

KINESIOLOGY 415 UNDERGRADUATE INTERNSHIP INSTRUCTIONS



Department of Kinesiology
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Reporting Procedures

STUDENT'S CHECKLIST/KINE 415 INTERNSHIP:

Deadlines are due the first Friday: Fall - May 1st Friday; Winter - October 1st Friday; Spring – December 1st Friday; Summer- Feb 1st Friday.

- ___ Initial Meeting with Advisor and Internship Coordinator.
- ___ Student's Application for KINE 415 Internship is due at least one quarter before the quarter you plan to register for it.
- ___ Register for KINE 415 with the Registrar's office (a signature is required)
- ___ Professional Liability Insurance - Must accompany application
- ___ CPR Certified - Must accompany application.
- ___ A resume must accompany the application.
- ___ LaTech must have a contract in place with the site you plan to complete KINE 415 prior to you beginning your hours there. Check with your Internship Coordinator for confirmation.
- ___ Attend Mandatory Internship orientation meeting with Internship Coordinator.
- ___ Student Initial Internship Report - Due after the first week of your internship.
- ___ Student's Weekly Reports - Due each Monday by 5:00 P.M. throughout the internship experience. Weekly reports must be typed and submitted via Moodle. All reports must be signed by you and your site supervisor.
- ___ Site Supervisor's Three Week Progress Report - Due on the third Friday of the internship.
- ___ Site Supervisor's Final Intern Progress Report - Due the last week of the quarter prior to exit interview.
- ___ Site Visits by University Supervisor as scheduled by your Intern Coordinator.
- ___ Student's Final Intern Report.
- ___ Turn in Portfolio at exit interview
- ___ Complete a minimum of **180 clock hours** in practical experiences.
- ___ Attend Exit Interview with Internship Coordinator.

STUDENT'S INTERNSHIP FLOW CHART
KINE 415 INTERNSHIP

NAME: _____ ADDRESS: _____

Student ID: _____ PHONE: _____ EMAIL: _____

INSTRUCTIONS FOR KINE INTERNSHIPS

Student Responsibilities: Students are required to complete a minimum of **180 clock hours** in practical experiences in an approved program with department approved supervisor. Students are responsible for following the procedures on this checklist. Communication with the site supervisor and the University internship coordinator must be the student's initiative.

University Internship Coordinator Responsibilities: The University coordinator will be available during their office hours to receive telephone calls and personal visits. Other contact will be arranged by appointment. The University coordinator will assist with the initial interview as needed and legal contracts between Louisiana Tech University and the internship site.

Site Supervisor Responsibilities: The site supervisor will notify the student and the Louisiana Tech University coordinator regarding the level of student performance at the site and any problems encountered.

Deadlines for Applications: Student's Application for KINE 415 Internship is due at least one quarter before the quarter you plan to register for it. **Fall - May 1st Friday; Winter - October 1st Friday; Spring – December 1st Friday; Summer- Feb 1st Friday**

Quarter Prior to registering for the internship:

- ____1. Secure CPR certification. Classes are available at community locations. Check with the internship coordinator for available classes. You may contact the AHA for a list of providers in your area. A Copy of your CPR card must accompany your application.
- ____2. Secure Professional Liability Insurance. You may join LAHPERD, ACSM, NSCA, the student membership includes liability coverage. A copy of your membership card must accompany your application. You may make a copy of your application and check until your card comes in. You must provide your Internship Coordinator with a copy prior to beginning your internship.
- ____3. Discuss a possible internship with the University internship coordinator who will have a list of sites. You are responsible for scheduling your initial visit at the site of interest. Your Internship Coordinator will assist you with contact information as needed. You will need the signature of your advisor and the Internship Coordinator on your advising form for KINE 415 in order to register for the course (6 hours) or (3 hours).
- ____4. Keep the appointment for an interview with the facility site supervisor where you wish to work. Take your resume/vita. There is no guarantee that they will agree to let you do your internship there. In many cases, there are a group of interns to choose from and only 1-2 will be chosen.
- ____5. **Attach the following documents to your internship application:**
 - A. CPR certification**
 - B. Proof of liability insurance**
 - C. Resume**
 - D. The Site Verification Form signed by the Site Supervisor**
- ____6. A legal agreement from Department of Kinesiology will be prepared and mailed to your facility contact. A contract between the facility and Louisiana Tech University must be approved before you can start your internship. Your internship coordinator can assist with this step. Your internship will be assigned at this time.

Internship Requirements

_____ Attend a mandatory internship orientation session to receive internship information from the internship coordinator. This will be scheduled approximately in the last week of quarter prior to your internship. You must have your advisor's and internship coordinator's signatures on your advising form for KINE 415 in order to register for this course.

First week of the quarter:

- _____ Site Verification Form is due.
- _____ Student's initial intern report due.

Third week of the quarter:

- _____ Three-week progress report due.

Each week during the quarter:

- _____ 1. Submit reports on Moodle. Signatures must be visible on reports. Keep copies of assignments, projects, and reports in the portfolio for end of the quarter evaluation. **All Weekly Reports must be typed.** Your Louisiana Tech Intern Coordinator will provide feedback on your activities on a regular basis via email or by phone. Be sure your current contact information is correct on your application form and on Moodle. Do not hesitate to contact your Internship Coordinator with any questions you might have.

End of the quarter:

- _____ 1. Complete a minimum of **180 clock hours** in practical experiences in approved program.
- _____ 2. Final intern progress report and submit portfolio for grading by internship coordinator.
- _____ 3. Exit interviews will be scheduled prior to the end of the quarter by the internship coordinator. Complete the Student Final Report and include in your portfolio.

I have read the internship requirements during the mandatory internship meeting and understand that I am responsible for professional conduct and the quality of experiences with the University internship coordinator. **I understand that I must sign up for graduation in the Registrar's Office, Keeny Hall 207, or I will not be permitted to walk at graduation services. I understand that I must complete a *minimum of 180 clock hours* in an approved program with department approved supervisor to receive credit for the undergraduate internship.**

Date

Kinesiology Intern

This intern has discussed an internship with me and is familiar with our policies and procedures.

Date

Louisiana Tech Kinesiology Internship Coordinator

Placement Site: _____

Site Supervisor's name, phone & email: _____