

Practicum Requirements:

(Note: Students who were admitted into the online M.Ed. in Community Health Promotion in Fall 2015 and later do not have to complete a practicum, nor complete comprehensive exams/thesis.)

- A practicum experience is required for all students completing the Exercise Science, and Sport Management programs. At least 2/3 of the program must be completed prior to registering for the practicum semester (minimum 22 credits in most programs). Specific pre-requisites: Exercise Science: HPI , HP11 & Cardiac Rehabilitation.
- Graduate Practicum Guidelines are available in the HHP Department Office (JH 164).
- Depending on the program of study, elective courses, and practicum objectives, the practicum is offered for 3 credits (HPR 680), 4 credits (HPR 681), or 5 credits (HPR 682 course). Sport Management practicum students must complete the 5-credit practicum.
- Permission of Department Chairperson is needed for registration. There are two forms: Intent Form 1, and the Placement Form 2 (signed by the student's advisor and site supervisor) must be completed before the Department Chair will review the application for approval.
- Professional liability insurance, immunization records (Tuberculosis & Hepatitis B immunization required), FBI & BCI background checks are all required and must be handed in prior to placement or Form 2 deadline). If you choose a medical facility as you site, you may be required to have additional shots, pay extra fees or meet additional requirements.
- Forms can be picked up at the HHP Department Office (JH 164; 216-687-4870).
- Minimum number of clock hours are: **3 credits - avg. 9 hrs./wk. = 135 hrs./semester; 4 credits - avg. 12 hrs./wk. = 180 hrs./semester; 5 credits - avg. 15 hrs./wk. = 225 hrs./semester.**
- An Application (**Form #1**) and approval (**Form #2**) process is used to arrange the practicum. The forms are included in the Graduate Practicum Guidelines. Failure to complete the form and/or obtain necessary signatures, including a current resume, will result in the form being returned to you.

Internship Requirements:

- A Internship experience is required for all students completing the Exercise Science, and Sport Management programs. At least 75% of the program must be completed prior to registering for the practicum semester
- Completion of professional core courses as follows: PED 322, PED 324/325, PED 430 or 450, PED 435, HED 315 or 475, PED 328.
- Professional core and specialty (sport manager or exercise/fitness specialist) combined grade point average of 2.50.
- Intent form submitted in full not later than the due date for the internship semester as shown

| If you want to complete your INTERNSHIP | Begin Application Process | You Must Submit INTENT APPLICATION | You must submit application for Site/Project APPROVAL NO LATER THAN |
|--|----------------------------------|---|--|
| Fall | April 15 | May 15 | July 15 |
| Spring | July 16 | September 15 | November 15 |
| Summer | November 16 | February 15 | April 15 |

- Dispositions: At the time of application to complete an internship, there will be a departmental review of the student's file as part of the pre-requisite checks to see if any faculty or staff members have submitted a Concern form or Flag Form for the student. Forms are used to indicate concerns about professionalism, work ethic, or communication skills that may jeopardize a student's ability to succeed in a major field experience. Review will determine if further information, conference or petition would be appropriate.
- Immunizations:
 - a. TB Test: Proof of a negative TB test is required prior to the start of your Internship – Form 2. Students may go to their own doctor or they may contact the CSU's Health Services department at 216.687.3649. If students go to their own doctor, they should make sure the doctor administers the Mantoux TB test and that they get a signed statement of results
 - b. Hepatitis B shots (series of 3) Interns are urged to begin these shots as soon as possible since the first two shots must be at least a month apart, and the third shot is taken approximately 6 months after the first shot. In order to satisfy this requirement, interns must have completed at least their **first two shots prior to the beginning of their internship.**
 - c. Background Checks: Every intern must submit fingerprints to the Bureau of Criminal Investigation (BCI) and to the Federal Bureau of Investigation (FBI) for background checks. There are several ways to obtain and submit fingerprints, outlined below.
 - CSU: Students may have fingerprints electronically scanned in the Education Student Services Center, Julka Hall 170. Students must first pay \$75 fee at Cashier's office, bring the receipt and state-issued identification to the Education Student Services Center. Allow 1-2 weeks for electronic fingerprinting and background check.
 - Outside source: National Background Check, Inc. electronically scans your fingerprints and obtains results within two (2) business days. Students may call 1.877.932.2435 to set up an appointment.
 - Police – can be obtained from your local police department (charges vary)
 - d. Other: Some Internship facilities may require additional screening or immunization (drug test screening, flu shot, etc).
- Liability Insurance: Oftentimes, liability insurance can be purchased at a reasonable price through professional organizations such as AAHPERD or ACSM.
- First Aid/CPR: You are required to have a current First Aid & CPR Certification. You may obtain these certifications from:
 - Red Cross at: http://www.redcross.org/lp/cpr-first-aid-aed-certification-hero?utm=a&device=d&scode=PSG00000E017&gclid=C12_-dzExs8CFQqKaQodSI4FJw&qclsrc=aw.ds&dclid=CKbyk93Exs8CFUeGaQodBGYFMg
 - National Federation of High Schools (NFHS) online course – First Aid, Health & Safety for Coaches at: <https://nfhslearn.com/courses/26/first-aid-health-and-safety-for-coaches>