

Internship Guidelines Booklet

KIN-4375 (Rev. 5/2017)

Internship in Kinesiology
Department of Kinesiology & Sport Management
Texas Tech University
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Lubbock, TX 79409-3011
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UNDERGRADUATE INTERNSHIP PROGRAM IN KINESIOLOGY

PURPOSE OF THE PROGRAM

The internship is the “capstone” experience for the undergraduate students in the Kinesiology area. We hope it will be an interesting, challenging, and enjoyable experience for all students. The internship allows the student to work and learn outside of the classroom at an approved site selected by the student. This program is designed to be a mutually beneficial experience and provide a practical, experiential learning environment for competent, energetic students. The internship will also extend a service to the cooperating site/facility by providing a new source of ideas, leadership, and potential candidates for employment.

The internship serves several purposes:

1. To offer students the opportunity to learn new information and skills outside of the classroom.
2. To teach students how to apply the knowledge and skills learned through the ESS curriculum courses to “real life” situations.
3. To assess the student’s level of preparation to enter professional practice in the Exercise & Health Promotion professions.

PROGRAM DESCRIPTION

An agreement and partnership is established between an approved facility and the Department of Kinesiology & Sport Management at Texas Tech University in Lubbock, Texas. This agreement can be in the form of a contract or simply a verbal agreement between the internship coordinator and the facility. The internship should provide a comprehensive learning experience for an undergraduate student who is pursuing a degree in Kinesiology.

The chosen site must be involved in the areas of physical activity, sport, health promotion & wellness, fitness, and/or rehabilitation. The students need to be supervised on a day-to-day basis by an experienced, qualified professional that is employed by the facility. The students will be interacting with real, not simulated, clients.

The student may choose to apply for an internship in Lubbock or elsewhere. Students may pursue internships at any approved location in the United States. Arrangements can be made for internships to be done outside of the U.S. and these situations are treated on an individual basis. Most internship locations, unfortunately, do not pay a stipend. However, there are locations that will pay a stipend or may offer other benefits such as housing. It is permissible to accept an internship that is paid or includes benefits.

Each student must enroll in KIN 4375 for 3 credit hours and complete 200 contact hours at an approved internship site (200 contact hours = 3 course credit hours). This opportunity is available during one semester and must be completed within the semester in which student is enrolled or during the summer (beginning in Summer I & ending at the end of the Summer II session). Ideally, the internship should be completed in the students’ final semester before graduation. This is ideal, as the students will then be in a position to consider any job offers that may result from the internship experience.

PREREQUISITES & REQUIREMENTS FOR ENROLLMENT

1. A major in Kinesiology and senior status.
2. A high degree of interest in Kinesiology in various settings.
3. A professional attitude toward exercise and sports sciences and sensitivity in relating to people.
4. Successfully completed the following courses or with permission:
 - ✓ KIN - 3368 Exercise Testing & Prescription
 - ✓ KIN - 4372 Management in Kinesiology Programs
 - ✓ Current CPR certification

PROCEDURES

1. It is the responsibility of the student to locate an internship site. Students should set up a meeting with the departmental internship coordinator 2 semesters before they are planning to enroll in the Internship. Students should begin looking for an internship at least 2 semesters before the semester in which the internship is to be completed. A list of sites in and outside of Lubbock is provided on the departmental website.
2. **It is very important** that students be clear about internship site requirements, such as a potential need for a formal contract, number of hours, background check, drug screen, immunization record, dress code, vacation time, etc. It will be the student's responsibility to provide these to the site at their own expense.
3. In order to qualify for the internship, students must have completed and passed all of the stated prerequisites.
4. Select an internship site. Obtain approval of the Internship Coordinator if the site is not on the list found on the internship website. The intern must be supervised by an employee at the approved site who has the degree, licensure, and or certifications to adequately supervise and work with the student.
5. Apply to the selected internship site for a position. The student will need to submit a resume and cover letter stating their internship/career objectives. Students may be requested to interview for an internship position either in person or by phone.
6. Print the "Internship Guidelines" from the departmental website which will serve as the text for this course. The student should bring this booklet or have access to it to the initial class meeting.
7. Attend the initial **mandatory** on-campus class meeting for the internship. Students may not begin internship hours before attending a meeting with the internship instructor.
8. If the internship is to be done at a site outside of Lubbock, arrangements must be made with the Internship Coordinator to meet **BEFORE** beginning any internship hours. Failure to

comply may result in some hours not counting towards the internship requirements or student not able to remain in the internship course.

