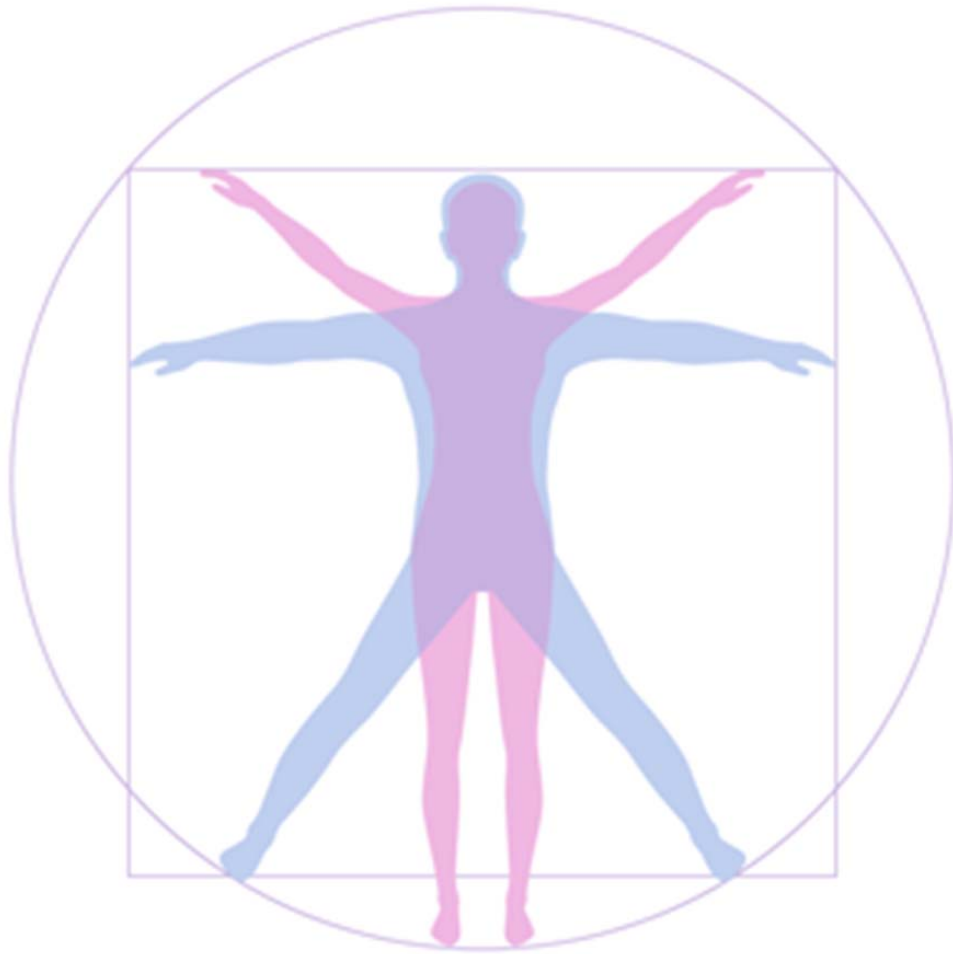




California State University  
SAN MARCOS



# **Kinesiology**

## **INTERNSHIP MANUAL**

# INTRODUCTION

In their last semester of study at CSUSM, (including the successful completion of KINE326: exercise physiology), Kinesiology majors in all options may obtain approval to register for their required KINE 495 internship by requesting a permission number through the Kinesiology Department webpage.

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 site for student internships will vary. Some settings that may be appropriate for a kinesiology internship 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 nonprofit health related agencies. Identify where they wish to intern, and must obtain permission from the site on their own. Students may also find their own internship and identify a site supervisor. The site must then be approved by the CSUSM faculty internship instructor of record. Students should consult the [Internship database](#) for an up-to-date listing of approved sites, using a keyword search.<sup>1</sup> Students may also find their own internship site and identify a site supervisor. However, students must first gain approval from their faculty internship instructor. Upon receiving faculty approval, submit the following [Request Community Partner Form](#). It takes 2-6 weeks to get a new partner approved, require advanced planning. The student placement process is outlined below.

