**Internship Registration Steps and Requirements: IPAT/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**](https://www.umt.edu/integrative-physiology-athletic-training/internships/settingupaninternship.php) **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 106)** to complete your paperwork and register during the semester before your internship is scheduled (Summer & Autumn applications due: last week in April. Spring due: last week in November).

**(Check IPAT Internship webpage for date specific deadlines)**

Prerequisites for KIN 498 & HHP 598

*\*All IPAT/HHP interns are required to have CPR certification\**

 KIN 320, KIN 321 (Exercise Physiology and Lab)

\*If internship is cardiac rehabilitation include:
KIN 483, KIN 484, KIN 460

\*If internship is strength & conditioning/coaching include:
KIN 410 and COA 405

\*If internship is for Athletic Training:
Bloodborne pathogen training is required

**Checklist and Steps to Registering for Internship**

1. **☐ Attend one hour-long Internship Information Session.** Dates are listed on the IPAT Internship webpage or email
2. **☐ Internship Application**
	1. Pick up a copy from the Internship Coordinator (Holly Carnes) or download it from the IPAT website. You will need to complete this form and have it signed by your faculty mentor and internship site supervisor.
3. **☐ Internship Job Description**
	1. 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.
4. **☐ Three Learning Objectives/S.M.A.R.T. Goals (1 goal per credit)**
	1. These are three objectives/goals that you create for yourself during your internship (i.e. What growth or gain do you want to acquire? What does your site supervisor suggest?). These need to be **specific** and **measurable**.
5. **☐ Resumé**
	1. This should be up-to-date and geared toward your internship. 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.
6. **☐ Transcript**
	1. Print/download your current transcript from Cyberbear. Confirm and highlight prerequisites listed above.
7. **☐ CPR Certification**
	1. 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.
8. **☐ Registration Override (BE SURE TO CONFIRM THE *CORRECT* *NUMBER OF CREDITS* DURING REGISTRATION)**
	1. Meet with Holly Cummings (once registration opens) with items 1-7 to register for your internship credits. She will sign your internship application, complete the override, and file all your paperwork. Once all your paperwork is in and you are registered, you may begin your internship as scheduled.
9. **☐ Submit Learning Agreement** (Do this after number 8 is complete)
	1. 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. (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**. If needed, to review your Learning Agreement, login to ELCS and click on the Learning Agreement Records link.