Cal State San Marcos

Kinesiology

INTERNSHIP MANUAL

INTRODUCTION

In their last semester of study at CSUSM (including the successful completion of KINE 326: Exercise Physiology), Kinesiology majors in the Health Science, Applied Exercise Science, and Pre-Physical Therapy options may obtain approval to register for their required KINE 495 Internship by requesting a permission number at: http://www.csusm.edu/kinesiology/internships/495_permission.html.

The Internship is comprised of a minimum of 90 total hours of practical, supervised, “hands-on” experience related to the student’s career of interest. As our field encompasses many different organizations in diverse settings, the actual sites for student internships will vary. Some settings that may be appropriate for an internship may include corporate fitness programs, fitness facilities, hospital-based wellness programs, physical therapy/chiropractic clinics, physician-based health care facilities, cardiac rehabilitation programs, sport-specific training facilities, and non-profit health related agencies. Students must identify the site where they wish to intern, and must obtain permission from the site on their own. Students are encouraged to consult the Kinesiology website for an up-to-date listing of approved sites at: http://www.csusm.edu/kinesiology/internships/sites.html. Students may also find their own internship site and identify a site supervisor. The site must then be approved by the CSUSM internship instructor. All forms related to the internship are located at: http://www.csusm.edu/kinesiology/internships/index.html

This document describes the nature of the Kinesiology program at California State University, San Marcos, the associated internship experience, as well as the responsibilities of the student, the University, and the participating internship site.

RESPONSIBILITIES

The University will:

1. Approve of internship placements in consultation with the student and the Company/Agency.
2. Provide the student and the Company/Agency with a Kinesiology Internship Manual.
3. Assign a University Supervisor (a Kinesiology faculty member) to carry out the responsibilities of the University with respect to the internship.
4. In consultation with the Company/Agency supervisor, evaluate the internship experience and the student's performance, and assign the student's final grade (Credit/No Credit) for the internship.

The Company/Agency will:

1. Develop a written job description for the internship with a weekly assignment schedule with specific learning objectives for each week.
2. Assign an on-site supervisor to work closely with the intern.
3. Discuss evaluation procedures with the intern. This should take place very early in the internship.
4. Send the Supervisor's Evaluation of the student's performance to the University supervisor following the completion of the internship.
5. Communicate with the University supervisor immediately concerning any major problems that may arise.
6. Sign the student intern's timesheet once per month.
7. Ensure the internship is 90 hours (fifteen weeks of internship @ approximately 6 hours per week).

The Student will:

1. Enroll concurrently in KINE 495: Internship in Kinesiology.
2. Return the Guidelines and Limitations form, signed **(in blue ink)** by the internship site supervisor to the University internship instructor for his/her signature.
3. Return the Informed Consent form, signed by the student **(in blue ink)**, to the

University internship instructor.

4. ACT IN A PROFESSIONAL MANNER as a representative of the Kinesiology Department and California State University, San Marcos.
5. Complete 90 hours for the internship experience (fifteen weeks of employment @ approx. 6 hours per week).
6. Complete all required assignments, including journal entries, discussion board postings, and website by the due dates.
7. Communicate with the University internship instructor immediately concerning any major problem that may arise.

INTERNSHIP GUIDELINES

Attendance

The internship will officially begin on the date as noted on the agreement, designated by the CSUSM Kinesiology internship instructor and the Internship supervisor.

The student will follow the vacation/holiday schedule of the CSU. It is the responsibility of the student to notify the appropriate staff of leave time for CSU vacation/holiday at the beginning of the internship. The student does have the option to participate in the internship during CSU holidays, although he/she is not required to do so. The student also has the option of following a schedule mutually agreed upon by the Kinesiology internship instructor, site supervisor, and the student.

Any other circumstance for vacation/holiday or excused leave will be handled on an individual basis by the student, the University instructor, and site supervisor.

Dress Code and Required Attire

Appropriate dress will be determined by the site supervisor at each site. It is the expectation of the CSUSM Kinesiology Program that the student will dress appropriately and professionally at all times. This includes not only clothing, but also professional grooming and hygiene (i.e. hair, nails, footwear with socks, earrings, tattoos, piercings, etc.). Students must adhere to the Dress Code of their internship site.

Evaluation

At the conclusion of the internship, students will be formally evaluated by the site supervisor. The due date for this evaluation will be <u>no later than the last day of formal instruction for the semester</u>. This evaluation, along with the other required final forms, must be hand delivered to the instructor on the last required meeting day of the course. Students may also submit these forms by scanning and uploading these forms into the KINE 495 Cougar Courses website. The Site supervisor may contact the Kinesiology internship instructor to discuss the outcomes of this evaluation if they wish to do so.

