

**LOGAN**  
COLLEGE OF CHIROPRACTIC  
UNIVERSITY PROGRAMS



# **Sports Science and Rehabilitation**

## **Capstone Clinical Internship Manual**

# LOGAN UNIVERSITY INTERNSHIP MANUAL

## INTRODUCTION

The Master's of Science degree in Sports Science and Rehabilitation Capstone Clinical Internship Program is designed to further the students' understanding of sports and exercise science and how it is linked to rehabilitation procedures and management. The internship is a 6 credit hour course requiring 180 clock hours of on-field, in office or hospital experience. This experience is under the supervision of a physician or qualified healthcare professional that is trained or experienced in sports injury management, exercise prescription, sports medicine triage or athletic rehabilitation management.

## SITE SUPERVISOR SECTION

### DEFINITION OF SITE SUPERVISOR

A Site Supervisor supervises, observes, and mentors masters degree interns as they perform the various functions associated with sport and recreation in a clinical setting. This clinical setting can be defined as on field, in office or hospital environment. The Site Supervisors will evaluate interns based on specific criteria to ensure the mastery of various skills associated with the management of athletic participation. The internship will be divided into three, 4 week periods of assessment. A Site Supervisor must be present to observe interns during all patient contact encounters.

A Site Supervisor can be a physician (MD, DO, and DC) or another qualified specialty professional with at least a master's degree qualification. Examples of specialty professions include: PT, ATC, PA, RN, CEP and CSCS. Other professionals may be considered pending resume and application review. All Site Supervisors must be approved by the Director of Internships. If there is some question as to approval of a Site Supervisor, the Site Supervisor request can be evaluated by the Dean of University Programs.

### INCLUSION CRITERIA FOR THE INTERNSHIP SITE SUPERVISOR

#### **Physician Qualification:**

A Site Supervisor that is a physician must complete a site supervisor application and the associated affiliation agreement. To this information they must attach a copy of their current resume, current license, and current malpractice declaration page. Minimum liability limits are \$1,000,000 occurrence - \$3,000,000 aggregate. A physician who is serving as a site supervisor must undergo a background check. Once the information is received by the Executive Secretary of Internships it will be signed and a copy returned.

#### **Health Care Specialist Qualification:**

A health care specialist must fill out a site supervisor application and the associated affiliation agreement. Along with this information the site supervisor must attach a copy of their current CV and any applicable licenses. Once the information is received by the Executive Secretary of Internships, it will be signed and a copy returned.

#### **Definition of Clinical Site:**

The following is a list of sites to which Logan Interns have been assigned to demonstrate the diversity that can occur when deciding on an internship site.

**Hospital Cardio Vascular Rehabilitation Department  
Hospital OT, PT Rehabilitation Department**

**University Strength and Conditioning Department**  
**Private PT, OT clinical setting**  
**PRM Physician (Physical Medicine and Rehabilitation)**  
**University Sports Medicine Departments**  
**Chiropractic Offices with Sports and Rehabilitation Affiliations**  
**Chiropractic Offices with Rehabilitations Centers**  
**University Human Performance Research Centers**  
**Accelerations Training Centers**  
**Velocity Sports Training Centers**

A Site Supervisor must attest that at least 30% of their clinical site is devoted to the management of sports injuries. The clinical site must have an independent space that contains minimal passive modalities, and a majority of low tech rehabilitation equipment such as wobble boards, gymnastic balls, surgical tubing, kettle bells and medicine balls with enough space to use them effectively.

A Site Supervisor may have a direct affiliation with a facility (strength and conditioning center, gym) that can provide this equipment and experience to the intern while acting as the Site Supervisor. It would be to the Site Supervisor's advantage to be associated with sports teams.

**Standards:**

A Site Supervisor must employ standards of patient care comparable to those employed and as taught by Logan University.

A Site Supervisor must be licensed (if applicable) and demonstrate continuous good standing with his/her applicable licensing board in states in which he or she has been or is presently licensed.

