



EXERCISE
PHYSIOLOGY
VALDOSTA STATE UNIVERSITY

Internship Handbook

HSEP 4550 Exercise Physiology Internship

B.S. in Exercise Physiology Degree

Valdosta State University
College of Nursing and Health Sciences
1500 North Patterson Street
Valdosta, GA 31698



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Introduction

Purpose of the Internship

The purpose of the internship is to be a capstone experiential learning experience at a professional workplace that reflects an area directly related to exercise physiology, such as strength and conditioning, clinical exercise physiology, or fitness and wellness. Tasks could include, but not limited to, health assessment, fitness testing, implementation of exercise, health/wellness coaching, facility operations, sport performance training, and health promotion. The student is required to work for a minimum of 10 weeks and complete 400 cumulative hours by the end of the semester. Working more than 40 hours per week is also not permissible.

Student Eligibility

1. A grade of “C” or better in all course requirements for the Bachelor of Science in Exercise Physiology degree except HSEP 4550
2. Graduation application returned from registrar, and all deficiencies (if any) are rectified
3. Current Adult CPR/AED certification (i.e., AHA BLS provider)
4. Professional liability insurance coverage (via [Hays Companies](#))
5. Registered American College of Sports Medicine student member
6. Completed/passed background check and drug screen (via [PreCheck.com](#))
7. Completed physical examination (within 6 months of starting internship)
8. Up-to-date immunization record and related documentation (i.e., titer results)
9. Completed student health insurance waiver or enrollment (via [United Healthcare Student Resources](#))
10. Any other requirements specific to internship site

Site Eligibility

1. Must be a professional workplace that reflects an area directly related to exercise physiology, such as strength and conditioning, clinical exercise physiology, or fitness and wellness.
2. Site supervisor, also known as “preceptor”, must hold a degree in exercise science, exercise physiology, kinesiology, physical education, or in an allied health area in order to evaluate students’ performance.
3. See also “Site Responsibilities”



Valdosta State University Guidelines for Granting Academic Credit for Participation in Internship Programs

Students who take part in an internship program under any of the various internship courses offered at Valdosta State University derive benefits of a diverse nature from their participation. Some of the benefits inherent in an internship are of an academic nature, and even the nonacademic benefits of practical experience may well justify participation in an internship program. By awarding academic credit for enrollment in an internship program, VSU formally recognizes the academic benefits of the program. The University grants semester hours of academic credit to students involved in internships, the number of hours depending upon the specific departmental internship course in which the student enrolls. The guidelines that follow have the purpose of allowing maximum flexibility within any given internship program and, at the same time, of requiring the careful thought and work by the participants that will make their internship experience academically significant.

- I. **Acceptable Programs.** In order to receive academic credit for an internship program, students must be enrolled in an established internship course offered by an academic department of Valdosta State University.
- II. **Supervision.** All interns will be assigned a faculty supervisor from the academic department in whose internship course they enroll. Supervisors will accept direct responsibility for each intern under their supervision. Faculty supervisors will carefully work out in advance all individual internship programs according to these general guidelines and college or departmental guidelines and shall specify academic requirements. The actual work experience supervision will be by the project directors of the various internship programs.
- III. **Academic Credit**
 - a. Each department that desires to offer internship opportunities will establish an internship course, with the approval of departmental faculty, appropriate executive committee(s), and the Academic Committee, carrying credit of 3, 6, or 9 semester hours or variable credit up to 12 hours in increments of three hours.
 - b. Internship courses not required as part of the major will be counted as elective credit.
 - c. The number of credit hours to be granted for a particular internship experience will be determined in advance with the intern in keeping with the guidelines pertaining to credit hours as set forth below.



IV. Guidelines for Granting Academic Credit

For example: *****The EP internship does vary some in these requirements*****

- a. For academic credit of 12 semester hours, the internship program will involve, at the minimum:
 - i. Work in an area directly related to the major field of study. The program should provide an opportunity for direct application of the knowledge gained in the classroom in the major field of study.
 - ii. A daily log of activities.
 - iii. Forty (40) hours of service each week.
 - iv. A report on the internship experience, relating it to the major field of study. The report will be made after completion of the program.
 - v. A research paper or assessment in an area appropriate to the major and bearing on some aspect of the internship program.

Undergraduate Catalog

<http://catalog.valdosta.edu/undergraduate/>



Planning for Internship

Internship Informational Meeting

The internship coordinator will meet with "**Block 2**" students during a class meeting by the midterm point of the semester and inform the cohort of the "pre-internship" process, including what tasks need to be done and what forms are to be submitted prior to the internship semester.

Pre-Internship Documents/Tasks

Students are responsible for turning in and completing ALL documents and tasks required by the assigned deadline(s) prior to beginning of internship. The deadline(s) and appropriate documentation for the items will be communicated by the exercise physiology internship coordinator. The coordinator will also explain or demonstrate how to complete each item. Students cannot start at the internship site until all pre-internship documents and tasks are completed.

