

Kinesiology Internship Manual

KNES 380 – Internship in Kinesiology

This manual is intended to ensure all steps are followed for securing an internship, describe all requirements and responsibilities of the internship, describe the grading policy and provide all the necessary forms and assignments.

INTERNSHIP INTRODUCTION

Course Description: The 40-120 hour (minimum) supervised internship is designed to provide an opportunity for students to use the concepts, techniques and theories learned in the classroom in professional exercise science/kinesiology settings.

Students are assigned tasks that enable them to develop competencies and increase their skills. Students will be placed in internships in the type of agency and geographic location of most interest to the individual student. Students are expected to follow all requirements of the agency in which they are placed. An agency staff member will act as an onsite internship supervisor.

Prerequisites: KNES 375, Internship instructor approval, and all required clearances completed and submitted through CastleBranch.

Registration: A pre-determined, limited number of placements for internship will be available each semester depending on class size and the number of students eligible. Students intending to register for internship should have clearances completed through CastleBranch as early as possible. Self registration will be available online during normal course registration. Once the maximum number of seats are filled and/or registration is complete (second week of April for the Fall semester or the third week of November for the Spring semester) student names will be placed in a lottery. The lottery rank (1 = first) will allow students to have the first choice of available internship sites. Once assignments have been made by the instructor, students will arrange interviews with the site supervisor. Final placements for the internship will be dependent upon the successful completion of the interview and approval from the site supervisor. Should the internship site require additional clearances, final placement will be dependent upon the successful completion of those requirements.

Clearances: All students must obtain and submit background checks 4 weeks prior to the semester in which they intend on taking the internship course. These include the following: 1.) FBI fingerprint clearance, 2.) a state police clearance, and 3.) a child abuse clearance.

1. The FBI clearance can be obtained by registering through IdentoGO.

Instructions are available at the following:

<https://www.scranton.edu/hr/documents/minors-on-campus/FBI-Fingerprint-Check.pdf>.

The code you need to use is 1KG6ZJ. Choose Department of Health/Human Services.

Once the registration for fingerprints is complete, students can take the registration to a local IdentoGO site. One is located inside the Steamtown Marketplace on Lackawanna Ave.

2. The PA state police clearance can be completed by going to <https://epatch.state.pa.us/Home.jsp>. Click on “new records check,” volunteers, and proceed.

3. The child abuse clearance is available at <https://www.compass.state.pa.us/cwis/public/home>. There is a small fee for the FBI fingerprint clearance. The State Police clearance and the child abuse clearance fees should be waived by the state of PA for volunteers. Students must allow time for these to be processed, therefore, it is imperative that students begin the application as soon as possible.

Attendance policy: Should a student need to be excused from scheduled hours at the designated site, they must contact both the site supervisor and the instructor prior to the absence. If this is not possible due to an emergency, the student should then contact both the site supervisor and the instructor as soon as reasonably possible. Hours missed, must be completed in order to fulfill the hour requirement unless alternative arrangements have been approved by both the instructor. If the required hours for the internship are not completed, the student will be unable to pass the course (KNES 380).

Internship Hours: Upon completion of this course, students earn 1 to 3 credit hours. A minimum of 40 work hours will equal one credit. While work hours are flexible and dependent upon the site availability and the student’s availability, they should be agreed upon by both parties prior to commencement of the internship. A minimum number of visits at a site may enhance the experience, therefore, students must complete a minimum of 7 on-site visits (per credit) with 80% of the total hours completed on-site, unless otherwise approved by the course instructor. In cases such as illness or other extenuating circumstances, all or the required hours are to be completed unless other arrangements have been approved by the instructor. This may include make-up dates, etc. in order to allow for completion of the internship requirements.

The internship is designed to be a valuable and rewarding experience for the student and agency. Students must adhere to the policies of the agency. You are expected to be diligent, thorough, responsible, enthusiastic and professional in all that you say and do. Living up to these standards will help you have a positive, invaluable learning experience. Failure to adhere to the standards and policies associated with the course or the agency may result in removal of the student from the site resulting in a failing grade for the course. The University of Scranton’s Student Code of Conduct applies to all activities the student is engage in and related to the internship experience.

