

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

KINE 490-DL1 – Kinesiology Internship III, Fall 2023

12 credit hours

Course dates: 08/21/2023 – 12/13/2023

This class does not meet in person

**Faculty**

Name: Karen Sinclair

Email address: [ksincla7@gmu.edu](mailto:ksincla7@gmu.edu)

Office location: n/a

Office hours: n/a

**Prerequisites Needed for KINE 490-DL1**

Students must complete KINE 330, KINE 341, KINE 400, KINE 410, KINE 420 and KINE 441 all with a grade of C or higher prior to enrolling in KINE 490. Only students with enough credit hours to earn senior status may enroll in KINE 490.

**University Catalog Course Description**

Provides a directed, field-based experience, in which students observe and participate in conditions, practices, and settings where sought career roles are conducted. The kinesiology fieldwork coordinator must approve placement for the practicum. Both a university supervisor and an approved agency supervisor with recognized professional certifications coordinate and oversee the student's internship experience. Current CPR, AED, and First Aid Certification required. Offered by School of Kinesiology. Limited to three attempts.

**Course Overview**

This is the final of three fieldwork experiences in which students are provided an opportunity to practice and refine practitioner-oriented skills that are required of entry-level kinesiology professionals. This course satisfies the University general education requirement for the synthesis course. The purpose of the synthesis course is to provide students with the opportunity to synthesize the knowledge, skills, and values gained from the general education curriculum. Students are held to the standards of the George Mason University Honor Code. Students are expected to meet all course requirements and fulfill your duties and responsibilities as stipulated by the onsite supervisor. Mason Core: Capstone

**Course Delivery Method**

This is a distance learning, online course. This course will be delivered using an internship format. In addition to requiring a minimum of 400 internship hours (**30 hours weekly minimum**), interns need to meet other requirements described in this syllabus.

## Learner Outcomes or Objectives

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

1. Synthesize theories, concepts, and philosophies learned through academic and relevant professional experiences to the vocational setting
2. Demonstrate skills and competencies of an entry-level kinesiology professional in the vocational setting
3. Assess his/her current professional strengths and areas in need of improvement
4. Set personal objectives for a career in kinesiology utilizing both personal assessment and evaluation by the academic institution and the internship site

## 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):

<b>KSA</b>	<b>Description</b>	<b>Lecture, Lab, or both</b>
V.A.1.a	Knowledge of industry benchmark compensation and employee benefit guidelines.	Both
V.A.1.b	Knowledge of federal, state and local laws pertaining to staff qualifications and credentialing requirements.	Both
V.A.1.c	Knowledge of techniques for tracking and evaluating member retention.	Both
V.A.2.a	Skill in applying policies, practices and guidelines to efficiently hire, train, supervise, schedule and evaluate employees.	Both
V.A.2.b	Skill in applying conflict resolution techniques.	Both
V.B.1.a	Knowledge of fiduciary roles and responsibilities inherent in managing an exercise and health promotion program.	Both
V.B.1.b	Knowledge of principles of financial planning and goal setting, institutional budgeting processes,	Both

	forecasting, and allocation of resources.	
V.B.1.c	Knowledge of basic software systems that facilitate accounting (e.g., Excel).	Both
V.B.1.d	Knowledge of industry benchmarks for budgeting and finance.	Both
V.B.1.e	Knowledge of basic sales techniques that promote health, fitness, and wellness services.	Both
V.B.2.a	Skill in efficiently managing financial resources and performing related tasks (e.g., planning, budgeting, resource allocation, revenue generation).	Both
V.B.2.b	Skill in administering fitness- and wellness-related programs within established budgetary guidelines.	Both
V.C.1.a	Knowledge of accepted guidelines, standards, and regulations used to establish policies and procedures for the management of health fitness facilities.	Both
V.C.1.b	Knowledge of facility design and operation principles.	Both
V.C.1.c	Knowledge of facility and equipment maintenance guidelines.	Both
V.C.1.d	Knowledge of documentation techniques for health fitness facility management.	Both
V.C.1.e	Knowledge of federal, state, and local laws as they relate to health fitness facility management.	Both
V.D.1.a	Knowledge of lead generation techniques.	Both
V.D.1.b	Knowledge of the four Ps of marketing: product, price, placement, and promotion.	Both

