



***“Educational Excellence  
For Fitness Professionals”***

# **Certified Personal Trainer Level 2**

## **Student Internship Manual**

## **Introduction**

The World Instructor Training Schools (W.I.T.S.) is a leader in fitness training and certification providing affordable, quality, convenient and comprehensive training for fitness professionals nationwide and abroad. W.I.T.S. offers training, certification courses and instructional materials designed to enhance and expand the skill set and knowledge of fitness professionals and to prepare them for their roles as leaders and practitioners in the fitness industry.

## **Certified Personal Trainer Level 2**

W.I.T.S. Certified Personal Trainer (CPT) Level 2 consists of three essential components: a strong theoretical foundation taught through classroom lecture and discussion; a hands-on practical where students develop professional skills and techniques through observation and practice; and an internship, which provides additional practical experiences in real world settings.

## **Certified Personal Trainer Internship**

Once you pass a written exam and master the practical skills, you are eligible to start an internship. The CPT Internship allows you to apply the concepts learned in the classroom and practical to the professional world and provides opportunities to improve and learn new skills with the coaching and supervision of an experienced professional. In addition, the internship provides a networking base and allows you to explore career options. Students are not paid for the internship hours, however successful completion of the internship is a requirement for the CPT Level 2 Certification. If a site does offer to pay you as part of their team it is acceptable to participate.

## **Internship Goals**

The internship is a valuable part of professional preparation and training. The internship experience is designed to help you:

1. Observe professional CPTs and benefit from their experience and expertise.
2. Integrate classroom knowledge and theory with field experience.
3. Develop skills and competencies required for employment.
4. Strengthen interpersonal and communication skills.
5. Develop and demonstrate professionalism, confidence and competence.
6. Develop professional networks essential for career success.

## Internship Requirements

- A. W.I.T.S. will provide a small list of potential sites that you can contact and request an internship. You are in no way limited to the list W.I.T.S. provides. You are responsible for contacting the site supervisor and setting up your internship with a suitable supervisor or trainer that has at least 18 months of experience as a Certified Personal Fitness Trainer OR a Degree in a Health or Fitness related field. Some students and supervisors may prefer to have an initial meeting to make sure that the site can accommodate your goals.

The **Internship Plan Part 1** included in this manual can help you identify and communicate your goals and interests.

- B. The internship consists of spending 30 hours at the internship site. You must discuss scheduling with the site supervisor to make sure the required tasks can be completed. The schedule must also consider site supervisor, client and facility availability. {Courtesy - so be flexible}

The **Internship Plan Parts 1 and 2** included in this manual can be used to communicate your goals and interests to the site supervisor and to schedule internship hours and activities.

- C. Required tasks to be completed by the end of the internship include:
1. Observe at least two client health and fitness assessments.
  2. Observe at least three client training sessions.
  3. Conduct at least one health and fitness assessment with supervision.
  4. Conduct at least two client training sessions with supervision.

These tasks represent the **minimum requirements**. Additional practice and learning is encouraged. You will also benefit from learning about the organization's mission; the facility and equipment; the organization's leaders, staff, members and clients; administration, finance, budgets and marketing; steps and strategies for career advancement; and other areas of interest to you or your site supervisor.

The internship should be customized to some extent based on your goals and interests. Ideally, your internship will expose you to a variety of activities, clients and experiences, as dictated by the site director.

- D. Complete and submit the **Internship Activity Report, Internship Activity Report Summary and Internship Evaluation**. You must complete and submit an activity report documenting activities, observations, performance of the required tasks and hours at the internship site. The completed **Activity and Summary Reports** must be signed by the site supervisor and returned to W.I.T.S.

## **Students' Responsibilities**

Successful completion of your internship requires you to:

1. Set goals and identify interests to incorporate into your Internship Plan.
2. Select an internship site and contact the site supervisor. {Multiple contacts}
3. Work with the site supervisor to create your schedule of activities.
4. Complete and submit the Activity and Summary Reports and Evaluation.
5. Comply with the policies and procedures of the internship site.
6. Notify site supervisor if unable to report to site or require schedule changes.
7. Adhere to dress and behavior guidelines and observe business etiquette.
8. Demonstrate honesty, punctuality, respect and a willingness to learn.
9. Abide by site policies, procedures and safety rules.
10. Maintain confidentiality guidelines.
11. 30 hour internship to be completed within 6 months of exam completion.

