



Welcome to the KiND Internship Meeting

*Exercise Science/Human Performance
Majors*

Spring 2023 Internships



UNC



From the UNC Undergraduate Catalog:

Prerequisites:

- ✓ Completion of SES 490
- ✓ SES prefix courses → grade of “C” or higher
 - ✓ Exercise Science ****SES GPA ≥ 2.7****
 - ✓ Human Performance
- ✓ Current BLS/CPR certification
- ✓ Consent of the Internship Director
- ✓ Supervised experience in Sport and Exercise Science emphasis
- ✓ S/U graded (**Satisfactory = pass/Unsatisfactory = fail**)
- ✓ Repeatable, maximum of 12 credits
- ✓ Credits 6-12 (can complete two 6-credit internships)
 - ✓ 6 credits = 225 hours; 12 credits = 450 hours





Where do I start?

1. Identify an internship location that satisfies your career goals

- Where do you plan on living?
- Talk with your advisor about internship location ideas
- Check out potential internship program websites





Where do I start?

1. Identify an internship site that satisfies your career goals
2. **Contact potential internship sites**
 - Approach them as if you were applying for a job
 - Provide a resume & cover letter
 - Wear professional attire (“business casual”)

What **NOT** to wear:



What to wear:





Where do I start?

1. Identify an internship site that satisfies your career goals
2. Contact potential internship sites
3. **Most sites will expect a face-to-face interview. Be prepared!**

The screenshot shows the 'Center for Career Readiness' website with a dark blue header. Below the header is a navigation menu with links for Home, About Us, Students, Employers, Faculty, and Alumni. Social media icons for Facebook and Twitter are also present. A breadcrumb trail reads: UNC > Center for Career Readiness > Students > Getting a Job > Interviewing. The main content area is titled 'Interviewing' and includes a sub-header: 'Feeling stressed thinking about an upcoming interview? You are not alone. There are ways to combat this, though, and Center for Career Readiness is here to help.' Below this are nine icons representing different interview topics: How to Prepare, Sample Questions, Behavioral Based Tips, Group Interview Tips, Legal/Illegal Questions, Phone/Video Interviews, Dress for Success, and Schedule a Mock Interview. A sidebar on the right lists: Internship/Job Search, Resume and CV, Cover Letter, Recommendation Letters, Interviewing, Networking, Diversity Resources, and Campus Resources. At the bottom right is a 'HANDSHAKE' logo.





Where do I start?

1. Identify an internship site that satisfies your career goals
2. Contact potential internship sites
3. Most sites will expect a face-to-face interview. Be prepared!
4. **Satisfy any requirements of the internship site**
 - Hospitals may want → Background check, drug test, proof of immunizations, and other items completed.





After the internship has been offered to you:

1. Complete an **Internship Request Form**

- **PDF on SES website (unco.edu/nhs/sport-exercise-science/resources/)**



UNC > College of Natural and Health Sciences > Kinesiology > Resources

Resources

Explore resources, forms, and other information for undergraduate and graduate students and faculty.

→ Contact An Advisor

→ Graduate Student Forms and Resources

↓ **Internship Forms and Resources**

SES Fall Internship Meeting Slides



SES Internship Request Form

SES Internship Manual

SES: Exercise Science Major GPA Calculator

→ Student Organizations, Employment, and Resources



After the internship has been offered to you:

1. Complete an **Internship Request Form**

- **PDF on SES website** (<https://www.unco.edu/nhs/sport-exercise-science/>)

SES – INTERNSHIP REQUEST FORM

After you complete this form, PRINT it out and submit it to the Internship Director in your area before the deadline listed in the Internship Manual.

Undergraduate:

*Choose one of the following

Graduate: *Choose one of the following

If you chose a variable credit, please choose your credit hours (1-6):

2 credits = 75 hours; 6 credits = 225 hours; 12 credits = 450 hours

Undergraduate students – If you choose SES 492 for 6 credits and will be doing 2 6-credit internships in the same semester, you need to fill out 2 of these forms.

Semester of Internship: Year *Choose one of the following

Student Name: Bear Number: **x1234**

UNC e-mail: Phone Number:

Internship Agency Name:

Agency Address:

City State Zip

Agency Supervisor Name & Title:

Agency Supervisor e-mail:

Contract Person Name and Title:

Phone Number and E-Mail:

(Contract Person is person authorized to sign a legal contract at the internship agency. If your internship is with a school the Athletic Director or upper Administration must sign contract.)