A Site Supervisor must be of high moral character and maintain a good professional reputation in one's community and among one's peers. A Site Supervisor is required to have a minimum of five years practical experience. Exceptions may be granted by the Director and Dean of University Programs.

A Site Supervisor must agree to comply with any regulations regarding internships that pertain to the state where the site is located.

**Grievances:**

In the event the Director of Internships receives negative information concerning the intern from the Site Supervisor, the Director of Internships will contact the Site Supervisor in order to correct the grievance. If an amicable solution is not achieved, then the matter will be taken to the Dean of University Programs to decide if continuation of the internship process is in everyone's best interest.

**Notification of Acceptance**

The Executive Secretary of Internships will notify the Site Supervisor of acceptance to the program and provide the three 4-week grading and evaluation forms that are required to monitor the internship program.

## INTERNSHIP COURSE OUTLINE

The standard 180 hour internship program will consist of:

**70% (126 hours minimum) of the required hours must be related to topics specific to the Instructional Practicum courses:**

- Nutritional Assessment, Dietary Habits, and Nutritional Needs of Athletes
- On-Field Assessment Procedures, Emergency Care, Sports Injuries Associated with Females, Pediatric, and Older Adults
- Exercise Prescription and Testing for all Age Groups and Special Needs
- Active and Passive Rehabilitation and Strengthening Protocols
- Taping and Bracing Techniques
- Passive Modalities such as Heat, Ice, Ultrasound, Laser, Electrical Therapy, etc.

**20% (36 hours maximum) of the required hours can be in:**

- Sport Event Planning and Organization
- Sport Event Marketing
- Sport Medicine Center
- Research in Sports-Related Topics
- Assistant in a University Cardiorespiratory Lab
- Assistant to a Sport Facilities Manager
- Assistant in a University Human Anatomy Lab
- Assistant in a Biomechanics or Kinesiology Lab

**10% (18 hours maximum) of the required hours can be in:**

- A Sports Medicine Clinic
- Sports Physical Therapy Clinic
- Spine Clinic
- Stroke Rehabilitation
- Cardiovascular Rehabilitation
- Occupational Medicine Clinic
- Facet Joint Injections
- Pain Management Clinic

Please take into account that you need at least the total numbers of hours indicated in each category to complete the required 180 hours to pass this course. However, you can complete all 180 hours from the first category and no hours from the other two.

## **SITE SUPERVISOR RESPONSIBILITIES**

The responsibilities of the Site Supervisor are multifaceted. The primary function is to provide an environment conducive to clinical education. The Site Supervisor must recognize the impact he/she may have on interns and treat the internship experience accordingly. Failure to observe strict standards of behavior and performance ultimately deprives the intern of the knowledge and training necessary to succeed in the field of sports science and rehabilitation. Supervisors provide the final chapter in the intern's clinical experience. Specific responsibilities of supervisors include the following:

1. Must remain in compliance with the inclusion guidelines as outlined above.
2. Must abide by state statutes regarding internships.
3. Must be present to observe interns during all patient contact encounters.
4. Must monitor and track intern activities and journals.
5. Must evaluate the intern's performance.
6. Must return all evaluation forms to Logan University in a timely manner according to the grading system.
7. Must provide an environment conducive to learning.
8. Must provide feedback to the intern throughout the intern's internship.
9. Must sign and verify all intern's journals and assignments.

## **EVALUATION PROCESS OF INTERN**

Evaluation by the Site Supervisor accounts for a large portion of the internship grade. The Site Supervisor's personal evaluation (Appendix A) should be in collaboration with the student's internship journal. Within the journal the student must list their weekly goals, research article reviews and hourly accounting. This journal should be typed. The journal is to be kept electronically so that it can be submitted to the Site Supervisor for weekly signature and then sent along with the Site Supervisor evaluation and the hourly log (Appendix B) to the Internship Executive Secretary to be placed in the student's master folder.

The Journal Entries, Hourly Accounting Log and Site Supervisor Evaluations are to be sent to the Internship Executive Secretary at weeks 4, 8, and 12 to be evaluated, and graded by the Director of Internships.

