

ACADEMIC INTERNSHIPS

INTERNSHIP



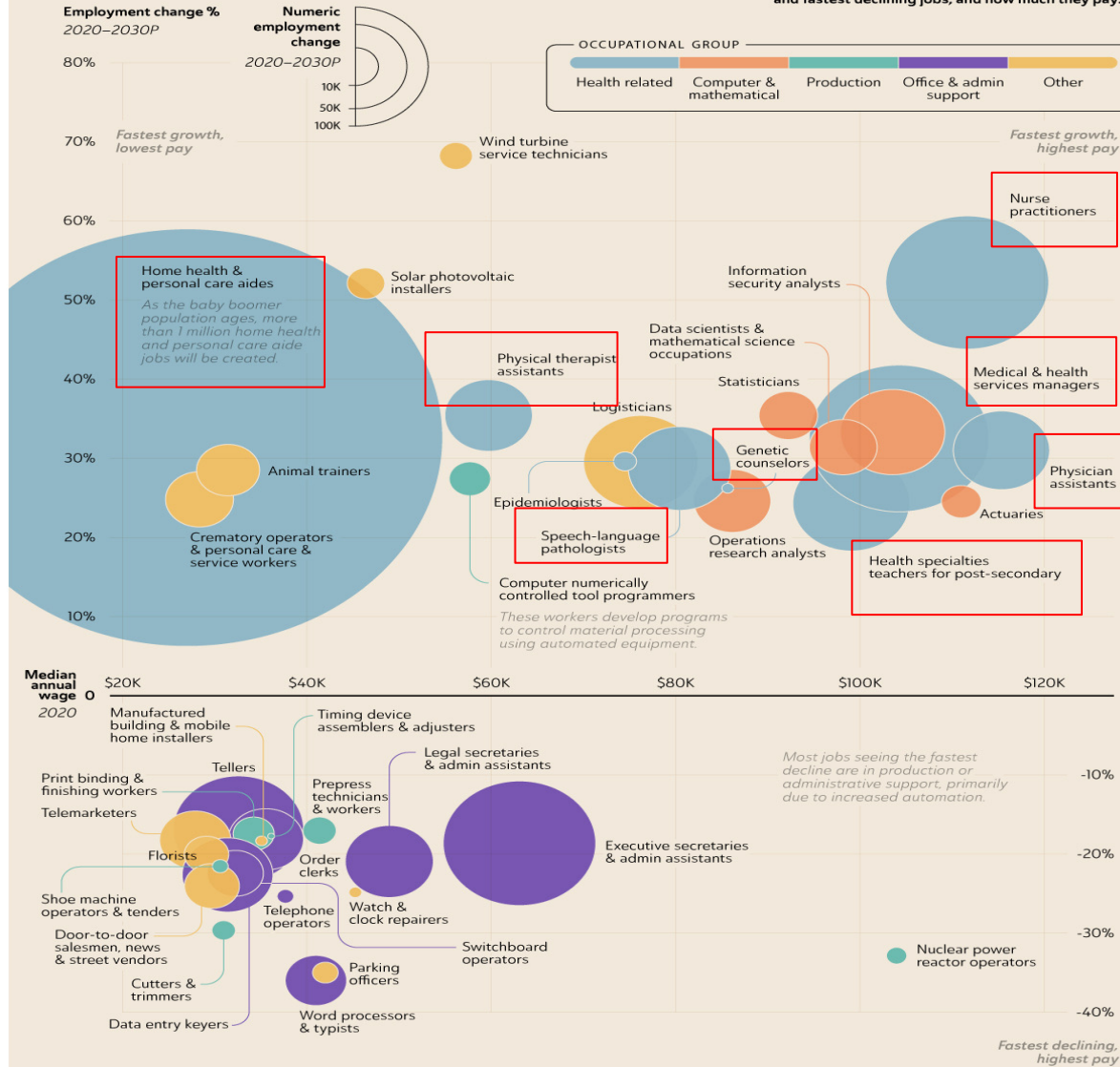
Benefits of an Internship

- Integrate classroom learning with **practical work experience**
- **Learn** from and **network with professionals** in the field. Garner **professional recommendations**.
- Gain a **sense of accomplishment** in a professional work setting. This builds confidence.
- Determine if a **particular career**, industry, or academic major is **right for you**
- Develop and **enhance interpersonal skills**, self-confidence, maturity, judgment and learn to **navigate workplace politics**
- **Increase hiring potential** upon graduation by gaining transferable skills and experience
- **Strengthen credentials**, portfolios, **professional references** and networks in your field
- Obtain **academic credit** to apply toward graduation requirements and have an official entry on your transcript that you completed a formal internship
- An internship is becoming a **prerequisite** for many full-time positions
- **Earn money** to help defray college costs while earning academic credit

The 20 Fastest Growing + Declining Jobs

OVER THE NEXT DECADE

The U.S. Bureau of Labor Statistics predicts that 11.9 million new jobs will be created from 2020 to 2030—a growth rate of 7.7%. Below, we show the fastest growing and fastest declining jobs, and how much they pay.



Source: U.S. Bureau of Labor Statistics
 Note: The fastest growing occupation data excludes occupations with above average cyclical recovery (due to the COVID-19 pandemic) rather than structural growth.

