

Texas Wesleyan University Kinesiology Internship Program Student Documentation



Texas Wesleyan
UNIVERSITY

DEPARTMENT OF KINESIOLOGY

**Student Internship
Department of Kinesiology
Texas Wesleyan University
1201 Wesleyan
Fort Worth, Texas 76105**

EXS 4330 & 4331: Internship General Course Information

Course Description:

Prerequisite: Consent of instructor; submission of application must meet deadline the semester prior to the expected semester of enrollment.

(Check with the Kinesiology Department for deadlines)

A directed practical experience in exercise science or wellness in cooperation with an affiliated program or institution. A minimum of 200 contact hours required. Students will be required to provide their own transportation to off-campus sites.

Instructional Method: Project based independent & guided practical work experience.

Course Objectives: See Attached Internship Sponsor Application.

Course Requirements:

- Guidelines before internship process can begin.
 1. Must be of senior standing.(92 earned credits)
 2. Must be within 9 hours of completing all KIN requirements of the Exercise Science Degree (or have special background experience)
 3. Have a 3.0 GPA in **ALL** KIN required courses for the fulfillment of the B.S. in Kinesiology undergraduate degree (listed in course catalog)
- Applicant must start the pre-internship application process and have an established internship site one semester before anticipated start of internship.
- Pre application process, **the intern must submit the following items to KIN Dept.:**
 1. Cover letter applying for the internship. Indicate the semester of internship interest, what you are interested in pursuing corporation facility, field of interest that will be pursued.
 2. Submit a current copy of resume to the Kinesiology Department.
 3. Two Letters of recommendation
 4. Current copy of transcript
 5. Schedule a meeting with the KIN Exercise Science Internship Coordinator. The coordinator will discuss all departmental requirements. Faculty supervising interns in their department will advise the student of all departmental requirements for internship.
- Application process
 1. Set up internship site interview
 2. Finalize the establishment of the internship site
 3. Complete the *Student Internship Agreement* and any other required departmental forms. One copy for KIN department & one copy for student.
 4. Register for appropriate class with appropriate number of credit hours
- For the fulfillment of the KIN course internship requirement the student must
 1. Internship for the duration of one academic semester
- Student will establish **two** meetings with internship coordinator (on campus) during the semester of the internship (Mid semester and at the end of the semester)
- ALL** information should be given to KIN Internship Coordinator

Course Evaluation:

Grade received from internship will result from direct communication between internship coordinator and person overseeing the internship. Grade received will depend on the following criteria:

1. Quality of work performed during internship
2. Professional demeanor and work ethic
 - The student is required to have the site supervisor complete a *Sponsor Evaluation of Student* at the end of the internship cycle.
3. Project developed and implemented at internship site
4. Coordinate KIN Internship Coordinator visit to work site at least once during semester
5. Two pre-arranged personal meetings with internship coordinator on campus
6. The student is required to maintain a journal of activities, learning experiences, and personal thoughts or impressions each day throughout the internship experience. Students are encouraged to include photos, maps, drawings or other information to document his/her experiences. If a confidentiality agreement is in force please honor the agreement but continue to complete the journal with as much personal reflection as possible.
7. The student is required to complete a *STUDENT POST-WORK EVALUATION_OF INTERNSHIP SPONSOR* at the end of the internship cycle.
8. Please see the attached information from the Institute for specific on-site methods.

Grading :

All information must be submitted on time with the appropriate guidelines to receive credit.

- | | |
|---|---------|
| <input type="checkbox"/> Student completed Sponsor Evaluation (on time) | 20 pts |
| <input type="checkbox"/> Sponsor Assessment of Quality of work performed during internship | 50 pts |
| <input type="checkbox"/> Sponsor Assessment of Professional demeanor and work ethic | 100 pts |
| <input type="checkbox"/> Sponsor Assessment of Project developed and implemented at internship site | 100 pts |
| <input type="checkbox"/> Written Summary of Internship Experience | 100 pts |
| <input type="checkbox"/> Journal of internship experience | 100 pts |
| <input type="checkbox"/> Coordinate faculty supervisor visit to work site at least once during semester
Date _____ | 20 pts |
| <input type="checkbox"/> Two pre-arranged personal meetings with internship coordinator on campus | 40 pts |
| 1. Date _____ Time _____ | |
| 2. Date _____ Time _____ | |

530 Total Points

Grading Scale:

477 – 530	A	Superior	371 - 423	C	Average
424 - 476	B	Good	318 - 370	D	Poor
	below 318	F	Failure		

Assignment Policy: Everything should be turned in on or before the designated due date. Late assignments thereafter will not be accepted

Daily Journal Layout

Day: _____ Date: _____ Time In: _____ Time Out: _____
Supervisor:
List of Activities:
Learning Experience:
Personal Reactions:
Additional Information / Photos / Maps / Diagrams / Drawings / Etc.