9. During the second week of classes the student must submit to the Internship Coordinator: (students should refer to the current syllabus for deadlines)
 - Intern Information Sheet (located in Internship Guidelines Booklet)
 - Completed Verification of Internship Site form (located in Internship Guidelines Booklet)
 - Money order made out to “Bill Beatty Agency” to cover student liability insurance. **Fall = \$13.00; Spring = \$9.00; Summer = \$0.**

STUDENT INTERN RESPONSIBILITIES

1. Student will set up a schedule with the Site Supervisor who will be supervising them at the site/facility that will accommodate both the intern and the site.
2. Dress neatly, professionally, and appropriately according to the Site Supervisor’s instructions.
3. Complete and keep track of all hours.
4. Arrive on time for the entire duration of the internship hours. Students must not leave scheduled hours early or without approval from Site Supervisor.
5. If, for a legitimate reason, the student cannot attend that day, they must call in before the scheduled time of arrival to let the Site Supervisor know.
6. Keep all information concerning members, patients or clients completely confidential. The student intern may be asked to sign a “confidentiality” statement.
7. Accomplish tasks and assignments as outlined for interns by the Site Supervisor of the facility.
8. Complete all TTU requirements for the internship experience.
9. Talk to site supervisor in advance concerning school breaks....just because TTU has a break, it doesn’t necessarily mean that the facility will allow you to take off.
10. Student must give their Site Supervisor the Evaluation Form (located in the Forms section of the Internship Guidelines) to complete. **This form must be mailed or faxed directly to the Internship Coordinator by the Site Supervisor.**
11. Students should contact the Internship Coordinator immediately if the student is experiencing difficulties with the internship or in completing the internship requirements.
12. Every student enrolled in the internship needs to have access to e-mail on a daily basis. Students must check their e-mail on a daily basis for communication from the instructor.

RESPONSIBILITY OF SITE SUPERVISOR TO INTERN

1. Sign the Site Verification Form provided by the student.
2. Act in the capacity of a supervisor responsible for teaching, guiding, and evaluating the performance of the intern.
3. Collaborate with the intern in helping to select a “research project” which is part of the portfolio requirement.
4. Make contact with the TTU Internship Coordinator immediately if there is a problem or concern with the intern.
5. Complete the Evaluation Form for the student intern and return directly to the Internship Coordinator either by fax or mail:

*Sandy Reeve - Undergraduate Internship Coordinator
Texas Tech University
Department of Kinesiology & Sport Management
Kinesiology & Sport Mgmt building – Main Street - Box 43011
Lubbock, TX 79409-3011
Fax: (806) 742-1688
Phone: (806) 834-0642*

RESPONSIBILITIES OF INTERNSHIP COORDINATOR

1. Meet with students for the first meeting during the first week of classes to discuss all aspects of the internship.
2. Contact Site Supervisors concerning the progress of interns.
3. Communicate regularly with interns via e-mail.
4. Evaluate written assignments, evaluation from site, response to emails, and assign a letter grade for the course.

PORTFOLIO REQUIREMENTS

The portfolio must be submitted to the instructor by the date specified on the syllabus, which is approximately 2 weeks prior to the last day of classes. Students must make sure to check the Internship Information link on the departmental web site for deadlines.

****** The portfolio must be neat, typed, double-spaced, and use correct spelling and grammar.

In cases that require the Internship Coordinator to submit a “change of grade” form (i.e., the student has an “I” or “PR”), the portfolios are due 1 week prior to the change of grade deadline that is set by Texas Tech University.