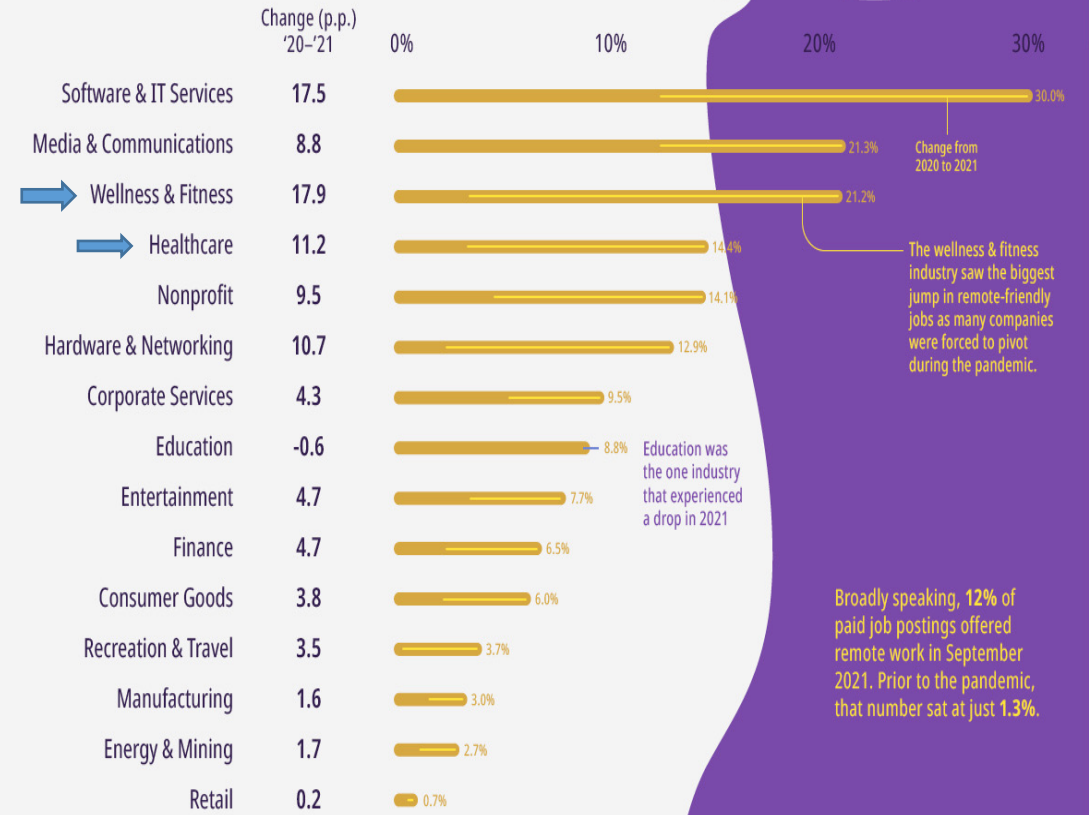


COLLABORATORS RESEARCH + WRITING Jenna Ross | DESIGN VC

Facebook, YouTube, Instagram, Twitter, LinkedIn, Email icons and handles: /visualcapitalist, @visualcap, visualcapitalist.com

WHICH INDUSTRIES ARE EMBRACING REMOTE WORK?

New data from LinkedIn's Canadian Workforce Report shows that remote work may be here to stay, and could even become the norm in a few key industries.



Broadly speaking, 12% of paid job postings offered remote work in September 2021. Prior to the pandemic, that number sat at just 1.3%.

For now, many jobs in retail and manufacturing

Source: visualcapitalist.com



The Internship Checklist

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](#) 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**
 - a. 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**
 - a. 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)**
 - a. 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**
 - a. 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**
 - a. Print/download your current transcript from Cyberbear. Confirm and highlight prerequisites listed above.
7. **CPR Certification**
 - a. 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)**
 - a. **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)**
 - a. 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.

Spring 2024 Deadlines

- Application Paperwork (This Checklist): due Wednesday, April 24th
- Petition to Academic Standards Committee (rarely needed): due Wednesday, April 10th

Note: The Application and Checklist can be found on the IPAT website, Internships webpage.

#1 Internship Information Session!



SCHOOL OF INTEGRATIVE PHYSIOLOGY AND ATHLETIC TRAINING

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INTERNSHIPS

Setting Up An Internship (And Important Dates!)

[Application Paperwork](#)
[Final Portfolio](#)
[Previous Internships](#)
[Petition Waiver](#)

SETTING UP AN INTERNSHIP (AND IMPORTANT DATES!)

WHO DOES WHAT?

+ ROLES AND RESPONSIBILITIES: INTERN, SITE-SUPERVISOR, INTERNSHIP COORDINATOR

INTERNSHIP OVERVIEW

Important Dates

Fall 2023 internships are underway! Go interns!

Spring 2024 Internship Applications Due:

- Wednesday, November 29th

Important Pre-Internship Requirement!!

***ATTEND one of the five Internship Information Sessions listed below (FAQs, Requirements, Registration, How to Find Internships).** You will need this informational tutorial to complete the internship research and application process successfully.

LOCATION: McGill Hall 135

- Thursday, October 5 at 11:00 am
- Tuesday, October 10 at 9:00 am
- Wednesday, October 11 at 2:00
- Tuesday, October 17 at 10:00
- Thursday, November 2 at 3:00 (LAST SESSION)

*Students initiating the internship process **are required to attend** one of the Internship Information Sessions. (If you did not attend, review the PowerPoint PDF below then schedule a meeting with Holly Cummings to discuss your next steps.)

[Internship Checklist](#): Use this checklist as starting point for your internship

[Internship PowerPoint PDF \(slides only\)](#): PowerPoint overview from previous Internship Information Sessions (Absolutely review these slides if you have not attended an information session)

[Office Hours Link](#): Schedule a meeting with Holly Cummings during office hours

Internship Application – IPAT / CHTH / PUBH / HHP

Name: _____ Student ID # _____
First Last

Mailing Address: _____
Street City State Zip

Phone: (____) _____ UM Email: _____

Year in School: Junior Senior Grad Credit Hours completed: _____

Number of credits taken during semester, *including your internship* _____ (credits are limited to 16)

Application For: KIN 498 (Ex. Science) CHTH/PUB 498 (Com/Pub Health) HHP 598 (Graduate)

Number of Credits: _____ (2-6) Note: 45 hours required per credit = 90–270 hours per semester

Internship Semester: Autumn Spring Summer

Internship Dates: start: _____ finish: _____

Proposed site: _____
Agency City State

Site Supervisor: _____
Print Name Phone E-mail Address

Approval:

Student Intern: _____ Date: _____

Site Supervisor: _____ Date: _____

Faculty Advisor/Mentor: _____ **Faculty mentor, not academic advisor** Date: _____

Internship Coordinator (FINAL SIGNATURE): _____ Date: _____

Submit application to: Internship Coordinator, Holly Carnes along with all other paperwork from the Registration Steps and Requirements Checklist.