INTERNSHIP COURSE OBJECTIVES

1. To gain practical work experience in a community health education or exercise science setting (i.e., worksite, nonprofit, clinical, school, government agency).
2. To become familiar with the various roles and responsibilities of exercise science professionals depending on the student's interest.
3. To participate in routine procedures and activities of the agency.
4. To improve written and oral communication skills with individuals and groups.
5. To develop professional skills necessary to successfully administer exercise programs.

STUDENT LEARNING OUTCOMES

1. Students will describe and develop competence in their responsibilities and abilities in a health/fitness/clinical/research site.
2. Students will relate their responsibilities to the mission/objectives of the institution/facility/research project.
3. Students will plan and develop a major project that relates to the mission/objectives of the agency or research project.
4. Students will develop their own objectives and goals for their specific internship, and evaluate the progress towards achieving the proposed goals.

INTERNSHIP ORGANIZATION

This is a three-way partnership between the University, the student, and the agency. Each party assumes specific responsibilities and functions.

Internship Instructor/Coordinator – A faculty member in the Department of Health and Human Performance is responsible for the overall coordination of the department's internship program. This includes planning and conducting internship program meetings, contact with internship agencies, insuring the processing of written documentation, and establishing a schedule for visits to Agencies/Interns (if possible). The instructor also provides guidance, direction, and supervision for the interns, and will attempt to visit each agency/intern once during the internship.

Agency – The organization, business, or researcher is responsible for hosting/sponsoring a KNES intern.

Internship Supervisor - The Agency Staff Member responsible for providing guidance, direction and supervision for interns at the agency.

Internship Sites- Sites are available locally for any given semester, including intersession and summer. Students may also locate a site of their choosing, however, this must be done in advance of the semester the student wishes to enroll in the internship in order to 1. Gain approval from the Kinesiology program director or internship instructor and 2. Have an affiliation agreement completed between the University and the chosen site.

All sites for the Kinesiology internship must include exercise programming in order to be approved. Physical therapy clinics may be approved if the experience is related to kinesiology course content and/or exercise programming. The experience cannot be called a physical therapy internship and cannot be reflected as such on a resume, application, or anywhere else. Duties related to physical therapy, or acts performed as a physical therapy aide, that are not related to exercise programming cannot be considered part of the internship. The kinesiology internship is not observation, rather the application of kinesiology course content, therefore, clinical observation hours cannot be used to satisfy internship credit/hours.

Internships are to begin within two weeks after the start of a given semester unless alternate arrangements have been arranged through consultation with the instructor. The purpose of this time is to allow for final preparations although internships arrangements, including a start date, are to be made during the semester prior.

INTERNSHIP SITES 2022-23

1. Athletic Republic (Dallas) - 2
2. Athletic Republic (Moosic) – 2
3. Body Blueprint (Clarks Summit) - 2
4. Decker Lindsay Strength and Conditioning (East Hanover, NJ) - TBD
5. Gamechanger Fitness (Springfield, NJ) – TBD
6. Kings College (Wilkes-Barre, PA) - 3
7. Lackawanna College Strength and Conditioning (Scranton) – 3
8. NEPA Fitclub (Blakely) – 3
9. One on One Fitness Consultants (State College, PA) -TBD
10. Relentless Athletics (Hatfield, NJ) - TBD
11. Riverfront Sports Complex (Scranton) – 4
12. Regional Hospital Cardiac Rehabilitation (Scranton) – 2
13. The University of Scranton
 - a. Athletics - TBD
 - b. KNES Community based learning internship – 1
 - c. KNES special olympics powerlifting-1
 - d. KNES faculty/student research internship – TBD
 - e. Speech Language Pathology (summer internship starts summer 2024) - 2
14. Rock Steady Boxing (Old Forge, PA) – 1
15. Scranton School for the Deaf (Clarks Summit, PA) - 1
16. Youneedthelab (Philadelphia, PA) – TBD
17. YMCA (Dunmore, PA) - 2

INTERNSHIP PROCEDURES

STUDENT RESPONSIBILITIES

A. Before Internship

1. Register online during the normal student registration period.
2. **Attend required meeting(s)** with the internship instructor the semester before the intended internship semester.
3. Complete the required background clearances and have them submitted to CastleBranch (Deadline- 4 weeks prior to the start of the semester in which you are completing the internship).
4. Pick up, complete, and turn in all internship materials. **All completed application materials** must be returned to the KNES Internship instructor for academic approval.
5. Determine start date and work schedule along with your Internship Supervisor.

