



SITE APPROVAL FORM

Location: Gainesville Florida Date: 3/17/2018
City State

Organization: Department of Recreational Sports

*Contact Person(s): Leah Shelley
*Must have at least a Bachelor's degree in a related field and a minimum of 2 years' experience within the discipline.

Address: 3150 Hull Rd Gainesville 32611
Street/PO Box City State/Zip

Phone: 3522732449 Fax:

Email: leahs@recsports.ufl.edu Website: recsports.ufl.edu

What semesters is your organization available to accept interns?
[Fx] Fall (August-December) [Fx] Spring (January-April) [] Summer (May-August)

Please check the specializations that best pertain to the internship experience offered:

[] Exercise Physiology [Fx] Fitness/Wellness

How many interns do you typically accept per semester? 2

Interns must complete a minimum of 35-40 hours per week (520 hours total). List the normal working hours for your organization. Please indicate any evening or weekend time commitments:

Group Fitness Rosters, Facility Inspections, Monthly Educational Meetings, Front Desk Sales, Fitness Assessments, Weight and Cardio Room Supervision, Group Fitness Instructor Training Course, Personal Training Instructor Training Course

Is office space available to interns? [Fx] Yes [] No
Comments

Is a computer/scanner available to interns? [Fx] Yes [] No
Comments

Does your organization offer paid or non-paid internships? [Fx] Non-paid [Fx] Paid (amount) Varies

List other benefits your organization offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

List required purchases for interning with your site (e.g. parking pass, uniform, back-ground check, etc.):

Parking Pass may be helpful, but not always necessary.

List required skills or previous experience necessary for interning with your organization:

Preferred that applicants are already employed with Recreational Sport by applying to become a Fitness Associate, Operations Associate, Personal Trainer or Group Fitness Instructor

Special Requirements (i.e. special application, proof of health insurance, immunizations, etc.)

Please note: All interns are required to purchase professional liability insurance coverage for \$1,000,000

Provide a bulleted list of duties/responsibilities your organization expects to be fulfilled by interns:

- Arrive to work, on time, prepared and ready.
- Ensure rooms and spaces are left in better condition than what they were found; Fill spray bottles, replenish towels, pick up trash, return unclaimed items to lost and found, mop floors, shut down sound system and lights, lock doors, etc.
- Assist and cooperate with other Recreational Sports employees. Learn the names of the employees who are working during your shift.
- Communicate any problems and/or concerns to your supervisor as soon as possible. Such instances may include, but are not limited to: technology issues, equipment breaking, personal concerns/issues, etc.
- Know your scope of practice and act accordingly.
- Know and enforce all Recreational Sports policies and procedures.

Please describe a typical day for the intern:

Preferred that applicants are already employed with Recreational Sport by applying to become a Fitness Associate, Operations Associate, Personal Trainer or Group Fitness Instructor

Group Fitness Rosters

- Complete roster assignments on a daily basis including assigning penalty emails as well as blocking and unblocking participants.
- Standard Operating Procedure for Rosters can be found here:

Facility Inspections

- Perform facility inspection and document any areas of improvement to respective supervisors
- While performing facility inspections, correct any immediate areas of concerns

Interns must be evaluated on at least 6 of the following Student Learning Outcomes (SLO's). Please check each SLO that applies to the duties/responsibilities provided to interns at your organization.