- **Summer/Autumn Registration Due: On or before Last week of April**
- **Spring Registration Due: On or before last week of November**

Internship Coordinator Use Only – Do Not Write Below

- REGISTRATION OVERRIDE
- Syllabus/Portfolio Guidelines
- Log/Journal

- Follow-up:
 - Application
 - Credits
 - Resume
 - Job Description

- Goals
- Transcripts
- CPR Certification
- Handshake
- Other _____

#2 Internship Application

IPAT Faculty (Your Mentors):

Dr. Bundle

Dr. Palmer

Dr. Dumke

Dr. Quindry

#3

Internship Job
description

EXAMPLE

**Job Title: Pre-Medical Intern
Grant Creek Urgent Care**

Job Requirements

- Students shall be: organized, professional, self-motivated, inquisitive, a problem solver, demonstrate good and appropriate communication and interpersonal skills, and eager to learn.
- Arrive at work on time as scheduled.

Dress Code

Dress / appearance: Good personal hygiene is required of all students. A standard of good taste, safety, and appropriateness of clothing is essential. Clothing must be neat, clean, wrinkle-free and in good repair - no holes, stains, or frays. All footwear shall be professional and clean in appearance. Flip-flops are never allowed. Hats are not to be worn. Head coverings that are required for religious purposes are allowed.

Scented products: To respect individual sensitivities scented personal products (such as fragrances, colognes, lotions, and powders) that are perceptible to others should not be worn.

Job Description (Day-to-day tasks and projects)

- Observe patient appointments with supervisor. Discuss with supervisor as scheduled or as time allows.
- Assist in preparation of treatment for different patients (room prep, charts, etc.)
- Assist practitioner with any duties they may need assistance with or may not have time for
- Provide support tasks such as basic administrative duties (notes, insurance, etc.)
- Assist with communication to other medical professionals as deemed appropriate.
- Engage in brief weekly/biweekly check-in for Q&A, Hours and Journal log supervisor signatures and job feedback (i.e. what's working, what could be better).

NOTE: Intern must adhere to HIPAA standards at all times

Maria Kelly, NP

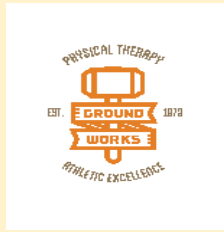
November 15, 2023

Site supervisor

Date

Internship Job
description continued...

Example #2



Date: April 15, 2020

To whom it may concern:

Addison Jones has requested to do a fall internship with our clinic.

The following is her job description:

- File and fax paperwork as needed
- Copy home exercises programs for patient care
- Assist Therapist for patient care
- Assist front office staff with phones, etc.
- Follow and assist in progression of patient care.
- Assist in progression and learning of progression for patient care
- Assist in program development for strength and conditioning, with seasonal progression, and micro/macro adjustments.
- Advance learning in rehabilitative training and post-operative care
- Wipe equipment, trash, vacuum, mop floors
- Change pillowcases

Please contact me with any questions or concerns: *Chad Kay*

Groundworks Physical Therapy
1934 Brooks St
Missoula, MT, 59801
Chad Kay, MSPT, CSCS
Rachael Kay, MSPT, CSCS

Phone: 406-541-4978

Fax: 406-541-4979

#4

Learning Objectives

S.M.A.R.T. goals

S: Specific

M: Measurable

A: Attainable

R: Relevant

T: Time Bound

SMART Goals

Example Goals #1

1. Learn and remember patient names and build a professional relationship with them.
 - I will learn and remember four patient's names per week and their history without looking at file.
 - I will ask patients questions and write notes to ask them about it later. This is a step to demonstrate my effort to develop a relationship and build confidence in my ability to assist them.
i.e. "How are your kids?", "How was your trip?", etc.
2. Research any therapy methods or injuries that I am unfamiliar with, take notes on them and record information in my journal.
 - I will look up one new therapy method or injury each week and take notes on it.
 - I will ask therapist what they think of certain methods or what they believe the best method of treatment for injury is.
3. **(CO CREATE WITH SUPERVISOR)** Learn how to assist patients with exercises and learn way to effectively explain new exercises.
 - I will assist with patient exercises at least once a week to learn how to effectively run patients through their therapy session.
 - I will ask patients how they have found physical therapy to be beneficial.

#4

Learning Objectives
S.M.A.R.T. goals

S: Specific

M: Measurable

A: Attainable

R: Relevant

T: Time Bound

Example Goals #2

Neonatal Intensive Care Unit SMART Goals

1. Research any medical terms or procedures I am unfamiliar with and take notes on them.
 - Starting the week of May 23rd, 2022, I will begin writing notes on terms or care methods I am unfamiliar with each week and ask my supervisor for further explanation.
 - Starting May 23, 2022, I will review my notes from each week and spend at least 15 minutes researching one term or care procedure. Add findings to journal.
2. Learn about and attend different educational opportunities and workshops available to medical providers.
 - By May 31st, 2022, I will research various educational options offerings and choose at least three that I am able to attend.
 - By July 27, 2022, I will have attended, taken notes, observed, and when necessary, participated in two or more different educational opportunities/workshops.
3. **(CO CREATE WITH SUPERVISOR)** Learn how to provide proper care to patients in the NICU and be able to explain what the discharge process looks like.
 - Starting May 23, 2022, I will assist with the nightly care routine in the NICU at least once per week.
 - By July 27, 2022, I will go through the entire discharge process with at least one patient.

#5

Current Resume´

Tailored to your
internship position
(jobs/skills/experience
valuable to the position)

Use **UM's Career Coaches!!**

Career coaches provide a
cover letter and **resume´
review service** for free. 30
minute sessions.

Schedule appt on the
Experiential learning
website.

1202 204th Ave E
Seattle, WA, 98391
(208) 555-8573
addisonjones@icloud.com

ADDISON JONES



SUMMARY

A detail-oriented student with strong technical skills and the ability to learn concepts quickly. Organization and time management have become an adapted quality that gives the ability to be deadline-oriented and dependable. Participated in club athletics, volunteered, and maintained a work-study job in a Human Resources office where confidentiality is crucial to understand. Was an Anatomy and Physiology Teaching Assistant for a year. Willing to adapt to any job given and always do the best work possible.

