Students planning to enroll in SPM 6947 - Graduate Internship or SPM 6948 - Advanced Practicum must submit a proposal for approval. Your advisor will evaluate the proposal on the following: complete and accurate information; adherence to departmental policies and requirements; appropriate documentation when required; and a detailed outline on a separate piece of paper including:

- A brief summary of the agency for which you will be working
- Your learning goals and objectives
- How working for this agency fits in with your degree plan
- Your duties and responsibilities
- A detailed timeline of how you will meet the hours requirement

**Credits**

Students can enroll for 3-9 (max 9) credit hours of SPM 6947 - Graduate Internship or 1-3 (max 6) credit hours of SPM 6948 - Advanced Practicum. Students can have no more than 12 of their required 15 elective credit hours come from their internship and/or practicum combined.

You must complete a minimum of 48 clocked work hours for each academic credit hour. Therefore, you should discuss the number of hours that you are expecting to complete. If the number of hours completed exceeds or is less than the credit hour requirement for which you registered, you cannot retroactively add or drop credit hours to/from the course. Failure to complete practicum/internship hours and duties will result in a grade penalty.

**Grading Procedures**

As part of your requirements, you must have your supervisor complete and submit a midterm evaluation at the midpoint of your time with the agency as well as a final evaluation at the completion of your time with the agency. The final evaluation must be turned in no later than the week prior to the last day of classes. The evaluations are to be submitted to your academic advisor.

SPM 6947 - Graduate Internship is graded on Satisfactory/Unsatisfactory basis. The grade is assigned by your faculty advisor based on the midterm and final evaluations submitted by your site supervisor.

SPM 6948 - Advanced Practicum is graded on letter scale. The grade is assigned by your faculty advisor based on the midterm and final evaluations submitted by your site supervisor.

**Eligibility Requirements**

Students with fewer than 18 credit hours of graduate coursework must register for SPM 6948 - Advanced Practicum. You do not need to provide proof of insurance or ensure UF has an affiliation agreement with your proposed site.

Students who have successfully completed two full-time semesters or 18 credit hours of graduate coursework can register for SPM 6947 - Graduate Internship.

Prior to registering for SPM 6947 - Graduate Internship, students must confirm with the internship office (FLG 330) that an internship affiliation contract has been agreed upon and signed by both the work site and internship coordinator. You will need to provide the following information to the internship office in order for them to create an affiliation agreement:

- Site name
- Site contact person's name, professional title, and email address
- Site address
Eligibility Requirements (cont’d)
Students registering for SPM 6947 – Graduate Internship must also show proof of professional liability insurance ($1,000,000) one million dollars of coverage. Here is information on how to complete the professional liability insurance online through Forrest T. Jones, which we recommend because we have found it is the more affordable option for our students:

- In order to obtain the student discount on the liability insurance from FTJ, you must first become an undergraduate member of AAHPERD for a cost of $50. In order to obtain this membership, go to [www.aahperd.org](http://www.aahperd.org) and click "Not a member? Join now!" and follow the membership application from there. Please note that you DO NOT need to submit a confirmation page from AAHPERD for your internship packet.

- Once you complete this, go to [www.ftj.com](http://www.ftj.com) to obtain your professional liability insurance for a cost of $25. On the FTJ site, under Association Members, select "Education" from the drop-down menu under Select Profession; select "AAHPERD" from the drop-down menu under Select Association; enter your zip code; and click Go. From there, under Professional Liability Insurance, click "Student Educator Professional Liability Plan." On the next page, click "Enroll Now" and follow the prompts from there to obtain your insurance. Complete the enrollment process online rather than by mail when given the option between the two on the next page.

- You will receive several confirmation pages once you obtain the insurance. For internship and verification purposes, please be sure to print the page that says “Certificate of Insurance” at the top.

Please visit the internship office (FLG 330) for more information.
Name: ___________________________________________ UFID #: __________________

Classification/College: ___________________________ Advisor: _________________________

UF E-mail: ______________________________________ Phone #: _________________________

I am requesting to be registered for _____ credit hours in the following course for: (circle one)

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<tr>
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<td>Graduate Internship</td>
<td></td>
<td>SPM 6948</td>
<td>Advanced Practicum</td>
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</tbody>
</table>

Name of Internship/Practicum Site: ________________________________

Address: _______________________________________________________

Phone: ___________________________ Fax: ____________________________

Supervisor: ___________________________ Title: ________________________

E-mail Address: ___________________________ Phone #: ________________________

Site Supervisor Signature ___________________________ Date _____________

• I have completed this proposal form to the best of my knowledge. Please initial: ____________

• I confirm that the duties and responsibilities in this proposal will be new experiences for me and not a part of my every day assistantship and/or job. Please initial: ____________

For SPM 6947- Graduate Internship Registration Only

• I have proof of professional liability insurance $1 million of coverage. Please initial: ____________

I confirm that the internship contract between UF and the agency has been agreed upon and signed.

Internship Coordinator Signature (FLG 330) ___________________________ Date _____________

I completely understand what is expected of me in order to complete the course as outlined above. The TRSM faculty member who will be responsible for my work in this course is ________________________.

Student Signature ___________________________ Date _____________

Faculty Advisor Signature ___________________________ Date ___________