

Preparing for HHP 440I

Essential preparation items for HHP 440I Internship in Health and Human Performance (12 or 6 credits)

These items are about activities and requirements **before** the internship experience. Requirements during the course are outlined and explained via D2L. All materials related to HHP 440I (packet, list of sites, and log information) can be found either in the HHP Administrative Office or on the internship board across from the computer lab.

HHP 4989: Pre-Internship and Career Seminar:

This class is **required** to be taken the semester before a student beginning their internship.

- Provides detailed information on the internship experience, expectations, and protocols to ensure successful completion of all internship requirements
- Helps students develop professional skills such as creating a resume/cover letter, interview skills, professional dress/etiquette, etc.

Liability Insurance:

- The cost of liability insurance for HHP 440I will be placed on your student account during the semester you are enrolled in HHP 440I.

List of Sites:

- This list of sites represents locations where students have completed internship hours in the past
- It does not include potential locations where students can complete their internship hours
- ***The list of sites is a guideline only***
- Some sites may no longer be accepting interns, or may only accept interns for specific semesters, or contact information may have changed. Again, this list is only a **guideline**.
- Any question about the suitability of a site should begin with a conversation between the advisor and the student
- Questions regarding logistics (ex.: completing hours at a location where a student currently works) can be directed to the internship coordinator teaching the course for that semester.

Appendix A:

- Appendix A is signed by the student's advisor which confirms the student will not have more than 12 hours after the internship is complete
- Any situations that may require additional follow-up on the part of the internship instructor to confirm a student has no more than 12 hours should be indicated on the form
- Appendix A should be submitted with the 440I Pre-Enrollment Form. Students do NOT need to have a site identified to complete and submit this form.

Appendix B:

- This form is to be completed with both the student and the site supervisor where the student is interning **before** hour accumulation
- Failure to submit appendix B before starting hour accumulation may result in the hours earned before its submission to not count towards the 360 or 180 total hours
- It is highly recommended that students take **Appendix D (Agency Evaluation of Student)** with them to the initial meeting when Appendix B is completed. This way, students and site supervisors will know and can discuss, ahead of time, the skills, traits, and behaviors supervisors will be asked to use to evaluate the intern.

Other notables:

- The internship is worth 12 or 6 credits
- Requires 360 or 180 hours of on-site experience and is graded Pass/Fail (No Impact on APSU GPA).
- Students are ultimately responsible for finding their sites. We do not place students in sites. We field questions when necessary but treat this experience as "practice" for students when they try to find a job. Advisors are the best sources for students who inquire about the appropriateness of a site for that student's concentration and future career goals.
- The internship coordinators manage the course and materials and can make suggestions/recommendations regarding the logistics of site selections.
- Some sites require Affiliation Agreements (these are contracts between the site and the university and are generated by the internship site). We often do not know which sites require agreements, or if an agreement needs to be updated until a student goes to that site. If a student identifies a site that requires a NEW or Renewed Affiliation Agreement, it is recommended **they** initiate the process as soon as possible and work on finding a backup site as agreements can take 1-3 months to be finalized.