B. **During Internship Semester**

1. Attend all required internship meetings assigned by the course instructor.
2. Discuss your personal goals and objectives for the internship experience with the site supervisor.
3. Before the end of the first week, finalize your goals and objectives. Discuss the agency's mission, etc. Complete your **Internship Orientation Paper** the **first week** of your internship and turn it in to the Internship instructor.
4. Prepare, in a professional manner, an **Internship Proposal (page 11)** that includes a list of objectives for the internship experience. Objectives should be tied to previous course content and entry-level Exercise Science/Kinesiology responsibilities and competencies. This can be completed during the first week of the internship experience if necessary.
5. Each week complete and submit the **Weekly Internship Log** to the Internship instructor. The Internship Supervisor must sign the log each week. The instructor will follow-up on the logs with the student at weekly meetings or designated meetings with the individual student or the class at the designated course time.
6. Submit the **Internship Major Project Proposal** before the end of the 4th week of the semester to the instructor for final approval. You are responsible for the entire project from beginning to end including planning, implementation and evaluation.
7. Complete the **Internship Final Paper**.
8. Complete the **Student Internship Evaluation**.
9. Should you need to be excused from scheduled hours at the internship site, you must contact both the site supervisor and the instructor prior to the absence or as soon as reasonably possible. Phone calls to the site supervisor are most appropriate, however, email should be a second option. Email notifications are preferred for the instructor.
10. Students are reminded that the Student Code of Conduct applies during the internship experience.

11. Should attendance or behavioral concerns arise during the internship experience in which the student is not fulfilling their obligations in an appropriate manner, students may be removed from the internship site. At the discretion of the instructor, students may fail the course or be provided an opportunity to complete the requirement at an alternate location.
12. Grading items (examples, but not all inclusive or limited to): Internship proposal, weekly logs, internship orientation paper, major project, final paper, supervisor evaluation, student evaluation, and weekly check-in/participation.

All assignments must be typed. Hard copies or Brightspace dropbox submissions may be used per the direction of the instructor.

INTERNSHIP SUPERVISOR RESPONSIBILITIES

A. Semester Before Internship

1. Interview prospective intern(s). If you agree to the internship, determine start date and work schedule with the intern. If there are any concerns regarding the student's placement, please contact the University of Scranton representative to discuss.
2. Complete the **Affiliation Agreement for Internship Experience** if there is not one on file for your agency with the Director of Field Placement. The Director of Field Placement will send the agreement to you if needed. The agreement must be completed and returned directly to the Director of Field Placement before the internship can begin.

B. Semester During Internship

1. On the first day of internship, orient the intern to your agency. Discuss your agency's mission, goals, clients, staff, etc. Discuss with the intern the specific duties and responsibilities to be assigned. Help the student finalize the goals/objectives for the internship.
2. Within the first five weeks of internship, determine a major project for the internship that will ensure the intern meets the goals/objectives for the internship. Sign the **Internship Major Project Proposal** given to you by the intern.
3. Meet weekly with the intern to review goals, objectives and performance feedback. Contact the Internship instructor if you have any concerns or problems arise. Review and sign the **Weekly Internship Log**.
4. The Internship instructor will schedule an onsite visit, if possible, to observe the intern during the semester. Zoom may be used if applicable.
5. The final week of the internship, formally evaluate the intern using the **Internship Evaluation**. Discuss the evaluation with the intern and send the completed evaluation to the Internship instructor.
6. Should the supervisor have any concerns regarding the student's experience, behavior, or attendance, please contact the instructor as soon as possible.