APK Student Learning Outcomes (SLOs)	Applied Examples <i>(These examples used to describe each SLO are not exclusive; they are simply intended to provide clarity to the individual SLOs)</i>
<input checked="" type="checkbox"/> Integrate principles and methods of math, social sciences, and arts and humanities to applied physiology and kinesiology, wellness, and/or fitness environments.	<ul style="list-style-type: none"> • Intern can perform body composition calculations. • Intern can identify socioeconomic impacts on health and fitness behaviors. • Intern can calculate target and max heart rates in order to prescribe aerobic exercise.
<input checked="" type="checkbox"/> Identify and relate the nomenclature, structures, and locations of components of human anatomy to health, disease, and physical activity.	<ul style="list-style-type: none"> • Intern can identify muscles used in specific exercises and name other exercises that use those muscles. • Intern can name specific structures damaged by pathologies like diabetes.
<input type="checkbox"/> Identify, examine, and explain physiological mechanisms of homeostasis at various levels of an organism (i.e., cells, tissues, organs, systems).	<ul style="list-style-type: none"> • Intern can explain the baroreflex. • Intern can explain why skeletal muscle cells atrophy when immobilized. • Intern can describe the impact of respiration on blood pH.
<input checked="" type="checkbox"/> Investigate and explain the effects of physical activity on psychological health as well as the perspectives used to enhance adherence to healthier lifestyles.	<ul style="list-style-type: none"> • Intern can explain how exercise helps depression. • Intern knows where to locate information related to psychological health impacts of various activities. • Intern can identify and properly refer individuals with eating disorders.
<input checked="" type="checkbox"/> Identify and explain the acute and chronic anatomical and physiological adaptations to exercise, training, and physical activity.	<ul style="list-style-type: none"> • Intern can explain why resting HR and BP are reduced following endurance training. • Intern can identify immediate and long-term benefits of resistance training.
<input checked="" type="checkbox"/> Select and utilize the appropriate scientific principles when assessing the health and fitness of an individual and prescribing physical activity based on those assessments.	<ul style="list-style-type: none"> • Intern can select a safe fitness test for a cardiac patient. • Intern can perform skinfold testing and use that data to prescribe appropriate amounts of exercise.
<input checked="" type="checkbox"/> 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.	<ul style="list-style-type: none"> • Intern can describe which populations might be prone to ankle sprains. • Intern can identify medications which might lead to an impaired ability to perform aerobic exercise. • Intern can prescribe exercise to suit the goals of clients based on fitness assessments.
<input checked="" type="checkbox"/> Collect, compare, and interpret qualitative or quantitative data in an applied physiology and kinesiology context.	<ul style="list-style-type: none"> • Intern can perform a submaximal VO₂ test and use the collected data to classify the subject's level of fitness. • Intern can perform a laboratory experiment and compare their results to other similar studies.
<input checked="" type="checkbox"/> 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.	<ul style="list-style-type: none"> • Intern can explain to a patient the importance of hydration during exercise. • Intern can generate professional emails to ask scientific or medical questions. • Intern can generate an abstract to present research at a scientific or medical conference.

Would you like to be added to the Department's list of approved sites for future interns? Yes No

Name of student requesting completion of the site approval form (if applicable): _____

I have reviewed the APK Undergraduate Internship Policies and Procedures Manual: 3/7/18 _____ Date

Site Signature: **Leah Shelley** Digitally signed by Leah Shelley Date: 2018.03.07 16:09:00 -05'00' _____ Date: _____

Department Approval: **Blain Harrison** Digitally signed by Blain Harrison DN: cn=Blain Harrison, o=Applied Physiology and Kinesiology, ou_email=blainharrison@ufl.edu, c=US Date: 2018.03.15 09:56:45 -04'00' _____ Date: _____

University of Florida and Department of Recreational Sports

The Department of Recreational Sports strives to provide an extensive array of leisure and recreational opportunities. Approximately 87% of UF students participate in RecSports programs and services which include two recreation centers, two strength and conditioning facilities, an assessment center, a training center, an indoor track, nine multi-purpose field areas, an outdoor recreation complex, two lakeside parks and the UF Outdoor Team Challenge Courses. Program areas include Aquatics, Athletic Training, Competitive Sports, Facility Operations, Fitness, Lake Wauburg, Marketing, Risk Management and Staff Development and Training.

Requirements:

The Department of Recreational Sports offers 3 fitness internship opportunities each semester. Interns must be University of Florida students enrolled in a full course load during the semester they are interning. Each internship offers a different focus area:

1. **Personal Training/Fitness Assessment Center:** Must be a current [RecSports Personal Trainer/Wellness Appraiser](#). Click [here](#) on how to become a certified personal trainer.
2. **Group Fitness/Small Group Training:** Must be a current [RecSports Group Fitness Instructor](#). Click [here](#) on how to become a certified group fitness instructor.
3. **Strength & Conditioning:** Must be a current [RecSports Fitness Associate](#) or Supervisor. Click [here](#) on how to become a Fitness Associate. Click [here](#) to see the dates when the Fitness Associate position will be open.

