

# Chadron State College

## Strength and Conditioning Internship Student Handbook



### **Program Address**

Health, Physical Education, and Recreation  
Chadron State College  
1000 Main Street  
Chadron, NE 69337  
(1-800-Chadron, 308-432-6000)

# Internship Handbook

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## **Introduction to the Internship**

### **Mission – Sport, Fitness and Recreation Management**

The mission of the Chadron State College Recreation program is to meet the educational needs of individuals interested in the broad field of Recreation, which includes the disciplines of Sport and Leisure Services, Community and Adventure Recreation, and Fitness and Exercise. The students in Recreation will develop the philosophies, knowledge and skills to become leaders in these disciplines. The program is designed to foster a commitment to providing lifelong recreational opportunities for the general public.

### **Mission - Strength and Conditioning**

The mission of the Strength and Conditioning option within the Sport, Fitness, and Recreation Management degree at Chadron State College is to prepare students to become strength and conditioning coaches able to serve the institution's service region and beyond. Students will gain knowledge and skills in the areas of training methodologies, program design, and administration. Upon completion of this degree option, students will be prepared to sit for the NSCA Certified Strength and Conditioning exam.

### **Internship Prerequisites**

Students will be required to successfully complete HPER 340 Practicum prior to being enrolled in HPER 490 Internship. Students should also consult with their advisor and the program's Field Experience Coordinator before beginning the enrollment process.

## **Expectations**

### **Expectations of the Strength and Conditioning Student**

1. Students must select a site with supervisor that meet the proper qualifications. Site Supervisors must have a current National Strength and Conditioning Association Certified Strength and Conditioning Specialist
2. The student must provide the site supervisor with a copy of the Site Supervisor Handbook.
3. Student must complete the supervision contract with the Site Supervisor and the College Supervisor.
4. The Strength and Conditioning student is expected to meet with the Site Supervisor on a regular basis. The student is also to remain in regular contact with the College supervisor through the Canvas portal.

### **Expectations of the College Supervisor**

1. The College Supervisor will collaborate with the student in formulating goals for the internship.
2. The College Supervisor will provide the Site Supervisor Handbook to the student for distribution to the Site Supervisor. College Supervisor will meet through telephone call, Zoom, or in person to discuss expectations site supervisor and student. This meeting will take place before the end of the first week of the semester in which the internship occurs.
3. The College Supervisor will maintain contact with the Site Supervisor regarding the performance of the student throughout the semester. Formal meetings must take place during midterm week and finals week of the semester in which the internship occurs. Meetings will occur via Zoom, telephone, or face to face.
4. The College Supervisor is to provide students with feedback regarding their performance and turn in the final grade for the internship. A formal meeting must take place during finals week of the semester in which the internship occurs. This meeting will occur via Zoom, telephone, or face to face.

## **Expectations of the Site Supervisor**

1. Site Supervisors must have the following qualifications: Be CSCS Certified (CASCE, II.E)
2. The Site Supervisor is to be appraised of the goals, objectives, requirements, and procedures of the program. The Site Supervisor will also receive a Site Supervisor Handbook from the student.
3. The Site Supervisor will complete a supervision contract with the strength and conditioning student.
4. The Site Supervisor must meet with the student about the performance in the work setting on a weekly basis. This supervision must include but is not limited to:
  - a. Instructing the student in all matters related strength and conditioning coaching
  - b. Assistance for the student in development of coaching skills
  - c. Assurance that the policies of the Site are understood and carried out.
  - d. Critique of the student's contact with clients or athletes.
5. The Site Supervisor is to provide the strength and conditioning student with sufficient experience in areas typically part of the Site Supervisor's role and function.
6. The Site Supervisor is to provide a midterm and ending evaluation of the strength and conditioning student. Both the Grading Rubric and the Final Evaluation Rubric will be submitted.
7. The Site Supervisor will meet with the College Supervisor on three occasions during the internship. The meetings will take place the first week of the semester, midterm week, and finals week. The meetings make take place via Zoom, telephone, or face to face.

