



**University of Florida
Applied Physiology and Kinesiology (APK)
Undergraduate Internship
Policies and Procedures Manual**

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SECTION I: INTRODUCTION

Description

The internship course is a capstone experience designed as a culminating requirement for the Bachelor of Science in Applied Physiology and Kinesiology (APK). The internship is a practical, professional experience in a healthcare, fitness/wellness, or research setting, in which interns earn a grade of S (Satisfactory) or U (Unsatisfactory). Interns must complete the internship with a grade of S in order to graduate. Paid internships are permitted; however, all arrangements surrounding payment are between the intern and the site.

Expectations

The internship must parallel the university calendar. Interns are expected to conform to the work and holiday schedule of the agency at which they are interning, which may not align with UF schedule. Interns are expected to complete a minimum of 520 total hours. Distribution of hours worked should be agreed upon by the intern and supervisor, and based on the requirements of the activities and projects assigned. Please note that the site schedule may not align with UF schedule.

For the Fall and Spring semesters, the internship officially commences on the first day of classes at the University of Florida and will end on the last day of classes. Fall and Spring interns are expected to participate in internship duties/responsibilities for 35-40 hours each week for a minimum of 520 total hours.

For the Summer C semester, the internship officially commences on the first day of classes and will end on the last day of classes at the University of Florida. Summer C interns are expected to work 40 hours each week, for a minimum of 520 total hours.

Intern Eligibility

Students who successfully complete the following are eligible for internship:

1. Pre-internship modules and assessments in Canvas by established Department deadlines.
2. ALL degree requirements (including minors, double majors, dual degrees, etc.) prior to beginning the internship experience. Any student with grades of N, NG, or I on their academic record will not be permitted to intern until a final grade has been assigned. NOTE: no additional coursework is permitted during the internship.

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3. Submission of the complete internship application packet on or before the published deadline provided on the Department website.
4. Have an overall GPA of 2.0 or higher.
5. Have an upper division GPA of 2.0 or higher.
6. Register for APK 4940c by the UF deadline.

Eligibility requirements listed above represent department policy regarding the structure of the internship program. Exceptions to these policies are *extremely rare* and require unusual circumstances for approval. Exceptions are granted at the discretion of the Department via College petition.

Goals and Objectives

1. Integration of classroom knowledge and skills with on-the-job roles, responsibilities, and activities.
2. Provide an active learning process which will allow students to progress as professionals.
3. Promote supervised skill acquisition and critical thinking under the supervision of qualified professionals.
4. Contribute significantly to the activities, events, and projects of the internship organization.
5. Prepare qualified professionals for future employment and/or graduate education.

Student Learning Outcomes (SLO's)

1. Integrate principles and methods of math, social sciences, and arts and humanities to applied physiology and kinesiology, wellness, and/or fitness environments. For example:
 - a. Intern can perform body composition calculations.
 - b. Intern can identify socioeconomic impacts on health and fitness behaviors.
 - c. Intern can calculate target and max heart rates in order to prescribe aerobic exercise
2. Identify and relate the nomenclature, structures, and locations of components of human anatomy to health, disease, and physical activity. For example:
 - a. Intern can identify muscles used in specific exercises and name other exercises that use those muscles.
 - b. Intern can name specific structures damaged by pathologies like diabetes.

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3. Identify, examine, and explain physiological mechanisms of homeostasis at various levels of an organism (i.e., cells, tissues, organs, systems). For example:
 - a. Intern can explain the baroreflex.
 - b. Intern can explain why skeletal muscle cells atrophy when immobilized.
 - c. Intern can describe the impact of respiration on blood pH.
4. Investigate and explain the effects of physical activity on psychological health as well as the perspectives used to enhance adherence to healthier lifestyles. For example:
 - a. Intern can explain how exercise helps depression.
 - b. Intern knows where to locate information related to psychological health impacts of various activities.
 - c. Interns can identify and properly refer individuals with eating disorders.
5. Identify and explain the acute and chronic anatomical and physiological adaptations to exercise, training, and physical activity. For example:
 - a. Intern can explain why resting HR and BP are reduced following endurance training.
 - b. Intern can identify immediate and long-term benefits of resistance training.
6. Select and utilize the appropriate scientific principles when assessing the health and fitness of an individual and prescribing physical activity based on those assessments. For example:
 - a. Intern can select a safe fitness test for a cardiac patient.
 - b. Intern can perform skinfold testing and use that data to prescribe appropriate amounts of exercise.
7. Solve applied physiology and kinesiology problems from personal, scholarly, and professional perspectives using fundamental concepts of health and exercise, scientific inquiry, and analytical, critical, and creative thinking. For example:
 - a. Intern can describe which populations might be prone to ankle sprains.
 - b. Intern can identify medications which might lead to an impaired ability to perform aerobic exercise.
 - c. Intern can prescribe exercise to suit the goals of clients based on fitness assessments.
8. Collect, compare, and interpret qualitative or quantitative data in an applied physiology and kinesiology context. For example:
 - a. Intern can perform a submaximal VO₂ test and use the collected data to classify the subject's level of fitness.