## **Internship Site and Site Supervisor Responsibilities**

1. Assign a training supervisor who will evaluate and supervise the intern.
2. Discuss with the intern the requirements and schedule for the internship.
3. Provide opportunities for the intern to complete the required tasks.
4. Demonstrate, explain, coach and supervise the intern.
5. Provides constructive feedback to enhance intern's learning and growth.
6. Sign Internship Activity Report and Summary confirming task completion.
7. Complete Intern Performance Evaluation at the end of the internship.

## **W.I.T.S.' Responsibilities**

1. Administer the program and provide necessary forms.
2. Provide specific and/or general related instruction when needed.
3. Act as a liaison between the intern student and intern site when needed.
4. Maintain adequate records.
5. Notify the business in advance if the status of the intern changes (if possible.)
6. Make periodic contacts with the business to discuss the internships.
7. Award CPT Level 2 upon successful completion of all internship requirements.

## Tips for Success

To optimize your internship experience, consider the following tips for success:

1. **Make a positive first impression.** Be friendly, smile and extend yourself.  
  
This is a courtesy by the club to help with this process.
2. **Set internship goals and discuss with the site supervisor.**  
Manage time and maintain focus by discussing internship goals at the very beginning of the internship. This will help ensure that you satisfy all program requirements AND cover any personal areas of interest.
3. **Start planning early and research different sites.** You must successfully complete the lecture and practical before you can start the internship, however it's never too early to begin thinking about your goals and interests and to research sites.
4. **Dress the part.** When setting up your internship, ask about appropriate attire and dress accordingly.
5. **Attendance and promptness are expected.** Promptness signals eagerness, responsibility and respect for others.
6. **Respect confidentiality.** Do not gossip or share personal information about clients or staff.
7. **Respect the staff.** They can provide insight about the industry and help you succeed if you treat them professionally and with respect.
8. **Remember that you are a W.I.T.S. representative.** You are a reflection of W.I.T.S. and the CPT Certification. Your internship performance will influence how others see W.I.T.S. and how they value the program and certification.
9. **Keep a journal of your learning and skills development.** You will receive a significant amount of invaluable knowledge during your internship. Keeping a journal will help you retain this information and will help when completing the Internship Activity Report and Internship Evaluation.
10. **Always Give 100% -- At least!**



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# **Internship Forms**

## **Intern Site Forms**

## Internship Site Participation Agreement

*This form is suggested to be completed by the Site Supervisor at the internship location to coordinate a game plan. Return to W.I.T.S. 2244 Sunstates Court, Suite 107, Virginia Beach, VA 23451 or fax @ 757-428-3873*

### 1. Internship Site Supervisor {Please let us know if this changes}

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Site Supervisor Name \_\_\_\_\_

Title/Dept: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax :(\_\_\_\_) \_\_\_\_\_

**Please check this box if you would like to host future W.I.T.S. interns.**

### 2. Site Supervisor Responsibilities

W.I.T.S. greatly appreciates your participation in our internship program. Your role is integral to the student's internship experience and success.

As a site supervisor for this internship, I agree to help with the following;

\_\_\_\_\_ Clearly discuss the requirements of the internship with the student intern.

\_\_\_\_\_ Provide supervision and feedback to the student on his/her performance.

\_\_\_\_\_ Notify W.I.T.S. to discuss program any concerns and/ or feedback.

\_\_\_\_\_ Complete an evaluation of the student's performance.

\_\_\_\_\_ Help intern complete required internship tasks to include, but not limited:

\_\_\_\_\_ Observe at least two client health and fitness assessments.

\_\_\_\_\_ Observe at least three client- training sessions.

\_\_\_\_\_ Conduct one health and fitness assessment with supervision.

\_\_\_\_\_ Conduct at least two client- training sessions with supervision.

