



## Internship Application

| Name/Address                     |              |               |                  |
|----------------------------------|--------------|---------------|------------------|
| <b>Name:</b>                     |              |               |                  |
| <b>Address:</b>                  | <b>City:</b> | <b>State:</b> | <b>Zip Code:</b> |
| <b>Cell Phone:</b>               |              |               |                  |
| <b>Email Address:</b>            |              |               |                  |
| <b>Current School Attending:</b> |              |               |                  |
| <b>Career Path:</b>              |              |               |                  |

| Internship Request  |
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| <b>Department Requested (Strength &amp; Cond., Physical Therapy, Chiro, Sports Med.):</b> |
| <b>Preferred Provider:</b>  |
| <b>Start/End Dates:</b>   |
| <b>Dates Requested Off During Internship:</b>   |

| Academic Requirement                     |
|--|
| <b>Number of Hours:</b>                  |
| <b>Evaluation/Skills Assessment</b>      |
| <b>Any Certifications/Credentialing:</b> |

| Insightful Questions                                 |
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| <b>Why would you like to intern at VSSI?</b>         |
| <b>What are your goals while at VSSI?</b>            |
| <b>What do you think you can contribute to VSSI?</b> |

Please send your completed intern application, resume, and reference list to [emma.arblaster@vassi.org](mailto:emma.arblaster@vassi.org). Once we review your application, you will be notified if we wish to proceed with an interview. We appreciate your interest in Virginia Sport & Spine Institute and value the internship learning process.

Sincerely,

VSSI Leadership

## **Internship Expectations**

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The following guidelines are intended to give all staff members and interns a clear understanding of the expectations placed on them as they work at VSSI. Often, there needs to be more clarity between job descriptions and staff expectations. Job descriptions typically outline duties but must identify how leadership expects those duties to be carried out. Lack of clarity in this area usually leads to disappointment and frustration amongst all parties involved. The expectations listed below are "general". They are not intended to micromanage staff members as they do their jobs but rather serve as guidelines to assist our team members in being successful within our culture.

### **Expectations of how our staff approaches their craft and fulfills their professional role:**

- Believes in, supports, and practices with the mission and vision of VSSI.
- Provides engaged and enthusiastic effort.
- Constant professionalism in communication, interaction with others, attire, appearance, and presence when representing VSSI.
- Be punctual for meetings, training sessions, and appointments – early is on time. Be prepared and engaged in the process.
- Demonstrates core values of our culture: service, trust, integrity, empathy, positivity, and adaptability.
- Possesses a high level of self-awareness while acknowledging limitations in knowledge, skills, or answers to problems. Know what you don't know.
- Communicates and collaborates at a high level with athletes, physicians, fellow colleagues, coaches, parents (when necessary), other support staff, and professionals.
- Solves problems with autonomy while providing communication and feedback to fellow staff and department leaders.
- Demonstrates a growth mindset, sense of urgency, emotional intelligence, and resilience.
- Displays critical thinking skills and problem-solving abilities... bring solutions, not just problems.
- Executes the daily tasks given with quality and efficiency.

We look forward to building with you while we pursue our mission:

**Empowering people to LIVE, WORK, PLAY & MOVE to their full potential.**

I have read, acknowledge, and agree to the expectations listed above.

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Print name

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Signature

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Date