## **Expectations of the Training Site**

1. The Site is expected to have a sustained interest in participating in the professional education and development of Strength and Conditioning Specialists.
2. Mutual understanding between the Site and the Strength and Conditioning program exists on the basic philosophy and goals in relation to strength and conditioning.

3. Site will provide adequate equipment needed to perform strength and conditioning related activities.
4. The Site will maintain a safe work and training environment.
5. The Site will provide the student with a variety of experiences typical of those encountered by the Site's strength and conditioning staff.

The Site will regard the student as a professional in training and accord the student the generally expected professional courtesies.

## **Ethical Standards and Considerations**

### **Documentation**

Prior to beginning working at the internship Site, the strength and conditioning student must submit the required documentation to the Field Experience Coordinator. The Field Experience Coordinator must approve the documentation before the student may begin work in the field. Required documentation includes a) copy of Site Supervisor's credentials, b) signed supervisor/student agreement, c) Memorandum of Understanding (MOU) signed by the Site Supervisor and Field Experience Coordinator.

### **Professional and Ethical Standards**

The Chadron State College Strength and Conditioning Program subscribes to the National Strength and Conditioning Association (NSCA) Professional Standards and Guidelines. Students of this program are expected to be aware of the standards and behave in the subscribe ethical manner.

### **Time Requirement**

Strength and Conditioning interns are required to complete 300 hours of field experience based on CASCE standards. 150 hours will be completed in HPER 340 Practicum. The remainder of the 150 hours are required for the internship.

## **Appendix A: CSC Strength and Conditioning Internship Checklist**

### **Enrollment Checklist**

1. \_\_\_\_\_ Enrollment Form
2. \_\_\_\_\_ Internship Training Agreement
3. \_\_\_\_\_ Proof of Site Supervisor Qualifications
4. \_\_\_\_\_ Memorandum of Understanding Form

### **Internship Activities Checklist**

1. \_\_\_\_\_ Learning Outcomes
2. \_\_\_\_\_ Weekly Activity Journal
3. \_\_\_\_\_ Final Portfolio
4. \_\_\_\_\_ Final Evaluation

**Appendix B: Enrollment Form**

**Chadron State College Strength and Conditioning**

**Enrollment Form**

**Name:** \_\_\_\_\_ **NUID:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address During School Year:** \_\_\_\_\_

**Permanent Home Address:** \_\_\_\_\_

**Phone( )** \_\_\_\_\_ **Cell Phone: ( )** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Academic Advisor:** \_\_\_\_\_

**I intend to pursue an internship at:** \_\_\_\_\_

**Semester** \_\_\_\_\_

**Statement of Understanding**

**Please Initial**

\_\_\_\_\_ 1. I agree to comply with the program requirements, complete and submit written requirements within the time frame established for each work experience.

\_\_\_\_\_ 2. I agree to discuss and obtain approval from my faculty advisor prior to beginning my internship experience.

\_\_\_\_\_ 3. I understand that if I am placed in an internship position, I will not be able to file an unemployment claim against my employer at the end of the experience. Federal Unemployment Tax Act Provision Title XXVI, Section 3306(c), (10), (C).

\_\_\_\_\_ 4. I grant permission to the CSC HPER Department to use my name in new releases, brochures, testimonials, and/or other public announcements.

\_\_\_\_\_  
Student Applicant



Appendix C: Internship Training Agreement



Chadron State College  
HPER Internship Training Agreement

NOTE: This is not a legal contract. It is an agreement which may be terminated at any time by any party to the agreement. The purpose of this agreement is to assure that there is joint understanding of the goals and objectives of the Internship Program.

\_\_\_\_\_ will work approximately \_\_\_\_\_ hours during the period beginning on or about \_\_\_\_\_ and ending on or about \_\_\_\_\_. If applicable, starting wage for this position will be \$ \_\_\_\_\_. Number of credits to be granted for successful completion of this work experience will be \_\_\_\_\_.

\*\*\*\*\*

INTERNSHIP SITE

The internship site supervisor agrees to train the student under the same conditions and rules that govern other employees and to provide job supervision and varied work experiences. The supervisor agrees to aid in the evaluation of the student. The supervisor is in no way obligated to offer the student employment or give preferential treatment because of this agreement.