V.D.1.c	Knowledge of public relations, community awareness, and sponsorship and their relationship to branding initiatives.	Both
V.D.1.d	Knowledge of advertising techniques.	Both
V.D.1.e	Knowledge of target market (internal) assessment techniques.	Both
V.D.1.f	Knowledge of target market (external) assessment techniques.	Both
V.D.2.a	Skill in applying marketing techniques that promote client retention.	Both
V.D.2.b	Skill in applying marketing techniques that attract new clients.	Both

**We will have an end of semester meeting for all internship students. This will be a Zoom meeting and will be scheduled for the week of November 27 - December 1, 2023. The exact day and time will be determined soon, but most likely will be before 11 am on Tuesday or Thursday of that week. You will receive an email from Karen Sinclair later in the semester with the exact day/time of the Zoom meeting. Internship students are required to attend this meeting is required, and instructors will take student attendance. The purpose of this meeting is for 341/441/490 students to share the benefits, challenges, pros/cons and overall experiences from their fall internships.**

**Required Texts:** N/A

**Class Schedule:** This class does not meet in-person. Students determine the schedule with their internship site supervisor. Faculty reserves the right to alter the schedule as necessary, with prior notification to students.

**Course Performance Evaluation:** Students are expected to submit all assignments on-time in the manner outlined by the instructor (e.g., Blackboard, VIA). You will not receive a passing grade until all work is properly submitted and approved.

Students must provide the syllabus and all assignments to their Site-Supervisor on the first day and formulate a plan for getting your Weekly Reports signed and submitted before the weekly deadline.

Students must complete 400 hours at a facility that is pre-approved by the Internship Coordinator. Failure to properly document completion of 400 hours will result in a grade of "NC" or no credit (fail). All course requirements are due by the hour-marks or dates listed below. The final class deadline for hours is 11:59 p.m. on December 12, 2023. This is a pass (S) or fail (NC) class, and all assignments are pass/fail; if you fail an assignment, then you fail the class.

- **Pre-Internship Paperwork:** Varies by site (contact the Internship Coordinator for details). If an ELA is needed, the ELA is due to the Internship Coordinator before the internship can begin. The Internship Expectations form should be completed by the student and the site supervisor on the first day of the internship and then immediately submitted to the KINE 490 course instructor and Internship Coordinator.

- Weekly internship reports:** Weekly hours are accumulated Monday-Sunday. Reports are due via Blackboard on the day that you complete your hours for that reporting period. However, there is a built-in extension to cover problems until 11:59pm on Tuesday after the reported week closes. No extensions will be given beyond that Tuesday deadline; incorrectly reported hours will be lost and will not count towards the 400 properly documented hours. Students must make a back-up plan with their site-supervisor for occasions when they are not able to get an in-person, handwritten signature on the day that they complete their hours for each reporting period (who will sign in their place, electronic signatures, etc.). Answers on the reports must be thoughtful, well-written, and signed/dated by both the intern and site-supervisor every week and must discuss the exercise component of your duties. Your “grade” for each Weekly Report will reflect the number of hours that you reported during that week. It is not an actual grade in that you did not lose points for not working hours that week. It is just a record of how many hours you reported. After you complete all your hours, you will stop submitting the reports. No reports should be submitted during weeks where you do not accrue hours. You are required to have a minimum of 30 hours for your normal weekly schedule (40 is recommended). You will not receive credit for reports that are late, incomplete, missing a signature/date, or completed incorrectly.
- Special Project:** The Special Project Proposal Form (where you will “propose” a potential project and await instructor approval) is due on Blackboard by the day that you accrue your 150th hour. The Special Project Proposal form contains guidelines for acceptable special projects. This form is posted on Blackboard. The special project will be presented within the the student's Electronic portfolio (or e-portfolio).
- Electronic Portfolio:** Guidelines for E-Portfolio are available on Blackboard. The completed special project will be reported in the E-portfolio that is submitted by 12/12/23. The E-portfolio will also contain several other components about the student's internship experience (see the "guidelines for e-portfolio" on Blackboard). The E-portfolio is worth 100 points.
- Mid-term and Final Evaluations:** The Site Supervisor will provide a written mid-term evaluation of the student (form provided on Blackboard) no later than the day that you complete your 200th hour (which is when it is due on Blackboard) and a final evaluation using that same form no later than the day that you complete your 400th hour (which is when it is due on Blackboard). Regardless of the score from your site supervisor, your score will be pass/fail (either you completed and submitted the assignment correctly (before the deadline), or you did not. The purpose is for you to obtain useful criticism. You must obtain a signed (hand-written signature) copy of each evaluation from the site supervisor and submit it to the appropriate place on Blackboard by the respective deadline.
- Student Internship Feedback Report:** Upon completion of the internship, students are required to submit their report to Blackboard, which will serve as a comprehensive account of the internship experience. The report will be completed on the day that you complete your 400th hour and is due on Blackboard no later than the day that you complete your 400th hour.
- ACSM-EP or NSCA-CSCS preparation plan, registration proof, and exam results:**

