

**TO STUDENTS AND FELLOW COLLEAGUES:**

This manual has been prepared to assist students, faculty, administration, and cooperating agencies in understanding the aims, objectives, policies, and requirements for HPER 4100, 4110, and 4120 internship at Georgia Southwestern State University in Americus, Georgia. The manual should promote uniform communication and understanding among the participants in this internship (student, agency, supervisor).

Internship serves as an integral part of each student's total educational preparation for professional practice. It is designed to allow student growth by applying classroom theory to the practicality of use in the field, and to gain knowledge of the duties, responsibilities and nature of a career in an exercise science or wellness setting.

We view the internship as a commitment to the future--a chance for aspiring young professionals to gain valuable experience under the supervision of seasoned professionals.

The success of the internship depends greatly upon the student's realization of responsibilities. During the internship, the student becomes a functional part of the agency. What the student does reflects the policies and standards of both the agency and the University. What the student gains in experience as a professional practitioner depends upon how much the student contributes to this experience.

Many thanks are due to colleagues in the field who have contributed to the internship program through their constant input and critical evaluation.

FACULTY  
Department of Health and Human Performance

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## EXERCISE SCIENCE/WELLNESS INTERNSHIP---HPER 4100, 4110, 4120

One of the most difficult and most important adjustments for an undergraduate major is the application of the academic knowledge achieved to the practical experience the student will face. The Exercise Science/Wellness Internship is designed to provide students with an opportunity for practical application of theory and methodology in professional work before graduation. The following are major objectives of the internship:

1. To provide the student an opportunity to gain practical experience under professional supervision, in realistic situations.
2. To provide the student with an orientation to the field of major emphasis.
3. To provide the student an opportunity to develop leadership and supervisory skills and understandings in a realistic setting.
4. To supplement the student's classroom experience and allow for adjustment or redirection of knowledge, skills, and abilities.
5. To assist the student as far as future employment is concerned by providing professional experience, job contacts, personal references, and other forms of assistance.
6. To assist the student in understanding his/her own capabilities and select areas for specialization for future course work or possible employment.

The internship coordinator, agency involved, and the student in the internship should all share in the responsibilities of the experience. The student should acquire experience in public relations, administration, working with clients in a variety of settings, program planning, etc.

The Department of HHP at Georgia Southwestern State University is providing this type of experience in cooperation with appropriate agencies in various sections of the United States.

The following is a brief description of the Internship:

1. Internship, for which students receive twelve semester hour credits, is designed to provide students the opportunity to relate theory to practice through observation and experience. Students, in a sixteen-week average program are assigned on an individualized basis to approved public, private, and commercial agencies. The Internship is a full-time placement with a minimum of 500 clock hours required. Students are expected to follow the rules, regulations, and policies of the agency as an employee.
2. GEORGIA SOUTHWESTERN STATE UNIVERSITY provides this written guide for the professional Internship. This guide explains the philosophy and objectives of the practicum experience; progression and scope of experience; basic policies and procedures; and forms, records, and reports to be submitted.
3. The University will visit the agency at least once during the internship experience when applicable or make appropriate arrangements and hold an evaluation conference, when appropriate, for all agency and university supervisors to discuss the Internship.
4. The agency will assign a staff member qualified by professional registration, education, or experience to supervise the Internship and be given a time allotment for these responsibilities; and submit an evaluation report on the student's performance during the Internship.

5. The student will participate in planning the Internship, submit required reports to the agency and the Internship coordinator; have periodic conferences with the agency and internship coordinator; and participate in an evaluation conference.
6. The agency and the University will jointly agree upon placement of a student in the agency, after consultation with the student and in consideration of the needs of the student in relation to what the agency can provide. Upon selection of the agency for placement and acceptance of the student by the agency, a general plan for the student during the Internship should be developed.
7. Students should gain experience in areas related to three major emphasis:
  - A. Administration: The student should study and observe in action the policies and practices of the agency. This would include: legal and legislative foundations of the agency; financial budgeting and record keeping procedures; personnel and supervisory practices; general staff relations; methods and techniques of dealing with the public and the agency constituency in a courteous and effective manner.
  - B. Program: The student should not only help but also put into action a broad program of activities and services characteristics of the agency involved. The student should prepare program plans in an effective manner and help to carry out various types of programs (if applicable).
  - C. Areas and Facilities: The student should gain theoretical as well as practical experience in facility planning and operation. This would include experience in physical planning as well as layout and operation of various types of areas and facilities. Information related to maintenance, equipment, and supplies is essential.
  - D. General Experiences: The student should receive a variety of experiences working with clients in an individual and group setting, assessment and prescription of exercise, holding educational workshops, providing educational materials and being a resource for information. The Internship should help the student in understanding the total concept of the agency through the discussion of actual problems and situations in the operation of the agency involved.