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- b. Intern can perform a laboratory experiment and compare their results to other similar studies.
- 9. Effectively employ written, oral, visual, and electronic communication techniques to foster inquiry, collaboration, and engagement among applied physiology and kinesiology peers and professionals as well as with patients, clients, and/or subjects. For example:
 - a. Intern can explain to a patient the importance of hydration during exercise.
 - b. Intern can generate professional emails to ask scientific or medical questions.
 - c. Intern can generate an abstract to present research at a scientific or medical conference.

Assessment of Student Learning Outcomes (SLO's) occurs through completion of the Student Learning Outcomes (SLOs) Evaluation. Supervisors will evaluate interns on the 9 specific learning outcomes using a Likert scale. Interns must earn an average of 3 on at least 6 of the 9 competencies in order to successfully meet the internship requirement. Sites who cannot offer interns the opportunity to be evaluated on at least 6 competencies will not be approved to offer APK internship opportunities.

Benefits

The internship experience is meant to be a time of service and innovation to the supervising site as well as a significant learning opportunity for the intern. Only through a practical experience such as this can the efficient application of knowledge, ideas, and skills in a realistic work setting occur. The internship experience provides the intern with the opportunity to evaluate their strengths and weaknesses, and assess their future employment/career goals. With this, both the intern and the organization should benefit immeasurably.

Definitions

The following terms describe the parties involved in the internship experience and are used throughout this manual:

1. *Intern* is the student registered for the capstone course, APK 4940c Internship.
2. *Internship Coordinator* is the person who communicates with the internship sites, and who monitors the intern's progress during the internship.
3. *Site Supervisor* is the individual at the internship site responsible for monitoring and supervising the intern throughout the internship experience. This person provides instruction, offers advice, and

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supervision typical of that provided for a young professional in the industry/discipline. This person also provides assessment of student competencies via progress reports, midterm and final evaluations, and the Student Learning Outcomes (SLO's) evaluation. Please note that this person is not necessarily the signing authority for the internship site approval or affiliation agreement.

4. *Undergraduate Coordinator* is responsible for the oversight of the APK undergraduate curriculum, which includes the internship course.
5. *Undergraduate Internship Committee* is comprised of Intern Coordinator, Undergraduate Coordinator and Department Chair.

Intern Responsibilities

1. Read and adhere to all policies and procedures contained in the *Applied Physiology and Kinesiology (APK) Undergraduate Internship Policies and Procedures Manual*.
2. Register for APK4940C using the section number provided to you by the Internship Coordinator.
3. Make sure that your internship site has all of the materials that they require of you (i.e. proof of vaccinations, certifications) to begin experience.
4. Understand expectations and required benchmarks for success.
5. Become familiar with all APK required forms and the due dates, as indicated on the internship website. Make sure that your site supervisor is also aware of these forms and their due dates.
6. Arrange advance meetings with your site supervisor to complete and discuss all forms. Keep a copy for your own records and upload a copy as part of the Internship course in Canvas.
7. Regard your relationship with your site supervisor in the same manner as your relationship with university faculty. Expect your site supervisor to guide, correct, and advise you on a regular basis.
8. Demonstrate personal characteristics appropriate for a professional (including, but not limited to) voice, speech, reliability, manner, confidence, enthusiasm, and rapport with others.
9. Behave and dress appropriately to the particular workplace (Appendix I Professional Dress and Appearance). Avoid extremes in make-up, facial hair, clothing, and jewelry. Uphold University of Florida Student Conduct Code. It is the responsibility of the intern to review and abide by specific guidelines/policies in place the selected internship site.
10. Familiarize and abide by all site policies and procedures applicable to the intern's performance, conduct and behavior.

