**HHP Internship Registration Steps and Requirements**

Students are responsible for finding an internship site that will enhance their learning and career goals. Registration steps will be completed after the student has secured an internship site.

All paperwork must be completed, signed, and approved prior to beginning your internship. Meet with the Internship Coordinator to complete your paperwork and register during the semester before your internship is scheduled. (Example: If your internship is in the Spring, all paperwork must be completed in October.)

**Internship Prerequisites** *All HHP interns are required to have CPR certification*

- **Undergraduate Exercise Science (KIN 498)**
  - KIN 320, KIN 321
    - (If internship is strength and conditioning/coaching): KIN 410 and COA 405
    - (If internship is cardiac rehab): KIN 483, KIN 484, KIN 460

- **Undergraduate Community Health (CHTH 498)**
  - CTHH 355

- **Graduate Community Health (HHP 598)**
  - HHP 540, HHP 544

**Steps to Registering for Internship**

1. **Internship Application**
   a. Pick up a copy from the Internship Coordinator or print it from the HHP website. You will need to complete this form and have it signed by your faculty mentor/advisee and by the Internship Coordinator.

2. **Transcript**
   a. Print your current transcript from Cyberbear.

3. **CPR Certification**
   a. If you have not already taken ECP 120/121, you will need to complete a substitute CPR course prior to beginning your internship.

4. **Resumé**
   a. This should be up-to-date. During your internship, you are encouraged to meet Career Services to polish your resumé.

5. **Job Description**
   a. Your supervisor should provide you with a typed description of the duties and expectations for your internship.

6. **Three Learning Objectives**
   a. These are 3 S.M.A.R.T. goals that you have for yourself during your internship. These objectives are the three main goals you have to complete/learn during your internship.

7. **Handshake**
   a. Log onto Handshake. Complete your profile. Then click **Career Center** on the top right of the page, choose **Experiences** in the drop down menu. Then click on **Request an Experience** and fill out the required information. *Don’t forget to complete your Learning Objectives (Tab on the second page after you click the green **Request Experience** button). This must be done before you register.

8. **Registration Override**
   a. Meet with the Internship Coordinator (once registration opens) with items 1-6 to register for your internship credits. The Internship Coordinator will sign your internship application and override form then file all your paperwork. Once all your paperwork is in and you are registered, you may begin your internship as scheduled.