professional conduct policies.
4. Review Internship evaluations and provide recommendations to the Intern Coordinator regarding revisions.
5. Provide a summary to the Department and/or College Administration of the program evaluations/outcomes including any recommendation for improvements.

Violations of APK internship policies may result in APK Internship Committee recommendations of Probation and/or Removal from the internship. Interns may be subject to probation and/or removal and graduation postponement due to unsatisfactory inappropriate conduct/performance at their internship site.

The APK Intern Coordinator will provide written notification of the probationary action (recommended by the APK Internship Committee) and a copy of the letter will be placed in the intern's file.

The intern is responsible for his or her own behavior. Failure to abide by those professional standards listed above and those listed in the University's Student Conduct Code are subject to disciplinary and/or removal from an internship.

Final determination of internship site removal occurs by the Intern Coordinator and/or APK Department Chair. Academic consequences of site removal may include 'U' grade and delayed graduation.