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11. Function as a full staff member. Assume the responsibilities and obligations of the other professional employees. (Some limitations of responsibilities will be necessary because of your limited experience and technical authority.) Follow the same calendar and daily schedule required of staff. Attend staff meetings. Sign in and out if required. Be punctual. Work the entire number of hours at the times agreed upon by you and your site supervisor. Notify your supervisor if you are unable to attend as planned and follow appropriate agency procedures.
12. Respect the confidentiality of the workplace, its clients and its workers.
13. Discuss your performance of assigned duties with the site supervisor on a regular basis. Evaluate yourself on the strong and weak parts of your performance. Take the initiative to ask the site supervisor for feedback concerning your performance.
14. Be positive and enthusiastic about the internship. Offer to assist in all organizational activities. Observation of activity should increase your experience.
15. Should patients, clients, and/or subjects request additional attention, clear such requests with the site supervisor.

Site Supervisor Expectations

1. Make sure the intern clearly understands all responsibilities and expectations. Share with the intern the on-going program plan. Provide a planned instructional program that reflects sound learning experiences for the intern.
2. Conduct a site orientation and review the Emergency Action Plan (EAP).
3. Provide the intern with a comprehensive overview of the site's organization and operation. Explain all policies and procedures, including reasons for filling out reports, records, safety, and liability issues, etc.
4. Familiarize the intern with all parts of the facility.
5. Conduct frequent evaluative sessions with the intern based on regular observation. The intern should gradually assume work assignments.
6. Discuss progress of the intern with the intern coordinator. Arrange time for the intern to talk with the intern coordinator as needed.
7. Maintain regular communication with the intern coordinator including when help is needed or a problem arises that requires solution. Inform the intern coordinator of an intern's lack of attendance, punctuality, or any problems that occur.

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8. Encourage the intern to participate in any existing in-service or extension programs affiliated with the internship site.
9. Discuss and review all reports and evaluations with the intern. Evaluate the intern's progress and offer suggestions for improvement. All forms require your signature, and due dates can be found on the internship website.

SECTION II: INTERNSHIP SELECTION AND APPROVAL

Site Selection

While the Department offers a list of approved sites, students are responsible for seeking and selecting their own internship position. Students may formally apply to one site at a time; therefore, students are encouraged to meet with multiple sites to determine which site is the best fit. Students are encouraged to begin the exploration of internship several months prior to the scheduled internship. Things to consider when selecting a site may include, but are not limited to, the following:

1. Location

There are many organizations in Florida and around the nation that may provide you with a meaningful learning experience during your internship. However, the location of the site must be chosen carefully. Many students remain here in Gainesville out of convenience as it usually saves money in living expenses. To ensure limited outside distractions the department recommends students to complete their internship in a location where family and/or financial support are readily accessible. Internships outside Gainesville may gain Department approval, however, sufficient evidence to support the decision to intern away from your “home base” must be evident. Students should be prepared to show how living expenses and personal support such as family ties will be provided. The student’s academic performance, while a major in the department is heavily considered when evaluating the appropriateness of an internship outside Gainesville.

2. Duties/Responsibilities of the internship

The organization that you choose should be one that offers a practical, professional experience in healthcare, fitness/wellness, or research. The site/organization should allow you to take an active role in duties/responsibilities. It is also important to understand what a ‘typical day’ will be at the internship.

3. Population of patients, clients, and/or subjects

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Students may wish to consider the population of the clients/patients the organization services: active, in-active, high-level athlete, pediatric, geriatric or a combination of these to name a few.

4. Availability

Students should confirm that the prospective internship site offers internship opportunities during the semester the student plans to intern.

5. Number of interns accepted per semester; how/when are decisions made?

It is important to determine the number of interns typically accepted as well as the process and timeline involved in the site's decision making process. It is not uncommon for sites to require a separate application with their own internal deadlines, which vary from APK. Please note completing of supplemental application/documents should occur after APK site approval. Please inquire about decision timelines as delays/missed APK deadlines as a result of denied internship applications could result in the postponement of the internship experience and subsequently graduation.