If the student is completing the internship outside of Lubbock, the portfolio must be mailed to the Internship Coordinator and received on the appropriate due date. Students should use the mailing address as follows: Texas Tech University, Department of Kinesiology & Sport Management, Main Street, Lubbock, TX 79409-3011

Portfolios must be turned in directly to Internship Coordinator or to an employee in the main office of the building. Students may request a signed receipt. **Graded portfolios may be picked up** from the instructor. Students should contact the instructor to set up a time for portfolio pick up or will receive an email with the pick-up dates and times.

Specific items and order of items required for portfolio

All of the following items must be included in the Internship Portfolio. (Pages 1-4 = 15 points)

Page 1: Intern Portfolio Checklist Form found in the “Forms” section of this booklet.
Leave this form blank, as it is what the course grade is recorded on.

Page 2: Title page including name of course, course number, student’s name and place of internship

Pages 3 & 4: Current resume and cover letter

****Note:** *Divide each section with a divider and label each as “Section 1”, “Section 2”, etc.*

SECTION 1: The Organization (25 points)

- ✓ Describe the facility/organization
- ✓ Include an organizational chart of the facility
- ✓ Include any pictures or brochures from the facility.

SECTION 2: Weekly Duties (25 points)

- ✓ This section describes the activities/duties for each week.
- ✓ Date each week so that it is possible to track the sequence in which the various tasks were accomplished.

- ✓ There should be a paragraph for each week. If the duties are redundant, you can state that and list any new activities for that week.

SECTION 3: Equipment Utilized (25 points)

- ✓ Prepare an equipment list. This should include all exercise equipment and diagnostic or testing equipment that is used at the facility.
- ✓ List any office equipment used.
- ✓ Briefly discuss a specific item that is either “state of the art” or an item that is lacking at the facility and why it is needed.

SECTION 4: The Research Project (75 points)

- ✓ The intern must contact the Internship Coordinator for approval of the research project topic before it is begun.
- ✓ This project should be discussed with the Site Supervisor and the Instructor so that the chosen topic is of interest to both the student and the site/facility.
- ✓ The project must be in a written format, stating clearly what the project was, how it was accomplished, and what the results were.
- ✓ A list of at least **3 references** used for project is **mandatory** and must be included.

Some project suggestions:

Case study on a patient/client/athlete which follows them from start until they finish. The student must include a description of the condition of the person at the beginning and follow this person throughout their program, recording special progress, testing, etc. Any charts, graphs or information that was part of the study should be included. Any client/patient names must be kept confidential by using an alias such as “Mr. Smith”.

Review of current literature on a specific subject. References must be included.

Develop and implement some type of promotional or educational event or marketing program which will benefit the facility. Include all materials and references you used and the end result.

Prepare a presentation (power point) for either patients, clients, members, staff on some topic of interest, make the presentation, and have an evaluation tool for feedback. Include all of this plus your references with your project.

SECTION 5: Summary & Evaluation (Answer the following in 5 separate paragraphs) (25 points)

1. What did you learn about yourself during this experience?
2. What was the “highlight” of your internship?

3. Would you recommend this site to other students? Why or why not.
4. A review of how well the various classes at Texas Tech prepared you to perform your duties during your internship experience. Please be specific when identifying the classes, as your input is very important to the department.
5. Make any general comments about the internship program.
6. Copy of exiting thank you letter to supervisor/site (10 points)

SECTION 6: Copy of “Intern Thank You Letter” given to site supervisor

Using the sample format included in this booklet, type or email a thank you letter to your site supervisor

Portfolio Grading Scale: 200 total points

Pages 1-4: **15 points**

Section 1 (Organization description including organizational chart): **25 points**

Section 2 (Weekly duties): **25 points**

Section 3 (Equipment list plus state of art/equipment needed commentary): **25 points**

Section 4 (Research project): **75 points**

Section 5 (Summary & Evaluation): **25 points**

Exiting thank-you letter: **10 points**

GRADING

Students will receive a letter grade for the Internship course.

Students can earn a total of 400 points for the Internship. The points break down as follows:

- ✓ Portfolio = 200 points
- ✓ Evaluation from Site Supervisor = 150 points
- ✓ Forms turned in on time = 15 points
- ✓ Meeting attendance = 15 points for initial meeting
- ✓ Responded to e-mails in timely manner = 20 points
- ✓ Completion of all required hours- failure to complete all hours will result in an F for the course.

