

**University of Central Arkansas Exercise Science Program
INTERNSHIP APPLICATION**

Complete and Return by August 30th for Spring Internship or January 30th for Summer/Fall Internship!

Name: Date Submitted:
(Last) (First) (Middle)

UCA Student ID#: Academic Advisor:

Indicate your gender and/or your preferred pronouns – Gender: Male Female / Pronouns (optional):

Cell Phone Number: Do you receive text messages? Yes No UCA Email Address:

Alternate Phone Number (optional): Alternate E-mail Address (optional):

Preferred site emphasis and location

Preferred emphasis (e.g., corporate, commercial, clinical, OT/PT)

**Please put a type of site and not a specific site*

Preference #1:

Preference #2:

Preference #3:

Preferred City (e.g. Conway, Little Rock, Russellville, etc.)

Location #1:

Location #2:

Location #3:

Do you have any transportation/employment restrictions that would hinder you traveling to an internship site within a 45-minute drive? Please explain below.

If you have an internship site secured or have contacted an internship site, please list below. (Be sure to include all information requested.)

1st Internship Site: I have secured this internship site -OR- I have contacted this internship site

Name of Facility:

Address of Facility:

Name of Contact Person: Email Address of Contact Person:

Phone Number for Contact Person: Fax Number for Contact Person:

Facility Website URL:

2nd Internship Site: I have secured this internship site -OR- I have contacted this internship site

Name of Facility:

Address of Facility:

Name of Contact Person: Email Address of Contact Person:

Phone Number for Contact Person: Fax Number for Contact Person:

Facility Website URL:

Once you have completed the BS in Exercise Science A-MAP* with your Academic Advisor, READ AND COMPLETE THE SECTION BELOW

****Be sure to indicate "Courses in Progress" & LIST GRADES for each course***

Student's Name: UCA Student ID#:

Academic Advisor: Date:

I, , have reviewed all of my UCA coursework and find that I
(student's name)

am in good standing for graduation in the of .

(semester) (year)

Student's signature

Academic Advisor's signature

REQUIRED DOCUMENTS to be submitted to the Internship Coordinator via email BEFORE the start of the internship:

- **Completed INTERNSHIP APPLICATION** (*pages 1-2 of this packet!*)
 - Due by **August 30th** for spring internships or **January 30th** for summer/fall internships
- **Completed INTERNSHIP AGREEMENT form signed by the intern and the Internship Site Supervisor**
 - Due date to be set each semester by the Internship Coordinator
 - Available on the Internship webpage (<https://uca.edu/exss/internship/>)

Process for securing an internship:

- See “*Approved Sites*” document on the Internship webpage (<https://uca.edu/exss/internship/>)
- Begin to contact sites with which you would like to complete your internship
 - Call, email, or visit the site (*multiple times if necessary*) and inquire about their internship opportunities for undergraduate Exercise Science program majors at UCA
 - Do not send one email and expect a quick response – Follow-up is ESSENTIAL!
- You may be asked to submit cover letters/resumes to site supervisors (*so have them polished and ready to go*)
- If you are interested in an internship site that is not included on the “Approved Sites” list, follow the procedure for getting a new internship site approved (*see below*).

Process for getting a new internship site approved:

- See “*Site Approval Process*” document on Internship webpage (<https://uca.edu/exss/internship/>)
- Submit the required “new site report” via email to the internship coordinator by **October 1st** for spring internships or **March 1st** for summer/fall internships