6. Supervision (no family or friends)

There should be at least one person available to you during the internship for guidance in the performance of your duties. This person should work closely enough with you so that they will be in a position to give a detailed evaluation of your performance as an intern. It is preferred that your supervisor have employee or internship supervisory experience, a background in APK or a closely related field and be experienced and familiar enough with the organization's activities to provide you with appropriate mentorship.

7. Opportunities for projects/activities

It is recommended that the organization have a wide variety of activities in which the intern can become involved. These projects may include but are not limited to activities such as: public speaking engagements, developing/implementing/evaluating programs, opportunities to attend workshops or conferences, business/professional writing (meeting/committee minutes, newsletter articles), designing brochures/pamphlets, marketing activities, and exposure to the organization's operating structure.

8. Schedule

The organization must be able to provide 35-40 hours/week of work time for the 15 weeks of the internship (or 40 hours/week of work time for 13 weeks in the summer). There are no particular requirements for the organization's hours of operation or shifts in which the intern works as long the shifts can provide a sufficient number of working hours. Please

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verify schedule, do not assume the hours will be 8am-5pm M-F; weekends, holidays, etc. may be required by the site. Communicate conflicts with the schedule well in advance to avoid problems.

9. Potential employment opportunities

Depending on your plans after graduation, it may be important for you to seek out an organization that may offer future employment opportunities or referrals for employment. Networking is a valued by product of the internship.

10. Site requirements (uniform, parking, travel, background check, etc.)

Some organizations may require interns to invest financially prior to or during the internship. It is important to investigate these potential requirements as part of the site selection process above the University/Department fees for the internship course.

Site Approval

Organizations not currently listed on the APK Approved Site list must complete the *Site Approval Form* by the established Departmental deadlines.

Common internship duties/responsibilities

APK offers two undergraduate specializations which require an internship:

Exercise Physiology: prepares students interested in pursuing a career in one of the health professions or graduate study in exercise science. The curriculum provides a strong basic science background and requires additional course work in the biological aspects of exercise.

Fitness/Wellness: prepares students to function as an exercise technician, exercise specialist, and/or wellness instructor in hospital, corporate, private, or governmental agencies. The curriculum emphasizes practical aspects of fitness and wellness.

Below are examples of common duties/responsibilities:

Fitness Wellness Setting

- Health risk appraisals
- Fitness testing
- Body composition analysis
- Blood glucose screening
- Behavior risk identification and modification
- Individual/group counseling in the following areas:

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- Nutrition
- Exercise
- Weight management
- Smoking Cessation
- Stress Management
- Cholesterol
- Diabetes
- Plan and coordinate fitness classes
- Assistance/involvement in physical rehabilitation
- Design and produce (health) educational materials and media

Healthcare setting

- Instruct, motivate, safeguard and assist patients as they practice exercises and functional activities with various acute and chronic pathophysiologies (including Coronary Artery Disease, Pulmonary, Metabolic, Musculoskeletal, and Neurological Disorders)
- Transitioning of physical therapy patients to a comprehensive exercise setting
- Fitness testing (to include: tests of balance, agility, gait and mobility, upper body and lower body muscular strength and endurance, and cardiovascular endurance)
- Assess vital signs, anthropometric and joint kinematics to determine effect of treatments and/or patient progression.
- Observe patients during treatments to compile and evaluate data on their responses and progress, and provide results to physical therapist in person or through progress notes
- Confer with physical therapy staff or others to discuss and evaluate patient information for planning, modifying, and coordinating treatment
- Administer active and passive manual therapeutic exercises, therapeutic massage, aquatic physical therapy, and heat, light, sound, and electrical modality treatments, such as ultrasound
- Fit patients for orthopedic braces, prostheses, and supportive devices, such as crutches
- Communicate with or instruct caregivers and family members on patient therapeutic activities and treatment plans
- Special projects to include newsletter articles and educational presentations to be delivered through various media
- Experience with processes of intake counseling, exercise prescription, exercise programming/implementation/supervision including progression, and evaluation

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- Analysis of exercise outcome including: improvement, compliance, and facility utilization
- Facility/Program daily operation including: staffing, communication, and additional duties such as equipment maintenance and document reproduction.