The journal and hourly log must be signed by the Site Supervisor for validation. The documents can be sent electronically, faxed or mailed to the addresses below.

Falsification of entries in this journal is a violation of the student honor code, and will likely result in suspension from the program and delay or negate graduation from Logan University.

Mail To: **Logan University**

**Dr. Laney Nelson**  
**Masters Degree Director of Internships**  
**P.O. Box 1065 Chesterfield, MO 63006-1065**

Fax To:

**636- 207- 2434**  
**Attention: Dr. Laney Nelson**

Email To:

Savanna Parrott [savanna.parrott@logan.edu](mailto:savanna.parrott@logan.edu)  
Dr. Laney Nelson [laney.nelson@logan.edu](mailto:laney.nelson@logan.edu)

## SITE SUPERVISOR TROUBLESHOOTING

As with any clinical program, the potential for protocol and/or ethical violations exists. The violations below warrant immediate interaction between the Site Supervisor and intern. Serious breaches of responsibilities may necessitate the involvement of the Dean of University Programs. Please contact us at (800) 782-3344 for guidance or counsel on disciplinary action. Some common examples requiring intervention are the following:

1. Intern fails to report on scheduled date.
2. Intern is consistently late.
3. Intern demonstrates *very* poor clinical skills.
4. Intern intentionally disobeys direction in patient care.
5. Intern is rude to a patient/staff.
6. Intern's hygiene/dress is unprofessional.
7. Intern fails to maintain an accurate journal.

## INTERN SECTION

An intern in the Capstone Clinical Internship Program cannot act as one's own Site Supervisor.

An intern in the Capstone Clinical Internship Program cannot perform in a capacity in which he/she supervises or acts as a consultant to the Site Supervisor.

An intern in the Capstone Clinical Internship Program cannot have as a Site Supervisor an individual who is an immediate family member or business partner without written consent of the Director of Internship and the Dean of University Programs.

An intern in the Capstone Clinical Internship Program cannot be paid for services provided during the internship. There are paid internship programs that will qualify for inclusion, but they must be authorized by the Director of Internships and Dean of University Programs.

A student may choose to participate in an ongoing internship program in the greater St. Louis area, one administered by Logan University, or the student may choose to participate in an internship located in an area of their choosing. The distant internship must follow all guidelines set forth by Logan University and be approved by the Director of Internships as outlined in this manual.

If a student chooses to set up one's own internship in a location distant from Logan University, the Internship certification process must start at least two trimesters prior to the anticipated start date of the internship.

A student cannot begin their internship under any circumstance until all information is finalized and authorization is sent by the Internship Executive Secretary.

All communications regarding the internship experience will occur through the students' or interns' Logan email.

All inquiries and paperwork can be accessed through the following email link on the Logan College web page.  
[sportsscienceintern@logan.edu](mailto:sportsscienceintern@logan.edu)

## INTERN DRESS CODE AND PROFESSIONAL BEHAVIOR

An indication of your level of commitment toward professionalism is shown via your dress for official duties. Logan associated shirts (not specific to the chiropractic program) are preferred in the athletic training room.

- Khaki pants/shorts, and wind pants are acceptable at all times; **shorts must be at least mid-thigh length.**
- When attending outside events, interns are encouraged to wear Logan jackets, coats, sweatshirts, or hats.
- Interns are encouraged to wear comfortable, closed-toe or athletic-type shoes at all times.
- Interns are strongly encouraged to keep fingernails relatively short and trim at all times.
- Shirts and pants must be free from wrinkles.
- **SHIRTS MUST BE TUCKED IN AT ALL TIMES.**

