

GEORGE MASON UNIVERSITY
School of Recreation, Health and Tourism
Division of Health and Human Performance

KINE 341—Kinesiology Internship I (3)
Fall 2012

DAY/TIME:	M/W 9:00-10:15	LOCATION:	PW 252 Bull Run Hall
PROFESSOR:	Kathleen K. Friend	EMAIL ADDRESS:	kfriend@gmu.edu
OFFICE LOCATION:	N/A	PHONE NUMBER:	N/A
OFFICE HOURS:	By appointment	FAX NUMBER:	703-993-2025

PREREQUISITES:

KINE 200, 310, 330, 350, 370

Junior status (60 credits)

Current CPR, AED, & First Aid.

COURSE DESCRIPTION: Provides a paid or voluntary supervised professional experience in an approved exercise science professional setting under the supervision of a practicum University Supervisor and Agency Supervisor.

COURSE OBJECTIVES

At the conclusion of this course, students should be able to:

1. Describe and analyze the managerial and operational structure of their practicum site;
2. Demonstrate skills and competencies in exercise science programming and service delivery;
3. Evaluate their personal strengths and weaknesses in light of demands and expectations of employment in the various positions in the field; and
4. Set career objectives in the exercise science professional field.

NATURE OF COURSE DELIVERY

Face to face and field experience. Classroom sessions are scheduled on Mondays on the following days: August 27th, September 17, and October 29th. Roundtable discussion is scheduled for December 10th.

EVALUATION

Requirements

During their work experience, students must fulfill specific requirements including completion of specified forms and assignments in order to be evaluated and receive a grade for their internship. These include:

- working at an approved practicum site for a minimum of 150 hours of professional practice;
- completing *Weekly Reports*;
- meeting with their University Supervisor at the beginning of the experience to complete all necessary paperwork and submitting the completed contract in a timely fashion, and attending infrequent classroom sessions.

- submitting the *Internship Journal* which encapsulates their cumulative work experience (see *Internship Journal Guidelines* below); and
- attending a post-practicum discussion session regarding their overall experience with the agency.
- Students are expected to complete a minimum 150 hours over a period of 10 to 14 weeks. The number of weeks may be abbreviated for summer experiences.

Student Responsibilities

During the practicum, which involves a minimum of 150 hours, the student must meet certain responsibilities and obligations to the Site and/or Site Supervisor, as well as to the University (see Evaluation section above) to fulfill their internship requirements. These include:

1. Reporting directly to the Site Supervisor for instructions. The intern is responsible for fulfilling his/her duties as stipulated by his/her supervisor, and for meeting their scheduled training commitments and arrangements;
2. Participating in orientation sessions with their Site Supervisor;
3. Familiarizing and abiding by all the rules, regulations, policies and procedures of the Site applicable to their conduct while in the Site's employment;
4. Becoming an integral and participating member of the Site's staff;
5. Acting in a professional manner both as a Site staff member and when dealing with clientele. The student is a representative of George Mason and an ambassador for the Kinesiology program. A positive work experience effectively 'paves the way' for the future placement of other interns. It is therefore imperative that a cooperative attitude and good work record and habits be maintained for good rapport between the student, University Supervisor and the Site;
6. Visiting, observing and participating, as appropriate, in various levels of the Site's operations, including meetings, programs, projects and training sessions. This enables the student to strive toward higher levels of personal and professional growth and fulfillment;
7. Meeting with the Site Supervisor and the University Supervisor during a routine on-site visit of the latter to the Site, if such a meeting is practicable; otherwise, the University Supervisor will contact the Site Supervisor by phone or e-mail for feedback regarding the student's performance;
8. Notifying the Site Supervisor in advance when it is necessary to be absent from work; and
9. Interns are expected to conform to the work and holiday schedule of the site at which they are interning.

