

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**  
**HEALTH AND KINESIOLOGY INTERNSHIP**  
**PROCEDURAL MANUAL**

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## HEALTH AND KINESIOLOGY INTERNSHIP PROGRAM

## I. Introduction

The Kinesiology and Health Programs in the Department of Kinesiology, Health & Nutrition, College of Education and Human Development at the University of Texas at San Antonio, offer a bachelor's degree with concentration emphases in kinesiology, athletic medicine, health education, public health, health and fitness in business and industry, or teacher certification. The major goals of the program are:

- 1) To prepare students for entry into the kinesiology- and health-related fields;
- 2) To ensure that graduates are knowledgeable regarding program development, planning, implementation and evaluation;
- 3) To ensure that graduates have internalized positive attitudes and values toward the missions and goals of kinesiology and health disciplines.

The internship experience is required for seniors seeking a degree in kinesiology or health but not pursuing a teaching certificate. The internship gives the student an opportunity to apply and integrate the cognitive knowledge and skills developed in the classroom in real-world settings.

A community-based internship offers a vast range of opportunities for the student to explore the field of their future pursuit in different settings ranging from voluntary organizations and hospital-based programs, to health and fitness centers, and public and non-profit agencies. Through the internship program, the University of Texas at San Antonio's health and kinesiology program hopes to establish cooperative relationships with public and private organizations, resulting in a positive experience for students, the program, and the placement organization.

### **Eligibility**

**Health and Kinesiology majors are eligible to apply for internship if they have:**

**Completed all degree requirements of the major and support work;**

**A minimum cumulative GPA of 2.50;**

**Are within 12 hours of graduation (including the 6 hours of the internship) for the fall and spring semesters and within 6 hours of graduation for the summer semester.**

## II. Explanation of the Internship Program

Experiential learning is an indispensable and valuable element for health and kinesiology professionals. An internship enables the student to gain practical experience as a professional under conditions conducive to educational development. The internship is a time-limited, supervised period of health or kinesiology education activities carried out in a kinesiology- or health-oriented organization.

### A. Time Requirements

The student will earn 6 credit hours (on a letter grade basis) for completing the internship. During the fall or spring semester, twenty (20) hours a week for one full semester (15 weeks) must be spent at the placement organization for a total of 300 hours. During the summer semester, thirty (30) hours a week (10 weeks) must be spent at the placement organization for a total of 300 hours. The student is expected to adhere to agreed-upon agency work schedules and administrative policies. Failure to participate in scheduled work activities (i.e. evenings or weekends) will result in termination of the internship.

### B. Objectives of the Internship Experience

1. To broaden student understanding of the functioning in kinesiology- and health-related agencies.
2. To integrate classroom-based knowledge and skills in daily professional practice.
3. To analyze the role of health or kinesiology and health or kinesiology professionals in agency settings.
4. To gain an understanding of the organization, administration, program activities, and problems of placement agencies.
5. To improve student skills through on-the-job training, by allowing the student to assume specific responsibilities for planning, implementing, administering, and/or evaluating an agency program.

These objectives may be accomplished through (but are not limited to) the following suggested methods:

1. Needs assessment of a problem facing a placement agency;
2. Mobilization and coordination of resources to discover the facts related to a problem facing a placement agency;
3. Coordination and administration of a program activity;
4. Implementation of a kinesiology- and health-related activity;
5. Collaboration with professional staff on an interdisciplinary and/or interagency basis;
6. Interaction with the public through promotion, programming or other related activities;
7. Participation on committees;
8. Preparation, assembly, pre-testing and/or evaluation of materials;
9. Evaluation and follow-up of implemented activities.

#### C. Financial Considerations

Internship experiences are designed to provide the student the opportunity for professional experience and should be selected on the basis of their educational quality. *The internship may be a paid experience.* The university supervisor must be informed in advance if an intern student is accepting payment for fulfilling the required internship hours.

However, the sponsoring organization is expected to reimburse the intern for expenses incurred in fulfilling their duties (i.e. assigned travel, assigned attendance at workshops, etc.) if outside of the Bexar county area. Additional uncertain costs should be discussed between the site supervisor and the intern in advance of the internship. Any financial compensation to the intern student should not alter how the internship is evaluated as stipulated in this Manual.

#### D. Advisement and Problem Solving

The internship provides the student opportunities to learn to deal with problems which arise from work duties and interpersonal relationships. If a situation or questions arise regarding the student's role or responsibilities, the intern is encouraged to discuss concerns with the site supervisor and the university supervisor. If the intern and site supervisor are unable to reach an understanding acceptable to both parties, the university supervisor will meet with them to help reach a solution.

