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**Introduction: The Internship Experience**

The internship experience will be the practical application of the information gained in the classroom to the exercise science field. The internship may serve one or more of the following purposes:

1. Be enjoyable!
2. Ideally increase your marketability for future employment
   - (a) Have an edge in the job market
   - (b) Transition into the job – an internship may just be a “very long interview”
3. Develop skills that will be useful during future employment
4. Build a CV or Resume, even if you decide the internship is not in the career you would like to pursue
5. Help the student gain confidence in securing a full-time position
6. Decide if the career is right for you
7. Networking! (Both for references as well as potential employers)
8. Show off the practical skills you have learned through your KSU coursework

The University Coordinator from the Department of Kinesiology (Stephanie Kurti) and the Internship Site Supervisor will assist in the successful completion of the internship. However, the student is responsible for obtaining, preparing for, and completing the internship. This handbook will help you understand how to prepare and carry out the internship.

As you begin at the site of your choosing, you will learn new skills and be able to apply previous coursework in your internship experience. It is up to the student to get the most out of their internship, so work hard! Keep in mind internships often lead to job opportunities or possible references for future job applications. So best of luck!

**Purpose**

The purpose of this course is to help the student gain practical experience in several potential areas of the Kinesiology field. The internship should be designed to meet the needs of each student, with respect to their areas of expertise and future goals. Several potential internship sites are available for the internship experience and are listed in this manual. Internship sites may be located within or outside of the Manhattan area.

The student is expected to act and participate as a regular employee of the organization while serving as an intern. Therefore, you will be expected to dress, interact, and perform in a responsible, enthusiastic and professional manner. The student will report directly to the Internship Site Supervisor and will comply with all company policies, including work hours, contact hours, holidays, and other appropriate operating policies.

The student should be a positive representative for Kansas State University and the Department of Kinesiology.
**Course Objectives:**

Interns will: be exposed to a variety of exercise science/health fitness experiences in a practitioner setting.  
- Be given opportunities to apply acquired knowledge and skills in a practitioner setting.  
- Be given opportunities to enhance acquired academic knowledge and skills via working in a practitioner setting.  
- Be given opportunities to gain new knowledge and skills via working in a practitioner setting.  
- Be given opportunities to network with other exercise science/health fitness professionals via collaboration in a practitioner setting.  
- Be prepared to take a certification test if necessary

**Desired Outcomes:**

- Increase the knowledge, skills and practical experience of the Kinesiology student.  
- Develop positive references for future employment opportunities.  
- Develop network of exercise science/health fitness professionals in the specific area of interest.  
- Gain student feedback through evaluation of professional performance by site supervisor and university coordinator to use for course performance and for future improvement.  
- Develop bi-weekly reports and a final evaluation, which will chronicle internship activities, thoughts and future goals.  
- Gain experience through worksite-related project(s) to improve an exercise science/health fitness aspect of the organization.  
- Gain competence in transitioning from student to field practitioner.

**Requirements for Internship:**

1) Typically the student selects an internship of interest, initiates contact with the internship site, and works with the internship coordinator to make sure that the experiences are appropriate for university credit.

2) Pre-requisites for the internship must be met prior to enrollment: these are KIN 335, KIN 520, KIN 625 and KIN 655, along with consent of the internship coordinator.

3) Students are expected to put in 50 credits of time commitment for each credit hour. Internships are generally taken for between 6 and 8 credit hours, which will require 300-400 hours of work dedicated to the internship experience. Internships are normally taken in the form of a full-time or part-time job (20-40 hours per week).

4) Students must complete all paperwork starting on page 6 of this handbook, which include all placement and agency paperwork prior to the internship, bi-weekly reports submitted via e-mail to the Internship Coordinator, as well as a culminating project due at the end of the internship experience. Final grades will be determined based on a review of the bi-weekly reports, final project, and evaluation of the student by their internship supervisor.
Student Intern Checklist

You should begin searching for a suitable internship site at the beginning of the semester prior to the semester you plan on doing your internship. This checklist is to guide you through the internship process.

1) Schedule a meeting with the Internship Coordinator at least 3 months prior to when you plan on starting your internship

2) Complete the Internship Interest Form on the following page and return to the Internship coordinator

3) During enrollment, meet with the internship coordinator again to enroll for KIN 792

4) Verify health history and immunization records and obtain CPR/AED, Blood-borne pathogens and student liability insurance if required for site (proliability.com). Make copies for internship coordinator

5) Seek appropriate internship site with the help of the internship coordinator (2-3 months before start of internship)

6) Fill out all agency paperwork (due in the first week of internship)

7) Begin internship, complete bi-weekly reports, track weekly hours, and Site supervisor evaluations (during internship) and submit to the internship coordinator via e-mail

8) Turn in final self-evaluation and final evaluation from Site Supervisor (Due the last week of classes)

9) Internship coordinator will schedule a time to meet and discuss internship experience with the intern and Site Supervisor during final exam week.
Possible Internship Sites

Internships may be completed within or outside of the Manhattan area. If you are interested in completing an internship at any of the following sites, or have a location of your own, contact the internship coordinator at stephkurti@ksu.edu to schedule a meeting or to obtain the appropriate contact information.