Hopefully, the above will serve as a guide to assist agency supervisors in development quality Internship experiences. It is assumed that the material will be adapted to the characteristics of the Agency. Agency supervisors should feel free to add other appropriate and useful information.

## **REQUIREMENTS FOR ADMISSION TO INTERNSHIP**

1. Completion of "Application for Student Internship" one semester prior to your semester of internship.
2. Completion of at least 100 semester hours credit in the approved exercise science or wellness program.
3. Completion of 18 semester hours of credit in professional core courses with grade of "C" or higher.
4. Completion of 18 semester hours of credit in residence at GEORGIA SOUTHWESTERN STATE UNIVERSITY.
5. Completion of the General Core Curriculum (Areas A, B, C, D, E, & F) with a grade point average of 2.00 or higher on credit earned at GEORGIA SOUTHWESTERN STATE UNIVERSITY.
6. An overall grade point average of 2.00 or higher on credit earned at GEORGIA SOUTHWESTERN STATE UNIVERSITY.
7. Completion of professional courses, HPER 3280, HPER 3300, HPER 3310, and HPER 3320.
8. Recommendation by the recreation faculty and approved by the Chairman of the Department of Health and Human Performance.
9. Degree candidates are required to pass one of several forms of geographic knowledge or earn a passing grade in an approved geography course.
10. Degree candidates must complete and pass the Regents Test.

## **CRITERIA FOR SELECTION OF THE AGENCY**

Internship placements should result from the combined effort of the student, the internship coordinator, and the agency. The selection of the professional agency should be matched with the student's needs in order that the individual student can best fulfill personal and professional goals. The final responsibility for securing the internship shall rest with the student.

1. The agency should be recognized and competent in the area of emphasis.
2. The agency should have a diversified, well-balanced program.
3. The agency and its staff should be willing to provide opportunities for active participation as well as observation of programs and services.
4. The agency staff should be qualified through both education and experience to provide supervision and guidance to internship students.
5. The agency should be willing to conduct an orientation program and provide other information needed by internship students.
6. The agency should be willing to accept the student as a professional, contributing member of the agency staff.
7. The agency should have sound administrative policies and procedures, including: publicity and public relations, maintenance and operation, and personnel management.

## RESPONSIBILITIES CHECKLIST

1. Upon reaching Senior status and having completed the required 18 semester credits of professional courses, the student should apply for student Internship in the office of the Department of HHP. This form must be completed one semester before the scheduled internship.
2. Talk with the Faculty Coordinator of Interns about site possibilities. Pick up the packet of information on the internship program. READ CAREFULLY as certain deadlines apply on applications.
3. Be aware of the graduation requirements and deadlines through the Office of the Registrar.
4. Research possible intern sites attractive to you. Some material is available at the Department of HHP office, the bulletin board, of the Faculty Coordinator of Interns.
5. Make an appointment and talk with the Faculty Coordinator of Interns regarding completion of your internship agreement. The Faculty Coordinator of Interns will type and distribute for signing (at least three weeks before the internship begins). Typed agreements will be sent to the internship site for final signing by the agency supervisor and the intern. A copy will be returned to the Department of HHP, the intern's file, and the intern. One copy will be retained by the agency. This deadline should provide the site a completed copy to review before the internship begins.
6. The agency supervisor will also be mailed an Internship Handbook.
7. The student is expected to enroll in the internship through normal registration procedures.
8. If you are graduating at the end of the semester (marching), the written work and evaluation should both be received no later than ONE WEEK PRIOR TO THE END OF THE SEMESTER.

### REMINDER!

**Internship is your responsibility!**

Instructions: Must be completed one semester prior to internship.