- Shirtsleeves should not be rolled up past the deltoid tuberosity.
- Facial hair is permitted as long as it is kept neatly groomed.
- A professional appearance must be presented: body piercing is restricted to the ears or areas not observable. Likewise, tattoos must be coverable by clothing.
- Hats may be worn for outdoor practices but must be worn in traditional fashion (e.g. baseball/softball style).
- Attire for basketball and volleyball games is to be suitable for that particular sport.
- When traveling with athletic teams, interns are expected to adhere to the athletic team's dress code. However, if no dress code exists for the athletic team, intern should keep in mind that they are representing Logan and dress accordingly. Interns should also contact the head coach if uncertain of dress code.
- Any intern not dressed appropriately will be instructed to change into their acceptable uniform or will be asked to leave the athletic training room without recording their clinical hours.
- Any intern in violation of the dress code more than two (2) times in one academic year will be subject to further disciplinary probation and/or dismissal.

### **Daily Field Experience Dress**

Dress for daily field experience may include collared shirts, sweaters, sweatshirts and T-shirts. T-shirts must be clean, unwrinkled and represent Logan.

### **Game Day Dress**

- Collared shirt required;
- Khaki pants (khaki shorts may be substituted at the discretion of the staff in charge of the sport);
- Athletic-type shoes;
- Appropriate inclement weather clothing.

### **Clinical Affiliation Sites Dress**

- Collared Shirts – Logan (non-DC) or other business casual dress;
- No jeans;
- No open-toed shoes.

### **Prohibited Items**

- Elastic bottom/cotton sweatpants
- Jeans
- Cut-off/frayed jeans, pants, and/or shorts
- Excessively baggy jeans, pants, and/or shorts
- Cut-off/midriff "belly" shirts
- Tank tops
- Sports bras only
- Spandex
- Mini skirts
- Open-toed shoes, flip flops, and/or sandals
- Clothing with holes, stains, etc.

## **WHAT INTERNS CAN DO DURING THEIR INTERNSHIP**

The following is a partial list of the activities or programs in which Logan's Masters Degree students may perform during their internship. Additional activities and programs can be authorized only by written consent of the Director of Internships or the Dean of University Programs.

- **Direct and supervise prescriptive exercise routines associated with a sports or clinical setting**
- **Direct and supervise rehabilitation programs associated with a sports or clinical setting**
- **Perform prescribed modality therapies**
- **Perform rehabilitative procedures on patient or clients associated with internship center**
- **Write and construct exercise and rehabilitative programs for clients**
- **Perform testing and evaluations of rehabilitative and exercise programs**
- **Perform sports specific testing and evaluations on teams**
- **Collect and administer research data or protocols in University setting**
- **Observe Invasive Injection and surgical procedures**

- **Observe clinical patient management and procedures**
- **Participate and observe in sports side line evaluation**
- **Participate in pre game and athletic contest preparation**
- **Conduct cardiovascular testing and rehabilitation**
- **Conduct respiratory rehabilitation and exercise procedures and protocols**
- **Organize sports camps, athletic events or exhibitions**

The intern cannot directly or independently oversee the triage, diagnosis, treatment or rehabilitation of any athlete or patient without supervisor oversight. If a Masters Degree Internship candidate is professionally licensed in another field of specialty, he/she cannot practice any skills sets that pertain to that specialty during his/her Logan internship experience. Those skill sets include: manipulation, acupuncture, injections, minor or general surgery, or the administration of anesthesia. If clarification is needed to what skill sets may or may not be employed during the Masters Degree Internship Experience, a conversation with the Director of Internship is required.