<table>
<thead>
<tr>
<th>KSU Athletics</th>
<th>Mercy Regional Health Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>CrossFit Manhattan</td>
<td>Pediatric Therapy Center</td>
</tr>
<tr>
<td>K-State CrossFit</td>
<td>Geary Community Hospital</td>
</tr>
<tr>
<td>L.I.F.E Program</td>
<td>Salina Regional Health Center</td>
</tr>
<tr>
<td>KSU Recreation Services</td>
<td>Mathis Physical Therapy</td>
</tr>
<tr>
<td>MWR Fitness, Fort Riley</td>
<td>Dodge City Medical Center</td>
</tr>
<tr>
<td>Wildcat Fitness</td>
<td>Stormont Vail Healthcare (Physical Therapy)</td>
</tr>
<tr>
<td>Max Fitness</td>
<td>Meadowlark Hills Retirement Community</td>
</tr>
<tr>
<td>Maximum Performance</td>
<td>Nichols Chiropractic</td>
</tr>
<tr>
<td>Genesis Health Clubs</td>
<td>Fort Riley Middle School</td>
</tr>
</tbody>
</table>
Internship Interest Form

Student’s name: ______________________________ Date: ____________

Student Identification Number: ____________________________

Local Address: ____________________________________________

Local Home Telephone: __________ Work Telephone: ______________

Permanent Address: ________________________________

                                          ________________________________
                                          ________________________________

Permanent Telephone: ____________________________

Semester for which applying (Please circle): Fall Spring Summer

Have all prerequisites been met? (Please circle): Yes No

If no, please explain: _____________________________________________

Brief Description of Career Aspirations: ________________________________

________________________________________

Describe Goals of Internship: _______________________________________

List of Possible Internship Sites (names and locations): ____________________

________________________________________

Student’s Signature: ____________________________ Date: ____________

Return to Internship Coordinator
Course Description and Purpose: This course is designed as a supervised field experience with an approved fitness, strength and conditioning, or clinical exercise setting in the area. 50 hours of time commitment are expected for each credit hour taken. The course is offered for variable credit of 6-8 credit hours.

Course Objectives:
The students who complete the course requirements for KIN 792 in a fitness setting
• Will become familiar with the daily routine and fitness staff duties of the fitness center.
• Will observe and perform initial evaluation and risk assessment of new members.
• Will observe and assist with fitness testing sessions, personal training sessions, and group exercise classes
• Will provide orientation training on equipment usage to new members.
• Will design safe and effective exercise programs based on member’s medical history, fitness assessments, and exercise goals.
• Will learn about the selling and retaining of membership contracts.

The students who complete the course requirements for KIN 792 in strength and conditioning setting
• Will become familiar with the routine and duties of a strength and conditioning coach
• Will assist in the set up and clean up of daily workouts and assessment of student athletes
• Will learn proper exercise technique and spotting
• Will learn how to develop exercise programming that is safe, effective, and in accordance with current guidelines.

The students who complete the course requirements for KIN 792 in a clinical setting
• Will become familiar with the daily routine and duties of the clinical exercise specialist.
• Will shadow or assist in the therapy sessions of clients.
• Will learn pertinent assessments and therapy protocols.
• Will learn how develop programming that is safe, effective, and in accordance with current guidelines.

Course Expectations:
It is expected that all students enrolled in KIN 792
• Will be active participants in the internship experience
• Will conduct themselves professionally at all times
• Will complete all assignments on time
• Will complete all assignments to the best of their abilities

Grading:
Students participating in the internship course will be graded based on their completion of the following assignments in a timely manner and a final evaluation by their internship site supervisor.

Initial SWOT Analysis Worksheet
Bi-weekly Reports
Self-Evaluation of Internship Performance
Evaluation of Supervisor
**K-State Online:** K-State Online (http://public.Online.ksu.edu) will be used for the posting of class information and materials.