### APPLICATION FOR STUDENT INTERNSHIP

Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

College Address \_\_\_\_\_ Phone(\_\_\_\_) \_\_\_\_\_

Major Program B.S. in Education with Concentration in Exercise Science/Wellness  
Emphasis Area (if any) \_\_\_\_\_

Major Advisor \_\_\_\_\_ Department Chair \_\_\_\_\_

Semester of Internship \_\_\_\_\_

Location of Internship Experience: \_\_\_\_\_ Contact Person at Agency:  
Name of Agency \_\_\_\_\_ Name \_\_\_\_\_  
Address \_\_\_\_\_ Title \_\_\_\_\_  
Phone \_\_\_\_\_

Reasons for selection of this agency \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Personal and professional goals \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of internship preferred \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### RECOMMENDATIONS:

Major Advisor \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Department Chair \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

Intern's Signature \_\_\_\_\_ Date \_\_\_\_\_

**GEORGIA SOUTHWESTERN STATE UNIVERSITY**  
**DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE**

**ADMISSION TO SUPERVISED FIELD WORK**

Name \_\_\_\_\_  
Date \_\_\_\_\_ GSW Box # \_\_\_\_\_

Your application for Supervised Field Work has been received and processed. Please come by the Department of HHP if you should have any questions. The results are as follows:

- \_\_\_\_\_ Approved. All requirements met.
- \_\_\_\_\_ Disapproved. Requirements met have been checked.

\*\*\*\*\*

- \_\_\_\_\_ Completed 100 semester hours of credit in the Exercise Science program.  
\_\_\_\_\_ hours attempted \_\_\_\_\_ hours passed
- \_\_\_\_\_ Completed 18 semester hours of credit in residence at Georgia Southwestern
- \_\_\_\_\_ Completed the General Core Curriculum (Areas A through F) with GPA of 2.00 or higher on credit earned at Georgia Southwestern State University.  
\_\_\_\_\_ Core GPA \_\_\_\_\_ Cum GPA \_\_\_\_\_ Grad GPA
- \_\_\_\_\_ Grade point average of 2.00 or higher on credit earned at Georgia Southwestern State University.
- \_\_\_\_\_ Completed 18 semester hours of credit in exercise science field above the Core Curriculum with grade of "C" or higher.
- \_\_\_\_\_ Completed professional courses  
\_\_\_\_\_ HPER 3280 \_\_\_\_\_ HPER 3300 \_\_\_\_\_ HPER 3310 \_\_\_\_\_ HPR 3320
- \_\_\_\_\_ Recommended by the Exercise Science/Wellness faculty and approved by the Chairman of the Department of HHP.

Comments:

**APPLICATION FOR AGENCY COOPERATION WITH  
GEORGIA SOUTHWESTERN STATE UNIVERSITY**

Agency \_\_\_\_\_  
Address \_\_\_\_\_

Supervisor \_\_\_\_\_ Position or Title \_\_\_\_\_

TYPE OF AGENCY

\_\_\_\_\_

POPULATION(S) SERVED (socioeconomic backgrounds, age, sex, etc.)

\_\_\_\_\_

PROGRAMS AND SERVICES OFFERED

\_\_\_\_\_  
\_\_\_\_\_

AREA AND FACILITY DEVELOPMENT

\_\_\_\_\_  
\_\_\_\_\_

PROFESSIONAL STAFF (number of full-time staff members)

\_\_\_\_\_  
\_\_\_\_\_

DESCRIPTION OF PROPOSED INTERNSHIP EXPERIENCE

\_\_\_\_\_  
\_\_\_\_\_

STIPEND PROVIDED TO STUDENT

\_\_\_\_\_  
\_\_\_\_\_

LIABILITY INSURANCE, IF ANY, (provided for or required by) the intern:

\_\_\_\_\_

Comments \_\_\_\_\_

\_\_\_\_\_

Please return to: Faculty Coordinator of Interns  
Department of Health and Human Performance  
Georgia Southwestern State University  
800 Georgia Southwestern State University Dr.  
Americus, GA 31709-4693

## INTERN LETTER OF AGREEMENT

This letter of agreement is between the Department of Health and Human Performance at GEORGIA SOUTHWESTERN STATE UNIVERSITY, \_\_\_\_\_, a student and internship in the curriculum of \_\_\_\_\_, and \_\_\_\_\_ (agency), the site at which the internship will take place. The internship will be supervised by \_\_\_\_\_, who will be responsible for the evaluation of the student intern and the overall supervision of the internship.