EXPERIENCE

OFFICE ASSISTANT

MISSOULA COUNTY PUBLIC SCHOOLS- HUMAN RESOURCES, MISSOULA, MT
2017 -Present

Filed documents and personal information, assisted in projects, worked heavily with online programs and Microsoft programs, also assisted in office work for Human Resource clerks and supervisors. Performed any tasks asked for help on and helped lower the workload of Human Resource Specialists.

SUMMER CAMP COUNSELOR

SUMNER PARKS AND RECREATION, SUMNER, WA
Summer 2019

Assisted in monitoring campers, grades Kindergarten through 6th. Ensured the safety of all campers while also ensuring a fun time. Attended weekly field trips as a part of the camp, as well as set up activities for campers to participate in when in.

GYM SUPERVISOR

SUMNER PARKS AND RECREATION, SUMNER, WA
2013-2017

Directed and coordinated volleyball matches for an adult coed league to maximize the enjoyment of participants and level of organization for the matches. Provided expertise as a volleyball referee to monitor and officiate elementary and middle school matches.

EDUCATION

INTEGRATIVE PHYSIOLOGY AND ATHLETIC TRAINING (IPAT)

UNIVERSITY OF MONTANA, MISSOULA, MT
2018-Present

Currently a Junior at the University of Montana pursuing a degree in Integrative Physiology and Athletic Training with a cumulative GPA of 3.42

References Available Upon Request

#6

Assure Cyberbear transcript displays appropriate prerequisites.

We will review this together.

CYBERBEAR
FOR THE UNIVERSITY OF MONTANA CAMPUSES

Personal Information | Student Services | Financial Aid

Search

RETURN TO MENU | SITE MAP | HELP | EXIT

79077
May 07, 2020 11:30 am

University of Montana

This is NOT an official transcript. Courses which are in progress may also be included on this transcript.

[Transfer Credit](#) | [Institution Credit](#) | Transcript Totals | [Courses in Progress](#)

Transcript Data
STUDENT INFORMATION

Name : Addison Jones

Curriculum Information

Current Program
Major and Department: Health & Human Performance, Integrative Phys Athletc Train
Major Concentration: Community Health & Prevent Sci
Minor: Biology

Secondary
Major and Department: Pre-Medical Sciences, College of Humanities/Sciences

This is NOT an Official Transcript

TRANSFER CREDIT ACCEPTED BY INSTITUTION [-Top-](#)

2015-16: College of Western Idaho


Subject	Course	Title	Grade	Credit Hours	Quality Points	R		
BFIN	205S	Personal Finance	A	3.000		12.00		
HSTA	102H	American History II	A	3.000		12.00		
HTH	TR1	Lower Division Elective	A	1.000		4.00		
LIT	110L	Intro to Lit	A	3.000		12.00		
M	151	Precalculus	A	5.000		20.00		
WRIT	121	Intro to Technical Writing	A	3.000		12.00		
			Attempt Hours	Passed Hours	Earned Hours	GPA Hours	Quality Points	GPA

To confirm Prerequisites
(See Checklist)

#7


CPR Certification

BASIC LIFE SUPPORT

BLS Provider 

Addison Jones

has successfully completed the cognitive and skills evaluations in accordance with the curriculum of the American Heart Association Basic Life Support (CPR and AED) Program.

Issue Date 12/12/2019	Recommended Renewal Date 12/2021
Training Center Name Kalispell Regional Medical Center	Instructor Name Scott Richter
Training Center ID MT04034	Instructor ID 03060015630
Training Center Address 310 Sunnyview Ln Kalispell MT 59901-3129 USA	eCard Code 205509193494
Training Center Phone Number (406) 752-5111	QR Code 

To view or verify authenticity, students and employers should scan this QR code with their mobile device or go to www.heart.org/cpr/mycards.
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Online and local resources for CPR and BLS training programs

CPR certification is typically valid for 2 years.

\$\$ Cost of programs vary \$\$

Here are a few resources to get you started:

- Providence Health and Services Montana
- UM Campus Recreation
- YMCA Missoula
- The Lifelong Learning Center Missoula
- Missoula Fire Department

Online

- American Red Cross (\$37)