KINESIOLOGY INTERNSHIP PROGRAM PROCEDURES CHECKLIST

(Please complete and return to the Kinesiology office)

Circle one: KIN 4330- Internship I or KIN 4331 – Internship II Date _____

Name _____ Phone Number _____ Email _____

Kinesiology Faculty Advisor: _____

Before the intern can begin

4. Student must meet application deadline for chosen semester
5. Must have completed 90 credit hours (36 hours MUST be Kinesiology credits)
6. Have a 3.0 GPA in Kinesiology courses
7. Have a minimum of an overall 2.5 GPA

Pre-Application Process: with the Kinesiology Internship Coordinator.

Applicant must start the pre-internship application process and have an established internship site one semester before anticipated start of internship.

Hour Requirements

- For the fulfillment of the Kinesiology internship requirement the student must complete the Internship for the duration of one academic semester
- Fall or Spring Internship a minimum of 12 weeks and a minimum 200 hours as defined by the internship site
- Summer Internships a minimum of 8 weeks and 200 hours as defined by the internship site

Deadlines for submission of ALL pre application items.

- **Summer Semester Internship** Feb. 1st
- **Fall Semester Internship** April 1st
- **Spring Semester Internship** Oct 30th

Schedule a meeting with the Kinesiology Internship Coordinator.

o **Date** _____ **Time** _____

Possible Sites of Interest of Student

- 1.
- 2.
- 3.

Application Process

The following items **MUST** be submitted to the Kinesiology Department Internship Coordinator

- a. **Cover letter applying for the internship indicating the semester of internship interest**
- b. **Current copy of resume**
- c. **Two Letters of recommendation**
- d. **Current copy of ALL transcripts**

- Set up internship site interview (if required) or complete site orientation
- Complete Sponsor information** (if this is a student initiated site)
 - Sponsor Site Application
 - Sponsor Agreement
 - Sponsor Learning Guide
- Complete the *Student Internship Agreement*** and any other required departmental forms. One copy for department & one copy for student. This must be completed and turned in no less than 1 week (7 days) of the beginning of the internship.
- Complete University Internship Request form. See Registrar's Web Page
- Meet with faculty Internship Supervisor and get course syllabus
- Get required signatures on Internship request form (Attach copy of course syllabus)
- Register for appropriate class before beginning internship (EXS 4330 or 4331)**
- Students who do not follow procedure will not be able to enroll in class.

Final Grade Process

The grade received from internship will be allocated based on the following information:

Student Information: completion of all documents and turned on or before due date.

9. Internship Interview / Orientation Information:
 - Sets up internship interview with internship sponsor
 - Sent an email/ or typed letter to Kinesiology Faculty Internship Supervisor with the following:
 - i. The date of the interview and with whom the student interviewed
 - ii. Outcome of the interview
10. Send a thank you note to internship sponsor
 - Send a copy to Kinesiology Faculty Internship Supervisor

Internship Interval

1. Two Arranged meetings with internship coordinator
 - a. 1st Date _____
 - b. 2nd Date _____
2. Completed project
 - a. Must be approved by Kinesiology Faculty Internship Supervisor by 12th day of chosen semester
 - b. Kinesiology Faculty Internship Supervisor must receive a hard copy by course completion date
3. Typed summary:
 - a. One written report by student explaining and discussing internship experience. The following are parameters that must be followed in order to receive credit:
 - i. Cover page with Intern's Name, Sponsor Supervisor and Internship Facility, Semester and Course #
 - ii. 2 Page Typed, with 1 inch margins, Arial, 12 font

- 4. Student Journal
 - a. Daily Journal Layout

Day: _____ Date: _____ Time In: _____ Time Out: _____

Supervisor:

List of Activities:

Learning Experience:

Personal Reactions:

Additional Information / Photos / Maps / Diagrams / Drawings / Etc.

- 5. Student “post- internship evaluation of internship site”
 - a. A grade **will not** be issued until the student has completed the evaluation and submitted it to their Kinesiology Faculty Internship Supervisor
 - b. The information presented in the student’s evaluation of the site will not affect the grade.