Point Scale:

360 – 400 = A

320 – 359 = B

280 – 319 = C

240 – 279 = D

239 and below = F

FORMS SECTION

- a) Intern Information Sheet
- b) Verification of Internship Site Form
- c) Intern Evaluation Form
- d) Interpreting the Evaluation Scale
- e) Intern Portfolio Checklist
- f) Resume Writing Tips
- g) Sample Resume
- h) Sample Internship Exit Thank You Note

INTERN INFORMATION SHEET- KIN 4375

NAME: _____

Major: _____

Minor: _____

Expected Graduation Date: _____

PRE-REQUISITES:

<u>Course #</u>	<u>Course Title</u>	<u>Semester/Year Completed</u>	<u>Grade</u>
KIN 3368	Exercise/Testing & Prescription	_____	_____
KIN 4372	Management in Kinesiology Programs	_____	_____

INTERNSHIP SITE:

Facility: _____

PERSONAL INFORMATION:

Local address: _____

Local phone: _____ E-mail: _____

Address during Internship: _____

Phone during Internship: _____ E-mail: _____

Any other information you want the Internship Coordinator to know:

VERIFICATION OF INTERNSHIP SITE FORM

Internship in Kinesiology – KIN 4375

Department of Kinesiology & Sport Management – Texas Tech University

I certify that _____ (student intern name) will serve
as an intern at _____ (name of facility). This
student will be permitted to work ____ 100 or ____ 200 hours (please check one) during
the following time period of _____.

During this time, the student intern will be involved in the following activities:

Facility Name: _____

Facility Address: _____

Supervisor Name: _____

Supervisor Title: _____

Supervisor Phone: _____

Supervisor Fax: _____

Supervisor Email: _____

SUPERVISOR SIGNATURE: _____

STUDENT SIGNATURE: _____

Please return this form to the student, fax, or mail to:

Undergraduate Internship Coordinator- Sandy Reeve

Texas Tech University

Department of Kinesiology & Sport Management

Box 43011

Lubbock, TX 79409-3011

Fax: (806) 742-1688

TEXAS TECH UNIVERSITY-Department of Kinesiology & Sport Management
INTERN EVALUATION SCALE – 150 POINTS

Intern _____

Name of Internship site: _____

Name & Address of Supervisor/Title _____

To the supervisor: *Please evaluate the performance of the intern by checking the appropriate column under each of the areas below. Your personal comments concerning the intern or the program are encouraged.*

	Excellent 8	Good 6	Avg. 5	Fair 4	Poor 1	N/A 0	
Personal Qualities							
Dresses appropriately & neatly							
Shows Initiative							
Accepts Criticism							
Demonstrates enthusiasm							
Is punctual and dependable							
Work with individual clients							
Demonstrates knowledge of exercise principles							
Prescribes appropriate programs							
Gives corrective feedback							
Establishes rapport							
Professional Qualities							
Establishes rapport with personnel & supervisor							
Demonstrates adequate knowledge							
Communicates well							
Seeks new knowledge							
Management							
Manages time efficiently							
Care in use of equipment and facilities							
Promptness, neatness, and adequacy of records and reports							
Uses good judgement in making decisions							

Would you feel confident in hiring this intern for a full time position or in providing a position recommendation?

(14 points for yes answer)

Yes _____

No _____

I certify that this student has completed a total of _____ hours of internship experience.

Signature of Supervisor

Supervisor's position/job title

Date

NOTE: Please write any additional comments on back. Please see "Interpreting the Evaluation Scale" for any help in responding to any of the above items.

INTERPRETING THE EVALUATION SCALE

The evaluation scale includes a consideration of each of the items listed below. The intern can earn a total of 150 points on this evaluation and it is worth 30% of their total grade for the internship. The intern is rated, in terms of an 8 point scale, on each item. The qualities to be rated may be further defined as follows:

1. PERSONAL QUALITIES

- a) Dresses professionally, neatly, & appropriately.
- b) Shows initiative (does more than is assigned or expected).
- c) Accepts constructive criticism and works toward improvement.
- d) Punctual- arrives on time or early and carries out assigned tasks.

