San José State University  
Kinesiology Department  
KIN 285 Internship

<table>
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<tr>
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<td>Office Hours:</td>
<td>Online and by Appointment via email</td>
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<td>Prerequisites</td>
<td>Graduate standing and internship manager consent.</td>
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Course Description

Advanced practical experience in a professional work setting under direct supervision of qualified professionals. Interns assigned various duties and experiences related to areas of specialization.

Web Resource

Course materials may be found on the e-campus web site: Canvas: [http://www.sjsu.edu/at/ec/canvas/](http://www.sjsu.edu/at/ec/canvas/). You are responsible for regularly checking the Canvas discussion board, announcements, and email for information and messages. Login using your mysjsu username and password.

Kinesiology Graduate Program Learning Objectives

Internships 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 student 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:

- synthesize information in Kinesiology and communicate it clearly and concisely in a written manner utilizing appropriate APA style.
- synthesize information in Kinesiology and communicate it clearly and concisely in an oral manner.
- demonstrate the acquisition of knowledge and strength in an area of study within Kinesiology through the graduate culminating experience.
Grading

The internship is graded as Credit or No Credit. Credit is given when all requirements of the internship have been met and a good evaluation is received from both the site supervisor and Kinesiology internship manager.

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 50 hours over the length of the course.

Course Information

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

1. **Planning for the Internship**
   - Student is responsible for finding, applying for and confirming the site for the fieldwork.
   - Information and/or contacts may be available through your designated Academic Advisor or internship/fieldwork manager or the KIN internships web page: [http://www.sjsu.edu/kinesiology/internships/](http://www.sjsu.edu/kinesiology/internships/).
   - There are many websites through which you can search for fieldwork including SpartaJobs on the SJSU web site: [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. Forms at: [http://www.sjsu.edu/kinesiology/internships/](http://www.sjsu.edu/kinesiology/internships/).
   - All signed KIN 285 forms submitted to the KIN main office by the due date posted on the KIN internships web page. Dr. Shifflett will process your paperwork and subsequently contact you with an add code.

2. **Executing the Internship**
   - Communicate with KIN internship/fieldwork manager
   - Proactively communicate with Dr. Shifflett (e.g., for 150 hour fieldwork, after approximately each 50 hours) regarding status of the fieldwork.
   - Check the Canvas discussion board and announcements throughout the semester.
   - Notify and/or meet with their Dr. Shifflett when concerns/issues arise during the fieldwork.
     - Complete all requirements for the fieldwork
       - Details available on Canvas by the beginning of the term.

3. **Completing the Internship**
   - Communicate with KIN internship/fieldwork manager
   - Notify Dr. Shifflett when the hours registered for have been completed.
   - Submit by due date (on Canvas) the *Fieldwork Report* - see guidelines on Canvas.
   - Communication with site supervisor
     - Send site supervisor a letter of thanks.
• At the end of your fieldwork, please check that your site supervisor has completed an evaluation of your work using the **online Evaluation Form** by the last day of instruction for the semester.
• Check that you have completed all elements outlined in the KIN 285 registration form. Hours must be completed on or before the last day of class in order to receive credit.

**General Internship Report Guidelines - ONE document with these components:**

• Cover Page
• Introduction
• Reflection/Analysis
• Appendices:
  • Weekly Journal. A weekly summary of activities, experiences, and hours worked.
  • Your evaluation of your site and supervisor (summary of effectiveness)
  • Copy of letter of thanks sent to site supervisor

Note: Additional details regarding the internship report are found on Canvas.

**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.
• Be punctual and responsible. 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 your site 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, respect, 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.
- Engage in any type of business with clients during the term of your service.
- 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/drop, grade forgiveness, etc. Refer to the current semester’s Catalog in the policies section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic year calendars document at http://www.sjsu.edu/provost/services/academic_calendars/. The late drop policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/. Students should be aware of the current deadlines and penalties for dropping classes.

News and information about the latest changes are available at 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 at http://www.sjsu.edu/senate/S07-2.htm, requires you to be honest in all your academic course 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 at http://www.sjsu.edu/studentconduct/.

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 Integrity policy at http://www.sjsu.edu/senate/S07-2.htm requires approval of instructors.
Note: Activities/Assignments completed for another class cannot be counted for this course.

**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 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec/ to establish a record of their disability.

**Accommodation to Students' Religious Holidays**

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at http://www.sjsu.edu/senate/docs/S14-7.pdf.