Sponsor Information

1. Sponsor Evaluation of Student
2. Hour log signed by internship site sponsor verifying student fulfillment of attendance, performance and project throughout the semester

*****ALL information should be submitted to Kinesiology Faculty Internship Supervisor *****

Deadlines for **end of the semester** completion of internship. If there is a problem with this date please contact your ESS internship coordinator before the due date. **ALL** items above must be completed and turned in to ESS Internship Coordinator by the following dates **or** an **“Incomplete”** will be issued for the class.

- **Summer Semester Internship Aug 12th**
- **Fall Semester Internship Dec 1st**
- **Spring Semester Internship May 1st**

Student Learning Guide

(Please complete and return this form prior to the beginning of the internship.)

Please review this form with the internship sponsor at the beginning of internship assignment.

_____		_____
Student's Name		Date
_____		_____
Sponsor's Name		Title
_____		_____
Company and/or Organization		Address
_____	_____	_____
City/State	Zip Code	Email Address
_____		_____
Phone		Fax

Working from the Sponsors completed learning guide please complete this with your sponsor so that you know what is expected of you at this particular internship site.

1. Duties and responsibilities specific to intern's skills and abilities:

2. General goals and objectives for intern for specified internship:

3. Specific requirements for intern for specified internship:

4. Suggestions for project choreographed through intern's sponsor:

Must be completed prior to the start of the internship. Failure to submit information timely will result in instructor "Dropping" the student from course.

Current Date

Name		SS#
Address		City State
		Zip Code
Home Phone		Cell Phone
Fall Spring Summer 200 Semester Applying for internship (please circle)		Site of internship
KIN Faculty Internship Coordinator		Internship Site Supervisor

Acknowledgement of Responsibilities

1. I acknowledge and understand my responsibilities as a student participating in the Internship Program as outlined in the *Student Bulletin for Internships*.
2. I understand that it is my responsibility to meet the requirements as established by my academic faculty advisor and the ESS Faculty Internship Coordinator.
3. I understand the deadlines that have been established and I understand that failure to submit information by the deadline can result in either being "Dropped" or given an "Incomplete" for the course.
4. I understand the information that I must submit in order to receive a final grade for the internship experience.
5. I will adhere to all program regulations and requirements as a student enrolled at Texas Wesleyan University.
6. I will report to work on time or, in the event of illness or emergency, I will notify my internship site supervisor(s) promptly.
7. I will report to my ESS Internship Coordinator at once any situation, which could be detrimental to the Internship Program or to me.
8. If, for any reason during this work assignment, I am removed from my position, ***I will not apply for unemployment benefits.*** I understand that this program is an academic program, not an employment program.
9. I understand that no life experience will be accepted for internship credit by Texas Wesleyan University.
10. I understand that the ESS Faculty Internship Coordinator will determine the final grade and academic credit for any internship, using information supplied by the internship site supervisors and information that I have supplied to the ESS Faculty Internship Coordinator.

In consideration for being allowed to participate in the Internship Program, I do hereby release and discharge all employees of Texas Wesleyan University from any and all liabilities, causes of action, costs, charges, claims, expenses, and demands, as well as from damages incurred by me as a result of my participation in the Internship Program.

By signing below, I hereby expressly assume any and all risks, which may be incumbent with my internship. Additionally, I hereby expressly agree forever to refrain from suit or proceeding at law against Texas Wesleyan University and the internship Sponsor for any personal injury or property damage incurred because of my participation in the Internship Program.

I have read, understood, and agreed to the terms herein.

Student's Signature _____ **Date** _____

STUDENT POST-INTERNSHIP EVALUATION OF INTERNSHIP FACILITY

Please complete and return this form on or before:
Summer-Aug 1st, Fall-Dec 1st, Spring-May 1st corresponding with semester of enrollment.

Date _____

Name _____ Internship Facility _____

Company or Agency _____

Business Faculty Coordinator _____ ESS Internship Coordinator _____

-
1. Indicate your overall impression of your internship site supervisor (check one):

Outstanding Very Good Average Marginal Poor

2. Provide comments on internship site supervisor.

3. Identify any **strengths** and **weaknesses** of this internship facility.

Strengths

Weaknesses

4. How have you benefited from this particular internship experience?

5. How could this experience be improved?

6. Total semester earnings (if applicable): \$ _____

7. Would you recommend this facility to another prospective student? YES NO

8. Will you consider returning to this facility upon graduation for employment opportunities? YES NO

9. Expected graduation date: _____

Signature_____
Date

Please provide copies to:

Texas Wesleyan University
Dr. Pam Rast
Department of Kinesiology
1201 Wesleyan Street
Fort Worth, Texas 76105
(817) 531-4950; Fax: (817) 531-4229