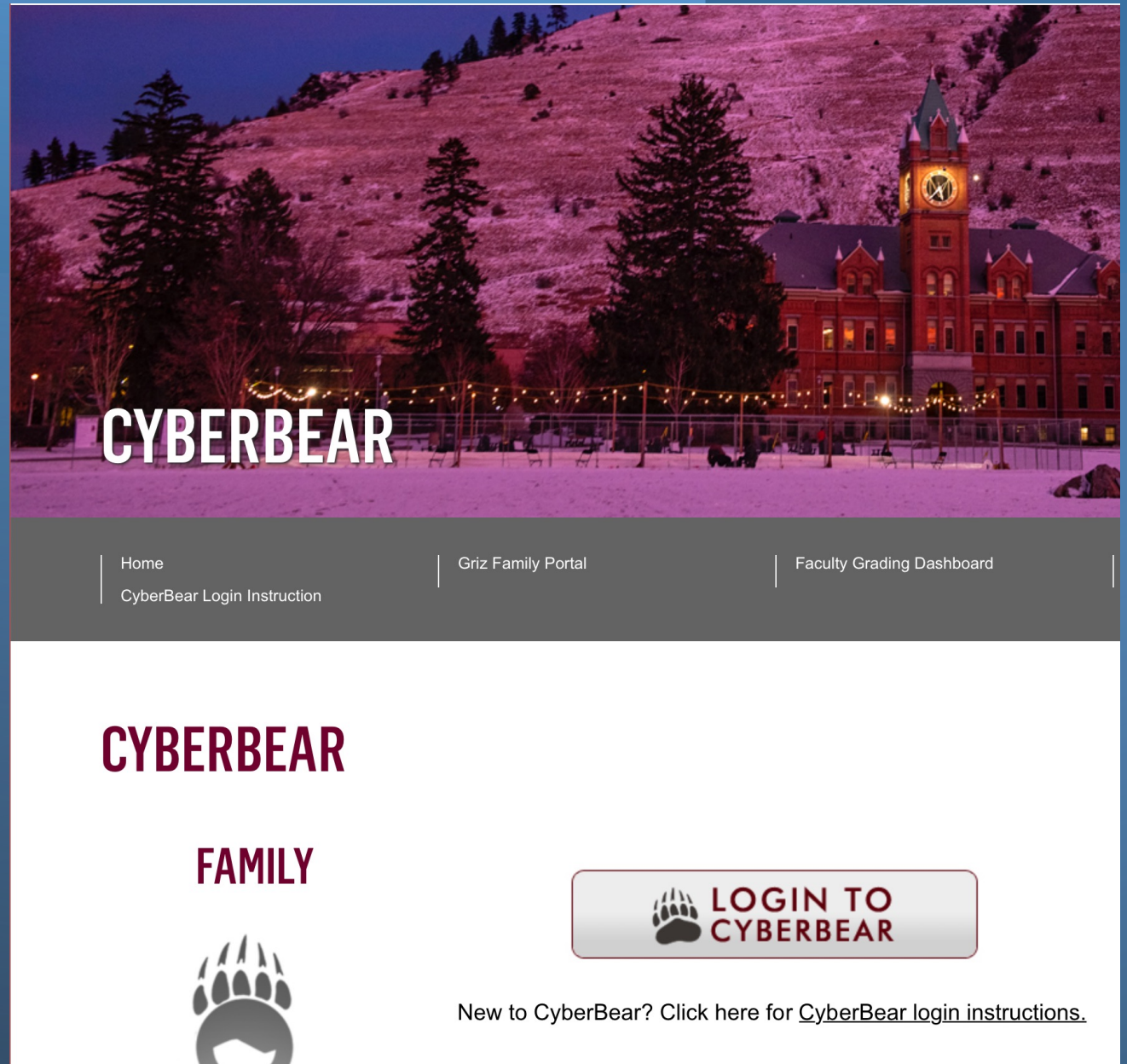
#8

Registration Override

Once your application paperwork is complete, schedule an appointment to submit paperwork for review and approval to IPAT Internship Coordinator, Holly Cummings (holly.cummings@mso.umt.edu).

If everything is in place Holly will provide your **Registration Override**.

Be sure to have your advising PIN to complete the registration process.




Home | Griz Family Portal | Faculty Grading Dashboard

CyberBear Login Instruction

CYBERBEAR

FAMILY

 **LOGIN TO CYBERBEAR**

New to CyberBear? Click here for [CyberBear login instructions](#).

#9

Submit Learning Agreement

Experiential learning
and Career Success

UNIVERSITY OF MONTANA

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EXPERIENTIAL LEARNING AND CAREER SUCCESS

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2020 Election Information

CAREERS & INTERNSHIPS

Resources for Students & Alumni
Choose Your Degree
Student Employment FAQs
Work Abroad
Request an Interview Room
National Student Employment Week

CAREERS & INTERNSHIPS

At the University of Montana, we are extremely aware of the financial investment involved in a college education, and one of our primary goals is to help students receive a robust return on that investment -- otherwise known as Return on Education.

Experiential Learning and Career Success assists students in taking a proactive role in planning the course of their college careers, through a thoughtful process of setting realistic academic and career goals, participating in out-of-classroom activities, and being involved in experiential opportunities. Students who take a hands-on approach in seeking out activities connected to their academic degrees and career goals will achieve greater success and personal satisfaction post-graduation.

QUICK LINKS

[Handshake Login](#)
Handshake login for students and employers

[Submit Learning Agreement](#)
Report experiential learning to receive credit

Experiential learning
and Career Success

SCHOLARSHIP FUND

Deadlines Apply



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Scholarship FAQs

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Events

ElevateU

Professional Headshots

Resources for Students & Alumni

Schedule An Appointment

EXPERIENTIAL LEARNING SCHOLARSHIP

Are you planning on participating in a low-paid or unpaid internship or have a research project or study abroad trip planned? Perhaps you have an interest in attending a professional conference or have an idea for a social entrepreneurship project? If so, the Experiential Learning Scholarship can help you with the funds necessary to participate.

Students seeking support to pursue these types of experiential learning activities should apply. Students may apply for up to \$2,000.

Experiences:

- Internships (low-paid* or unpaid)
- Research Projects
- Creative Works (performance/production)
- Travel (study abroad, National Student Exchange, field study programs, presentations and conferences, professional development)
- Service (projects related to serving your community)