The starting date will be \_\_\_\_\_ and will not conclude before \_\_\_\_\_.

The intern shall be considered a member of the professional staff and have the accompanying responsibilities and privileges. Although exact hours cannot be established, it is recommended that the intern work a minimum of 40 hours per week average. This may be varied according to the needs of the supervising agency and the opportunities for the intern. The internship is a full-time placement and commitment. Under normal circumstances, the intern may not take additional outside work, nor take other college or university classes at the time of the internship.

The intern may accept additional assignments agreed upon by the supervisor and the GEORGIA SOUTHWESTERN STATE UNIVERSITY faculty coordinator of the internship.

Final grading and evaluation will be by the college faculty coordinator of the internship after consultation with the internship supervisor.

Additional conditions (stipend, liability insurance, etc.) must be attached. The above conditions are acceptable and agreeable.

SIGN BOTH COPIES.  
RETURN ONE TO GSW

\_\_\_\_\_  
(Intern)

\_\_\_\_\_  
(On-site supervisor)

\_\_\_\_\_  
(GSW Department of HHP Advisor)

\_\_\_\_\_  
(Faculty Coordinator of Internship)

Please return to: Faculty Coordinator of Interns  
Department of Health and Human Performance  
Georgia Southwestern State University  
800 Georgia Southwestern State University Dr.  
Americus, GA 31709-4693

## CONDUCT AND RESPONSIBILITIES OF THE INTERN

The student intern should:

1. Be the best example possible of a representative of Georgia Southwestern State University.
2. Familiarize himself/herself with the policies, philosophies, rules and regulations pertaining to the agency and to modify his/her attitude and behavior accordingly.
3. Plan thoroughly and in advance for all assignments.
4. Report to an assignment at least fifteen minutes prior to the time when due.
5. Be well-groomed and appropriate dressed for all assignments.
6. Notify the Agency Supervisor well in advance of cases of absence.
7. Be tactful, courteous, and respectful to all personnel involved.
8. Use discretion as to the people with whom he associates and the places he goes.
9. Consult with the Agency Supervisor when confronted with problems.
10. Report to the Faculty Coordinator of the Internship and the Department of HHP office when problems arise. You may call the Department of HHP office at (229) 931-2222.

GEORGIA SOUTHWESTERN STATE UNIVERSITY  
DEPARTMENT OF HEALTH AND HUMAN PERFORMANCE  
AMERICUS, GEORGIA 31709-4693

SUPERVISED FIELD WORK APPRAISAL FORM  
EXERCISE SCIENCE/WELLNESS INTERNSHIP---HPER 4100, 4110, 4120

Name of Student \_\_\_\_\_

Name of Rater \_\_\_\_\_ Evaluation Date \_\_\_\_\_

Agency \_\_\_\_\_ Position or Title \_\_\_\_\_

ACADEMIC LETTER GRADE SYSTEM

- A = EXCELLENT - Student consistently exceeds the requirements of the position.
- B = VERY GOOD - Student frequently exceeds the requirements of the position.
- C = AVERAGE - Student consistently fulfills the requirements of the position.
- D = BELOW AVERAGE - Student frequently fails to meet the requirements of the position.
- F = INFERIOR - Student consistently fails to meet the requirements of the position.

Period covered by rating: \_\_\_\_\_ Mid-term  
\_\_\_\_\_ Final

I RECOMMEND THE GRADE OF \_\_\_\_\_ FOR THE INTERNSHIP EXPERIENCE.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Signature of Evaluator) (Date)

Please return to:  
Faculty Coordinator of Interns  
Department of Health and Human Performance  
Georgia Southwestern State University  
800 Georgia Southwestern State University Dr.  
Americus, GA 31709-4693

Please rate the student on the following traits based on your observation made during this student's internship period.

