



**INTERNSHIP MANUAL**

# INTRODUCTION

Kinesiology - the study of movement - comes from the Greek “kinesis” (to move). The current societal concern for the physical well-being of the American population, rekindled by the 2001 Surgeon General’s “Call to Action to Prevent and Decrease Overweight and Obesity,” has sparked renewed interest in the study of physical education and kinesiology. As such, the B.S. in Kinesiology at Cal State San Marcos prepares students for a wide variety of careers in the areas of rehabilitation, wellness, fitness, and education.

After the completion of at least 90 units toward the major (including KINE 326 Exercise Physiology), Kinesiology majors in the Applied Exercise Science and Pre-Physical Therapy options may obtain approval to register for their required, KINE 495 Internship. The Internship is comprised of a minimum of 90 clock hours of practical, supervised, “hands-on” experience related to the student’s career of interest. As our field encompasses many different organizations in diverse settings, the actual sites for student internships will vary. Some settings that may be appropriate for an internship may include corporate fitness programs, fitness facilities, hospital-based wellness programs, physical therapy/chiropractic clinics, physician-based health care facilities, cardiac rehabilitation programs, and non-profit health related agencies. Students must identify the site where they wish to intern, and must obtain permission from the site on their own. Students are encouraged to consult the Kinesiology website for an up-to-date listing of approved sites at: [www.csusm.edu/kinesiology/KINE\\_internships](http://www.csusm.edu/kinesiology/KINE_internships). Students may also find their own internship site and identify a site supervisor. The site must then be approved by the CSUSM internship coordinator.

This document (THE CALIFORNIA STATE UNIVERSITY, SAN MARCOS KINESIOLOGY INTERNSHIP MANUAL) describes the nature of the Kinesiology program at California State University, San Marcos, the associated internship experience, as well as the responsibilities of the student, the University, and the participating internship site.

# RESPONSIBILITIES

## **The University will:**

1. approve of internship placements in consultation with the student and the Company/Agency.
2. provide the student and the Company/Agency with a Kinesiology Internship Manual.
3. assign a University Supervisor (the Department Chair or faculty member) to carry out the responsibilities of the University with respect to the internship.
4. in consultation with the Company/Agency supervisor, evaluate the internship experience and the student's performance, and assign the student's final grade (Pass/Fail) for the internship.
5. contact the Company/Agency supervisor and the student either by telephone or in person on a predetermined basis. (This will be determined by the on site supervisor)

## **The Company/Agency will:**

1. develop a written job description for the internship with a weekly assignment schedule with specific learning objectives for each week.
2. assign an on-site supervisor to work closely with the intern.
3. discuss evaluation procedures with the intern. This should take place very early in the internship.
4. send written evaluation of the student(s) performance to the University supervisor following the completion of the internship.
5. communicate with the University supervisor immediately concerning any major problems that may arise
6. help the student identify and carry out a project that will positively impact the Company/Agency program integrate the student into the daily operation of the program as much as possible.
7. ensure the internship is approximately 90 hours (fourteen weeks of employment @ 6 hours per week).

**The Student will/must:**

1. enroll concurrently in KINE 495: Internship in Kinesiology.
2. OBTAIN FORMAL APPROVAL BY THE UNIVERSITY SUPERVISOR PRIOR TO BEGINNING THE INTERNSHIP EXPERIENCE.
3. ACT IN A PROFESSIONAL MANNER as a representative of the Kinesiology Department at California State University, San Marcos.
4. maintain valid CPR certification and ensure that there will be no lapse during the entire internship.
5. in conjunction with the internship supervisor, design and carry out a major project during the internship experience.
6. ON A BI-WEEKLY BASIS, inform the Kinesiology Department Chair/faculty supervisor of week-to-week activities at the site.
7. send to the University supervisor a typed summary of the overall internship experience, with learning experiences identified.
8. communicate with the University supervisor immediately concerning any major problem that may arise.
9. inform University supervisor of the mailing/site address, e-mail address, and telephone number where you may be reached during the internship. THIS MUST BE DONE BY THE FIRST WEEK OF THE INTERNSHIP.
10. complete approximately 90 hours for the internship experience (fifteen weeks of employment @ 6 hours per week).
11. compile information from the internship experience to incorporate into your professional portfolio.
12. complete and return this packet to the Kinesiology Department Chair/faculty member AT LEAST TWO WEEKS prior to the first day of the student's internship experience. Any questions or concerns regarding this Agreement should be addressed to the University Department Chair/faculty member.

## **INTERNSHIP GUIDELINES**

### **Attendance**

The internship will officially begin on the date as noted on the agreement, designated by the CSUSM Kinesiology Department Chair/faculty member and the Internship supervisor.

The student will follow the vacation/holiday schedule of the CSU. It is the responsibility of the student to notify the appropriate staff of leave time for CSU vacation/holiday at the beginning of the internship. The student does have the option to participate in the internship during CSU holidays, although he/she is not required to do so. The student also has the option of following a schedule mutually agreed upon by the Kinesiology Program Chair/faculty member, Internship supervisor, and the student.

Any other circumstance for vacation/holiday or excused leave will be handled on an individual basis by the student, the University supervisor, and Internship supervisor.

### **Dress Code and Required Attire**

Appropriate dress will be determined by the Internship supervisor at each site. It is the expectation of the CSUSM Kinesiology Program that the student will dress appropriately and professionally at all times. This includes not only clothing, but also professional grooming and hygiene (i.e. hair, nails, footwear with socks, earrings, tattoos, piercings, etc.). Students must adhere to the Dress Code of their internship site.