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Lab setting

- Become familiar with the function and operation of laboratory equipment used for subject testing and collection of physiological data
- Assist with current and future research in areas of scheduling, participant, interviewing, data collection, data reduction, and data analysis.
- Design and carryout an original research project in the area of APK which involves the collection and analysis of data to test a specific hypothesis.
- Assist with grant writing
- Research and literature reviews

Pre-internship Process

The academic advisor will evaluate the student's academic readiness for participation. Eligible students must confirm intent (by a set deadline) to participate in the internship for the upcoming semester. Students are then given access to the pre-internship presentation module on Canvas. Please note that this content is not for academic credit, and it is the student's responsibility request access to the modules. Students are required to meet all Department deadlines and requirements as presented in the pre-internship modules and the APK website.

Internship Application Packet/Submission

All components of the internship application must be completed and submitted to the Department by posted deadlines:

Fall:	June 15
Spring:	September 15
Summer:	February 15

The internship application is lengthy; therefore, students are encouraged to begin early. All of the following application materials must be submitted on or before the Department deadline. Interns who fail to comply with Department deadlines will be subject to disciplinary actions set forth by the APK Undergraduate Internship Committee, which may include postponement of internship for up to two semesters. All forms must be typed, and are in portable document format (PDF), which requires Adobe's free Acrobat Reader to view:

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1. APK Application Form
 - a. Typed and professional in appearance.
 - b. Contact information (current) for site/student.
 - c. Signed and dated.
2. Cover Letter
 - a. Must be typed and professional in appearance (no more than one page).
3. Resume
 - a. Must be typed and professional in appearance.
 - b. Should be no more than 1-2 pages in length.
4. Three Department Recommendation Forms
 - a. At least one must come from an APK faculty member.
 - b. No family or friends.
 - c. A letter can substitute for the Department's form.
 - d. Does not need to be sealed or sent directly to the Department.
 - e. Provide recommenders a minimum of 2 weeks to complete.
5. Official Transcript
 - a. Request official copy via ISIS without Social Security Number or UFID (do not print from ISIS).
6. Bloodborne Pathogens Certificate (<http://mytraining.hr.ufl.edu/>)
 - a. Students will be enrolled in course by APK.
 - b. Coverage must be valid through the last day of the internship.
7. HIPAA and Confidentiality Training (<http://mytraining.hr.ufl.edu/>)
 - a. Provide Certificate of Completion and Signed Confidentiality Statement.
8. Adult and Child CPR AND First Aid Certification
 - a. Coverage must be valid through the last day of the internship.
 - b. Copy of the front and back of the CPR card or Certificate of Completion must be provided. Emails from instructors certifying completion will not be accepted.
9. Professional Liability Insurance
 - a. All interns are required to purchase professional liability insurance with a minimum \$1,000,000/\$3,000,000 limit.
 - b. Must be valid through the last day of internship.
 - c. You may not be covered under the internship site's blanket liability insurance policy.
 - d. Protects students against potential negligence claims made by patients, clients, and/or subjects.
10. Health Insurance Disclaimer Form (If Enrolled Prior Summer 2014)
 - a. Must be typed and professional in appearance.
 - b. Must be signed and dated (Part II **or** III, not both).

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All application materials must be uploaded to the corresponding assignment in Canvas. A complete intern application, including a cover letter from the Department requesting formal acceptance, will be emailed on behalf of the student to the internship site using the contact information provided.

Students who drop the internship or are dismissed from the internship will be subject to disciplinary actions set forth by the APK Undergraduate Internship Committee, which may include postponement of internship for up to two semesters.

SECTION III: PROFESSIONAL CONDUCT

Interns are expected to promote and maintain professional conduct at all times. Interns are expected to adhere to the rules and regulations of the internship site during the internship experience. Interns who fail to comply with professional conduct codes (*See Appendix I Code of Conduct*) will be subject to disciplinary actions set forth by the APK Undergraduate Internship Committee (*See Appendix II for Roles and Responsibilities of the APK Undergraduate Internship Committee*). The following information begins to outline traits of professionalism, but is in no way all-inclusive.

Professional Dress and Appearance

Interns may be requested to wear/purchase certain clothing items as part of the internship site requirements, and this may be **at their own expense**.