INTERNSHIP INSTRUCTOR/COORDINATOR RESPONSIBILITIES

A. Semester Before Internship

1. Meet with each student to discuss the selection of an internship site.
2. Give final approval for site selection. Review the resume and **Internship Proposal** (if completed prior to the internship).
3. Send site coordinator **Affiliation Agreement for Internship Experience** if a current agreement is not on file.

B. Semester During Internship

1. Meet with interns during the first or second week of class. Review internship requirements for the semester.
2. Meet regularly with students during the semester via phone, e-mail, zoom, or in person, including a midterm meeting for all students enrolled in internships to discuss experiences.
3. Schedule and conduct observation with Internship Supervisor and student at least once during the semester if possible.
4. Review Internship Orientation Paper, Internship Major Project Proposal, and Weekly Internship Logs.
5. Review all other graded materials.
6. Submit final grade for internship.

INTERNSHIP GRADING REQUIREMENTS

The internship grade is determined by the Internship instructor and based on total points. Points will be allotted using the following criteria:

Internship Supervisor Evaluation – 50 points

Major Project – 50 points

Internship Proposal – 10 points

Internship Orientation Paper – 30 points

Weekly Internship Log(s) – 25 points

Internship Final Paper – 30 points

Student Evaluation – 5 points

Final Grade: (minimum points required)

A	200-188 pts
A-	187-180 pts
B+	179-170 pts
B	169-160 pts
B-	159-150 pts
C+	149-140 pts
C-	139-130 pts
D	129-120 pts
F	119 and below

KNES 380 INTERNSHIP PROPOSAL

Name: _____

Internship Site: _____

Internship Supervisor: _____ Title: _____

Start Date: _____

OBJECTIVES FOR INTERNSHIP EXPERIENCE	
Objectives	Kinesiology course(s) related to objective
1.	
2.	
3.	
4.	
5.	

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Internship Supervisor Signature: _____

Date: _____

INTERNSHIP ORIENTATION PAPER

TITLE PAGE

Student Name

Name of Agency/Site

Name of Internship Supervisor

I. ORGANIZATION DESCRIPTION

Brief history and description of site including mission, clients/patients, staff, organizational structure, site location, etc.

II. SUPERVISOR DESCRIPTION

Supervisor – current job title, description of job and responsibilities, degree(s), certification(s) and previous work history.

III. GOALS, OBJECTIVES, AND FUTURE CAREER

What do you hope to gain from this internship and how does it relate to your future career goals?

Format: Single spaced, typed, no spelling errors, proper grammar and paragraph structure.
Page minimum: 2 pages; Page maximum: 4 pages

INTERNSHIP MAJOR PROJECT PROPOSAL

Student: _____

Site: _____

1. Project Description:

2. Purpose of Project:

3. Project Timeline: (steps taken to complete project with dates)

Supervisor Signature: _____ **Date:** _____

WEEKLY INTERNSHIP LOG

Student Name _____

1.

WEEKLY TIME LOG		
DATE/DAY	TOTAL HRS	MAJOR TASKS

2. Reflect on your performance. Describe your challenges, successes, and/or problems.

3. What are your **primary** objectives for the upcoming week?

TOTAL WEEKLY HOURS _____ TOTAL HOURS TO DATE _____

INTERNSHIP FINAL PAPER

TITLE PAGE

Student Name

Name and Address of Site

Name of Internship Supervisor

INTRODUCTORY PARAGRAPH

Internship and agency description.

BODY

Review and evaluate your internship goals and objectives.

Evaluate your major project.

What competencies do you feel you have gained?

Which do you still need to work on?

CONCLUSION

Overall interpretation of the internship experience.

Format: Single spaced, typed, no spelling errors, proper grammar and paragraph structure.

Page minimum: 2 pages; Page maximum: 5 pages

KNES 380 INTERNSHIP EVALUATION

Instructions: The Internship Supervisor should be the person completing this evaluation.

