



## **KHS STUDENT INTERNSHIP HANDBOOK**

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**This information applies to those pursuing an undergraduate degree in Health Education and Promotion, Kinesiology, or Sport Management, or master's in Health and Kinesiology.**

This information packet is a resource for those taking the internship course (HS/KIN 410/710, KIN 490) 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 410/710, KIN 490): A variable 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, undergraduate students must meet all of the following criteria:

1. Be classified as a senior and will be completing internship in your final semester.
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. Complete all or the majority of courses required in the degree (a maximum of two courses can remain to be taken with the internship course).
4. Complete all prerequisite courses for the internship (see Table 1).
5. Apply for the internship in the SPRING or FALL semester prior to the semester in which the student plans to take the course.
6. Complete other required tasks (see Table 2).

Additional information and prerequisites is provided in the table below.

**TABLE 1: COURSE REQUIREMENTS FOR INTERNSHIP**

<b>Degree</b>	<b>Concentration</b>	<b>Internship prerequisites</b>
Health Education and Promotion	-----	*Grade of “C” or higher in all English, Math, Science, Family and Consumer Sciences, and Health Studies courses required in the degree.
Kinesiology	Exercise Science, and Fitness and Human Performance	*Grade of “C” or higher in all English, Math, and Zoology courses required in the degree, as well as GBIO 151/152, Chemistry 101/103 or 121/123, and KIN 321, 372, 392, 424, and 436.  *If interning at a Cardiac Rehabilitation site, completion of KIN 434 is recommended.  *If interning at a Strength & Conditioning site, completion of KIN 426 is recommended.
Sport Management	-----	*Grade of “C” or higher in all English, Math, and Science courses required in the degree, a grade of “B” or higher in KIN 232, and a grade of “C” or higher in ACCT 200, ECON 201 or 202, MGMT 210 and 351, and MRKT 303.
Graduate Program	Exercise Science, Health Promotion and Exercise Science, Health Studies, Kinesiology	N/A
*Undergraduate students may take a maximum of 6 hours of coursework remaining in the curriculum during the internship semester that is NOT one of the courses listed in Table 1. Students must take remaining courses during the same semester as the internship course (HS/KIN 410 or KIN 490).		

**TABLE 2: INTERNSHIP PREPARATION PROCESS**

1 <sup>st</sup> month of semester prior to the internship semester	1. Communicate intention to schedule internship with Kinesiology and Health Studies department head.
1 <sup>st</sup> month of semester prior to the internship semester	2. Attend mandatory informational meeting to receive materials and begin discussion on selection of internship site and requirements for internship.
By midterm of semester prior to internship semester	3. Apply for graduation (meet deadline before penalty)
By midterm of semester prior to internship semester	4. Explore internship sites, submit request and receive approval on the selection of internship site from 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 affiliation agreement between internship site and university.
One week before the start of the internship semester	6. Complete: insurance waiver, confidentiality agreement, required physical exams, immunizations, certifications and verifications, and criminal background check.

## **AUTHORIZATION OF AN INTERNSHIP SITE**

Students have sole responsibility for investigating and negotiating an internship arrangement with potential sites, and submitting a request to intern at a specific site. Requests are subject to departmental approval. Some previously-approved sites are established in the southeast Louisiana region, and students are 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.

## **AFFILIATION AGREEMENT ROUTING**

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

1. Internship site administrator
2. Internship site supervisor
3. Dean of the College of Nursing and Health Sciences
4. Provost of the University
5. President of the University

## **SELECTION OF COOPERATING INTERNSHIP SITE SUPERVISORS**

Attempts are made to select internship site supervisors who possess and exhibit desired personal and professional qualities.

The following criteria are considered:

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

## **CLOCK HOURS**

The internship consists of a minimum number of documented contact clock hours to be completed by the student-intern. These required hours for each program are listed below.

Table 3: SEMESTER CREDIT HOURS AND REQUIRED MINIMUM CLOCK HOURS

<u>Course</u>	<u>Semester Credit</u>	<u>Clock Hours</u>
HS/KIN 410	6 hours	320 hours
KIN 490	9 hours	400 hours
HS/KIN 710	3-6 hours	160-320 hours

It is recommended that these hours be 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 12 weeks.