Qualifications:

- Preferred: Majoring in a health related field i.e. Exercise Science, Exercise Physiology, Kinesiology, Recreation, Sports Management or a related field is preferred
- Proficiency with Microsoft Office
- Demonstrated communication, organizational and leadership skills
- Commitment to customer service and effective interpersonal communication skills
- Prior supervisory/management experience specifically in scheduling, staffing and training staff is highly preferred
- High level of enthusiasm and optimism

RecSports Team Members Responsibilities:

- Develop professional relationships with co-workers, participants and guests
- Uphold and exceed the expectations of the Cornerstones of RecSports Service: accountability, anticipating needs, attitude, and atmosphere
- Demonstrate a desire to learn and apply knowledge as a RecSports ambassador
- Take ownership of RecSports facilities and programs by exhibiting a responsible work ethic
- Promote and maintain cleanliness and appearance within and surrounding RecSports facilities
- Enforce RecSports policies and procedures to promote participant safety and satisfaction
- Respond to all emergency situations and adhere to established protocol including pre- and post-incident procedures

Area Specific Job Responsibilities:

1. **Personal Training/Fitness Assessment Center/Massage Therapy:**
 - a. Conduct weekly area/inventory inspections of the Fitness Assessment Center, Personal Training Studio, and Massage Therapy Rooms.
 - b. Assist Personal Training and Fitness Assessment Center Program Assistant with coordinating semester staff evaluations.
 - c. Collaborate with Area Coordinator, Personal Training GA, PT PA, and FAC PA to establish and execute semesterly marketing plan.
 - d. Post weekly social media content for the PT, FAC, & MT Programs.
 - e. Assist Graduate Assistant with CHANGES Program referral intake.
 - f. Other duties as assigned.

2. **Group Fitness/Small Group Training:**
 - a. Assist Area Coordinator and Program Assistant with Group Fitness scheduling
 - b. Manage group fitness activity room maintenance and inventory
 - c. Assist Area Coordinator and Program with semester-specific Group Fitness and Small Group Training projects
 - d. Opportunity for additional involvement including but not limited to Instructor feedback surveys, Group Fitness Instructor Training Course, and monthly meeting planning dependent on semester
 - e. Gather and analyze data regarding Group Fitness participation numbers
 - f. Other duties as assigned

3. **Strength & Conditioning:**
 - a. Conduct weekly inventory evaluation for the Southwest and Student Recreation & Fitness Centers
 - b. Propose necessary purchases of new accessories to the Fitness Coordinator
 - c. Assist with the Equipment Replacement Plan database, research and quote acquisition
 - d. Plan and facilitate social gatherings for the S&C staff
 - e. Contribute to ongoing projects, monthly meetings, special events, hiring, etc
 - f. Other duties as assigned

Compensation:

Each internship experience is unique to the interns' strengths, passions, and aspirations. Compensation is provided for work in the primary program areas under the respective positions. However, other opportunities may present themselves or be sought out that will provide the intern with rich experiences & skillsets without monetary compensation (i.e. shadowing, participating in a training course, etc.)

Application Process:

Please submit a cover letter, resume, and internship of choice by e-mailing your application to:

1. **Personal Training/Fitness Assessment Center:**
 - a. [Cory Bennett](#)- Coordinator, Fitness Programs
-AND-
 - b. [Leah Shelley](#)- Assistant Director, Fitness Programs
2. **Group Fitness/Small Group Training:**
 - a. [Jackie Sherman](#)- Coordinator, Fitness Programs
-AND-
 - b. [Leah Shelley](#)- Assistant Director, Fitness Programs
3. **Strength & Conditioning:**
 - a. [Yuri Panzhin](#)- Coordinator, Fitness Programs
-AND-
 - b. [Leah Shelley](#)- Assistant Director, Fitness Programs

Application Timeline:

Spring Internship: Application due on the last Friday in October

Summer Internship: Application due on the last Friday in March

Fall Internship: Application due on the last Friday in June