- A. Standards of professional dress will be established by each individual internship site. However, the following is not considered appropriate attire:
 - a. jeans, shorts/pants with holes, flip-flops, tank-tops, shorts of inappropriate/unprofessional length or spandex shorts.
 - b. Interns may be sent home from their internship site if the supervisor deems the dress or appearance is inappropriate. Any hours missed due to being sent home must be made up.
- B. Some internship sites may require the removal of earrings, facial hair, and the covering of tattoos.
- C. Proper hygiene and cleanliness is expected for all interns participating in the internship experience.

Interpersonal Relationships

Interns should not have inappropriate and/or unprofessional relationships with patients, clients, staff, and/or supervisors. Violations of this policy are reviewed by the APK Undergraduate Internship Committee and sanctions may

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be imposed, including removal from internship and postponement of graduation.

Confidentiality

All information regarding the health and/or welfare of a patient, client, and/or a research subject is confidential and is not to be shared by the intern with anyone not directly involved in their care. Conversations occurring between intern and patients, clients, and/or subjects are to be kept strictly confidential. Violations of this policy (*See Appendix I APK Code of Conduct*) are reviewed by the APK Undergraduate Internship Committee and sanctions may be imposed, including removal from internship and postponement of graduation.

Personal Website/Public Information Recommendation

It is very important to maintain a high level of professionalism; therefore if you have a personal website (i.e. Facebook, blog site, etc.) please keep it professional and/or private. Currently, employers are reviewing these public domains to gather information about you as an individual and may make employment decisions based on the information gleaned from such websites.

Code of Conduct

Interns are expected to promote professional conduct that complies with the University of Florida Student Conduct Code and the APK Code of Conduct (*Appendix I*). Violations are reviewed by the APK Internship Curriculum Committee and sanctions may be imposed, including removal from the internship and postponement of graduation.

SECTION IV: DISCIPLINARY ACTION

APK considers each intern and each professional violation independently (*Appendix II Role of the APK Undergraduate Internship Committee*). The APK Undergraduate Internship Committee may take the following action for offenses deemed minor; however, reserves the right to impose more stringent consequences.

1. First offense may result in a verbal warning.
2. Second offense may result in a written warning.
3. Third offense may result in removal from the internship, a grade of U, and postponement of graduation.

Grievances should be reported to the Intern Coordinator; appeals of APK Undergraduate Internship Committee decisions are handled through APK (see

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department academic advisor/intern coordinator for petition information and procedures. Please refer to the grievance and petition guidelines in the UF Undergraduate Catalog and the student conduct codes at the Division of Student Affairs website.

Harassment and discrimination of any form (sexual, verbal or physical) is strictly prohibited and will not be tolerated. Interns should report any problems with other interns, faculty members, site supervisors, or patients/clients/subjects to the Intern Coordinator immediately. All efforts will be made to keep your identity anonymous.

SECTION V: ADDITIONAL INTERNSHIP INFORMATION

APK Internship File

Each intern will have a file that will include the internship application materials provided during the initial application process: (Application, Resume, Transcripts, Adult and Child CPR/First Aid certifications, Recommendation forms, etc.), internship verification form, evaluations, progress reports, disciplinary action (if appropriate) and documentation of completed Student Learning Outcomes.

Intern Evaluations

Throughout the internship, site supervisors are asked to complete two progress reports, midterm evaluation, final evaluation and the Student Learning Outcomes (SLO) evaluation, and to discuss internship experience goals with the intern. These evaluations are designed to provide the intern with qualitative and quantitative assessment of their progress, to identify areas of strengths and weaknesses, and to offer specific recommendations for improvement. The site supervisor and the intern should discuss the content of the evaluation. The intern receives a signed copy of the evaluation and a copy is maintained in the intern's file via the Canvas course website.

Program Evaluations

At the conclusion of the internship, interns complete program evaluations to ensure that APK meets the educational and professional needs of each intern. The intern will complete three evaluations 1) Internship Experience, 2) Undergraduate Curriculum Survey, and 3) Profile of Position After Graduation. This information provides invaluable feedback regarding the intern experience and allows the Department to identify areas of improvement to meet student needs regarding internship.