## **GRADING**

The student is required to enroll in and pass the internship course with a grade of C or higher. A university faculty supervisor will be assigned to each student intern, will supervise/mentor the intern, and observe and conference with the intern and the internship site supervisor 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 Handbook*.

#### 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 bi-monthly and summary reports submitted from students.
7. Observe and conference with the intern and the internship site supervisor during the semester.
8. Confer regularly with the student concerning:
  - (a) daily assignments - journaling
  - (b) bi-monthly 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 Handbook*.

#### 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 and is in close contact with the intern. The internship supervisor should agree to:

1. Meet the terms of the affiliation agreement 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. Maintain regular communication with the university supervisor.
7. 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. Complete a criminal background check using an agency contracted by the university.
3. Participate in drug screening as directed by the university.
4. Read and adhere to all policies and regulations as stated in this handbook.
5. Adhere to all university policies associated with the internship.
6. Plan and execute all requirements of the internship.
7. Become familiar with all internship site policies, procedures, and practices when applicable.
8. Understand legal and professional limits and responsibilities.
9. Function as a member of the internship site staff. Be prompt, reliable, and loyal to the internship site. Determine and accept roles and responsibilities.
10. Notify the internship site supervisor in the event of an illness or other reasons for an unavoidable absence.
11. Notify university faculty supervisor of events leading to extended absences from internship.
12. Keep a daily activity log.
13. Complete a bi-monthly progress report of all activities and submit to the university faculty supervisor.

14. Maintain a binder documenting internship activities (e.g., plans, written work, flyers, marketing efforts, lesson plans and other documents of effort).
15. Complete the minimum internship hours required for the degree (Table 3).
16. 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.
17. Complete an evaluation of the internship site and university supervisor at the end of the internship period.
18. At the end of the semester, present a summary of the internship experience to faculty and other students.



## **Department of Kinesiology and Health Studies Out-of-State/Out-of-Region Internship Policies**

In the Department of Kinesiology and Health Studies (KHS), several undergraduate and graduate programs culminate with extended field-based internships. While, in most instances, students are placed at internship sites in the Hammond-Baton Rouge-New Orleans region, internships at distant sites (i.e., out-of-region or out-of-state) can be made available in some instances. Such placements are considered for unique professional development opportunities not available in typical sites in local areas, and not driven by convenience.

Students requesting out-of-region/state placements will be expected to:

- Accept increased responsibilities for seeking and applying for internships as outlined in this policy document.
- Meet eligibility requirements of the site in addition to those of the department.
- Provide site information in a timely manner to enable the department to examine the site, gather additional information, and establish a written internship agreement.
- Meet expectations established by the department that may include, for example, engaging in communication with the department, and documentation of internship experiences in a manner exceeding that of a regional placement.
- Traveling to the Southeastern campus for scheduled on-campus intern events.

It should also be made clear that, if a crisis occurs (e.g., poor performance, illness, or other factors) leading to removal of the student, the student will be required to withdraw from the internship course and begin again the following semester, or receive a grade of “I” (incomplete) and complete the requirements as outlined in the University catalogue.

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### **I. Pre-requisites/Eligibility Requirements**

Students who seek an out-of-region/state internship placement are required to:

1. Meet all existing internship requirements of the department, and those specific to their degree and concentration.
2. Complete all courses in the degree before the internship semester.
3. Meet all university and internship site deadlines.
4. Have a cumulative GPA of 2.75 or higher.
5. Meet all eligibility requirements of the internship site.

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### **II. Student, Site, and Site Supervisor Responsibilities/Requirements**

#### *Student Responsibilities*

1. Meet all eligibility requirements of the internship site.
2. Provide a “Letter of Intent” by the established deadline, that includes the following:
  - a) Location of site
  - b) Responsibilities of the intern at the site
  - c) Application deadline (for the site)
  - d) Total hours required at the site
  - e) The uniqueness of the experience
  - f) Skills to be obtained at the internship site
  - g) Indication that the student will be able to complete the competencies required for his/her academic discipline

- h) Printed information from the site about the internship.
3. Obtain approval from the Internship Committee to apply for the internship prior to the application deadlines of the site.
4. Upon internship committee approval, apply for the internship.
5. Provide evidence of acceptance by the site.
6. Purchase \$1 million professional liability insurance that extends for the duration of the internship, and provide evidence of such.

