



ES 429 - Internship
Department of Exercise and Nutrition Science
Spring 2022

Class location: TBD

Format: LAB

Credits: 12-Credits

Prerequisite(s): All course work for the BS Degree in Exercise Science, including electives. CPR and First Aid Certifications, HIPPA, Universal Precautions and Annual Health Update form.

Instructor(s) of Record: Rebecca Begalle, PhD, ATC, PES – ES Clinical Director

Office: 210A Kimball Tower

Phone Number: 716-829-6785

Email: rbegalle@buffalo.edu

Office Hours: By Appointment

As a student in this class, you are responsible for knowing all of the information in this syllabus. Please take the time to carefully and thoroughly read over the entire document and then ask questions that you may have about the schedule, course policies, etc.

1. Course Description

This course is designed to enhance the skill development and acquisition component of the Exercise Science curriculum by providing students with the opportunity to gain hands on experience in a professional setting. There are no formal class meetings. You are required to notify me regarding your site acceptance and expected to keep me informed of your progress through UB Learns course work.

Students must register for twelve (12) credits of ES 429 – Internship. To fulfill the requirements for ES 429, students are required to work full-time for 12-16 weeks (40 hours/credit hour) for a total of 480 hours. Students enrolled in ES 429 cannot resign or withdraw from the course without permission from the course instructor. All assignments must be completed before a grade will be awarded.

Course Rationale / Relationship to Curriculum Design:

The internship is intended to provide the student with hands on, practical experience. It gives students the opportunity to take the knowledge acquired in the classroom and apply it in a real-world setting.

2. Course Objectives, Competencies, Instructional Method(s), Assessment Methods

Objective	Accreditation/Program Competency	Instructional Method(s)	Assessment Method(s)
Identify risks associated with blood-borne pathogens and other bodily fluids. Describe procedures for dealing with blood-borne pathogens and other infectious materials and agents	Download your competency online ENVIRONMENTAL HEALTH SCIENCES: Specify approaches for assessing, preventing and controlling environmental hazards that pose risks to human health and safety.	Webcast video training on blood-borne pathogen.	Online competency exam.
Acquire team participation and conflict management skills.	LEADERSHIP: Demonstrate team building, negotiation, and conflict management skills.	Participation in internship experience.	Evaluation by site supervision and clinical director.
Demonstrate professional ethics and personal integrity.	PROFESSIONALISM: Promote high standards of personal and organizational integrity, compassion, honesty and respect for all people.	Participation in internship experience. Abiding by the requirements outlined in the syllabus and Clinical Policies & Procedures manual.	Evaluation by site supervision and clinical director.
Additional competencies for the Bachelor of Science in Exercise Science:			
Apply and expand knowledge and skills acquired in the academic program to professional practice.	Apply classroom knowledge and skills to workplace settings.	Participation in supervised internship.	Internship assignments. Supervisor evaluation of student.
Demonstrate knowledge and skill in using self-evaluation instruments and in problem solving.	Demonstrate effective oral and written communication problem solving and personal interaction skills	Participation in supervised internship.	Internship assignments of weekly logs, project for internship site.
Identify and discriminate among various career/internship opportunities		Student review of internship site database and required interview of internship site(s) of interest.	Application and attainment of affiliated internship site in advance of semester of internship.

within the field of Exercise Science.			
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3. Textbooks, Equipment, Required Technologies

Resource	Required	Notes
Access to UB Learns for course assignments, active email address, Internship Policies and Procedures, and Clinical Sites Database (Hyperlinks Below)	YES	Please see Hyperlinks below

Resource Hyperlinks:

[UB Learns](#)

[Internship Policies and Procedures](#)

[Clinical Sites Database](#)

[Technology Recommendations](#)

To effectively participate in this course, regardless of mode of instruction, the university recommends you have access to a Windows or Mac computer with webcam and broadband. Your best opportunity for success in the blended UB course delivery environment (in-person, hybrid and remote) will require the minimum capabilities listed on the [UB Student Computer Standards website](#).

[Getting Help](#)

- [UB Learns Contact Form](#) : After this form is submitted, a member of the UB Learns support team will follow up with you within one business day. For support resources access the [UB Learns for Students resource page](#).
- [UBIT Ticketing System](#) : Use this ticketing system to request support with your UBIT Name, connecting to UB’s networks, installing software, and computer troubleshooting.
- [UBIT Alerts Page](#) : UBIT Alerts informs the University at Buffalo community about information technology service outages and scheduled maintenance.
- CIT Help Desk Contact: call: 716-645-3542, or email: cit-helpdesk@buffalo.edu
- Access the [UBIT resource page](#) for service guides, support contact information, UBIT Alerts, and IT Policies.