**Important Dates:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>All Internship Paperwork must be turned in to Stephanie Kurti (Ahearn 113)</td>
</tr>
<tr>
<td>Week 2</td>
<td>Initial SWOT Analysis</td>
</tr>
<tr>
<td>Week 4</td>
<td>Bi-weekly Report #1</td>
</tr>
<tr>
<td>Week 6</td>
<td>Bi-weekly Report #2</td>
</tr>
<tr>
<td>Week 8</td>
<td>Bi-weekly Report #3</td>
</tr>
<tr>
<td>Week 10</td>
<td>Bi-weekly Report #4</td>
</tr>
<tr>
<td>Week 12</td>
<td>Bi-weekly Report #5</td>
</tr>
<tr>
<td>Week 12</td>
<td>Self-Evaluation of Internship</td>
</tr>
<tr>
<td>Week 12</td>
<td>Supervisor Evaluation of Internship Student</td>
</tr>
</tbody>
</table>

*Bi-weekly reports are due every 2 weeks during your internship. If you have completed your total hours in less than 12 weeks, you do not need to continue to write bi-weekly reports and you can complete and turn in your self-evaluation paper prior to week 12 deadline. If you finish early, please request that Stephanie Kurti send your supervisor the Evaluation form early.*
KINESIOLOGY 792 INTERNSHIP PROCEDURES AND FORMS

There are several forms to be completed with the practicum experience. Below are instructions and helpful suggestions in using these forms.

AGENCY ACCEPTANCE OF INTERNSHIP STUDENT

This form is to be completed prior to the student leaving campus. It is the formal agreement between the agency, student, and KSU. It provides the Internship Coordinator an opportunity to evaluate the specific requirements of the student intern at the specific work site.

PLACEMENT, AGREEMENT FOR INTERNSHIP AGENCY, STUDENT AND UNIVERSITY

This acts as a formal contract between the student, the agency, and the University coordinator it should be completed and returned to the university during the first week of the internship.

This form should be completed during the first week of the internship by the student in the presence of the Agency Supervisor.

The specified dates for the completed assignments becomes a checklist for the student to complete.

SWOT ANALYSIS

The SWOT analysis is a tool that can help analyze strengths and weakness and the potential opportunities and threats that flow from them. The students should fill out the SWOT analysis form during the first two weeks of the internship experience, and should work on strengthening some of the weaknesses identified in the SWOT analysis during the internship experience. The student will complete the assessment again at the end of the semester.

BI-WEEKLY REPORT FORM

This is the cover sheet for reports, which are due every two weeks during the internship experience. Each report should be typed and sent to the University Coordinator at the specified date.

FINAL SELF-EVALUATION WRITE-UP

The final self-evaluation is the student’s perception of their performance during the internship experience. It also allows the student to process what they have learned and how the internship experience may affect their job search after graduation.

INTERNSHIP EVALUATION

So that the supervisor is made aware of the evaluation criteria, this Intern Evaluation form should be presented to the Agency Supervisor during the first week of the internship experience.

This Internship Evaluation is to be completed by the Agency Supervisor during the last week of the internship experience.
AGENCY ACCEPTANCE OF INTERNSHIP

The agency accepts the following student as an internship student for the time and under the job specifications listed below.

Name of student: ___________________________________________________________

Starting Date:_________________________
Ending Date:_________________________

Description of assignment:___________________________________________________________________
____________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Date
Agency Representative

Agency

Phone Number

Please return to Stephanie Kurti, Department of Kinesiology,
Gym 113 Ahearn, Kansas University, Manhattan, Kansas 66502

KSU - Department of Kinesiology
PLACEMENT AGREEMENT FOR INTERNSHIP AGENCY, STUDENT, AND UNIVERSITY

Name of the Agency:____________________________________________________________

Address:_______________________________________________________________________

Phone:_(____)_____________________

Student’s Name:_______________________________________________________________

School Address:_______________________________________________________________

Permanent Address:____________________________________________________________

The above named student agrees to complete for a minimum of__________
clock hours per assignment for _____ credits, during the
Fall______,Spring______,Summer_____ semester. The student will be assigned work on a daily
schedule for at least__________ hours per week, beginning:____________Year______ and ending
____________________Year_______

The Student will:

1. Adhere to all policies, regulations, and assignments outlined by the University and
the agency providing the field work experience.

2. Complete all University assignments:

Reports Due:_______________________________________________________________

Final Notebook Due:__________________________________________________________

Evaluation of Student Due:____________________________________________________

3. Arrange for periodic conferences with agency and university supervisor or combined
conferences.

The agency is responsible for completing all necessary evaluation forms, recommendations
and appraisal of agency as a internship placement. All of the above must be completed prior
to determining a final grade for the student.

Date_______________________ Student__________________________________________

Date______________________ Agency Supervisor____________________________________

Date______________________ Internship Coordinator ________________________________

KSU Department of Kinesiology
SWOT Analysis Worksheet

**Purpose of SWOT:** A SWOT matrix is a framework for analyzing your strengths and weaknesses as well as the opportunities and threats that you face. This helps you focus on your strengths, minimize your weaknesses, and take the greatest possible advantage of opportunities available to you.

**Instructions:** Think through the following questions under the strengths, weaknesses, opportunities, and threats categories of the SWOT analysis worksheet. Answer each question to the best of your ability on a separate piece of paper. You should first assess your strengths and weaknesses and then use those traits to help you identify opportunities and threats that may present themselves in the field in which you are working as an intern.