## **STEPS TO AUTHORIZATION OF THE INTERNSHIP EXPERIENCE**

1. Read the Manual and sign the **“agree to participate line”** located at the bottom of the form. (Appendix E) submit with Internship request form (Appendix F) to the Executive Secretary of Internships.
2. Fill out Internship request form (Appendix F) and submit it with the “agree to participate” form to Executive Secretary of Internships.
3. Make an appointment with Executive Secretary or Director of Internships concerning commitment and selecting a starting date.
4. The Director of Internship will call the Site supervisor to discuss Internship Proposal and indicate the need for personal interview.
5. The student Intern will make contact for Internship interview with Site Supervisor
6. The Executive Secretary sends out Site Supervisor application and affiliation agreement once the interview form has been received.
7. Once the internship office is in receipt of the affiliating agreement and the site supervisor application, agreement is taken to President Goodman for signature.
8. Once signatures are secured, letters are then sent to the intern acknowledging acceptance and clearance for internship registration. Included in the letter is the intern hour log that must be sent in with the Site Supervisor evaluation every 4 weeks during his/her internship experience.
9. A letter is sent to Site Supervisor congratulating willingness to provide this internship experience. Included in this letter is the 4 week evaluation forms and instructions concerning grading the internship experience and signing off on journal requirements which is to be sent in with the hourly log mentioned in step 7.
10. Once intern has started the internship experience, a communication is required from the intern to the Executive Secretary so that **financial aid** can be released.
11. At the completion of the internship and final grade posting, the Director of Internships will send out a thank you letter and a small gift of appreciation from the Logan University Programs to the Site Supervisor.

## **STUDENT ACTIVITY JOURNAL**

The journal is designed to document weekly goals specific to the intern site, give an hourly accounting of service, detailed patient encounters and correlate research articles with practical hands on experience. The journal is structured to provide the research and notes outlining the practical experience that will be used in the final paper requirement. The journal entries should be sterilized so as not to violate HIPAA rules of patient provisions. All entries will be reviewed by the Site Supervisor on a weekly basis as to their accuracy, completeness and merit. The Site Supervisor then can sign the weekly journal.

The journal entries should be sent to the Director of Internships on the 4th, 8th, and 12th week of the internship for administration review. The intern should retain copies of all submitted materials.

### **Journal Entry Requirements:**

1. Three Weekly Goals should be outlined per week for the internship site.
2. At least 3 written patient evaluations / encounters will be required per week. Thirty-six patient encounters/evaluations are required to complete the internship. If an intern completes the internship hourly requirement before the 12<sup>th</sup> week, there must still be 36 patient encounters/programs in the interns



journal log.

3. The weekly journal entries must be signed by the Site Supervisor.

### **Research Article Requirements:**

1. Each week three research articles must be listed, analyzed and conclusions written in the journal log. The title and abstracts should be copied and placed in the log for personal reference and recall. If an intern completes the internship hourly requirement before the 12<sup>th</sup> week, there must still be 36 journal article reviews in your journal.
  - a. 12 Articles must come from peer reviewed journals and specific to the internship experience.
  - b. 12 Articles may come from industry periodicals or magazines.
  - c. 12 Articles may come from professional brochures, hospital quarterlies, and internet searches which directly affect the latest information regarding your internship experience.
  - \* All 36 Articles may come from peer reviewed journals

### **Personal Reflection Paper of Internship Experience:**

The Personal Reflection Paper has two main objectives:

1. To create a document written in a narrative format that reflects how your internship experience has provided an educational experience.
2. To create a document written in a narrative format that tells your "story" of what this experience has taught you from a philosophical and scientific perspective.

The paper is graded using the following criteria: (Appendix C). Each of the following bullet points must be used as a paragraph title in which the subject is addressed based on the internship experience. The paragraph sub title must be in bold print and underlined. The paper must be 10 pages long, doubled spaced and typed in a 12pt font.

1. Title page (site, location, principal contacts)
2. Introduction (overview and purpose/goals)
3. Objectives (original and adaptive)
4. History (selection of site, duties and responsibilities)
5. Discussion (lessons learned, educational contradictions, research readings and communication skills)
6. Conclusion (what did you learn, personal reflection)
7. Recommendations (was your selection a wise choice? future improvements)

## **INTERN EVALUATION OF SITE SUPERVISOR AND INTERNSHIP**

Students will be asked to evaluate their internship experience at the end of the program. The evaluation is to be as honest as possible. This will allow for constructive, yet tactful, feedback to the Site Supervisor and subsequently improve the training for future interns. A copy of this evaluation form is found in Appendix D of this manual and should be mailed to the Executive Secretary of Internships at the end of the program.

