Course Description

Practical professional experiences related to the field of Kinesiology. Experiences are varied and can include exercise testing, prescription and evaluation; program leadership, design, and/or administration; coaching; and sport medicine internships. May be repeated for a total of 4 units. Prerequisites: upper division status; GPA overall of 2.0; KIN 070 or instructor consent.

Course and Student Learning Objectives

Internship/Fieldwork courses enable the student to develop an understanding of actual operations, events, and professional responsibilities, as well as gain critical field-specific knowledge and skills. The internship experience is an essential component in a student’s course of study designed to facilitate the integration of theoretical, applied and academic subject matter in the field of Kinesiology and help students achieve these program learning outcomes:

- Develop a critical understanding of and the ability to apply theoretical and scientific knowledge from the sub-disciplines in kinesiology for personal fitness, healthy lifestyles, sport, and/or therapeutic rehabilitation.
- Communicate the essential theories, scientific applications, and ethical considerations related to kinesiology.
- Apply scholarship and practice of different movement forms to enhance movement competence in kinesiology.
- Recognize and apply sustainable approaches as they relate to kinesiology.
- Identify social justice and equity issues related to kinesiology for various populations.

Course Information

The internship/fieldwork course can be viewed in 3 components:

1. Planning for the Internship/Fieldwork
   - Student is responsible for finding, applying for and confirming the site for the internship/fieldwork.
   - Recommendations and/or contacts may be available through your designated Academic Advisor or internship supervisor.
   - There are many websites through which you can search for internships including SpartaJobs on the SJSU web site. Employers in our area regularly post internship opportunities on SpartaJobs. [http://www.careercenter.sjsu.edu/jobsintern/jobsintern.html](http://www.careercenter.sjsu.edu/jobsintern/jobsintern.html)
• Once the site for an internship/fieldwork is secured, the student completes all required paperwork (signatures needed from site supervisor, KIN internship supervisor, and undergraduate coordinator)
  o Internship packet of forms: http://www.sjsu.edu/kinesiology/forms/
    ▪ KIN 198 form to be signed by student and KIN supervisor and submitted to the KIN main office at least one week prior to beginning the internship AND one week prior to the last date to add. The staff with process your paperwork and subsequently contact you with an add code.
    ▪ Internship Specifications form to be signed by student, KIN supervisor, and on-site supervisor.
    ▪ Required Agreement form signed by student, KIN supervisor, and on-site supervisor.
    ▪ Hold Harmless Agreement signed by student
• Provide KIN supervisor with a copy of the signed internship specifications form.

2. Executing the Internship/Fieldwork
   • Communication with KIN internship supervisor
     o Student notifies their KIN internship supervisor a few days before beginning the internship to confirm location and give contact information (phone and email) for the site supervisor.
     o Students proactively communicate with their KIN internship supervisor (e.g. for 150 hour internship, after approximately each 50 hours) regarding status of the internship.
     o Students notify and/or meet with their KIN internship supervisor when concerns/issues arise during the internship.
   • Students complete all requirements for the internship
     o Students keep a weekly log/journal of tasks and hours worked each week. A total of 50 hours for each unit is required. This log must be submitted at the completion of the semester. An excel formatted log template is available at http://www.sjsu.edu/kinesiology/forms/

3. Completing the Internship
   • Communication with KIN internship supervisor
     o Student will notify the KIN internship supervisor when the hours registered for have been completed.
     o Student will submit by due date specified in consultation with their KIN supervisor their Internship Report - see guidelines on subsequent page.
   • Communication with site supervisor
     ▶ Send site supervisor a letter of thanks.
     ▶ At the end of your internship, please check that your site supervisor has completed the online Evaluation Form by the 2nd week in December (for fall semester) or 2nd week in May (for spring semester).
     ▶ Remind supervisor to complete online evaluation of your performance. URL to evaluation form:
       ▶ http://www.surveymonkey.com/s/KIN_intern_evalution
Check that you have completed all elements outlined in the 198 registration form. Everything must be completed on or before the last day of class in order to receive credit.

Internship Report Guidelines

- Cover Page: Report Title; Your Name; Semester of Internship and hours completed; Site of Internship; Site Supervisor’s Name and contact information.
- Introduction (1 page): provide a brief description of the company/agency where you interned. Also, provide a summary of the services/programs provided by your company/agency.
- Reflection/Analysis (3-4 pages): This section conveys your reflections at the conclusion of the internship. Viewed from a holistic perspective it should answer the question ‘so what’? In what ways did you, your site, and the people you worked with benefit from your internship experiences? What did you learn? What was the impact on you? In addition, this is where you convey achievements with respect to each of the learning outcomes identified at the start of the internship and in what ways you were able to connect theory with practice.
- Appendices:
  - Weekly Journal. A weekly summary of activities, experiences, and hours worked.
  - Evaluation of Site Supervisor
  - Copy of letter of thanks sent to site supervisor

General Internship Guidelines for Students

- Ask for help when in doubt. Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/She can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor with questions concerning your site.
- Be punctual and responsible. Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and those whom you serve rely on your punctuality and commitment to serve professionally throughout the internship.
- Call if you anticipate lateness or absence. Be mindful of your commitment, people are counting on you.
- Respect the privacy of all clients. If you are privy to confidential information with regard to the persons with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.) it is vital that you treat it as privileged information. You should use pseudonyms in your journal and reflective paper if you are referring to clients or the people you work with.
- Show respect for the organization you work for. Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community, but the community is serving you by investing valuable resources in your learning.
- Conduct yourself appropriately: You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise.
• Be flexible. The level or intensity of activity at a service site is not always predictable. Your ability to adapt to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

Cautions - Do Not:

• report to your service site under the influence of drugs or alcohol.
• give or loan a client money or other personal belongings.
• make promises or commitments to a client you cannot keep.
• give a client or agency representative a ride in a personal vehicle.
• tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived sexual with a client or community organization representative.
• tolerate inappropriate verbal exchanges or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity.
• enter into personal relationships with a client or community partner representative during the term of your service.

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on deadlines is available in the online schedule of classes at http://info.sjsu.edu/home/schedules.html. Information about late drops is available at http://www.sjsu.edu/aars/policies/latedrops/policy/.

An excellent resource when you have questions regarding policies or procedures is the Advising Hub at http://www.sjsu.edu/advising/.

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The University’s Academic Integrity policy, located at http://www.sjsu.edu/senate/S07-2.htm, requires you to be honest in all your academic course work (do your own work). Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The Student Conduct and Ethical Development website is available at http://www.sa.sjsu.edu/judicial_affairs/index.html. Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU’s Academic Policy S07-2 requires approval of instructors.
Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the Disability Resource Center (DRC) at [http://www.drc.sjsu.edu/](http://www.drc.sjsu.edu/) to establish a record of their disability.