Termination of the Internship Experience

If at any point throughout the practicum experience the internship supervisor requests the practicum be terminated, the student, site supervisor, and Kinesiology internship instructor will meet to discuss the reason for termination. The results of this meeting will be used to determine if the student intern is allowed to continue the internship experience, is required to change sites for continuation of the experience, or obtains a grade of “no credit” for the course. Each case will be handled on an individual basis. It is highly recommended for all parties involved to notify the Kinesiology internship instructor as soon as problems arise at the internship site in order to address concerns immediately.

CALIFORNIA STATE UNIVERSITY, SAN MARCOS

DEPARTMENT OF KINESIOLOGY

COMPANY/AGENCY INTERNSHIP PARTICIPATION AGREEMENT

We _____have communicated
COMPANY/AGENCY NAME (PRINTED)

with _____to the extent
STUDENT'S NAME (PRINTED)

necessary and agree to supervise him/her in an internship experience as described in the CSU, San Marcos Kinesiology Internship Manual.

The above student's immediate supervisor at the internship site will be:

_____
SITE SUPERVISOR'S NAME (PRINTED)

He/She can be reached at: (_____)_____, _____
TELEPHONE NUMBER E-MAIL ADDRESS

The internship will begin ____/_____/____ and will be completed by____/_____/_____.

_____ _____

COMPANY/AGENCY REPRESENTATIVE'S SIGNATURE DATE

STUDENT: PROVIDE CURRENT INFORMATION WHERE YOU MAY BE CONTACTED DURING YOUR INTERNSHIP:

NAME: _____

INTERNSHIP SITE/ADDRESS:

_____

_____

_____

_____

RESIDENCE DURING INTERNSHIP:

_____

_____

_____

PHONE NUMBER(S): _____

_____

E-MAIL ADDRESS: _____

RETURN THIS FORM TO YOUR INTERNSHIP INSTRUCTOR

CALIFORNIA STATE UNIVERSITY, SAN MARCOS
DEPARTMENT OF KINESIOLOGY
KINESIOLOGY INTERN EVALUATION
(completed by Internship Site Supervisor)

Student Name: _____ Date: _____

Supervisor: _____

Internship Site: _____

Please evaluate the student intern according to the following scale:
1 Unacceptable 2 Below Average 3 Average 4 Above Average 5 Outstanding

Personal Qualities					
Personal appearance	1	2	3	4	5
Professional dress	1	2	3	4	5
Initiative	1	2	3	4	5
Imagination/resourcefulness	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Self-control, poise	1	2	3	4	5
Dependability	1	2	3	4	5
Cooperation	1	2	3	4	5
Maturity	1	2	3	4	5

Professional Qualities:					
Awareness of duties and responsibilities	1	2	3	4	5
Ability to accept constructive criticism	1	2	3	4	5
Ability to work with peers	1	2	3	4	5
Ability to work with clients/participants	1	2	3	4	5
Punctuality	1	2	3	4	5
Attendance	1	2	3	4	5
Oral skills	1	2	3	4	5
Written skills	1	2	3	4	5
Shows initiative	1	2	3	4	5
Works independently	1	2	3	4	5
Demonstrates effort to improve	1	2	3	4	5
Planning and decision making skills	1	2	3	4	5
Capable of promoting professional health enhancement programs	1	2	3	4	5
Displays leadership in capacity in which he/she is working	1	2	3	4	5
Displays proper attitude toward work	1	2	3	4	5
Stays within legal, moral, and professional boundaries	1	2	3	4	5
Demonstrates professionalism at all times	1	2	3	4	5
Effective in organizing and presenting ideas	1	2	3	4	5
Professionally prepared to execute duties necessary for placement in the field	1	2	3	4	5

Professional Qualities:					
Possesses knowledge of current national policies in the field	1	2	3	4	5
Possesses thorough understanding of the field and its diversifications	1	2	3	4	5
Has ability to evaluate programs and make long range plans	1	2	3	4	5
Recognizes problems associated with health enhancement program administration	1	2	3	4	5
Compares favorably to other quality interns in the past	1	2	3	4	5
The intern was an asset to your program	1	2	3	4	5
Assessment of the intern for today's job market	1	2	3	4	5

Strengths:

Weaknesses:

Additional Comments:

Student's Recommended Grade (circle): CREDIT NO CREDIT

Supervisor's Signature: _____**Date:** _____

Please fax, mail, or hand deliver this completed evaluation by the last day of classes (generally the 1st week in December or the 2nd week in May) to:

Department of Kinesiology
Internship Coordinator
333 S. Twin Oaks Valley Rd
California State University, San Marcos
San Marcos, CA 92096-0001
760-750-8280 (voice)
760-750-3237 (fax)