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Internship Attendance and Absence Procedures

To fulfill degree requirements, interns are expected to complete a minimum of 520 hours. Distribution of hours worked should be agreed upon by the intern and supervisor, and based on the requirements of the activities and projects that will be assigned. Vacation days during this time will commensurate with the site's schedule. For example, if the site is closed for nationally recognized holidays (ex. Martin Luther King Day, Good Friday, Memorial Day, Thanksgiving, etc.) then the intern's schedule shall reflect the day off. Guidelines regarding absences for religious holidays are consistent with university policies that can be found in the online catalog. Requesting time off for personal reasons (weddings, program interviews, etc.) should be kept to a minimum and must be approved by both the site supervisor and the intern coordinator at least 3 days prior to the absence. In addition, all personal time off must be made up by the intern prior to the commencement date for the semester in question in order to successfully complete the internship. Make up of sick days or other unforeseen circumstances will be determined on a case-by-case basis. In either instance, students must complete the **APK Application for Leave** form and provide it with appropriate supporting documentation of the absence. An **APK Application for Leave** related to sick days must be received at least three days after returning to work. Under no circumstances should an outside work schedule interfere with internship hours. The internship should be considered your priority and must be regarded as your first obligation.

E-mail/Communication Policy

Interns are required to check their University of Florida email on a regular basis. All e-mail communication should occur through UF email accounts. Since email and/or e-Learning are primary sources of updates, interns who fail to check their email or neglect to receive announcements or updates as a result of a "full" UF email account, are responsible for the content and/or associated deadlines within the message. *Please use proper email etiquette when responding to emails; especially to faculty, staff or site supervisors.*

Outside Employment and Additional Coursework

As an APK intern, the internship experience should be a priority during the final semester. Interns are strongly discouraged from holding outside employment. Additional courses are prohibited during the internship semester.

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Exposures to Bloodborne Pathogens and Communicable Diseases

Policies and procedures concerning bloodborne pathogen exposures and exposures to communicable diseases are addressed during the Bloodborne Pathogens training program (provided via e-learning as part of the pre-internship course site). A copy of the University of Florida Exposure Control Plan is provided to each intern during the training and is available on the Environmental Health and Safety website.

It is the responsibility of the intern to report sharps injuries, needle sticks, or other potential exposure to bloodborne pathogens via blood or body fluids immediately to the supervisor at the facility where the accident occurs. In the event that the intern contracts a communicable disease which potentially poses a risk to patients, clients or co-workers (e.g. tuberculosis, varicella), steps will be taken to prevent dissemination in accordance with Student Health Care Center, Public Health and/or Center for Disease Control protocols. Certain communicable diseases may also be reported to county or state health authorities, as required by law.

Time is frequently of the essence in managing bloodborne pathogen exposures. For example, some treatment regimens must be started within two hours of exposure to be maximally effective.

In the event of any potential bloodborne pathogen exposure, the intern should clean the area with soap and water. Document the name of the source of the exposure and pertinent information regarding the situation and then notify their immediate site supervisor. Interns and/or internship supervisors are instructed to contact a medical provider (needle stick hotline) by calling 1-(866) 477-6824 (toll free) and follow the instructions provided; consultation is available 24-hours a day. The UF medical provider will make recommendations for immediate evaluation and care as follows:

1. If the intern is within a one-hour radius of Gainesville the intern should receive their care at the Student Health Care Center (SHCC) at the main Infirmary Building on Fletcher Drive, located next to the Florida Gym, (352) 392-1161. During Fall and Spring semesters, the SHCC is open Monday through Friday 8:00 am to 4:30 pm. They are closed on weekends and university holidays. During Summer semester and semester breaks, please call the SHCC for hours.
2. If the intern is at an off-site location more than one-hour from Gainesville, the intern should notify their internship supervisor and the medical provider at 1-(866) 477-6824 (toll free), and then seek care

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at a nearby hospital emergency center. Subsequently, the intern should call to make an appointment at the SHCC @ the Infirmary Building for appropriate follow-up care.

3. If after hours, the intern should first call the needle stick hotline personnel at 1-(866) 477-6824 (toll free) for instructions regarding immediate care for potential bloodborne pathogen exposures. Care may be given at a local Emergency Department; the intern should call to make an appointment at the SHCC @ the Infirmary Building for appropriate follow-up care.

Please note: Your care must be paid for through your student and/or personal insurance or by some other means.