**A low-paid internship is defined as receiving less than minimum wage (\$9.95/hour)*

Experiential learning and Career Success

SCHOLARSHIP FUND

Scoring Rubric

Research-Internships-Service (40 Possible)						
	Exceptional (10)	Very Good (8)	Acceptable (6)	Needs improvement (2)	Poor (0)	Score
Project Description (10 points max)	Goals & description are clear, concise, and easy to understand by a college-level audience who are not disciplinary specialists. Free of grammatical errors and structurally excellent.	Goals & description are clear and generally easy to understand w/ a few exceptions (e.g. uses some jargon understood only by disciplinary specialists). Nearly free of grammatical errors and structured well	The description is adequate but greater clarity is readily possible. Description may not explain project concisely or with a clear general picture of proposed activities. Some grammatical errors and structural faults	Description is vague & generally not easy to follow (e.g., utilizes a lot of field-specific jargon w/out explaining it, significance)	It is unclear what is being proposed, writing is unclear/not easy to comprehend, and/or grammatical errors are prevalent.	
Development Potential for Learning Academic Career Personal Development (10 points max)	Project will significantly enhance student development in terms of learning outcomes, advancing skills, & developing as a professional in their area of study.	Project will enhance student development in terms of learning outcomes, advancing skills, & developing as a professional in their area of study.	Project will enhance student's academic development in at least 1 of the 3 areas in previous categories.	Ability to advance student learning is less likely either because of the nature of the project or the nature of the student's role in the experience. Grammatical and structural errors are very noticeable	It is not apparent how the project will contribute to development and/or would contribute to development in a very minor manner.	
Faculty Endorsement (10 points max)	Very Strong endorsement of project & student, faculty/staff commits to mentoring student for duration of project. Experience has an excellent expectation of being completed	Strong endorsement of project & student, faculty/staff mentor available to student for duration of the experience. Experience has a high likelihood of successful completion.	Faculty/staff reference endorses project & student, commitment to mentor student for the project vague or unclear. Some uncertainty about likelihood of successful completion.	Faculty/staff has some reservations about the project &/or the student and commitment to be available as a mentor for student is absent. Likelihood of success is questionable.	Reference does not support project and/or student in a meaningful way. The experience as designed has little chance of being successful.	
	Exceptional (5 points)	Very Good (4 points)	Acceptable (3 points)	Needs Improvement (2 points)	Poor (1 point)	
Budget (Appropriateness & Justification) (5 points max)	Budget is very reasonable; costs are directly related to the project & appropriate for the activities proposed. Applicant included strong justification for their items.	Budget is generally reasonable and directly related to project activities. Majority of costs are relevant & essential to this project. Applicant included some justification for their items.	Most costs are relevant to the project, but some amounts appear unreasonably high and/or are not directly related to the project.	Some costs are partly relevant but many budget expenses are not clearly related directly related to project activities and/or are unreasonably high.	Many budget expenses are not clearly related directly related to project activities and/or are unreasonably high.	
Broader Impacts (5 points max)	Applicant clearly addresses the significant broader impacts and larger context of the research /professional experience for the students, university, and society as a whole.	Applicant addresses the broader impacts of the research/professional experience for the students, university, and society as a whole.	Applicant addresses some of the broader impacts of the research/professional experience (1-2 of the three areas listed previously). OR Impacts not described in a way that indicates significance.	Broader impacts vague & generally not easy to follow.	It is unclear what the broader impacts of the research/professional experience proposal are; writing is unclear/not easy to comprehend, and/or grammatical errors are prevalent.	

INTERNSHIP SYLLABUS
KIN 498, PUBH 498, HHP 598

Faculty Internship Advisor: Holly Cummings
Office: McGill 201 – Office hours by appointment
Email: holly.cummings@mso.umt.edu

Hours required: 1 credit = 45 hours; 2 credits = 90 hours; 3 credits = 135 hours; 4 credits = 180 hours. If you believe you will have difficulty fulfilling the required work hours contact Holly immediately. Students who do not complete the required hours without making special arrangements with Holly will receive a failing grade.

Reporting: Log your hours and journal notes each day on your internship hour and journal logs. A final portfolio is due at the end of the semester. See details below.

Portfolio Guidelines and Important dates

Monday, Aug 29 Begin internship, and *journal and track hours using Weekly Log*

Wednesday, Dec 7 *Submit Final Portfolio to Holly Cummings, McGill Hall 201, by 4 pm. Please use the drop box by my door. (Should you complete your internship early, you may submit your portfolio earlier than the stated deadline.)

Final Internship Portfolio: Four Parts

This report should be double-spaced, 1" margins, Times New Roman 12 pt font. The page values below are for reference. Quality over Quantity, but aim for the page length stated.

Submit your portfolio in a bound folder, or small 3-ring binder. This is a professional report and should be a wonderful end to your internship. Be proud of what you have accomplished.

Part 1: Learning Objectives/Goals (1-2 pages) Now that you have completed your internship, review your Learning Objectives. Did you complete them? What have you gained by completing these objectives that you can apply to your future career? How have you impacted your organization by completing these objectives? Be sure to include any material you created along the way in the Appendices section of this portfolio.

Part 2: Literature Review (1-2 pages). Pick a piece of peer-reviewed literature/journal (or if pre-approved by Holly, another non-fiction resource) related to your internship experience and future work. Include the following:

Citation of Literature Source: _____

Overview (methods & results or focus & message of article): _____

How it applies to your internship work: _____

Why this is important to you and how you would use this piece of literature in your future career: _____

Part 3: Internship Evaluation (1-2 pages) Discuss the following:

- a) How *your* work as an intern contributed to the development or improvement of healthy behaviors/lifestyles or quality of life outcomes for the clientele your agency serves. Ways your University education prepared you for internship/practical experience. And, what, if any, educational aspect was missing.
- b) What the *agency* did *well* and what the agency could do to *improve* future internships.
- c) What *IPAT/CHTH/UMT* did *well* and what IPAT/CHTH/UMT could do to *improve* internship experiences.

Part 4: Appendices

- a) Weekly journal & hour logs signed by your supervisor.
- b) Provide supporting material from your internship including items created for your agency or business such as newsletters, flyers, charting, record keeping, training/dietary logs, samples of work, etc.

Submitting Your Portfolio

Submit your portfolio to the Internship Coordinator, Holly Cummings, McGill Hall 201. During the week portfolios are due a labeled container will be available outside Holly's office. Place completed portfolios in the container.

FINAL PORTFOLIO
Due at end of the internship

IPAT / CHTH / HHP
Weekly Internship Journal & Hours Log

Maintain an Hours and Journal Log during your internship.

Journals are reviewed and signed by your site-supervisor each week

Intern (Print name clearly please):		
Month (circle one): Jan Feb Mar April May June July Aug Sep Oct Nov Dec		
Date	Hours Completed	Work experience and reflections (I.E. What did you do? What surprised you? What was interesting? What worked? What could have been better?)
Sun _____, 201__		
Mon _____, 201__		
Tues _____, 201__		
Wed _____, 201__		
Th _____, 201__		
Fri _____, 201__		
Sat _____, 201__		
	Week Total: _____ hours	Total Hours To Date (this week plus all prior weeks worked): _____ hours

Work Supervisor signature: _____ (verifying hours & work experience)

Intern (Print name clearly please):		
Month (circle one): Jan Feb Mar April May June July Aug Sep Oct Nov Dec		
Date	Hours Completed	Work experience and reflections (I.E. What did you do? What surprised you? What was interesting? What worked? What could have been better?)
Sun _____, 201__		
Mon _____, 201__		
Tues _____, 201__		
Wed _____, 201__		
Th _____, 201__		
Fri _____, 201__		
Sat _____, 201__		
	Week Total: _____ hours	Total Hours To Date (this week plus all prior weeks worked): _____ hours