### **Evaluation**

At the conclusion of the internship, students will be formally evaluated by the internship supervisor. The due date for this evaluation will be no later than the last day of formal instruction for the semester. The evaluation should be faxed or mailed to the Kinesiology Department Chair/faculty member, but must arrive by the due date. The internship supervisor may contact the Kinesiology Department Chair/faculty member to discuss the outcomes of this evaluation if they wish to do so.

### **Termination of the Internship Experience**

If at any point throughout the practicum experience the internship supervisor requests the practicum be terminated, the student, internship supervisor, and Kinesiology Department Chair/faculty member will meet to discuss the reason for termination. The results of this meeting will be used to determine if the student intern is allowed to continue the internship experience, is required to change sites for continuation of the experience, or obtains a grade of "no credit/NC" for the course. Each case will be handled on an individual basis. It is highly recommended for all parties involved to notify the Kinesiology Department Chair/faculty member as soon as problems arise at the internship site in order to address concerns immediately.

**CALIFORNIA STATE UNIVERSITY, SAN MARCOS**

**DEPARTMENT OF KINESIOLOGY**

**COMPANY/AGENCY INTERNSHIP PARTICIPATION AGREEMENT**

We \_\_\_\_\_ have communicated  
COMPANY/AGENCY NAME (PRINTED)

with \_\_\_\_\_ to the extent  
STUDENT'S NAME (PRINTED)

necessary and agree to supervise him/her in an internship experience as described in the CSU, San Marcos Kinesiology Internship Manual.

The above student's immediate supervisor at the internship site will be:

\_\_\_\_\_  
SUPERVISOR'S NAME (PRINTED)

He/She can be reached at: ( \_\_\_\_\_ ) \_\_\_\_\_, \_\_\_\_\_  
TELEPHONE NUMBER E-MAIL ADDRESS

The internship will begin \_\_\_\_/\_\_\_\_/\_\_\_\_ and will be completed by \_\_\_\_/\_\_\_\_/\_\_\_\_.

\_\_\_\_\_  
COMPANY/AGENCY REPRESENTATIVE'S SIGNATURE

\_\_\_\_\_  
DATE

**PROVIDE CURRENT INFORMATION WHERE YOU MAY BE CONTACTED DURING  
YOUR INTERNSHIP:**

**NAME:** \_\_\_\_\_

**INTERNSHIP SITE/ADDRESS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESIDENCE DURING INTERNSHIP:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PHONE NUMBER(S):** \_\_\_\_\_

\_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**RETURN THIS FORM TO:**

**(Kinesiology Internship Supervisor's name)**

**Department of Kinesiology**

**333 S. Twin Oaks Valley Rd**

**California State University, San Marcos**

**San Marcos, CA 92096-0001**



**CALIFORNIA STATE UNIVERSITY, SAN MARCOS**  
**DEPARTMENT OF KINESIOLOGY**  
**KINESIOLOGY INTERN EVALUATION**  
*(completed by Internship Site Supervisor)*

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

Supervisor: \_\_\_\_\_

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

Please evaluate the student intern according to the following scale:

**1 Unacceptable    2 Below Average    3 Average    4 Above Average    5 Outstanding**

<b><i>Personal Qualities</i></b>					
Personal appearance	1	2	3	4	5
Professional dress	1	2	3	4	5
Initiative	1	2	3	4	5
Imagination/resourcefulness	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Self-control, poise	1	2	3	4	5
Dependability	1	2	3	4	5
Cooperation	1	2	3	4	5
Maturity	1	2	3	4	5

<b><i>Professional Qualities:</i></b>					
Awareness of duties and responsibilities	1	2	3	4	5
Ability to accept constructive criticism	1	2	3	4	5
Ability to work with peers	1	2	3	4	5
Ability to work with clients/participants	1	2	3	4	5
Punctuality	1	2	3	4	5
Attendance	1	2	3	4	5
Oral skills	1	2	3	4	5
Written skills	1	2	3	4	5
Shows initiative	1	2	3	4	5
Works independently	1	2	3	4	5
Demonstrates effort to improve	1	2	3	4	5
Planning and decision making skills	1	2	3	4	5
Capable of promoting professional health enhancement programs	1	2	3	4	5
Displays leadership in capacity in which he/she is working	1	2	3	4	5
Displays proper attitude toward work	1	2	3	4	5
Stays within legal, moral, and professional boundaries	1	2	3	4	5
Demonstrates professionalism at all times	1	2	3	4	5
Effective in organizing and presenting ideas	1	2	3	4	5
Professionally prepared to execute duties necessary for placement in the field	1	2	3	4	5

<b>Professional Qualities:</b>					
Possesses knowledge of current national policies in the field	1	2	3	4	5
Possesses thorough understanding of the field and its diversifications	1	2	3	4	5
Has ability to evaluate programs and make long range plans	1	2	3	4	5
Recognizes problems associated with health enhancement program administration	1	2	3	4	5
Compares favorably to other quality interns in the past	1	2	3	4	5
The intern was an asset to your program	1	2	3	4	5
Assessment of the intern for today's job market	1	2	3	4	5

**Strengths:**

**Weaknesses:**

**Additional Comments:**

**Student's Grade:**

CREDIT

NO CREDIT

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please fax or mail this completed evaluation by the last day of classes (generally the 1st week in December or the 2<sup>nd</sup> week in May) to:

**Department of Kinesiology**  
**333 S. Twin Oaks Valley Rd**  
**California State University, San Marcos**  
**San Marcos, CA 92096-0001**  
 760-750-7350 (voice)  
 760-750-3190 (fax)