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APPENDIX I: CODE OF CONDUCT

As aspiring professionals, it is imperative to seek out and maintain high standards of conduct. ***Although not exclusive, the following list serves as a guideline to maintaining professional conduct.*** This list should be used to supplement the Student Conduct Code found in the University of Florida Undergraduate Catalog. Reasons for disciplinary action may include violation of one or more of the following behaviors. At NO TIME during the internship experience, shall an intern:

1. Be under the influence of any mind-altering substances (i.e., alcohol, drugs, etc.).
2. Act in any way harmful or potentially harmful to oneself or others.
3. Act in an imprudent fashion with regard to confidentiality issues.
4. Fail to respect the authority and/or instructions of the supervisor, APK faculty, staff, etc.
5. Have or seek to have a personal relationship with patients/clients directly under your care or whom you may provide care for in the future.
6. Have or seek to have a personal relationship with a site supervisor from which you are receiving instruction or may receive instruction from in the future.
7. Dress inappropriately (*refer to 'Professional Dress and Appearance'*)
8. Be tardy or absent without prior consent of the internship supervisor or intern coordinator.

Confidentiality and Professional Conduct Statement

All APK interns will adhere to the following policy regarding confidentiality and professional conduct. Anyone failing to adhere to this policy will be subject to disciplinary action deemed appropriate by the APK Undergraduate Internship Committee.

As an intern, you have an obligation to yourself, to all affiliated sites, to your supervisors, and to the University of Florida to withhold any information you acquire professionally or socially which is considered professionally confidential, from anyone (including media) other than your immediate supervisors. This includes any information about a medical condition, the treatment and rehabilitation of any medical condition and any information which you acquire that is not considered to be public knowledge.

The unique opportunity you have to observe and participate as a professional will be jeopardized if you violate confidentiality.

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Professional conduct for all APK interns includes nondiscriminatory behaviors, honesty, and respect for fellow interns, co-workers, supervisors, patients/clients, and teachers/professors.

University of Florida HIPAA Policy

APK interns are required to complete the HIPAA Training through the University of Florida and sign the Confidentiality Statement before participating in the internship experience. The Confidentiality Statement acknowledges review and understanding of the policy and procedures document on the Health Information Privacy website. Consequences for failing to adhere to these policies will result in actions (see Section IV) by the APK Undergraduate Internship Committee and/or Privacy Office (per the Reporting and Responding to Privacy Violations guidelines).

Grievance Procedure

If an intern believes he or she has a legitimate complaint or grievance, the intern should follow the procedure as outlined in the University of Florida Undergraduate Catalog. This procedure can be found under the heading “Academic Policies” in the College of Health and Human Performance section. Any grievance will be judged according to the college and departmental policy. Past experience indicates that most conflicts are a result of miscommunication between the parties involved. Therefore, it is highly recommended that the intern seek consultation with his or her academic advisor, clinical instructor, or athletic training faculty member before filing a complaint.

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APPENDIX II: ROLE OF THE APK UNDERGRADUATE INTERNSHIP COMMITTEE

The APK Undergraduate Internship Committee is comprised of the following members: Intern Coordinator, Undergraduate Coordinator, and Department Chair. The committee is charged with the following tasks as it related to the Internship:

1. Review site approval requests.
2. Review disciplinary violations (professionalism, grievances, etc.).
3. Provide remediation and/or removal recommendations for APK interns violating program, site, and/or professional conduct policies.
4. Review Internship evaluations and provide recommendations to the Intern Coordinator regarding revisions.
5. Provide a summary to the Department and/or College Administration of the program evaluations/outcomes including any recommendation for improvements.

Violations of APK internship policies may result in APK Undergraduate Internship Committee recommendations of Probation and/or Removal from the internship. Interns may be subject to probation and/or removal and graduation postponement due to unsatisfactory inappropriate conduct/performance at their internship site.

The APK Intern Coordinator will provide written notification of the probationary action (recommended by the Undergraduate Internship Committee) and a copy of the letter will be placed in the intern's file.

The intern is responsible for his or her own behavior. Failure to abide by those professional standards listed above and those listed in the University's Student Conduct Code are subject to disciplinary and/or removal from an internship. Final determination of internship site removal occurs by the Intern Coordinator and/or APK Department Chair. Academic consequences of site removal may include 'U' grade and delayed graduation.