The following problem-solving steps should be followed:

1. If the intern encounters a problem with the sponsoring organization, it is the intern's responsibility to attempt to resolve the problem with the site supervisor, and to inform the university supervisor of the problem immediately by email.
2. If the site supervisor identifies a problem with the intern's performance, the problem should be documented, shared with the student, and forwarded to the university supervisor.
3. If the problem cannot be resolved through a conference between the intern and site supervisor, the university supervisor will arrange a three-way conference to address the problem.
4. Also, the student, site supervisor and university supervisor can seek the department chair's counsel or advice before a solution or decision is made.
5. In the event that a mutually agreeable solution cannot be found, the university supervisor may initiate an alternative placement for the intern if time is permissible. This however may delay the completion date of the internship.

### III. Roles and Responsibilities

#### A. Intern

1. Review potential internship sites on the Department's Internship web page. Factors to consider when reviewing the internship sites include:
  - matching student's career goals with opportunities provided by the sponsoring organization;
  - determining if the daily activities of the sponsoring organization fit with the experiences desired within a selected specialty area;
  - determining if the experience will expand the student's knowledge and permit professional growth and development;
  - examining the types of clients served, services offered, range of programs, and administrative function;
  - opportunities for networking;
  - location of agency
2. Complete Internship Worksheet (page 15 of manual) outlining your career goals.
3. Attend informational Mandatory New Candidate Meeting (NCM) that is held prior to the semester of the internship. Please check with an Advisor or Class Schedule for meeting times. Students must attend the Information Meeting in order to register for Internship.

5. Student will interview with the one/two agencies that they have selected. Following the interviews, the student will determine which site most closely meets his/her career interests. The student will contact the agency to receive approval from the site for completion of the internship. Student will contact all other sites interviewed at to inform the site of his/her decision to interview elsewhere.
6. Develop an **Educational Work Plan** with input from both the site supervisor and the university supervisor. The purpose of this plan is to assist the student in formulating career goals and educational objectives. It also delineates how specific job responsibilities will help the student meet these goals and objectives. The plan should help structure the internship experience so that the expectations of all parties can be achieved. The form to be used for the educational work plan will be emailed to intern once they have completed the requirements set forth in the Mandatory New Candidate Meeting.
7. Obtain approval and appropriate signatures from both the site and university supervisor for the Educational Work Plan. Make two copies, one for the site supervisor, and one for university supervisor. Keep the original for your own records.
8. Mid-term and final evaluations of the student intern by the site supervisor are required. These forms and due dates are available on the course/Blackboard website.
10. Intern students are also required to complete the briefing and debriefing links, during the first and last weeks of the semester.

B. Placement Organization

1. The major responsibilities of the placement organization include:
  - a. Designate one professional staff person as the **site supervisor** for the student. The site supervisor must be able to provide **at least one hour of direct contact to the intern per week**. This direct contact and interaction is extremely important in allowing the intern to more fully understand the roles and responsibilities of the community kinesiology professional. This time together enables the site supervisor to directly observe the intern at work, setting the groundwork for evaluation, and allows the site supervisor to share their expertise with the intern. During the supervisory hour each week, the intern's strengths and weaknesses should be discussed, along with specific suggestions on how to better carry out the internship responsibilities.
  - b. Work with the student to complete the Educational Work Plan.

- c. If the organization requires a criminal history background check of the student, it is the responsibility of the organization to satisfy this requirement. All requirements of the organization (background checks, immunizations, etc.) must be completed upon tentative acceptance of the student intern. If these requirements result in the site being unable to accept the student, the site **MUST** contact UTSA immediately to facilitate other placement options.
- d. Provide the student with an orientation that includes an explanation of the background, structure, regulations and operations of the agency. This can also include additional training necessary for the intern student to complete his/her course assignments.
- e. Provide meaningful assignments that promotes the professional growth of the intern while pursuing the goals of the placement agency. Whenever possible, provide a variety of learning opportunities including attendance at staff meetings, conferences, collaborative meetings, etc.
- f. Routine clerical and/or custodial tasks are a part of everyone's position and are appropriate in an internship as a learning experience, but please avoid burdening the intern with only such tasks.
- g. Provide the intern with appropriate workspace and necessary supplies.
- h. Communicate with the university supervisor at least once during the semester to ensure a quality field experience.
- i. Prepare two written evaluations of the student intern (form provided), one midway through the experience and the other during the last week of the internship. Discuss the evaluations with the student, have the student sign the form and return it directly to the university supervisor.

