



Sargent College of Health & Rehabilitation Sciences

## **Internship**

**UNDERGRADUATE STUDENT MANUAL**

**FOR**

**HUMAN PHYSIOLOGY**

**2024-2025**

Revised: July 11, 2024

# Field Experience in Human Physiology I (HS 410)

## Introduction

The decision to undertake a clinical Internship or field experience may be one of the most important choices that you make during your undergraduate or graduate career. This manual is not an attempt to answer all of your questions about this program but will hopefully provide basic information about the nature of the Internship as well as a sample of some of the sites that the department has worked with over the last ten years.

The major goal of an Internship is to provide you with an experience that is different from the classroom in which you can apply much of the knowledge you have gained in previous class work. I indicate to our various supervisors in an introductory letter that the "*major goal is to provide the student with various experiences that he or she is not capable of receiving in our department as well as giving them a sense of the professional real world.*" Exposure to a hospital setting, research laboratory or clinical environment, direct patient contact, and various laboratory responsibilities are certainly all within the realm of available experiences. It is not expected that the supervisor spends an inordinate amount of time but merely act as a guide in the learning process.

Because human physiology is not licensed by a national organization, a specific list of objectives is not provided to the supervisors; this is open ended and varies from institution to institution. Site supervisors embrace this freedom and use it as an opportunity to educate students about real world application, goal-setting, and priorities as well as technical skills

development. We strongly believe our partner sites provide our students with excellent experiences and exposure in the clinical and research areas.

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# Policies and Procedures

**Course Instructor:** Kelly Pesanelli PT, MS., CCCE  
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## Description:

**HS 410 – Field Experience in Human Physiology:** Practical experience in a clinic, hospital, community institution and/or other settings as appropriate. The majority of the field sites chosen will be those offering experience in the evaluation of cardiovascular health and fitness, cardiac rehabilitation, clinical research, and other duties specific to the day-to-day operation of these agencies.

*(HS412 is open during the spring semester to students whose HS410 internship requires a 2-semester commitment. HS418 is open to students who wish to complete an internship for credit over the summer)*

## Prerequisites:

- Completion of all required academic courses through junior year. (No sophomores/juniors will be allowed to register) Only rising seniors, seniors or juniors studying abroad may register for HS 410.
- Cumulative grade point average of 2.0 is required before an Internship can commence.

## Credits:

- HS 410: 4 credit hours; 140 contact hours; this course is graded.

## Objectives:

The student(s) will demonstrate in a clinical or research setting the ability to:

- Apply the knowledge gained in academic training.
- Adapt quickly to the routines and procedures required in the assigned laboratories and clinics.
- Perform their assigned tasks with competence and with a minimum of supervision.
- Conduct themselves in a mature, professional manner which will instill confidence in the clients with whom they come in contact.

- Work harmoniously with all fellow workers in the assigned agency.

#### A. **Registration for Internship**

Undergraduate students in the Department of Human Physiology enrolling in *HS 410/412 Field Experience in Human Physiology* will be subject to the following policies:

- **The Internship** consists of **4 credit hours** for which **140 contact hours** is required on site with accompanying assignments submitted online.
- **Retroactive Internship** (e.g., if you worked previously in a hospital or fitness setting, either for salary or volunteer status) **will not be considered**. Pre-registration and approval is required for all Internships.
- **Stipends:** Typically, an Internship arranged within the greater Boston area does not provide stipends. There are no restrictions regarding stipends. However, if an Internship is arranged whereby the student is paid for services/experience, the experience must qualify as an appropriate Internship.

#### B. **Step by Step: Obtaining an Internship**

The following steps **MUST** be followed in this order, beginning one semester prior to start:

- 1) **Internship Manual:** Review a copy of the Internship Manual located online.
- 2) **Schedule an appointment with [Center for Career Development](#).** Prepare your resume in preparation for applying to internship sites.
- 3) **Complete the [Internship Interest form](#)**
- 4) **Meeting:** Determine your major interest and the nature of the experience that you feel would benefit your future career goals. With these in mind, attend the mandatory information session with the Clinical Internship Coordinator, Kelly Pesanelli, (you will receive an email about this just after registration). Once you have attended the information session, please submit an online HS410 internship interest form so that site a recommendation can be tailored to your specific interests and professional goals. This can be found on the [Human Physiology Internship website](#). Options will be determined

either from the listing of current locations or a pre-approved site you have found on your own. The site recommendation will be emailed to you along with detailed instructions on how to apply.