Job Title & Description of Proposed Work or Coaching Activities:

Start Date: End Date: No later than the **FRIDAY OF FINALS WEEK**

Hours per week:

Additional Paperwork? (e.g., background check, HIPPA, drug test) * Choose one of the following

FOR SES USE ONLY:

Contract Status:

Advisor Notes:

Cleared for Section:

CRN:



After the internship has been offered to you, turn in:

- 1. Complete an Internship Request Form**
- 2. CPR Certification**
 - Hospital Internships (may require AHA)



**American
Heart
Association®**



**American
Red Cross**



UNC

UNIVERSITY OF
NORTHERN
COLORADO

Adult CPR, AED, & First Aid Training

September 23

Location: Ben Nighthorse Campbell Center (BNCC), Rm 1100

October 7

Blended Learning Format: This course has both online eLearning as well as instructor-led classroom components. eLearning online content component must be completed **BEFORE** attending the class.

November 4

Registration: Register in advance with Kacie Kondrotis at the BNCC Front Desk. Payment is due at time of registration.

December 2

Cost: \$75

3:00-4:30 PM

Payment: Cash, Credit Cards, or Check made payable to UNCCRI

Questions: Email Michael Lazio at Michael.Lazio@unco.edu

The class may be cancelled if fewer than 4 students are registered



After the internship has been offered to you, turn in:

1. Complete an Internship Request Form
2. CPR Certification
3. **Resume**
 - UNCO Center for Career Readiness

Resume/Curriculum Vitae

The purpose of a resume/curriculum vitae (CV) is to earn an interview by providing an overview of your relevant experiences to potential employers. Career Counselors are here to offer personalized feedback at any stage in your resume writing process.

For additional support schedule an **appointment with a Career Counselor**

GENERAL RESUME SAMPLE

RESUME CHECKLIST

RESUME HEADS/ACTION VERBS

CV SAMPLE CATEGORIES

SAMPLE CV

Name	
E-mail	
Address	
Phone Number	
LinkedIn Profile Address (optional)	
<hr/>	
SUMMARY OF QUALIFICATIONS	
• <i>[List exactly (word for word) what you match in the minimum and preferred qualifications of job description]</i>	
•	
•	
EDUCATION	
Bachelor/Master/Doctorate of _____ in _____	Expected: Month 20XX
Minor in _____	
University of Northern Colorado, Greeley, CO	
Study Abroad	
•	
RELATED EXPERIENCE	
Position Title	
Place/Organization, City, State	Month 20XX-Month 20XX
• <i>[Action Verb + Task & Details + Result/Outcome (see reverse bullet statements section)]</i>	
•	
•	
Position Title	
Place/Organization, City, State	Month 20XX-Month 20XX
•	
•	
•	
ADDITIONAL EXPERIENCE	
Position Title	
Company Name/Organization, City, State	Month 20XX-Month 20XX
•	
•	
Position Title	
Company Name/Organization, City, State	Month 20XX-Month 20XX
•	
•	
•	
<i>[Other experiences not yet listed go here]</i>	
•	
•	
•	



After the internship has been offered to you:

1. Complete an Internship Request Form
2. CPR Certification
3. Resume

- Submit the above required UNC documents before the following deadlines:

(Friday, two weeks before finals week)

➤ *For Spring 2023 semester internships – November 18, 2022*

➤ *For Summer 2023 semester internships – April 14, 2023*

➤ *For Fall 2023 semester internship – July 14, 2023*

- Submit to the internship coordinator BEFORE the deadline via email at Sara.Winges@unco.edu



Responsibilities During Internship:

- ✓ Complete and submit complete Weekly Logs documenting the required number of hours before Friday of finals week
 - ✓ 12 credits = 450 clock hours / 6 credits = 225 clock hours
- ✓ Check/Read/Respond
 - ✓ bears.unco.edu / Canvas / Canvas email (on your phone?)!
- ✓ Weekly Log Sheets– hours/comments/signatures
- ✓ Mid-Term Check-in
- ✓ Reflection Paper
- ✓ Internship Project Plan & Summary
- ✓ Final Self Evaluation
- ✓ Satisfactory Evaluation from Site Supervisor (they will receive a link via email to complete the evaluation)



Weekly Log Sheets

- All hours must be documented on the log sheets provided in canvas
- Only complete log sheets will be accepted
- **Dates** – match semester Week
- **Agency** – internship site
- **Student**
- **Supervisor** – matches information provided to internship coordinator & signature
- **Daily** – hours and description of duties for the day
- **Supervisor’s comments** – at least once a month the supervisor should supply comments
- **Weekly Total Hours**
- **Running total Hours**
- **Signatures** – you AND your supervisor MUST sign the completed form

Internship Hours Log Sheet

Fall 2021

Must be completed and submitted on Canvas under 'Log Sheets' assignments corresponding to Semester Week # during which the reported hours were accrued. Hours will not be accepted without both the Student and Supervisor Signatures.

