



University at Buffalo

Exercise Science

School of Public Health and Health Professions

### Internship Checklist – Prior

#### Complete all items below:

- Complete ALL Required ES Courses, including Electives.
  - Meet with your Academic Advisor ([OASA](#))
  
- Review [Clinical Experiences Website](#)
  - Location of all information and forms
  
- Complete ENS Requirements – UB Learns
  - Annual Immunization Review (Health), BLS CPR, First Aid, Universal Precautions, HIPAA.
  
- Apply for Graduation in your HUB Student Center (via [My UB](#))
  - To graduate and receive your diploma you need to apply for graduation.
  - Go to your HUB Student Center and [Apply for Graduation Online](#) before the [Deadline](#).
  - View Commencement website for details ([Countdown to Commencement](#)).
  
- Apply for Internship – ALL sites must be affiliated with the ES program.
  
- Submit ‘New Site Development Form’ if adding a new clinical site not currently affiliated.
  - October 15<sup>th</sup> Deadline – Spring Internships
  - March 1<sup>st</sup> Deadline – Summer Internships
  - June 1<sup>st</sup> Deadline – Fall Internships
  
- Enroll in 12-credits of ES 451
  - Must manually change to 12-credits, system defaults to 1-credit.
  - Summer internships will need to be force enrolled.
  
- Submit ‘Student Acceptance Agreement’
  - December 1<sup>st</sup> Deadline – Spring Internships
  - May 1<sup>st</sup> Deadline – Summer Internships
  - August 1<sup>st</sup> Deadline – Fall Internships

5/5/2023