\_\_\_\_\_  
(Please **PRINT** Name of Internship Site)

\_\_\_\_\_  
(Please **PRINT** Address of Internship Site)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Supervisor's E-mail Address)

\_\_\_\_\_  
(Please **PRINT** Supervisor's Name - Attach business card if available) (Signature of Supervisor)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

**\*\*\*\*\* STUDENT** The student agrees to abide by the policies of the Internship Program. The student agrees to perform diligently the work experiences assigned by the employer according to the same company policies and regulations as apply to regular employees. The student is responsible for turning in all assignments at the required times and for allowing an evaluation of his/her job performance. **The student is aware that if he/she should leave the job without prior approval of the Field Experience Coordinator, or if his/her conduct on the job results in being discharged, he/she will be withdrawn from the work experience and be given a failing grade.**

\_\_\_\_\_  
(Please **PRINT** Name)

\_\_\_\_\_  
(Phone)

\_\_\_\_\_  
(Please **PRINT** Student's Mailing Address During Internship)

\_\_\_\_\_  
(Signature of Student)

\_\_\_\_\_  
(Date)

\*\*\*\*\*

The Field Experience Coordinator and Faculty Advisor will guide and coordinate the student's internship job training. They will assist the site supervisor with matters related to the student's internship experience.

\_\_\_\_\_  
(Signature of Faculty Advisor)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature or Field Experience Coordinator)

\_\_\_\_\_  
(Date)

Appendix D: Memorandum of Understanding



**MEMORANDUM OF UNDERSTANDING  
INTERNSHIP AGREEMENT OF RESPONSIBILITIES**

**Introduction**

This Memorandum of Understanding (Agreement) establishes a basis for mutual understanding between the (Site/Department), the Board of Trustees of the Nebraska State Colleges doing business as Chadron State College (College) and the student intern, \_\_\_\_\_, in the implementation of the internship concept as joint partners in this relationship. The student intern agrees that he/she is not an employee of the State of Nebraska, but shall perform services as agreed by the parties hereto.

**Objective of Internships**

This internship is designed to strengthen a student’s job skills by integrating education with closely related practical work experiences.

**Responsibilities of College Supervisor**

The College Supervisor will include the Field Experience Coordinator

The College Supervisor will assume overall responsibility for consultation with the company and interns on objectives, agreements, and other job-related tasks. The College Supervisor is available to the student intern in an advisory capacity with respect to assisting the student intern to achieve the stated objective of the internship. CSC will:

1. Conduct an individual pre-placement orientation and introduce the student intern to the nature and purpose of the internship.
2. Orient and introduce the Site Supervisor to the purpose and objectives of the internship.
3. Consult with the Site Supervisor and student intern on a regular basis regarding the student intern’s performance.
4. Assume responsibility for the removal of a student intern from the internship setting, whenever necessary.

**Responsibilities of Student Intern:**

As the student intern enters the company, he/she is expected to assume, as much as possible, the role of a regular staff member. The responsibilities include:

1. Adhering to company work hours, policies, procedures and rules governing professional staff behavior.

2. Adhering to company policies governing the observation of confidentiality and the handling of confidential information.
3. Assuming personal and professional responsibilities for his or her actions and activities.
4. Maintaining professional relationships with company employees, customers and so forth.
5. Utilizing a courteous, enthusiastic, open-minded, critical approach to policies and procedures within the profession.
6. Relating and applying knowledge acquired in the academic setting to the company setting.
7. Developing a self-awareness regarding attitudes, values, behavior patterns and so forth that influence work.
8. Preparing for and utilizing conferences and other opportunities of learning afforded in the company.
9. Being consistent and punctual in the submission of all work assignments to the supervisor and College Supervisor.
10. Providing the College Supervisor with periodic progress reports.
11. Notify your supervisor in advance, if you are unable to attend work or need to adjust your schedule.
12. Record, review and sign weekly time logs and submit to Site Supervisor and College Supervisor