C. University

1. The Health and Kinesiology University Supervisor in the College of Education and Human Development has the overall responsibility for developing policies for the internship program and overseeing the internship experiences. The university supervisor will:
  - a. Network with kinesiology- and health-related organizations and agencies to locate appropriate internship placements.
  - b. Orient the agency to the Kinesiology and Health programs at UTSA.
  - c. Counsel and advise students regarding the requirements of the internship.
  - d. Notify the organization about interns interested in interviewing for a site experience with their agency.

- e. Review and approve the student's educational work plan.
- f. Assist in the resolution of questions or problems that may arise regarding appropriate roles and responsibilities of the intern.
- g. Provide professional liability insurance for student interns (\$1 million/\$3 million policy).

#### IV. Internship Termination

1. If the student is terminated from the internship for any reason, the student will need to do the following:
  - a. Notify the internship coordinator immediately
  - b. You will be asked to meet with the internship coordinator
2. Each termination will be resolved case by case including communication with the site supervisor, student, University Supervisor, Internship Coordinator, & Department Chair.
  - a. If the student is at fault, then the student will need to withdraw from the internship course
  - b. You will forfeit that semester and any financial obligations
  - c. You will need to submit a request of courses to the internship coordinator to replace the internship.
3. If there is a resolution, then the University Supervisor & Internship Coordinator will assist the student in completing the internship.

**Internship Worksheet**

**Interview Worksheet**  
**(TO BE COMPLETED BY THE STUDENT)**

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Interviewer: \_\_\_\_\_

Company/organization principles: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intern special projects: \_\_\_\_\_

\_\_\_\_\_

Intern responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship relates to degree: \_\_\_\_\_

\_\_\_\_\_

Other Pertinent Information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When will I be contacted: \_\_\_\_\_

Deadline to turn in paperwork is: \_\_\_\_\_

My internship completion dates will be: \_\_\_\_\_

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
HEALTH AND KINESIOLOGY INTERNSHIP  
EDUCATIONAL WORK PLAN**  
Assigned Faculty: \_\_\_\_\_  
**Leave blank)**

**Student Information**

Name:	Banner:@
Email:	Cell Number:
Student Address:	Degree Concentration:
Emergency Contact:	Contact Number:
Academic Advisor:	

**Internship Site Information**

Internship Agency Name:	Site Supervisor Name:
Site Email:	Site Phone Number:
Site Address:	
Starting Date:	Ending Date:

**Schedule**

Monday:	Start Time:	End Time:
Tuesday:	Start Time:	End Time:
Wednesday	Start Time:	End Time:
Thursday	Start Time:	End Time:
Friday:	Start Time:	End Time:
Saturday:	Start Time:	End Time:
Sunday:	Start Time:	End Time:
Hours Per week:	Total Hours: 300 Hours	

**EDUCATIONAL WORK PLAN**

Answer the following questions below. You can elaborate on a separate document (typed) and attach the completed description to this form.

**A. Educational Objectives for the Internship**

1. What are your career goals?
2. What are the specific objectives you wish to accomplish during this field placement?
3. How will the internship help you achieve these goals?

**B. Detailed Description of Internship**

1. **Orientation and Training:** Describe the orientation and training you will receive as preparation for accomplishing your internship assignments. This should include a tentative schedule indicating the days, dates, and time for orientation and training sessions. In addition, we encourage students to schedule time to attend at least one staff meeting during the semester at their internship site.
2. **Internship Assignment:** Provide detailed information on the following:
  - a) Describe the job assignments for which you will be responsible during this internship.
  - b) List a **minimum of 10 specific objectives/tasks** that you will accomplish during your internship. This should include a tentative schedule indicating the days, dates, and times you will spend on-site accomplishing these assignments.
3. **Evaluation:** Provide a tentative schedule indicating when (days, dates, and time) you will meet with your site supervisor weekly for evaluative conferences.

**D. Signatures**

*Student's signature indicates that the educational work plan has been approved by the internship site supervisor.*

Signature \_\_\_\_\_ Date \_\_\_\_\_  
**EDUCATIONAL WORK PLAN**

**Responsibilities of Internship Site**

1. Designate one professional staff person as the **site supervisor** for the student. The site supervisor must be able to provide **at least one hour of direct contact to the intern per week**. This time together enables the site supervisor to directly observe the intern at work, setting the groundwork for evaluation, and allows the site supervisor to share their expertise with the intern. During the supervisory hour each week, the intern’s strengths and weaknesses should be discussed, along with specific suggestions on how to better carry out the internship responsibilities.