Student Name: _____

Rating period: From: _____ To: _____

Internship Site: _____

Internship Supervisor: _____

Date of Evaluation: _____

Signature Internship Supervisor: _____

Signature of Student: _____

Please rate the student on the following characteristics. Five represents Excellent and one is Poor.
N/A indicates that the item is not applicable, not observed or there is insufficient information to evaluate characteristic.

			Poor		Average		Excellent
1.	Demonstrates a sincere interest in the profession.	N/A	1	2	3	4	5
2.	Works well with people.	N/A	1	2	3	4	5
3.	Accepts responsibility.	N/A	1	2	3	4	5
4.	Is punctual and attentive.	N/A	1	2	3	4	5
5.	Completes assignments.	N/A	1	2	3	4	5
6.	Accepts suggestions and criticism favorably.	N/A	1	2	3	4	5
7.	Communicates effectively in writing.	N/A	1	2	3	4	5
8.	Shows imaginative and creative thinking.	N/A	1	2	3	4	5
9.	Portrays professional and neat appearance.	N/A	1	2	3	4	5
10.	Utilizes resources effectively.	N/A	1	2	3	4	5
11.	Shows initiative and is self-directed.	N/A	1	2	3	4	5
12.	Is motivated.	N/A	1	2	3	4	5

13. Demonstrates self-confidence.	N/A	1	2	3	4	5
14. Demonstrates organizational ability.	N/A	1	2	3	4	5
15. Demonstrates leadership ability.	N/A	1	2	3	4	5
16. Demonstrates adaptability.	N/A	1	2	3	4	5
17. Demonstrates effective verbal communications.	N/A	1	2	3	4	5
18. Follows directions.	N/A	1	2	3	4	5
19. The intern is conscientious.	N/A	1	2	3	4	5
20. The intern is task-oriented.	N/A	1	2	3	4	5
21. The intern is a hard worker.	N/A	1	2	3	4	5
22. Overall rating.	N/A	1	2	3	4	5
23. Total Points: (Sum ratings from above items)	<hr/>					

Scale: 99-110 (Excellent), 88-98 (Good), 77-87 (Average), 66-76 (Poor), ≤ 65 (Fail)

Circle the letter grade that you feel best represents the intern's performance. Please circle only one letter grade. The letter grade should correspond to the ratings scale above.

A+ A A- B+ B B- C+ C C- D+ D D- F

Please provide statements to support your letter grade (strengths/areas of improvement).

Comments or suggestions to the student or Internship Coordinator:

STUDENT INTERNSHIP EVALUATION

Agency Name: _____

Internship Supervisor: _____ **Title:** _____

Please rate the agency on the following characteristics. Five represents Excellent and one is Poor. N/A indicates that the item is not applicable, not observed or there is insufficient information to evaluate characteristic.

		Poor		Average		Excellent
1. Able to meet your objectives for internship.	N/A	1	2	3	4	5
2. Acceptance of intern as a professional by the staff.	N/A	1	2	3	4	5
3. Adequate orientation to agency.	N/A	1	2	3	4	5
4. Adequate opportunities to develop skills to meet entry-level health educator competencies.	N/A	1	2	3	4	5
5. Provided adequate opportunities to participate in routine procedures/activities of agency.	N/A	1	2	3	4	5
6. Provided adequate opportunities to become familiar with roles/responsibilities of health education professionals.	N/A	1	2	3	4	5
7. Adequate help with your major project.	N/A	1	2	3	4	5
8. Provided adequate opportunities to improve written and oral communication skills.	N/A	1	2	3	4	5
9. Agency's staff served as professional role models.	N/A	1	2	3	4	5
10. Appropriate weekly feedback/final evaluation.	N/A	1	2	3	4	5
		Poor		Average		Excellent
Agency Overall Rating.		1	2	3	4	5

Comments:

Student's Signature: _____ Date: _____

STUDENT INTERNSHIP REQUEST FORM

Name _____

Internship Semester _____

Number of credits selected _____

Please list your top three locations for the internship experience below.

1. _____

2. _____

3. _____

Signature _____

Date _____