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George Mason University
College of Education and Human Development
Kinesiology

KINE 341 (002) – Kinesiology Internship I
3 Credits, Fall 2020
Online

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Prerequisites/Corequisites
Required Prerequisites: (KINE 200C, 310C, 330C, 350C and 370C).
C Requires minimum grade of C.

UNIVERSITY CATALOG COURSE DESCRIPTION

Prepares students for the fieldwork experience in KINE 341: Kinesiology Internship I. Topics covered include: professionalism, careers, review of evidence-based position papers, and discussion of contemporary issues in kinesiology.

COURSE OVERVIEW

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. Current CPR, AED, and First Aid Certification required. Offered by Recreation, Health & Tourism. Limited to three attempts.

COURSE DELIVERY

This course will be delivered online using asynchronous format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (name@masonlive.gmu.edu) and email password. The course site will be available on Monday, August 24th.

Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.

TECHNICAL REQUIRMENTS

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:

To get a list of supported operation systems on different devices see:

- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Blackboard Collaborate web conferencing tool. [Delete this sentence if not applicable.]
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download: [Add or delete options, as desire.]
  - Adobe Acrobat Reader: https://get.adobe.com/reader/
  - Windows Media Player: https://support.microsoft.com/en-us/help/14209/get-windows-media-player
  - Apple Quick Time Player: www.apple.com/quicktime/download/

EXPECTATIONS

- Course Week: Because asynchronous courses do not have a "fixed" meeting day, our week will start on Monday and finish on Sunday.

- Log-in Frequency: Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 3 times per week.

- Participation: Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.

- Technical Competence: Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.

- Technical Issues: Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.

- Workload: Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.

- Instructor Support: Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

- Netiquette: The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words*. Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.

- Accommodations: Online learners who require effective accommodations to ensure accessibility must be registered with George Mason University Disability Services.

RECOMMENDED READINGS

N/A

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
IV.A.1.a	Knowledge of employee criminal background checks, child abuse clearances and drug and alcohol screenings.	Both
IV.A.1.b	Knowledge of employment verification requirements mandated by state and federal laws.	Both
IV.A.1.c	Knowledge of safe handling and disposal of body fluids and employee safety (OSHA guidelines).	Both
IV.A.1.d	Knowledge of insurance coverage common to the health/fitness industry including general liability, professional liability, workers' compensation, property, and business interruption.	Both
IV.A.1.e	Knowledge of sexual harassment policies and procedures.	Both
IV.A.1.f	Knowledge of interviewing techniques.	Both
IV.A.1.g	Knowledge of basic precautions taken in an exercise setting to ensure client safety.	Both

IV.A.1.h	Knowledge of pre-activity screening, medical release and waiver of liability for normal and at-risk participants.	Both
IV.A.2.c	Skill in maintaining a safe exercise environment (e.g., equipment operation and regular maintenance schedules, safety and scheduled maintenance of exercise areas, overall facility maintenance, proper sanitation, proper signage).	Both

COURSE PERFORMANCE EVALUATION

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

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

Completion of Hours and Weekly Reports: *Students will submit weekly reports including their hours of experience completed that week and the answer to five questions about their experience that week. Reports must be signed by your Site Supervisor, or if unavailable, the professional you were working with that week. All reports from the previous week will be due by Sunday at 11:59pm. If the student completes their hours before the end of the semester, they will receive full credit for any remaining reports. Your Weekly Report points on Blackboard is my count of how many hours you have completed; if it does not reach 150, then you fail the class.*

Case Studies: *Students will document the evaluation and exercise programming of 4 clients. (Objective 2)*

Exercise Instruction: *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)*

Internship Report: *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)*

Mock Interview Completion: *Students will perform an interview both as the interviewee and the interviewer. You will create questions to ask when you are the interviewer for a specific job posting found on the internet. You will then need to video both your interview and the interview you conduct. More details will be given on Blackboard.*

Discussion Boards: *Discussion boards will be assigned and will be used in place of class meetings. There will be 6 discussion boards you will complete, and they will be on topics specific to your site and experiences there.*

*****Site-specific information discussed in class is confidential. (Objectives 1-4)**

Reflection & Information Gathering Assignments: *These assignments will allow you to gather information about the fitness industry in topic areas such as employee verification, legal topics, safety guidelines and insurance coverage. Details of the assignment will be provided on Blackboard.*

Facility Assignment: *This assignment will have you do some research on what it costs to set up a fitness facility. You will find information on rental properties, equipment costs, and payroll. You will be able to gather this information from the internet as well as your site supervisors.*

Supervisor's Professionalism Evaluations: *The Site Supervisor will provide a written evaluation of the student's professional appearance, communication skills and rapport with clients/patients and staff at the midterm or 75 hours and at the end of the semester or 150 hours. (Objective 8)*

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.*

Grading Scale

A	= 94 -100	B+	= 88 – 89	C+	= 78 – 79	D	= 60 – 69
A-	= 90 – 93	B	= 84 – 87	C	= 74 – 77	F	= 0 – 59
		B-	= 80 – 83	C-	= 70 – 73		

Assignment:	Points:
1. Completion of Hours and Weekly Reports (150 hrs. / points)	150
2. Case Studies (4 @ 25 points each)	100
3. Exercise Instruction (4 @ 25 points each)	100
4. Internship Report (1 @ 100 points)	100
5. Mock Interview Completion (1 @ 50 points)	50
6. Discussion Boards (6 meetings @ 50 points each)	300
7. Reflection & Information Gathering Assignments (3 @ 50 points each)	150
8. Facility Assignment (1 @ 50 points)	50
9. Supervisor's Professionalism Evaluations (2 @ 100 points each)	200
10. Professionalism	50
Total:	1250 pts.