Week 1: 8/23 - 8/29

Student Intern: Sam Student

Agency: Banner Health*

Supervisor: Jessie Super*

Report hours in 15 minute (0.25) increments

Monday 0 hrs	Summary of work:
Tuesday 4.5 hrs	Summary of work: Cleaning, COVID procedures
Wednesday 8.0 hrs	Summary of work: assisted w/ exercises, organized patient files
Thursday 8.0 hrs	Summary of work: assisted w/ exercises, programming work
Friday 8.0 hrs	Summary of work: assisted w/ exercises, programming work, filing
Saturday 0 hrs	Summary of work:
Sunday 0 hrs	Summary of work:
Supervisor's Comments: **	
Weekly Total (hrs): 28.5*	Running Total (hrs): 60.5*

You MUST sign & date

Supervisor must sign AFTER you have filled in everything else

Student Intern Signature _____ Date _____

Supervisor Signature _____ Date _____



- Application for Graduation (unco.edu/registrar/graduation)
 - Spring graduation application
 - **March 5th** / April 17th to have name in commencement program
 - May 5th, 2023 – final deadline to graduate in Spring 2023
 - Summer graduation application
 - **March 5th** / April 17th to have name in commencement program
 - August 4th, 2023 – final deadline to graduate in Summer 2023

Graduation

APPLYING FOR UNDERGRADUATE GRADUATION

[Home](#) [Registration Information](#) [Current Students](#) [Graduation](#) [Transferring Credit to UNC](#) [Residency](#) [Veteran Services](#)

[Faculty & Staff](#)

[UNC](#) > [Office of the Registrar](#) > [Graduation](#) > [Applying for Undergraduate Graduation](#)

Applying for Undergraduate Graduation

Bachelor's Degrees

[Undergraduate Graduation Requirements](#)

[Applying for Graduation](#)

[Cap & Gown \(Regalia\) Ordering](#)



Spring 2023 Internship Application Due Friday, **November 18th**

1. Internship Request Form
2. CPR Certification
3. Current Resume

Submit via email Sara.Winges@unco.edu

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Agency Address:
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Agency Supervisor Name & Title:

Agency Supervisor e-mail:

Contract Person Name and Title:

Phone Number and E-Mail:

(Contract Person is person authorized to sign a legal contract at the internship agency. If your internship is with a school the Athletic Director or upper Administration must sign contract.)

Job Title & Description of Proposed Work or Coaching Activities:

Start Date: End Date: No later than the **FRIDAY OF FINALS WEEK**

Hours per week:

Additional Paperwork? (e.g., background check, HIPPA, drug test) * Choose one of the following



Name
Street Address
City, State, Zip Code
Call Phone
Home Phone/Office Phone
E-mail Address

Objective
Clear and concise statement of professional goal (job or position)

Qualification Highlights
Experience that directly relates to job description

- You may choose to highlight a specific skill that relates to the position (e.g., bilingual, computer and technology proficient, certified diesel technician).
- Only highlight specific skills, certifications, or licenses that indicate you meet (or exceed) the minimum qualifications.
- Only highlight personal traits if they clearly meet the position description (e.g., if a sales position requires an outgoing personality, highlight theater experience and previous sales experience).

Professional Skills

- You may want to list skills with clear "because" statements, demonstrating your mastery of a skill because of your volunteer work, internship, previous employment, or similar accomplishment.

Sales
You may also want to use a key skill as the focal point (e.g., sales) and include a series of brief statements that demonstrate range or depth of experience in that skill:

- Fundraising for your youth group (name of organization, date)
- Customer service call experience
- Voter recruitment initiative participation
- Census bureau work

Skill 2

Employment History
You may not need this category if you covered it in the skill summaries above.

Education
List earned degrees and incomplete education if applicable:

- Undergraduate Studies: 86 credits, University of State

References
List names of references, their positions, and their contact information or include "references upon request"



Questions?

Dr. Sara Winges
Sara.Winges@unco.edu
970-351-1956