**Internship Registration Steps and Requirements: IPAT/PUBH/HHP**

Students are responsible for finding an internship site that will enhance their learning and career goals. Final registration steps will be completed after the student has secured an internship site. **See the IPAT Internship Webpage for more information!**

All paperwork must be completed, signed, and approved before beginning your internship. Meet with the Internship Coordinator (**Holly Cummings–Zoom or McGill Hall 201)** to complete your paperwork and register during the semester before your scheduled internship. (Summer & Fall due last week of April. Spring due early December.)

**Check IPAT Website for Application Specific Deadlines**

**Internship Prerequisites**

Exercise Science (KIN 498 & HHP 598) 3 credits

KIN 320, KIN 321  
(If internship is cardiac rehabilitation, also include):   
KIN 483, KIN 484, KIN 460

(If internship is strength and conditioning/coaching, also): KIN 410 and COA 405

Public Health (PUBH 498) 3 credits

CHTH 355

NOTE: \*All interns are required to have valid  
 CPR certification\*

**Checklist**

1. **☐ Internship Application**
   * Pick up a copy from the Internship Coordinator (Holly Cummings) or download it from the IPAT internships website. Complete this form and collect signatures from your faculty mentor and your internship site-supervisor.
2. **☐ Internship Job Description**
   * When you have secured an internship site, your site-supervisor should provide you with a signed, dated, and typed description of the duties and expectations for your internship.
3. **☐ Three Learning Objectives/S.M.A.R.T. Goals\***

\*These are three objectives/goals that you create for yourself during your internship (i.e., What personal or professional growth do you want to acquire? What does your site-supervisor suggest?) Goals need to be **specific** and **measurable**.

1. **☐ Resumé**
   * This should be up-to-date and geared toward a job at your internship site. Before and after your internship, you are highly encouraged to meet with UMT’s Office of Experiential Learning and Career Success to polish your resumé.
2. **☐ Transcript**
   * Print/download your current transcript from Cyberbear. Confirm and highlight prerequisites listed above.
3. **☐ CPR Certification**
   * You will need a copy of a current Basic Life Support or Adult First Aid CPR Certification through any major organization (American Heart Association, American Red Cross, hospital, learning center, etc.). Must be valid through the length of the internship. Course can be taken online.
4. **☐ Registration Override (BE SURE TO CONFIRM THE *CORRECT* *NUMBER OF CREDITS* DURING REGISTRATION)**
   * Meet with Holly Carnes once registration opens. Bring checklist items 1-7 to submit your application and register for your internship. Holly will sign your internship application, submit the override, and file all your paperwork. Once all your paperwork is in and you are registered, you may begin your internship as scheduled. Moodle included.
5. **☐ Submit Learning Agreement** (Do this after number 8 is complete)
   * Connect to UM’s Experiential Learning and Career Success (ELCS) webpage. Click the “**Report Your Internship**” button. Choose “**Enter Your Learning Agreement**”. Fill out the Learning Agreement. (\*\*NOTE: In the **Faculty Advisor Information** section: Faculty Advisor = Holly Cummings. Supervisor Information = Site Supervisor, or individual at the internship site that will sign your hour logs). Submit your established **Learning Objectives (SMART goals)**. If you need to review your Learning Agreement, log in to ELCS and click on the Learning Agreement Records link.