**Excellent = 5   Very Good = 4   Average = 3   Below Average = 2   Inferior = 1   NA = 0**

		5	4	3	2	1	0
I.	<b>PROFESSIONAL PERFORMANCE</b>						
	1. Establishes work goals	_____	_____	_____	_____	_____	_____
	2. Success in achieving goals	_____	_____	_____	_____	_____	_____
	3. Plans work to be accomplished	_____	_____	_____	_____	_____	_____
	4. Displays ability to organize people and resources	_____	_____	_____	_____	_____	_____
	5. Completes assignments on or before due date	_____	_____	_____	_____	_____	_____
	6. Has skills commensurate with academic degree	_____	_____	_____	_____	_____	_____
	7. Is critical of own performance and quality of work	_____	_____	_____	_____	_____	_____
	8. Displays capacity for motivating others	_____	_____	_____	_____	_____	_____
	9. Conducts self well before others.	_____	_____	_____	_____	_____	_____
	10. Demonstrates ability to communicate ideas	_____	_____	_____	_____	_____	_____
II.	<b>PROFESSIONAL KNOWLEDGE</b>						
	11. Displays ability to integrate conceptual knowledge and activity skills	_____	_____	_____	_____	_____	_____
	12. Displays knowledge and understanding of program principles and methods	_____	_____	_____	_____	_____	_____
	13. Displays ability to apply knowledge in a practical way	_____	_____	_____	_____	_____	_____
	14. Display ability to think independently	_____	_____	_____	_____	_____	_____
	15. Possesses a wide variety of interests	_____	_____	_____	_____	_____	_____
	16. Displays expanding scope of interests	_____	_____	_____	_____	_____	_____
III.	<b>PROFESSIONAL PERSONALITY</b>						
	17. Is enthusiastic	_____	_____	_____	_____	_____	_____
	18. Is cheerful and friendly	_____	_____	_____	_____	_____	_____
	19. Exhibits pleasant, tasteful personal appearance	_____	_____	_____	_____	_____	_____
	20. Is courteous and tactful	_____	_____	_____	_____	_____	_____
	21. Displays quality voice and speech	_____	_____	_____	_____	_____	_____
	22. Displays sense of humor	_____	_____	_____	_____	_____	_____
	23. Displays mature judgement	_____	_____	_____	_____	_____	_____
	24. Is consistent but fair in personal relationships	_____	_____	_____	_____	_____	_____
	25. Is persistent but flexible	_____	_____	_____	_____	_____	_____
	26. Displays concern for others	_____	_____	_____	_____	_____	_____
IV.	<b>PROFESSIONAL ATTITUDE</b>						
	27. Displays initiative and imagination	_____	_____	_____	_____	_____	_____
	28. Displays zeal for the professional	_____	_____	_____	_____	_____	_____
	29. Accepts assignments willingly	_____	_____	_____	_____	_____	_____
	30. Upholds departmental policies	_____	_____	_____	_____	_____	_____
	31. Accepts suggestions, directions, critical evaluation	_____	_____	_____	_____	_____	_____
	32. Offers opinions and suggestions at staff meetings	_____	_____	_____	_____	_____	_____

COMMENTS:

**Instructions:** The resume will be typed with no spelling or punctuation errors and submitted to the faculty coordinator of the internship. The deadline for submitting is MIDTERM during the semester of internship. You are responsible for all mailings.

## RESUME (Sample Format)

NAME

CAMPUS ADDRESS (including zip code, area code, local phone)

HOME ADDRESS (including zip code, area code, home phone)

BIRTH DATE (including BIRTH DATE and place of birth)

MARITAL STATUS

GENERAL HEALTH

EDUCATION

1. High school(s)

(Include dates of enrollment and date of graduation)

- A. Activities (extracurricular, hobbies, etc.)
- B. Honors received
- C. Community service

2. College(s)

(Include all colleges and curricula, dates, major, etc.)

- A. Activities (extracurricular, hobbies, etc.)
- B. Scholarships
- C. Honors received
- D. Campus and community service

PROFESSIONAL TRAINING (Volunteer, and paid professional work)

OTHER WORK EXPERIENCES

SPECIAL APTITUDES OR TRAINING

PROFESSIONAL WORKSHOPS OR CONFERENCES ATTENDED  
(Include name, date, etc.)

REFERENCES (list three references. Include name, position or title, and mailing address)

Instructions: Must be completed and mailed to the Faculty Coordinator of Interns within TEN DAYS of starting date. You are responsible for all mailings.