2. WORK WITH INDIVIDUALS (Clients, Members, Patients)

- a) Demonstrates adequate knowledge in testing and assessing fitness levels.
- b) Demonstrates knowledge in prescribing individual exercise and/or therapy programs.
- c) Gives corrective feedback in a positive manner.
- d) Establishes a good rapport with individuals.

3. PROFESSIONAL QUALITIES

- a) Establishes good rapport with personnel and supervisor.
- b) Demonstrates knowledge of exercise & fitness principles.
- c) Uses adequate verbal and non-verbal communication skills.
- d) Continues to pursue and apply new knowledge.

4. MANAGEMENT SKILLS

- a) Uses time efficiently.
- b) Shows knowledge of care and use of equipment.
- c) Demonstrates promptness, neatness and adequacy of records and reports.
- d) Uses good judgment in management and decision making.

INTERN PORTFOLIO CHECKLIST

****Please place this sheet at the beginning of the portfolio. DO NOT WRITE ON THIS FORM.** The Internship Coordinator will use this form in evaluating the portfolio.

_____ Page one - **Intern portfolio checklist** (*pages 1-4 = 15 points*)

_____ Page two - **Title page**

_____ Page three - **Current resume & cover letter**

_____ Page four - **Any other evaluations received from site**

_____ Section One - **Description of Facility** (*25 points*)

_____ Section Two - **Duties** (*25 points*)

_____ Section Three – **Equipment** (*25 points*)

_____ Section Four – **Research Project** (*75 points*)

_____ Section Five – **Summary & Evaluation** (*25 points*)

_____ Section Six - **Copy of intern thank you letter** (*10 points*)

GRADE:

COMMENTS:

RESUME WRITING TIPS

A one-page cover letter should accompany the resume.

The cover letter should include your previous experiences in Fitness/Wellness, what you feel or hope the facility will offer you and what you can offer the facility.

Use concise, unambiguous, full sentences.

Use vocabulary consistent with the field.

Use action verbs to state accomplishments.

Include previous work experience, any pertinent certifications and any extracurricular organizations you are a member of.

The resume should not include any of the following types of information:

- Birthplace
- Marital status
- Political or religious views
- How a second language was learned
- Information about disabilities.

All information presented on the resume should have direct relevance to the position.

**For additional help in resume writing, job assistance, etc., you can visit
www.careerservicescenter@ttu.edu**

SAMPLE RESUME

Resume Headings:

The resume is an opportunity for the intern to market themselves and their skills to a potential internship site. The following are suggested headings by which to accomplish this goal.

Objective Statement (optional):

Emphasizes the intern functions and the type of facility setting in which you are expecting to complete your internship.

Education:

Degree/Institution

Area of emphasis/Minor

Expected date of graduation

Experience:

Work

Volunteer

Practical

Professional Activities:

Student/Professional organizations and memberships

Workshops attended

Training

Certifications:

CPR, First Aid, Personal Training, First Aid

Others that relate to the field

Related Skills:

Computer

Leadership

Organization

List of Relevant Classes Taken:

References:

1 professional and 2 academic references should be included or as requested by internship site.

SAMPLE EXITING INTERNSHIP THANK YOU LETTER

May 20, 2014

Diane Walster
Sonya Shriver
North Central Health Department
215 10th
Lewiston, ID 83501

Dear Supervisors,

Thank you so much for giving me the opportunity to have an internship with you and (name of school/and or agency). It was a very rewarding, meaningful experience, which has prepared me for working in this field of expertise.

I was impressed with the level of professionalism that I experienced while I was working with you and your colleagues. It has influenced my personal philosophies about the field of fitness and wellness. I appreciate being allowed to work in various areas of concentration; this enabled me to receive a broad base of knowledge in this field of work. I was able to experiment with some of my other interests in order to decide what I would like to do when I graduate.

I would also like to state that in my review of my internship with you, I would highly recommend your program to other students. This program far exceeded my expectations for my student internship experience. Thank you again for this very enriching experience.

Sincerely,

Student's name
Student's address