

KINESIOLOGY INTERNSHIP PROCEDURAL MANUAL

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Website: <https://hcap.utsa.edu/kinesiology/current-students/internships/>

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KINESIOLOGY INTERNSHIP PROGRAM

I. Introduction

Experiential learning is an indispensable and valuable element for kinesiology professionals. An internship enables the student to gain practical experience as a professional under conditions conducive to educational development. The internship allows the student to explore the field of their future pursuit. It also allows them to apply and integrate the cognitive knowledge and skills developed in the classroom to real-world settings.

The primary goals of the program are:

- To prepare students for entry into the kinesiology-related fields.
- To integrate classroom-based knowledge and skills in daily professional practice.
- To provide students the opportunity to learn how to interact with patients/clients and individuals with various roles within a company/organization in a professional manner.
- To provide students the opportunity to learn about the structure, administration, and activities of a company/organization.
- To provide students with an opportunity to network with professionals in the kinesiology-related fields.

Students should complete the internship during the final semester of the degree. The internship experience (KIN 4936) is required for some seniors seeking a degree in Kinesiology. Internship (KIN 4936) can be taken as an elective for students who are on degree plans that do not require an internship. Students can see whether or not the internship is required by reviewing their degree plans in Degree Works.

II. Eligibility

Students must apply for the internship the semester before they complete the internship. The Kinesiology majors are eligible to apply for an internship if they:

- Have a minimum UTSA GPA of 2.5.
- Are within 12-13 hours of completing all degree requirements of the major and support work to complete the internship during the fall and spring semesters.
- Are within 6-7 hours of completing all degree requirements of the major and support work to complete the internship during the 10-week summer session.

If you must complete the internship while taking over 7 credit hours in the fall/spring or over one credit hour in the summer, you will have to obtain department approval (see III. Process B. Hour-appeal).

III. Process

The internship should be completed during the final semester of the degree. Therefore, the steps described here must be completed before the semester in which the students will take KIN4936. UTSA Career center is an excellent resource for you in preparing for the internship. Please visit their website (<https://careercenter.utsa.edu/>) for helpful tips on how to structure your resume, apply for internships, and prepare for interviews.

A. Credit hour appeal

If you must complete the internship while taking over 7 credit hours in the fall/spring or over one credit hour in the summer, you will have to obtain department approval. The student should submit a Credit hour appeal to KIN.Internship@utsa.edu. Please refer to the internship website for the due date to send in the request.

B. Work experience appeal

If you have work experience and wish to be exempt from taking the internship course, you may submit a work experience appeal. The work experience must be related to your degree/concentration and must be at least equivalent to what a student will earn in a 300-hour internship. Both the length and quality of the experience will be evaluated. If the appeal is approved, the student will be allowed to take two 3-credit hour upper-division KIN courses in place of the internship. The appeal must be sent to KIN.Internship@utsa.edu. Please refer to the internship website for the due date to send in the appeal.

C. Securing the internship site

The Kinesiology department has a partnership with many companies and organizations in San Antonio where you can complete an internship. These sites are listed in the Kinesiology internship website. Students will review potential internship sites and identify the sites that offer experiences that match their career interests. The experience at the site must expand the student's knowledge and permit professional growth and development. Other factors to consider when reviewing the internship sites include opportunities for networking, agency location, and schedule. Students will contact the agencies and complete interviews to secure the internship. If offered a position from multiple sites, the student will determine which site most closely meets his/her career interests. Once the student accepts an offer, he/she will notify the other sites to withdraw the application.

D. New-site request

Students can submit a new-site request if they want to complete an internship with an agency that does not already have a current affiliation agreement with UTSA. The new-site must be willing to take the student as an intern before submitting the new-site request. Each student can only submit one new-site request. Please be aware that the approval of the new site can take up to 2-3 months. The agreement must be finalized before the beginning of the semester. The request must be sent to KIN.Internship@utsa.edu. Please refer to the internship website for the due date to send in the request.

E. Educational work plan

After the student secures the internship site, he/she will work with the site supervisor to complete the educational work plan. 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 student will email the completed document to KIN.Internship@utsa.edu and copy the site supervisor on the email. Please refer to the internship website for the due date to send in the educational work plan.

F. Course Registration

Once the educational work plan is approved, the department will register you for the internship course (KIN4936). Students cannot register for the course on their own.