4. Course Learning Activities

Official Letter of Acceptance:

Your internship site supervisor must submit an official letter of acceptance (by e-mail) to confirm your acceptance. The letter should be on company letterhead and must state your approximate start and end date, a brief description of the tasks you will be completing and that you will complete 480 hours. Failure to do so will impact your start date! Please have the letter sent **prior to the beginning of the semester** you are registered for your internship to:

Rebecca Begalle, PhD, ATC, PES
 Director of Clinical Education
 Department of Exercise and Nutrition Science
 University at Buffalo, SUNY
 210A Kimball Tower
 Buffalo, NY 14214-8028
 Email: rbegalle@buffalo.edu

Homework Assignments:

Due After Week #1:

Site Information Form and Work Schedule – Submit this form with your work schedule and site information the first week of your internship.

Professional Goal Sheet – Discuss these goals with your site supervisor during the first week and make appropriate additions and revisions. They must be measurable goals! Think about how you will know if you achieved them. At the time of your midterm and final evaluations, review if the goals were achieved or discuss reasons for not achieving them.

Due Weekly:

Weekly Logs – Every entry MUST include dates, times (in and out), total # of hours, and a brief description of your week’s activities. Include people you worked with at the facility, general duties, responsibilities, and events. The Dates/Times and where you worked MUST be included to receive full credit. Logs must be submitted on time each week for full credit.

Due Every 4 Weeks:

Timesheets – The hours that you work at the site will be recorded on a time sheet in Excel. Your time sheet must be signed by your supervisor at the end of each 4 weeks of your internship (at a minimum). The 4-week time sheet must be uploaded to UBLearns. Your supervisor may wish to review your hours each week, so you may want them to verify your hours weekly. Hours in your timesheets should match the hours in your weekly logs and should accurately reflect the hours that you worked.

Due at the Conclusion:

Internship Project - The intent of the project is to repay the agency for giving students the opportunity to participate in internships at their facility. The site supervisor should approve the project. You should use your expertise and that of the site supervisor to determine the type of project that would be beneficial and appropriate. Projects can take on a wide range of “looks”. Choose a project that requires time, effort and thought on your part, and also one that provides your site with something beneficial.

Agency Report – View samples on Clinical Sites Database for formatting and content guidelines. The agency report should include such areas as the history of the agency, how it is funded, and the mission statement or purpose of the facility. Also describe your duties/responsibilities as a student intern and any additional opportunities for future interns. Include any information that you would like to have known before starting the internship. These reports will be uploaded to the internship database for future students to review when deciding where to apply for their internships.

Student Site Evaluation – You rate your Internship Site Supervisor and site facilities on various items.

Site Supervisor Evaluation – A Midterm and Final Evaluation will be completed by your site supervisor. A link to the evaluation will be emailed directly to your supervisor by the Clinical Director. The supervisor should review the evaluations with you giving you feedback. If they don't, please contact me or ask your supervisor if they can review the evaluations with you. Copies of the evaluations are posted on UBLeans.

Other Assignments - Posted on UBLeans may be required to complete the required internship hours. Please see the Assignments tab on UBLeans for further details.

5. Course and Instructor Evaluations

Evaluation of this course and the Clinical Director are included in the Student Site Evaluation (on UB Leans). You will complete this evaluation at the conclusion of your Internship.

6. Grading

Course Learning Activities	Due date	Percentage
Assignments	Weekly / Ongoing	40%
Midterm Evaluation	Midpoint of Internship	30%
Final Evaluation	End of Internship	30%

Total: 100%

Final Grade Determination

Grades will be determined based on the following. Grades are calculated to one decimal place.

Grade Range	Letter	Grade Range	Letter
92-100	A	72-77.9	C
90-91.9	A-	70-71.9	C-
88-89.9	B+	68-69.9	D+
82-87.9	B	60-67.9	D
80-81.9	B-	0-59.9	F
78-79.9	C+		

You MUST complete all assignments on UB Leans to receive credit for this course. Late or incomplete assignments will affect your grade. Detailed grading information will be posted on UB Leans.

