



Q1.  
APPLIED PHYSIOLOGY AND KINESIOLOGY (APK)  
INTERNSHIP SITE APPROVAL FORM

Q2.  
The **Department of Applied Physiology and Kinesiology (APK)** at the University of Florida would like to thank you in advance for taking the time to complete the approval process and your willingness to provide valuable internship opportunities to our students. The Department of APK requires that all **undergraduates** complete a 12-credit internship experience in their final semester of study. The experience requires a minimum of 520 clock hours or 35-40 hours a week for 15 weeks, for the Fall and Spring semesters, or 40-45 hours a week for 13 weeks during the Summer semester. **Graduate** students in the Human Performance concentration may elect to complete between 3 - 9 credits of internship to count towards their degree. Each registered credit of graduate internship requires a minimum of 48 clock hours be completed and a graduate student must register for at least 3 credits in any semester they intend to complete an internship. Therefore, a graduate student will be required to complete between 144 - 432 hours during their internship. Ideally, interns become exposed to the tasks that will be required of them as professionals in the field, as well as receive opportunities to develop their skills and areas of interest. A brief description of our undergraduate and graduate programs is below:

**APK Undergraduate Program:** Prepares students to function as an exercise technician, exercise specialist, and/or wellness instructor in hospital, corporate, private, or governmental agency, to pursue graduate study in kinesiology, OR to pursue graduate study in a health profession requiring education beyond an undergraduate degree. The curriculum provides a strong basic science background and requires additional course work in the biological aspects of exercise. Students may pursue internship opportunities in healthcare, research, fitness, or other areas of human performance.

**Human Performance (Graduate):** The Human Performance concentration is a non-thesis program leading to a Master of Science degree in Applied Physiology and Kinesiology. Its purpose is to train students for careers where they can promote scientifically based exercise, wellness, and psychological factors to enhance health, athletic development and/or movement performance. Furthermore, students may be trained to be an integral part of the health care team that administers, assesses, and develops programs for clinical populations.

Please review the [APK Internship Policies and Procedures](#) Document to gain a better understanding of the expectations of students and site supervisors during the experience. Note that clicking the link to the Policies

and Procedures manual will take you away from this survey and cause any information input into the survey to be lost.

Q5. Organization Name

KU Leuven, Faculty of Medicine, Department of Development and Regeneration - Institute for Orthopaedic Research and Training (IORT)

Q6. Organization Location(s) - Include Addresses Of All Locations To Be Included As Part Of This Approval

Herestaat 49, 3000 Leuven, Belgium

Q10. URL of Website For Organization

<https://gbiomed.kuleuven.be/english/research/50000640/clusterImnd/iort>

Q7. Name of Individual Who Will Receive Applications From Students

Lennart Scheys

Q8. Email Address of Individual Who Will Receive Applications From Students

Lennart.scheys@kuleuven.be

Q9. Phone Number of Individual Who Will Receive Applications From Students

+32475956980

Q34.

**Will the person receiving internship applications from students be the same person supervising the student and completing the student evaluations during the internship?**

Yes

No

Q11. Name of Individual Who Will Supervise Students Directly During Internship and Complete Student Evaluations

*This question was not displayed to the respondent.*

Q12. Email Address of Individual Who Will Supervise Students Directly During Internship and Complete Student Evaluations

*This question was not displayed to the respondent.*

Q13. Phone number of Individual Who Will Supervise Students Directly During Internship and Complete Student Evaluations

*This question was not displayed to the respondent.*

Q14. What Semester(s) Is Your Organization Available To Accept Interns? (select all that apply)

- Fall (August - December)
- Spring (January - April)
- Summer (May - August)

Q15. APK Internship Policy requires that a site supervisor hold one degree higher than the student intern. This means that site supervisors of undergraduate interns must hold at least a bachelor's degree and those of graduate interns must hold at least a master's degree. Based on this policy, for which category of students is your organization willing to accept applications? Check all that apply

- Undergraduate Students
- Graduate Students

Q16. How many interns is your organization willing and able to support per semester?

1-2

Q17. Describe the normal working hours anticipated for an intern at your organization. Please indicate likelihood and circumstances surrounding any evening or weekend time commitments.

A normal working day starts at 8h30 a.m. and ends at 05h00 p.m. with a 1-hour lunch break. There are no evening or weekend shifts foreseen.

Q18. Does your organization offer non-paid or paid internships?

Non-paid

Paid (amount)

Q21. List other benefits your organization offers interns (i.e. housing, health insurance, travel reimbursement, etc.)

During the internship, the Student will be covered by the following insurance policies: - personal accident and injury coverage, both in the workplace and while travelling to and from the workplace, is provided by the Educational Institution. - third-party liability coverage is provided through KU Leuven's Third-Party Liability insurance policy (policy number 99.053.700) taking into account Article II.355/1 of the Higher Education.Code.

Q22. List required purchases for interning with your organization (i.e. parking pass, uniform, I.D. Badge, etc.)

The required purchases for an internship with our organisation are: \* visa to enter the country \* possible public transport from the intern's housing in the centre of Leuven to the University Hospitals Leuven, campus Gasthuisberg - Herstraat 49, 3000 Leuven.

