

Course Syllabus

KIN 4373 Internship Spring 2015

University Supervisor

Doyle D. Carter
AD 102
942-2738
doyle.carter@angelo.edu

Office Hours

MWF: 11:00-12:00
W: 2:00-4:00
(Additional hours by appointment)

Prerequisites: Senior Standing; 3.0 GPA; approval of department.

Application Procedure: Submit a letter of application to the head of the department by April 1 for a Summer/Fall placement or November 1 for a spring placement. Letter must include contact information of the applicant, the type of worksite requested and a rationale for the placement.

Total Hours of Internship Placement: 150 hours on-site, plus the time required to complete the written assignments. The on-site hours must be completed by **May 1** in order to receive credit for the course.

Liability Insurance: Interns must submit documentation of liability insurance to the university supervisor before beginning the internship experience. (Student liability insurance is available from HPSO for approximately \$40.)

<http://www.hpsoc.com/professional-liability-insurance/student-coverage-description.jsp>

Course Goal/Learning Objectives: The goal of this course is to provide an opportunity for senior kinesiology students to apply their knowledge and skills in a supervised, professional setting. Learning objectives for this course include:

- Interns demonstrate a commitment to the Core Values of the Department of Kinesiology in every aspect of the internship experience;
- Interns demonstrate an ability to apply kinesiology content knowledge and skills in a professional environment;
- Interns demonstrate appropriate social responsibility skills (intercultural competence, civic responsibility and/or community engagement) through his/her interaction with agency personnel and/or clients;
- Interns demonstrate appropriate written communication skills in all writing tasks assigned by the faculty supervisor and agency supervisor;
- Interns demonstrate any other placement-specific learning objectives determined by the intern, university supervisor, and agency supervisor prior to the initiation of the placement and documented in the *Internship Agreement*.

Portfolio Contents, Assessment and Grading

The intern's achievement relative to the learning objectives will determine the final grade for this internship experience. These objectives will be assessed using the following assessment instruments, which comprise the Internship Portfolio. Failure to complete an

assignment by the specified deadline will adversely affect the grade for that assignment and the overall grade in the course.

- ***Internship Agreement (100 points) Submit as a hardcopy to the university supervisor by February 1***
The template for this agreement is posted in BlackBoard. This document is to be completed by the intern and signed by the intern and agency supervisor.
- ***Initial Report (100 points) Submit in BlackBoard as a Word document to university supervisor by February 1***
This report should be completed in business letter format and include:
 - The name and title of the agency supervisor and other professionals with whom the intern is working;
 - A brief description of the facility;
 - A bulleted list of programs offered by the agency;
 - A bulleted list of all learning objectives agreed upon by the intern, university supervisor and agency supervisor; and
 - A bulleted list of anticipated duties and responsibilities.
- ***Progress Reports (3 @ 50 points each) Submit in BlackBoard as a Word document to university supervisor by February 15 , March 15, April 15***
These reports should be completed in business letter format and include:
 - A general description of the intern's activities and responsibilities since the last report;
 - A narrative describing the connection between these activities and each of stated learning objectives;
 - A self-assessment of professional development accomplished to date.
- ***Internship Reflection (100 points) Submit in BlackBoard as a Word document to university supervisor by May 4***
The template for this assignment is posted in BlackBoard.
- ***Other Portfolio Documents: (300 points) Submit in Blackboard as Word documents to university supervisor by May 4***
In addition to the items above, the portfolio must include:
 - **Current Resume**, which should include this internship experience;
 - **Work Log**, which is a dated compilation of hours worked (log must be signed weekly by the agency supervisor and the intern); and
 - **Internship Journal**, which consists of detailed entries for each date that the intern works (daily entry should describe all experiences for that particular date).
- ***Agency Supervisor Evaluation (250 points) Submit as a hard copy to university supervisor by May 4***
The template for this evaluation is posted in BlackBoard. It is to be completed and signed by the agency supervisor and intern at the completion of the internship experience.

The final grade will be determined from the cumulative points of the assessment instruments. The grading system is as follows:

900-1000 points = A
800-899 points = B
700-799 points = C
600-699 points = D
0-599 points = F

Professional Dress: The agency supervisor will determine the appropriate attire for the internship experience.

Absences: Interns must always notify his/her university supervisor and agency supervisor if he/she is going to be absent from duty. This absence must be made up at an alternate time.

Required Meetings with University Supervisor:

- **Meeting #1:** Within 48 hours of receiving notification of approval to enroll in the course, the intern must make an appointment with the university supervisor. This meeting must be held within one week of receiving notification of approval to enroll in the course.
- **Meeting #2:** Before the end of the semester prior to the placement, the intern must schedule a meeting to include the university supervisor, the agency supervisor, and the intern. The meeting must be held at the placement site unless otherwise approved by the university supervisor.
- **Meeting #3:** All interns must attend the first day of class. Please refer to the posted class schedule for the time and location.
- **Meeting #4:** The intern must schedule an on-site meeting to include the university supervisor, agency supervisor and intern during the month of November.
- **Meeting #5:** The intern must make an appointment to meet with the university supervisor on Wednesday, May 6.

The intern and agency supervisor can request a meeting with the university supervisor at any time. All other communication between interns and the university supervisor will be conducted via email or phone.