Grade Disputes

If you wish to dispute the grade assigned on any assessment, your dispute must be presented to the instructor IN WRITING within one week after the date when the grade is returned. You must include a specific rationale for why your answer is correct. Grade disputes at the end of the semester for past materials will not be accepted beyond the one-week period as indicated above.

7. Other Course Requirements

Required Knowledge and Skills

As a student enrolled in this course, you should have access to a computer with high speed, broadband or DSL internet. Due to the nature of downloading and viewing rich media, dial-up connections are not recommended. You must have basic computer skills, such as word processing and some experience using the Internet. Check your internet capabilities before your class begins. More information can be found at [UBIT's Student Technology Guide](#).

Internship Policies & Procedures Manual – **Please review PRIOR to starting Internship**

Note: Since the internship is a full-time commitment, students are encouraged to not take other classes during the internship. If you have an extenuating circumstance where you feel it is necessary to take another course (on top of your 12-credit internship), you MUST have prior approval from the Director of Clinical Education and permission (in writing) from your internship supervisor.

Extremely important: Everyone can encounter personal problems in their lives. Such an occurrence however does not release you from your responsibility to fulfill your commitment to this course and your sponsoring agency. If you experience some kind of problem which will make you absent from your internship or unable to complete this course, **YOU MUST** contact your supervisor AND the ES Clinical Director so that we can jointly decide how to deal with the situation. This must be done immediately, not two weeks or two months after the fact. Failure to do so will result in a failing grade in this course.

Attendance

While your attendance and participation are essential components of this course, it is critical that you follow public health guidelines. As such, any student exhibiting COVID-19 symptoms should not come to campus to participate in coursework. If you need to miss class due to illness, isolation or quarantine, you must notify the instructor prior to the start of the class period by email as soon as possible and no later than 24-hours after missing class. At that time, you are also expected to make arrangements to complete missed work.

8. Communication

Your UB email is the account I will use to send course-related materials.

Email and Announcements (One to One and One to All): You can use the course in UB Learns to email instructors or students under the Email tab.

Student to Instructor:

Please send emails via UB learns and place the course number and name in the subject heading so it is easily identifiable as an email from a student about this course. Please sign your email with your UB person number. Emails should be written in full sentences and complete words as I may not be able to decipher shortcuts. I will make every effort to reply to emails within 24 business hours. If you do not

hear back from me within 48 business hours, feel free to reach out again to make sure I received your email as email.

9. Policy Regarding Absences, Attendance, Assignments, and Exams

Class Participation

[May modify or add to the content below]

The assignments associated with this course are structured for you to achieve success in your Internship. Participation and engagement are expected. In the case of exceptional circumstances that result in you missing clinical hours, contact the Clinical Director and Site Supervisor via email prior to the missed time. Missing work under these circumstances does not excuse you from any required assignments, all hours must be made up.

Late Assignments

All assignments are due at the designated time and due date on UB Learns.

If there are circumstances that will preclude you from turning in assignments on the due date, it is imperative that you discuss the situation with the course instructor prior to the due date. Points will be deducted for late submissions.

Exams and Final Exam

No Exams for this course

10. University Policy on Incompletes in Courses

University Policy on Incomplete Grades

A grade of incomplete ("I") indicate that additional course work is required to fulfill the requirements of a given course. Students may only be given an "I" grade if they have a passing average in coursework that has been completed and have well-defined parameters to complete the course requirements that could result in a grade better than the default grade. An "I" grade may not be assigned to a student who did not attend the course. Prior to the end of the semester, students must initiate the request for an "I" grade and receive the instructor's approval. Assignment of an "I" grade is at the discretion of the instructor.

The instructor must specify a default letter at the time the "I" grade is submitted. A default grade is the letter grade the student will receive if no additional coursework is completed and/or a grade change form is not filed by the instructor. "I" grades must be completed within 12 months. Individual instructors may set shorter time limits for removing an incomplete than the 12-month time limit. Upon assigning an "I" grade, the instructor shall provide the student specification, in writing or by electronic mail, of the requirements to be fulfilled, and shall file a copy with the appropriate departmental office.

Students must not re-register for courses in which they have received an "I" grade.

Applicable dates regarding the 12-month provision:

- Courses taken in **Fall** will default in 12 months on **December 31**
- Courses taken in **Spring** will default in 12 months on **May 31**
- Courses taken in **Summer** will default in 12 months on **August 31**

The “I” must be changed to a grade before the degree conferral date if the students plan to graduate in that semester. At any time prior to the default date, students may elect to change the “I” grade to the default grade using the [Grade Retrieval Form](#).