**INITIAL REPORT  
EXERCISE SCIENCE/WELLNESS INTERNSHIP---HPER 4100, 4110, 4120**

Student Intern\_\_\_\_\_SS#\_\_\_\_\_

Present Address\_\_\_\_\_

Present Phone/Email\_\_\_\_\_

Internship will be initiated:    Fall\_\_\_\_\_                  Spring\_\_\_\_\_                  Summer\_\_\_\_\_

Name/Address of Agency for Internship\_\_\_\_\_

Agency Supervisor's Name/Title\_\_\_\_\_

Supervisor's Phone/Fax/Email\_\_\_\_\_

Type of Agency\_\_\_\_\_

\_\_\_\_\_

Starting date of Internship\_\_\_\_\_ Ending date\_\_\_\_\_

Place of operation (Hospital, Fitness Center, Corporate Wellness Facility, etc.)\_\_\_\_\_

\_\_\_\_\_

Statement of Duties\_\_\_\_\_

\_\_\_\_\_

Time Schedule\_\_\_\_\_

\_\_\_\_\_

Comments:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Intern's Signature

Instructions: Must be completed and mailed to the Faculty Coordinator of Interns EACH MONDAY (following the initial report) during the internship. You are responsible for all mailings.

**WEEKLY REPORTS**  
**EXERCISE SCIENCE/WELLNESS INTERNSHIP---HPER 4100, 4110, 4120**

Student Intern\_\_\_\_\_

Cooperating Agency\_\_\_\_\_

Week # \_\_\_\_\_ Week of \_\_\_\_\_, 20\_\_\_\_\_

**NARRATIVE ACCOUNT OF ACTIVITIES**

Monday\_\_\_\_\_

\_\_\_\_\_ Hours\_\_\_\_\_

Tuesday\_\_\_\_\_

\_\_\_\_\_ Hours\_\_\_\_\_

Wednesday\_\_\_\_\_

\_\_\_\_\_ Hours\_\_\_\_\_

Thursday\_\_\_\_\_

\_\_\_\_\_ Hours\_\_\_\_\_

Friday\_\_\_\_\_

\_\_\_\_\_ Hours\_\_\_\_\_

Saturday\_\_\_\_\_

\_\_\_\_\_ Hours\_\_\_\_\_

Sunday\_\_\_\_\_

\_\_\_\_\_ Hours\_\_\_\_\_

**BRIEF SYNOPSIS OF NEXT WEEK'S PLANS**\_\_\_\_\_

\_\_\_\_\_

Total hours for the week\_\_\_\_\_

\_\_\_\_\_  
Supervisor's Initials

\_\_\_\_\_  
Intern's Signature

Instructions: To be completed by the intern and mailed to the internship coordinator within three calendar days after the completion of the internship experience.

**FINAL REPORT**  
**EXERCISE SCIENCE/WELLNESS INTERNSHIP---HPER 4100, 4110, 4120**

DATE\_\_\_\_\_ SEMESTER OF INTERN\_\_\_\_\_

STUDENT INTERN\_\_\_\_\_

AGENCY SUPERVISOR\_\_\_\_\_ POSITION OR TITLE\_\_\_\_\_

AGENCY\_\_\_\_\_ LOCATION\_\_\_\_\_

I. PLANNING

- A. Outline the agency's master plan---its basic goals, objectives, nature, and scope.
- B. Describe area and facility developments completed during the last two years.
- C. Describe area and facility developments planned for the future.

II. PROGRAM PLANNING AND DEVELOPMENT

- A. Outline the programs and services offered by the agency.
- B. Outline any innovative programs and services offered by the agency.
- C. Outline the major program policies and practices. (Obtain copies of available information concerning participant registration, rules and regulations, fees and charges, by-laws, program publicity, etc.).
- D. Outline the methods used to evaluate the agency's programs and services.

III. ORGANIZATION

- A. Outline the basic goals and objectives of the agency.
- B. Describe the organizational structure of the agency. (Obtain a copy of the organizational chart showing lines of authority).

IV. BUDGETS AND FISCAL MANAGEMENT

- A. List the major sources of funds for current expenditures and capital improvements.
- B. Outline the agency's policies and procedures concerning fees and charges. (Obtain copies of fee schedules, etc.).
- C. Describe the type of budget used by the agency and show budget breakdown category by category (if available).

