

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.
- Travel 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.

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 (*see Department of Kinesiology and Health Studies Internship Handbook*).

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
 - 2 years as program coordinator
 - BS or MS in an appropriate discipline from an accredited university

III. Supervision/Evaluation

The University Faculty Supervisor assigned to the intern will communicate with the Internship Site Supervisor and the student a minimum of four (4) times during the semester. Communication will be through phone calls, teleconferencing, conference calls and/or email correspondence.

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.
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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.

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 of Kinesiology and Health Studies Internship Handbook*
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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.

The Louisiana Association for Health, Physical Education, Recreation and Dance (LAHEPRD, www.lahperd.org) provides a \$1 million professional liability policy for its members, and the cost of a one-year student membership with this insurance policy benefit costs \$42.

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.

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Date

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Date