#### *Site Requirements*

1. The site must have an established internship program.
2. The site must meet the criteria of fulfilling competencies required for the discipline.

#### *Site Supervisor*

1. The Site Supervisor must be interviewed by a member of the Internship Committee.
2. The Site Supervisor must meet the requirements set forth in the *Department of Kinesiology and Health Studies Internship Handbook*. These include:
  - Professional experience in the field
  - Bachelor's or master's degree in an appropriate discipline from an accredited university

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### **III. Supervision/Evaluation**

The University Faculty Supervisor assigned to the intern will communicate regularly with the Internship Site Supervisor and the student during the semester. Communication will be through phone calls, teleconferencing, conference calls and/or email correspondence.

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### **IV. Drug Policy/Screening**

- All students are required to participate in the department's drug screening program.
- Students placed at out-of-state/region internship sites must complete the initial drug screening locally prior to beginning their internship.
- During the internship experience, students are subject to the drug testing policies of the site.

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### **V. Procedures for Reporting and Documenting Internship Experiences**

*Students will:*

1. Complete and submit an electronic weekly summary of internship experiences to the University Faculty Supervisor.
2. Perform a self-evaluation documenting their progress within the competencies of their discipline.
3. Complete projects set forth by the *Department of Kinesiology and Health Studies Internship Handbook*.
4. Maintain a portfolio of all internship experiences and activities.
5. Be responsible for the presentation of all of their materials and experiences as required of all KHS Department interns on Southeastern's Campus at the end of the internship semester.

## **VI. Remediation Options**

*If problems arise during the internship, the following remediation will occur:*

1. Remediation will begin with a phone call between the Site Supervisor and the University Faculty Supervisor to discuss problems and options.
  2. The University Faculty Supervisor will discuss the issues and options with the student via telephone.
  3. If there are still unresolved issues, the internship committee will meet and discuss possible solutions.
  4. If a compromise is not reached, the student may be required to withdraw from the internship.
  5. If withdrawn, the student will complete their internship requirement during the following semester.
  6. Based on the nature of the problem(s) the student may be required to intern at a local site, and hours compiled at the previous internship site may not carry over to the new site.
  7. Throughout the process, written documentation will be gathered and a log of actions taken will be maintained.
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## **VII. Stipend**

Internships in the KHS Department at local sites are unpaid. However, competitive internships often are associated with a stipend intended to offset the intern's travel and living costs. If a student is accepted at an out-of-state/region internship site that has an attached stipend, the student must provide documentation of such to the internship committee.

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## **VIII. Timeline of Internship**

1. Many competitive internship sites require that students complete their internship between dates that exceed one traditional college semester, or begin/end earlier or later than the traditional semester time period.
2. In the event that the site requires an internship which does not match the traditional semester the following will be required:
  - a) The hours required for the Southeastern course must be completed during the regular semester time frame, and before the campus presentation of internship experiences.
  - b) If the internship spans 2 semesters, students will be required to enroll in the internship course for both semesters (i.e., if an internship is June through December, the student must enroll in the internship course during the Summer and Fall semesters, registering for 3 hours in each semester). An agreement/syllabus will be created describing requirements in each semester.
  - c) If the internship requires more than 320 hours or 3 months, the student is required to fulfill the duration set forth by internship site.
  - d) If the internship requires that the student begin before the start of the semester, or end after the last day of the semester, but the dates fall primarily within one semester, the student will enroll in the 6-hour internship course for one semester.

3. All university requirements and deadlines must be followed. These include, but are not limited to:
    - a) Graduation deadlines
    - b) Course requirements
    - c) Deadlines set forth by the department
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**IX. Insurance**

Students who intern at out-of-state/region sites must provide evidence of professional liability insurance coverage of at least \$1 million. Such liability coverage may be procured through membership in professional organizations or through an insurance agent. For example, the *Louisiana Association for Health, Physical Education, Recreation and Dance* (LAHEPRD, [www.lahperd.org](http://www.lahperd.org)) provides a \$1 million professional liability policy for its members.

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**X. Housing**

Students are responsible to find and pay for suitable housing during their internship experience. The KHS Department and Southeastern Louisiana University are not responsible for providing housing funds.