**Responsibilities of Site/Department:**

It is the responsibility of the Site/Department to provide direct on-the-job supervision of the student intern that includes the following:

1. Orienting the student intern to the company's structure and operation.
2. Orienting the student intern to the company's policies and procedures regarding appropriate dress, office hours and applicable leave policies.
3. Introducing the student intern to the appropriate professional and clerical staff.
4. Providing the student intern with adequate resources necessary to accomplish job objectives.
5. Orienting the student intern to the policies and procedures of the personnel department.
6. Affording the student intern the opportunity to identify with the supervisor as a professional staff person by jointly participating in appropriate workplace activities
7. Assigning and supervising the completion of tasks and responsibilities that are consistent with the student intern's role in the company.
8. Site may request any student whose performance or attendance record is unsatisfactory or whose personal characteristics prevent desirable relationships within the site or whose health status is a detriment to the student's successful completion of the internship program to withdraw. Site has the authority to temporarily withdraw the student from a specific assignment or require that the student or instructor leave the floor or department pending the final decision by Site/Department, and the College Representative.
9. Providing regularly scheduled supervisory conferences with the student intern.
10. Participating in joint and individual conferences with the student intern and College Supervisor regarding the student intern's performance.
11. Submitting an evaluation on the student intern's job performance.
12. Submitting a job description for the student intern by \_\_\_\_\_.

**Date**

**Terms:** . This Agreement shall be effective (insert date) and shall last for a period of five (5) years unless terminated earlier by one or both of the institutions. Either institution may terminate this Agreement by giving thirty (30) days' written notice to the other institution at the address hereinafter set forth. Both institutions may terminate this Agreement at any time by mutual consent.

**Liability:** To the extent permitted by law, the College and the Site/Department, each acting as an "indemnifying party," shall indemnify, defend and hold harmless the other party, its officers, agents and employees from any claims, actions, liability or cost, including reasonable attorneys' fees or cost of defense arising out of or in any way relating to the services performed under this Agreement and arising from the intentional or negligent acts or omissions of the indemnifying party or its employees. Neither party will be considered the agent of the other nor does neither party assume any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not party to this Agreement.

Students participating in clinical experiences at the Site/Department will be required to obtain professional liability insurance. The limits on the liability policy shall be, at minimum, \$1,000,000 per occurrence. Certificates of such coverage purchased by the student shall be provided to the Site/Department upon request. Should proof of insurance not meet with the Site/Department approval, the Site/Department can refuse to accept any student for placement.

**Revisions/Cancellation:** This Agreement shall not be amended except upon written agreement of both Parties.

**FERPA:** Both Parties agree to comply with the Family Educational Rights and Privacy Act of 1974 governing the privacy of student records.

**Contact Person and Notices:** The designated individuals for purposes of monitoring and oversight of this Agreement are:

**For College:**

**Dr. Grant Sasse**

**Dean of Professional Studies and**

**Applied Sciences**

**1000 Main Street**

**Chadron, NE 69337**

**For Site/Department:**

**Non-discrimination:** All Parties agrees to comply fully with Title VI of the Civil Rights Act of 1964, as amended, the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. §§48-1101 to 48-1125, as amended,

and Board Policy 5000 in that there shall be no discrimination against any employee, student or individual who is involved in the performance of this Agreement, because of age, color, national origin, race, religion, disability, sex, sexual orientation, or gender identity. This provision shall include, but not be limited to employment, promotion, demotion, transfer, recruitment, layoff, termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

**ADA and Drug-Free Workplace:** All provisions of this Agreement are subject to the Americans with Disabilities Act (ADA). Further, the Contractor certifies that the Contractor operates a drug-free workplace and, during the term of this Contract, will be in compliance with the provisions of the Drug-Free Workplace Act of 1988.

