

San José State University
Kinesiology Department
Syllabus for Internships/Fieldwork (KIN 198, 280, 285)

Instructor	Cristina Carrillo
Office Location	SPX 170
Email	crisrina.carrillo@sjsu.edu (best way to reach Ms. Carrillo)
Office Hours	By appointment - contact Ms. Carrillo by email to arrange
Class Meetings	No in-person class meetings; all work is conducted via Canvas

Course Descriptions

Descriptions for the specific internship/fieldwork course you have registered for can be found in the SJSU online catalog: <http://info.sjsu.edu/web-dbgen/catalog/departments/KIN-courses.html>

Course Materials

Course materials may be found on the e-campus web site: 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 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.

Course Requirements and Grading

The internship/fieldwork is graded as Credit or No Credit. Credit is give 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 course of the semester.

Evaluation will be based on the components below which are scored excellent (4), good (3), fair (2), or poor (1). A score of at least 7 (out of 12) is needed to pass.

Communication (with Ms. Carrillo)
 Site Supervisor's Assessment
 Internship/Fieldwork Final Report

Course Notes

- Check Canvas announcements when you first register to be sure you have not missed any important messages that may have been sent out before you added the internship/fieldwork course.
- Attend the online course meeting.
- Take the communications component of the course seriously. For your online check-ins (submitted on Canvas assignments page) you can be brief but you must provide enough information to clearly convey what you've been doing for the hours leading up to each check in. Follow the instructions provided on Canvas.
- Complete all hours you registered for by the last day of classes. There are no incomplete grades for an internship/fieldwork. Hours must be completed on or before the last day of class in order to receive credit.
- Check that you have completed all elements outlined in the internship/fieldwork enrollment form and on Canvas.

- Use the template provided on Canvas for your internship/fieldwork report. The report is due by 11:59 pm on the last day of classes.
- Conduct yourself in a professional manner at all times.
- Send your site supervisor a thank you letter at the completion of your internship/fieldwork.
- Internship/fieldwork requirements are the same for all courses (198, 280, 285). The primary differences pertain to the nature of the work being done (e.g., exercise physiology internships differ from sport management) and the level of work being done (graduate students have more experience and education so can be expected to be engaged in more complex endeavors).

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:

- Use your cell phone or other mobile device while at your site working.
- 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. Report issues to the SJSU's Chief Diversity Officer, Dr. Wong (Lau) at kathleen.wonglau@sjsu.edu
- 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/>