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

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<sup>1</sup> KEYWORDS: Activity; Athletic; Cardiac; Chiropractic; Coach; Exercise; Fitness; Health; KINE; Medical transcribing; Physical; Pilates; Prevention; Prosthetics; Recreation; Rehabilitation; Sports; Strength conditioning; Therapy; Training; Yoga.

# RESPONSIBILITIES

## **The Kinesiology faculty internship instructor will:**

1. Determine if the internship placement is appropriate for the Kinesiology major in consultation with the student.
2. Develop a learning plan/agreement in consultation with the student.
3. Evaluate the Internship experience and the student's performance, and assign the student's final grade (credit/no credit) for the internship.

## **The internship site 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 supervisors evaluation of the student's performance to the faculty internship instructor following the completion of the internship.
5. Communicate with the faculty internship instructor immediately concerning any major problems that may arise.
6. Sign the student intern's time sheet once per month.
7. Ensure the internship is 90 hours (15 weeks of internship@ approximately 6 hours per week).

## **The student will:**

1. Enroll concurrently in KINE 495: Internship of Kinesiology.
2. Complete all required student placement documentation in the [internship database](#).
3. Act in a professional manner as a representative of the Kinesiology Department and California State University San Marcos.

4. Complete 90 hours for the internship experience (15 weeks of internship @ approximately 6 hours per week).
5. Complete all required assignments, including journal entries, discussion board postings, and website by the due dates.
6. Communicate immediately with their faculty internship instructor 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 Kinesiology faculty internship instructor and the site supervisor.

The student will follow the vacation/ holiday schedule of CSUSM. It is the responsibility of the student to notify the appropriate staff of leave time for CSUSM vacation/ holiday at the beginning of the internship. The student does have the option to participate in the internship during CSUSM 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 faculty internship instructor, site supervisor, and the student.

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

### **Dress Code and Required Attire**

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

### **Evaluation**

At the conclusion of the internship, students will be formally evaluated by the site supervisor. The due date for this evaluation will be no later than the last day of formal instruction for the semester. 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 course container. The site supervisor may contact the faculty 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 internship experience the site supervisor request the internship be terminated, the student, the site supervisor, and the faculty 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 site for continuation of the experience, or obtained 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.

## STUDENT PLACEMENT PROCESS

You may not begin your internship until all the required forms are submitted via the CSU San Marcos internship database.

First, log on to the [internship database](#) to locate your internship site and complete the required student placement documentation. You will need to be able to describe your responsibilities and duties at the internship site, and have your site supervisor's contact information as well as your emergency contact information to complete the process.

Your placement is complete when all the required web forms are submitted and you click the green "Finish Placement" button. Once you have completed this process, a copy of the form will be sent to your site supervisor and your faculty will be able to see that you have completed your placement.

If you do not see your site in the database and your faculty has already approved your internship site, please complete the "[Request Community Partner Form](#)" if you have not done so already; make your internship placement at the site called "Pending Approval-Office of Internships". Complete the placement forms with the information for your actual site that is pending approval (i.e.: actual site supervisor's name/phone number). The University Office of Internships will begin the approval process for your requested Community Partner and notify you when they have been entered into the database. If you do not have approval from your faculty supervisor, get their approval *before* beginning the placement process.

Further instructions on how to complete the student placement process are located [here](#). You may also contact the Office of Internships if you experience difficulty completing your student placement in the Internship database: [internships@csusm.edu](mailto:internships@csusm.edu) or 760-750-7005.

## OTHER FORMS

- [Timesheet](#) (must be signed monthly by site supervisor)
- [Student site evaluation](#) (return after completion of internship)
- [Site supervisor's evaluation](#)