A default grade can be “A-,” “B+,” “B,” “B-,” “C+,” “C,” “C-,” “D,” or “F.” (If a student selected an S/U grading option, it will replace the default letter grade when the grade defaults.)

11. Accessibility Resources

If you have any disability which requires reasonable accommodations to enable you to participate in this course, please contact the Office of Accessibility Resources on North Campus in 60 Capen Hall, 716-645-2608, or on South Campus at 1 Diefendorf Hall, (716) 645-2608, and also the instructor of this course during the first week of class. The office will provide you with information and review appropriate arrangements for reasonable accommodations, which can be found on the [Accessibility Resources site](#).

12. Netiquette

This course may utilize UB Learns to facilitate online communication between course participants. Please keep in mind the following “Rules of Netiquette” when communicating online.

1. **The rules of the classroom are the same regardless of location.** Remember just because you’re interacting online, doesn’t mean you stop having respect for your professors, and fellow classmates. You’re communicating with a real person, not a computer screen.
2. **Remember your audience.** When communicating online it’s important to remember who you’re communicating with. When sending a message to a professor, please refrain from using “text speak”. For example, Shakespeare never intended for you to type “2B or not 2B”. Also, stay away from typing in all capital letters; it will appear as if you’re shouting.
3. **Avoid strong language.** Language can easily be misinterpreted in an online setting. Be sure to review your work before submitting, making sure the reader won’t be able to misinterpret it as strong, or offensive. Sarcasm doesn’t translate well online. Your audience can’t see your facial expressions, or body language. Try to be as straight forward and professional as possible.
4. **Read everything, twice.** Be sure to thoroughly read all course materials before beginning to work on your assignments. If you have a question, or need clarification, re-read the materials. You may have glanced over an important detail the first time. If you’re still having difficulties, then e-mail your professor.
5. **Review all materials before submitting.** When responding to discussion board posts, be sure to read all previous postings before you post your own. This way you won’t duplicate someone else’s comments. Also, it’s a good idea to write, and save your work in Microsoft Word first. In case of a technical issue, you have a backup copy.

13. University Policy on Academic Integrity

Academic integrity is a fundamental university value. Through the honest completion of academic work, students sustain the integrity of the university while facilitating the university's imperative for the transmission of knowledge and culture based upon the generation of new and innovative ideas.

Students who are suspected of academic dishonesty will be dealt with severely in accordance with the University Policy. For more information, students are encouraged to review the [Academic Integrity Policy for Undergraduate students](#) or the [Graduate School's Academic Integrity Policy](#).

When an instance of suspected or alleged academic dishonesty by a student arises, it shall be resolved according to the Academic Integrity Policy procedures. These procedures assume that many questions of academic dishonesty will be resolved through consultation between the student and the instructor (a process known as consultative resolution).

For more information

It is recommended that the instructor and student each consult with the Academic Integrity Office and/or the Office of Student Advocacy for guidance and assistance.

Office of Academic Integrity
255 Capen Hall
716-645-2111
academicintegrity@buffalo.edu

Examples of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following:

- **Aiding in academic dishonesty.** Knowingly taking action that allows another student to engage in an act of academic dishonesty including, but not limited to completing an examination or assignment for another student or stealing an examination or completed assignment for another student.
- **Cheating.** Includes, but is not limited to: (1) use of any assistance not authorized by the course instructor(s) in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the course instructor(s) in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) stealing tests or other academic material belonging to the course instructor(s).
- **Falsifying academic materials.** Fabricating laboratory materials, notes, reports or any forms of computer data; forging an instructor's name or initials; resubmitting an examination or assignment for reevaluation which has been altered without the instructor's authorization; or submitting a report, paper, materials, computer data, or examination (or any considerable part thereof) prepared by any person other than the student responsible for the assignment.
- **Misrepresenting documents.** Forgery, alteration, or misuse of any university or official document, record, or instrument of identification.
- **Plagiarizing.** Copying or receiving material from any source and submitting that material as one's own, without acknowledging and citing the particular debts to the source (quotations, paraphrases, basic ideas), or in any other manner representing the work of another as one's own.
- **Purchasing academic assignments.** Purchasing an academic assignment intended for submission in fulfillment of any course or academic program requirement.
- **Selling academic assignments.** Selling or offering for sale any academic assignment to any person enrolled at the University at Buffalo. No person shall offer any inappropriate assistance in the

preparation, research, or writing of any assignment, which the seller knows, or has reason to believe, is intended for submission in fulfillment of any course or academic program requirement.

