

EXS 496 INTERNSHIP REGISTRATION CHECK-LIST

PLEASE READ THE INTERNSHIP HANDBOOK FOR DETAILED INSTRUCTIONS REGARDING EACH OF THE STEPS BELOW. FOLLOW THE STEPS BELOW IN ORDER!

- ☐ Begin the process of searching for an internship site a minimum of three (3) months prior to the beginning of the semester of enrollment. An Excel spreadsheet with a list of approved internship sites is provided on the EXS webpage. If you choose a site not on this list please email the instructor that is listed for the course/section on TOPNET for approval.
- ☐ Purchase liability insurance and obtain CPR certification. The insurance must be valid throughout the internship hours. Your CPR certification must be valid throughout your internship and throughout the Exercise Science program. Failure to maintain current CPR/AED certification could result in a failing grade for the course. Details are located in the Handbook.
- ☐ Once you have confirmed your internship site, you must submit your **proof of CPR certification**, and **proof of liability insurance** by emailing these documents to es.intern@wku.edu Please scan and attach the documents to the email. **NO HARDCOPIES WILL BE ACCEPTED!** Multiple submissions of the material will not be accepted. You must use the exact email format below.

Subject line of e-mail: (your first and last name) (800#) (Term and Year in which you plan to enroll)

I have attached a copy of my resume, current CPR certification, and my Liability insurance to be able to enroll in EXS 496 for the (Fall/Spring/Summer) of 201_. I understand that it is my responsibility to maintain a current CPR/AED certification and it is my responsibility to have Liability Insurance that is required for the course that will cover me for my entire Internship.

*I will be performing my hours at (**name of facility**) starting (**date**) and will be able to complete . My supervisor's name is _____ and his/her email address is _____ and phone # _____ .*

IMPORTANT DUE DATE: YOU MUST SEND THIS EMAIL WITH THE REQUIRED CPR, LIABILITY INSURANCE, INTERNSHIP SITE AND YOUR FACILITY SUPERVISOR CONTACT INFORMATION BY THE FRIDAY BEFORE FINALS WEEK!

- ☐ Register for the course via Topnet. It is not necessary to have a restriction removed for this course. Just register for EXS 496: Internship in Exercise Science when it is your turn to register.
 - ☐ For the semester in which you are enrolled in EXS 496, you will be notified when the Blackboard site is available. You may start your hours the first week of class, just make sure you have the forms **INTERN/AGENCY/SUPERVISOR CONTRACT** and **INTERNSHIP GOALS AND PLAN** submitted on Blackboard before the end of the first week.
 - ☐ You can start your hours the first week of class, just make sure you have FORM 1 submitted on Blackboard before the end of the first week.

IMPORTANT: FAILURE TO UPLOAD THESE FORMS BY THE END OF THE FIRST WEEK OF THE SEMESTER MAY RESULT IN YOU BEING DROPPED FROM THE COURSE!

DUE TO LEGAL AND LIABILITY REASONS, IT IS WKU POLICY NOT TO ALLOW INTERNSHIPS TO BEGIN PRIOR TO THE SEMESTER OF ENROLLMENT. PLEASE DO NOT REQUEST TO BEGIN YOUR INTERNSHIP EARLY. THIS WILL NOT BE PERMITTED UNDER ANY CIRCUMSTANCES.