**Name:** \_\_\_\_\_

2. The site supervisor must have appropriate educational background and training in an area related to kinesiology, exercise and sport science, physical education, health science, health education or allied health.
3. The site supervisor should have at least three years of experience in the area, which an intern student will study.
4. The site must have appropriate programs and sufficient facilities that meet the needs of intern student – contemporary professional practice and supervised learning environment.
5. The site supervisor must agree to have regular one-on-one training/teaching with his/her intern and weekly evaluation sessions.
6. Internship experience (daily activities and work assignment) for intern students should be equivalent to other professional staffs at the internship organization that are intellectually challenging and require advanced training.

***I have read the Internship Manual, the responsibilities of the internship site and site supervisor, and the student’s Educational Work Plan, and I agree to work with the student toward meeting the stated objectives.***

\_\_\_\_\_

Site-Supervisor

\_\_\_\_\_

Date

**COMMITMENT CLAUSE**

I, \_\_\_\_\_ (student) will commit to  
\_\_\_\_\_ (internship agency) for 300 hours during the  
semester that I am registered for HTH 4936 or KIN 4936. If a problem arises at the  
internship site during the first two weeks (fall or spring semester) or first week (summer  
semester), I will follow the guidelines listed in the internship manual on pages 5-7  
(Advisement and Problem Solving). If I do not follow the process advised in the  
internship manual, then I will be dropped or need to withdraw from the course and  
complete the course the following semester.

**Initials:**

\_\_\_\_\_ I understand that I will work to solve any problems that arise at my internship site  
and will commit to the internship experience.

\_\_\_\_\_ I will not ask to be moved to another site without discussing all of the issues at hand  
with my site supervisor, university supervisor, and department chair.

\_\_\_\_\_ I understand that removal from my site will result in me withdrawing or failing this  
course. HTH/KIN 4936 cannot be retaken.

\_\_\_\_\_ I understand that at the time of registration I will only have a total of 12/13 Hours  
including the 6-hour internship course. If my total semester hours are more than the 12/13  
hours and I did not get an hour appeal approval, I will not be registered for 4936.  
(Community Health Catalogue Fall 2014 – Present only can take 13 hours)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please Note that this document must be typed! All signatures must be hand-written and  
cannot be typed. Failure to complete this document and turn in the required Interview  
worksheet (typed) will result in you not being registered. I will register you for 4936.

## HEALTH AND KINESIOLOGY INTERNSHIP SPECIAL PROJECT

Name \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_

### SPECIAL PROJECT

#### Background of the Special Project:

In addition, to the regular responsibilities assigned during the internship, you will be asked to complete an approved special project during the internship. The project, when agreed upon between the intern, site supervisor, and university supervisor, needs to directly benefit the internship agency. It will also give the intern the opportunity to make direct application of theories, skills and training completed thus far. This project is representative of the legacy you leave as an intern. In addition, it is believed this experience may also help the intern determine if this field is really the one they would like to stay in for the rest of their professional career.

#### Assignment:

On this form give a brief description of your proposed Special Project, then seek approval from your site supervisor and university supervisor. After approval has been received, the intern may begin the project. Upon completion of the project write up a summary, including a detailed description, contribution of the project to the agency, the project's outcomes, and any other pertinent information. This project is to be left with the agency. THE PROJECT MUST BE COMPLETED BEFORE THE INTERNSHIP IS COMPLETED.

Project Title \_\_\_\_\_

Project Description

### Outline for Special Project

Please follow the following format to write the plan for your special project.

Purpose of the project: Describe in detail what are the expected outcomes of the project

1.

2.

3.

Learning objectives: Describe what kind of knowledge, skills, and experience you will be able to obtain by completing the project.

- 1.
- 2.
- 3.

Products of the project: Describe the process that you will take to complete the project and the end product that you will be able to produce at the end of the project. **Each intern will submit evidence that documents the process or the end product of the project.**

**SPECIAL PROJECT**

**Signatures:**

*- Student's signature indicates that the special project has been approved by the internship site supervisor.*

_____	_____
Student	Date

*- Site Supervisor's signature indicates that the special project has been approved by the internship site supervisor.*

_____	_____
Site-Supervisor	Date

**HEALTH AND KINESIOLOGY PROGRAM**  
**College of Education and Human Development**  
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**EVALUATION OF INTERN'S PERFORMANCE**  
**Midterm Evaluation Form**