Work Supervisor signature: _____ (verifying hours & work experience)

Previous Internships: Categories & Sites

Physical Therapy

- Alpine Physical Therapy
- Range Physical Therapy
- Missoula County Public Schools

Cardiac Rehabilitation

- Community Medical Center
- St. Patrick Hospital

Chiropractic

- Matz Family Chiropractic

Health & Wellness

- Peak Health and Wellness
- VRTX Fitness

Strength and Conditioning

- Champions Center University of Montana
- Fuel Fitness

Missoula County Health Department

- Eat Smart, WIC, Let's Move

Missoula Family YMCA

- Special Olympics, Active 6 youth program

Western Montana Equine

- Pre-veterinarian experience

Missoula Pediatric Dentistry

- Pre-dental experience

Planned Parenthood

Missoula Urban Indian Health

Missoula Aging Services



Strength and
Conditioning



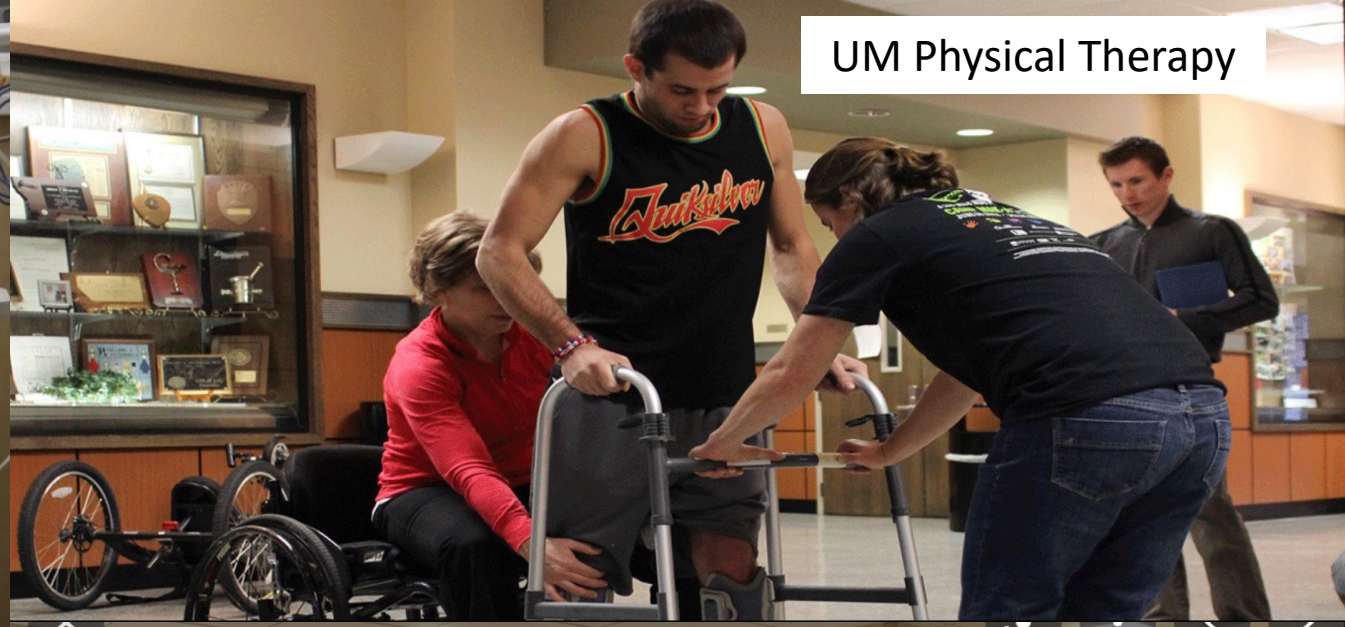
Athletic
Training



UM Athletics
Sport Science



Community Medical Center: NICU
(newborn intensive care unit)



UM Physical Therapy



Health Care Administration



St Patrick Hospital:
Cardiac Rehabilitation

Intentional recovery for your body and mind.

SPORTS RECOVERY | PAIN MANAGEMENT | HEALTH OPTIMIZATION | ENHANCED WELLNESS

Recovery Salon Wellness/Sport & Rehabilitation

Fund Raising Athletic Scholarships

Light therapy & skin health. RED LIGHT THERAPY: decreases acne & scarring, wound healing, reduces fine lines. INFRARED SAUNA: enhances skin softness, improves complexion, soothes itchy, red skin.

RED LIGHT & METABOLISM. Your body functions best when your metabolism is on point. Red light therapy is one thing you can do to get your metabolism in tip top shape so you feel your BEST!

FIRE & ICE. DOUBLE UP TO DECREASE INFLAMMATION TO THE FULLEST!

RED LIGHT THERAPY HELPS MITIGATE AGING & PROMOTE LONGEVITY. FIRST TIME IS ONLY \$20.

FREEZE & SQUEEZE. DOUBLE UP TO MAXIMALLY ENHANCE CIRCULATION.

HYPEHOUSE INDOOR CYCLING. BE KIND AF EST. TWENTY NINE.

SAUNA & HEART HEALTH. The cardiovascular demands imparted by thermoregulation when you're overheated include sweating, vasodilation, decreased afterload, increased.

MOOD & Red Light Therapy. Non-invasively help treat: Seasonal Affective Disorder, Depression, Anxiety. Increases brain activity & cognitive function.

Business Customer Relations



HELP OUR ATHLETES SUCCEED. MAKE A GIFT. Grizzly Scholarship Athletic Association

ONLINE GRIZ AUCTION REGISTER NOW! 11/9/22 - 11/16/22. UPWITHMONTANA.COM/2022GSAAUCTION

GET TO KNOW DRAYA WACKER. FAVORITE THING TO DO IN MISSOULA: HANG THE GRIZZ. FAVORITE PLAYER: DRAY WACKER. HIDDEN TALENT: PLAY THE DRAY. GO-TO FOOD STOP: THE GRAY.