3) **Site Selection:**

- a. **If your site has been pre-approved by Prof. Pesanelli :** Make arrangements for an appointment (interview) with the potential supervisor at the selected institution(s) (approximately 2 months prior to the beginning date of the Internship) by emailing them your resume and expressing an interest in an Internship.
- b. **If you intend on pursuing sites not listed in this manual:** (i.e. nearer to your home, no previous student has worked with them, personal contact) then you must schedule a time to meet with Prof. Pesanelli (Coordinator of Internships) and have her sign off on the enclosed Internship Approval Form. This form must be submitted to obtain class credits and begin the internship.

- 4) **Interview:** Approach the interview as if it was for a job--it may turn out to be exactly that. During the interview discuss the nature of experiences you will receive--if you have a particular interest, make sure that you indicate such at this time. Be sure that the experience will entail more than just administrative work. If possible, your potential schedule and days per week should be discussed at this meeting. Please contact Prof. Pesanelli if you feel a practice mock interview would be beneficial prior to your meeting.

- 5) **Internship Confirmation:** after the interview, or formal offer of internship, please submit an [Internship Confirmation Form](#). Prof. Pesanelli will send a letter, and if necessary a contract, to the supervisor formalizing your Internship and describing the objectives of the Internship.

**C. Grading of your internship:**

**Grade breakdown:**

Obtaining Internship – <a href="#">Confirmation</a> Form	10
3 journal entries	15
Site evaluation of student: Midpoint/Final	40
Digication e-Portfolio	35
Total	100

**GRADING SCALE (*Sargent College Grading Policy*)**

GRADE		CRITERIA
A	93% + Excellent	Work indicating superior mastery of the material. Content, concepts, or techniques are applied with exceptional skill or great originality in satisfying the requirements of an assignment or course.
A-	90-92%	Work indicating a mastery of material. Thorough knowledge of concepts and/or techniques together with a high degree of skill and/or some elements of originality in satisfying the requirements of an assignment or course.
B+	87-89%	Thorough knowledge of concepts and/or techniques together with a fairly high degree of skill in applying them to satisfy the requirements of an assignment or course
B	83-86% Good	Fine level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy requirements of an assignment or course.
B-	80-82%	Acceptable or adequate level of knowledge of concepts and/or techniques together with considerable skill in using them to satisfy requirements of an assignment or course.
C+	77-79%	Acceptable level of knowledge of concepts and/or techniques with some skill in using them to satisfy requirements of an assignment or course.
C	73-76% Satisfactory	Acceptable level of knowledge of concepts and/or techniques with minimum skill in using them to satisfy requirements of an assignment or course
C- D	70-72% 60-69% Not Meeting Criteria	Minimal knowledge of concepts and/or techniques needed to satisfy the requirements of an assignment or course.
F	0 59% & below Fail, no credit	Incomplete assignment and/or considerable error in work done. Incongruities in interpretation reflecting poor grasp of material.

You must complete **ALL** of the following:

1. **Establish an e-portfolio** on bu.digication.com that includes a bio/introduction of yourself

2. **Complete Three Journal Entries.** The topics or questions will be posted on Blackboard:
  - a. Submitted via the Blackboard Discussion Board
  - b. Posted to your e-Portfolio
3. **Learning Contract** – After you start work on site, your learning contract is due within 14 days of your first day on site. This should be submitted electronically. This “contract” is between you and your site supervisor and is intended to serve as an opportunity for you to identify three main goals for the semester and outline how you will achieve these through your internship. SUMMER ONLY
4. **Site /midpoint Evaluation** form ([HP site Evaluation of student](#)) to your supervisor and that the supervisor then submits a grade and evaluation back to the coordinator.
5. **Site Final Evaluation** form ([HP Site Evaluation of Student](#)) to your supervisor and that the supervisor then submits a grade and evaluation back to the Coordinator.
6. **Student's Evaluation** form (HP\_Student Evaluation of Site) of the Internship and submit it to the Coordinator.
7. **Establish a LinkedIn account and connect with the Human Physiology Linked-In page and myself**
8. **Final Presentation/E-Folio** includes:
  - a. 1 Bio/Introduction of yourself
  - b. 3 journal entries
  - c. Updated resume/CV
  - d. LinkedIn page link
  - e. Final presentation

