

STUDENT INTERNSHIP HANDBOOK

Undergraduate degrees in Health Education and Promotion, and Kinesiology culminate with a senior internship course during which students engage in practical experience in field-based sites.

This information packet is a resource for those taking the internship course (HS 410 or KIN 410) in the Department of Kinesiology and Health Studies at Southeastern Louisiana University. Responsibilities and guidelines for the student intern, internship site supervisor, university faculty supervisor, and internship coordinator are presented. All individuals involved in the internship program should read this packet carefully.

INTERNSHIP OBJECTIVES

An internship is one of the most significant components of an entry-level professional. Student interns should find this experience to be one of the most challenging and rewarding of their college education. Specific performance expectations and objectives will vary according to the student's major and the internship site.

Objectives of the internship are to provide each student the opportunity to:

1. Plan, implement, and evaluate programs and operations specific to the student's major.
2. Observe the organization and administration of the internship site.
3. Develop and refine the necessary skills and competencies of the profession.
4. Develop leadership and supervisory skills needed in coordinating professional programs.

TERMINOLOGY

- Department: The Department of Kinesiology and Health Studies
- University: Southeastern Louisiana University unless otherwise noted.
- Internship (HS/KIN 410): A six credit hour course designed to be the culminating course of a student's degree. This is an unpaid internship. A student cannot intern at a worksite at which they are employed, nor receive pay from the site for time spent there during the internship.
- Internship Site: An approved facility capable of providing experiences determined appropriate to the development of student competencies in their area of study.
- Internship Site Administrator: The individual with signature authority for establishment of agreements. Usually this is the president or the CEO.

- Internship Site Supervisor: An experienced specialist in the industry who has demonstrated competency as a practitioner and supervisor and under whose direct supervision the student intern performs.
- Internship Coordinator: The university faculty member who facilitates the coordination of the departmental internship program.
- Student Intern: The college student who has met all requirements for the internship experience.
- University Faculty Supervisor: The department faculty member who supervises the student intern in close cooperation with the internship site supervisor.
- Degree Requirements: All university coursework leading to the baccalaureate degree.
- Academic Foundation: Courses and experiences that include theoretical and practical knowledge gained from studies in Mathematics, English, Science, History, Social Sciences, and the Arts.
- Professional Studies: All courses required for professional knowledge, skills, and competencies essential for entry level in the specific academic area.

PREREQUISITES

To be eligible for the Internship, students must meet all of the following criteria:

1. Be a senior. (Must have at least ninety semester hours of credit.)
2. Have been a major in the College of Nursing and Health Sciences in the Department of Kinesiology and Health Studies for at least two semesters.
3. Have achieved a cumulative or degree GPA of at least 2.0 or higher, earning a grade of C or higher in all courses indicated on the curriculum sheet.
4. Have completed and earned grades of C or better in all required core courses in the student's major and concentration.
5. Have successfully completed all academic foundation courses as required in the course catalogue and completion of all required courses in the degree, or all but one course (see table below).
6. Apply for the internship in the SPRING or FALL semester prior to the semester in which the student plans to take the course.

Additional information and prerequisites is provided in the table below.

TABLE 1. COURSE REQUIREMENTS FOR INTERNSHIP.

Degree	Concentration	Internship prerequisites
Health Education and Promotion	Community Health Promotion and Worksite Health Promotion	All required Health Studies (HS), Nursing (NURS), and Family and Consumer Science (FCS) courses.
Kinesiology	Exercise Science	KIN 321, 372, 392/393, 424 or 434, and 436. If interning at a Cardiac Rehabilitation site, both KIN 424 and 434 must be completed.
Kinesiology	Fitness and Human Performance	KIN 321, 326, 372, 392/393, 424 or 434, and 436. If interning at a Cardiac Rehabilitation site, both KIN 424 and 434.
Kinesiology	Health Promotion & Exercise Science	All Health Studies (HS) courses, KIN 392/393, and either KIN 424 or 434. If interning at a Cardiac Rehabilitation site, both KIN 424 and 434.
Kinesiology	Sport Management	ENGL 322; FIN 381; MRKT 315; KIN 276, 366, 380, 406, and 451.
Students may take one 3-4 hour course (i.e., lecture/lab) during the internship semester as long as it is NOT one of the courses listed in the prerequisite column. If a course remains, it must be taken in conjunction with HS 410 or KIN 410.		

