

GEORGE MASON UNIVERSITY  
School of Recreation, Health, and Tourism

KINE 341-001: Kinesiology Internship I (3)  
Spring 2016

|                  |                   |                |                   |
|------------------|-------------------|----------------|-------------------|
| DAY/TIME:        | M/W 9-10:15 am    | LOCATION:      | 257 Bull Run Hall |
| PROFESSOR:       | Dr. Joel Martin   | EMAIL ADDRESS: | jmarti38@gmu.edu  |
| OFFICE LOCATION: | 207 Bull Run Hall | PHONE NUMBER:  | 703-993-9257      |
| OFFICE HOURS:    | M & W 1-3 pm      | FAX NUMBER:    | 703-993-2025      |

**PREREQUISITES**

KINE 200, 310, 330, 350, 370

Junior status (60 credits); Current CPR, AED, & First Aid

**COURSE CATALOG 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.

**ACCREDITATION STANDARDS**

This course meets the Commission on Accreditation of Allied Health Education Programs (CAAHEP) requirements and covers the following American College of Sports Medicine's Knowledge-Skills-Abilities (KSA's):

| KSA     | Description  | Lecture,<br>Lab, or<br>both |
|---------|--|-----------------------------|
|         | <b>GENERAL POPULATION/CORE<br/>EXERCISE PRESCRIPTION AND PROGRAMMING</b>   |                             |
| 1.7.32  | Ability to communicate appropriately with exercise participants during initial screening and exercise programming.   | Lab                         |
|         | <b>GENERAL POPULATION/CORE:<br/>SAFETY, INJURY PREVENTION, AND EMERGENCY<br/>PROCEDURES</b>  |                             |
| 1.10.17 | Ability to identify the components that contributes to the maintenance of a safe environment including equipment operation and maintenance, proper sanitation, safety and maintenance of exercise areas, and overall facility maintenance. | Both                        |
|         | <b>GENERAL POPULATION/CORE:</b>  |                             |

|         | <b>PROGRAM ADMINISTRATION, QUALITY ASSURANCE, AND OUTCOME ASSESSMENT</b>  |      |
|---------|---|------|
| 1.11.1  | Knowledge of the health/fitness instructor's role in administration and program management within a health/fitness facility.  | Both |
| 1.11.3  | Knowledge of how to manage of a fitness department (e.g., working within a budget, interviewing and training staff, scheduling, running staff meetings, staff development). | Both |
| 1.11.4  | Knowledge of the importance of tracking and evaluating member retention.  | Lab  |
| 1.11.6  | Ability to administer fitness-related programs within established budgetary guidelines.   | Lab  |
| 1.11.7  | Ability to develop marketing materials for the purpose of promoting fitness-related programs.   | Both |
| 1.11.10 | Knowledge of basic sales techniques to promote health, fitness, and wellness services.  | Lab  |
| 1.11.11 | Knowledge of networking techniques with other health care professionals for referral purposes.  | Both |
| 1.11.12 | Ability to provide and administer appropriate customer service.   | Lab  |

#### **NATURE OF COURSE DELIVERY**

Face to face and field experience. Classroom sessions are scheduled for Mondays (except the first class meeting) on the following days:

Wednesday, January 20, 2016

Monday, January 25, 2016

Monday, February 15, 2016

Monday, March 14, 2016

Monday, April 4, 2016

Monday, April 25, 2016

\*One on One Meeting with instructor to review mid-term evaluation – Date TBD by student and instructor.

**Roundtable discussion** (final exam) is scheduled during the final exam time. The date is to be determined – check George Mason University Academic Calendar:

<https://registrar.gmu.edu/calendars/>.

#### **EVALUATION**

Specific requirements that must be fulfilled before a grade can be determined include:

- Completion of specified forms and paperwork unique to the internship site.
- Attendance at all scheduled classroom sessions over the course of the semester.
- Completion of  $\geq$  total 150 hours over 10-14 weeks at an internship site that was assigned by the University supervisor.
- Completion of 5 class assignments.
- Email weekly reports with hours log to course instructor by 5:00 pm Sunday.
- Attending an assigned roundtable discussion session of the overall experience with the agency.

| <b>Assignment</b>       | <b>Points</b> |
|-------------------------|---------------|
| Class Assignments       | 300           |
| Mid-Term Evaluation     | 100           |
| Final Evaluation        | 200           |
| Completion of 150 Hours | 200           |
| Roundtable Discussion   | 100           |
| Professionalism         | 100           |
| <b>Total</b>            | <b>1000</b>   |

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  |

**Professionalism** (*Course objectives 1, 2, 3 & 4*)

Kinesiology students are expected to behave in a professional manner. Depending upon the setting professionalism may appear different, but typically consists of similar components. For undergraduate Kinesiology students in a classroom setting professionalism generally comprises the following components:

**Attendance** – Show up on time to class and pay attention. If you cannot attend a class for a legitimate reason please notify the instructor ahead of time. If you have to unexpectedly miss a class due to something out of your control, contact the instructor within 24 hours to notify them what happened and to see if there is anything you need to do to make up your absence.