This Agreement shall be interpreted, construed and governed according to the laws of the state of Nebraska

**ACCPETED AND AGREED:**

**Site/Department**

**The Board of Trustees of the Nebraska State Colleges doing business as Chadron State College**

\_\_\_\_\_  
**Representative Name (Printed)**

\_\_\_\_\_  
**Name (Printed)**

\_\_\_\_\_  
\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone Number**

**308-432-6203**  
\_\_\_\_\_  
**Phone Number**

\_\_\_\_\_

**Student Intern's Name (Printed)**

---

**Signature**

---

**Date**

---

**Phone Number**

## Appendix E: Final Evaluation Site Supervisor I

Student Name:

### Strength & Conditioning Field Experience Learning Outcomes Site Supervisor Evaluation Rubric

Please rate the intern based on the following scoring system:

1	2	3	4
Significantly lacking skill, knowledge, and professionalism needed to be a strength and conditioning coach	Basic understanding of skill, knowledge, and professionalism needed to be a strength and conditioning coach	Clear understanding of skill, knowledge, and professionalism needed to be a strength and conditioning coach	Excellent understanding of skill, knowledge, and professionalism needed to be a strength and conditioning coach

Student Learning Outcomes	COMPOSITE SCORE		
<b>Practice performing a proper warm-up and flexibility training.</b>	9.1%		0.0%
<b>Describe various types of stretching and flexibility exercises.</b>	9.1%		0.0%
<b>Explain proper free-weight spotting techniques.</b>	9.1%		0.0%



<p><b>Demonstrate the ability to perform/teach the proper fundamentals of exercise technique for the following resistance training exercise: free-weight, machine, and alternate and nontraditional modes of training.</b></p>	<p>9.1%</p>	<p></p>	<p>0.0%</p>
<p><b>Demonstrate the ability to perform/teach the proper progressions and regressions for Olympic-style lifting techniques</b></p>	<p>9.1%</p>	<p></p>	<p>0.0%</p>
<p><b>Practice body-weight, core stability, balance, variable resistance, and nontraditional implement training methods.</b></p>	<p>9.1%</p>	<p></p>	<p>0.0%</p>
<p><b>Demonstrate the ability to perform/teach plyometric, running speed, agility, and change-of-direction drills.</b></p>	<p>9.1%</p>	<p></p>	<p>0.0%</p>
<p><b>Describe the principles of test selection and administration</b></p>	<p>9.1%</p>	<p></p>	<p>0.0%</p>

<b>Assist with the designing of strength and conditioning, speed, agility, plyometric, anaerobic, and aerobic training programs.</b>	9.1%		0.0%
<b>Explain how periodization is used in program design.</b>	9.1%		0.0%
<b>Demonstrates professional and ethical standards set forth in the NSCA Professional Standards and Guidelines</b>	9.1%		0.0%
	100.0%		0.0%

**Supervisor Signiture** \_\_\_\_\_

**Date** \_\_\_\_\_

## Appendix F: Final Evaluation – Site Supervisor II

Supervisor's ratings are helpful to us in evaluating the student's performance, may serve as a basis for counseling and become a part of the student's internship file. We would appreciate your frank opinions on the form below. Please evaluate the student objectively, comparing him/her with other students of comparable academic level and training; with other employees serving in similarly classified positions; and with individual standards of performance. Should additional space be necessary for your comments, please feel free to attach a separate sheet to the form.

Student: \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Internship Site \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Please Rate the Student on the following:

	Advanced	Proficient	Competent	Needs Improvement	Unacceptable	NA
Attitude towards superiors						
Attitude towards co-workers						
Quality of work accomplished						
Ability to learn on the job						
Ability to get along with others						
Oral communication skills						
Written communication skills						
Ability to follow directions						
Ability to think and act independently						
Willingness to learn						
Personal appearance						
Initiative						
Dependability						
Punctuality						
Conformance to organizational policy						
Maturity						
Ability to use materials/equipment						
OVERALL RATING						

What are the student's major professional assets and strengths?

What are the student's major professional developmental needs?