Finding an Internship Site

Students will be provided a list of BSEP approved internship and currently contracted sites. It is encouraged that students be advised by the internship coordinator when determining and seeking out an internship site. If a student wants to setup a new site, it must be done as soon as possible. The contract process can take several months, and is suggested to be started no later than the start of **3rd Block**.

Registration

The student will register for the HSEP 4550 course for their final semester. No other coursework within the Exercise Physiology program will be allowed during the semester of internship. If the student plans to take other courses (i.e. prerequisites for graduate school), those courses must be approved by the BSEP program director prior to registration.



Requirements of Internship Participants

Student Responsibilities

1. Read and adhere to all policies and regulations as stated in the internship handbook
2. Contact internship site to determine internship hours, what the site expects, and the proper attire
3. Dress professionally at all times: neat, clean, and suitably dressed for duties every day
4. Be actively engaged, have an open mind, and ask questions and learn as much as possible from this experience
5. Adhere to designed deadlines for course graded items
6. Act professionally at all times: be courteous, reliable, logical, well mannered, non- defensive, and willing to learn at any time.
7. Strive to exceed performance expectations at all times
8. Provide proof of health insurance and documentation that you are free of any infectious disease and are mentally and physically capable of functioning in the internship site
9. Adhere to all university policies associated with the internship
10. Plan and execute all requirements of the internship
11. Become familiar with all internship site policies, procedures, and practices when applicable
12. Understand legal and professional limits and responsibilities
13. Function as an integral member of the internship site staff, be prompt, reliable, and loyal to the site, and determine and accept roles and responsibilities
14. Keep up with a time log and complete reports of the internship experience and submit these items to the internship coordinator by the designated due dates
15. Complete a minimum of 10 weeks and 400 clock hours at the designated internship site
16. Have site supervisor complete the final intern performance evaluation
17. Complete educational in-services and attend meetings with fellow interns and internship coordinator
18. Complete ACSM EP-C or NSCA CSCS exam and submit official score report to the internship coordinator
19. Complete an evaluation of internship site and experience
20. Adhere to the university academic calendar – i.e., start internship the day of classes and finish by the last day of classes
21. Notify the site supervisor and internship coordinator in the event of an illness or other reasons for an unavoidable absence, especially extended absences from internship



Requirements of Internship Participants (cont...)

****Remember that you are not only giving a representation of YOUR knowledge, skills, and work ethic, but also, a representation of OUR program as a whole. Your actions throughout this internship could shape a relationship not only with you and the facility at which you will intern, but with this university and our program as well!**

Site Requirements

1. Complete the contractual agreement
2. Supervise, mentor, and train the intern throughout the duration of the internship
3. Complete the student evaluation upon (or close to) completion of the internship
4. Provide the intern an area (i.e., a room) in which they can complete the required graded items – e.g., the educational in-services



Background Check and Drug Screen

PreCheck Instructions

It is required that students comply with “pre-employment”- like procedures, such as completing and passing a criminal background check and drug screen. This all is to be completed before the internship is started. It is recommended that this all be done several weeks (at least) before the semester starts. The background check alone may take 1 to 2-weeks to complete, or longer. The drug screen typically will take a few days for results.

- 1) Go to <https://candidate.precheck.com/studentcheck>
- 2) In the box that is titled “School and Program”, start typing “Valdosta State University” and then select “Valdosta State University – Exercise Science Background Check and Drug Screen”
- 3) For “Select Program”, select “Exercise Science”
- 4) For “Select Services”, select both services
- 5) Click on “Start Application” and follow the prompts and instructions to complete the orders.
- 6) You will be given specific instructions on how to complete the “drug screen” and how you can select a lab/clinic to go do the screening. You will need to bring the “order form” you will be given in order to complete this.
- 7) The cost of the drug screen is **\$35-45** and the background check is **~\$90**.
- 8) *PreCheck* will contact you once your results are in the system.
- 9) You are to submit a digital copy of your results from *PreCheck* to the internship coordinator.



ACSM Membership and Liability Insurance

ACSM Student Membership Registration

It is required that students registered as a “student membership” with ACSM. The cost is \$10 for one-year. This membership is required in order to enroll in the professional liability insurance program that is required.

- 1) Go to <https://www.acsm.org/acsm-membership/membership/join>
- 2) Select “student membership”
- 3) Select “I have not had prior involvement with ACSM”, or the other options if the options apply to you.
- 4) Fill out the application that comes up to create an account with ACSM, then select “join as student” (non-medical).
- 5) Finish registration and pay for the membership **(\$10)**.
- 6) Forward the invoice/receipt that is emailed to you to the internship coordinator.



ACSM Membership and Liability Insurance (cont...)

Liability Insurance Coverage Enrollment

It is required that students have professional liability insurance coverage through the course of the internship semester. To comply, Hays Companies offers coverage for “student members” with ACSM.