**Participation** – Participate in class discussions and activities. Demonstrate that you have an interest in the subject matter.

**Communication** – When communicating with the instructor and classmates, either face-to-face or via the assigned George Mason University email address, students should address the other person appropriately, use appropriate language and maintain a pleasant demeanor.

**Responsibility/Accountability** – Professionals take responsibility for their actions and are accountable. This can occur at multiple levels but generally consists of completing assignments on time, submitting work that is of the appropriate quality, honoring commitments and owning up to mistakes.

**Honesty/Integrity** – Students are expected to be honest with the instructor, classmates and themselves. Professionals keep their word when committing to something and act in an ethical manner.

**Self-Improvement/Self-awareness** – One should be aware of their strengths/weaknesses and constantly seek to improve. Professionals regularly seek out opportunities to increase their knowledge and improve their current skill set.

## TENTATIVE COURSE SCHEDULE

| <b>Date</b>           | <b>Discussion Topics</b>   | <b>Assignment Due</b>     |
|-----------------------|--|---------------------------|
| Jan 20 <sup>W</sup>   | Introduction to KINE 341   | <b>KINE 341 Paperwork</b> |
| Jan 25 <sup>M</sup>   | Co-worker & Client Interaction   | <b>HW 1 Due</b>           |
| Feb 15 <sup>M</sup>   | Professional Development & Networking                                    | <b>HW 2 Due</b>           |
| Mar 14 <sup>M</sup>   | Equipment & Facility Maintenance / Emergency Procedures                  | <b>HW 3 Due</b>           |
| April 4 <sup>M</sup>  | Managing a Fitness Facility: Marketing, Pricing, Budgets, Managing Staff | <b>HW 4 Due</b>           |
| April 25 <sup>M</sup> | Current Trends in the Fitness Industry                                   | <b>HW 5 Due</b>           |
| May TBD               | Roundtable Discussion (8:30 to 10:15 am)                                 |                           |

### **Student Responsibilities**

During the internship, which involves a **minimum of 150 hours**, student responsibilities and obligations to the Site, Site Supervisor, and University are summarized below:

1. Report directly to the Site Supervisor for instructions. The intern is responsible for fulfilling duties as stipulated by the site supervisor, and for meeting all scheduled commitments and arrangements;
2. Participate in orientation sessions with their Site Supervisor;
3. Familiarize and abide by rules, regulations, policies and procedures of the Site applicable to their conduct while in the Site's employment;
4. Become an integral and participating member of the Site's staff;
5. Act in a **professional manner and communicate effectively** when working at the Site. You are 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 imperative that a cooperative attitude, good work record, and positive habits be maintained for the good rapport between the student, University and the Site
6. Visit, observe and participate, as appropriate, in various levels of the Site's operations, including meetings, programs, projects, and training sessions.
7. Meet 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 not feasible, the University Supervisor will contact the Site
8. Supervisor by phone or e-mail for feedback regarding the student's performance;
9. Notify the Site Supervisor in advance when it is necessary to be absent from work; and
10. Interns are 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 KINE 341: *Internship I* course. These are summarized below:

1. Provide the student with a structured and supervised learning experience;
2. Prepare the institution staff for the arrival of the student, and orient the student to the Site's history (including organizational chart), philosophy, policies regulations, administration, programs and facilities in order to permit the student to function effectively in the internship setting;
3. Conduct meetings with the student to provide consistent and frequent feedback regarding the site's work expectations and intern performance;
4. **Submit signed copies of the Mid-Term Evaluation and Final Evaluation after discussion and agreement with the intern;**
5. Provide an opportunity for a site visit by the University Supervisor;
6. Immediately notify the University Supervisor of any condition that affects the student's ability to succeed or complete the agreed upon internship tasks;
7. Direct reimbursement of the student for any costs they are authorized to incur on behalf of the Site, and;
8. Accept the student as a volunteer or paid member of staff (as applicable) and afford them 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. Assist the student to develop or acquire resources or skills necessary for the successful completion of assigned tasks;
2. Facilitate resolution of problems that may occur during the internship between the student and the Site;
3. Solicit evaluative commentary and reports from the student and the Site Supervisor;
4. Receive, review and evaluate required submissions from the student and Site Supervisor;
5. Conduct a site visit as arranged by the student and Site Supervisor to become better acquainted with the students' internship experience and to discuss student progress;
6. Hold **six mandatory class meetings and a final Roundtable Discussion** for students
7. Assess student work and assign a final grade;
8. Advice and assist the Site on matters pertaining to educational enrichment of the internship experience.

### *Student Expectations*

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://oai.gmu.edu/honor-code/>].
- 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/policies/responsible-use-of-computing/>].
- 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.

### *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/>].

**PROFESSIONAL BEHAVIOR:** Students are expected to exhibit professional behaviors and dispositions at all times.

**CORE VALUES COMMITMENT:** The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.