Based on the above evaluation, \_\_\_\_\_ I would hire this individual  
 \_\_\_\_\_ I would hire this individual with conditions  
 \_\_\_\_\_ I would not hire this individual

**Supervisor's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Appendix G: Final Evaluation – Student

**\*\*Your comments will not affect your final grade or the possibility of future employment with your employer. This document is for inoffice use only.**

STUDENT NAME: \_\_\_\_\_

INTERNSHIP SITE/SUPERVISORS NAME: \_\_\_\_\_

EXPERIENCE WAS (CIRCLE ONE) PAID UNPAID

TERM ENROLLED: \_\_\_\_\_

DIRECTIONS: Objectively evaluate your internship experience using the rating scale below:

E –Excellent A-Above Average S –Satisfactory N-Needs Improvement U –Unsatisfactory N/A-Not Applicable

	RATING	COMMENTS, EXAMPLES
<b>WORK EXPERIENCE</b>		
Relationship of work to career goals	_____	_____
Training received	_____	_____
Supervision received	_____	_____
Level of responsibility assigned	_____	_____
Overall rating of work experience	_____	_____
<b>LEARNING EXPERIENCE</b>		
Learned new information, skills, or techniques	_____	_____
Gained new career/professional knowledge	_____	_____
Relationship of academic assignments to work	_____	_____
Overall rating of learning	_____	_____
<b>PERSONAL DEVELOPMENT</b>		
Gained greater self-confidence	_____	_____
Improved understanding of strengths, weaknesses	_____	_____
Met people who contributed to professional growth	_____	_____
<b>OVERALL EXPERIENCE RATING</b>	_____	_____

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

How did this experience affect your educational or professional plans? (circle one)

Confirmed Plans Changed Plans

What do you consider the best aspects of this experience?

What would you consider the weaker aspects of this experience?

## Appendix H: Final Portfolio Requirements

### **Final Portfolio Requirements**

(Submitted through CANVAS)

#### **Please include the following items:**

- Title Page
- Copy of Learning Outcomes
- Reflective Paper
- Copy of Resume updated to reflect your internship experience
- Copy of all Weekly Activity Journals and Weekly Reflective Question responses
- Copy of Thank You Letter to Supervisor
- Supervisor's written Final Evaluation of your performance
- Student's evaluation of internship experience

#### **SUGGESTIONS FOR WRITING YOUR REFLECTIVE PAPER**

- Minimum of six pages, typed and double spaced
- Be sure to introduce yourself and your experience.
- The faculty person who grades your paper may not be familiar with your goals or how your experience parallels your program of study.
- For the rest of your paper, explain in detail:
  - Your job and its relationship to other functions of the organization or the school
  - Each Learning Outcome, how it was accomplished, what was learned, how it relates to your academic studies
  - Benefits of the experience (personal, developmental, professional)
  - Summarize your experience at the end of your paper

#### **SUGGESTIONS FOR SUPPORTING MATERIALS (OPTIONAL)**

- Pictures, news articles, bibliography of professional readings, videos
- Records or other supporting documentation
- Examples of projects, presentations, printouts, memos
- Manuals or brochures
- Handouts received or utilized during experience
- Certificates of training, workshops, seminars
- Letter of recommendation from supervisor

## Appendix I: WEEKLY ACTIVITY JOURNAL

(Submitted through CANVAS)

NAME: \_\_\_\_\_ WEEK ENDING : (DATE) \_\_\_\_\_

SITE: \_\_\_\_\_

TOTAL HOURS FOR WEEK: \_\_\_\_\_ TOTAL HOURS TO DATE: \_\_\_\_\_

\*Please round work hours up to the nearest quarter hour\*

Sunday Date: _____ Hours: _____ Activities:	Monday Date: _____ Hours: _____ Activities:
Tuesday Date: _____ Hours: _____ Activities:	Wednesday Date: _____ Hours: _____ Activities:
Thursday Date: _____ Hours: _____ Activities:	Friday Date: _____ Hours: _____ Activities:
Saturday Date: _____ Hours: _____ Activities:	Student Comments:

\_\_\_\_\_  
 Comments (Optional): Supervisor Signature

\_\_\_\_\_  
 Supervisor

## Appendix J: NSCA Professional Standards and Guidelines

<https://www.nasca.com/education/articles/nsca-strength-and-conditioning-professional-standards-and-guidelines/>