



# SPORTS SCIENCE AND REHABILITATION INTERNSHIP MANUAL

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Program Director

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## INTRODUCTION

The Masters of Science degree in Sports Science and Rehabilitation Capstone Clinical Internship Program is designed to further the students' understanding of sports and exercise science and how it is linked to rehabilitation procedures and management. The internship is a 6 credit hour course requiring 180 clock hours of clinical, hospital or athletic related experience. This experience is under the supervision of a physician, licensed healthcare professional or certified exercise science professional that is trained or experienced in sports injury management, exercise prescription, sports medicine triage or athletic rehabilitation management

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### SSR Internship Application Step by Step Instructions

1. To get started, open a web browser to <https://logan.joinhandshake.com/> and choose log in
  - o You will use your Logan credentials to log in.
  - o If you have any issues, please contact Jazmine Newsome, Career Strategist at 636-230-1933.
2. Once logged in, start by selecting the **Career Center** tab.
3. From the drop down, select **Experiences**, then **Request an Experience**.
4. This will take you to the internship application.
5. From the Experience Type drop down, select, **SSR Clinical Internship Course**.
6. Please select the desired term in which you wish to complete your internship.
7. Under Employer, please list the site location in which you will be completing your internship. If the employer is already registered through Handshake, the location address will auto populate. Be sure to double check that you have the correct location selected. If not, you will need to manually enter the site location's physical address.
8. Under the Industry drop down menu, select the field in which you will be completing your internship.
9. Next, include the employer's phone number and email address.
10. Under the Job drop down menu, manually enter "Intern".
11. You may skip the following sections: Department, Date, Job Type, Employment Type, Salary, Offer Dates and Offer Accepted.
12. You have the option to add this experience to your Handshake profile.
13. Under Approver, enter your site supervisor's email address, first name, last name, job title, and phone number.
14. Please read the Acknowledgment Statements. You will then agree to the terms by selecting "**Yes**". You will then type in your name under Student Name and type in the current date under Today's Date.
15. Submit the application by selecting the green "**Request Experience**" button.

### Uploading Required Documents Step by Step Instructions

1. Once you submit the application, you will have immediate access to the Site Supervisor Application and the Affiliation Agreement.
2. Once the paperwork has been completed and signed, you will need to upload both documents into Handshake.
3. To upload documents, scroll to the top right corner and select your Name. From this drop down menu, select Documents.
4. Select Add New Document.
5. The box will appear for you to upload the documents. Click Select from Computer and upload the Affiliation Agreement. For the Name, title it Affiliation Agreement followed by your last name. (Example: Affiliation Agreement Last Name) For Document Type, from the drop down menu select Other Documents.
6. Follow the same steps to upload the Site Supervisor Application and title it Site Supervisor Application followed by your last name. (Example: Site Supervisor Application Last Name) From the Document Type drop down menu, select Other Documents.
7. It will be important for the documents to remain not visible on your profile since the documents contain private information.

### SUPERVISION AND COMMUNICATION POLICIES

- An intern in the Capstone Clinical Internship Program cannot act as one's own Site Supervisor.
- An intern may not enroll for the Capstone Clinical Internship if they are on academic probation. Interns must have a 3.0 Cumulative GPA to begin the internship.
- An intern in the Capstone Clinical Internship Program cannot perform in a capacity in which he/she supervises or acts as a consultant to the Site Supervisor.
- An intern in the Capstone Clinical Internship Program cannot have as a Site Supervisor an individual who is an immediate family member or business partner without written consent of the Director of Internship and the Dean of the College of Health Sciences.
- An intern in the Capstone Clinical Internship Program cannot be paid for services provided during the internship.

**There are paid internship programs that will qualify for inclusion, but they must be authorized by the Program Director and Dean of the College of Health Sciences.**

- A student may start their internship only if they have completed all didactic courses in the SSR program.
- A student may choose to participate in an ongoing internship program in the greater St. Louis, MO area, one administered by Logan University, or the student may choose to participate in an internship located in an area of their choosing. The distant internship must follow all guidelines set forth by Logan University and be approved by the Program Director as outlined in this manual.
- A student cannot begin their internship under any circumstance until all information is finalized and authorization is sent by the Program Director, the student is registered for the internship course, and the trimester has officially begun.
- All communications regarding the internship experience will occur through the students' Logan email.

### DRESS CODE

- An indication of your level of commitment toward professionalism is shown via your dress for official duties.
- During the internship, a student should dress in accordance with the site supervisor's facility.
- The Program Director has no control over internship site dress code policies and any issues will need to be discussed with the intern's site supervisor.

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## ACCEPTABLE INTERNSHIP ACTIVITIES

The following is a partial list of the activities or programs in which Logan's Master's Degree students may perform during their internship. Additional activities and programs can be authorized only by written consent of the Director of Internships or the Dean of the College of Health Sciences.

