Internship

UNDERGRADUATE STUDENT MANUAL

FOR

HUMAN PHYSIOLOGY

2019-2020

Revised: October 30, 2019
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 spends 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.

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Policies and Procedures

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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 during the spring semester to students whose HS410 internship requires a 2-semester commitment. HS418 is open to students who wish to complete an internship for credit over the summer)*

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 Human Physiology enrolling in *HS 410/412 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) **Schedule an appointment with Center for Career Development.** Prepare your resume in preparation for applying to internship sites.
3) **Complete the Internship Interest form**
4) **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, Kelly Pesanelli, (kellypesanelli.clickbook.net). Once scheduled, please submit an online HS410 internship interest form prior to your meeting so that site recommendations can be tailored to your specific interests and professional goals. This can be found on the Human Physiology Internship website. Options will be determined either from the listing of current locations or a pre-approved
site you have found on your own. At the conclusion of your appointment with Prof. Pesanelli, you will be given the contact information for two to three potential sites to apply to.

3) **Site Selection:**
   a. **If your sites has been pre-approved by Prof. Pesanelli:** 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 Prof. Pesanelli (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 Prof. Pesanelli if you feel a practice mock interview would be beneficial prior to your meeting.

5) **Internship Confirmation:** after the interview, or formal offer of internship, please submit an [Internship Confirmation Form](#). Prof. Pesanelli 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 posted on Blackboard:
   a. Submitted via the Blackboard Discussion Board
   b. Posted to your e-Portfolio
3. **Learning Contract** – After you start work on site, your learning contract is due within 14 days of your first day on site. This should be submitted electronically. This “contract” is between you and your site supervisor and is intended to serve as an opportunity for you to identify three main goals for the semester and outline how you will achieve these through your internship.
4. **Site /midpoint 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. **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.
6. **Student's Evaluation** form (HP_Student Evaluation of Site) of the Internship and submit it to the Coordinator.
7. **Establish a Linked-In account and connect with the Human Physiology Linked- In page**
8. **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 interest 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 Confirmation Form</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:hpintern@bu.edu">hpintern@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 by Site Supervisor (no student involvement here)</td>
<td>During Midterm Period</td>
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<td></td>
<td>Complete Journal Entry #3 post on your digication page</td>
<td>12th week</td>
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<td>Final Evaluation sent by student 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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Final Site Supervisor evaluation to be submitted

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<tr>
<th>Final Power point presentation/E-folio due</th>
<th>Last Day of Classes</th>
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<tr>
<td>E-folio to include bio/intro, 3 journal entries, resume, and final presentation.</td>
<td>Last Day of Classes</td>
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*All Evaluation forms will be sent to you and are located in the Internship Manual on Blackboard

Director of internships: Kelly Pesanelli PT, MS, CCCE
Email: kpesan@bu.edu
T: (617) 358-0703

**Internship Approval Form for New Sites**

Submit this form to: Kelly Pesanelli PT, MS, CCCE, via mailbox: Room 443 or email: hpintern@bu.edu

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**Student Information**

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<th>Name</th>
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<th>Email</th>
<th>ID Number</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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<thead>
<tr>
<th>Description of Internship</th>
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<td>Supervisor Phone</td>
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<td>Website</td>
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<td>Estimated Start Date</td>
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<tr>
<td>Hours per week on Site</td>
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