**I. General Information**

**STUDENT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INTERNSHIP SITE:** \_\_\_\_\_

**EVALUATION PERIOD COVERED:**

**FROM** \_\_\_\_\_ **TO:** \_\_\_\_\_  
 month year / month year

**TOTAL HOURS COMPLETED:** \_\_\_\_\_

**SUPERVISOR'S TITLE:** \_\_\_\_\_

**II. Evaluation Outline**

*Please complete an evaluation of the intern following the two-part outline below. Part One requires a narrative statement and Part Two involves completing a checklist which is provided. Please attach the narrative evaluation to this form and submit together to the Internship Coordinator at the above address.*

**PART ONE:** *The intern's contribution to the work of the organization*

- a) *Tasks accomplished*
- b) *Academic knowledge shared*
- c) *Student's strengths and weaknesses*
- d) *Additional comments (if any)*

**PART TWO:** *Performance Checklist (see attached checklist)*

**SIGNATURES:**

**STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SITE SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

***University of Texas at San Antonio  
Kinesiology and Health Internship Program***

***Evaluation of Internship Performance***

**Mid-Term Form**

**Part One: The intern's contribution to the work of the organization**

**Please provide a summary of a) tasks accomplished by the student, b) academic knowledge shared/contributed, c) student's strengths and weaknesses. (You are welcome to write your evaluation in Microsoft and attach it to the form.)**

## **STUDENT PERFORMANCE EVALUATION CHECKLIST**

**Area of Performance**

**Good**

**Satisfactory**

**Unsatisfactory**

**NA**

*Please mark the corresponding box.*

1. *Applies health-related and/or kinesiology knowledge and skills to accomplishing agency goals.*
2. *Has an adequate skill set to contribute to the agency.*
3. *Conveys self-confidence.*
4. *Exercises good judgment.*
5. *Adapts to changing demands.*
6. *Displays interest, commitment, and passion for the agency's mission and goals.*
7. *Responds to constructive criticism in an adaptive manner.*
8. *Assumes appropriate responsibility for work behavior.*
9. *Represents the agency appropriately in the community.*
10. *Takes initiative to accomplish tasks without being asked.*
11. *Organizes time effectively and completes assignments on time.*
12. *Communicates well with professionals in the organization.*
13. *Works professionally with clients or community members.*
14. *Observes work hours, rules, and regulations.*
15. *Maintains a professional appearance.*

Have you discussed this evaluation with the student intern? \_\_\_\_\_ Yes \_\_\_\_\_ No

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Fax: (210) 458-5873**

**EVALUATION OF INTERN'S PERFORMANCE**  
**Final Evaluation Form**

**III. General Information**

**STUDENT'S NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**INTERNSHIP SITE:** \_\_\_\_\_

**TOTAL HOURS COMPLETED:** \_\_\_\_\_

**SUPERVISOR'S TITLE:** \_\_\_\_\_

**PLEASE CIRCLE THE APPROPRIATE LETTER:**

*If you as the site supervisor were to provide a letter grade for the intern, what would you assign?*  
A B C D

*Would you hire the student for an entry level position? Please circle*

NO YES YES WITH RESERVATION

**PLEASE PROVIDE ANY ADDITIONAL COMMENTS:**

*The intern's contribution to the work of the organization (in space provided or on additional sheet)*

**SIGNATURES:**

**STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SITE SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**THE UNIVERSITY OF TEXAS AT SAN ANTONIO  
KINESIOLOGY AND HEALTH INTERNSHIP  
STUDENT'S EVALUATION OF THE INTERNSHIP EXPERIENCE**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Internship Site Supervisor: \_\_\_\_\_

Complete this evaluation. Submit your responses to the internship site supervisor and the university supervisor.

1. Evaluate your progress toward fulfilling the career goals stated in your Educational Work Plan.
2. Evaluate your progress toward fulfilling the educational goals stated in your Educational Work Plan.
3. Evaluate the orientation and training you received in terms of how well it prepared you to carry out your internship assignments.
4. Evaluate your performance in fulfilling job responsibilities (internship assignments) and learning objectives set forth in your educational work plan.
5. Evaluate the evaluative conferences in terms of their benefit in:
  - a. Helping you to recognize your strengths and weaknesses;
  - b. Offering you suggestions for maintaining strengths and improving weaknesses; and
  - c. Offering you specific suggestions for how to better carry out your internship assignments.
6. What academic background did you find valuable in completing the internship?
7. Did you find any prior work experiences valuable during the internship? Explain.
8. What was the most positive experience(s) of the internship? Explain.
9. What was the most difficult experience(s) of the internship? Explain.
10. What do you feel other students interested in working at this internship site should know prior to starting work?
11. Did you feel the feedback you received from your supervisor during the semester was valuable in helping you improve? If not, how could the communication between the intern and the supervisor be improved?
12. What additional suggestions do you have for improving the internship experience?