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Internship Site and Intern Evaluation

### \*Optional

This evaluation is suggested to be completed by the Internship Site Supervisor at the end of the Internship. Student or you may return this form to W.I.T.S. 2244 Sunstates Court, Suite 107, Virginia Beach, VA 23451 or fax 757-428-3873

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Site: \_\_\_\_\_

<b>Part 1: Evaluation of Internship</b>					
	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
I was informed about the internship program.	1	2	3	4	5
Comments:					
I was aware of my responsibilities as a site supervisor.	1	2	3	4	5
Comments:					
I was aware of the student's internship requirements.	1	2	3	4	5
Comments:					
Overall, I was satisfied with the internship experience.	1	2	3	4	5
Comments:					
I would recommend W.I.T.S. Internship program to other employers.	1	2	3	4	5
Comments:					
I am willing to supervise another intern at my site.	1	2	3	4	5
Comments:					

\*Optional

## Part 2: Evaluation of Intern's Performance

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
My intern was prepared to perform the required tasks.	1	2	3	4	5
Comments:					
My intern had the skills needed to perform the required tasks.	1	2	3	4	5
Comments:					
My intern demonstrated good interpersonal skills.	1	2	3	4	5
Comments:					
My intern demonstrated good judgment in making professional decisions.	1	2	3	4	5
Comments:					
My intern was punctual and reliable.	1	2	3	4	5
Comments:					
My Intern demonstrated the ability to follow directions and learn new tasks.	1	2	3	4	5
Comments:					
My intern demonstrated a commitment to performing quality work.	1	2	3	4	5
Comments:					
In my opinion, my intern will succeed as a personal fitness trainer.	1	2	3	4	5
Comments:					
Additional Comments:					
Signature: _____ Date: _____					



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# **Internship Forms**

## **Student Forms**

**Personal Fitness Trainer Certification  
Student Internship Plan  
\*Optional**

**Part 1- 6 months to complete from passing of exams.**

Name: \_\_\_\_\_

Projected Start Date: \_\_\_\_\_

Projected End Date: \_\_\_\_\_

**Career Goals:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Internship Goals:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Internship Interests:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**Preferred Internship Schedule:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please Check One:  
 Intern site provided by W.I.T.S.  
 New Site/Not on W.I.T.S. Internship List

# Personal Fitness Trainer Certification Student Internship Plan

## Part 2 - Required

*Site interns should complete and sign this form. You should retain a copy for his/her records. All information should be completed in its entirety. Incomplete forms will not be processed.*

**Student Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Phone: (Day)** \_\_\_\_\_ **(Evening)** \_\_\_\_\_

**Emergency Contact: (Name)** \_\_\_\_\_ **(Phone)** \_\_\_\_\_

### Internship Site Information

**Business Name:** \_\_\_\_\_

**Site/Internship Supervisor Name:** \_\_\_\_\_

**Title/Dept:** \_\_\_\_\_ **Certification #/Agency Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Please check this box if you would like to host future W.I.T.S. interns.**

### Internship Information

**Schedule:** \_\_\_\_\_

\_\_\_\_\_

**Brief Description of Planned Internship Activities:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Special Issues, Rules, etc.:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
 Site-supervisor signature      Date: \_\_\_\_\_

\_\_\_\_\_  
 Student Signature      Date: \_\_\_\_\_





**Personal Fitness Trainer Certification**  
**Required Check Off List - Internship Student Activity Summary**  
 A completion date and Supervisor Initials must be present for all listed activities.

Date Completed	Required Internship Activity	Supervisor Initial
	<b>Required Internship Activities</b>	
	Observe Client Health and Fitness Assessment #1	
	Observe Client Health and Fitness Assessment #2	
	Observe Client Training Session #1	
	Observe Client Training Session #2	
	Observe Client Training Session #3	
	Conduct Client Health and Fitness Assessment With Supervision	
	Conduct Training Session #1	
	Conduct Training Session #2	

**Personal Fitness Trainer Certification**  
**Required – Conclusion Summary**

As always, we want to support you in your goals. Please fill out this final survey for data gathering.

1. Were you offered employment by this internship site? Yes or No
2. If no, were you offered employment by another facility? Yes or No

If yes, where? \_\_\_\_\_

Please submit these completed forms (pages 12-15) to:

W.I.T.S.  
 2244 Sunstates Court, Suite 107  
 Virginia Beach, VA 23451  
 FAX 757-428-3873  
 Email: [cparsons@witseducation.com](mailto:cparsons@witseducation.com)