

**George Mason University**  
**College of Education and Human Development**  
Kinesiology

KINE 341 (001) – Kinesiology Internship I  
3 Credits, Spring 2018

M/W: 9am-10:15am 253 Bull Run Hall– Science and Technology Campus

**Faculty**

Name: Oladipo Eddo

Office hours: By Appointment (Mondays only)

Office location: 220A Bull Run Hall

Email address: oeddo@gmu.edu

**Prerequisites/Co-Requisites**

KINE 200, 310, 330, 350, 370

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

**University Catalog 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 Overview**

*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, including a final Roundtable Discussion** for students;
7. Assess student work and assign a final grade;
8. Advise and assist the Site on matters pertaining to educational enrichment of the internship experience.

### **Course Delivery Method**

This course will be delivered using face to face and field experience. Classroom sessions are scheduled for Mondays on the following days:

Monday, January 22<sup>nd</sup>

Monday, February 5<sup>th</sup>

Monday, February 26<sup>th</sup> [*Discussion board; class will not meet*]

Monday, March 19<sup>th</sup>

Monday, April 2<sup>nd</sup>

Monday, April 16<sup>th</sup>

## Learner Outcomes or Objectives

This course is designed to enable students to do the following:

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.

**Professional 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, Lab, or both
	<b>GENERAL POPULATION/CORE 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: SAFETY, INJURY PREVENTION, AND EMERGENCY 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: 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

## Required Texts

N/A

## Course Performance Evaluation

In addition to the evaluations below, students must complete 150 hours at their general population site. Failure to complete the required hours will result in a failure of the course.

Type	Points
<b>Case Studies</b> (2 @ 50 points each) <i>Students will document the evaluation and exercise programming of 2 clients. (Objective 2) March 2<sup>nd</sup>, April 2<sup>nd</sup></i>	100
<b>Exercise Instruction</b> (2 @ 25 points each) <i>The Site Supervisor will complete a written evaluation of the student's ability to instruct and monitor exercise in one-on-one and/or group settings. (Objective 2) March 9<sup>th</sup>, April 9<sup>th</sup></i>	50
<b>Internship Reports</b> (1 @ 160 points) <i>Upon completion of each internship site, students are required to submit their report, which will serve as a comprehensive account of the internship experience. (Objective 3)</i>	160
<b>Supervisor's Professionalism Evaluations</b> (2 @ 50 points each) <i>The Site Supervisor will provide a written evaluation of the student's professional appearance, communication skills and rapport with clients/patients and staff and midterm and final. (Objective 3)</i>	100
<b>Attendance</b> (6 meetings @ 40 points each) <i>Students are expected to attend all class meetings or submit discussion board posts by the deadline. 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. (Objectives 1-4)</i>	240
<b>Assignments</b> <i>Assignments will be related to topics covered during lecture or topics from discussion board. Students will be required to gather and synthesize the information for assessment from their work environment, ensuring that the site supervisor signs off where necessary. (Objective 1)</i>	150
<b>Weekly Report</b> <i>Students will submit a weekly report using the template provided on blackboard. Students will complete the report, indicating the number of hours completed the previous week, and answering questions regarding experiences, growth opportunities and tasks performed.</i>	150

## Professionalism

*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:*

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.*

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

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.*

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Total Points Possible 1000

### Grading Scale

A = 940 – 1000	B+ = 880 – 890	C+ = 780 – 790	D = 600 – 690
A- = 900 – 930	B = 840 – 870	C = 740 – 770	F = 0 – 590
	B- = 800 – 830	C- = 700 – 730	

## Final Grades:

Grades are final following 24 hours after posting date.

## PROFESSIONAL DISPOSITIONS

Students are expected to exhibit professional behaviors and dispositions at all times. Depending upon the setting professionalism may appear different, but typically consists of similar components. For Kinesiology students in a classroom setting, professionalism generally comprises the following components:

**Attendance** – Students are expected to attend class, be on time, and pay attention. A grade of zero will be assigned to any missed assignment without prior permission from the instructor. Late assignments will receive a letter grade deduction for each 24-hour period past the deadline. If you cannot attend a class for a legitimate reason please notify the instructor in advance via email. If you have to unexpectedly miss a class

due to something out of your control, contact the instructor within 24 hours to notify them of what happened and to see if there is anything you need to do to make up your absence. Students will not be allowed to make up quizzes that are missed due to unexcused absences, and students who arrive more than 5 minutes late on quiz days will forfeit the chance to take the quiz.

**Communication** – When communicating with the instructor and classmates, either face-to-face or via email (see below), students should address the other person with respect, use appropriate language, and maintain a pleasant demeanor. Students who fail to do may be asked to leave class, and will receive a grade of zero for all assignments or activities missed during that class period.

E-mail Correspondence - Messages must be in a professional format and originate from a Mason address:

Dear Mr. Eddo (*Beginning salutation*),  
I have a question regarding one of the assignments. (*Text body*)  
Respectfully, (*Ending Salutation*)  
Student's name (*Your name*)

**Classroom Demeanor and Participation** – Students are expected to attend all class sections, participate in class discussions and activities, complete in-class exercises, and fulfill all assignments. Demonstrate that you have an interest in the subject matter. Participation in lab activities is mandatory and will comprise the majority of the lab grade. Anyone exhibiting inappropriate behavior may be asked to leave (e.g. sleeping in class, texting, or using laptops/tablets for recreational use). University policy states that all sound emitting devices (e.g. cell phones) shall be turned off during class unless otherwise authorized.

**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. Late assignments will receive a letter grade deduction for each 24-hour period past the deadline.

**Academic Honesty/Integrity** – Kinesiology 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. Students are held to the standards of the George Mason University Honor Code. Students are expected to honestly represent their work. The possible situations when a student could violate these expectations range from incorrectly citing or failing to cite references/footnotes within papers and projects to cheating on an examination or assignment. Academic integrity is the responsibility a student assumes for honestly representing all academic work. This includes but is not limited to quizzes, examinations, projects, and other forms of oral and written endeavors. Students who are caught cheating on exams, quizzes, or assignments will receive a grade of zero and will be reported to the office of Academic Integrity.

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

## Tentative Class Schedule

DATE	TOPIC
January 22 <sup>nd</sup>	Course Introduction
February 5 <sup>th</sup>	Professional Development & Networking {Mock Interview Prep}

February 26 <sup>th</sup> [Discussion Board]	Equipment & Facility Maintenance/Emergency Procedures
March 19 <sup>th</sup>	Co-worker & Client Interaction; Movement-Exercise Instruction
April 2 <sup>nd</sup>	Marketing, Pricing, Budgets; Managing Staff
April 16 <sup>th</sup>	Roundtable Discussion

## 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: <http://cehd.gmu.edu/values/>.

## GMU Policies and Resources for Students

### *Policies*

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- 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 Mason 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 with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).
- Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursessupport.gmu.edu/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

**For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/> .**

