Internship

UNDERGRADUATE STUDENT MANUAL

FOR

HUMAN PHYSIOLOGY

2018-2019

Revised: August 8, 2018
Field Experience in Human Physiology I (HS 410)

Introduction

The decision to undertake a clinical Internship or field experience may be one of the most important choices that you make during your undergraduate or graduate career. This manual is not an attempt to answer all of your questions about this program but will hopefully provide basic information about the nature of the Internship as well as a sample of some of the sites that the department has worked with over the last ten years.

The major goal of an Internship is to provide you with an experience that is different from the classroom in which you can apply much of the knowledge you have gained in previous class work. I indicate to our various supervisors in an introductory letter that the "major goal is to provide the student with various experiences that he or she is not capable of receiving in our department as well as giving them a sense of the professional real world." Exposure to a hospital setting, research laboratory or clinical environment, direct patient contact, and various laboratory responsibilities are certainly all within the realm of available experiences. It is not expected that the supervisor spend an inordinate amount of time but merely act as a guide in the learning process.

Because human physiology is not licensed by a national organization, a specific list of objectives is not provided to the supervisors; this is open ended and varies from institution to institution. Site supervisors embrace this freedom and use it as an opportunity to educate students about real world application, goal-setting, and priorities as well as technical skills.
development. We strongly believe our partner sites provide our students with excellent experiences and exposure in the clinical and research areas.

The Department of Health Sciences has numerous Internship sites within the Greater Boston area. We have also established many others in various parts of the country, which are too numerous to list in this manual. With this wide range of experiences to choose from, we are confident that you will find an Internship site that is intellectually stimulating and relevant to your future pursuits.

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Lecturer and Director of Internships  
Programs in Human Physiology  
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Sargent College – Boston University  
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T: (617) 353-8449
Policies and Procedures

Course Instructor:  Krisandra Kneer, M.S., M.P.H.
Lecturer and Director of Internships
Email: kkneer@bu.edu
T: (585) 746-6754

Description:

HS 410 – Field Experience in Human Physiology: Practical experience in a clinic, hospital, community institution and/or other settings as appropriate. The majority of the field sites chosen will be those offering experience in the evaluation of cardiovascular health and fitness, cardiac rehabilitation, clinical research, and other duties specific to the day-to-day operation of these agencies.

(HS412 is open only during the spring semester to students whose HS410 internship requires a 2-semester commitment.)

Prerequisites:

- Completion of all required academic courses through junior year. (No sophomores will be allowed to register) Only rising seniors, seniors or juniors studying abroad may register for HS 410.
- Cumulative grade point average of 2.0 is required before an Internship can commence.

Credits:

- HS 410: 4 credit hours; 140 contact hours; this course is graded P/F.

Objectives:

The student(s) will demonstrate in a clinical or research setting the ability to:

- Apply the knowledge gained in academic training.
- Adapt quickly to the routines and procedures required in the assigned laboratories and clinics.
- Perform their assigned tasks with competence and with a minimum of supervision.
- Conduct themselves in a mature, professional manner which will instill confidence in the clients with whom they come in contact.
- Work harmoniously with all fellow workers in the assigned agency.
A. Registration for Internship

Undergraduate students in the Department of Health Sciences enrolling in *HS 410 Field Experience in Human Physiology* will be subject to the following policies:

- **The Internship** consists of **4 credit hours** for which **140 contact hours** is required on site with accompanying assignments submitted online.

- **Retroactive Internship** (e.g., if you worked previously in a hospital or fitness setting, either for salary or volunteer status) **will not be considered**. Pre-registration and approval is required for all Internships.

- **Stipends**: Typically an Internship arranged within the greater Boston area does not provide stipends. There are no restrictions regarding stipends. However, if an Internship is arranged whereby the student is paid for services/experience, the experience must qualify as an appropriate Internship.

B. Step by Step: Obtaining an Internship

The following steps **MUST be followed in this order, beginning one semester prior to start:**

1) **Internship Manual**: Review a copy of the Internship Manual located online.

2) **Meeting**: Determine your major interest and the nature of the experience that you feel would benefit your future career goals. With these in mind, set up an appointment with the Clinical Internship Administrator, Krisandra Kneer, via email (kkneer@bu.edu) or Genbook ([http://hp410-hp412.genbook.com](http://hp410-hp412.genbook.com)). Once scheduled, please submit an online HS410 internship request form prior to your meeting so that site recommendations can be tailored to your specific interests and professional goals. Options will be determined either from the listing of current locations (see attached Internship Sites) or other sources (i.e., *similar institutions in other areas of the country possibly nearer to your home*). At the conclusion of your appointment with Ms. Kneer, you will be given the contact information for three potential sites.
3) Site Selection:
   a. If your sites are on the approved site list then: Make arrangements for an appointment (interview) with a potential supervisor at a selected institution(s) (approximately 2 months prior to the beginning date of the Internship) by emailing them your resume and expressing an interest in an Internship.

   b. If you intend on pursuing sites not listed in this manual: (i.e. nearer to your home, no previous student has worked with them, personal contact) then you must schedule a time to meet with Ms. Kneer (Director of Internships) and have her sign off on the enclosed Internship Approval Form. This form must be submitted to obtain class credits and begin the internship.

4) Interview: Approach the interview as if it was for a job--it may turn out to be exactly that. During the interview discuss the nature of experiences you will receive--if you have a particular interest, make sure that you indicate such at this time. Be sure that the experience will entail more than just administrative work. If possible, your potential schedule and days per week should be discussed at this meeting. Please contact Ms. Kneer if you feel a practice mock interview would be beneficial prior to your meeting.