  - Preparation plan due on Blackboard Tuesday, 9/12/23, 11:59 p.m.
  - Proof of exam registration due on Blackboard by Tuesday, 11/07/23, 11:59 p.m.
  - Use coupon code **ERPMASONU** for \$25 off the CSCS exam.
  - Use voucher code **AC05251B3209** for 40% off the ACSM-EP exam.
  - When you complete the exam, you receive a score report that must be submitted to Blackboard. Score Report due on Blackboard 12/12/23, 11:59 p.m.
  - The actual exam score does not impact the KINE 490 grade, as it is a completion grade for the course. Once you upload the exam score report, then you earn the assignment credit for KINE 490.

- Do not intentionally delay registering or completing the certification exam. There will not be extensions for technological or financial issues. Please plan ahead.
- **KSA Checklist:** To be completed together with your Site-Supervisor throughout the internship. Due by the day that you complete your 400th hour
- **Senior Survey (with completion quiz):** Completed at end of internship; **due by the day that you complete your 400th hour**
- **Final Deadline for all internship hours and course requirements: 12/12/23, 11:59 p.m.**

### **Grading**

This course is graded on the Satisfactory/No Credit scale. The KINE 490 instructor assigns the grade based on the student's meeting of all course requirements as listed on the syllabus and in Blackboard. The grade will either be "Satisfactory" (S), reflecting a grade of "C or better," or a "No Credit" (NC), which is the equivalent to a failing grade. Anyone receiving a grade of NC will be required to begin a new internship experience, including re-enrollment and repayment for the 12-credit hours.

An "In Progress" (IP) grade may be assigned until all internship requirements are completed. The assignment of an IP is on a case-by-case basis, and the student must email the instructor to request an IP grade. If a student is given an "IP," they have 5 weeks after the date of degree conferral to submit all course requirements/assignments to the instructor for grading. For Fall 2023, this date will be 5 weeks from Saturday, December 16, which is January 20, 2024.

If the student has not earned and reported 400 internship hours by 12/12/23 at 11:59 p.m., then they will receive a grade of "IP," if there is a valid/documented reason and it appears that they are making the best possible progress. A grade of "NC" (No Credit, i.e., F) may be given if the student is not making the best possible progress and has failed the class. All students must complete proper/approved documentation of 400 hours (via correctly completed/submitted Weekly Reports) to pass the class. Additionally, even if students do not complete the hours by the semester deadline, the certification exam score report deadline is still 12/12/23.

**KINE Program Late Policy:** "No late work will be accepted in this course without evidence of a dire or extenuating circumstance. Approval of extensions or make up opportunities are at the instructor's discretion."

**Email Policy:** Students must use their @gmu.edu email address to contact the instructor and site supervisor. Emails will not be answered if they do not show the proper respect for a student addressing a faculty instructor (both in content/tone and technical appearance).

- **At a minimum, the technical appearance of an email must include a proper salutation (i.e., Hello Professor, or Hi Mrs. Sinclair) complete sentences, proper grammar, attention-to-detail, and must end with the preferred first and last name of the student.**

### **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.*

### **Professional Dispositions**

See <https://cehd.gmu.edu/students/policies-procedures/>

### **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 VIA should be directed to [viahelp@gmu.edu](mailto:viahelp@gmu.edu) or <https://cehd.gmu.edu/aero/assessments>. 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, sexual harassment, interpersonal violence, and stalking:** As a faculty member, I am designated as a “Non-Confidential Employee,” and must report all disclosures of sexual assault, sexual harassment, 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 or support measures from Mason’s Title IX Coordinator by calling 703-993-8730 or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu).

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