Q23. List required skills or previous experience necessary for interning with your organization

Applicants should preferably have experience in many of the following areas: • Biomechanics of the locomotor system • Kinematic motion analysis and modeling • Medical imaging and image processing • Surface electromyography • Research methodology • Matlab programming (or similar programming experience) • Statistical analysis (e.g. SPSS)

Q24. List any special credentials or documents required to intern with your organization (i.e. CPR/First Aid, Liability Insurance, Personal Training Certification, OSHA training, HIPPA training, Pre-Internship orientation, background check)

Document: Agreement for Mandatory Student Internship at KU Leuven by Non-KU Leuven student The Student must submit a document from the Educational Institution on which KU Leuven indicates the risks involved in the internship and safety measures to be taken (= internship risk assessment). If the Student does not have such a document, the job description form for external interns can be used. As our lab is located within the University Hospitals (UZ Leuven), the Student will also have to sign a confidentiality agreement in which the students commits to abide fully by all regulations and requirements applicable at UZ Leuven, especially those relating to safety, health and hygiene, and the obligation of discretion.

Q25. Provide a bulleted list of duties/responsibilities your organization expects to be fulfilled by interns:

The successful candidate will engage in: • Clinical and/or experimental data collection • Motion analysis and medical imaging data processing • Interpretation of biomechanics data in view of specific clinical questions • Daily interactions with a multidisciplinary team, involving engineers, movement scientists, physiotherapists, clinical trials assistants orthopaedic surgeons. • Internal and external scientific reporting of study findings

Q26. Please describe a typical day for the intern:

The mission of the Institute for Orthopaedic Research and Training (IORT) is to facilitate innovative research, manage clinical trials and provide state-of-the-art surgical training to improve our understanding and practice of orthopaedics. The research team in which the intern will be active, is a multidisciplinary group of engineers, resident surgeons and clinical students exploring research projects covering a variety of orthopaedic sub-disciplines. Importantly, the physical location of our lab within the clinical orthopaedic division of the University Hospitals Leuven provides a unique opportunity to merge a stimulating research environment with direct interaction with its clinical stakeholders on a daily basis. Furthermore, this unique setting allows the intern to also witness from close by the routine clinical activities within our orthopaedic department, including surgery. Our projects range from basic to applied, and include work with cadaveric specimens, human subjects and in-silico models or digital twins, linked by the broad aim of improving our understanding of clinical orthopaedic conditions and treatments. As such the intern will be able to be actively involved in ongoing clinical trials as well as experimental and in-silico research.

Q28. All Interns (undergraduate and graduate) MUST be evaluated on **at least** 6 of the following 9 Student Learning Outcomes (SLO's), though evaluation of all 9 is preferred. Please check each SLO that applies to the duties/responsibilities provided to interns at your organization.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Integrate principles and methods of math, social sciences, and/or arts and humanities to applied physiology and kinesiology, health, wellness, and/or fitness environments. | <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.   |
| <input checked="" type="checkbox"/> Identify and relate the nomenclature, structures, and locations of components of human anatomy to health, disease, and physical activity.                                   | <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.                       |
| <input checked="" type="checkbox"/> Identify, examine, and explain physiological mechanisms of homeostasis at various levels of an organism (i.e., cells, tissues, organs, systems).                            | <input checked="" type="checkbox"/> Collect, compare, and interpret qualitative or quantitative data in an applied physiology and kinesiology context.  |
| <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.             | <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. |
| <input type="checkbox"/> Identify and explain the acute and chronic anatomical and physiological adaptations to exercise, training, and physical activity.  |   |

Q33. Name of APK student that requested the site approval form from you (if applicable)

1

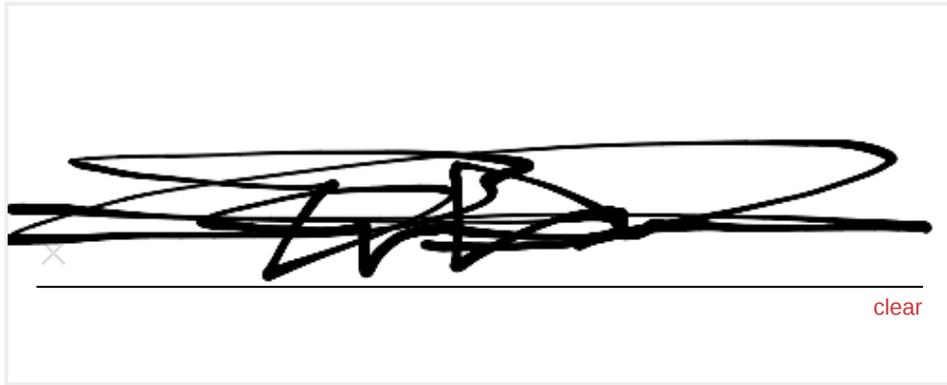
Q29. Would you like to be added to the Department's list of approved sites for future interns?

- Yes  
 No

Q32. Have you reviewed the APK Internship [Policies and Procedures Manual](#)? Note that clicking the link will take you away from this survey and any information input into the survey will be lost if you navigate back. We recommend holding the ctrl button on your keyboard when clicking the link to open it in a new browser tab.

- Yes  
 No

Q30. Signature of Individual Who Will Be Receiving Internship Applications



Q31. Signature of Individual Who Will Be Supervising And Evaluating Students During The Internship

*This question was not displayed to the respondent.*

**Location Data**

**Location:** [\(50.8885, 4.699\)](#)

**Source:** GeoIP Estimation

A map of Europe showing a location pin in Belgium. The map includes labels for various cities and regions: Colchester, Middelburg, Brugge, Lille, Mons, Den Haag, Eindhoven, Aachen, Düsseldorf, Bonn, Koblenz, Frankfurt/Main, Münster, Bielefeld, Nordrhein-Westfalen, Siegen, and Letzebuerg. The location pin is placed in the northern part of Belgium, near the border with the Netherlands.

Approved: 1.5.2024

*Blain Harrison*

Blain Harrison - APK Internship Coordinator