5) Email: Ms. Kneer (kkneer@bu.edu) after the interview, or formal offer of internship, the required Affiliation Approval form with the necessary information regarding your placement. This form can be obtained at the end of this manual or the internship office. The internship instructor will send a letter, and if necessary a contract, to the supervisor formalizing your Internship and describing the objectives of the Internship.

C. Grading of your internship:

To obtain a Pass grade on your internship, you must complete ALL of the following:

1. Establish an e-portfolio on bu.digication.com that includes a bio/introduction of yourself

2. Complete Three Journal Entries. The topics or questions will be provided by the internship coordinator and will be:
   a. Submitted via the Blackboard Discussion Board
   b. Posted to your e-Portfolio
3. For each of the three Journal Entries, you must comment on JEs of two of your classmates via the Blackboard Discussion Board.

4. Site Final Evaluation form (HP_Site Evaluation of Student) to your supervisor and that the supervisor then submits a grade and evaluation back to the Coordinator.

5. Student's Evaluation form (HP_Student Evaluation of Site) of the Internship and submit it to the Coordinator.

6. Establish a Linked-In account and connect with the Human Physiology Linked-In page

7. Final Presentation/E-Folio includes:
   a. 1 Bio/Introduction of yourself
   b. 3 journal entries
   c. Updated resume/CV
   d. LinkedIn page link
   e. Final presentation

D. Final presentation – most people make a PowerPoint presentation (suggested outline follows). Your final project may also be an abstract or paper resulting from research at your internship site, or a special project given to you by your site supervisor. Be creative as this is a representation of you!

Suggested outline of PPT:
1. Title of Internship
2. Introduction
   a. Name, location, type of site (lab, hospital)
   b. Description of site
   c. Description of department/position
   d. Learning objectives
   e. What population is your position serving (children, elderly, research community)
   f. Description of daily activities/job
3. Skills
   a. Skills you previously had that contributed to success on the job
   b. Skills learned on site
   c. List any relevant courses taken that contributed to your success in this position
4. Relevant research – find at least two peer-reviewed articles that support the work that you are doing and write a brief description of how this relates or could relate to the future of this field
5. Conclusion
   a. Briefly describe your overall experience
   b. What have you learned?
   c. What recommendations would you have to improve this experience, if any?
   d. Would you recommend this site to others and why?
   e. How do you think this experience will help you achieve your future goals?
# Internship/Practicum Checklist

**Student Name_______________________________________**

<table>
<thead>
<tr>
<th>COMPLETE</th>
<th>ACTION</th>
<th>DUE</th>
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<tbody>
<tr>
<td></td>
<td>Register for Practicum Course, HS 410</td>
<td>Fall/Spring Registration Period</td>
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<td></td>
<td>Meet with Clinical Instructor to discuss internship options – fill out internship request form</td>
<td>1-3 months prior</td>
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<td></td>
<td>Search for internship site – sites provided by Clinical Coordinator</td>
<td>1-3 months prior</td>
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<td></td>
<td>Submit Internship Approval Form via email or in person to Clinical Coordinator <a href="mailto:kkneer@bu.edu">kkneer@bu.edu</a> or mailbox Rm. 418</td>
<td>Before beginning internship</td>
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<td></td>
<td>Register for an e-portfolio on bu.digication.com there are samples of digication pages on the external links section of blackboard, check out samples there. Once you register/sign up, email your digication link to me at <a href="mailto:kkneer@bu.edu">kkneer@bu.edu</a></td>
<td>1st week of internship</td>
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<td></td>
<td>Complete Journal Entry #1 and post it on your e-portfolio/digication page</td>
<td>4th week</td>
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<td>Complete Journal Entry #2 post on your digication page</td>
<td>8th week</td>
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<td></td>
<td>Midpoint evaluation to be done with Clinical Coordinator and Site Supervisor (no student involvement here)</td>
<td>During Midterm Period</td>
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<td>Complete Journal Entry #3 post on your digication page</td>
<td>12th week</td>
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<td>Evaluation to be sent to site supervisor</td>
<td>12-13th week</td>
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<td></td>
<td>Complete Student Evaluation of Site turn it to Clinical Coordinator</td>
<td>Last Day of Classes</td>
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<tr>
<td></td>
<td>Final Site Supervisor evaluation to be submitted</td>
<td>Last Day of Classes</td>
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|          | **Final Power point presentation/E-folio due**  
E-folio to include bio/intro, 3 journal entries, resume, and final presentation. | Last Day of Classes |

*All Evaluation forms will be sent to you and are located in the Internship Manual on Blackboard*

**Director of internships: Krisandra Kneer, M.S., M.P.H.**  
Email: kkneer@bu.edu  
T: (585) 746-6754
# Internship Approval Form

Submit this form to: KRISANDRA KNEER, MS, MPH, via mailbox: Room 443 or email: kkneer@bu.edu

**Student Information**

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<th>Name</th>
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<th>Email</th>
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<tr>
<th>Course Number (HS 410 or HS 412)</th>
<th>Credit Hours</th>
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**Internship Site Information**

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<th>Internship (agency name, department, division)</th>
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<table>
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<tr>
<th>Site Administrator Name and Title</th>
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<th>Mailing Address</th>
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<table>
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<tr>
<th>Description of Internship</th>
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<table>
<thead>
<tr>
<th>Supervisor Phone</th>
<th>Supervisor Email</th>
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<th>Estimated Start Date</th>
<th>End Date</th>
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<th>Hours per week on Site</th>
<th>Anticipated Hours this Semester</th>
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