- **Submitting previously submitted work.** Submitting academically required material that has been previously submitted, in whole or in substantial part, without prior and expressed consent of the instructor.

Course Copyright

The materials provided by the instructor in this course are for the use of the students enrolled in the course only. All materials presented in this course, including but not limited to lecture materials (slides, video), assignment materials, and exams, are the intellectual property of the instructor. Copyrighted course materials may not be further disseminated without instructor permission. This includes sharing content to commercial course material suppliers such as Course Hero or Chegg. Students are also prohibited from sharing materials derived from the instructor's content (e.g., a student's lecture notes). Any distribution of these materials without explicit permission of the instructor would be considered a violation of the Academic Integrity policy described herein. Thus, sharing course material without instructor authorization is prohibited.

Consequences for Academic Dishonesty

Academic dishonesty may result in a range of penalties, including a warning, a zero on the assignment, a reduction in course letter grade (e.g., an A- becomes a B-), failure of the course, suspension or dismissal from the college, and/or any combination of these or other serious consequences.

14. Additional Resources and Support

Student Success Gateway

This is your one stop for UB's vast network of support resources that are available to all students. Access the [Student Success Gateway webpage](#) if you're looking for academic support or personal support.

Student Handbook

[This may not apply for all programs/departments] All students are required to read the student handbook for their respective departments. An online version is available on the 'Information for Current Students' page of your department website.

University Services

Students enrolled in online education courses will have access to services traditionally provided in person, e.g. libraries, labs, academic advising, career services, accessibility services, and other student services as appropriate.

All existing applicable UB policies, e.g., grading, course evaluation, and admission criteria apply to all activities bearing UB academic credit, including online education. Read further about UB policies on the [Undergraduate Policies & Procedures webpage](#) or the [Graduate School's Policy Library](#).

Software

UB provides free licensing of major software packages for UB students including Microsoft Office and Symantec Antivirus. Visit the [UBIT Software resource webpage](#) for information.

[My Virtual Computing Lab](#)

Learn how to access the most popular UB-licensed software in the Cybraries and Public Labs directly from your personal computer. These programs are served “from the cloud” and are available on or off campus at any time. With My Virtual Computing Lab, you can access: Adobe Acrobat Pro, Adobe Dreamweaver, Adobe Photoshop, Microsoft Office, Minitab, SPSS, and more. Find more information, visit [My Virtual Computing Lab](#).

[Library](#)

As a registered UB student you have full access to UB Libraries (<http://library.buffalo.edu>) and online resources available through the libraries. There are many full text article databases. There are resources available under “Get Help” → “Student Support” to assist you in using the library.

Michelle Zafron, MLS, Associate Librarian, is the SPHHP Librarian. She has offices at 109 Abbott Hall and is available by phone: 716-829-5746 and email: mlzafron@buffalo.edu and is available to help.

[Health and Well-being](#)

As a student you may experience a range of issues that can cause barriers to learning or reduce your ability to participate in daily activities. These might include strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, health concerns, or unwanted sexual experiences. Counseling, Health Services, and Health Promotion are here to help with these or other issues you may experience. You learn can more about these programs and services by contacting:

Counseling Services

120 Richmond Quad (North Campus), phone 716-645-2720
202 Michael Hall (South Campus), phone: 716-829-5800

Health Services

Michael Hall (South Campus), phone: 716-829-3316

Health Promotion

114 Student Union (North Campus), phone: 716-645-2837

Sexual Violence

UB is committed to providing a safe learning environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic and dating violence and stalking. If you have experienced gender-based violence (intimate partner violence, attempted or completed sexual assault, harassment, coercion, stalking, etc.), UB has resources to help. This includes academic accommodations, health and counseling services, housing accommodations, helping with legal protective orders, and assistance with reporting the incident to police or other UB officials if you so choose. Please contact UB’s Title IX Coordinator at 716-645-2266 for more information. For confidential assistance, you may also contact a Crisis Services Campus Advocate at 716-796-4399.

In cases of emergency or if you feel you are in danger please contact the University Police at 716-645-2222.