## **INTERN TROUBLESHOOTING**

Problems typically arise because of miscommunication of expectations. If you find yourself frustrated, not challenged, speak directly with the Site Supervisor. Express your enthusiasm and eagerness to learn from him/her. Site Supervisors often limit student intern involvement in patient care or management until the Site Supervisor can make some evaluations as to the skill of the intern. Appropriate motivation and communicated knowledge and skill level can hasten this transition into active involvement.

If it is evident that communication will not resolve the problem, then the intern is to contact the Director of Internships. Your concerns need to be followed up with a written statement that will be placed in the students' internship file. The Director of Internships will contact the Site Supervisor and ask for his/her feedback regarding the problem before acting in the best interest of both parties.

Negative comments toward the intern or persistent negative comments toward Logan University by anyone in the Site

Supervisor's office should be brought to the Director of Internship's attention.

If any additional concerns arise that cannot be adequately addressed with the Site Supervisor they are to be taken to the Director of Internships immediately. The toll free number is 1-800-782-3344.

## **VIOLATIONS/DISCIPLINARY MEASURES**

Although off campus, Logan student/interns are bound to the rules of professional and clinical behavior as defined in the Student Handbook. A list of possible violations is presented below, but do not address every conceivable situation.

Violations include but are not limited to:

1. Theft: includes equipment, documents, monies, or services.
2. Falsification of records.
3. Destruction of property.
4. Criminal acts.
5. Consulting, examining, treatment or ordering services on a patient(s) without authorization and/or proper supervision.
6. Dress code violations.
7. Unethical or inappropriate behavior.
8. Use of alcohol or other drugs in the clinical setting.
9. Repeated violation of policies and regulations.
10. Inappropriate documentation and/or management of patient documents, e.g., unauthorized removal of patient documents from the clinic setting.
11. Failure to report for assigned rotation shifts and/or other duties.
12. Any breach of intern responsibilities previously outlined in this manual.

Breaching the responsibilities outlined above carries significant consequences. The Site Supervisor may deal with minor policy infractions individually or may refer any incident to the Director of Internships. Subsequently, the privilege of patient interaction may be lost.

Severe infractions will preclude further internship participation and possible suspension. This will require that the intern fulfill the remainder of their clinical experience through an in-house internship on campus.

**Appendix A**  
**Master's of Sports Science and Rehabilitation**  
**Internship Site Supervisor 4 Week Evaluation**

Intern Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Location: \_\_\_\_\_

Evaluation Period: \_\_\_\_\_ 4 week \_\_\_\_\_ 8 week \_\_\_\_\_ 12 week

	0	1	2	3	4	
	Unsatisfactory	Below Avg.	Average	Above Avg.	Exceptional	

**JOURNAL**

0	1	2	3	4	Goals set are realistic, met
0	1	2	3	4	Submitted journal daily and on time
0	1	2	3	4	Research articles valid and content is subject related
0	1	2	3	4	Intern shows knowledge/understanding of articles
0	1	2	3	4	Journal is chronological, orderly, and clear to read

**COMPETENCY SKILLS**

0	1	2	3	4	Competency of performing regional exam
0	1	2	3	4	Competency of performing baseline testing
0	1	2	3	4	Proficiency of data collection and interpretation
0	1	2	3	4	Proficiency with equipment utilization
0	1	2	3	4	Patient education and management

**REHABILITATION SKILLS**

0	1	2	3	4	Understands rehabilitation concepts
0	1	2	3	4	Sport Specific training skills
0	1	2	3	4	Strength and conditioning skills
0	1	2	3	4	Development and implementation of treatment plan
0	1	2	3	4	Advise home care, stretches, nutritional support, etc.