Note: Faculty reserves the right to alter the schedule as necessary.

TENTATIVE COURSE SCHEDULE

DATE	TENTATIVE TOPIC
Week of 8-24	Introduction to KINE 341 – Site Review
Week of 9-7	Pre-Activity Screening; Safety; Insurance
Week of 9-21	Legal Issues; Employee Requirements
Week of 10-5	Professional Development; Mock Interviews
Week of 10-26	Managing a Fitness Facility; Facility Assignment
Week of 11-16	Wrap Up
Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.	

FINAL EXAM – No final exam.

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 https://catalog.gmu.edu/policies/honor-code-system/).

- Students must follow the university policy for Responsible Use of Computing (see https://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 https://ds.gmu.edu/).

- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or https://cehd.gmu.edu/aero/tk20. Questions or concerns regarding use of Blackboard should be directed to https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/.
- For information on student support resources on campus, see https://ctfe.gmu.edu/teaching/student-support-resources-on-campus

Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:
As a faculty member, I am designated as a "Responsible Employee," and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason's Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

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

College of Education and Human Development

SAFE RETURN TO CAMPUS AND

REMOTE LEARNING GUIDANCE
FOR STUDENTS ENROLLED IN CEHD COURSES

Both a Safe Return to Campus and Successful Remote Learning Depend on YOU.

All students are required to take Safe Return to Campus Training prior to visiting campus: it is, however, recommended for all Mason students. Training is available in Blackboard.

Students are required to follow the university's public health and safety precautions and procedures outlined on the university Safe Return to Campus webpage.

All students in face to face and hybrid courses must also complete the Mason COVID Health Check daily, seven days a week.

You may not come to class if you receive a Yellow or Red email response to the Mason COVID Health Check.
You may only come to class if you receive a Green email response to the Mason COVID Health Check.

If you suspect that you are sick or have been directed to self-isolate, quarantine, or get testing do not go to class.
Faculty are allowed to ask you to show them that you have received a Green email and are thereby permitted to be in class.

Disability Services: Students unable to participate in a course in the manner presented, either due to existing disability or COVID comorbidity risk, should seek accommodations through the Office of Disability Services.

Campus Closure: If the campus closes or class is canceled due to weather or other concerns, students should check Blackboard, Mason email, or the Mason website for updates on how to continue learning and information about any changes to events or assignments.

Participation and Make-up Work: CEHD instructors will work with students to find reasonable opportunities to make up class work or assignments missed due to documented illness. Begin by contacting your instructor for guidance. For further assistance, students may contact their program and the CEHD Office of Student and Academic Affairs (cehdsaa@gmu.edu).

Technology Requirements:

Activities and assignments in CEHD courses regularly use the Blackboard learning system. Students are required to have regular, reliable access to a computer with an updated operating system (recommended: Windows 10 or Mac OSX 10.13 or higher) and a stable broadband Internet connection (cable modem, DSL, satellite broadband, etc., with a consistent 1.5 Mbps [megabits per second] download speed or higher. Additionally, CEHD course activities and assignments may regularly use web- conferencing software (Blackboard Collaborate / Zoom). In addition to the requirements above, students are required to have a device with a functional webcam and microphone. In an emergency, students can connect through a telephone call, but video connection is the expected norm.

Course Materials and Student Privacy:

All course materials posted to Blackboard or other course site are private; by federal law, any materials that identify specific students (via their name, voice, or image) must not be shared with anyone not enrolled in this class.
Video recordings of class meetings that include audio or visual information from other students are private and must not be shared.

Live Video Conference Meetings (e.g. Collaborate or Zoom) that include audio or visual information from other students must be viewed privately and not shared with others in your household. Some/All of your CEHD synchronous class meetings may be recorded by your instructor to provide necessary information for students in this class. Recordings will be stored on Blackboard [or another secure site] and will only be accessible to students taking this course during this semester.

Testing with LockDown Browser:

CEHD courses may require the use of LockDown Browser and a webcam for online exams. The webcam can be built into your computer (internal webcam) or can be the type of webcam that plugs in with a USB cable (external webcam). Information on installing and using LockDown Browser may be found here.

You will need the following system requirements for online exams:

Windows: 10, 8, 7
Mac: OS X 10.10 or higher
iOS: 10.0+ (iPad only)
Must have a compatible LMS integration
Web camera (internal or external) & microphone
A reliable internet connection

Prior to your first exam, you must install LockDown Browser following the step-by- step instructions linked above.

To ensure LockDown Browser and the webcam are set up properly, do the following:

Start LockDown Browser, log into Blackboard and select your course.
Locate and select the Help Center button on the LockDown Browser toolbar.
Run the Webcam Check and, if necessary, resolve any issues or permissions your computer prompts.
Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base. Further troubleshooting is available through the ITS Support Center.
Exit the Help Center and locate the practice quiz.
Upon completing and submitting the practice quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following guidelines:

Ensure you're in a location where you won't be interrupted.
Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach.
Clear your desk of all external materials not permitted — books, papers, phones, other devices.
Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it.
Remain at your computer for the duration of the test. Make sure that your computer is plugged into a power source, or that battery is fully-charged.
If the computer or networking environment is different than what was used previously with the Webcam Check and System & Network Check in LockDown Browser, run the checks again prior to starting the test.

To produce a good webcam video, do the following:

Do not wear a baseball cap or hat with a brim that obscures your face.
Ensure your computer or tablet is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or any other surface where the device (or you) are likely to move.
If using a built-in (internal) webcam, avoid tilting the screen after the webcam setup is complete.
Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window.
Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.