



Dear Student:

Thank you for your interest in internship opportunities with Health Fitness Corporation. As an organization, we are pleased that we can assist students in developing their skills and contribute to their professional growth.

I have enclosed information on our internship program to provide you with a better understanding of our internship requirements and guidelines. Upon receipt and review of this information, please feel free to contact me directly to discuss your candidacy as an intern.

If I can be of assistance in answering any questions, please do not hesitate to contact me at 815-479-9163 or internships@hfit.com. Once again, thank you for your interest in Health Fitness Corporation.

Sincerely,

Karen M. Fisher
Recruitment Manager

Enclosure



Our History

Health Fitness Corporation (HFC) is the leading provider of results-oriented health improvement services to corporations, hospitals, universities and communities. Headquartered out of Minneapolis, Minnesota, HFC delivers fitness and health management services at more than 400 client sites across the U.S and Canada.

HFC is a public company (BB:HFIT) based in Minneapolis, Minnesota, USA.

Our Mission

To improve the health and well-being of the people we serve.

Our Goals

- Shareholders:
 - To continuously strive to increase shareholder value.
- Customers:
 - To partner with our customers by focusing on their needs to achieve shared success.
 - To provide our customers with a higher level of service than they have ever experienced.
 - To provide our customers with unique, innovative, high quality products and services.
- Employees:
 - To provide challenging and rewarding career paths.
 - To provide an environment of team work, commitment and customer focus.
 - To provide the best training and continuing education programs in our industry.



OBJECTIVES OF INTERNSHIP

The objectives of the HFC internship program are to provide undergraduate and graduate students with practical experience in employee health, fitness and wellness programs and to prepare them for possible employment in the field. Further, HFC believes it is valuable to interact and share ideas with newly emerging health professionals. HFC's strength and success is based in the knowledge and capabilities of its staff. Therefore, the internship program is designed to be mutually rewarding to HFC, program participants and interns.

To meet these objectives, you will be given responsibilities similar to those of other HFC fitness wellness professionals. These may include: 1) fitness testing; 2) designing exercise prescriptions; 3) supervising the exercise facility; 4) conducting group exercise classes; 5) giving exercise program orientations; 6) using the computer system; and 7) designing a promotional event or program; 8) ergonomic assessments; 9) health screening scheduling; 10) design wellness seminars. You may also be asked to assist with, or participate in, other special projects which will enhance or expand HFC's programs and services.

Your experience as an intern is meant to encourage you to thoughtfully evaluate your career goals and objectives. Goal setting can be an invaluable component of your career development. One of your first projects will be to carefully think about, and document, both your career and personal objectives for: 1) this internship; 2) the ensuing year.

We believe feedback and performance assessments are essential components in any learning/growth experience. You will be observed throughout the course of your internship and evaluated with a formal performance appraisal by your intern supervisor at the completion of your internship. Using the same criteria for evaluating other HFC professionals, the performance appraisal is designed to give you constructive feedback on your professionalism, strengths and weaknesses, etc.

Your feedback is also important. Twice during your internship, you will be asked to submit a written report summarizing your observations and recommendations regarding your role and participation as an intern. Guidelines for developing these reports will be provided at the time of your internship.

We want this experience to be challenging, educational, enjoyable, and most of all, rewarding. Please do not hesitate to talk with your intern supervisor if ever you have questions or concerns.



Commitment

An internship program is an investment of time and energy that requires total commitment from you and the site staff. If either party is lacking in commitment, the program and your experience may be adversely affected. It is only through mutual commitment during the course of your internship that you will obtain the best experience possible.

Position Responsibilities

Listed below are some of the typical responsibilities you may have as an intern with Health Fitness Corporation.

- **Conduct fitness assessments.** The fitness assessment includes measurements of resting heart rate and blood pressure, body composition, flexibility, muscular endurance and cardiovascular conditioning. Another important function of the assessment is that it provides the opportunity for the fitness professional to work with the individual to establish a rapport and realistic fitness goals.
- **Design exercise programs.** Review the participant's goals, as well as health history and current fitness level. Use this information to tailor an exercise program to help that individual meet his or her goals.
- **Conduct exercise program orientations.** Help members become familiar and comfortable with the fitness center procedures and individual programs. Review assessment results, discuss current and on-going programs and field any questions the member has.
- **Supervise the facility and exercise floor.** Assist with the day-to-day operations of the fitness center. Get to know members, provide encouragement and offer assistance as needed.
- **Lead group exercise classes.** The staff will help you learn to teach safe, effective classes in accordance with HFC Group Exercise Guidelines.
- **Use computer systems.** Learn to use on-site fitness software as well as other programs.
- **Daily tasks and projects.** Assist the staff with other special projects in the facility that comes up during the course of your internship.
- **Wellness Programs.** Help to design, promote and implement various wellness programs.
- **Screenings.** Be involved in Blood Pressure and Health Screenings at facilities that offer these services.
- **Coaching.** The staff will help you learn one-on-one training both on equipment and health management.



Position Qualifications

Listed below are some of the typical qualifications.

- Currently pursuing a graduate or undergraduate degree* in Exercise Science, Health Promotion, or related field. * Undergraduates must be of Junior or Senior standing.
- Able to dedicate a 20-40 hours per week for 10-15 weeks. Part-time and full-time internships are available.
- Hold current CPR/AED and First Aid certifications.
- Can provide an up-to-date resume and meet with an HFC professional for an interview.

How to Apply

- Forward your cover letter and resume to Recruitment Manager via

E-mail: internships@hfit.com

or

Fax: 952-897-5096

- In addition to your unique qualifications, your cover letter and resume must include the following:
 - Name, address and phone (campus, home or cell)
 - E-mail address (if applicable)
 - CPR/AED and First Aid Certification expiration dates
 - Preferred semester for internship: Spring, Summer or Fall
 - Preferred location(s) (state, city)
- Hold current CPR/AED and First Aid certifications.
- Can provide an up-to-date resume and meet with an HFC professional for an interview.