**CLINICAL REASONING**

0	1	2	3	4	Develops differential diagnosis
0	1	2	3	4	Analysis of diagnostic findings
0	1	2	3	4	Academic applications, formulate working diagnosis
0	1	2	3	4	Review of findings with patient
0	1	2	3	4	Discretion of utilization of rehabilitation concepts

**PROFESSIONALISM**

0	1	2	3	4	Professional attire and grooming
0	1	2	3	4	Adherence to patient confidentiality
0	1	2	3	4	Interaction with patients
0	1	2	3	4	Interaction with staff/clinicians
0	1	2	3	4	Assists in keeping clinic clean, treatment rooms organized, equipment maintained

**ATTITUDE/INITIATIVE/ATTENDANCE**

0	1	2	3	4	Volunteers, patient recruitment, referrals
0	1	2	3	4	Rotation shift attendance
0	1	2	3	4	Availability for patients on non-rotation days
0	1	2	3	4	Positive attitude and integrity
0	1	2	3	4	Timeliness/tardiness

Grade this 4 week period: \_\_\_\_\_ / 120

Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix B**

**Logan University Internship Hour Log**

Fill in the number of hours in each of the categories below that you completed while performing your internship at the location you selected. Please take into account that you need at least the total numbers of hours indicated in each category to complete the required 180 hours to pass this course. However, you can complete all 180 hours from the first category and no hours from the other two. Please return this form signed and dated by Site Supervisor to the Executive Secretary of Internships at the end of each 4 week period. This is a part of your grade.

Intern Name: \_\_\_\_\_ (please print) Internship Location: \_\_\_\_\_

<b>Category</b>	<b>Hours Completed by Week 4</b>	<b>Hours Completed by Week 8</b>	<b>Hours Completed by Week 12</b>
Nutritional Assessment, Dietary Habits, Nutrition of Athletes			
On-Field Assessment Procedures, Emergency Care			
Sports Injuries Assoc. with Females, Pediatrics, Older Adults			
Exercise Prescription and Testing			
Active Rehabilitation, Strengthening			
Passive Modalities			
Taping and Bracing Techniques			
<b>Category A: Total (126 hours minimum)</b>	<u>          </u>	<u>          </u>	<u>          </u>
Sport Event Planning, Organizing, Marketing			
Working in Sports Medicine Center			
Research in Sports-Related Topics			
Assistant to a Sports Facilities Manager			
Assistant in a Cardio Respiratory Lab			
Assistant in a Human Anatomy Lab			
Assistant in a Biomechanics or Kinesiology Lab			
<b>Category B: Total (36 hours maximum)</b>	<u>          </u>	<u>          </u>	<u>          </u>
Stroke Rehabilitation			
Cardiovascular Rehabilitation			
Occupational Therapy			
Facet Joint Injections			
Pain Management Clinic			
Other (specify):			
<b>Category C: Total (18 hours maximum)</b>	<u>          </u>	<u>          </u>	<u>          </u>

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C**  
**Internship Final Grading Form**

**Intern Name:** \_\_\_\_\_

**Internship Site:** \_\_\_\_\_

**Evaluation:**

	Site Supervisor Grade	Director's Grade	Hours
1 <sup>st</sup> four week period	_____/120	_____/10	
2 <sup>nd</sup> four week period	_____/120	_____/10	
3 <sup>rd</sup> four week period	_____/120	_____/10	
TOTAL	_____/____	_____/30	

**Journal Evaluation**

- Clearly Expressed Narrative Format (6 pts) \_\_\_\_\_
- Four Week Period Goals (6 pts) \_\_\_\_\_
- Weekly Research Readings (6 pts) \_\_\_\_\_
- Personal Evaluation of Intern Experience (6 pts) \_\_\_\_\_
- Submitted on Time (6 pts) \_\_\_\_\_

30 points of your grade comes from your journal and hourly log entries. The purpose of your journal is so we can evaluate and adjust your internship experience in real time. We want to insure the goals and aspirations of your internship are being met. Please write or type in narrative format and make sure you include your weekly research and experience. Please send these via email to the Director of Internships so they can be printed, reviewed and placed in your file.