TABLE 2: SITE SELECTION PROCESS

1 st week of semester prior to the semester the student intends to register for the internship (e.g.: by Aug 30 if registering for a spring semester internship; Jan 30 if registering for a fall semester internship)	1. Communicate intention to schedule internship with Kinesiology and Health Studies department head.
2 nd week of the semester prior to the semester the student intends to register for the internship	2. Attend mandatory informational meeting to receive materials and begin discussion on selection of internship site and requirements for internship.
4 th week of semester prior to the semester the student intends to register for the internship	3. Apply for graduation (meet deadline before penalty)
From 1 st week until midterm	4. Plan, coordinate and receive approval on the selection of internship site with university faculty supervisor and internship coordinator.
By midterm of semester prior to registering for internship	5. Complete the internship contact information sheet and return to internship coordinator for acquisition of contract between internship site and university.
From midterm of semester prior to registering for internship and no later than one week before the start of the internship semester	6. Complete: <ul style="list-style-type: none"> • insurance waiver • confidentiality agreement • required physical exams • immunizations • certifications and verifications • criminal background check

AUTHORIZATION OF AN INTERNSHIP SITE

Students have sole responsibility for investigating and negotiating an internship arrangement with potential sites. The department will not actively participate in seeking the internship; however, the department will actively “authorize” an internship site once one is selected by the student. Some previously approved sites are established in the immediate area and the student is encouraged to become informed of these facilities. Initiating an interview with the potential internship site supervisor prior to final approval is an important step in ensuring compatibility between the student and internship site.

Attempts are made to select internship sites that provide excellent learning environments and quality supervision. Site experience with internships, quality and extent of site supervisor(s) experience, plus geographic location are some of the factors determining whether the department will enter into an agreement with the potential internship site. Large comprehensive programs often offer the complexity and variety of programming desired for a student’s internship experience. Internship sites are approved by the internship coordinator, university faculty supervisor, and the Kinesiology and Health Studies department head.

CONTRACT ROUTING

Once an internship site is approved, the following signatures are needed on the contract between the university and internship site. This process is completed by the internship coordinator.

1. Internship site administrator
2. Internship site supervisor
3. The Kinesiology and Health Studies Department Chair
4. The Dean of the College of Nursing and Health Sciences
5. President of the University

SELECTION OF COOPERATING INTERNSHIP SITE SUPERVISORS

Attempts are made to select internship site supervisors who possess and exhibit personal and professional qualities worthy of being an appropriate role model for students.

The department has established some standards for selection of the internship site supervisors. One or more of the following criteria are considered:

- At least two years of successful experience as a program coordinator.
- Demonstrated competence as a practitioner and/or supervisor.
- At least one year of professional experience in the field.
- Undergraduate or Master's degrees from an accredited institution in Health, Kinesiology or closely related field.

CLOCK HOURS

The internship consists of **320 documented clock hours**. It is recommended that these hours are completed over a 16 week semester. At the discretion of the university faculty supervisor and/or internship site supervisor, these hours may be completed over a period of a minimum of 10 weeks.

GRADING

When Southeastern agrees to supervise the internship, the student is required to enroll in and successfully pass the six-credit internship (HS/KIN 410). This course is offered on a **Pass/Fail** basis. A university faculty supervisor will be assigned to assist the internship site supervisor. A university faculty supervisor will supervise/mentor the intern and observe at least once and conference with the intern and the internship site supervisor a minimum of two times during the semester as part of the evaluation process.