IV. Expectations

A. Time requirements

The student will earn six credit hours for completing the internship. During the internship semester, a total of 300 hours (approximately 20 hours/week) must be spent at the placement organization. This equates to approximately 20 hours/week during the fall or spring semester and approximately 30 hours per week over 10 weeks during the summer. The student is expected to adhere to agreed-upon agency work schedules and administrative policies. Failure to participate in scheduled work activities will result in the termination of the internship.

B. Compensation and cost

Internship experiences should be selected based on their educational quality. Most internships are unpaid. However, some sites have paid internship opportunities. The university supervisor must be informed in advance if an intern student is accepting payment for fulfilling the required internship hours. 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.

C. Professional behavior

Please keep in mind that you are representing the university when you are at the internship site. Please make sure that your attire is appropriate for the site. Be punctual and communicate clearly and respectfully with your site supervisor and clients/patients at the site. The internship is a great learning experience. The more open and eager you are to learn, the more you will get out of the experience. Feel free to ask questions and learn as much as you can. Make sure you show respect and appreciation for the agency and site supervisors for hosting your internship.

D. Conflict Resolution

The internship provides the student opportunities to learn to deal with problems that arise from work duties and interpersonal relationships. Typical reasons for conflict include changes in responsibilities or expectations, communication challenges, and lack of supervisor feedback or contact. 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 internship coordinator. If the intern and site supervisor are unable to reach an understanding acceptable to both parties, the department (i.e., internship coordinator and/or the department chair) will meet with them to help achieve a solution.

V. Roles and responsibilities

A. Student intern

1. Secure the internship and submit the educational work plan to the department during the semester before the internship is completed.
2. Work with the internship site to complete all requirements of the organization (background checks, immunizations, etc.) promptly.

3. Complete any required training/orientation before starting the internship.
4. Report to the internship site and work on assigned work/responsibilities during the scheduled internship time block. It is recommended that the students arrive 10-15 minutes before the scheduled time so that they can start the internship duty on time.
5. Meet with the site supervisor at least once a week to receive feedback and maintain clear communication lines.
6. Complete all required course assignments in KIN4936. Delay in turning in the assignments can affect the course grade. All assignments will be posted on Blackboard in the Assignments tab.
7. Work with site supervisors to come up with an idea/plan for the special project to be completed during the semester and complete the project following the proposed timeline.
8. Meet with the site supervisors to go over the mid-semester and end-of-the-semester evaluations.
9. Respond to any communication from the internship coordinator in a timely manner (1-2 business days).

B. Internship sites

1. Work with students to complete the educational work plan that outlines the internship objectives, job duties, and schedule.
2. 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 carry out the internship responsibilities better.
3. Perform a criminal history background check of the student, if required at the organization or agency.
4. Ensure all requirements of the organization (background checks, immunizations, etc.) are met 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.
5. 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.
6. Provide the intern with appropriate workspace and necessary supplies. The site 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 potential costs an intern may incur should be discussed between the site supervisor and the intern in advance of the internship.

7. Assign meaningful work that promotes the intern's professional growth while pursuing the placement agency's goals. Whenever possible, provide a variety of learning opportunities, including attending staff meetings, conferences, collaborative meetings, etc. Avoid burdening the intern with only routine clerical and/or custodial tasks.
8. Work with students to come up with an idea for the special project to be completed during the semester and provide feedback/guidance as necessary.
9. Prepare two evaluations of the student intern, one midway through the experience, and the other during the last week of the internship.
10. Respond to any communication from the university faculty supervisor in a timely manner (3-5 business days).

C. Department

1. Network with kinesiology-related organizations and agencies to locate appropriate internship placements.
2. Orient the agency to the Kinesiology program at UTSA.
3. Counsel and advise students regarding the requirements of the internship.
4. Review and approve the student's educational work plan.
5. Assist in the resolution of questions or problems that may arise regarding the appropriate roles and responsibilities of the intern.
6. Provide professional liability insurance for student interns (\$1 million/\$3 million policy).

VI. Internship termination

1. If the student is terminated from the internship for any reason, the student will need to notify the internship coordinator immediately.
2. Each termination will be resolved by communication with the site supervisor, student, Internship Coordinator, & Department Chair.
3. If it is determined that the student is at fault for being terminated, the student will need to withdraw from the internship course, unless the conflict is reconciled. Violating agency rules, frequently arriving late / not reporting to the site as scheduled, and not performing the assigned tasks that agency and the student agreed upon (and described in the educational work plan) are common reasons for termination that is attributed to the student's action. The student will be responsible for any financial obligations (i.e., tuition and fees) related to taking KIN4936 and must take two 3-credit-hour courses in place of the internship to meet the graduation requirement the following semester.