

**San José State University**  
**Kinesiology Department**  
**Sample Syllabus for Internships/Fieldwork**

This is a sample/informational syllabus designed to provide information for students planning to do an internship/fieldwork. After you register you will be able to access the syllabus for that semester in Canvas.

**Course Materials**

After you are enrolled, course materials may be found on the Canvas web site: <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.

**Special Note for International Students**

- There are restrictions and a process for international students (All F1 and J1 visa holders) to go through before starting an internship.
- Help is available at the International Student and Scholar Services (ISSS) Office in Clark Hall 543.
- International students will need work authorization in order to do any type of internship/fieldwork off-campus--and this is usually true regardless if the opportunity is paid or unpaid. ISSS can help students obtain work authorization.
- After you have everything worked out through ISSS then you can complete KIN paperwork to enroll in an internship/fieldwork.

**Kinesiology Program Learning Objectives**

Internships/fieldwork 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/fieldwork 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:

- Students will be able to explain, identify, and/or demonstrate the theoretical and/or scientific principles that can be used to address issues or problems in the sub-disciplines in kinesiology.
- Students will be able to effectively communicate in writing (clear, concise and coherent) on topics in Kinesiology.
- Students will be able to effectively communicate through an oral presentation (clear, concise and coherent) on topics in Kinesiology.

- Students will be able to utilize their experiences across a variety of health related and skill-based activities to inform their scholarship and practice in the sub disciplines in kinesiology.
- Students will be able to identify and analyze social justice and equity issues related to kinesiology for diverse populations.

## **Grading**

The internship/fieldwork is graded as Credit or No Credit. Credit is earned when all requirements of the internship/fieldwork have been met and a good evaluation is received from both the site supervisor and kinesiology internship/fieldwork 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/fieldwork**

- 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/> .
  - 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>
- Once the site for an internship/fieldwork is secured, the student completes all required paperwork. Forms at: <http://www.sjsu.edu/kinesiology/internships/>
  - All signed internship/fieldwork forms need to be submitted 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/fieldwork**

- Communicate with the KIN internship/fieldwork manager
  - Proactively communicate with Dr. Shifflett (requirements on Canvas)
  - Check the Canvas discussion board and announcements throughout the semester.
  - Attend online course meeting.
  - Notify and/or meet with Dr. Shifflett when concerns/issues arise during the fieldwork.
    - Complete all requirements for the internship/fieldwork
      - Details available on Canvas by the beginning of the term.

### **3. Completing the Internship/fieldwork**

- Communicate with the KIN internship/fieldwork manager
  - Notify Dr. Shifflett when the hours registered for have been completed.
  - Submit by the last day of classes an *Internship/Fieldwork Report* - guidelines provided 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 classes.
- Complete all requirements
  - Check that you have completed all elements outlined in the internship/fieldwork specifications form and on Canvas. Hours must be completed on or before the last day of class in order to receive credit.

### **General Internship/fieldwork 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 fieldwork.
- 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.

### **Campus Resources**

Information pertaining to university programs and policies designed to facilitate student success can be found here: <http://www.sjsu.edu/gup/syllabusinfo/>