[Racial/Ethnic, Gender, Sexual orientation and other forms of discrimination](#)

The Office of Equity, Diversity and Inclusion (EDI) will speak with students confidentially to discuss

concerns about classroom or workplace situations if you have experienced discrimination or harassment at 716-645-2266 or [the EDI Obtaining Assistance resource page](#) .

[Food & Basic Needs Security](#)

Any student who faces challenges affording groceries or accessing sufficient food to eat every day may seek food support services through Blue Table at UB for free groceries to help off-set unanticipated hardship. Access the [Food Support resource page](#) for more information.

Students facing an unforeseen hardship (e.g., death in the family, victim of a crime or attack, loss of property, unanticipated educational expense), and believes this may affect their performance in the course is urged to contact their Student Advocate. Access the [Students' Advocate site](#) to learn more.

Student **emergency funds** seek to award grants to eligible students who are experiencing an unforeseen hardship that could impact their ability to remain enrolled in school. These funds may be used for items such as off-campus rent, utilities, transportation and childcare. Visit the [Emergency Funds site](#) to learn more.

[Course Access After the Semester](#)

At the conclusion of the semester your UB Learns courses are automatically removed from your 'My Courses' listing the day after grades are due to the University, unless your instructor requests extended access. If you need extended access to your course, contact your instructor. Course sites reaching the 12-month maximum threshold will be automatically removed from the system. UB Learns courses are listed with a code (i.e. 214123206). To Decode which are your "Current" courses: Digits 2 and 3 = Year (14=2014), Digit 4 = Month (1 = January – Spring 2018 course), Digits 5-9 = Registration Number.

15. Technology Privacy & Accessibility Policies

Blackboard Learn (UB Learns)

Privacy: [Blackboard Privacy Statement](#)

Accessibility: [Accessibility in Blackboard Learn](#)

G Suite for Education

Privacy: [Google Workspace for Education Privacy Notice](#)

Accessibility: [Accessibility for every student](#)

Office 365

Privacy: [Microsoft's commitment to privacy](#)

Accessibility: [Microsoft's commitment to accessibility](#)

Accessibility Resources: [Office Accessibility Resources](#)

Panopto

Privacy: [Panopto Privacy Policy](#)

Accessibility: Learn about [Panopto's Accessibility Features](#)

Respondus Lockdown Browser & Monitor

Privacy: [Respondus Privacy Policy](#)

Accessibility: [LockDown Browser and Respondus Monitor Accessibility](#)

UBMail (Powered by Google)Privacy: [Privacy & Security Center](#)Accessibility: [Accessibility for every student](#)**Cisco Webex**Privacy: [Cisco Online Privacy Statement](#)Accessibility at Cisco: [Accessibility at Cisco](#)**Zoom**Privacy: [Zoom Privacy Statement](#)Acceptable Use: [Zoom's Community Standards](#)Accessibility: [Zoom's Accessibility Statement](#)**16. Class Schedule**

This schedule is subject to revision due to unforeseen events. Any course schedule changes or additional readings will be posted on UB Learns and will be announced in class as time permits.

Week	Topic	Description of Assignment	Assignments
Week 1	Site Info Form and Work Schedule, Professional Goal Sheet, Weekly Log and Timesheet updated	Discuss goals with Site Supervisor. Submit all assignments on UB Learns. Submit Weekly Log on UB Learns by Sunday night at 11:59pm.	
Week 2	Internship Weekly Log, Timesheet updated**	Submit Weekly Log on UB Learns by Sunday night at 11:59pm	
Week 3	Start working on Internship Project	Click here to enter text.	
Week 4	Submit 4-week signed timesheet on UB Learns	Hours must be verified, and timesheet signed by site supervisor	
Week 7	Site Supervisor Mid-Term Evaluation	Completed by the Site Supervisor. Emailed to your Site Supervisor by Clinical Director.	
Week 8	Submit second 4-week timesheet on UB Learns	Hours must be verified, and timesheet signed by site supervisor	
Week 12	Submit third 4-week timesheet on UB Learns	Hours must be verified, and timesheet signed by site supervisor	
Last Week of Internship	Final Evaluation from Site Supervisor; Student Site Evaluation Form; Last Weekly Log with over 480 hours to date; Agency Report; Final Timesheet signed by supervisor	Must have all assignments and evaluations complete on UB Learns. See Section 6. For grading details.	

** Each week of your Internship

If you have any questions about assignments, deadlines, grading, etc., please contact the ES Clinical Director.