Site Supervisor Responsibilities

The Site Supervisor plays a pivotal role in the lives of students at the personal and professional career level by offering advice, instruction and supervision that furthers a student's professional competence. By providing a challenging and stimulating work experience, students are allowed to discover their own strengths and weaknesses in their chosen professional career. Thus, the Site Supervisor is expected to assume responsibilities and obligations to the student and the University Supervisor that foster learning and are in line with the Kinesiology's Internship I course. These are summarized below:

1. Providing the student with a structured and supervised learning experience;
2. Preparing the institution staff for the arrival of the student, and orienting the student to the Site's history (including organizational chart), philosophy, policies regulations, administration, programs and facilities in order to allow the student to function effectively in the internship setting;
3. Scheduling regular meetings with the student to provide consistent and frequent feedback regarding the site's work expectations and intern performance;
4. Submitting signed copies of the Mid-Term Evaluation and Final Evaluation after discussion and agreement with the intern;

5. Providing an opportunity for a site visit near the mid-point of the internship experience;
6. Immediately notifying the University Supervisor of any emerging condition that significantly affects the student's ability to succeed or complete the agreed upon internship tasks;
7. Directly reimbursing the student for any costs they are authorized to incur on behalf of the Site, or for reimbursable expenses identified in advance by the Site; and
8. Accepting the student as a volunteer or paid member of staff (as applicable) and afford them all the rights and protections pertaining to that status.

University Supervisor Responsibilities

The University Supervisor serves as a liaison between the student and Site Supervisor. Responsibilities are:

1. Assisting the student to develop or acquire resources or skills necessary for the successful completion of assigned tasks;
2. Facilitating resolution of problems that may occur during the internship between the student and the Site;
3. Soliciting evaluative commentary and reports from the student and the Site Supervisor;
4. Receiving, reviewing and evaluating required submissions from the student and Site Supervisor;
5. Conducting a site visit near the midpoint to the Site as arranged by the student and Site Supervisor to become better acquainted with the students' internship experience and to discuss with student progress through the internship program;
6. Holding a mandatory on-campus Roundtable Discussion for students at the end of the Internship experience;
7. Assessing student work and assigning a final grade; and
8. Advising and assisting the Site on matters pertaining to enrichment of the educational experience in the internship.

Internship Journal Guidelines/Submission Requirements

Upon completion of the internship period, students are required to submit their *Internship Journal*. The *Internship Journal* must be well-organized (i.e., table of contents, tabbed), typed and otherwise professionally presented. The front cover and title page must include: name, name of internship site, course information (e.g., KINE 341) and the semester/year. Journal contents are normally compiled in a 3-ring notebook. The journal must be organized in the following manner:

I. Introduction

A. Cover Page / Author Page

B. Table of Contents

C. Agency Overview

1. Give the name of the Site and describe the practicum site including the history, mission statement, type of organization (e.g., corporation, private, government agency, non-profit, etc.), customers, services offered, other special features.
2. Site personnel and oversight
 - a. Provide an organizational chart and label the names of the key officers, managers, board, etc. Also show your place in the Site.
 - b. Give a brief description of the individuals that you interacted with (including your Site Supervisor) on a regular basis and indicate whether they are full-time, part-time, seasonal, and/or volunteers

3. Office environment. Describe the location where you worked and how it contributes to the overall mission of the agency. Provide a site layout if available. Describe the office space you were assigned and explain how that influenced your experience.

II. Weekly Reports

III. Evaluation of Practicum Experience

- A. What are the three most important skills you used or put into practice during the experience? Name and give examples of how these skills were used.
- B. Briefly evaluate the site and your Site Supervisor
- C. Should the University Supervisors seek to place another student with this Site? Explain why or why not.
- D. What recommendations do you have for the improvement of the internship experience?
- E. Did you feel educationally prepared for the experience? What other measures can the Kinesiology program faculty take to prepare Kinesiology students for the internship experience?
- F. Was the internship a worthwhile experience? Explain why or why not.

IV. Samples of Work Completed

- A. Written examples: (e.g., handouts, correspondence prepared, relevant e-mails, agendas, plans, timelines, etc.).
- B. Visual examples: (e.g., photographs, promotional materials, maps, etc.)

Evaluation Items

<u>Type</u>	<u>Points</u>
Internship Journal	300
Mid-Term Evaluation	100
Final Evaluation	200
Completion of Hours	200
Roundtable Discussion	100
Communication and Professionalism	100

The following semester point accumulation scale will be used by the practicum University Supervisor in determining the final grade:

940 to 1000	=	A
900 to 939	=	A-
870 to 899	=	B+
830 to 869	=	B
800 to 829	=	B-
770 to 799	=	C+
700 to 769	=	C
600 to 699	=	D
< 600	=	F

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode/>].

- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- Students are expected to exhibit professional behaviors and dispositions at all times.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu/>].

The College of Education & Human Development is committed to the following five values: collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles. <http://cehd.gmu.edu/values/>