**D. Final presentation** – most people make a PowerPoint presentation (suggested outline follows). Your final project may also be an abstract or paper resulting from research at your internship site, or a special project given to you by your site supervisor. Be creative as this is a representation of you!

Suggested outline of PPT:

1. **Title of Internship**
2. **Introduction**
  - a. Name, location, type of site (lab, hospital)
  - b. Description of site
  - c. Description of department/position
  - d. Learning objectives
  - e. What population is your position serving (children, elderly, research community)
  - f. Description of daily activities/job
3. **Skills**
  - a. Skills you previously had that contributed to success on the job



- b. Skills learned on site
- c. List any relevant courses taken that contributed to your success in this position
- 4. **Relevant research** – find at least two peer-reviewed articles that support the work that you are doing and write a brief description of how this relates or could relate to the future of this field
- 5. **Conclusion**
  - a. Briefly describe your overall experience
  - b. What have you learned?
  - c. What recommendations would you have to improve this experience, if any?
  - d. Would you recommend this site to others and why?
  - e. How do you think this experience will help you achieve your future goals?

## Internship/Practicum Checklist

Student Name \_\_\_\_\_

COMPLETE	ACTION	DUE
	Register for Practicum Course, HS 410	Fall/Spring Registration Period
	Meet with Clinical Instructor to discuss internship options – fill out internship interest form	1-3 months prior
	Search for internship site – sites provided by Clinical Coordinator	1-3 months prior
	Submit Internship Confirmation Form	Before beginning internship
	Register for an e-portfolio on bu.digication.com there are samples of digication pages on the external links section of blackboard, check out samples there. Once you register/sign up, email your digication link to me at hpintern@bu.edu	1 <sup>st</sup> week of internship
	Complete Journal Entry #1 and post it on your e-portfolio/digication page	4 <sup>th</sup> week
	Complete Journal Entry #2 post on your digication page	8 <sup>th</sup> week
	Midpoint evaluation to be done by Site Supervisor (no student involvement here)	During Midterm Period
	Complete Journal Entry #3 post on your digication page	12 <sup>th</sup> week
	Final Evaluation sent by student to Site Supervisor	12-13 <sup>th</sup> week
	Complete Student Evaluation of Site turn it to Clinical Coordinator	Last Day of Classes

	Final Site Supervisor evaluation to be submitted	Last Day of Classes
	<b>Final Power point presentation/E-folio due E-folio to include bio/intro, 3 journal entries, resume, and final presentation.</b>	<b>Last Day of Classes</b>
	<b>*All Evaluation forms will be sent to you and are located in the Internship Manual on Blackboard</b>	

Coordinator of Internships: Kelly Pesanelli PT, MS, CCCE  
 Email: kpesan@bu.edu  
 T: (617) 358-0703

## Internship Approval Form for New Sites

**Submit this form to: Kelly Pesanelli PT, MS, CCCE, via mailbox: Room 443 or email: hpintern@bu.edu**  
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### Student Information

<b>Name</b>	<b>Phone</b>
<b>Email</b>	<b>ID Number</b>
<b>Course Number (HS 410 or HS 412)</b>	<b>Credit Hours</b>

### Internship Site Information

<b>Internship (agency name, department, division)</b>	
<b>Site Administrator Name and Title</b>	
<b>Mailing Address</b>	
<b>Description of Internship</b>	

<b>Supervisor Phone</b>		<b>Supervisor Email</b>	
<b>Website</b>			
<b>Estimated Start Date</b>		<b>End Date</b>	
<b>Hours per week on Site</b>		<b>Anticipated Hours this Semester</b>	