

**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