

PART III. CONTRACT OF AGREEMENT

AGREEMENT made this ____ day of ____ month, year____, by and between The Department of Kinesiology, West Chester University (WCU) and the above-named internship site

_____ (Agency).

PURPOSE: the purpose of this affiliation is to establish roles and responsibilities of the parties in the conduct of the WCU student during his/her internship.

WCU student,_____ will obtain 250 hours of experience in the above named Agency starting on _____ and completing on _____, and will be registered/enrolled for the _____ (Fall, Spring, Summer I, II) semester.

RESPONSIBILITIES OF WCU

The Department Secretary will

- Provide the site supervisor with an original copy of the internship application and contract of agreement.
- Provide the site supervisor with a copy of the midterm and final evaluation forms.

RESPONSIBILITIES OF UNIVERSITY INTERNSHIP ADVISOR

It is the responsibility of the University Internship Advisor to

- Guide and monitor the intern's progress
- Meet with the intern (in person or by email, telephone, or fax) to assess the status and progress
- Visit or call the agency supervisor regarding the status and progress of the intern
- Reassign the intern to another agency, if the internship is not mutually satisfactory
- Assign the intern a final grade based on the criteria stipulated herein

RESPONSIBILITIES OF THE STUDENT INTERN

It is the responsibility of the student to:

- Perform duties as directed by agency supervisor to include all facets of agency operations, as outlined within the specific contract between agency and university
- If Clinical: Effectively carry out treatment programs under the direction of the therapist or supervisor.
- Complete a minimum of 250 clock hours (per 6 credit hour course) of work at the agency
- Become familiar with and comply with agency regulations
- Maintain contact with university advisor via phone, e-mail, fax, as directed by the university advisor
- Promptly notify the university advisor if there is a problem concerning the internship/practicum experience.
- Submit final report, journal, and other assigned projects requested by university advisor at the end of the internship period.

RESPONSIBILITIES OF AGENCY AND SITE SUPERVISOR

It is the responsibility of the agency and site supervisor to

- Confer with the student regarding duties, responsibilities, and specific schedule of hours to be worked, as outlined within the contract between agency and university.
- Provide the student with a variety of challenging opportunities that will lead to the student's growth.

Examples may include, but are not limited to

- Fitness assessments
- Fitness and stress testing
- Exercise prescription
- Equipment calibration and maintenance
- Exercise leadership
- Data collection and analysis, record keeping
- Supervision and/or monitoring of exercise
- Fitness counseling

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