- 1) Register as an ACSM student member
- 2) Go to <https://acsm.haysprograms.com/index.php/apply>
- 3) Fill out the application, and be sure to address the following specific things:
 - a. Do not indicate a “company name”
 - b. Include your “student membership” number given to you by ACSM where it is indicated on the application
 - c. Indicate any “certifications” you may already have (i.e., CPR certified). If you at the time have no certification, select “no certification”
 - d. Select “high school diploma”, “associate’s degree”, or higher (if you have already earned a higher degree)
 - e. Select “yes” for “Does your education qualify you for your profession?”
 - f. Select “No” for “Are you licensed in accordance with federal/state requirements?”
 - g. For “Employment Status”, select “Student”
 - h. Indicate “0” for gross sales, and “No” for “group/business coverage”
 - i. For “Occupation/Area of Study”, select “Exercise Physiologist (Non Clinical)” and “Exercise Physiologist (Clinical)”
 - j. Effective date to start coverage should be the first day, such as the first day of the semester, you are to start your internship
 - k. Select “\$1 million to 3 million” as the applicable limit option
 - l. Answer the “warranty questions” accordingly
 - m. Select “No” for the TRIA coverage
- 4) After you “submit” the completed application, you will receive an email that your application is under review.
- 5) Once your application has been approved, which may take up to a few days, you then need to follow Hays instructions to pay for the coverage (~\$84).



Student Health Insurance

Health Insurance Coverage Instructions

Students are required to have “health insurance” during the internship semester. As a VSU student, majoring in exercise physiology, in the final semester in which you enroll in the EP internship course (HSEP 4550), it is setup that you will be automatically enrolled in the “student health insurance program” that VSU uses (United Healthcare). The cost for this is ~\$1200 for the semester. However, if you already have health insurance coverage, such as through a parent or personally pay for coverage, you are eligible to “waive” this student health insurance coverage.

- Prior to the semester, the internship coordinator will submit all students’ names who are to be interning in the upcoming semester to the *Registrar’s Office* to be added to the **United Healthcare Student Resources** system
- Once prompted by the internship coordinator, go to <https://studentcenter.uhcsr.com/valdosta>
 - If you have health insurance coverage, you will need to request a “waiver”, so select waiver coverage and follow the prompts.
 - If you do not have health insurance coverage, you need to be enrolled in the *United Healthcare Student Resources* plan. Select opt-in and follow the prompts.



ACEMAPP

ACEMAPP Instructions

ACEMAPP is a secure platform that students interning in some hospital settings may be required to use by the internship site to upload and give access to their pre-internship materials and other “pre-employment” requirements (e.g., immunization record, CPR/AED certificate, background check, drug screening, TB test results, etc.).

- Once accepted to the internship site (hospital), the student should be informed by the site to whether ACEMAPP will be required to submit pre-internship materials.
- Student is to inform the internship coordinator and then the coordinator will contact the CONHS clinical education coordinator to get the student access to start their ACEMAPP account setup.
 - The student’s name, email, DOB, and internship site location and area will be provided to the clinical education coordinator to give the student access to setup their ACEMAPP account.
 - Once account setup access is given, an email will be sent to the student from ACEMAPP to complete their account setup. The student will be required to pay a **\$50 fee** to create and complete this account.
 - All tasks and materials – which is specified by the internship site – indicated on the student’s ACEMAPP checklist must be completed before the communicated deadline by the internship site.
 - Once proof of tasks/materials is submitted by the student, the CONHS clinical education coordinator and/or internship site ACEMAPP coordinator may have to verify completion/submission. If this verification is not done soon (i.e., days or a week) after the student’s submission, the student should contact the BSEP internship coordinator to reach out to get this verification completed.



Certification Exam

Option1

Certified Exercise Physiologist (EP-C):

Requirements:

- ✓ Minimum of a Bachelor's Degree in Exercise Science, Exercise Physiology or Kinesiology. Candidates are eligible to take the exam in the last semester of their degree program
- ✓ Adult CPR/AED Certification (with hands-on practical skills component)

Cost: ACSM Members \$279, Non-members \$349, Retest \$175

<https://www.acsm.org/certification/get-certified/exercise-physiologist>

*See “**Register Today**” to complete registration

*Upon completion of the exam, must print out and **submit exam report** to the internship coordinator and BSEP program director

Suggested Study Materials

- ACSM. (2022). Guidelines for Exercise Testing and Prescription. 11th edition. Wolters Kluwer: Philadelphia, PA.
- ACSM. (2022). ACSM’s Resources for the Exercise Physiologist. 3rd edition. Wolters Kluwer: Philadelphia, PA.



Certification Exam (cont...)

Option2

Certified Strength and Conditioning Specialist (CSCS):

Requirements:

- ✓ Minimum of a Bachelor's Degree in Exercise Science, Exercise Physiology or Kinesiology. Candidates are eligible to take the exam in the last semester of their degree program
- ✓ Adult CPR/AED Certification (with hands-on practical skills component)

Cost: NSCA Members \$340, Non-members \$475, Retest Both Sections \$340/\$475, Retest One Section \$250/\$385

<https://www.nscac.com/certification/cscs/>

*See “**Register for the CSCS Exam**” to complete registration

*Upon completion of the exam, must print out and **submit exam report** to the internship coordinator and BSEP program director

Suggested Study Material

- NSCA. (2016). Essentials of Strength Training and Conditioning. 4th edition. Human Kinetics: Champaign, IL.