**Internship Registration Steps and Requirements: IPAT/CHTH/HHP**

Students are responsible for finding an internship site that will enhance their learning and career goals. Final 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 **(Holly Carnes—McGill Hall 201)** to complete your paperwork and register during the semester before your internship is scheduled (Summer & Autumn due last Wednesday of April. Spring due during Spring registration).

**Internship Prerequisites**

*All IPAT/CHTH/HHP interns are required to have CPR certification*

- **Undergraduate Exercise Science (KIN 498) 3 credits**
  - KIN 320, KIN 321
  - (If internship is strength and conditioning/coaching, also include): KIN 410 and COA 405
  - (If internship is cardiac rehab, also include): KIN 483, KIN 484, KIN 460

- **Undergraduate Community Health (CHTH 498) 4 credits**
  - CTHH 355

- **Graduate Community Health (HHP 598) 3 credits**
  - HHP 540, HHP 544

**Checklist and Steps to Registering for Internship**

1. ☐ Internship Application
   - a. Pick up a copy from the Internship Coordinator (Holly Carnes) or download it from the HHP/IPAT website. You will need to complete this form and have it signed by your faculty mentor and internship site supervisor.

2. ☐ Résumé
   - a. This should be up-to-date and geared toward your internship. During your internship, you are encouraged to meet with UMT Career Services to polish your résumé.

3. ☐ Internship Job Description
   - a. Your site supervisor should provide you with a signed, dated and typed description of the duties and expectations for your internship.

4. ☐ Three Learning Objectives/S.M.A.R.T Goals
   - a. These are three 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. **Remember, be specific and measurable!**

5. ☐ Transcript
   - a. Print your current transcript from Cyberbear. Confirm and highlight prerequisites listed above.

6. ☐ CPR Certification
   - a. You will need a copy of a current Basic Life Support CPR Certification through any major organization (American Heart Association, American Red Cross, etc.). Must be valid through the length of the internship.

7. ☐ Registration Override (BE SURE TO CONFIRM THE CORRECT NUMBER OF CREDITS DURING REGISTRATION)
   - a. Meet with Holly Carnes (once registration opens) with items 1-6 to register for your internship credits. She will sign your internship application, complete the override, and file all your paperwork. Once all your paperwork is in and you are registered, you may begin your internship as scheduled.

8. ☐ Handshake (Do this after number 7 is complete)
   - a. Log onto UMT 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.
   - **Under Approvers:** Faculty Advisor = Holly Carnes; Internship Supervisor = Site Supervisor (person at the internship site that will sign your time sheets) *Remember to also complete your Learning Objectives (Tab on the second page after you click the green Request Experience button). This must be done before you register. Any question on Handshake please contact Academic Enrichment at AcademicEnrichment@umontana.edu.