- Direct and supervise prescriptive exercise routines associated with a sports or clinical setting
- Direct and supervise rehabilitation programs associated with a sports or clinical setting
- Perform prescribed modality therapies
- Perform rehabilitative procedures on patient or clients associated with internship center
- Write and construct exercise and rehabilitative programs for clients
- Perform testing and evaluations of rehabilitative and exercise programs
- Perform sports specific testing and evaluations on teams
- Collect and administer research data or protocols in University setting
- Observe Invasive Injection and surgical procedures
- Observe clinical patient management and procedures
- Participate and observe in sports sideline evaluation
- Participate in pre-game and athletic contest preparation
- Conduct cardiovascular testing and rehabilitation
- Conduct respiratory rehabilitation and exercise procedures and protocols
- Organize sports camps, athletic events or exhibitions

**The intern cannot directly or independently oversee the triage, diagnosis, treatment or rehabilitation of any athlete or patient without supervisor oversight. If a Master's Degree Internship candidate is professionally licensed in another field of specialty, he/she cannot practice any skills sets that pertain to that specialty during his/her Logan internship experience. Those skill sets include: manipulation, acupuncture, injections, minor or general surgery, or the administration of anesthesia. If clarification is needed to what skill sets may or may not be employed during the Master's Degree Internship Experience, a conversation with the Director of Internship is required.**

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## INTERNSHIP TROUBLESHOOTING

Problems typically arise because of miscommunication of expectations. If you find yourself frustrated, not challenged, speak directly with the Site Supervisor. Express your enthusiasm and eagerness to learn from him/her. Site Supervisors often limit student intern involvement in patient care or management until the Site Supervisor can make some evaluations as to the skill of the intern. Appropriate motivation and communicated knowledge and skill level can hasten this transition into active involvement.

If it is evident that communication will not resolve the problem, then the intern is to contact the Program Director. Your concerns need to be followed up with a written statement that will be placed in the students' internship file. The Program Director will contact the Site Supervisor and ask for his/her feedback regarding the problem before acting in the best interest of both parties.

Negative comments toward the intern or persistent negative comments toward Logan University by anyone in the Site Supervisor's office should be brought to the Director of Internship's attention.

**If any additional concerns arise that cannot be adequately addressed with the Site Supervisor they are to be taken to the Program Director immediately.**

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## VIOLATIONS/DISCIPLINARY MEASURES

Although off campus, Logan student/interns are bound to the rules of professional and clinical behavior as defined in the Student Handbook. A list of possible violations is presented below, but do not address every conceivable situation.

Violations include but are not limited to:

1. Theft: includes equipment, documents, monies, or services.
2. Falsification of records.
3. Destruction of property.
4. Criminal acts.
5. Consulting, examining, treatment or ordering services on a patient(s) without authorization and /or proper supervision.
6. Dress code violations.
7. Unethical or inappropriate behavior.
8. Use of alcohol or other drugs in the clinical setting.

9. Repeated violation of policies and regulations.
10. Inappropriate documentation and/or management of patient documents, e.g., unauthorized removal of patient documents from the clinic setting.
11. Failure to report for assigned rotation shifts and/or other duties.
12. Any breach of intern responsibilities previously outlined in this manual.

Breaching the responsibilities outlined above carries significant consequences. The Site Supervisor may deal with minor policy infractions individually or may refer any incident to the Director of Internships. Subsequently, the privilege of patient interaction may be lost. Severe infractions will preclude further internship participation and possible suspension and/or academic dismissal.

## SITE SUPERVISOR SECTION

The responsibilities of the Site Supervisor are multifaceted. The primary function is to provide an environment conducive to clinical education. The Site Supervisor must recognize the impact he/she may have on interns and treat the internship experience accordingly. Failure to observe strict standards of behavior and performance ultimately deprives the intern of the knowledge and training necessary to succeed in the field of sports science and rehabilitation. Supervisors provide the final chapter in the intern's clinical experience.

Specific responsibilities of supervisors include the following:

1. Remain in compliance with the inclusion guidelines as outlined above.
2. Abide by state statutes regarding internships.
3. Be present to observe interns during all patient contact encounters.
4. Monitor and track intern activities and journals.
5. Evaluate the intern's performance.
6. Return all evaluation forms to Logan University in a timely manner according to the grading system.
7. Provide an environment conducive to learning.
8. Provide feedback to the intern throughout the intern's internship.
9. Sign and verify all intern's journals and assignments.



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## EVALUATION PROCESS OF INTERN

Evaluation by the Site Supervisor accounts for a large portion of the internship grade. Students will track all clinical hours (Appendix D) and obtain a signature from their site supervisor at the midterm and end of the trimester to verify those hours. The site supervisor will also complete two evaluations of the intern. These documents will be directly sent to the site supervisor and completed through Handshake.

Falsification of these documents is a violation of the student honor code; and will likely result in suspension from the program, and delay or negate graduation from Logan University.