RESPONSIBILITIES OF THOSE INVOLVED IN INTERNSHIPS

Role of the Internship Coordinator

1. Facilitate the communication of requests for agencies seeking interns.
2. Approve intern sites and internship site supervisors in collaboration with university faculty supervisor.
3. Represent the department in all communication with students and internship sites prior to the time university faculty supervisor assumes responsibility.
4. Develop and maintain an internship site directory of approved agencies.
5. Collect and maintain a file of internship documentation: agency information and acceptance form, affiliation agreement (contract), and other supporting material.
6. Assess intern's eligibility status (in coordination with department head).
7. Establish and disseminate internship deadlines to students and faculty.
8. Plan and host internship orientation sessions.
9. Develop and distribute internship forms.
10. Manage potential problems that may arise between internship site supervisor, intern, university faculty supervisor.
11. Collect and secure intern's file after completion of the internship for reporting purposes.
12. Apprise faculty and head of department of recommended changes in internship policies, procedures, and practices.
13. Maintain and update the *Internship Manual*.

Responsibilities of the University Faculty Supervisor

1. Plan and coordinate the internship experience with the student.
2. Evaluate and approve potential intern sites and supervisors.
3. Provide a course syllabus for all students at the beginning of the semester. Meet with students and discuss internship responsibilities.
4. Mentor interns throughout the internship through site visits.
5. Prepare evaluation criteria used in intern activities.
6. Maintain weekly and summary reports submitted from students.

7. Observe at least once and conference with the intern and the internship site supervisor a minimum of two times during the semester.
8. Confer regularly with the student concerning:
 - (a) daily assignments - journaling
 - (b) weekly reports of experiences
 - (c) mid-term and final evaluation
9. Collect mid-term and final evaluation forms from the internship site supervisors.
10. Coordinate intern's final oral internship presentation.
11. Confirm total student hours completed.
12. Complete a written evaluation of the internship site and internship site supervisor at the end of the internship.
13. Make recommendations concerning needs of the course and program to the department.
14. Assist internship coordinator in maintaining and updating the *Internship Manual*.

Responsibilities of Internship Site Supervisor

The internship site supervisor assumes a vital role in the internship program since this person represents the profession in action. The internship supervisor should agree to:

1. Meet the terms of the contract signed with the university.
2. Orient the student to the program, rules and regulations, expectations of the site, and any emergency procedures pertaining to the site.
3. Critique the student's performance on a weekly basis.
4. Assist the student in:
 - (a) identifying one or two main projects to be completed by the end of the internship,
 - (b) establishing professional relationships with other site personnel
5. Notify the university faculty supervisor immediately concerning significant weaknesses in student performance or any changes concerning the internship description or responsibilities.
6. Complete a mid-term and final evaluation of the student using the forms provided by the department.

Responsibilities of Student Intern

The student should agree to:

1. Provide proof of health insurance and documentation that he/she is free of any infectious disease and are mentally and physically capable of functioning in the internship site.
2. Read and adhere to all policies and regulations as stated in this handbook.
3. Adhere to all university policies associated with the internship.
4. Plan and execute all requirements of the internship.
5. Become familiar with all internship site policies, procedures, and practices when applicable.
6. Understand legal and professional limits and responsibilities.
7. Function as an integral member of the internship site staff. Be prompt, reliable, and loyal to the internship site. Determine and accept roles and responsibilities.
8. Notify the internship site supervisor in the event of an illness or other reasons for an unavoidable absence.
9. Notify university faculty supervisor of events leading to extended absences from internship.
10. Keep a daily activity log.
11. Complete a weekly progress report of all activities and submit to the university faculty supervisor by the start of the following week.
12. Maintain a binder of all plans, written work, flyers, marketing efforts, lesson plans and other documents of effort for easy access by supervisors.
13. Complete a minimum of 320 clock hours at the designated site.
14. Submit a bound summary report to the university faculty supervisor at the completion of internship activities to include all examples of material developed during students' tenure with intern site.
15. Complete a written and oral evaluation of the internship site at the end of the internship period.
16. Complete a written evaluation of the internship site supervisor at the end of the internship period.
17. At the end of the semester, present a summary of the internship experience (by PowerPoint) to faculty and other students.