## V. PERSONNEL MANAGEMENT

- A. Describe how agency recruits, selects, and hires personnel.
- B. Outline the various job titles within the agency. (Obtain copies of available information on job titles and descriptions).
- C. Describe staff orientation and in-service training programs.
- D. Outline agency personnel policies and practices. (Obtain copies of personnel policies and practices, including: Probationary appointments, hours of work and leave, health and welfare benefits, promotions, assignments and transfers, retirements plans, professional development, job separation, and personnel evaluations).

## VI. PUBLIC RELATIONS

- A. Outline the objectives of the agency's public relations program.
- B. Outline the various components of the public relations programs. (Obtain copies of available public relations materials, including: newspaper releases, newsletters, brochures, slides, magazines, exhibits and displays, and annual reports).

## VII. MAINTENANCE

- A. Describe how the agency goes about master maintenance planning and scheduling. (Obtain copies of operations calendars, maintenance schedules, maintenance manuals, checklists, forms and reports, etc.).
- B. Outline policies and procedures concerning the selection and purchase of maintenance supplies and equipment.

Georgia Southwestern State University

NOTICE TO ALL PERSONS PARTICIPATING IN ATHLETIC, FITNESS OR RECREATIONAL ACTIVITIES  
ASSUMPTION OF RISK AND INSURANCE CERTIFICATION

(Read Carefully Before Signing)

Many recreational activities and athletic programs involve substantial risks of bodily injury, property damage, and other dangers associated with participation in such activities. Dangers related to such activities include but are not limited to: hypothermia, broken bones, strains ,sprains , bruises ,drowning, concussion, heart attack, and heat exhaustion.

Each participant in such activities should realize that there are risks, hazards, and dangers inherent in such activities and in the training, preparation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, qualifications, preparations, and training.

The undersigned acknowledges that Georgia Southwestern State University does not warrant or guarantee in any respect the competency or mental or physical condition of any trip leader, vehicle driver, or individual participant in any other athletic or recreational activity. All participants in voluntary recreational activities and athletic programs will be required to sign the attached Release, Waiver of Liability and Covenant Not To Sue form.

I acknowledge that I am solely responsible for any hospital or other costs arising out of any bodily injury or property damage sustained through my participation in such voluntary athletic or recreational activities. In this regard, I certify that I am covered by a 24-hour health and accident insurance policy.

I have received a copy of this Notice, which I have read and understand. I accept and assume all risks, hazards and dangers involved in such activities in which I may elect to participate, including the training, preparation for and travel to and from the site of such activities.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

RELEASE AND WAIVER OF LIABILITY AND COVENANT NOT TO SUE  
(Read Carefully Before Signing)

The undersigned hereby acknowledges that participation in athletic programs and recreational activities involves and inherent risk of physical injury and assumes all such risks. The undersigned hereby agrees that for the sole consideration of Georgia Southwestern State University allowing the undersigned to participate in voluntary recreational programs or athletic activities and, in connection therewith, making available to the undersigned for his/her use while participating in such programs or activities, certain equipment, facilities, grounds, or personnel of the Institution, the undersigned participant does hereby waive liability, release and forever discharge the Institution and Board of Regents of the University System of Georgia, its members individually, and its officers, agents and employees of and from any and all claims, demands, rights and causes of action of whatever kind of nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damages to property, and the consequences thereof, including death, resulting from my voluntary participation in or in any way connected with such recreational programs and athletic activities.

I further covenant and agree that for the consideration stated above I will not sue the Institution, the Board of Regents of the University System of Georgia, its members individually, its officers, agents or employees for any claim for damages arising or growing out of my voluntary participation in recreational programs or athletic events.

I understand that acceptance of this Release, Waiver of Liability And Covenant Not To Sue the Institution or the Board of Regents of the University System of Georgia or any agent, or employee thereof, shall not constitute a waiver, in whole or in part, of sovereign or official immunity by said board, its members, officers, agents, and employees.

Further, I understand that this Release, Waiver of Liability and Covenant Not to Sue shall be effective during the entire period of my enrollment or employment at the Institution.

I have received a copy of this document and I certify the I am \_\_\_\_ years of age and suffering under no legal disabilities and that I have read the above carefully before signing.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SOCIAL SECURITY #

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
WITNESS