<table>
<thead>
<tr>
<th><strong>Strengths</strong></th>
<th><strong>Weaknesses</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>What do you do well?</td>
<td>What could you improve?</td>
</tr>
<tr>
<td>What unique resources can you draw on? (skills, certifications, education, connections)</td>
<td>What tasks do you avoid because you don’t feel confident doing them?</td>
</tr>
<tr>
<td>What do others see as your strengths? (ask at least 5 people who know you well)</td>
<td>Are you completely confident in your education and skills training? If not what areas are you weakest?</td>
</tr>
<tr>
<td>What achievements are you most proud of?</td>
<td>What are your negative work habits?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Opportunities</strong></th>
<th><strong>Threats</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>What opportunities are open to you?</td>
<td>What obstacles do you foresee facing in this internship?</td>
</tr>
<tr>
<td>What trends could you take advantage of?</td>
<td>What threats do your weaknesses expose you to?</td>
</tr>
<tr>
<td>How can you turn your strengths into opportunities?</td>
<td></td>
</tr>
</tbody>
</table>
Report number:_______

Date:____________________________

Hours of Credit:__________________

<table>
<thead>
<tr>
<th>Student’s Name</th>
<th>Address</th>
<th>Phone</th>
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<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Address</th>
<th>Phone</th>
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Agency Supervisor

General estimate of the percentage of your time that is involved in the following responsibilities:

<table>
<thead>
<tr>
<th>Organizing</th>
<th>Administration</th>
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<table>
<thead>
<tr>
<th>Teaching</th>
<th>Observation</th>
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<table>
<thead>
<tr>
<th>Supervising</th>
<th>Advance Program Planning</th>
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<table>
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<tr>
<th>Other</th>
<th>Total Number of Hours</th>
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<tbody>
<tr>
<td>(please explain)</td>
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Accumulated total number of internship hours __________

Describe your responsibilities during the past report period. Specify behavioral objectives or completed role, groups, functions, duties, and other pertinent information that relates to your internship. Lectures and formal orientation information may be summarized or placed in final notebook.

Was there a major problem during the past report period? If so, please explain.

Comment briefly on your impression of your performance during the past report period (strengths, weaknesses, omissions, planning, etc.)

Plans for the next report period (including any work location changes or special programs). Please be specific.

This report offers both yourself and your supervisor’s valuable insights into the nature and performance of your responsibilities. Please be prompt in the preparation of this report at the end of each report period. (Keep a duplicate copy for your own personal records.)

KSU Department of Kinesiology
**FINAL SELF-EVALUATION WRITE-UP**

**Directions:** Think through the following questions and answer each question to the best of your ability. This write-up should be a minimum of 4-5 pages.

1. How have you applied your knowledge of exercise physiology to your internship experience? What areas of exercise physiology do you need to learn more about in order to continue successfully in the career field?

2. Analyze your performance during your internship experience. What did you do well and what areas do you need to continue to work on? What were your favorite responsibilities and which responsibilities were challenging to complete?

3. Look over your SWOT evaluation from the beginning of the semester. How have you worked to maximize your strengths and improve on your weaknesses this semester?

4. How has this internship experience influenced your career plans after graduation? Look over the opportunities and threats questions in the SWOT analysis. What opportunities are available to you in this career field and what threats you foresee facing in getting a job in this career field?

5. What additional certifications, licensing, and/or education will you need to obtain in order to pursue a career in this area of kinesiology? How do you plan to go about getting these additional credentials?

6. How can you network with others in this field in order to find available jobs? What job search engines might you take advantage of, and what contacts do you have that could help lead you in the right direction?
INTERNERSHIP EVALUATION

Name of Student: ______________________________ Date: __________

Name of Agency: ______________________________ Date: __________

The following evaluation format is a series of statements by the evaluator on the student’s experiences.

PERSONAL: (The basic qualities for success at a professional level)

Manner: ____________________________________________________________

Appropriate Dress: ________________________________________________

Dependability: ____________________________________________________

LEADERSHIP: (The leadership roles in performing direct and mid-level positions)

Initiative: __________________________________________________________

Motivation: ________________________________________________________

Adaptability: _______________________________________________________

Understanding Needs: ______________________________________________

Ability to plan, organize and evaluate: ________________________________

SUPERVISOR/ADMINISTRATIVE:

Supervisor of Staff: ________________________________________________

Supervisor of Volunteers: ____________________________________________

PROFESSIONAL INTEREST:

Quality of work: __________________________________________________

Summarize strengths and areas needing improvements: __________________

Level of work performed (would you hire this intern): _________________

Recommended grade: ______

KSU Department of Kinesiology ___________________________ Evaluator’s Signature and Title