**Journal Grade: (30 points)** \_\_\_\_\_

**Personal Reflection of Internship Experience**

- 10 pages (double spaced, 12pt font) 5 points \_\_\_\_\_
- Title page (site, location, principal contacts) 5 points \_\_\_\_\_
- Introduction (overview and purpose/goals) 5 points \_\_\_\_\_
- Objectives (original and retargeted) 5 points \_\_\_\_\_
- History (duties and responsibilities) 5 points \_\_\_\_\_
- Discussion (objectives, research readings, references) 5 points \_\_\_\_\_
- Conclusion (what did you learn, personal reflection) 5 points \_\_\_\_\_
- Recommendations (future improvements) 5 points \_\_\_\_\_

**Final Paper: (40 points)** \_\_\_\_\_

**Total Points:** \_\_\_\_\_

**Mid Term Grade:** \_\_\_\_\_

**Grade Assigned** \_\_\_\_\_

**Accumulative Internship hours:** \_\_\_\_\_

**Intern Evaluation of Internship Site:** \_\_\_\_\_

**Signature, Director of Internships:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Appendix D**  
**Intern's Internship Evaluation**

Please fill in the information below to let us know the strengths and weaknesses of your internship experience.

Student Intern's Name \_\_\_\_\_

Site Supervisor's Name \_\_\_\_\_

Internship Location \_\_\_\_\_

Please rate the following aspects of your internship experience:

	0	1	2	3	4	5
	Not	Poor	Fair	Adequate	Good	Excellent
	Applicable					
A. Clinical diagnostic procedures for sports injuries						_____
B. Case management for sports injuries						_____
C. On-field assessment procedures						_____
D. Physical therapy modalities procedures						_____
E. Rehabilitation procedures						_____
F. Personal teaching contact with your Site Supervisor						_____
G. Contact opportunities with athletes						_____
H. Availability of Site Supervisor						_____
I. Appropriateness of facility for managing sports injuries						_____
J. Expectations of internship met						_____

Please comment briefly on the strong points of your internship experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please comment briefly on the weak points of your internship and how improvements could be implemented. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other comments and suggestions. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature of Intern** \_\_\_\_\_ **Date** \_\_\_\_\_

**Appendix E**

**Agree to Participate in the Internship Form**

I acknowledge by my signature that I received a copy of the Masters Internship Manual. I understand that I am responsible for becoming acquainted with all of the requirements contained in the Manual.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I.D. Number \_\_\_\_\_

Detach and Return Below Portion Along with the Internship Request Form (Appendix F)

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I acknowledge by my signature that I received a copy of the Masters Internship Manual. I understand that I am responsible for becoming acquainted with all of the requirements contained in the Manual.

Name (Print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I.D. Number \_\_\_\_\_

**Appendix F**  
**Internship Request Form**

**Candidate Information:**

*Candidate Name:* \_\_\_\_\_

*Projected start date:* \_\_\_\_\_

*Candidate Address (current residence):* \_\_\_\_\_

*Candidate Email other than Logan:* \_\_\_\_\_

*Candidate Cell Phone:* \_\_\_\_\_

**Internship Site First Choice Information:**

*Internship City, State:* \_\_\_\_\_

*Internship Site Name:* \_\_\_\_\_

*Internship Site Supervisor Name:* \_\_\_\_\_

*Internship Address:* \_\_\_\_\_

*Internship Phone:* \_\_\_\_\_

*Internship Fax:* \_\_\_\_\_

*Internship Email:* \_\_\_\_\_

**Internship Site Second Choice Information:**

*Internship City, State:* \_\_\_\_\_

*Internship Site Name:* \_\_\_\_\_

*Internship Site Supervisor Name:* \_\_\_\_\_

*Internship Address:* \_\_\_\_\_

*Internship Phone:* \_\_\_\_\_

*Internship Fax:* \_\_\_\_\_

*Internship Email:* \_\_\_\_\_

To be filled in by Director:

Site #	First contact	Second contact	Third contact	Cleared for interview

**Notes:**

**Interview Preparation:**

**Director Signature:** \_\_\_\_\_ **date:** \_\_\_\_\_