Internships & Fieldwork

Spring 2016 Information/Orientation
Welcome!

- How to ..... 
- Expectations 
- Requirements 
- Forms 
- Due Dates 
- Site Supervisor Evaluation
Fieldwork/Internships/Independent Study

- Fieldwork
  - KIN 170D, 280

- Internship
  - KIN 198, 259, 285

- Independent Study - Off Campus
  - KIN 180, 286

- Registration forms & UOA (university-organization agreement) needed for all of the above
How To ....

- Find fieldwork/internship
  - Faculty, Friends, Employers
  - KIN student email list
  - SJSU Career Center Website - SpartaJobs
  - Cold calls local organizations
    - KIN internship web page for list of places we have had connection with
How To ....

- Use SpartaJobs
  - Use advanced search
  - Use filters (e.g., part-time; internships)
    - Do not filter too far
  - Use keywords to modify searches
How To ....

• Use SpartaJobs - Example from searches in SpartaJobs

Sports Writer

As a sports writer with isportsweb.com you will be assigned to cover a sports beat for a team that you have equal parts passion, knowledge, and the ability to write with confidence about. As that

Ticket Office Administrator - Part Time

The Oakland Athletics are currently seeking a Ticket Office Administrator for the 2016 season. This part-time, hourly position will report directly to the Ticket Services Manager and the Box Office Coordinator. Duties/Expectations: • Provide superior
How To ....

• Register for fieldwork/internship

  • Get KIN forms (and syllabus) from KIN internship web page: http://www.sjsu.edu/kinesiology/internships/

  • DO NOT search/google for the forms! This often turns up very old archived versions that cannot be accepted.

• Have site complete University-Organization Agreement (UOA) - if one does not already exist.

• Work with site supervisor to complete forms. KEEP copy & give site supervisor a copy. Need for final report.

• Turn in all forms (including UOA) to KIN main office - ask staff to put in Dr. Shifflett’s box.

• When approved, Dr. Shifflett will contact you by email with add code information.
How To ....

- **Complete KIN forms** for registration (internship & fieldwork courses)
  - Registration form (type or hand write info)
  - Internship specifications page (type or hand write info)
    - Learning outcomes - what you will learn through experience - keep copies of this page for you and your site supervisor.
    - Planned activities - what you will be doing
  - Participation Guidelines (type or hand write info)

- **Complete University-Organization Agreement (UOA)** - Check if a UOA already exists for your internship/fieldwork site. Send UOA to person at your site with SIGNATURE AUTHORITY for formal contracts and have them type in info then sign and give to you to turn in.
  - Site needs to type in information on pages 1 and 2. **NO HANDWRITTEN INFORMATION ACCEPTED**

- Bring all forms to KIN main office (including UOA) and ask staff to put in Dr. Shifflett’s mail box.
How To ....

- Register for OFF CAMPUS independent study

  - **Complete Registration forms** - on forms page of KIN’s website (type or hand write info). Link titled:

    - KIN 180 Independent Study (OFF CAMPUS) Registration Form [doc]

  - **Complete University-Organization Agreement** - Check if a UOA already exists for your off campus independent study site. Send UOA to person at your site with SIGNATURE AUTHORITY for formal contracts and have them type in info then sign and give to you to turn in. UOA on internships page of KIN’s website.

    - Site needs to type in information on pages 1 and 2. NO HANDWRITTEN INFORMATION ACCEPTED.

- Bring all forms to KIN main office and ask staff to put in Dr. Shifflett’s mail box. She will review UOA and assuming all OK forward to Dr. Semerjian for final review. After Dr. Semerjian approves, KIN staff will then send add code information.
Deadlines - Registration forms & UOA

• Fall 2015: Monday August 31st, 4pm
• Winter 2016: Tuesday, December 8th (2015), 4pm
• Spring 2016: Friday, February 5th, 4pm
• Summer 2016: Monday, May 16th, 4pm
The first impression you make as a professional is grounded in the quality of the initial paperwork you complete.

This past fall class: 15% of the group filled out all their paperwork correctly; some it took 3+ requests for revisions before information complete/correct.

Ongoing clear, complete, and timely communication is an essential component of your responsibilities.

Sorry…; I forgot…; I got busy…; Simply not acceptable.

TAKE ALL RESPONSIBILITIES SERIOUSLY
How To ....

• Connect with KIN internship manager (Dr. Shifflett) during internship/fieldwork

• Canvas - discussion board or email

• Skype

• NOTE: you need to check in periodically with email updates (e.g., 150 hour internship/fieldwork: check in every 50 hours). This is a requirement.
How To ….

• Prepare required report (deadline: last day of classes: 5/16 for this spring semester)
  • Follow guidelines on Canvas Course Site
    • One document - submit via Canvas (more information on Canvas)
      • **Must Use Template Provided** (on Canvas)
        • Cover page
        • Introduction
        • Reflection
        • Appendices
          • Log - Brief weekly summary of activities
          • Copy of thank you letter to site supervisor
          • Your evaluation of your site and supervisor
Expectations

• Of those doing Internships/Fieldwork
  • Complete all paperwork, reports, requirements
  • Professional approach to all individuals and responsibilities
  • Read & follow course guidelines and all information on Canvas
  • Understand and meet all requirements - syllabus, the internship specifications (learning outcomes), registration form, signed agreement, and site, report, communication
  • Complete all hours in the semester you are enrolled!
    • Do not agree to intern past semester - can continue, however status needs to change.
Expectations

• Of Internship Manager

• Process all paperwork, read reports, submit grades

• Provide help/guidance when requested by students and site supervisors

• Communicate with students via Canvas at regular intervals during the semester

• Review site supervisor’s evaluation of intern
Semester/session Wrap Up

• Email internship manager when hours completed

• Remind site supervisor to complete their evaluation of your work

• Link on Canvas

• Dr. Shifflett sends email reminder to site supervisor

• Turn in your report via Canvas by deadline

• Complete all hours by last day of classes
Additional Notes

- Check your registration after enrolled - particularly units. Be certain you can complete the hours needed. There are NO incomplete grades given.

- Canvas course materials - available by the start of the semester/session you are enrolled.

- Sample syllabi on KIN internships page for 170D, 198, 280, 285

- When you get KIN forms filled out with site supervisor find out who will sign the UOA. Get contact information and then get UOA completed.

- Paid positions OK? Yes.

- Winter session internships-fieldwork possible? Yes but only for 1 unit (50 hours).

- Summer session internships-fieldwork possible? Yes for 1, 2, or 3 units.
Questions?

If you have questions, email Dr. Shifflett at:

bethany.shifflett@sjsu.edu