Week 8 Montana Grizzlies Press Conference with Bobby Hauck https://t.co/GtEHyV2mL

2022 Griz Online Auction Mark your 📅 & register now. The Griz Online Auction begins on Nov. 9 at 4:00pm and closes on Nov. 16 at 8:00pm. Proceeds go in support of student-athlete scholarships! Register Now https://t.co/D9uEdtxo5W https://t.co/QIRGpYwPta

Start of a new segment.. Get to know the Lady Griz! First up, Draya Wacker! #GoGriz https://t.co/Aw9JVVFSC

Active Physical Therapy	Physcial Therapy Intern, PT Aids	Great Divide PT	PT Intern	Peak Health and Wellness	Fitness Center Internship, Administrative Intern
American Red Cross	Academic Service Learner Internship	Grizzly Peak/Holiday Retirement	Dietary/Prep Cook Internship	Peers Reaching Out (PROs) Coordinator	Curry Health Center
AmeriCorp	Various opprtunities (paid)	Healthy KC, Kansas City, MO	Community Health Initiatives	Planned Parenthood	Family Health and Planning
Anderson Chiropractic	Intern	Integrated PT	PT Intern	Providence Spine and Pain Center	Health Coaching
Arthritis Foudnation	Health and Wellness Intern	Lefler Sports Strength	Sport Specific Personal Training Assistant	Providence St. Patrick Hospital	Pre-Diabetes Prevention Program, Cardiac Rehab Intern, Dietician Intern
Aspire PT	PT intern	Matz Family Chiropractic	Chiropractic Aid and Observation	River Bend Physical Ther	Previous Internships (partial list)
Berube Physical Therapy (Lolo, MT)	PT Intern	Missoula Aging Services	Medicare Workshop Aide	SBG (Straight Blast Gym International)	
Bikram Yoga	Front Desk and Instructor Assistant	Missoula Boys and Girls Club		Sentinel High School	Track and Field Coach
Blue Mountain Clinic	Youth Advisory Board Facilitation Internship	Missoula City-County Health Department	Eat Smart Program, WIC, Let's Move Missoula	Snap Fitness Lolo	Fitness Center Internship
Boise State University Wellness	"Broncofit" Peer Health Education	Missoula Family YMCA	Special Olympics, Active 6, Youth Development Intern	Straight Blast Gym	Front Desk and Coaching Assistant
Boys and Girls Club of Missoula	Various Positions	Missoula Food Bank	Nutrition, Family Development, ROOTS Progran (senior nitrition)	UM Football	Intern
Cascade Medical Center, Leavenworth WA	PT Intern	Missoula Urban Indian Health	Diabetes education, Community Outreach	UM New Directions Wellness Center	Intern
Catalyst Physical Therapy	PT Aide	Montana Whole Health	Naturopathic Medical Assistant	UM PT	PT intern
Cedar Creek Spa	Massage Assistant	Mountain West Youth Track Club	Assistant Coach	UM Strength and Conditioning	Champions Center
Community Medical Center	Orthopedics, Cardiac Rehab Intern, LIFT Plastic Surgery, Population Health Coordinator, Occupational Therapy Aide/Intern	Move Missoula	Pilates Instructor Assistant	University of Montana	Campus Recreation - Fitness Programs, Champions Center

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WORK, INTERN, RESEARCH, OR VOLUNTEER ABROAD

Work Abroad can include **internships, volunteering and research**. Finding the right experience abroad will take time, so get started early!

1. Make an appointment to see [Kevin Hood](#), UM's International Internship and Work Abroad Advisor
2. Getting credit for this experience? Make an appointment with your Academic Advisor
3. Explore the links below to find programs that interest you

UM PARTNER WORK ABROAD PROGRAMS

- [IE3 Global Internships](#)- Full UM Tuition Waiver- \$3,450 program fee
- [CIS Abroad](#)- \$100 UM student discount
- [International Internship](#)- \$300 UM student discount
- [ELI Abroad](#)

Internships
Can be out-of-state
or abroad

Where can I Find an Internship? (Experiential Learning And Career Success Website)

- **Log on to Handshake.** Search our online database for internships via your major, desired location, or keyword. New positions are added daily! (see additional information below)
- **Make an appointment.** If you are having trouble finding an internship that interests you, make an appointment with an Internship Coordinator by calling 406-243-2815. If you are interested in [International Internships](#), our international internship coordinator can help you find the opportunity that is right for you.
- **Conduct creative research.** Search websites, blogs, newsletters, and social media for internships being offered in your major. If you know you want to work with a specific organization or company, review their website for established internship programs.
- **Create your own.** If you are interested in a company/organization not currently advertising an internship, we can help you contact them about setting one up! Remember to talk to your faculty advisor before pursuing any internship experiences.
- **Connect with professionals in your field.** Use social media and LinkedIn to make connections with established professionals, don't be afraid to ask around about potential openings and let people know that you are looking!
- **Network.** Ask your professors, departmental secretary, peers, parents, and friends if they know of any potential internship.
- **Explore other resources.** Check out the [Volunteer Missoula website](#), the [Missoula Job Service](#), or other job boards and websites found on our [Best Internship Websites](#) handout.

CLICK TO WATCH THE INTERNSHIP GOALS VIDEO SERIES

YouTube: The Intern Hustle



Asking for internship is like asking for a job.
**BE PREPARED. BE PROFESSIONAL.
FOLLOW UP.**

ASSIGNMENT: Watch "How to Find and Ask for an Internship"



How to Ask for an Internship | The Intern Hustle

The Intern Hustle

- Research businesses and organizations of interest
 - Learn something of interest about the company that you can talk about later
- Find out who to contact about an internship
 - Make contact via email, in person or on the phone
- Follow up and if agreeable schedule a time to meet.
- When you meet, be prepared!
 - Know something about the company!
 - Check their social media, programs, etc.
 - How can you contribute?
- Bring a well-written resume' that is designed for the position you are interested in
- Provide details about your internship requirements
 - le Semester dates, hours needed (135), what's required from the site: mentoring, supervision and evaluation.
- Ask for the internship!

What's been most helpful during this information session?

What's your very next step?

What can you do in the next 15 minutes?