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## SITE SUPERVISOR TROUBLESHOOTING

As with any clinical program, the potential for protocol and/or ethical violations exists. The violations below warrant immediate interaction between the Site Supervisor and intern. Serious breaches of responsibilities may necessitate the involvement of the Dean of the College of Health Sciences. Please contact us at 636-230-1738 for guidance or counsel on disciplinary action. Some common examples requiring intervention are the following:

1. Intern fails to report on scheduled date.
2. Intern is consistently late.
3. Intern demonstrates very poor clinical skills.
4. Intern intentionally disobeys direction in patient care.
5. Intern is rude to a patient/staff.
6. Intern's hygiene/dress is unprofessional.
7. Intern fails to maintain an accurate journal.

## INTERNSHIP COURSE HOURS REQUIREMENT

The standard 180 hour internship program will consist of:

**80% (144 hours minimum) of the required hours must be related to topics specific to the**

**Instructional Practicum courses:**

- Nutritional Assessment, Dietary Habits, and Nutritional Needs of Athletes
- On-Field Assessment Procedures, Emergency Care, Sports Injuries Associated with Females, Pediatric, and Older Adults
- Exercise Prescription and Testing for all Age Groups and Special Needs
- Active and Passive Rehabilitation and Strengthening Protocols
- Taping and Bracing Techniques
- Passive Modalities such as Heat, Ice, Ultrasound, Laser, Electrical Therapy, etc.

**20% (36 hours maximum) of the required hours can be in:**

- Sport Event Planning and Organization
- Sport Event Marketing
- Sport Medicine Center
- Research in Sports-Related Topics
- Assistant in a University Cardiorespiratory Lab
- Assistant to a Sport Facilities Manager
- Assistant in a University Human Anatomy Lab
- Assistant in a Biomechanics or Kinesiology Lab

**Please take into account that you need at least the total numbers of hours indicated in each category to complete the required 180 hours to pass this course. However, you can complete all 180 hours from the first category and no hours from the other.**

The journal is designed to document weekly goals specific to the intern site, give an hourly accounting of service, detailed patient encounters and correlate research articles with practical hands on experience. The journal is structured to provide the research and notes outlining the practical experience that will be used in the final paper requirement. The journal entries should be sterilized so as not to violate HIPAA rules of patient provisions.

### **WEEKLY SMART GOAL REQUIREMENTS:**

1. Three Weekly Goals should be outlined per week for the internship site.
2. These goals will be submitted by the Wednesday of each week into the discussion board on Canvas.
3. The initial goals will be scored based on the rubric for SMART goal writing.
4. A follow-up post will be submitted by replying to your own original post, describing your progress toward achieving those goals. This follow-up reflection will be due by 11:59pm that week.

### **RESEARCH PLANNING**

1. Students in a Master's level program should have an understanding of how research is conducted and planned. This set of assignments will guide the students through that process.
2. Students will complete assignments related to research planning within the Canvas course page.
3. All assignments must be completed and turned in by the assigned due dates found in Canvas.

### **PERSONAL REFLECTION PAPER OF INTERNSHIP EXPERIENCE:**

The Personal Reflection Paper has two main objectives:

1. To create a document written in a narrative format that reflects how your internship experience has provided an educational experience.
2. To create a document written in a narrative format that tells your "story" of what this experience has taught you from a philosophical and scientific perspective.

**For more information about internship course assignments, please refer to the course syllabus.**

*This appendix applies to those who are interested in the ICCSP program after the completion of a Masters of Science of Sports Science & Rehabilitation degree. In order to apply for the ICCSP certain criteria must be met, as referenced below.*

**Those with a DACBSP or qualifying Master’s Degree in Human Performance, Sports Science, or equivalent:**

1. Complete one module (either lower or upper extremity hands-on module)
2. Provide proof of professional experience:
3. Demonstrate practical out-of-clinic experience by documenting at least 50 different athletic injuries and treatments outside your clinic. **Or** provide a letter in English on a letterhead from a team coach/administrator confirming that you are their team chiropractor for at least one full season. **Or** write minimum a case study with relevance to sports chiropractic published in a peer reviewed journal or a poster presentation either at one of FICS Symposia or at an international sports science conference (with a peer review process).
4. Provide current certification in CPR or equivalent credentials in emergency procedures - not more than 2 years old.
5. Provide current chiropractic license.
6. Provide CCSP qualifications.
7. Payment of final administration cost after approval of the diploma is received.

**How to apply for the ICCSP diploma:**

1. Once all criteria is met, please email the following to the administrative office: [info@fics-sport.org](mailto:info@fics-sport.org):
2. A copy of your graduation certificate from an accredited chiropractic program (see above).
3. A copy of your current chiropractic license.
4. A copy of your CPR certificate or equivalent credentials not more than 2 years old.
5. Copies of your hands-on modules certificates.
6. Attach proof of professional experience (please see above).
7. Completed ICCSP application

Below is the link to the FICS-sport’s ICCSP page. Here a link can be found for the application and an out-of- clinic experience log sheet. It would be best if the log sheet was completed during the SSR internship.

<https://www.fics-sport.org/portal/index.php/en/education#ThosewithaCCSP>